



**Memorandum**

**To:** Board of Supervisors

**From:** District Management

**Date:** October 1, 2025

**RE:** FY2025 - Special District Performance Measures and Standards – Final Outcomes

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To enhance accountability and transparency for special districts, the Florida Legislature enacted regulations requiring all special districts to establish clear goals and objectives for each of their programs and activities. In accordance with these requirements, each district was required to develop & adopt measurable performance indicators and standards to evaluate the extent to which these goals and objectives were achieved.

Furthermore, by December 1 of each year, every special district is required to publish an annual report on its official website. This report must outline the goals and objectives accomplished during the preceding fiscal year, describe the performance measures and standards applied, and identify any goals or objectives that were not fully achieved.

This memorandum formally transmits the attached Exhibit A, which details the District's goals, objectives, measurements, and performance standards addressed during Fiscal Year 2025. The exhibit also provides the outcomes for each goal, summarizes rationales for any unachieved objectives, and outlines recommended actions to address them in the future (if applicable). This memo serves as the final compliance piece for the relevant reporting requirements for fiscal year 2025.

Sincerely,

District Manager

**Exhibit A:**  
**FY 2025**  
**Completed Goals, Objectives and Annual Reporting Form**

**Eagle Trace 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 regular Board of Supervisor meetings 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 two board meetings were held during the Fiscal Year or more as may be necessary or required by local ordinance and establishment requirements.

**Achieved:** Yes ☒ No ☐

**Goal 1.2: Notice of Meetings Compliance**

**Objective:** Provide public notice of each meeting at least seven days in advance, as specified in Section 190.007(1), using at least two communication methods.

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

**Standard:** 100% of meetings were advertised with 7 days' notice per statute by at least two methods (i.e., newspaper, CDD website, electronic communications, annual meeting schedule).

**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 ☐

**2. Financial Transparency and Accountability**

**Goal 2.1: Annual Budget Preparation**

**Objective:** Prepare and approve the annual proposed budget by June 15 and adopt the final budget by September 30 each year.

**Measurement:** Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on 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 2.2: 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 audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD's website.

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

**Achieved:** Yes ☒ No ☐

### Goal 2.3: Annual Financial Audit

**Objective:** Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection and transmit 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:** 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 ☒

Did not meet Required threshold

Signed by: Rennie Heath  
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Chair/Vice Chair:

Date: 2025-11-14

Print Name: Rennie Heath

Eagle Trace Community Development District

District Manager: Jill Burns

Print Name: Jill Burns

Date: 11/11/25

Eagle Trace Community Development District