



**RIVERSIDE PARK  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING & PUBLIC  
HEARING  
JULY 24, 2023  
6:30 P.M.**

Special District Services, Inc.  
8785 SW 165<sup>th</sup> Avenue, Suite 200  
Miami, FL 33193

[www.riversideparkcdd.org](http://www.riversideparkcdd.org)

786.347.2711 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**RIVERSIDE PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**  
Meeting Room at Mercedes Benz of Cutler Bay  
10701 SW 211<sup>th</sup> Street  
Cutler Bay, Florida 33189  
**REGULAR BOARD MEETING & PUBLIC HEARING**  
**July 24, 2023**  
**6:30 p.m.**

- A.** Call to Order
- B.** Proof of Publication.....Page 1
- C.** Establish Quorum
- D.** Additions or Deletions to Agenda
- E.** Comments from the Public for Items Not on the Agenda
- F.** Approval of Minutes
  - 1. May 22, 2023 Regular Board Meeting.....Page 2
- G.** Public Hearing
  - 1. Proof of Publication.....Page 6
  - 2. Receive Public Comments on Fiscal Year 2023/2024 Final Budget
  - 3. Consider Resolution No. 2023-05 – Adopting a Fiscal Year 2023/2024 Final Budget.....Page 7
- H.** Old Business
- I.** New Business
  - 1. Consider Resolution No. 2023-06 – Records Retention Policy Adoption.....Page 14
  - 2. Consider Approval of Columns and Monuments Painting Proposals.....Page 18
  - 3. Consider Approval of Resolution No. 2023-07 – Adopting a Fiscal Year 2023/2024 Regular Meeting Schedule.....Page 27
- J.** Administrative Matters
  - 1. Accept and Receive 2023 Riverside Park Annual Engineering Report.....Page 29
  - 2. Financial Update.....Page 34
  - 3. Consider Appointment of Audit Committee & Approval of Evaluation Criteria.....Page 39
- K.** Board Members/Staff: Additional Comments/Requests
- L.** Adjourn

**Location**

Miami-Dade County, Florida

**Notice Text**

NOTICE OF THE RIVERSIDE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
PUBLIC HEARING & REGULAR  
BOARD MEETING

NOTICE IS HEREBY GIVEN that the Riverside Park Community Development District (the "District") will hold a public hearing and regular meeting (the "Meeting") of its Board of Supervisors (the "Board") on July 24, 2023, at 6:30 p.m. in a Meeting Room of Mercedes Benz of Cutler Bay located at 10701 SW 211th Street, Cutler Bay, Florida 33189. The Meeting is being held for the necessary public purpose of considering the Fiscal Year 2023/2024 Proposed Budget and any other agenda items related to the District. At such time the Board is so authorized and may consider any business that may properly come before it.

A copy of the agenda for the Meeting may be obtained at the offices of the District Manager, c/o Special District Services, Inc., at (561) 630-4922 or [gperez@sdsinc.org](mailto:gperez@sdsinc.org) (the "District Manager's Office") during normal business hours. The Meeting is open to the public and will be conducted in accordance with the provisions of Florida law for special districts. The Meeting may be continued to a date, time, and place to be specified on the record at the Meeting.

Any person requiring special accommodations in order to access and participate in the Meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. 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), for aid in contacting the District Manager's Office.

Anyone requiring assistance in order to participate in this Meeting should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. Similarly, any person requiring or that otherwise may need assistance accessing or participating in this Meeting because of a disability or physical impairment is strongly encouraged to contact the District Manager's Office at least forty-eight (48) hours in advance so that arrangements may be made.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meeting is advised that person will need a record of 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.

District Manager

RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT

[www.riversideparkcdd.org](http://www.riversideparkcdd.org)

7/6-13 23-119/0000671694M

**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
MAY 22, 2023**

**A. CALL TO ORDER**

The May 22, 2023, Regular Board Meeting of the Riverside Park Community Development District (the “District”) was called to order at 6:42 p.m. in a Meeting Room at Mercedes Benz of Cutler Bay located at 10701 SW 211<sup>th</sup> Street, Cutler Bay, Florida 33189.

**B. PROOF OF PUBLICATION**

Proof of publication was presented that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on March 10, 2023, as legally required.

**C. ESTABLISH A QUORUM**

It was determined that the attendance of Chairperson Lorraine Torres, Vice Chairman Lariel Torres and Supervisors Ingrid Ojeda and Daniel Alvarez constituted a quorum and it was in order to proceed with the meeting.

Staff also in attendance were: District Manager Gloria Perez of Special District Services, Inc.; and General Counsel Scott Cochran of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also present via phone was Bond Counsel, Morris G. (Skip) Miller of Greenspoon Marder LLP.

**D. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

There were no comments from the public for items not on the agenda.

**F. APPROVAL OF MINUTES**

**1. April 17, 2023, Special Board Meeting**

The minutes of the April 17, 2023, Special Board Meeting were presented for consideration.

A <b>MOTION</b> was made by Supervisor Ojeda, seconded by Supervisor Lorraine Torres and passed unanimously approving the minutes of the April 17, 2023, Special Board Meeting, as presented.
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**G. NEW BUSINESS**

**1. Consider Centennial Bank Loan Modification Term Sheet**

A <b>MOTION</b> was made by Supervisor Ojeda, seconded by Supervisor Lorraine Torres and passed unanimously approving the Centennial Bank Loan Modification Term Sheet, as presented.
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**2. Loan Modification Summary**

The Loan Modification Summary was provided in the meeting book for informational purposes.

### **3. Modification Summary (Sources & Use Breakdown)**

The Modification Summary (Sources & Use Breakdown) was provided in the meeting book for informational purposes.

### **4. Special Assessment Refunding Bonds, Series 2014**

The Special Assessment Refunding Bonds, Series 2014, was provided in the meeting book for informational purposes.

### **5. Consider Resolution No. 2023-04 – Authorizing Resolution**

Resolution No. 2023-04 was presented, entitled:

#### **RESOLUTION NO. 2023-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT; AUTHORIZING THE DISTRICT TO ISSUE A FIRST ADDENDUM TO THE DISTRICT’S SPECIAL ASSESSMENT REFUNDING BONDS, SERIES 2014; AUTHORIZING THE DISTRICT TO ENTER INTO A FIRST SUPPLEMENT TO TRUST INDENTURE FIXING THE INTEREST RATE ON SUCH BONDS THROUGH THE MATURITY THEREOF, REMOVING THE REQUIREMENT FOR A DEBT SERVICE RESERVE FUND AND OTHER RELATED MATTERS; DESIGNATING THE FIRST ADDENDUM TO BONDS AS A “BANK QUALIFIED OBLIGATION” WITHIN THE MEANING OF SECTION 265(b)(3) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED; PROVIDING FOR CERTAIN COVENANTS AND AGREEMENTS IN CONNECTION THEREWITH; AND PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.**

Mr. Miller provided an overview of the resolution and addressed the Board’s questions.

A <b>MOTION</b> was made by Supervisor Ojeda, seconded by Supervisor Lorraine Torres and passed unanimously adopting Resolution No. 2023-04, as presented.
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### **6. Consider First Supplemental Trust Indenture**

Mr. Miller provided an overview of the First Supplemental Trust Indenture, which is an exhibit to the Authorizing Resolution and was provided for informational purposes.

### **7. Consider First Addendum to Bonds**

Mr. Miller provided an overview of the First Addendum to Bonds, which was provided in the meeting book for informational purposes. A correction to the District name was requested.

**8. Consider Resolution No. 2023-03 – Redacting Resolution No. 2023-02 and Approving a Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Date**

Resolution No. 2023-03 was presented, entitled:

**RESOLUTION NO. 2023-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT AMENDING RESOLUTION NO. 2023-02; AMENDING THE DATE AND TIME FOR THE PUBLIC HEARING TO CONSIDER THE FISCAL YEAR 2023/2024 FINAL BUDGET AND ASSESSMENTS AND AUTHORIZING THE SECRETARY AND DISTRICT MANAGER TO TAKE CERTAIN ACTIONS TO ACCOMPLISH THE INTENT OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.**

A **MOTION** was made by Supervisor Alvarez, seconded by Supervisor Lorraine Torres adopting Resolution No. 2023-03, setting the public hearing to adopt the 2023/2024 Fiscal Year Final Budget and Assessments for July 24, 2023, at 6:30 p.m. in the Meeting Room at the Mercedes Benz of Cutler Bay located at 10701 SW 211th Street, Cutler Bay, Florida 33189; and further authorizing the advertising of the Public Hearing, as required by law.

**H. OLD BUSINESS**

There were no Old Business items to come before the Board.

**I. ADMINISTRATIVE MATTERS**

**1. Financial Update**

Mrs. Perez presented the financials in the meeting book and briefly reviewed them with the Board, pointing out that available funds as of April 30, 2023, were \$328,905.26.

**2. 2022 Form 1 – Statement of Financial Interests**

Mrs. Perez reminded the Board to complete and mail in their 2022 Form 1 – Statement of Financial Interests by the July 1, 2023, deadline.

**J. BOARD MEMBER/STAFF CLOSING COMMENTS**

The Board noted that the proposals for painting of the perimeter wall would be presented at the next meeting.

**K. ADJOURNMENT**

There being no further business to come before the Board, a **MOTION** was made by Supervisor Lorraine Torres, seconded by Supervisor Lariel Torres and passed unanimously adjourning the Regular Board Meeting at 6:55 p.m.

**ATTESTED BY:**

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**Secretary/Assistant Secretary**

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**Chairperson/Vice-Chair**

**Location**

Miami-Dade County, Florida

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District Manager  
RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT

[www.riversideparkcdd.org](http://www.riversideparkcdd.org)

7/6-13 23-119/0000671694M



**RESOLUTION NO. 2023-05**

**A RESOLUTION OF THE RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2023/2024 BUDGET.**

**WHEREAS**, the Riverside Park Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

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

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT THAT:**

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

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

**PASSED, ADOPTED and EFFECTIVE** this 24<sup>th</sup> day of July, 2023.

**ATTEST:**

**RIVERSIDE PARK  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

Riverside Park  
Community Development District

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

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- I FINAL BUDGET
- II DETAILED FINAL BUDGET
- III DETAILED FINAL DEBT SERVICE FUND BUDGET
- IV ASSESSMENT COMPARISON

**FINAL BUDGET**  
**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	<b>FISCAL YEAR 2023/2024 ANNUAL BUDGET</b>
<b>REVENUES</b>	
Administrative Assessments	63,107
Maintenance Assessments	39,774
Debt Assessments	118,812
Other Revenues	0
Interest Income	300
<b>TOTAL REVENUES</b>	<b>\$ 221,993</b>
<b>EXPENDITURES</b>	
<b>MAINTENANCE EXPENDITURES</b>	
Lawn/Landscape Maintenance	16,500
Entrance Features	1,000
Miscellaneous Maintenance/Improvements	6,613
Border Hedge/Monument/Fence	8,275
Nutritional Control/Mulch	3,500
Engineering/Inspections	1,500
Contingency/Reserve	0
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 37,388</b>
<b>ADMINISTRATIVE EXPENDITURES</b>	
Supervisor Fees	6,000
Employer Taxes - Payroll	480
Management	20,316
Secretarial	2,700
Legal	8,000
Assessment Roll	3,500
Audit Fees	3,700
Insurance	6,500
Legal Advertisements	650
Miscellaneous	825
Postage	200
Office Supplies	475
Dues & Subscriptions	175
Trustee Fee	4,100
Continuing Disclosure Fee	250
Website Management	1,750
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 59,621</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 97,009</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 124,984</b>
Bond Payments	(111,683)
<b>BALANCE</b>	<b>\$ 13,301</b>
County Appraiser & Tax Collector Fee	(4,434)
Discounts For Early Payments	(8,867)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>
Carryover Funds From Prior Year	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED FINAL BUDGET**  
**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 ANNUAL BUDGET	FISCAL YEAR 2023/2024 ANNUAL BUDGET	COMMENTS
<b>REVENUES</b>				
Administrative Assessments	61,477	62,152	63,107	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	39,956	39,191	39,774	Expenditures/.94
Debt Assessments	120,340	120,339	118,812	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	320	240	300	Estimated At \$25 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 222,093</b>	<b>\$ 221,922</b>	<b>\$ 221,993</b>	
<b>EXPENDITURES</b>				
<b>MAINTENANCE EXPENDITURES</b>				
Lawn/Landscape Maintenance	15,154	16,500	16,500	No Change From 2022/2023 Budget
Entrance Features	0	1,000	1,000	No Change From 2022/2023 Budget
Miscellaneous Maintenance/Improvements	0	6,064	6,613	Miscellaneous Maintenance/Improvements
Border Hedge/Monument/Fence	0	8,275	8,275	No Change From 2022/2023 Budget
Nutritional Control/Mulch	0	3,500	3,500	No Change From 2022/2023 Budget
Engineering/Inspections	1,825	1,500	1,500	No Change From 2022/2023 Budget
Contingency/Reserve	0	0	0	Currently \$16,270 In Available Funds
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 16,979</b>	<b>\$ 36,839</b>	<b>\$ 37,388</b>	
<b>ADMINISTRATIVE EXPENDITURES</b>				
Supervisor Fees	2,200	6,000	6,000	No Change From 2022/2023 Budget
Employer Taxes - Payroll	168	480	480	Projected At 8% Of Supervisor Fees
Management	19,164	19,728	20,316	CPI Adjustment (Capped At 3%)
Secretarial	2,700	2,700	2,700	No Change From 2022/2023 Budget
Legal	6,090	8,000	8,000	No Change From 2022/2023 Budget
Assessment Roll	3,500	3,500	3,500	No Change From 2022/2023 Budget
Audit Fees	3,600	3,600	3,700	\$100 Increase From 2022/2023 Budget
Insurance	5,513	6,205	6,500	Fiscal Year 2022/2023 Expenditure Was \$5,926
Legal Advertisements	570	650	650	No Change From 2022/2023 Budget
Miscellaneous	695	825	825	No Change From 2022/2023 Budget
Postage	178	200	200	No Change From 2022/2023 Budget
Office Supplies	327	500	475	\$25 Decrease From 2022/2023 Budget
Dues & Subscriptions	175	175	175	No Change From 2022/2023 Budget
Trustee Fee	4,080	4,100	4,100	No Change From 2022/2023 Budget
Continuing Disclosure Fee	250	250	250	No Change From 2022/2023 Budget
Website Management	1,750	1,750	1,750	No Change From 2022/2023 Budget
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 50,960</b>	<b>\$ 58,663</b>	<b>\$ 59,621</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 67,939</b>	<b>\$ 95,502</b>	<b>\$ 97,009</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 154,154</b>	<b>\$ 126,420</b>	<b>\$ 124,984</b>	
Bond Payments	(114,540)	(113,119)	(111,683)	2024 Principal & Interest Payments
<b>BALANCE</b>	<b>\$ 39,614</b>	<b>\$ 13,301</b>	<b>\$ 13,301</b>	
County Appraiser & Tax Collector Fee	(2,132)	(4,434)	(4,434)	Two Percent Of Total Tax Roll
Discounts For Early Payments	(8,538)	(8,867)	(8,867)	Four Percent Of Total Tax Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 28,944</b>	<b>\$ -</b>	<b>\$ -</b>	
Carryover Funds From Prior Year	0	0	0	Carryover Funds From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 28,944</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED FINAL DEBT SERVICE FUND BUDGET**  
**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2021/2022	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	6	10	100	Projected Interest For FY 2023/2024
NAV Tax Collection	114,540	113,119	111,683	Maximum Debt Service Collection
<b>Total Revenues</b>	<b>\$ 114,546</b>	<b>\$ 113,129</b>	<b>\$ 111,783</b>	
<b>EXPENDITURES</b>				
Principal Payments	75,000	75,000	61,000	Principal Payment Due In 2024
Interest Payments	36,563	32,744	49,956	Interest Payments Due In 2024
Bond Redemption	10,000	5,385	827	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$ 121,563</b>	<b>\$ 113,129</b>	<b>\$ 111,783</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ (7,017)</b>	<b>\$ -</b>	<b>\$ -</b>	

**Series 2014 Bond Refunding Information**

Original Par Amount =	\$1,630,000	Annual Principal Payments Due =	May 1st
Interest Rate =	3.25% - 8.25%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	May 2014		
Maturity Date =	May 2034		
Par Amount As Of 5/1/23 =	\$970,000	Reserve Fund To Be Used For Extraordinary Principal Payment Of \$60,000.	

**Series 2023 Modification Information**

Original Par Amount =	\$910,000	Annual Principal Payments Due =	May 1st
Interest Rate =	5.68%	Annual Interest Payments Due =	May 1st & November 1st
Modification Date =	June 2023		
Maturity Date =	May 2034		

# Riverside Park Community Development District Assessment Comparison

	Fiscal Year 2020/2021 Assessment <u>Before Discount*</u>	Fiscal Year 2021/2022 Assessment <u>Before Discount*</u>	Fiscal Year 2022/2023 Assessment <u>Before Discount*</u>	Fiscal Year 2023/2024 Projected Assessment <u>Before Discount*</u>
Administrative	\$ 298.81	\$ 299.45	\$ 299.45	\$ <b>307.85</b>
Maintenance	\$ 195.55	\$ 194.91	\$ 194.91	\$ <b>194.03</b>
<u>Debt</u>	<u>\$ 592.80</u>	<u>\$ 592.80</u>	<u>\$ 592.80</u>	<u>\$ <b>585.28</b></u>
<b>Total</b>	<b>\$ 1,087.16</b>	<b>\$ 1,087.16</b>	<b>\$ 1,087.16</b>	<b>\$ 1,087.16</b>

\* Assessments Include the Following :

- 4% Discount for Early Payments
- 1% County Tax Collector Fee
- 1% County Property Appraiser Fee

Community Information:

Total Units	205
<u>Prepayments</u>	<u>2</u>
Billed for Debt	203

**RESOLUTION 2023-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERSIDE PARK 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; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Riverside Park 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 “Records Retention Policy”) for immediate use and application.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT, THAT:**

**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 Records Retention Policy, as amended as provided herein;
- 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** at a meeting of the District Board of Supervisors, this 24<sup>th</sup> day of July, 2023.

ATTEST:

**RIVERSIDE PARK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_

\_\_\_\_\_

Print name: \_\_\_\_\_

Print name: \_\_\_\_\_

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

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

## Exhibit A

### **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.

**Riverside Park CDD  
Columns and Monuments Paint**

**Elite Property  
Services**

**GCR Florida Service**

**The Trusty  
Handyman**

**Vita Contractors**

Paint the 48 Columns and the 5 Monuments in the community, using the specifications requested (& previously provided).

\*Colors provided just as a reference. All the contractors accepted to change them, if the District decides so, in case we get to an agreement.

The District is Responsible to notify Homeowners for permission to access when the job is being done.

Total Cost:  
**\$7,000.00**

Total Cost:  
**\$11,365.00**

Total Cost:  
**\$8,307.89**

Total Cost:  
**\$6,500.00**

# Elite Property Service & Painting Corp.

**Proposal submitted to:**

**Cutler Cay CDD  
C/o Special District Services, Inc.  
2501A Burns Road  
Palm Beach Gardens, FL 33410**

**Att.:** Ronald Galvis

**EXTERIOR PAINTING OF FIVE MONUMENT SIGNS AND 48 AT RIVERSIDE PARK COMMUNITY. LOCATED AT 22575 SW 102 Court, MIAMI**

**Scope of Work:**

1. Bleach wash all mildew areas.
2. Completely pressure clean all exterior masonry surfaces.
3. Apply one coat of Masonry Conditioner Clear Sealer to all exterior masonry surfaces.
4. Patch and repair static & dynamic cracks, loose or broken stucco with Elastomeric Patching compound, brush grade.
5. Finish coat for all exterior masonry surfaces shall be Satin Exterior 100% Acrylic latex Sherwin Williams paint to a smooth and uniform finish.
6. Paint Letters on Monument Signs Letters with DTM Satin Finish

**Color selections:**

Base	Antique White SW6119
Middle	High Reflective White SW7757
Top/Cap	Alabaster SW 7008
Letters and Logos	Tricon Black SW6258

**Please note: The base product for High Reflective White SW7757 has been changed by Sherwin Williams and is very difficult to find and is usually on back order. I would suggest using Extra White SW7006 instead both color are practically the same.**

**Proposal Sums:**

5 Monument Signs	\$ 3,500.00
48 columns	\$ 3,500.00
Total	\$7,000.00

WHEN DULY SIGNED AND DATED, THIS PROPOSAL SHALL BE A BINDING CONTRACT BETWEEN THE PARTIES INVOLVED.

-----  
District  
Title & Date: \_\_\_\_\_

-----  
Elite Property Service  
Title & Date: \_\_\_\_\_

Elite Property Service & Painting Corp. [mgamero@elitepropertysp.com](mailto:mgamero@elitepropertysp.com) (954) 588-0253



**INVOICE**

4859

**DATE:** 04/02/2023

License Number : 19BS00420

**Customer information:**

☎ : 786 273 2524

Name: riverside paek

Phone: 7865031633

✉ : ghomerepair18@gmail.com

Email: rgalvis@sdsinc.org

Address: cutler bay

QUANTITY	DESCRIPTION	AMOUNT
2.	wash with pressure washer 45 monument	
3.	paint 45 poles in 3 different colors	
	paintn 6,6 x 20,6 monument with letters	
	matematerials included	
	garbage included	
	delivery of material included	

**Total Price: \$11.365,00**

**TERMS OF WORK TO BE DONE:**

1. GCR Florida Service is not responsible for the damage of the works after they are completed and inspected.
2. Any change or addition will readjust the budget.
3. We are not responsible for defects from other subcontractors that affect our work.
4. We are responsible for the cleanliness of our projects, including garbage.
5. Materials not included
6. we are not respomsible for any permit required by the city for the projet
7. dumping debris is not the responsibility of GCR FLORIDA SERVICE INC unless pay for tha service
8. by signing this contract you agree to the prices and the project . in case of cancellation by the client must pay up to where the work is built
9. exactly what is written in this contract will be carried out in the project if you want to add something else it will be a separete budget to this

**ESTIMATED COMPLETION TIME:**

1. Completion time is only approximate and is not guaranteed in case of external factors such as weather and any other unforeseen delays not caused by the Subcontractor and beyond the control of the Subcontractor.
2. GCR Florida Service.INC requires a minimum of three weeks' written notice prior to commencing its work.

-----  
**Client Sign**

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**GCR Sign**

**ESTIMATE**

The Trusty Handyman  
 9802 NW 80th Ave #16  
 Miami Lakes, FL 33016  
 (754) 317-3293

**Sales Representative**  
 Daniel Guerra  
 (754) 946-8687  
 Daniel@thetrustyhandyman.com



**Riverside Park CDD**  
**Job #1596 - Exterior Painting**  
**22575 SW 102nd Ct**  
**Cutler Bay, FL 33190**

<b>Estimate #</b>	3475
<b>Date</b>	5/8/2023

Item	Description	Qty	Price	Amount
<b>Exterior Painting</b>	<b>Exterior Painting</b>			<b>\$8,050.00</b>
Painting	(5) Monument exterior painting Painting included	1.00	\$3,800.00	\$3,800.00
Painting	(48) Column exterior painting Painting included	1.00	\$4,250.00	\$4,250.00



**Contract:**

This document is a binding Contract between The Trusty Handyman and Owner. Upon execution of this Contract, The Trusty Handyman will incur both direct and indirect costs associated with this project. In the event of termination of Contract by Owner, The Trusty Handyman shall be paid immediately the greatest of (a.) the prorated value of work completed on behalf of the project including any labor, materials, research, supervision, direct overhead, handling, taxes, pick-up, shipping, delivery, and cost of capital, or (b.) liquidated damages not to exceed ten percent (10%) of the Contract amount.

While the Trusty Handyman is performing the work, Owner shall not enter into a Contract with any other service provider for any other work at the subject property that interferes with The Trusty Handyman ability to perform the work. The Trusty Handyman reserves the right to refuse to perform all or part of the scope of work at its sole discretion.

**Completion of Work:**

The Trusty Handyman will complete the work as soon as practically possible. However, unless otherwise specified, The Trusty Handyman agrees that the work will be completed by 1–6 days after starting day.

**Change orders:**

The terms and conditions should address how change orders will be handled, including the process for requesting changes, any associated costs, and how they will impact the project timeline.

**Schedule of Payments:**

The amount of deposits and schedule of payments may vary. In this opportunity, The Trusty Handyman will request a 50% down payment of the total invoice amount before to start the project, a 30% second payment will be requested at the middle of the project, and a remaining 30% will be collected after job completion.

**Credit and Collections:**

Owner authorizes The Trusty Handyman to perform routine credit history investigation at any time prior to or during this project. In the event of non-payment within terms, The Trusty Handyman reserves the right to file a Mechanics Claim of Lien for the full amount of work. Delinquent accounts may be turned over to the three major credit reporting agencies, which could have a negative impact on Owner's credit rating. All accounts over ten (10) days past due will be subject to a one and one-half percent (1.5%) service charge per month, or up to the maximum permitted in the jurisdiction of the property. In the event of any legal actions, The Trusty Handyman shall be entitled to collect attorney's fees and all costs of collection. The sole and exclusive venue for any legal action arising from this Contract shall be in the county of the respective The Trusty Handyman office. As the Owner or Authorized Representative, I/We/Us jointly and severally personally guarantee payment under this agreement.

**Access:**

Owner is obligated to provide reasonable access to the subject property for the purpose of performing the work without delay. Owner authorizes free use of all available utilities including electricity, water, gas, or oil for heating and sanitary facilities. In the event Owner has vacated the property during the course of the work, Owner agrees to arrange for The Trusty Handyman to escort Owner to inspect the property during the structural phase to ensure the safety of Owner. Owner agrees to pay additional charges incurred as a result of their failure to provide responsible or scheduled access.

**Limits of Liability:**

Notwithstanding other specific arrangements, The Trusty Handyman limits its responsibility for any and all claims of missing or damaged personal property to an aggregate amount of \$250.00 per contract. It is the sole responsibility of Owner to inspect personal property for damage or to review any inventory list and document condition prior to and pursuant to handling. Owner agrees to report any claims of damages within 72 hours of handling. Any damage claims after 72 hours will not be considered. The Trusty Handyman is not responsible for the consequential damages to landscaping, driveways, and walkways, or for damages due to water infiltration or freezing during the course of the work.

**Supervision:**

The Trusty Handyman will provide adequate supervision of the work to ensure quality control, direction and safety. Owner is obligated to be available for on-site discussion during the course of the work, as some items in the scope of work require approval by Owner. In the event Owner is not available for such approval, Owner authorizes The Trusty Handyman to make the necessary decisions so as not to delay the project.

**Pets:**

Owner is responsible to provide adequate means of pet control to ensure the safety of both the animal and The Trusty Handyman staff. Pet control includes, but is not limited to, containment of all animals, provision of power and protection of fish tanks and aquariums, and removal of animals from work areas. Owner agrees to notify The Trusty Handyman of any dangerous animals on or near the property. The Trusty

<b>Sub Total</b>	\$8,050.00
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**When Paying by Cash or Check**

<b>Total</b>	\$8,050.00
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**When Paying by Credit/Debit Card**

<b>Convenience Fee</b>	\$257.89
------------------------	----------

<b>Balance Due*</b>	\$8,307.89
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\*Credit/Debit card payments include a convenience fee of 3.2%+29¢ per transaction.

Handyman assumes no liability for injury, death or loss of pets. Working Hours: Normal working hours are Monday through Saturday from 7:00 AM to 6:00 PM. Any work, meetings, discussions, or consultation outside of these hours may represent additional charges to Owner and are due and payable upon demand.

**Warranty:**

Unless provided under separate cover, no warranty, either expressed or implied, exists in connection with The Trusty Handyman's services. If the Trusty Handyman is directed and/or otherwise prevented from completing the work within the prevailing standard of care, The Trusty Handyman shall not be responsible for any subsequent defects that arise. Claims for defective workmanship must be forwarded immediately in writing to the respective The Trusty Handyman office for consideration. The Trusty Handyman reserves the exclusive right to cure any defects within 60 days of receipt of said notice. The Trusty Handyman must be provided reasonable and scheduled access to complete the work. No call back repairs will be considered on any account with an outstanding past due balance.

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**S P E C I A L   I N S T R U C T I O N S**

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**Vita Construction, LLC.**

P.O. BOX 162038  
Miami, FL 33116  
305-433-5112  
info@VitaContractors.com

**Estimate**

ADDRESS  
Riverside Park CDD  
C/O Ronald Galvis  
1800 NW 76 AVE  
Pembroke Pines, Florida

ESTIMATE 7969  
DATE 05/09/2023  
EXPIRATION DATE 05/09/2023

	AMOUNT
--	--------

24 Paint RIVERSIDE PARK CDD 224 Street & Old Cutler Road 48 Perimeter Columns + 5 Monument Signs	6,500.00
---	----------

**SCOPE OF WORK**

- Prepare and paint the following exterior surfaces:
- Completely pressure clean all exterior masonry surfaces.
- Seal all exposed exterior stucco surfaces.
- Paint all exterior masonry sheer walls both sides with approved colors.
- Management is responsible to notify owners to provide access.

**EXCLUDES**

- Light fixtures
- Fences
- Masonry / Stucco Repairs

**COATING SCHEDULE**

- Sherwin Williams Primer Loxon® Acrylic Conditioner
- Sherwin Williams Finish Coat SuperPaint® Exterior Latex Satin

**APPROVED COLORS**

Base: Antique White SW6119  
Middle: High Reflective White SW7757  
Top/Cap: Alabaster SW7008  
Letters and Logo: Tricon Black SW6258

**STUCCO REPAIRS**

- Concrete restoration work is not included in this proposal. Any such work will be quoted and billed separately on a per item basis and presented to the client or their representative for approval.. Stucco is billed at \$20.00 per square foot, depth not to exceed 1/2 inch thick.

**PAYMENT SCHEDULE**

- 50% Down / Balance on Completion

Approval 0.00  
By signing this quote, the customer acknowledge Terms, Prices, Quantities, Description written herein.

PLEASE SIGN QUOTE/ORDER AND RETURN BY E-MAIL: info@vitacontractors.com

BY: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

---

TOTAL

**\$6,500.00**

Accepted By

Accepted Date

**RESOLUTION NO. 2023-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, it is necessary for the Riverside Park Community Development District ("District") to establish a regular meeting schedule for fiscal year 2023/2024; and

**WHEREAS**, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2023/2024 which is attached hereto and made a part hereof as Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT, MIAMI-DADE COUNTY, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are hereby adopted.

**Section 2.** The regular meeting schedule, time and location for meetings for fiscal year 2023/2024 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

**PASSED, ADOPTED and EFFECTIVE** this 24<sup>th</sup> day of July, 2023.

**ATTEST:**

**RIVERSIDE PARK  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE**

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors of the Riverside Park Community Development District will hold Regular Meetings in a Meeting Room at the Mercedes Benz of Cutler Bay, located at 10701 SW 211<sup>th</sup> Street, Cutler Bay, Florida 33189 at 6:30 p.m. on the following dates:

**October 16, 2023**

**March 18, 2024**

**May 20, 2024**

**August 19, 2024**

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at 786-347-2711 Ext. 2011 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or two Supervisors may participate by telephone; therefore, at the location of these meetings there will be a speaker telephone present so that interested persons can attend the meetings at the above location and be fully informed of the discussions taking place either in person or by telephone communication. Meetings may be continued as found necessary to a time and place specified on the record.

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

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 786-347-2711 Ext. 2011 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT**

**[www.riversideparkcdd.org](http://www.riversideparkcdd.org)**

**PUBLISH: MIAMI DAILY BUSINESS REVIEW 00/00/22**

June 8, 2023

Ms. Gloria Perez  
District Manager  
Riverside Park Community Development District  
Special District Services, Inc.  
The Oaks Center  
2501A Burns Road  
Palm Beach Gardens, FL 33410

**Re: Year 2023 Riverside Park CDD Report**

Dear Ms. Perez:

The intent of this report is fourfold: 1) To inform as to the status of ownership of the infrastructure that was financed or constructed by the District; 2) To describe the state, working order and condition of the infrastructure still owned by the District; 3) To give recommendations as to the funds estimated necessary for the proper maintenance, repair and operation of the District's infrastructure and; 4) To review the insurance carried by the District and amounts set aside for the purpose of paying their premiums.

The District is located in Section 17, Township 56 South, Range 40 East, in Miami-Dade County, Florida. It is bounded by Black Creek Canal on the West, Old Cutler Road on the North, SW 224 Street on the North-East, SW 120 Avenue on the East and Black Creek Canal on the South. The Development is located within Postal Zip Code 33190. See Exhibit 1 for a graphical representation.

**1. Infrastructure Ownership**

*a. Roads*

- i. Onsite Roads*. The onsite roadways within the District were completed and dedicated to Miami-Dade County for the perpetual use of the public, as per "Herfa Subdivision" Miami-Dade Plat Book No. 159, Page 80 and in accordance with the Declaration of Restrictive Covenants (the "Declaration") dated September 9, 2003 recorded in Miami-Dade OR 22254 Pages 1026 through 1041.
- ii. Offsite Roads*. The improvements to SW 102 Avenue were completed and conveyed to Miami-Dade County for ownership and maintenance

*b. Stormwater Management System*

- i.* The stormwater drainage system consists of inlets and underground exfiltration trenches. The system was completed and conveyed to Miami-Dade County for ownership and maintenance.

- c. Water Distribution and Sanitary Sewer System
  - i. The water distribution and sanitary sewer system, including the lift stations and force mains, were completed and conveyed to Miami-Dade County for ownership and maintenance as per Agreement No. 17910.
  - ii. The force main along SW 102 Avenue was completed and conveyed to Miami-Dade County for ownership and maintenance.
- d. Wall, Entrance Features and Landscaping
  - i. The District constructed the wall along the development, landscaping and entrance features as described in the original District Engineer's Report. These improvements are owned and maintained by the District.

## 2. State, Working Order and Condition of the Infrastructure

- a. Roads
  - i. The onsite roads are in good working order and condition.
  - ii. The offsite roadway improvements are in good working order and condition.

Issues with the roads may be reported online to the Miami-Dade County Department of Public Works and Waste Management by following the link provided below:

<http://www.miamidade.gov/publicworks/report-problems.asp>

- b. Stormwater Management System
  - i. The road drainage and stormwater management system are in good working order and condition.

For informational purposes, flood, and drainage complaints within the road right of ways may be reported online to the Miami-Dade County Department of Public Works and Waste Management by following the link provided below:

<https://www.miamidade.gov/environment/flood-complaints.asp>

- c. Water Distribution and Sanitary Sewer System
  - i. The water distribution and sanitary sewer systems were conveyed in good working order and condition to Miami-Dade County for ownership and maintenance.

For informational purposes, issues with the water or sewer systems may be reported to the County at either of the following numbers: 305-274-9272 (Emergencies) or 305-665-7477 (Customer Service).

- d. Wall, Entrance Features and Landscaping
  - i. The wall along the development, landscaping and entrance features are in good condition.



### 3. Estimated Maintenance Costs for District Owned Infrastructure

a. General

- i. The proposed CDD 2023-2024 Fiscal Year budget has the following amounts for maintenance expenditures:

<b>2023-2024 Budget for Maintenance</b>	
Lawn/Landscape Maintenance	\$16,500
Entrance Features	\$1,000
Miscellaneous Maintenance/Improvements	\$5,165
Border Hedge/Monument/Fence	\$8,275
Nutritional Control/Mulch	\$3,500
Engineering/Inspections	\$1,500
Contingency/Reserve	\$0
<b>Total</b>	<b>\$35,940</b>

Alvarez Engineers finds the District’s proposed maintenance budget for Fiscal Year 2023-2024 adequate and enough.

For more detailed information on the 2023-2024 Fiscal Year Budget please visit the District’s website at the following link:

<https://riversideparkcdd.org/financials/>

b. Roads

- i. Funds were budgeted by the District for lawn/landscape, entrance features, fence and hedge as indicated above. The roads are maintained by Miami-Dade County.

c. Stormwater Management System

- i. No maintenance costs are estimated for the stormwater management system since it is maintained by Miami-Dade County.

d. Water Distribution and Sanitary Sewer System

- i. No maintenance costs are estimated for the water distribution and sanitary sewer system since they are maintained by Miami-Dade County.

e. Wall, Entrance Features and Landscaping

- i. The District has budgeted within its Fiscal Year 2022-2023 funds for lawn and landscaping maintenance, as well as for entrance features and miscellaneous maintenance.

### 4. Insurance

Alvarez Engineers has reviewed the District’s general liability, hired non-owned auto, employment practices liability and public officials liability coverage insurance policy

100122058 provided by Florida Insurance Alliance for the period between October 1, 2022 and October 1, 2023. The District has budgeted enough funds to cover the \$5,926 insurance premium.

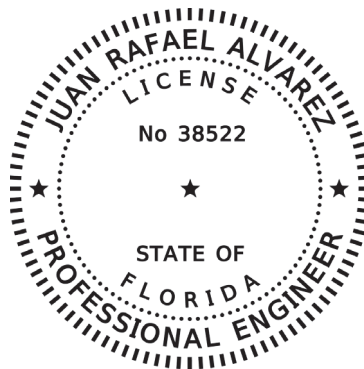
This report was prepared to the best of my knowledge and belief and is based on field observations conducted by Alvarez Engineers personnel, the District Engineer's Report and public documents available.

If you have any questions, please do not hesitate to contact me at 305-640-1345 or at [Juan.Alvarez@Alvarezeng.com](mailto:Juan.Alvarez@Alvarezeng.com)

Sincerely  
**Alvarez Engineers, Inc.**

Juan R Alvarez   
Digitally signed by Juan R Alvarez  
Date: 2023.06.08 10:34:27 -04'00'

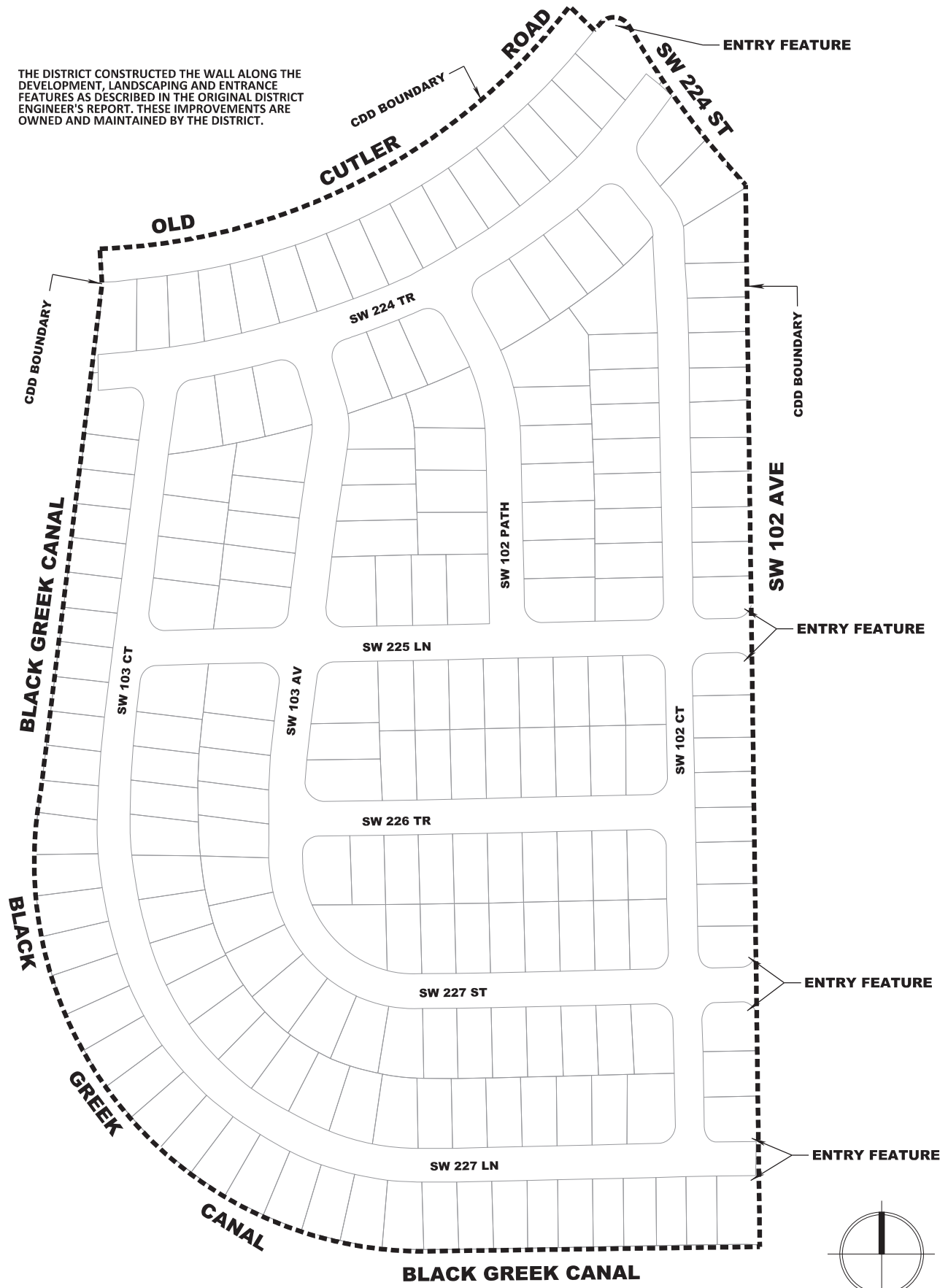
Juan R. Alvarez, PE  
District Engineer  
Date: June 8, 2023



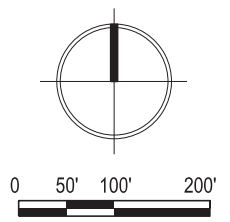
This item has been digitally signed and sealed by Juan R. Alvarez, PE on June 8, 2023.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

THE DISTRICT CONSTRUCTED THE WALL ALONG THE DEVELOPMENT, LANDSCAPING AND ENTRANCE FEATURES AS DESCRIBED IN THE ORIGINAL DISTRICT ENGINEER'S REPORT. THESE IMPROVEMENTS ARE OWNED AND MAINTAINED BY THE DISTRICT.



**ALVAREZ ENGINEERS, INC.**  
 RIVERSIDE PARK CDD  
**CDD LAND OWNERSHIP**



Riverside Park  
Community Development District

**Financial Report For  
June 2023**

**Riverside Park Community Development District**  
**Budget vs. Actual**  
**October 2022 through June 2023**

	<u>Oct '22 - Jun 23</u>	<u>22/23 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
363.100 · Admin Assessments	61,909.31	62,152.00	-242.69	99.61%
363.101 · Maintenance Assessments	38,921.67	39,191.00	-269.33	99.31%
363.810 · Debt Assessments	119,949.45	120,339.00	-389.55	99.68%
363.820 · Debt Assessment-Paid To Trustee	-114,216.60	-113,119.00	-1,097.60	100.97%
363.830 · County Tax Collector Fee	-2,121.91	-4,434.00	2,312.09	47.86%
363.831 · Discounts For Early Payments	-8,436.73	-8,867.00	430.27	95.15%
369.401 · Interest Income	4,162.79	240.00	3,922.79	1,734.5%
<b>Total Income</b>	<u>100,167.98</u>	<u>95,502.00</u>	<u>4,665.98</u>	<u>104.89%</u>
<b>Expense</b>				
511.122 · PR Tax Expense	244.80	480.00	-235.20	51.0%
511.131 · Supervisors Fees	3,200.00	6,000.00	-2,800.00	53.33%
511.302 · Border Hedge/Monument/Fence	0.00	8,275.00	-8,275.00	0.0%
511.303 · Nutritional Control/Mulch	0.00	3,500.00	-3,500.00	0.0%
511.307 · Lawn/Landscape Maintenance	9,443.75	16,500.00	-7,056.25	57.24%
511.308 · Miscellaneous Maintenance	0.00	6,064.00	-6,064.00	0.0%
511.309 · Entrance Features	0.00	1,000.00	-1,000.00	0.0%
511.310 · Engineering	0.00	1,500.00	-1,500.00	0.0%
511.311 · Management Fees	14,796.00	19,728.00	-4,932.00	75.0%
511.312 · Secretarial Fees	2,025.00	2,700.00	-675.00	75.0%
511.315 · Legal Fees	4,401.00	8,000.00	-3,599.00	55.01%
511.318 · Assessment/Tax Roll	0.00	3,500.00	-3,500.00	0.0%
511.320 · Audit Fees	0.00	3,600.00	-3,600.00	0.0%
511.450 · Insurance	5,926.00	6,205.00	-279.00	95.5%
511.480 · Legal Advertisements	298.08	650.00	-351.92	45.86%
511.512 · Miscellaneous	397.67	825.00	-427.33	48.2%
511.513 · Postage and Delivery	141.03	200.00	-58.97	70.52%
511.514 · Office Supplies	389.42	500.00	-110.58	77.88%
511.516 · Website Management Fee	1,312.47	1,750.00	-437.53	75.0%
511.540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
511.733 · Trustee Fees	2,500.00	4,100.00	-1,600.00	60.98%
511.734 · Continuing Disclosure Fee	0.00	250.00	-250.00	0.0%
<b>Total Expense</b>	<u>45,250.22</u>	<u>95,502.00</u>	<u>-50,251.78</u>	<u>47.38%</u>
<b>Net Income</b>	<u><b>54,917.76</b></u>	<u><b>0.00</b></u>	<u><b>54,917.76</b></u>	<u><b>100.0%</b></u>

**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT  
MONTHLY FINANCIAL REPORT  
JUNE 2023**

	Annual Budget 10/1/22 - 9/30/23	Actual Jun-23	Year To Date Actual 10/1/22 - 6/30/23
<b>REVENUES</b>			
Administrative Assessments	62,152	336	61,909
Maintenance Assessments	39,191	191	38,922
Debt Assessments	120,339	593	119,950
Other Revenue	0	0	0
Interest Income	240	0	4,163
<b>Total Revenues</b>	<b>\$ 221,922</b>	<b>\$ 1,120</b>	<b>\$ 224,944</b>
<b>EXPENDITURES</b>			
<b>MAINTENANCE EXPENDITURES</b>			
Lawn/Landscape Maintenance	16,500	0	9,444
Entrance Features	1,000	0	0
Miscellaneous Maintenance/Improvements	6,064	0	0
Border Hedge/Monument/Fence	8,275	0	0
Nutritional Control/Mulch	3,500	0	0
Engineering/Inspections	1,500	0	0
Contingency/Reserve (\$16,270 Available)*	0	0	0
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 36,839</b>	<b>\$ -</b>	<b>\$ 9,444</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
Supervisor Fees	6,000	0	3,200
Payroll Taxes - Employer	480	0	245
Management	19,728	1,644	14,796
Secretarial	2,700	225	2,025
Legal	8,000	0	4,401
Assessment Roll	3,500	0	0
Audit Fees	3,600	0	0
Insurance	6,205	0	5,926
Legal Advertisements	650	0	298
Miscellaneous	825	19	398
Postage	200	48	141
Office Supplies	500	82	389
Dues & Subscriptions	175	0	175
Trustee Fee	4,100	0	2,500
Continuing Disclosure Fee	250	0	0
Website Management	1,750	146	1,312
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 58,663</b>	<b>\$ 2,164</b>	<b>\$ 35,806</b>
<b>Total Expenditures</b>	<b>\$ 95,502</b>	<b>\$ 2,164</b>	<b>\$ 45,250</b>
<b>Revenues Less Expenditures</b>	<b>\$ 126,420</b>	<b>\$ (1,044)</b>	<b>\$ 179,694</b>
Bond Payments	(113,119)	(587)	(114,217)
<b>Balance</b>	<b>\$ 13,301</b>	<b>\$ (1,631)</b>	<b>\$ 65,477</b>
County Appraiser & Tax Collector Fee	(4,434)	(11)	(2,122)
Discounts For Early Payments	(8,867)	0	(8,437)
<b>Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ (1,642)</b>	<b>\$ 54,918</b>
Carryover From Prior Year	0	0	0
<b>Net Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ (1,642)</b>	<b>\$ 54,918</b>

\* Contingency/Reserve Funds Can Be Used In Fiscal Year 22/23 or in Future Fiscal Years.  
Original Balance = \$36,680. Current Balance = \$16,270.

Bank Balance As Of 6/30/23	\$ 347,023.12
Accounts Payable As Of 6/30/23	\$ 11,120.55
Accounts Receivable As Of 6/30/23	\$ -
Reserve Funds As Of 6/30/23	\$ 16,270.00
Available Funds As Of 6/30/23	\$ 319,632.57

**RIVERSIDE PARK CDD  
TAX COLLECTIONS  
2022-2023**

#	ID#	PAYMENT FROM	DATE	FOR	Tax Collect Receipts	Interest Received	Fees	Discount	Net From Tax Collector	Admin Assessment Income (Before Discounts & Fees)	Maint Assessment Income (Before Discounts & Fees)	Debt Assessment Income (Before Discounts & Fees)	Admin Assessment Income (After Discounts & Fees)	Maint Assessment Income (After Discounts & Fees)	Debt Assessment Income (After Discounts & Fees)	Debt Assessment Paid to Trustee
									\$ 221,682	\$ 62,152	\$ 39,191	\$ 120,339	\$ 62,152	\$ 39,191	\$ 120,339	
									\$ 208,621	\$ 58,663	\$ 36,839	\$ 113,119	\$ 58,663	\$ 36,839	\$ 113,119	\$ 113,119
1	1	Miami-Dade Tax Collector	11/23/22	NAV Taxes	\$ 9,650.99		\$ (92.62)	\$ (389.28)	\$ 9,169.09	\$ 2,706.09	\$ 1,706.30	\$ 5,238.60	\$ 2,572.24	\$ 1,619.80	\$ 4,977.05	\$ 4,977.05
2	2	Miami-Dade Tax Collector	11/25/22	NAV Taxes	\$ 7,610.12		\$ (73.06)	\$ (304.43)	\$ 7,232.63	\$ 2,122.26	\$ 1,338.26	\$ 4,149.60	\$ 2,016.43	\$ 1,271.60	\$ 3,944.60	\$ 3,944.60
3	3	Miami-Dade Tax Collector	12/07/22	NAV Taxes	\$ 172,265.64		\$ (1,653.74)	\$ (6,891.00)	\$ 163,720.90	\$ 48,205.62	\$ 30,397.62	\$ 93,662.40	\$ 45,810.58	\$ 28,887.52	\$ 89,022.80	\$ 89,022.80
4	4	Miami-Dade Tax Collector	12/22/22	NAV Taxes	\$ 9,784.44		\$ (94.04)	\$ (380.53)	\$ 9,309.87	\$ 2,728.62	\$ 1,720.62	\$ 5,335.20	\$ 2,595.67	\$ 1,636.80	\$ 5,077.40	\$ 5,077.40
5	5	Miami-Dade Tax Collector	01/11/23	NAV Taxes	\$ 11,729.09		\$ (112.79)	\$ (449.75)	\$ 11,166.55	\$ 3,288.84	\$ 2,073.70	\$ 6,366.55	\$ 3,132.60	\$ 1,972.75	\$ 6,061.20	\$ 6,061.20
6	Int - 1	Miami-Dade Tax Collector	02/13/23	Interest		\$ 128.71			\$ 128.71	\$ 128.71			\$ 128.71			\$ -
7	6	Miami-Dade Tax Collector	03/08/23	NAV Taxes	\$ 2,174.32		\$ (21.53)	\$ (21.74)	\$ 2,131.05	\$ 606.36	\$ 382.36	\$ 1,185.60	\$ 594.25	\$ 374.70	\$ 1,162.10	\$ 1,162.10
8	7	Miami-Dade Tax Collector	04/07/23	NAV Taxes	\$ 5,206.12		\$ (62.06)		\$ 5,154.06	\$ 1,459.77	\$ 920.45	\$ 2,825.90	\$ 1,445.31	\$ 911.10	\$ 2,797.65	\$ 2,797.65
9	8	Miami-Dade Tax Collector	05/10/23	NAV Taxes	\$ 1,087.16		\$ (10.87)		\$ 1,076.29	\$ 303.18	\$ 191.18	\$ 592.80	\$ 300.09	\$ 189.30	\$ 586.90	\$ 586.90
10	Int - 2	Miami-Dade Tax Collector	05/17/23	Interest		\$ 24.07			\$ 24.07	\$ 24.07			\$ 24.07			\$ -
11	9	Miami-Dade Tax Collector	06/07/23	NAV Taxes/Interest	\$ 1,087.16	\$ 32.61	\$ (11.20)		\$ 1,108.57	\$ 335.79	\$ 191.18	\$ 592.80	\$ 332.37	\$ 189.30	\$ 586.90	\$ 586.90
12									\$ -							\$ -
13									\$ -							\$ -
14									\$ -							\$ -
15									\$ -							\$ -
16									\$ -							\$ -
					\$ 220,595.04	\$ 185.39	\$ (2,121.91)	\$ (8,436.73)	\$ 210,221.79	\$ 61,909.31	\$ 38,921.67	\$ 119,949.45	\$ 58,952.32	\$ 37,052.87	\$ 114,216.60	\$ 114,216.60

Assessment Roll = \$221,682.20

Note: \$221,682, \$62,152, \$39,191 and \$120,339 are 2022/2023 Budgeted assessments before discounts and fees.

Note: \$208,621, \$58,663, \$36,839 and \$113,119 are 2022/2023 Budgeted assessments after discounts and fees.

\$ 220,595.04	
\$ 185.39	\$ 210,221.79
\$ (61,909.31)	\$ (58,952.32)
\$ (38,921.67)	\$ (37,052.87)
\$ (119,949.45)	\$ (114,216.60)
\$ -	\$ -

**Riverside Park Community Development District  
Contingency/Reserve Expenditures  
October 2015 - June 2023**

<b>Contingency/Reserve</b>	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
	10/15/2015	Inv# 10152015863	Jag Painting Contractors Inc.	Deposit for invoice 10152015863 (Cleaning & Painting)	2,450.00
	11/01/2015	Inv# 10152015863A	Jag Painting Contractors Inc.	Final Payment for invoice 10152015863 (Cleaning & Painting)	2,450.00
	12/07/2015	Inv# 8624	Crespo Lawn Service, Inc.	Installation Of 16 Solar Power Lights	1,210.00
	02/22/2018	Inv #1304	Royal Plastering Corp.	Fence Repairs & Replacement	14,300.00
					0.00
<b>Total</b>					<b>20,410.00</b>

<b>Original Funds Available For Contingency/Reserve</b>	<b>\$ 36,680.00</b>
<b>Contingency/Reserve Expenditures As Of 6/30/23</b>	<b>\$ 20,410.00</b>
<b>Contingency/Reserve Funds Balance As Of 6/30/23</b>	<b>\$ 16,270.00</b>



**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2022/2023, 2023/2024 and 2024/2025  
With Two Year Option (2025/2026 and 2026/2027)  
Miami-Dade County, Florida**

**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT  
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than September 7, 2023 at 4:00 p.m., at the offices of District Manager, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

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

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

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

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit two (2) copies of the Proposal Documents and one digital copy, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “Auditing Services – Riverside Park Community Development District” on the face of it.

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

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

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

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

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

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

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

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

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

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

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

**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT  
AUDITOR SELECTION  
EVALUATION CRITERIA**

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

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

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

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

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

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

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

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

**5. *Price (10 Points).***

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