



Memorandum

To: Board of Supervisors

From: District Management

Date: August 15, 2024

RE: HB7013 – Special Districts Performance Measures and Standards

To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during their 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the following key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals & objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as Exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance their commitment to the accountability and transparency of the District.

Juliana Duque
District Manager
GMS-SF

LAKES BY THE BAY SOUTH
COMMUNITY DEVELOPMENT DISTRICT
STRATEGIC PLAN – PERFORMANCE MEASURES
AND STANDARDS
2024-2025

Exhibit A:
Goals, Objectives, and Annual Reporting Form



Juliana Duque
District Manager
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Lakes by the Bay South Community Development District Performance Measures/Standards & Annual Reporting Form

October 1, 2024 – September 30, 2025

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold at least three regular Board of Supervisor meetings per year to conduct CDD-related business and discuss community needs.

Measurement: Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of three board meetings were held during the Fiscal Year.

Achieved: Yes No

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of meetings in accordance with Florida Statutes, using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to the CDD website, publishing in the local newspaper, and via electronic communication.

Standard: 100% of meetings were advertised per Florida statute on at least two mediums (i.e., newspaper, CDD website, electronic communications).

Achieved: Yes No

Goal 1.3: Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

Measurement: Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

Standard: 100% of monthly website checks were completed by District Management.

Achieved: Yes No

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2. Infrastructure and Facilities Maintenance

Goal 2.1: Field Management and/or District Management Site Inspections

Objective: The field manager and/or district manager will conduct inspections per the District Management services agreement to ensure the safety and proper functioning of the District's infrastructure.

Measurement: Field manager and/or district manager visits were completed per management agreement as evidenced by field manager and/or district manager's reports, notes, or other record-keeping methods.

Standard: 100% of site visits were successfully completed as described within the district management services agreement

Achieved: Yes No

Goal 2.2: District Infrastructure and Facilities Inspections

Objective: The district Engineer will conduct an annual inspection of the District's infrastructure and related systems.

Measurement: A minimum of one inspection is completed per year as evidenced by the district engineer's report related to the district's infrastructure and related systems.

Standard: A minimum of one inspection was completed in the Fiscal Year by the district's engineer.

Achieved: Yes No

3. Financial Transparency and Accountability

Goal 3.1: Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and the final budget will be adopted by September 30 each year.

Measurement: The proposed budget was approved by the Board before June 15 and the final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on the CDD website and/or within district records.

Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the CDD website.

Achieved: Yes No

Goal 3.2: Financial Reports

Objective: Publish to the CDD website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual audits, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD's website.

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District Manager
GMS-SF

Standard: The CDD website contains 100% of the following information: The most recent annual audit, the most recent adopted/amended fiscal year budget, and the most recent agenda package with updated financials.

Achieved: Yes No

Goal 3.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements publish the results to the CDD website for public inspection and transmit them to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD's website and transmitted to the State of Florida.

Standard: The audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

Achieved: Yes No

Chair/Vice Chair: _____

Print Name: _____

Lakes by the Bay South Community Development District

Date: _____

District Manager: _____

Print Name: _____

Lakes by the Bay South Community Development District

Date: _____

Juliana Duque
District Manager
GMS-SF