



Rizzetta & Company

Alta Lakes Community Development District

Board of Supervisors' Meeting March 24, 2021

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

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, Inc., 2806 North Fifth Street, Unit 403, St. Augustine, FL 32084

Board of Supervisors

Robert Porter	Chairman
Mark Dearing	Vice Chairman
John Gislason	Assistant Secretary
Anthony Sharp	Assistant Secretary
Brett Infante	Assistant Secretary

District Manager

Lesley Gallagher	Rizzetta & Company, Inc.
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District Counsel

Katie Buchanan	Hopping Green & Sams, P.A.
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District Engineer

Vincent Dunn	Dunn & Associates, Inc.
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All cellular phones must be placed on mute while in the meeting room.

The first section of the meeting is called Audience Comments, which is the portion of the agenda where individuals may make comments on Agenda Items. The final section of the meeting will provide an additional opportunity for Audience Comments on other matters of concern that were not addressed during the meeting. Individuals are limited to a total of three (3) minutes to make comments during these times.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 436-6270. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

March 16, 2021

**Board of Supervisors
Alta Lakes Community
Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors' of the Alta Lakes Community Development District will be held on **Wednesday, March 24, 2021 at 10:00 a.m.** at the Alta Lakes Amenity Center located at 3108 Alta Lakes Blvd., Jacksonville, FL 32226. Following is the agenda for the meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Meeting of the Board of Supervisors' Regular Meeting held November 18, 2020.....Tab 1
 - B. Ratification of Operations & Maintenance Expenditures for October 2020, November 2020, December 2020 and January 2021.....Tab 2
- 4. STAFF REPORTS**
 - A. District Counsel
 - 1.) Update on E-Verify.....Tab 3
 - B. District Engineer
 - 1.) *Acceptance of Public Facilities Report (Under Separate Cover)*
 - 2.) *Acceptance of Annual Engineer's Report (Under Separate Cover)*
 - C. Landscape and Maintenance
 - 1.) BrightView Landscape Report, March 15, 2021.....Tab 4
 - D. Amenity Manager
 - 1.) Amenity Manager Report, March 2021.....Tab 5
 - E. District Manager
- 5. BUSINESS ITEMS**
 - A. Ratification of Approval for Installation of Dog Park Amenity and Ongoing Maintenance
 - i.) Amendment to Amenity Policies for Dog Park.....Tab 6
- 6. Supervisor Requests and Audience Comments**
- 7. Adjournment**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at 904-436-6270.

Very truly yours,
Lesley Gallagher
Lesley Gallagher
Alta Lakes Community
Development District

CALL TO ORDER / ROLL CALL

AUDIENCE COMMENTS ON AGENDA ITEMS

BUSINESS ADMINISTRATION

Tab 1

MINUTES OF MEETING

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

**ALTA LAKES
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors' of the Alta Lakes Community Development District was held on **Wednesday, November 18 at 10:00 a.m.** at the Alta Lakes Amenity Center located at 3108 Alta Lakes Blvd., Jacksonville, FL 32226. Following is the agenda for the meeting.

Robert Porter	Board Supervisor, Chairman
Mark Dearing	Board Supervisor, Vice Chairman
John Gislason	Board Supervisor, Assistant Secretary
Anthony Sharp	Board Supervisor, Assistant Secretary
Brett Infante	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Hopping Green & Sams (via speakerphone)
Vincent Dunn	District Engineer, Dunn & Associates, Inc. (via speakerphone)
Tony Shiver	Amenity Manager, President First Coast CMS
Dan Walker	Operation Manager, First Coast CMS
Jay Jernigan	Senior Account Manager, BrightView Landscaping
Chris Ernst	Account Manager, BrightView Landscaping

Public present and by teleconference.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Gallagher called the meeting to order at 10:03 a.m.

SECOND ORDER OF BUSINESS

Public Comments

Audience members had comments on pet waste stations and questions about damage done to field by vehicle.

THIRD ORDER OF BUSINESS

Administration of Oath of Office

Supervisors John Gislason, Brett Infante and Anthony Sharp took their oaths prior to the onset of the meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2021-01,
Certifying Landowner Election
Results**

On a motion by Mr. Dearing, seconded by Mr. Infante, with all in favor, the Board adopted Resolution 2021-01, Certifying Landowner Election Results for Alta Lakes Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2021-02,
ReDesignation Officers**

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board adopted Resolution 2021-02, ReDesignating Officers as follows: Robert Porter as Chairman, Mark Dearing as Vice Chairman and Brett Infante, John Gislason, Anthony Sharp, Lesley Gallagher and Melissa Dobbins all as Assistant Secretaries for Alta Lakes Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Minutes of Meeting
of the Board of Supervisors' Regular
Meeting held September 23, 2020**

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board approved the Minutes of Meeting for the September 23, 2020 meeting for Alta Lakes Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Minutes of Meeting
of the Board of Supervisors'
Landowner Election held November
3, 2020**

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board approved the Landowner Minutes of Meeting for November 3, 2020 meeting for Alta Lakes Community Development District.

EIGHTH ORDER OF BUSINESS

**Ratification of Maintenance and
Expenditures for September 2020**

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board ratified September 2020 Operation and Maintenance Expenditures in the amount of \$62,869.86 for Alta Lakes Community Development District.

NINTH ORDER OF BUSINESS**Acceptance of Arbitrage Rebate
Calculation Report, Series 2019,
Period Ending July 31, 2020**

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board accepted the Arbitrage Rebate Report for Series 2019, period ending July 31, 2020, noting no arbitrage liability, for Alta Lakes Community Development District.

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

Ms. Buchanan noted that she did not have a report, but was available to answer questions.

B. District Engineer

Mr. Dunn was available to answer questions.

C. Landscape and Maintenance

1.) BrightView Landscape Report, November 9, 2020

Mr. Ernst reviewed the Landscape Report found under tab 8 of the agenda.

The Board authorized the cut back of the Japanese Blueberry trees blocking lighting at the facility. Mr. Ernst then noted that the Italian Cypress is manageable and they will be aggressive with treatment of mites and that the agapanthus will need to be replaced the following spring. With roses continued to be monitored as well.

The Board then authorized the rotation of annuals and bottle brush and bulbine with suitable replacements.

D. Amenity Manager

1.) Amenity Manager Report, November 2020

2.) Discussion Regarding Pickleball Court Lighting and Windscreens

Mr. Shiver reviewed his report found under tab 9 of the agenda.

The Board approved to accept the windscreen donation for materials and installation from Parker Pearman.

The Board then reviewed options for Dog Waste Stations and authorized the proposal from Doddy Daddy in the amount of \$3,096.00 per each year for a two (2) year agreement which includes stations and bags. Supervisor John Gislason will work with Mr. Shiver on locations.

- 122 E. District Manager
123 1.) Ratification of Acceptance of First Addendum to Contract for Professional
124 District Services

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board ratified the Chairman's Acceptance of the First Addendum to the Contract for Professional District Services for Alta Lakes Community Development District.

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126 **ELEVENTH ORDER OF BUSINESS**

**Consideration of Innovative Fountain
Proposal for Entry Fountain
Maintenance**

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board approved the proposal from Innovative Fountain for Fountain Maintenance Services twice monthly at an expense of \$580.00 monthly for Alta Lakes Community Development District.

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131 **TWELFTH ORDER OF BUSINESS**

Supervisors Request

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133 No supervisor requests.

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135 An audience member had commented on dog waste stations and was pleased with the Board
136 decision.

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138 Mr. Jernigan had questions regarding cutbacks and conservation areas. The Chairman
139 requested specifics for review.

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141 **THIRTEENTH ORDER OF BUSINESS**

Adjournment

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On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board adjourned the meeting at 10:24 a.m. for Alta Lakes Community Development District.

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Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 2

Alta Lakes COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

Operations and Maintenance Expenditures October 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2020 through October 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$35,515.11**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Alta Lakes COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AlphaDog Audio, Video, Security, LLC	001288	8934	ADC Access Door Addon 10/20	\$ 80.00
AMTEC Corp	001289	6425-09-20	Arbitrage Rebate Calculation Series 2019	\$ 450.00
Comcast	001292	8495 74 120 3378488 10/20	3108 Alta Lakes Blvd 10/20	\$ 293.19
Comcast	001302	8495 74 120 3378488 11/20	3108 Alta Lakes Blvd 11/20	\$ 294.96
Edwards Ornamental Iron, Inc	001291	1220	Tennis Court Hinge 09/20	\$ 3,180.00
First Coast Contract Maintenance Service, LLC	001298	5251	Amenity Services 10/20	\$ 3,991.00
First Coast Contract Maintenance Service, LLC	001298	5325	Janitorial Service 10/20	\$ 255.00
First Coast Contract Maintenance Service, LLC	001293	5336	Purchase Reimbursements 10/20	\$ 2,373.83
GreenPoint Inc	001299	47317	Monthly Maintenance Service 10/20	\$ 8,400.00
Hopping Green & Sams	001294	117544	General Legal Fees 08/20	\$ 393.00
Innersync Studio, Ltd dba. Campus Suite	001290	18866	Website Service ADA Compliance 20/21	\$ 384.38
Jacksonville Daily Record	001295	20-05905D	Legal Advertising 10/06/2020	\$ 326.67
Jacksonville Daily Record	001303	20-06140D	Legal Advertising 10/15/20	\$ 147.13
JEA	001296	9415158183 09/20	Account #9415158183 09/20	\$ 4,510.98

Alta Lakes COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Republic Services #687	001304	0687-001094248	Monthly Trash Removal 11/20	\$ 126.47
Rizzetta & Company, Inc.	001297	INV0000053337	District Management Fees 10/20	\$ 3,965.50
Rizzetta & Company, Inc.	001297	INV0000053593	Assessment Roll 20/21	\$ 5,150.00
Rizzetta Technology Services	001300	INV0000006388	Email/Website Hosting Service 10/20	\$ 100.00
Solitude Lake Management LLC	001301	PI-A00488140	Lake & Pond Management Services 10/20	<u>\$ 1,093.00</u>
Report Total				<u><u>\$ 35,515.11</u></u>

Alta Lakes COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

Operations and Maintenance Expenditures November 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2020 through November 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$19,055.02**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Alta Lakes COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
November 1, 2020 Through November 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AlphaDog Audio, Video, Security, LLC	001310	9688	ADC Access Door Addon 11/20	\$ 80.00
Anthony Sharp	001324	AS111820	BOS Meeting 11/18/2020	\$ 200.00
Bob's Backflow & Plumbing Service, Inc	001305	70004	Backflow Testing 10/20	\$ 80.00
Brett Infante	001321	BI111820	BOS Meeting 11/18/2020	\$ 200.00
Comcast	001318	8495 74 120 3378488 12/20	3108 Alta Lakes Blvd 12/20	\$ 283.22
Department of Economic Opportunity	001314	83646	Special District Fee FY 20/21	\$ 175.00
Disclosure Services, LLC	001311	1	Amortization Schedule Series 2019	\$ 250.00
Egis Insurance Advisors LLC	001306	12377	Policy 100119398 10/01/20-10/01/2021- Added Property	\$ 484.00
First Coast Contract Maintenance Service, LLC	001315	5314	Amenity Services 11/20	\$ 4,246.00
First Coast Contract Maintenance Service, LLC	001307	5359	Purchase Reimbursements 10/20	\$ 1,249.75
Hopping Green & Sams	001316	118263	General Legal Fees 09/20	\$ 1,764.50
Jacksonville Daily Record	001312	20-06580D	Legal Advertising 11/05/20	\$ 164.00
JEA	001313	9415158183 10/20	Account #9415158183 10/20	\$ 3,993.67
John Gislason	001320	JG111820	BOS Meeting 11/18/2020	\$ 200.00

Alta Lakes COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
November 1, 2020 Through November 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Mark Dearing	001319	MD111820	BOS Meeting 11/18/2020	\$ 200.00
Republic Services #687	001323	0687-001100817	Monthly Trash Removal 12/20	\$ 126.38
Rizzetta & Company, Inc.	001308	INV0000054206	District Management Fees 11/20	\$ 3,965.50
Rizzetta Technology Services	001309	INV0000006493	Email/Website Hosting Service 11/20	\$ 100.00
Robert Porter	001322	BP111820	BOS Meeting 11/18/2020	\$ 200.00
Solitude Lake Management LLC	001317	PI-A00504298	Lake & Pond Management Services 11/20	<u>\$ 1,093.00</u>
Report Total				<u><u>\$ 19,055.02</u></u>

Alta Lakes COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

Operations and Maintenance Expenditures December 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2020 through December 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$25,980.78**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Alta Lakes COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
December 1, 2020 Through December 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc	001325	7087272	Landscape Maintenance 11/20	\$ 7,076.58
Comcast	001332	8495 74 120 3378488 01/21	3108 Alta Lakes Blvd 01/21	\$ 293.22
Dunn & Associates, Inc.	001333	20-573	Engineering General Services 11/20	\$ 1,227.50
First Coast Contract Maintenance Service, LLC	001334	5390	Amenity Services 12/20	\$ 3,946.00
First Coast Contract Maintenance Service, LLC	001330	5444	Purchase Reimbursements 11/20	\$ 1,553.93
Hopping Green & Sams	001331	118824	General Legal Fees 10/20	\$ 713.50
JEA	001335	9415158183 11/20	Account #9415158183 11/20	\$ 4,086.56
Office Dynamics	001326	00032010	CDD Book Copies 11/20	\$ 36.52
Republic Services #687	001337	0687-001108169	Monthly Trash Removal 01/20	\$ 127.47
Rizzetta & Company, Inc.	001327	INV0000054682	District Management Fees 12/20	\$ 3,965.50
Rizzetta Technology Services	001328	INV0000006595	Email/Website Hosting Service 12/20	\$ 100.00
Solitude Lake Management LLC	001336	PI-A00519227	Lake & Pond Management Services 12/20	\$ 1,093.00
Turner Pest Control LLC	001329	7026929	Termite Treatment 10/20	\$ 1,761.00
Report Total				<u>\$ 25,980.78</u>

Alta Lakes COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

Operations and Maintenance Expenditures January 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2021 through January 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$28,945.93**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Alta Lakes COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AlphaDog Audio, Video, Security, LLC	001354	10488	Monthly Security System 12/20	\$ 80.00
AlphaDog Audio, Video, Security, LLC	001340	11322	Monthly Security System 01/21	\$ 80.00
Bob's Backflow & Plumbing Service, Inc	001341	71579	Backflow Testing 12/20	\$ 234.00
BrightView Landscape Services, Inc	001342	7150422	Irrigation Repair 12/20	\$ 580.00
BrightView Landscape Services, Inc	001342	7150620	Install Winter Annuals 12/20	\$ 889.14
Disclosure Services, LLC	001344	2	Amortization Schedule Series 2019	\$ 100.00
Doody Daddy	001346	2101	Pet Station Maintenance 01/21	\$ 258.00
Dunn & Associates, Inc.	001347	21-109	Engineering General Services 12/20	\$ 1,132.50
First Coast Contract Maintenance Service, LLC	001348	5428	Amenity Services 01/21	\$ 3,946.00
First Coast Contract Maintenance Service, LLC	001348	5511	Purchase Reimbursements 12/20	\$ 2,583.13
Hopping Green & Sams	001345	119509	General Legal Fees 11/20	\$ 1,617.50
Innersync Studio, Ltd dba. Campus Suite	001343	19119	Website Service ADA Compliance 01/21	\$ 384.38
Innovative Fountain Services	001349	2021027	Monthly Stationary Maintenance 12/20	\$ 645.13

Alta Lakes COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Jacksonville Daily Record	001350	21-00290D	Legal Advertising 01/13/21	\$ 167.38
JEA	001351	9415158183 12/20	Account #9415158183 12/20	\$ 5,961.74
Republic Services #687	001355	0687-001115454	Monthly Trash Removal 02/21	\$ 128.53
Rizzetta & Company, Inc.	001338	INV0000055460	District Management Fees 01/21	\$ 3,965.50
Rizzetta & Company, Inc.	001352	INV0000055595	Dissemination Services FY 20/21	\$ 5,000.00
Rizzetta Technology Services	001339	INV0000006695	Email/Website Hosting Service 01/21	\$ 100.00
Solitude Lake Management LLC	001353	PI-A00534734	Lake & Pond Management Services 01/21	<u>\$ 1,093.00</u>
Report Total				<u>\$ 28,945.93</u>

STAFF REPORTS

District Counsel

Tab 3

Hopping Green & Sams

Attorneys and Counselors

MEMORANDUM

TO: District Managers

FROM: Hopping Green & Sams

DATE: December 2020

RE: Section 448.095, *Florida Statutes* / E-Verify Requirements

As you may be aware, the Florida Legislature recently enacted Section 448.095, *Florida Statutes*, which, generally speaking, requires that all employers verify employment eligibility using the United States Department of Homeland Security's "E-Verify" system. Specifically, Section 448.095(2)(a) provides:

"Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system."

Section 448.095(1), F.S., defines "public employer" to be any "regional, county, local, or municipal government . . . that employs persons who perform labor or services for that employer in exchange for salary, wages, or other remuneration or that enters or attempts to enter into a contract with a contractor." Because all CDDs and stewardship districts (together, "Special Districts") enter into contracts with contractors (and many Special Districts have employees), all Special Districts are subject to the new E-Verify requirements.

As a District Manager, there are two steps that need to be taken:

1. Enroll your Special Districts on the E-Verify system, at: <https://www.e-verify.gov/>. An E-Verify enrollment checklist is available at <https://www.e-verify.gov/employers/enrolling-in-e-verify/enrollment-checklist>. In order to enroll, all Special Districts must enter into a memorandum of understanding ("MOU") which must be executed by the chairperson of each board. Under the MOU, the responsibilities of the Special Districts include provision of contact information, display of notices to prospective employees, completion of an E-Verify tutorial, familiarization with the E-Verify User Manual, and other obligations. Samples of the MOU and E-Verify User Manual are attached here.
2. On a going forward basis, include the following contract provision in Special District contracts:

E-VERIFY REQUIREMENTS

The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, beginning January 1, 2021, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, Florida Statutes.

If the Contractor anticipates entering into agreements with a subcontractor for the Work, Contractor will not enter into the subcontractor agreement without first receiving an affidavit from the subcontractor regarding compliance with Section 448.095, *Florida Statutes*, and stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of such affidavit for the duration of the agreement and provide a copy to the District upon request.

In the event that the District has a good faith belief that a subcontractor has knowingly violated Section 448.095, *Florida Statutes*, but the Contractor has otherwise complied with its obligations hereunder, the District shall promptly notify the Contractor. The Contractor agrees to immediately terminate the agreement with the subcontractor upon notice from the District. Further, absent such notification from the District, the Contractor or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09(1), Florida Statutes, shall promptly terminate its agreement with such person or entity.

By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

Please let us know if you have any questions regarding the new law. We appreciate your attention to this matter, and can be reached at 850-222-7500.



Company ID Number: _____

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

ARTICLE I PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and the _____ (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the

employee is separated from the company or no longer needs access to E-Verify.

4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.

a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.

6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.

Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.

7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.

a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment

following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee

may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact the Immigrant and Employee Rights Section, Civil Rights Division, U.S. Department of Justice at 1-800-255-8155 or 1-800-237-2515 (TTY) or go to <https://www.justice.gov/ier>.

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and

other agents, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment

eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.

e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
- ii. The employee's work authorization has not expired, and
- iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
- ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
- iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall

not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

- a. Automated verification checks on alien employees by electronic means, and
- b. Photo verification checks (when available) on employees.

2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Immigrant and Employee Rights Section, Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of

the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.

4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.

2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the

performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.

3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.

D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the

Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.

Approved by:

E-Verify Employer	
Name (Please Type or Print)	Title
Signature	Date
Department of Homeland Security – Verification Division	
Name (Please Type or Print)	Title
Signature	Date

Information Required for E-Verify	
Information relating to your Company:	
Company Name:	
Company Facility Address:	
Company Alternate Address:	
County or Parish:	

District Engineer

*Acceptance of Public Facilities
Report
(Under Separate Cover)*

*Acceptance of Annual Engineer's
Report
(Under Separate Cover)*

Landscape and Maintenance

Tab 4



11530 Davis Creek Court - Jacksonville, Florida 32256
(904) 292-0716 / Fax: (904) 292-1014

MEMORANDUM

DATE: March 15, 2021
TO: Alta Lakes
ATTN: Board of Directors
FROM: Jay Jernigan
RE: Landscape Report

Grounds Maintenance

Weekly grounds maintenance

Apply herbicide to pavers and sidewalk cracks.

Apply herbicide to landscape beds

Cut back all liriope at the amenity center and front entrance

Cut back all flax lily at the amenity center, front entrance, and in the pockets along the main road

Cut back all native grasses at the amenity center and front entrance

Cut back freeze damaged plant material

Working on cutting back the wood line across from the amenity center

Irrigation

Inspections are up to date

Agronomics

Fertilized the plant material at the entrance to the community

Fertilized the plant material at the amenity center

Working on fertilizing the back entrance and the pockets along the main road

The turf was treated for weeds and fertilized on 03/03/21

Enhancements

No new news to report

Arbor Care

No new news to report

Amenity Manager

Tab 5



Alta Lakes CDD

Field Report Mar 2021

First Coast CMS LLC

Swimming Pools

At this time, there is only one issue regarding the swimming pool. We have received reports of cracking in the splash pad. This has been investigated by the builder and a repair plan has been made.

Maintenance and Facility

Innovative Fountains have begun servicing the fountains. They performed a deep clean and start of the fountains in February.

T&M Electrical was out on December 3rd to separate the parking lot from the Pickleball Court timer. Now, the lights are on separate circuits.

T&M Electrical was on in early March to repair one of the Pickleball court LED lights.

One of the cranks to the Pickleball Courts needed to be replaced.

Doody Daddy provided 5 stations that were installed by First Coast CMS staff. The stations are being serviced weekly. At this time, we are waiting on the arrival of two more stations to be installed in the dog park.

We met with Landscapers to discuss a natural barrier to prevent vehicles on the Soccer Field. At this time, the ant problem was discussed. We were advised that a treatment would be implemented by Brightview.

An additional weight bench was purchased and placed in the gym.

First Coast CMS now has the ability to accept credit cards for reservations if the Board would like to proceed. There would be a 6% surcharge to use the booking software and credit card processing. If the board wishes to move in this direction, there are two options:

1. The process fee be charged to the resident and the fees collected monthly would be paid to the District. The process fee would be retained by First Coast CMS to offset processing cost.
2. The process fee could be absorbed by the District and the fees collected would be paid to the District monthly minus 6% to cover cost.

This would not remove the ability for residents to still pay by check. If residents choose to pay by credit card, we would not need to charge deposit since we would have their credit card number to charge for damages. Residents would be notified prior if that was the case to give them the opportunity to remedy. This would also eliminate residents having to wait on refund checks.

District Manager

BUSINESS ITEMS

**Ratification of Approval for
Installation of Dog Park
Amenity and Ongoing
Maintenance**

Tab 6

DOG PARK POLICIES

- (1) Please note that the Dog Park is an unattended facility and persons using the Dog Park do so at their own risk. Voluntary use of the Dog Park waives any claim or liability against the District resulting from such use of the Dog Park.
- (2) All Patrons and Guests using the Dog Park are expected to conduct themselves in a responsible, courteous and safe manner in compliance with all policies and rules of the District. Any disregard or violation of these policies or misuse or destruction of Dog Park facilities or equipment may result in suspension or termination of Dog Park or Amenity Facility privileges. The District reserves the right to seek reimbursement for damages. Guests may use the Dog Park only when accompanied by a Patron.
- (3) Dog Park is open from dawn to dusk.
- (4) The District reserves the right to close the Dog Park or sections of the Dog Park for any reason including maintenance, mowing, severe weather conditions, special events, or for any other health, safety and danger issues.
- (5) Food, alcoholic beverages and glass containers are prohibited in the Dog Park area.
- (6) Only dogs are allowed in the Dog Park area; all other pets are prohibited from the Dog Park area.
- (7) Dogs shall be on leash at all times unless in designated “off-leash” areas.
- (8) Patrons shall always supervise their dogs and shall not leave their dogs unattended at the Dog Park.
- (9) Dogs exhibiting aggressive behavior are prohibited.
- (10) All spiked collars are prohibited in the Dog Park.
- (11) Owners shall supervise their dogs to ensure dogs do not dig or damage any portion of the Dog Park.
- (12) Dogs that are under four (4) months old, in heat, with fleas or have any other skin conditions, or are ill are prohibited from the Dog Park.
- (13) Dogs shall be up-to-date on vaccinations prior to entering the Dog Park and shall have current rabies and applicable license tags clipped to their collars at all times.
- (14) Persons under the age of 12 must have adult supervision.

**SUPERVISOR REQUESTS
AND AUDIENCE
COMMENTS**

ADJOURNMENT