



Rizzetta & Company

# **Bainebridge Community Development District**

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**Board of Supervisors' Meeting  
July 18, 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

July 11, 2024

## FINAL AGENDA

Dear Board Members:

The **regular** meeting of the Bainebridge Community Development District will be held on **July 18, 2024 at 6:00 p.m.** at the Bainebridge Amenity Center, located at 15855 Twin Creek Drive, Jacksonville, Florida 32218. The following is the **tentative** 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 April 11, 2024.....Tab 1
  - B. Ratification of Operation and Maintenance Expenditures for March, April and May 2024.....Tab 2
5. **STAFF REPORTS**
  - A. Landscape
    1. Landscape Inspection Report – Rizzetta.....Tab 3
    2. Landscape Report – BrightView.....Tab 4
  - B. District Counsel
  - C. District Engineer
  - D. Amenity Manager.....Tab 5
  - E. District Manager
    1. Charles Aquatics Pond Report.....Tab 6
    2. Presentation of Registered Voter Count.....Tab 7
    3. Discussion of HB 7013 – District Goals and Objectives.....Tab 8
6. **BUSINESS ITEMS**
  - A. VGlobal ADA Proposal.....Tab 9
  - B. Public Hearing on Fiscal Year 2024-2025 Final Budget .....Tab 10
    1. Consideration of Resolution 2024-03, Approving the Proposed Budget for Fiscal Year 2024-2025.....Tab 11
  - C. Public Hearing on Fiscal Year 2024-2025 Assessments
    1. Consideration of Resolution 2024-04, Imposing Special Assessments.....Tab 12
  - D. *Field Proposals Upon Receipt*
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 special meeting of the Board of Supervisors of Bainebridge Community Development District was held on **April 11, 2024, at 6:07 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>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Kutak Rock, LLC (speakerphone)</b>
David Taylor	<b>District Engineer, Dunn &amp; Associates (speakerphone)</b>
Tony Shiver	<b>President, First Coast CMS</b>
Royce Peardon	<b>Representative, Brightview</b>
Mark Smolarsky	<b>Representative, Brightview</b>

Audience members present.

On a motion by Mr. Helms, seconded by Mr. David, 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 6:07 p.m. and read the roll call.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

Mr. Mabb led the Pledge of Allegiance.

**THIRD ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

No comments.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors Regular Meeting held on March 21, 2024**

On a motion by Mr. David, seconded by Mr. Helms, with all in favor, the Board approved the minutes of the Board of Supervisors regular meeting held on March 21, 2024, for Bainebridge Community Development District.

**FIFTH ORDER OF BUSINESS**

**Acceptance of Annual Audit – Fiscal Year Ending September 2023**

Ms. Gallagher explained that this was a clean audit and there were no findings. Mr. Mabb had a question on the audit relating to a specific section that he was trying to locate from the agenda email. The Board moved to the next item to allow him time to locate the email before accepting the audit.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Landscape Manager**

**1. Brightview Landscape Report**

Mr. Peardon introduced Mr. Smolarsky as the new Account Manager for BrightView at Bainebridge. There was some discussion regarding the proposal that was approved at the last meeting and whether it included removal of the annual bed. It was noted that it was made clear when presented that there would no longer be annuals at the entry. Mr. Peardon will review this further with Mr. Ernst to confirm.

**B. District Counsel**

No report but was available to answer any questions.

**C. District Engineer**

**1. Acceptance of Annual Engineer's Report**

Mr. Taylor reviewed the annual report that was circulated under separate cover (Exhibit A) and noted that the items on pages 4 and 7 were not CDD responsibility and should be reported to the City of Jacksonville. Ms. Gallagher also noted that the Charles Aquatics repair proposal approved at the February meeting would be addressing some of the items noted in the repair memorandum and that she would work with the District Engineer on proposals for the additional items.

On a motion by Mr. David, seconded by Mr. Mabb, with all in favor, the Board accepted the 2024 Annual Engineers' Report, for Bainebridge Community Development District.

**2. Acceptance of Public Facilities Report (under separate cover)**

It was stated that the report was not available yet and would be presented later.

- 90 3. Consideration of Proposal for SWMF Pond 11 Repairs (under separate  
91 cover)

92  
93 Mr. Taylor stated that he is continuing to seek proposals for this work. He  
94 also noted that once a contractor is identified access will need to be  
95 coordinated with the property owner before repairs can be made.  
96

97 D. Amenity Manager

98 Mr. Shiver stated that the monthly playground inspection had occurred. He also  
99 reviewed two proposals for door replacements (Exhibit B), noting that he was not  
100 requesting any Board action to be taken, but was providing them for informational  
101 purposes at this time.  
102

103 1. Update on Special Events

104  
105 Mr. Shiver informed the Board that no additional funding for special events  
106 was being requested and that First Coast CMS would contribute should the  
107 district go over the budgeted amount this year.  
108

109 F. District Manager

110 Ms. Gallagher informed the Board that she had spoken to Charles Aquatics  
111 regarding the Board's request for additional photos to be taken for larger ponds  
112 from more angles, better quality photos, and reports that line up closer to the dates  
113 the agendas are circulated. They responded that they would absolutely satisfy the  
114 Board's request.  
115

116 Ms. Gallagher stated that Melissa Dobbins, who is the Regional District Manager  
117 in the St. Augustine office, has been working with V Global, who provides  
118 Bainebridge CDD with their ADA Website Compliance services to renegotiate their  
119 rate for services. It appears that they will be able to provide their current services  
120 at a reduced rate. She will bring more information to the Board once this is  
121 confirmed.  
122

123 **SEVENTH ORDER OF BUSINESS**

**Presentation of Proposed Budget for Fiscal  
124 Year 2024/25**

125  
126 Ms. Gallagher reviewed the proposed budget for Fiscal Year 2024/25 totaling \$412,708  
127 found under tab 4 of the agenda, noting that as proposed the budget reflects a proposed increase  
128 of \$72.61 per assessment. She highlighted the areas of the budget that reflect most of the  
129 increases from the current fiscal year as well as the reserve budget. Ms. Gallagher noted that  
130 as projected the district may come in over budget this year based on current expenditures and  
131 unknown costs for repairs to the SWMF pond 11 or any of the items from the annual engineer's  
132 report and the district is moving into the time of year when the facility sees the highest usage. In  
133 addition, Ms. Gallagher reminded the Board that the proposed budget for fiscal year 2024/25  
134 does not include the expense of the roof replacement as previously discussed and both the  
135 projections and proposed amounts for security are based on the schedule that the Board  
136 previously approved. The Board shared that they do not want to make any changes to the  
137 security schedule for the remainder of the fiscal year, which would be moving into option #2 in  
138 May through August and then option #2 for September so the proposed amount should remain

139 unchanged. The Board requested that line #76 for miscellaneous contingency be increased to  
140 \$30,000 and line #77 for capital outlay be increased to \$30,000.

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1. Consideration of Resolution 2024-02, Approving Fiscal Year 2024/25 Proposed Budget & Setting a Public Hearing

On a motion by Mr. David, seconded by Mr. Helms, with all in favor, the Board adopted Resolution 2024-02, approving the fiscal year 2024/25 proposed budget totaling (\$437,708) and setting the public hearing for July 18, 2024, at 6:00 p.m. at the Bainebridge Amenity Center, located at 15855 Twin Creek Drive, Jacksonville, Florida 32218 for Bainebridge Community Development District.

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*The Board moved back to agenda item 4B – Acceptance of Annual Audit – Fiscal Year ending September 2023.*

A brief discussion was held.

On a motion by Mr. Huff, seconded by Mr. David, with all in favor, the Board accepted the Financial Audit for fiscal year ending September 2023, as prepared by Berger, Toombs, Elam, Gaines, & Frank, for Bainebridge Community Development District.

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**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

**Supervisors**

No comments.

**Audience**

Audience comments were heard on the following:

The budget increase, security, and the landscaping contract

**NINTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. David, seconded by Mr. Helms, with all in favor, the Board adjourned the meeting at 7:28 p.m., for Bainebridge Community Development District.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

DRAFT

## **Tab 2**

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.BAINEBRIDGECDD.ORG

## **Operation and Maintenance Expenditures March 2024 Presented For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2024 through March 31, 2024. This does not include expenditures previously approved by the Board.

The total items being presented: \$ **47,486.04**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

March 1, 2024 Through March 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Alton Mabb Jr.	100351	AM032124	Board of Supervisors Meeting 03/21/24	\$ 200.00
Berger, Toombs, Elam, Gaines & Frank CPA	100352	366188	Auditing Services FY22/23	\$ 3,715.00
BrightView Landscape Services, Inc.	100337	8803504	Landscape Maintenance 03/24	\$ 3,156.00
Charles Aquatics, Inc.	100338	50215	Pond Maintenance 03/24	\$ 665.00
COMCAST	20240314-02	8495 74 120 2010538 03/24	Amenity Cable/Phone/Internet 03/24	\$ 362.91
Dunn & Associates, Inc.	100335	ACH 24-166	Engineering Services 01/24	\$ 4,584.75
Dunn & Associates, Inc.	100348	24-236	Engineering Services 02/24	\$ 1,980.00
Extra Duty Solutions	100336	X233.003695	Off Duty Detail 02/22/24	\$ 248.64
Extra Duty Solutions	100343	X233.003955	Off Duty Detail 02/27/24 & 03/01/24	\$ 341.88
Extra Duty Solutions	100346	X233.004208	Off Duty Detail 03/09/24	\$ 186.48
Extra Duty Solutions	100347	X233.004458	Off Duty Detail 03/13/24	\$ 248.64
Extra Duty Solutions	100353	X233.004690	Off Duty Detail 03/22/24	\$ 186.48
Extra Duty Solutions	100343	X233.990356	Off Duty Detail 03/04/24	\$ 435.68
First Coast Contract Maintenance Service, LLC	100349	8358	Reimbursable Expenses 01/24	\$ 1,059.80

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

March 1, 2024 Through March 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
First Coast Contract Maintenance Service, LLC	100339	8390	Reimbursable Expenses 02/24	\$ 3,764.65
First Coast Contract Maintenance Service, LLC	100349	8418	Reimbursable Expenses 02/24	\$ 1,078.94
First Coast Contract Maintenance Service, LLC	100344	8466	Management Services 04/24	\$ 4,450.78
First Coast Contract Maintenance Service, LLC	100349	8477	Reimbursable Expenses 03/24	\$ 3,026.30
Hi-Tech System Associates	100350	399737	Access Control Job 5926-1 02/24	\$ 6,000.00
Jacksonville Daily Record	100340	24-01358D 02/29/24	Legal Advertising 02/24	\$ 96.50
Jacksonville Daily Record	100354	24-02043D 03/28/24	Legal Advertising 03/24	\$ 93.13
JEA	20240314-01	4849510511 02/24 ACH	Utility Services 02/24	\$ 1,475.47
Kutak Rock, LLP	100345	3355840	Legal Services 01/24	\$ 2,787.48
Larry M. Hall	100355	LH032124	Board of Supervisors Meeting 03/21/24	\$ 200.00
Republic Services	20240306-01	0687-001401832 03/24 ACH	Waste Disposal Services 03/24	\$ 372.01
Republic Services	20240325-01	0687-001411026 04/24 ACH	Waste Disposal Services 04/24	\$ 372.01
Rizzetta & Company, Inc.	100342	INV0000087858	District Management Fees 03/24	\$ 5,147.51
Samuel Lincoln Helms III	100356	SH032124	Board of Supervisors Meeting 03/21/24	\$ 200.00

**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

Paid Operation & Maintenance Expenditures

March 1, 2024 Through March 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
VGlobal Tech	100341	5918	ADA Website Maintenance 03/24	\$ 250.00
VGlobal Tech	100341	5926	ADA & WCAG Audits 03/24	\$ 400.00
Walter David	100357	WD032124	Board of Supervisors Meeting 03/21/24	\$ 200.00
William R. Huff II	100358	WH032124	Board of Supervisors Meeting 03/21/24	<u>\$ 200.00</u>
<b>Report Total</b>				<b><u>\$ 47,486.04</u></b>

# BAINEDRIDGE COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.BAINEDRIDGECD.D.ORG

## Operation and Maintenance Expenditures

April 2024

### Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2024 through April 30, 2024. This does not include expenditures previously approved by the Board.

The total items being presented: \$

**25,028.51**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

April 1, 2024 Through April 30, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Alton Mabb Jr.	100369	AM041124	Board of Supervisors Meeting 04/11/24	\$ 200.00
BrightView Landscape Services, Inc.	100360	8839180	Landscape Maintenance 04/24	\$ 3,156.00
BrightView Landscape Services, Inc.	100362	8856454	Irrigation Repair 03/24	\$ 358.32
Charles Aquatics, Inc.	100363	50431	Pond Maintenance 04/24	\$ 665.00
COMCAST	20240408-01	8495 74 120 2010538 04/24	Amenity Cable/Phone/Internet 04/24	\$ 362.91
Community Advisors, LLC	100361	ACH 1762	Reserve Analysis 03/24	\$ 4,000.00
Extra Duty Solutions	100364	X233.004928	Off Duty Detail 03/27/24	\$ 248.64
Extra Duty Solutions	100367	X233.005177	Off Duty Detail 04/04/24	\$ 248.64
Extra Duty Solutions	100370	X233.005416	Off Duty Detail 04/13/24-04/14/24	\$ 372.96
Extra Duty Solutions	100364	X233.990476	Off Duty Detail Scheduler 04/24	\$ 435.68
First Coast Contract Maintenance Service, LLC	100365	8494	Management Services 05/24	\$ 4,450.78
First Coast Contract Maintenance Service, LLC	100365	8527	Reimbursable Expenses 03/24	\$ 384.44
First Coast Contract Maintenance Service, LLC	100368	040524 Refund	Refund - Overpayment on Credit Card Sales 04/24	\$ 955.88



**BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

Paid Operation & Maintenance Expenditures

April 1, 2024 Through April 30, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Department of Revenue	20240408-02	65-8016515152-1 03/24 ACH	65-8016515152-1 Sales & Use Tax 03/24	\$ 112.32
Hi-Tech System Associates	100371	401326	Access Control Job 5926-1 03/24	\$ 110.00
Hi-Tech System Associates	100371	402866	Access Control Job 5926-1 04/24	\$ 110.00
JEA	20240408-03	4849510511 03/24 ACH	Utility Services 03/24	\$ 1,584.43
Rizzetta & Company, Inc.	100359	INV0000088508	District Management Fees 04/24	\$ 6,097.51
Samuel Lincoln Helms III	100372	SH041124	Board of Supervisors Meeting 04/11/24	\$ 200.00
VGlobal Tech	100366	6050	ADA Website Maintenance 04/24	\$ 250.00
Walter David	100373	WD041124	Board of Supervisors Meeting 04/11/24	\$ 200.00
Web Watchdogs	100374	9107	Extended Warranty 04/24	\$ 325.00
William R. Huff II	100375	WH041124	Board of Supervisors Meeting 04/11/24	<u>\$ 200.00</u>
<b>Report Total</b>				<b><u>\$ 25,028.51</u></b>

# BAINEDRIDGE COMMUNITY DEVELOPMENT DISTRICT

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MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.BAINEDRIDGECDD.ORG

## **Operation and Maintenance Expenditures May 2024 Presented For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2024 through May 31, 2024. This does not include expenditures previously approved by the Board.

The total items being presented: \$ **25,966.24**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

May 1, 2024 Through May 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	100376	8875624	Annuals Soil Install 04/24	\$ 158.70
BrightView Landscape Services, Inc.	100376	8877342	Landscape Maintenance 05/24	\$ 3,156.00
Charles Aquatics, Inc.	100377	50626	Qtr Fountain Maintenance 05/24	\$ 125.00
Charles Aquatics, Inc.	100377	50657	Pond Maintenance 05/24	\$ 665.00
Charles Aquatics, Inc.	100391	50828	Replace Pond Light Blub 05/24	\$ 30.00
COMCAST	20240501-02	8495 74 120 2010538 05/24	Amenity Cable/Phone/Internet 05/24	\$ 362.43
Dunn & Associates, Inc.	100378	ACH 24-292	Engineering Services 03/24	\$ 1,595.00
Extra Duty Solutions	100384	X233.006220	Off Duty Detail 04/25/24	\$ 248.64
Extra Duty Solutions	100384	X233.006467	Off Duty Detail 05/01/24-05/03/24	\$ 994.56
Extra Duty Solutions	100384	X233.006709	Off Duty Detail 05/09/24-05/10/24	\$ 435.12
Extra Duty Solutions	100384	X233.990595	Scheduler Fee - Off Duty Detail 05/08/24	\$ 435.68
First Coast Contract Maintenance Service, LLC	100379	8596	Management Services 06/24	\$ 4,450.78
First Coast Contract Maintenance Service, LLC	100389	8619	Reimbursable Expenses 04/24	\$ 766.06
First Coast Contract Maintenance Service, LLC	100389	8647	Reimbursable Expenses 05/24	\$ 846.44
Fitness Pro	100390	31441	Equipment Maintenance 02/24	\$ 1,395.00

**BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

Paid Operation & Maintenance Expenditures

May 1, 2024 Through May 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Fitness Pro	100380	32083	Preventative Maintenance 04/24	\$ 175.00
Fitness Pro	100385	32220	Service Call - Elliptical 05/24	\$ 237.41
Hi-Tech System Associates	100386	404458	Access Control Job 5926-1 05/24	\$ 110.00
Jacksonville Daily Record	100387	24-02938D 05/09/24	Legal Advertising 05/24	\$ 76.25
JEA	20240501-03	4849510511 04/24 ACH	Utility Services 04/24	\$ 1,782.67
Kutak Rock, LLP	100381	3383092	Legal Services 03/24	\$ 1,652.00
LLS Tax Solutions, Inc.	100388	003379	Special Assessment Bond Series 2007 04/24	\$ 500.00
Republic Services	20240501-01	0687-001419653 05/24 ACH	Waste Disposal Services 05/24	\$ 370.99
Rizzetta & Company, Inc.	100383	INV0000089332	District Management Fees 05/24	\$ 5,147.51
VGlobal Tech	100382	6143	ADA Website Maintenance 05/24	<u>\$ 250.00</u>
<b>Report Total</b>				<b><u>\$ 25,966.24</u></b>

## **Tab 3**

# BAINEDBRIDGE

## LANDSCAPE INSPECTION REPORT



June 4, 2024  
Rizzetta & Company  
Justin Fisher – Landscape Specialist



Rizzetta & Company  
Professionals in Community Management

# Summary, Pecan Park & Bainebridge

## General Updates, Recent & Upcoming Maintenance Events

- Drought conditions continue.
- Questions from residents and staff regarding palm pruning at the entrance of the amenities center.
- Possible irrigation issue main entrance.

The following are action items for **Brightview** to complete. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. **Black, bold and underlined text** represents updates or questions for the BOS.

1. At the main entrance median monument, the annuals are holding up nicely considering the drought conditions. (Pic. 1)



4. At the main entrance median monument, possible irrigation leak W side of monument.. Turf was saturated and spongy. (Pic. 4)



2. At the main entrance median monument, there are stressed roses & Juniper. Looks as if some have died off on the W side of monument leaving bare spots and lack of symmetry. Recommend removal of Juniper and replacement with alternate ground cover. (Pic. 2)



3. At the entrance in both ROWs, the Crape Myrtles were not pencil pruned. It is too late in the season to accomplish this until next winter.

# Bainebridge & Amenities Center

5. Along Pecan Park, in the W ROW, there is standing water near the utilities just outside the fence. Possible irrigation issue. Area is saturated and mowers are leaving tracks. Please diagnose and inform DM. (Pic 5)



6. Property-wide, remove all mosses from trees & standards up to the proscribed height. (Pic. 6)



7. Along Pecan Park, in the N ROW behind the split-rail fence, there are multiple areas that could be cleaned up.
8. Along Pecan Park to the E property boundary, there is overgrowth that should be line trimmed at the fence. (Pic. 8 >)

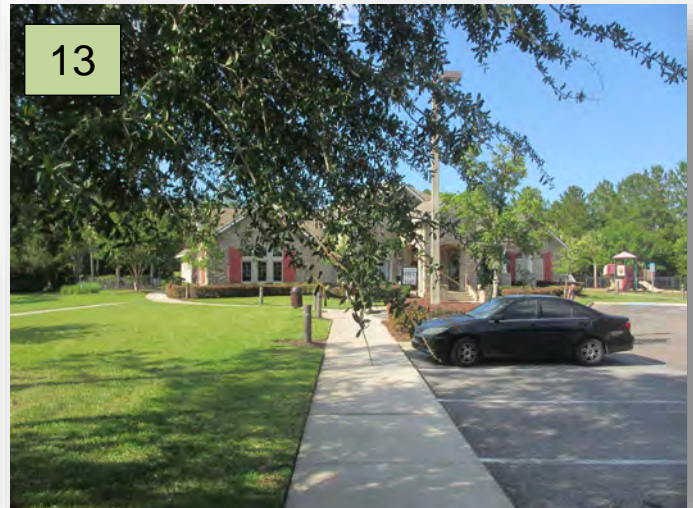
9. The Crape Myrtles at the Amenities Center should have been pencil pruned. It is too late in the season. Schedule for next winter.

10. At the Amenities Center, there are signs of rodents or other critters digging in the mulch in and around the pool. Diagnose and treat reporting to DM.

11. At the Amenities Center, continue to remove all vines in the hedges.

12. At the Amenities Center, remove all seed pods from palms. Especially in the pool area.

13. At the amenities Center, lift all trees along walkway leading from the parking lot to clubhouse. Limb sits lower than 6ft. (Pic. 13)





# Proposal Requests

1. At the Amenities Center in E ROW, there are 3 palms that require pruning. Residents and Staff said they have complained before. Brightview to remove dead fronds and bloom spikes 1X per year per scope of contract and otherwise provide proposal. (Pic. 1)



2. At the Amenities Center in W ROW, there are 3 palms that require pruning. Residents and Staff said they have complained before. Brightview to remove dead fronds and bloom spikes 1X per year per scope of contract and otherwise provide proposal. . (Pic. 2)



# Tab 4



# Quality Site Assessment

Prepared for: Bainebridge CDD

## General Information

- DATE: Tuesday, Jul 09, 2024
- NEXT QSA DATE: Tuesday, Jul 16, 2024
- CLIENT ATTENDEES:
- BRIGHTVIEW ATTENDEES: Jennifer Mabus

## Customer Focus Areas

Main Entry and Amenity detail

### Quality you can count on.

<h1>7</h1> <p>Seven Standards of Excellence</p>	 <p>1 Site Cleanliness</p>	 <p>2 Weed Free</p>	 <p>3 Green Turf</p>
	 <p>4 Crisp Edges</p>	 <p>5 Spectacular Flowers</p>	 <p>6 Uniformly Mulched Beds</p>

### Maintenance Items



**1** Remove suckers from the trunks of the trees

**2** Spray crack weeds

**3** Create defined bed edge

**4** Pruned palm trees as per contract

### Maintenance Items



- 5** Spring annuals are ready to be pulled, summer rotation is being scheduled

### Recommendations for Property Enhancements

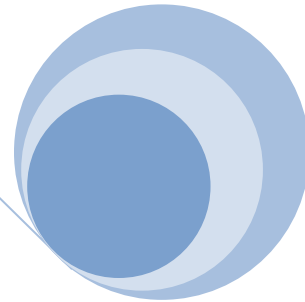


- 1** Common area along main road, not part of what is maintained by Brightview. Broken pine tree caught up, but hanging over a sidewalk. Needs to be removed.

## **Tab 5**



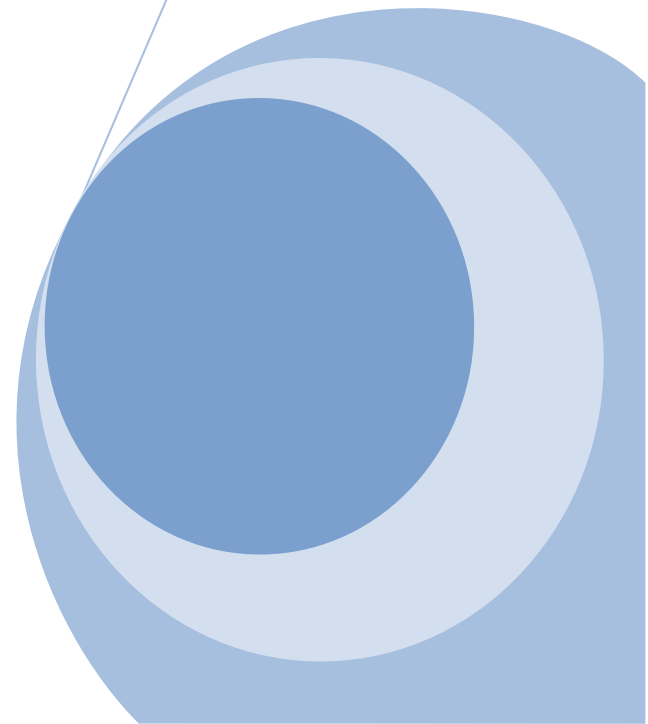
**First Coast**  
CMS



# **Bainebridge Community Development District**

Field Report July 2024

**First Coast CMS LLC**  
07/04/2024





## ***Swimming Pool***

At this time, there are no mechanical issues with the pool. In May, one of the filter pumps failed due to bearings going out. It was replaced by Florida Pump Service.

The pool is getting used very heavily on weekends, creating a mess on Monday. The pool is being treated and cleaned accordingly.

## ***Facility***

The card reader to the mens bathroom across from gym failed and had to be replaced.

Irrigation break behind the pool was reported to Brightview and repaired

The Elipitical in the gym has broken again and we requested repair. We were told that it was the console.

A/C system is currently on the schedule to be serviced by A/C vendor on August 29<sup>th</sup>.

# Tab 6



---

6869 Phillips Parkway Drive S Jacksonville, FL 32256

Fax: 904-807-9158

Phone: 904-997-0044

---

## Service Report

**Date:** June 3, 2024

**Aquatic Tech:** Bill Fuller

**Client:** Bainebridge CDD

**Waterways:** Twenty one ponds

**May report**

**Comments:** 89° F Winds 4-5 mph.

**Pond 1:** Pond was in good condition. No invasive species noted.



**Pond 2:** Pond was in fair condition. Treated for algae.



**Pond 3:** Pond was in good condition. No invasive species noted.



**Pond 4:** Pond was in good condition. No invasive species noted.



**Pond 5:** Pond was in good condition. No invasive species noted.



**Pond 6:** Pond was in overall good condition. Treated for algae.



**Pond 7:** Pond was in good condition. No invasive species noted.



**Pond 8:** Pond was in overall good condition. Minor vegetation.



**Pond 9:** Pond was in overall good condition. Treated for algae.



**Pond 11:** Pond was in good condition. No invasive species noted.



**Pond 12:** Pond was in fair condition. Noted some perimeter vegetation and algae. No boat access.



**Pond 14:** Pond was in overall good condition. Treated for algae.



**Pond 15:** Pond was in good condition. No invasive species noted.



**Pond 16:** Pond was in overall good condition. Treated for algae.



**Pond 17:** Pond was in fair condition. Treated for algae.



**Pond 18:** Pond was in overall good condition. Treated for perimeter vegetation and naiad.



**Pond 19:** Pond was in fair condition. Treated for algae.





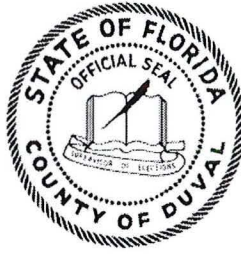
**Pond 20:** Pond was in overall good condition. Treated for perimeter vegetation.



**Pond 21:** Pond was in overall good condition. Had a good kill on the perimeter vegetation.



# **Tab 7**



RECEIVED  
APR 22 2024

## OFFICE OF THE SUPERVISOR OF ELECTIONS

JERRY HOLLAND  
SUPERVISOR OF ELECTIONS  
OFFICE (904) 255-8683  
CELL (904) 318-6877

105 EAST MONROE STREET  
JACKSONVILLE, FLORIDA 32202  
FAX (904) 255-3434  
E-MAIL JHOLLAND@COJ.NET

April 18, 2024

Lesley Gallagher  
Bainebridge Community Development District  
3434 Colwell Avenue, Suite 200  
Tampa, FL 33614

Dear Lesley Gallagher,

The information you requested on April 09, 2024 appears below:

**Bainebridge Community Development District 1056 Registered Voters as of  
4/15/2024**

If you have any questions or need additional assistance, please contact Aries Torres at  
904-219-9302 or [atorres@coj.net](mailto:atorres@coj.net).

Sincerely,

Cierra Fackler  
Director of Candidates and Records

# Tab 8

## MEMORANDUM

TO: DISTRICT MANAGERS  
FROM: KUTAK ROCK LLP - TALLAHASSEE

---

[HB 7013](#)—the 2024 special districts omnibus bill—has been signed by Governor DeSantis. As a result, special districts have new requirements and deadlines spelled out in statute.

Among other things the bill:

- Requires all special districts to adopt goals and objectives along with performance measures and standards to determine if a district has met its goals and objectives; **this must be done by October 1, 2024**. We encourage District Managers to prepare standardized draft goals and objectives to be adopted by district boards. Although some district boards may wish to establish more detailed goals and objectives specifically tailored to the activities of their particular district, the majority may wish to adopt standardized goals and objectives that are germane to special districts. Kutak Rock would like to review proposed goals and objectives prior to presentation to district boards.
  - Each subsequent year, an annual report must be prepared describing the goals and objectives achieved or failed to be achieved by the district, as well as the performance measures and standards used by the district to make this determination. The annual report must be posted on the district's website by December 1. **The first of these annual reports is due December 1, 2025.**



## **MEMORANDUM**

TO: Board Supervisors

FROM: District Management

SUBJECT: Potential Goals and Objectives for FY 2023/2024

---

This memo outlines potential district goals and objectives for the 2023-2024 fiscal year in accordance with the recent legislation of HB 7013. The goals and objectives listed focus on maintaining statutory compliance while simultaneously pursuing efficiency and sound operational practices. Management advises against adopting all the proposed goals and objectives listed below. Instead, we recommend selecting a few key priorities that the board deems most advantageous to pursue.

### **Financial Goals and Objectives:**

- Financial Transparency – commit to regularly reporting the financial status of the district.
- Budget Conscious – strive to stay within budget and provide justification for exceeding total budgeted expenditures.
- Investment Strategy - periodically review the district's investment objectives and performance.

### **Board Meeting Goals and Objectives:**

- Productive Meetings – commit to conducting an orderly and efficient meeting.
- Audience Comments – adhere to this requirement to foster informed decision-making.
- Teamwork - work as a team and not as individuals.
- Provide a healthy and safe working environment for the board, staff and audience.
- Respect others and allow everyone that wishes to speak to be heard.

### **Administrative Goals and Objectives:**

- Website Maintenance - ensure that the website is always up-to-date and in compliance.
- Adhere to the board's established Rules of Procedure.
- Review the district's Rules of Procedure on an annual basis (or as frequent as the board desires) and update, as necessary.
- Records Retention - periodically review the district's policy on records retention.

### **Operational Goals and Objectives:**

- Promote efficient communication ensuring timely resolution of maintenance concerns – board and residents to contact manager outside of a meeting to report maintenance issues, not taking up time during a meeting.
- District Assets - safeguard the district's assets and ensure they are maintained in good condition.
- Ongoing Tasks - staff to provide continual updates on assigned tasks until conclusion.
- Reserve Study – if applicable, ensure periodic and consistent reviews and update as needed.

## **Tab 9**

# Bainebridge CDD

(URL: <https://bainebridgecdd.org/>) Website Type: Medium

## Website Accessibility for People with Disabilities as per Nondiscrimination requirements of Title II of the American Disabilities Act (ADA) & WCAG

Date	Version#	Comments	Author
Jan 1 <sup>st</sup> , 2024	1.0	New Proposal	VB Joshi, Kristen T
April 16 <sup>th</sup> , 2024	2.0	Updated Pricing	VB Joshi



### VGlobalTech's Industry Leading ADA & WCAG Compliance Seal



**VGlobalTech is the ADA, WCAG Compliance Expert, with over 200 ADA & WCAG compliant websites created (...and counting) to-date!**

Visit <https://vglobaltech.com/website-compliance/> for details.



**COPYRIGHT ©:** This proposal and the contents within this document are solely created by VGlobalTech team for its customers and cannot be reproduced, copied, modified or distributed (including forwarding to other customers, competitors, web designers etc.) without the written consent of VGlobalTech. VGlobalTech company holds Intellectual Property details along with company software details that must not be shared with others without the written permission of the company. The proposal and software details are customized for the requesting customer and cannot be applied to any other customer / asset / solution. This document does not apply to a case if it is not exclusively sent to you by VGlobalTech upon request.

**Any violations are punishable under the law and shall be prosecuted.**

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## 1.0 The Law

Source: [http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0100-0199/0189/Sections/0189.069.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0189/Sections/0189.069.html)

### **189.069 Special districts; required reporting of information; web-based public access. —**

(1) Beginning on October 1, 2015, or by the end of the first full fiscal year after its creation, each special district shall maintain an official website containing the information required by this section. Each special district shall submit its official website address to the department.

(a) Each independent special district shall maintain a separate website.

(b) Each dependent special district shall be prominently displayed on the home page of the website of the local general-purpose government upon which it is dependent with a hyperlink to such webpages as are necessary to provide the information required by this section. A dependent special district may maintain a separate website providing the information required by this section.

(2)(a) A special district shall post the following information, at a minimum, on the district's official website:

1. The full legal name of the special district.
2. The public purpose of the special district.
3. The name, official address, official e-mail address, and, if applicable, term and appointing authority for each member of the governing body of the special district.
4. The fiscal year of the special district.
5. The full text of the special district's charter, the date of establishment, the establishing entity, and the statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established. Community development districts may reference chapter 190 as the uniform charter but must include information relating to any grant of special powers.
6. The mailing address, e-mail address, telephone number, and website uniform resource locator of the special district.
7. A description of the boundaries or service area of, and the services provided by, the special district.
8. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy

of the tax, fee, assessment, or charge. For purposes of this subparagraph, charges do not include patient charges by a hospital or other health care provider.

9. The primary contact information for the special district for purposes of communication from the department.

10. A code of ethics adopted by the special district, if applicable, and a hyperlink to generally applicable ethics provisions.

11. The budget of the special district and any amendments thereto in accordance with s.189.016.

12. The final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district.

13. A listing of its regularly scheduled public meetings as required by s. 189.015(1).

14. The public facilities report, if applicable.

15. The link to the Department of Financial Services' website as set forth in s. 218.32(1)(g).

16. At least 7 days before each meeting or workshop, the agenda of the event, along with any meeting materials available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event.

(b) The department's website list of special districts in the state required under s. 189.061 shall include a link for each special district that provides web-based access to the public for all information and documentation required for submission to the department pursuant to subsection

## 2.0 ADA & WCAG Compliance – Introduction

Every individual must have equal access to information whether it is in person service or online. This is a general agreement and understanding of access.

The Internet has dramatically changed the way state and local governments do business. Today, government agencies routinely make much more information about their programs, activities, and services available to the public by posting it on their websites. As a result, many people can easily access this information seven day a week, 24 hours a day.

Many government services and activities are also provided on websites because the public is able to participate in them at any time of day and without the assistance of government personnel. Many government websites offer a low cost, quick, and convenient way of filing tax returns, paying bills, renewing licenses, signing up for programs, applying for permits or funding, submitting job applications, and performing a wide variety of other activities.

The Americans with Disabilities Act (ADA) and, if the government entities receive federal funding, the Rehabilitation Act of 1973 generally require that state and local governments provide qualified individuals with disabilities equal access to their programs, services, or activities unless doing so would fundamentally alter the nature of their programs, services, or activities or would impose an undue burden. One way to help meet these requirements is to ensure that government websites have accessible features for people with disabilities, using the simple steps described in this document. An agency with an inaccessible website may also meet its legal obligations by providing an alternative accessible way for citizens to use the programs or services, such as a staffed telephone information line. These alternatives, however, are unlikely to provide an equal degree of access in terms of hours of operation and the range of options and programs available.

The World Wide Web Consortium (W3C) sets the main international standards for the World Wide Web and its accessibility. W3C created the Web Content Accessibility Guidelines (WCAG 2.0 and 2.1) which are similar to Section 508, but on an international level. WCAG 2.0 and 2.1 requires specific techniques for compliance and is more current than Section 508.

Many countries and international organizations require compliance with WCAG 2.0 and 2.1. The guidelines are categorized into three levels of compliance: A (must support), AA (should support), and AAA (may support). Representatives from the accessibility community around the world participate in the evolution of these guidelines.

Source: <https://www.w3.org/WAI/standards-guidelines/wcag/>

**Visit <http://vglobaltech.com/website-compliance/> for more details, do a website compliance check on your website and to download a PDF proposal.**

## 2.1 Common Problems and Solutions in Website Accessibility?

### 2.1.1 Problem: Images Without Text Equivalents

#### **Solution: Add a Text Equivalent to Every Image**

Adding a line of simple HTML code to provide text for each image and graphic will enable a user with a vision disability to understand what it is. Add a type of HTML tag, such as an “alt” tag for brief amounts of text or a “longdesc” tag for large amounts, to each image and graphic on your agency’s website.

The words in the tag should be more than a description. They should provide a text equivalent of the image. In other words, the tag should include the same meaningful information that other users obtain by looking at the image. In the example of the mayor’s picture, adding an “alt” tag with the words “Photograph of Mayor Jane Smith” provides a meaningful description.

In some circumstances, longer and more detailed text will be necessary to convey the same meaningful information that other visitors to the website can see. For example, a map showing the locations of neighborhood branches of a city library needs a tag with much more information in text format. In that instance, where the map conveys the locations of several facilities, add a “longdesc” tag that includes a text equivalent description of each location shown on the map – e.g., “City Center Library, 433 N. Main Street, located on North Main Street between 4th Avenue and 5th Avenue.”

### 2.1.2 Problem: Documents Are Not Posted In an Accessible Format

#### **Solution: Post Documents in a Text-Based Format**

Always provide documents in an alternative text-based format, such as HTML or RTF (Rich Text Format), in addition to PDF. Text-based formats are the most compatible with assistive technologies.

### 2.1.3 Problem: Specifying Colors and Font Sizes

#### **Solution: Avoid Dictating Colors and Font Settings**

Websites should be designed so they can be viewed with the color and font sizes set in users’ web browsers and operating systems. Users with low vision must be able to specify the text and background colors as well as the font sizes needed to see webpage content.

### 2.1.4 Problem: Videos and Other Multimedia Lack Accessible Features

#### **Solution: Include Audio Descriptions and Captions**

Videos need to incorporate features that make them accessible to everyone. Provide audio descriptions of images (including changes in setting, gestures, and other details) to make videos accessible to people who are blind or have low vision. Provide text captions synchronized with the video images to make videos and audio tracks accessible to people who are deaf or hard of hearing.

## 2.1.5 Web Content Accessibility Guidelines (WCAG)

### Understanding the Four Principles of Accessibility

The guidelines and Success Criteria are organized around the following four principles, which lay the foundation necessary for anyone to access and use Web content. Anyone who wants to use the Web must have content that is:

1. **Perceivable** - Information and user interface components must be presentable to users in ways they can perceive.
  - This means that users must be able to perceive the information being presented (it can't be invisible to all of their senses)
2. **Operable** - User interface components and navigation must be operable.
  - This means that users must be able to operate the interface (the interface cannot require interaction that a user cannot perform)
3. **Understandable** - Information and the operation of user interface must be understandable.
  - This means that users must be able to understand the information as well as the operation of the user interface (the content or operation cannot be beyond their understanding)
4. **Robust** - Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.
  - This means that users must be able to access the content as technologies advance (as technologies and user agents evolve, the content should remain accessible)

**If any of these are not true, users with disabilities will not be able to use the Web.**

Under each of the principles are guidelines and Success Criteria that help to address these principles for people with disabilities. There are many general usability guidelines that make content more **usable by all people**, including those with disabilities. However, in WCAG 2.1, we only include those guidelines that address problems particular to people with disabilities. This includes issues that block access or interfere with access to the Web more severely for people with disabilities.

See reference section at the end of this document for more information and websites for ADA, Usability and other important compliance issues and solutions.

**VGlobalTech development and business management team shall study these compliance guidelines and with our technical capabilities apply these to make your website accessible, compatible and fully functional for all people, including those with disabilities.**

**Visit <https://vglobaltech.com/website-compliance/> for details of our compliance process and expertise in this area.**

Please see References section for several resources on compliance.



### 3.0 Pricing

#### 3.1 ADA Compliance Monthly Maintenance and Hosting

Maintenance contract starts after initial conversion is completed (It is critical to maintain compliance as websites get updated):

The Annual Maintenance **DOES NOT** include the quarterly audits proposed in the next section.

Maintenance contract is required to receive VGlobalTech's proprietary document conversion software (PDF to RTF) that allows you to easily convert documents or submit to VGlobalTech and get docs converted within less than 24 hrs.

	Task
1.	Full content upload support to regularly keep site updated (includes all documents, audit reports, agendas, meeting minutes, events etc.). Ensure content is in ADA and WCAG compliance for the entire site. Section 508 stipulations (applicable to CDD) and FIA /eGIS insurance requirements are met. These points are very critical to maintain a fully compliant website at all times. <b>Update turnaround time – less than 24 hrs. from customer sending the content and documents to be updated to VGT team.</b>
2.	PDF Documents conversion (to Text, HTML etc.) as needed ( <b>new documents during the maintenance year only</b> ) for ADA Compliance / Reader Compliance. VGlobalTech's <b>proprietary batch conversion software</b> is included as long as the contract is valid (big time saver that creates compliant documents that can be uploaded to the website). <b>There is no limit on how many documents you can convert per month using VGlobalTech's software.</b> If Auto conversion fails, VGlobalTech team shall perform manual OCR and conversion within 24 hrs.
3.	Update footer with VGlobalTech's ADA Compliance Seal – Every Quarter – Included in this cost
4.	Website hosting and backups including 5 business email accounts – Premium hosting, unlimited file space, bandwidth, fast website response, regular automated backups, SSL certificates for secure site access (https protocol), 99.9% website uptime:
	<b>Total Monthly Maintenance with full content upload, document conversion and Hosting:</b> <b>\$175 / month</b>  *Monthly maintenance must be paid before the 10 <sup>th</sup> of every month

### 3.2 Quarterly Technical and Human Audit

This audit is as per the Florida Insurance Alliance guidelines. Please check with your insurance agency for specific requirements. **Read more here:** [https://vglobaltech.com/wp-content/uploads/2019/03/FIA\\_ADA\\_Guidelines-2019-2020.pdf](https://vglobaltech.com/wp-content/uploads/2019/03/FIA_ADA_Guidelines-2019-2020.pdf)

VGlobalTech has developed a unique program for digital accessibility that is run by a highly skilled and experienced team in human auditing of websites and software as per the section 508 stipulations. Read more about our partnership here: <https://vglobaltech.com/website-compliance/>

#### Digital Asset Technical Compliance Seal:



VGlobalTech in-house technical team shall remediate / test the website / software for ADA, WCAG compliance. VGlobalTech's technical design & development team is fully aware of the Americans with Disability Act (ADA), Web Content Accessibility Guidelines (WCAG), **Section 508** of the Rehabilitation Act of 1973 and overall, the design principles of a professional, accessible, functional and responsive web design. The entire team has taken dedicated time and efforts to learn these design principles first hand.

Our purpose is clear – **Universal, Creative Web design that works for everyone, everywhere and every time!**

#### Cost for Audit: **\$100 / per quarter**

- Can be paid yearly (\$400) or can be paid per audit every quarter (\$100) – billed separately
- All CDD required website documents' conversions to compatible formats included
- Seals renewed every quarter
- Audits are conducted by VGlobalTech dev and ADA Expert Team

## Digital Asset Technical Compliance Seal

(Updated after VGlobalTech Quarterly Audits):



**VGlobalTech's Golden ADA Compliance Seal is industry leading and proudly displayed on only ADA & WCAG Complaint Sites that we maintain. VGlobalTech maintained and audited sites have had **ZERO** legal / litigation issues in the past 15 years. We are absolutely proud of our work and will stand by the quality service we provide.**

*\*Compliance seal shall be updated and issued only after successful auditing by VGlobalTech and its authorized partners. No replication of the seal or content is permissible by any outside parties. The seal needs to be removed immediately if the contract with the customer is terminated for any reason by either party involved in the contract.*

This proposal includes following points, stipulations terms and conditions:

\*(1) conference call or in person meetings per month with client to review metrics, results and monthly recaps *\*unless otherwise noted*

\* email and phone communication

\*Anything out of the scope of work in the above proposal will be addressed and client will be immediately notified. After notification of additional work, a subsequent quote will be provided to cover that work.

\*Client is responsible to adhering to timelines as far as information required to complete the task is concerned. If timelines are not adhered to and exceed 15 business days past the current marketing months, last day, all work will end. A new month with new allocated costs will be presented for future work to commence. No refunds and owed work will be due unless otherwise agreed upon. **An Invoice will be provided once signature approval of this project proposal. Payments will be made to VGLOBALTECH**

\*Client is responsible for verifying quality of work, providing feedback, verifying that compliance has been met as required. VGlobalTech team shall not be responsible for any legal ramifications arising from work not done as per external agencies / organizations / associations needs if proper feedback is not provided by the customer. VGlobalTech's work will be in best faith but cannot guarantee all compliance / legal needs since we are not the final authority in the ADA or WCAG compliance area. VGlobalTech shall not be liable for any legal ramifications arising from compliance issues and cannot be held responsible for any legal or other lawsuits.

Refund Policy: The client may halt work and request for a refund within seven days of the date of signing this services agreement by mailing a signed letter to the main address listed on [www.VGlobalTech.com](http://www.VGlobalTech.com) website. If client requests a refund within seven days of the date of signing their agreement, they shall be liable to pay for all work completed and will be refunded the remaining balance of the initial payment if billable work has not exceeded a charge that would be greater than client's initial payment. If client requests a refund after the seven days from the date of the signing of the agreement client is liable to pay for all work completed plus an additional 25% of any remaining balance that may still be due. Once line-item projects are complete no refunds will be issued. Confidentiality: All information between client and service provider inclusive of technical and business information relating to proprietary ideas, patentable ideas and/or trade secrets, existing and/or contemplated products and services, research and development, production, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure and will be treated as such and with absolute confidentiality and will not be shared or used, which will be maintained at all times. The client is not allowed to disclose their price with any third parties. Doing so is in breach of this agreement. All information development will be shared and proprietary information and property between client and service providers.

**1.0 Proposal Acceptance:**

The VGlobalTech proposed solution and terms have been accepted by the customer and the VGlobalTech can proceed with the project. All payments shall be made according to this agreement.

**Signatures:**

\_\_\_\_\_  
For Customer *Date*

VB Joshi  
\_\_\_\_\_  
For VGlobalTech *Date*

## 2.0 References:

**ADA Best Practices Tool Kit for State and Local Governments:**

<https://www.ada.gov/pcatoolkit/chap5toolkit.htm>

**U.S. Department of Justice, Civil Rights Division, Disability Rights Section**

<https://www.ada.gov/websites2.htm>

**Web design Standards:** <https://www.w3schools.com/>

**Web Content Accessibility Guidelines (WCAG)** <https://www.w3.org/TR/WCAG21/>

**VGlobalTech Web Content Accessibility Implementation and Checkpoints:**

<http://vglobaltech.com/website-compliance/>



# **Tab 10**



Rizzetta & Company

# **Bainebridge CDD Community Development District**

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

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



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

	Chart of Accounts Classification	Actual YTD through 05/31/24	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	\$ 403,333	\$ 405,400	\$ 405,400	\$ -	\$ 437,708	\$ 32,308	
6								
7	<b>TOTAL REVENUES</b>	<b>\$ 403,333</b>	<b>\$ 405,400</b>	<b>\$ 405,400</b>	<b>\$ -</b>	<b>\$ 437,708</b>	<b>\$ 32,308</b>	
8								
9	Balance Forward from Prior Year	\$ -			\$ -	\$ -	\$ -	
10								
11	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 403,333</b>	<b>\$ 405,400</b>	<b>\$ 405,400</b>	<b>\$ -</b>	<b>\$ 437,708</b>	<b>\$ 32,308</b>	
12								
13	<b>EXPENDITURES - ADMINISTRATIVE</b>							
14								
15	Legislative							
16	Supervisor Fees	\$ 3,600	\$ 5,600	\$ 6,000	\$ 400	\$ 6,000	\$ -	Based on 6 Meetings
17	Financial & Administrative							
18	Administrative Services	\$ 4,499	\$ 6,749	\$ 6,749	\$ -	\$ 6,749	\$ -	
19	District Management	\$ 16,871	\$ 25,307	\$ 25,307	\$ -	\$ 25,307	\$ -	
20	District Engineer	\$ 11,609	\$ 15,000	\$ 7,500	\$ (7,500)	\$ 7,500	\$ -	FY 23/24 Included Public Facilities Report and Weir Repair Items
21	Disclosure Report	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
22	Trustees Fees	\$ 2,693	\$ 4,040	\$ 3,750	\$ (290)	\$ 4,100	\$ 350	
23	Assessment Roll	\$ 5,906	\$ 5,906	\$ 5,906	\$ -	\$ 5,906	\$ -	
24	Financial & Revenue Collections	\$ 3,937	\$ 5,906	\$ 5,906	\$ -	\$ 5,906	\$ -	
25	Accounting Services	\$ 15,072	\$ 22,608	\$ 22,608	\$ -	\$ 22,608	\$ -	
26	Auditing Services	\$ 3,715	\$ 3,715	\$ 3,715	\$ -	\$ 3,920	\$ 205	Based on Current Engagement
27	Arbitrage Rebate Calculation	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
28	Public Officials Liability Insurance	\$ 4,324	\$ 4,324	\$ 6,190	\$ 1,866	\$ 4,756	\$ (1,434)	Based on Updated Estimate
29	Legal Advertising	\$ 1,277	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	
30	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
31	Miscellaneous Fees	\$ 100	\$ 1,415	\$ 1,000	\$ (415)	\$ 1,000	\$ -	Mailed Notice, Amortization Schedule
32	Website Hosting, Maintenance, Backup	\$ 3,200	\$ 5,800	\$ 5,800	\$ -	\$ 5,800	\$ -	Based on Current Agreements
33	Legal Counsel							
34	District Counsel	\$ 8,275	\$ 18,422	\$ 25,000	\$ 6,578	\$ 25,000	\$ -	
35								
36	<b>Administrative Subtotal</b>	<b>\$ 90,753</b>	<b>\$ 132,467</b>	<b>\$ 133,106</b>	<b>\$ 639</b>	<b>\$ 132,227</b>	<b>\$ (879)</b>	
37								
38	<b>EXPENDITURES - FIELD OPERATIONS</b>							
39								
40	Electric Utility Services							
41	Utility Services	\$ 11,648	\$ 17,472	\$ 21,500	\$ 4,028	\$ 21,500	\$ -	
42	Garbage/Solid Waste Control Services							
43	Garbage - Recreation Facility	\$ 2,651	\$ 3,977	\$ 3,200	\$ (777)	\$ 4,000	\$ 800	
44	Water-Sewer Combination Services							
45	Utility Services	\$ 2,471	\$ 3,707	\$ 4,500	\$ 794	\$ 4,500	\$ -	
46	Stormwater Control							
47	Aquatic & Fountain Maintenance	\$ 5,935	\$ 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)	\$ 20,771	\$ 2,322	Based on Updated Estimate
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	\$ 25,248	\$ 37,872	\$ 38,960	\$ 1,088	\$ 38,960	\$ -	Agreement Also Includes Playground Mulch
53	Irrigation Repairs	\$ 1,188	\$ 3,000	\$ 4,000	\$ 1,000	\$ 4,000	\$ -	
54	Landscape Replacement Plants, Shrubs, Trees	\$ 159	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	FY 2023/24 Projections Include Entry Enhancements for Spring 2024
55	Landscape Inspection Services	\$ 2,850	\$ 3,800	\$ 3,800	\$ -	\$ 4,200	\$ 400	
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	\$ 22,583	\$ 33,753	\$ 33,753	\$ -	\$ 34,765	\$ 1,012	Staffing. Based on Current Agreement
62	Security Services & Patrols	\$ 11,697	\$ 19,810	\$ 19,810	\$ -	\$ 19,810	\$ -	
63	Telephone, Internet, Cable	\$ 2,897	\$ 4,346	\$ 4,400	\$ 55	\$ 4,400	\$ -	
64	Amenity Maintenance Contract & Repairs	\$ 12,900	\$ 19,350	\$ 13,400	\$ (5,950)	\$ 15,000	\$ 1,600	Includes Fitness Equipment PM and Approx. \$9,000 in Repairs and Maintenance.
65	Amenity Facility Janitorial Service Contract	\$ 4,716	\$ 7,074	\$ 7,700	\$ 626	\$ 7,700	\$ -	Includes Approx. \$1800 in Supplies.
66	Pool Maintenance	\$ 14,952	\$ 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	\$ 189	\$ 2,000	\$ 5,000	\$ 3,000	\$ 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**

<b>Chart of Accounts Classification</b>	<b>Series 2007A</b>	<b>Budget for 2024/2025</b>
<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**

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**\$173,712.67**

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**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>		\$488,982.00	<b>2023/2024 O&amp;M Budget:</b>	\$430,400.00
Collection Costs:	3.5%	\$18,502.02	<b>2024/2025 O&amp;M Budget:</b>	\$488,982.00
Early Payment Discounts:	4%	\$21,145.17		
<b>2024/2025 Total:</b>		<b>\$528,629.19</b>	<b>Total Difference:</b>	<b>\$58,582.00</b>

Lot Size	Assessment Breakdown	Per Unit Annual Assessment Comparison		Proposed Increase / Decrease	
		2023/2024	2024/2025	\$	%
<i>Single Family</i>	Series 2007A Debt Service	\$1,168.62	\$1,168.62	\$0.00	0.00%
	Operations/Maintenance	\$930.59	\$1,057.26	\$126.67	13.61%
	<b>Total</b>	<b>\$2,099.21</b>	<b>\$2,225.88</b>	<b>\$126.67</b>	<b>6.03%</b>
<i>Single Family (Partially Prepaid 1)</i>	Series 2007A Debt Service	\$431.69	\$431.69	\$0.00	0.00%
	Operations/Maintenance	\$930.59	\$1,057.26	\$126.67	13.61%
	<b>Total</b>	<b>\$1,362.28</b>	<b>\$1,488.95</b>	<b>\$126.67</b>	<b>9.30%</b>
<i>Single Family (Partially Prepaid 2)</i>	Series 2007A Debt Service	\$566.11	\$566.11	\$0.00	0.00%
	Operations/Maintenance	\$930.59	\$1,057.26	\$126.67	13.61%
	<b>Total</b>	<b>\$1,496.70</b>	<b>\$1,623.37</b>	<b>\$126.67</b>	<b>8.46%</b>
<i>Single Family (Partially Prepaid 3)</i>	Series 2007A Debt Service	\$578.43	\$578.43	\$0.00	0.00%
	Operations/Maintenance	\$930.59	\$1,057.26	\$126.67	13.61%
	<b>Total</b>	<b>\$1,509.02</b>	<b>\$1,635.69</b>	<b>\$126.67</b>	<b>8.39%</b>

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

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

TOTAL O&M BUDGET		\$488,982.00
COLLECTION COSTS @	3.5%	\$18,502.02
EARLY PAYMENT DISCOUNT @	4.0%	\$21,145.17
<b>TOTAL O&amp;M ASSESSMENT</b>		<b>\$528,629.19</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%	\$292,860.57	\$1,057.26	\$1,168.62	\$2,225.88
Single Family (Partially Prepaid 1)	52	52	1.00	52.00	10.40%	\$54,977.44	\$1,057.26	\$431.69	\$1,488.95
Single Family (Partially Prepaid 2)	20	20	1.00	20.00	4.00%	\$21,145.17	\$1,057.26	\$566.11	\$1,623.37
Single Family (Partially Prepaid 3)	151	149	1.00	151.00	30.20%	\$159,646.02	\$1,057.26	\$578.43	\$1,635.69
<b>Total Community</b>	<b>500</b>	<b>267</b>		<b>500.00</b>	<b>100.00%</b>	<b>\$528,629.19</b>			

LESS: Duval County Collection Costs (3.5%) and Early Payment Discounts (4%): (\$39,647.19)

**Net Revenue to be Collected** \$488,982.00

<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.



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**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.



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**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.



## 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 11**

**RESOLUTION 2024-03**  
**[FY 2025 APPROPRIATION RESOLUTION]**

**THE ANNUAL APPROPRIATION RESOLUTION OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, for the fiscal year beginning October 1, 2024, and ending September 30, 2025 (“**FY 2025**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Bainebridge Community Development District (“**District**”) prior to June 15, 2024, proposed budget(s) (“**Proposed Budget**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local general-purpose government(s) having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

**WHEREAS**, the Board set a public hearing on the Proposed Budget and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website in accordance with Section 189.016, *Florida Statutes*; and

**WHEREAS**, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year.

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

**SECTION 1. BUDGET**

- a. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
  
- b. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the **BAINEBRIDGE** Community Development District for the Fiscal Year Ending September 30, 2025.”



- c. The Adopted Budget shall be posted by the District Manager on the District’s official website in accordance with Section 189.016, *Florida Statutes* and shall remain on the website for at least two (2) years.

**SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for FY 2025, the sum(s) set forth in **Exhibit A** to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated as set forth in **Exhibit A**.

**SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within FY 2025 or within 60 days following the end of the FY 2025 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law. The District Manager or Treasurer must ensure that any amendments to the budget under this paragraph c. are posted on the District’s website in accordance with Section 189.016, *Florida Statutes*, and remain on the website for at least two (2) years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 18th DAY OF July, 2024.**

ATTEST:

**BAINEBRIDGE COMMUNITY DEVELOPMENT  
DISTRICT**

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

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

**Exhibit A:** FY 2025 Budget

**Exhibit A**  
FY 2025 Budget

## **Tab 12**

**RESOLUTION 2024-04  
[FY 2025 ASSESSMENT RESOLUTION]**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR FUNDING FOR THE FY 2025 ADOPTED BUDGET(S); PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Bainbridge Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District, located in Duval County, Florida (“**County**”); and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

**WHEREAS**, for the fiscal year beginning October 1, 2024, and ending September 30, 2025 (“**FY 2025**”), the Board of Supervisors (“**Board**”) of the District has determined to undertake various operations and maintenance and other activities described in the District’s budget (“**Adopted Budget**”), attached hereto as **Exhibit A**; and

**WHEREAS**, pursuant to Chapter 190, *Florida Statutes*, the District may fund the Adopted Budget through the levy and imposition of special assessments on benefitted lands within the District and, regardless of the imposition method utilized by the District, under Florida law the District may collect such assessments by direct bill, tax roll, or in accordance with other collection measures provided by law; and

**WHEREAS**, in order to fund the District’s Adopted Budget, the District’s Board now desires to adopt this Resolution setting forth the means by which the District intends to fund its Adopted Budget.

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

1. **FUNDING.** The District’s Board hereby authorizes the funding mechanisms for the Adopted Budget as provided further herein and as indicated in the Adopted Budget attached hereto as **Exhibit A** and the assessment roll attached hereto as **Exhibit B (“Assessment Roll”)**.

2. **OPERATIONS AND MAINTENANCE ASSESSMENTS.**

a. **Benefit Findings.** The provision of the services, facilities, and operations as described in **Exhibit A** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibit A** and **Exhibit B** and is hereby found to be fair and reasonable.

- b. **O&M Assessment Imposition.** Pursuant to Chapter 190, *Florida Statutes*, a special assessment for operations and maintenance (“**O&M Assessment(s)**”) is hereby levied and imposed on benefitted lands within the District and in accordance with **Exhibit A** and **Exhibit B**. The lien of the O&M Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.
- c. **Maximum Rate.** Pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.
3. **DEBT SERVICE SPECIAL ASSESSMENTS.** The District’s Board hereby certifies for collection the FY 2025 installment of the District’s previously levied debt service special assessments (“**Debt Assessments**,” and together with the O&M Assessments, the “**Assessments**”) in accordance with this Resolution and as further set forth in **Exhibit A** and **Exhibit B**, and hereby directs District staff to affect the collection of the same.
4. **COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.** Pursuant to Chapter 190, *Florida Statutes*, the District is authorized to collect and enforce the Assessments as set forth below.
- a. **Tax Roll Assessments.** To the extent indicated in **Exhibit A** and **Exhibit B**, those certain O&M Assessments (if any) and/or Debt Assessments (if any) imposed on the “**Tax Roll Property**” identified in **Exhibit B** shall be collected by the County Tax Collector at the same time and in the same manner as County property taxes in accordance with Chapter 197, *Florida Statutes* (“**Uniform Method**”). That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County property taxes. The District’s Board finds and determines that such collection method is an efficient method of collection for the Tax Roll Property.
- b. **Future Collection Methods.** The District’s decision to collect Assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.
5. **ASSESSMENT ROLL; AMENDMENTS.** The Assessment Roll, attached hereto as **Exhibit B**, is hereby certified for collection. The Assessment Roll shall be collected pursuant to the collection methods provided above. The proceeds therefrom shall be paid to the District. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll.
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 upon the passage and adoption of this Resolution by the Board.

**PASSED AND ADOPTED** this 18th day of July, 2024.

ATTEST:

**BAINBRIDGE COMMUNITY DEVELOPMENT  
DISTRICT**

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

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Exhibit A:** Budget

**Exhibit B:** Assessment Roll

**Exhibit A**  
**Budget**

**Exhibit B**  
Assessment Roll

Assessment roll is maintained in the District's official records and is available upon request. Certain exempt information may be redacted prior to release in compliance with Chapter 119, Florida Statutes.