



Rizzetta & Company

# **Bainebridge Community Development District**

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**Board of Supervisors' Meeting  
April 11, 2024**

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

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

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Bainebridge Amenity Center, 15855 Twin Creek Drive, Jacksonville, FL 32218

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

<b>Board of Supervisors</b>	William Huff Samuel Helms Larry Hall Alton Mabb Wally David	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Lesley Gallagher	Rizzetta & Company, Inc.
<b>District Counsel</b>	Kyle Magee	Kutak Rock, LLP
<b>District Engineer</b>	Vince Dunn	Dunn & Associates

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

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 (239) 936-0913. 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.

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
www.bainebridgecdd.org

Board of Supervisors  
Bainebridge Community  
Development District

April 3, 2024

## AGENDA

Dear Board Members:

The **special** meeting of the Bainebridge Community Development District will be held on **April 11, 2024 at 6:00 p.m.** at the Bainebridge Amenity Center, located at 15855 Twin Creek Drive, Jacksonville, Florida 32218. The following is the agenda for this meeting.

1. **CALL TO ORDER/ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **AUDIENCE COMMENTS ON AGENDA ITEMS**
4. **BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Meeting held March 21, 2024 .....Tab 1
5. **STAFF REPORTS**
  - A. Landscape Manager
    1. Brightview Landscape Report
  - B. District Counsel
  - C. District Engineer
    1. Acceptance of Annual Engineer's Report (under separate cover)
    2. Acceptance of Public Facilities Report (under separate cover)
    3. Consideration of Proposal for SWMF Pond 11 Repairs (under separate cover)
  - D. Amenity Manager
    1. Update on Special Events
  - E. District Manager
6. **BUSINESS ITEMS**
  - A. Presentation of Proposed Budget for Fiscal Year 2024/25 .....Tab 2
    1. Consideration of Resolution 2024-02, Approving Fiscal Year 2024/25 Proposed Budget & Setting a Public Hearing.....Tab 3
7. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
8. **ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (904) 436-6270.

Very truly yours,  
*Lesley Gallagher*  
Lesley Gallagher

# **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.

**BAINEBRIDGE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Bainebridge Community Development District was held on **March 21, 2024, at 6:00 p.m.** at the Bainebridge Amenity Center, located at 15855 Twin Creek Drive, Jacksonville, Florida 32218.

Present and constituting a quorum:

William Huff	<b>Board Supervisor, Chairman</b>
Samuel Helms	<b>Board Supervisor, Vice Chairman</b>
Wally David	<b>Board Supervisor, Assistant Secretary</b>
Alton Mabb	<b>Board Supervisor, Assistant Secretary</b>
Larry Hall	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Kyle Magee	<b>District Counsel, Kutak Rock, LLC (speakerphone)</b>
Bryan Schaub	<b>Landscape Specialist, Rizzetta &amp; Company (speakerphone)</b>
Tony Shiver	<b>President, First Coast CMS</b>

Audience members present.

On a motion by Mr. David, seconded by Mr. Helms, with all in favor, the Board opened the meeting, for Bainebridge Community Development District.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Huff called the meeting to order at 6:10 p.m. and read the roll call.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

Mr. Mabb led the Pledge of Allegiance.

47 **THIRD ORDER OF BUSINESS** Audience Comments on Agenda Items

48  
49 No comments.

50  
51  
52 **FOURTH ORDER OF BUSINESS** Consideration of the Minutes of the Board of  
53 Supervisors Regular Meeting held on  
54 January 18, 2024  
55

On a motion by Mr. Helms, seconded by Mr. David, with all in favor, the Board approved the minutes of the Board of Supervisors regular meeting held on January 18, 2024, for Bainebridge Community Development District.

56  
57 **FIFTH ORDER OF BUSINESS** Ratification of the Operation and Maintenance  
58 Expenditures for December 2023, January  
59 and February 2024  
60

On a motion by Mr. Mabb, seconded by Mr. Huff, with all in favor, the Board ratified the Operation and Maintenance Expenditures for December 2023, in the amount of \$38,088.55, January 2024, in the amount of \$37,840.37, and February 2024, in the amount of \$21,293.82, for Bainebridge Community Development District.

61  
62 **SIXTH ORDER OF BUSINESS** Staff Reports

- 63  
64 A. Landscape Inspection Specialist
- 65 1. Landscape Inspection Report
  - 66 Mr. Schaub reviewed his report found under tab 3 of the agenda and noted
  - 67 that the crepe myrtles had not been pruned this year and it was now past the
  - 68 window to do so. He also noted that the juniper at the entry still has yet to be
  - 69 replaced as confirmed it would be nearly a year ago. It had been noted that
  - 70 the area was too wet and that BrightView would replace come winter. Mr.
  - 71 Schaub would follow up on the status as BrightView was not in attendance
  - 72 at the meeting.

On a motion by Mr. Helms, seconded by Mr. Huff, with all in favor, the Board accepted the landscape inspection report, for Bainebridge Community Development District.

- 74  
75 B. Landscape Manager
- 76 Not requested to attend.
- 77
  - 78 1. Brightview Landscape Report
  - 79 The Board reviewed the report, Landscape Manager was not present.
  - 80 Concerns were raised about weed growth.
  - 81
  - 82 2 Consideration of BrightView Enhancement Proposals
  - 83

On a motion by Mr. Hall, seconded by Mr. Helms, with all in favor, the Board reviewed a proposal for amenity center enhancements, (Exhibit A), and tabled this item indefinitely, for Bainebridge Community Development District.

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- C. District Counsel  
No report but was available to answer any questions.
- D. District Engineer  
Not requested to attend.
- E. Amenity Manager  
Mr. Shiver reviewed his report.

On a motion by Mr. Mabb, seconded by Mr. Hall, with all in favor, the Board accepted Mr. Shiver's Amenity Manager's Report, for Bainebridge Community Development District.

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- F. District Manager  
Ms. Gallagher reviewed that the qualification period for the general election is noon on June 10, 2024, through noon on June 14, 2024. She also noted that the Chairman had a conflict for the next meeting on April 18<sup>th</sup> and would not be available to attend. As this was the proposed budget meeting she asked if the Board would like to cancel the meeting on April 18<sup>th</sup> and schedule a special meeting the week before on April 11<sup>th</sup> at 6pm at the amenity center. The Board authorized the District Manager to cancel the April 18<sup>th</sup> meeting and schedule a special meeting for April 11<sup>th</sup> at 6pm at the amenity center.

1. Charles Aquatics Pond Report

The Chairman shared concerns about the quality of the photos in the most recent report. The photos being too dark to truly be able to view the condition of the ponds at the time they were taken. It was requested that this be reviewed with Charles Aquatics and that it also be requested that multiple photos be provided for the larger ponds from the different ends of the ponds and that the information in the pond reports line up closer to the meeting dates if possible.

It was also requested that staff work on requesting an easement for pond 13 access.

On a motion by Mr. Helms, seconded by Mr. Huff, with all in favor, the Board accepted Charles Aquatics' Pond Report, for Bainebridge Community Development District.

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2. Charles Aquatics Fountain Report

On a motion by Mr. Hall, seconded by Mr. David, with all in favor, the Board accepted Charles Aquatics' Fountain Report, for Bainebridge Community Development District.

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**SEVENTH ORDER OF BUSINESS**

**Consideration of Pressure Washing Proposals**

The Board reviewed proposals from Krystal Klean and D&R for pressure washing. Discussion ensued. The Board approved Tony requesting revised proposals and moving forward with a not to exceed amount of \$3120.00 to include the items listed in the D&R scope together with the fence at the entry and monument sign.

On a motion by Mr. David, seconded by Mr. Helms, with all in favor, the Board approved Mr. Shiver requesting revised proposals and moving forward with a not-to-exceed amount of \$3,120.00 to include the items listed in the D&R scope together with the fence at the entry and monument sign, for Bainebridge Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Roofing Proposals**

This item was tabled as Mr. Shiver noted that he would bring back proposals from a minimum of three general contractors for this work to be completed in the off season. He presented this proposal for informational purposes only at this time.

**NINTH ORDER OF BUSINESS**

**Consideration of Web Watchdogs Extended Warranty Proposal**

On a motion by Mr. Helms, seconded by Mr. Huff, with all in favor, the Board approved the Web Watchdogs Extended Warranty in the amount of \$325.00 which would renew the extended warranty through April 20, 2025, for Bainebridge Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Door Replacement Proposal**

Tabled. Additional proposals to be obtained.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Amenity Drainage Work Proposal**

Tabled. Additional proposals to be obtained.

**TWELFTH ORDER OF BUSINESS**

**Review of Reserve Study**

The Board requested staff review and go back to Community Advisors for any updates that needed to be made regarding the years items had been acquired or replaced.

**THIRTEENTH ORDER OF BUSINESS**

**Discussion Regarding Upcoming Special Events**

Mr. Shiver will bring back ideas for summer events to the next meeting. It was requested that a sign in sheet be implemented for special events as concerns were raised about attendees not residing in the community. It was also requested that the estimated number of attendees for each event be provided in order for the Board to better understand which events are more popular with the community should they need to be prioritized for budgeting purposes.



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**FOURTEENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience  
Comments**

**Supervisors**

No comments.

**Audience**

Audience comments were heard on the following:

JSO off duty deputies, pond #12, speed bumps and cameras.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Helms, seconded by Mr. David, with all in favor, the Board adjourned the meeting at 7:27 p.m., for Bainebridge Community Development District.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

## **Tab 2**



Rizzetta & Company

# **Bainebridge CDD Community Development District**

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## **Proposed Budget for Fiscal Year 2024/2025**

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Rizzetta & Company

Proposed Budget  
Bainbridge Community Development District  
General Fund  
Fiscal Year 2024/2025

	Chart of Accounts Classification	Actual YTD through 02/29/24	Projected Annual Totals 2024/2025	Annual Budget for 2023/2024	Projected Budget variance for 2024/2025	Budget for 2024/2025	Budget Increase (Decrease) vs 2023/2024	Comments
1								
2	<b>REVENUES</b>							
3								
4	Special Assessments							
5	Tax Roll	\$ 398,279	\$ 405,400	\$ 405,400	\$ -	\$ 412,708	\$ 7,308	
6								
7	<b>TOTAL REVENUES</b>	<b>\$ 398,279</b>	<b>\$ 405,400</b>	<b>\$ 405,400</b>	<b>\$ -</b>	<b>\$ 412,708</b>	<b>\$ 7,308</b>	
8								
9	Balance Forward from Prior Year	\$ -			\$ -	\$ -	\$ -	
10								
11	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 398,279</b>	<b>\$ 405,400</b>	<b>\$ 405,400</b>	<b>\$ -</b>	<b>\$ 412,708</b>	<b>\$ 7,308</b>	
12								
13	<b>EXPENDITURES - ADMINISTRATIVE</b>							
14								
15	Legislative							
16	Supervisor Fees	\$ 1,800	\$ 5,800	\$ 6,000	\$ 200	\$ 6,000	\$ -	Based on 6 Meetings
17	Financial & Administrative							
18	Administrative Services	\$ 2,812	\$ 6,749	\$ 6,749	\$ -	\$ 6,749	\$ -	
19	District Management	\$ 10,544	\$ 25,307	\$ 25,307	\$ -	\$ 25,307	\$ -	
20	District Engineer	\$ 8,494	\$ 11,994	\$ 7,500	\$ (4,494)	\$ 7,500	\$ -	FY 23/24 Included Public Facilities Report
21	Disclosure Report	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
22	Trustees Fees	\$ 2,694	\$ 3,750	\$ 3,750	\$ -	\$ 3,750	\$ -	
23	Assessment Roll	\$ 5,906	\$ 5,906	\$ 5,906	\$ -	\$ 5,906	\$ -	
24	Financial & Revenue Collections	\$ 2,461	\$ 5,906	\$ 5,906	\$ -	\$ 5,906	\$ -	
25	Accounting Services	\$ 9,420	\$ 22,608	\$ 22,608	\$ -	\$ 22,608	\$ -	
26	Auditing Services		\$ 3,715	\$ 3,715	\$ -	\$ 3,920	\$ 205	Based on Current Engagement
27	Arbitrage Rebate Calculation		\$ 500	\$ 500	\$ -	\$ 500	\$ -	
28	Public Officials Liability Insurance	\$ 4,324	\$ 4,324	\$ 6,190	\$ 1,866	\$ 4,973	\$ (1,217)	Estimated
29	Legal Advertising	\$ 1,107	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	
30	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
31	Miscellaneous Fees	\$ 100	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	Mailed Notice? Amortization Schedule
32	Website Hosting, Maintenance, Backup	\$ 1,750	\$ 5,800	\$ 5,800	\$ -	\$ 5,800	\$ -	Based on Current Agreements
33	Legal Counsel							
34	District Counsel	\$ 5,926	\$ 18,422	\$ 25,000	\$ 6,578	\$ 25,000	\$ -	
35								
36	<b>Administrative Subtotal</b>	<b>\$ 62,513</b>	<b>\$ 128,956</b>	<b>\$ 133,106</b>	<b>\$ 4,150</b>	<b>\$ 132,094</b>	<b>\$ (1,012)</b>	
37								
38	<b>EXPENDITURES - FIELD OPERATIONS</b>							
39								
40	Electric Utility Services							
41	Utility Services	\$ 7,343	\$ 17,623	\$ 21,500	\$ 3,877	\$ 21,500	\$ -	
42	Garbage/Solid Waste Control Services							
43	Garbage - Recreation Facility	\$ 1,538	\$ 3,691	\$ 3,200	\$ (491)	\$ 3,750	\$ 550	
44	Water-Sewer Combination Services							
45	Utility Services	\$ 1,540	\$ 3,696	\$ 4,500	\$ 804	\$ 4,500	\$ -	
46	Stormwater Control							
47	Aquatic & Fountain Maintenance	\$ 3,785	\$ 9,160	\$ 9,100	\$ (60)	\$ 9,800	\$ 700	Added Pond February 2024
48	Miscellaneous Expense	\$ 1,632	\$ 2,236	\$ 1,500	\$ (736)	\$ 1,500	\$ -	Carp Barriers 2023/24
49	Other Physical Environment							
50	General Liability & Property Insurance	\$ 18,473	\$ 18,473	\$ 18,449	\$ (24)	\$ 21,244	\$ 2,795	Estimated
51	Entry & Walls Maintenance & Repair		\$ 3,120	\$ 2,500	\$ (620)	\$ 2,500	\$ -	To Include Pressure Washing and any Electrical Repairs
52	Landscape & Irrigation Maintenance Contract	\$ 15,780	\$ 37,872	\$ 38,960	\$ 1,088	\$ 38,960	\$ -	Agreement Also Includes Playground Mulch
53	Irrigation Repairs	\$ 830	\$ 3,000	\$ 4,000	\$ 1,000	\$ 4,000	\$ -	
54	Landscape Replacement Plants, Shrubs, Trees	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	FY 2023/24 Projections Include Entry Enhancements for Spring 2024
55	Landscape Inspection Services	\$ 1,900	\$ 3,800	\$ 3,800	\$ -	\$ 4,850	\$ 1,050	
56	Miscellaneous Expense		\$ 750	\$ 1,271	\$ 521	\$ 1,000	\$ (271)	
57	Road & Street Facilities							
58	Parking Lot Repair & Maintenance	\$ 985	\$ 985	\$ 1,500	\$ 515	\$ 1,000	\$ (500)	FY 23/24 Included Sidewalk Repairs at Amenity Facility
59	Miscellaneous Expense	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	
60	Parks & Recreation							
61	Amenity Management Service Contract	\$ 14,146	\$ 33,753	\$ 33,753	\$ -	\$ 34,765	\$ 1,012	Staffing. Based on Current Agreement
62	Security Services & Patrols	\$ 5,695	\$ 19,810	\$ 19,810	\$ -	\$ 19,810	\$ -	
63	Telephone, Internet, Cable	\$ 1,810	\$ 4,344	\$ 4,400	\$ 56	\$ 4,400	\$ -	
64	Amenity Maintenance Contract & Repairs	\$ 9,608	\$ 23,059	\$ 13,400	\$ (9,659)	\$ 15,000	\$ 1,600	Includes Fitness Equipment PM and Approx. \$9,000 in Repairs and Maintenance.
65	Amenity Facility Janitorial Service Contract	\$ 2,699	\$ 6,478	\$ 7,700	\$ 1,222	\$ 7,700	\$ -	Includes Approx. \$1800 in Supplies.
66	Pool Maintenance	\$ 6,802	\$ 21,524	\$ 22,300	\$ 776	\$ 22,300	\$ -	Line Includes Maintenance Contract and Approximately \$11,700 in Chemicals & Pool Supplies. FY 23/24 Also Included Pool Grates.
67	Pool Permits and Inspections	\$ -	\$ 325	\$ 325	\$ -	\$ 325	\$ -	
68	Athletic Court(s)/Field/Playground Maint. & Repairs			\$ 5,000	\$ 5,000	\$ 5,000	\$ -	
69	Pest Control & Termite Bond	\$ -	\$ 890	\$ 890	\$ -	\$ 890	\$ -	
70	Facility A/C Preventative Maintenance & Repair	\$ 459	\$ 740	\$ 740	\$ -	\$ 740	\$ -	





**Bainebridge Community Development District**

**Debt Service**

**Fiscal Year 2024/2025**

Chart of Accounts Classification	Series 2007A	Budget for 2024/2025
<b>REVENUES</b>		
Special Assessments		
Net Special Assessments <sup>(1)</sup>	\$160,684.22	\$160,684.22
<b>TOTAL REVENUES</b>	<b>\$160,684.22</b>	<b>\$160,684.22</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Debt Service Obligation	\$160,684.22	\$160,684.22
<b>Administrative Subtotal</b>	<b>\$160,684.22</b>	<b>\$160,684.22</b>
<b>TOTAL EXPENDITURES</b>	<b>\$160,684.22</b>	<b>\$160,684.22</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>

Duval County Collection Costs (3.5%) and Early Payment Discounts (4%):

7.5%

**GROSS ASSESSMENTS**

\$173,712.67

**Notes:**

Tax Roll Collection Costs for Duval County are 7.5% of Tax Roll. Budgeted net of tax roll assessments.

See Assessment Table.

<sup>(1)</sup> Maximum Annual Debt Service less any prepaid assessments received.



**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2024/2025 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE**

<b>2024/2025 O&amp;M Budget:</b>		\$463,982.00	<b>2023/2024 O&amp;M Budget:</b>	\$430,400.00
Collection Costs:	3.5%	\$17,556.08	<b>2024/2025 O&amp;M Budget:</b>	\$463,982.00
Early Payment Discounts:	4%	\$20,064.09		
<b>2024/2025 Total:</b>		<b>\$501,602.16</b>	<b>Total Difference:</b>	<b>\$33,582.00</b>

Lot Size	Assessment Breakdown	Per Unit Annual Assessment Comparison		Proposed Increase / Decrease	
		2023/2024	2024/2025	\$	%
<b>Single Family</b>	Series 2007A Debt Service	\$1,168.62	\$1,168.62	\$0.00	0.00%
	Operations/Maintenance	\$930.59	\$1,003.20	\$72.61	7.80%
	<b>Total</b>	<b>\$2,099.21</b>	<b>\$2,171.82</b>	<b>\$72.61</b>	<b>3.46%</b>
<b>Single Family (Partially Prepaid 1)</b>	Series 2007A Debt Service	\$431.69	\$431.69	\$0.00	0.00%
	Operations/Maintenance	\$930.59	\$1,003.20	\$72.61	7.80%
	<b>Total</b>	<b>\$1,362.28</b>	<b>\$1,434.89</b>	<b>\$72.61</b>	<b>5.33%</b>
<b>Single Family (Partially Prepaid 2)</b>	Series 2007A Debt Service	\$566.11	\$566.11	\$0.00	0.00%
	Operations/Maintenance	\$930.59	\$1,003.20	\$72.61	7.80%
	<b>Total</b>	<b>\$1,496.70</b>	<b>\$1,569.31</b>	<b>\$72.61</b>	<b>4.85%</b>
<b>Single Family (Partially Prepaid 3)</b>	Series 2007A Debt Service	\$578.43	\$578.43	\$0.00	0.00%
	Operations/Maintenance	\$930.59	\$1,003.20	\$72.61	7.80%
	<b>Total</b>	<b>\$1,509.02</b>	<b>\$1,581.63</b>	<b>\$72.61</b>	<b>4.81%</b>

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2024/2025 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$463,982.00
COLLECTION COSTS @	3.5%	\$17,556.08
EARLY PAYMENT DISCOUNT @	4.0%	\$20,064.09
<b>TOTAL O&amp;M ASSESSMENT</b>		<b>\$501,602.16</b>

UNITS ASSESSED			ALLOCATION OF O&M ASSESSMENT				PER LOT ANNUAL ASSESSMENT		
LOT SIZE	O&M	SERIES 2007A DEBT SERVICE <sup>(1)</sup>	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL O&M BUDGET	O&M	SERIES 2007A DEBT SERVICE <sup>(2)</sup>	TOTAL <sup>(3)</sup>
Single Family	277	46	1.00	277.00	55.40%	\$277,887.60	\$1,003.20	\$1,168.62	\$2,171.82
Single Family (Partially Prepaid 1)	52	52	1.00	52.00	10.40%	\$52,166.62	\$1,003.20	\$431.69	\$1,434.89
Single Family (Partially Prepaid 2)	20	20	1.00	20.00	4.00%	\$20,064.09	\$1,003.20	\$566.11	\$1,569.31
Single Family (Partially Prepaid 3)	151	149	1.00	151.00	30.20%	\$151,483.85	\$1,003.20	\$578.43	\$1,581.63
<b>Total Community</b>	<b>500</b>	<b>267</b>		<b>500.00</b>	<b>100.00%</b>	<b>\$501,602.16</b>			

LESS: Duval County Collection Costs (3.5%) and Early Payment Discounts (4%): (\$37,620.16)

**Net Revenue to be Collected** \$463,982.00

<sup>(1)</sup> Reflects the number of total lots with Series 2007A debt outstanding.

<sup>(2)</sup> Annual debt service assessment per lot adopted in connection with the Series 2007A bond issue. Annual assessment includes principal, interest, Duval County collection costs and early payment discounts.

<sup>(3)</sup> Annual assessment that will appear on November 2024 Duval County property tax bill. Amount shown includes all applicable collection costs and early payment discounts (up to 4% if paid early).

## EXPENDITURES – ADMINISTRATIVE:

**Supervisor Fees:** The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

**Administrative Services:** The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

**District Management:** The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These service include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**District Engineer:** The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

**Disclosure Report:** The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees:** The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Assessment Roll:** The District will contract with a firm to prepare, maintain and certify the assessment roll(s) and annually levy a non-ad valorem assessment for operating and debt service expenses.

**Financial & Revenue Collections:** Services of the Collection Agent include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. The Collection Agent also maintains and updates the District's lien book(s) annually and provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services:** Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Auditing Services:** The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.



**Arbitrage Rebate Calculation:** The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**Travel:** Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

**Public Officials Liability Insurance:** The District will incur expenditures for public officials' liability insurance for the Board and Staff.

**Legal Advertising:** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Bank Fees:** The District will incur bank service charges during the year.

**Dues, Licenses & Fees:** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous Fees:** The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

**Website Hosting, Maintenance and Email:** The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

**District Counsel:** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

## EXPENDITURES - FIELD OPERATIONS:

**Deputy Services:** The District may wish to contract with the local police agency to provide security for the District.

**Security Services and Patrols:** The District may wish to contract with a private company to provide security for the District.

**Electric Utility Services:** The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

**Street Lights:** The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.



**Utility - Recreation Facility:** The District may budget separately for its recreation and or amenity electric separately.

**Gas Utility Services:** The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

**Garbage - Recreation Facility:** The District will incur expenditures related to the removal of garbage and solid waste.

**Solid Waste Assessment Fee:** The District may have an assessment levied by another local government for solid waste, etc.

**Water-Sewer Utility Services:** The District will incur water/sewer utility expenditures related to district operations.

**Utility - Reclaimed:** The District may incur expenses related to the use of reclaimed water for irrigation.

**Aquatic Maintenance:** Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Fountain Service Repairs & Maintenance:** The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

**Lake/Pond Bank Maintenance:** The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

**Wetland Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

**Mitigation Area Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

**Aquatic Plant Replacement:** The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**General Liability Insurance:** The District will incur fees to insure items owned by the District for its general liability needs

**Property Insurance:** The District will incur fees to insure items owned by the District for its property needs

**Entry and Walls Maintenance:** The District will incur expenditures to maintain the entry monuments and the fencing.



**Landscape Maintenance:** The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

**Irrigation Maintenance:** The District will incur expenditures related to the maintenance of the irrigation systems.

**Irrigation Repairs:** The District will incur expenditures related to repairs of the irrigation systems.

**Landscape Replacement:** Expenditures related to replacement of turf, trees, shrubs etc.

**Field Services:** The District may contract for field management services to provide landscape maintenance oversight.

**Miscellaneous Fees:** The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

**Gate Phone:** The District will incur telephone expenses if the District has gates that are to be opened and closed.

**Street/Parking Lot Sweeping:** The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

**Gate Facility Maintenance:** Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

**Sidewalk Repair & Maintenance:** Expenses related to sidewalks located in the right of way of streets the District may own if any.

**Roadway Repair & Maintenance:** Expenses related to the repair and maintenance of roadways owned by the District if any.

**Employees - Salaries:** The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

**Employees - P/R Taxes:** This is the employer's portion of employment taxes such as FICA etc.

**Employee - Workers' Comp:** Fees related to obtaining workers compensation insurance.

**Management Contract:** The District may contract with a firm to provide for the oversight of its recreation facilities.

**Maintenance & Repair:** The District may incur expenses to maintain its recreation facilities.

**Facility Supplies:** The District may have facilities that required various supplies to operate.



**Gate Maintenance & Repairs:** Any ongoing gate repairs and maintenance would be included in this line item.

**Telephone, Fax, Internet:** The District may incur telephone, fax and internet expenses related to the recreational facilities.

**Office Supplies:** The District may have an office in its facilities which require various office related supplies.

**Clubhouse - Facility Janitorial Service:** Expenses related to the cleaning of the facility and related supplies.

**Pool Service Contract:** Expenses related to the maintenance of swimming pools and other water features.

**Pool Repairs:** Expenses related to the repair of swimming pools and other water features.

**Security System Monitoring & Maintenance:** The District may wish to install a security system for the clubhouse

**Clubhouse Miscellaneous Expense:** Expenses which may not fit into a defined category in this section of the budget

**Athletic/Park Court/Field Repairs:** Expense related to any facilities such as tennis, basketball etc.

**Trail/Bike Path Maintenance:** Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

**Special Events:** Expenses related to functions such as holiday events for the public enjoyment

**Miscellaneous Fees:** Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

**Miscellaneous Contingency:** Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.



## RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

### EXPENDITURES:

**Capital Reserve:** Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.



Rizzetta & Company



## DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Special Assessments:** The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

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### EXPENDITURES – ADMINISTRATIVE:

**Bank Fees:** The District may incur bank service charges during the year.

**Debt Service Obligation:** This would a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.



## **Tab 3**

RESOLUTION 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“Board”) of the Bainebridge Community Development District (“District”) prior to June 15, 2024, a proposed budget (“Proposed Budget”) for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“Fiscal Year 2024/2025”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE:

HOUR:

LOCATION:

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT(S).** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Jacksonville and Duval County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 11TH DAY OF APRIL 2024.**

ATTEST:

**BAINBRIDGE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairperson / Vice Chairperson, Board of  
Supervisors