



Rizzetta & Company

Greater Lakes/Sawgrass Bay Community Development District

**Board of Supervisors
Meeting
April 17, 2024**

District Office:
8529 South Park Circle, Suite 330
Orlando, Florida 32819
407.472.2471

www.glsbcdd.org

GREATER LAKES SAWGRASS BAY COMMUNITY DEVELOPMENT DISTRICT

Cagan Crossings County Library, at 16729 Cagan Oaks, Clermont, Florida 34714
www.glsbcdd.org

Board of Supervisors	James Walker James Klinck Christina Cruz Pagan Gary Hayward Deborah Swansiger	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Brian Mendes	Rizzetta & Company, Inc.
District Counsel	Tina Garcia	Greenspoon Marder Law
District Engineer	Rey Malave	Dewberry Engineering

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

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.

GREATER LAKES / SAWGRASS BAY COMMUNITY DEVELOPMENT DISTRICT

District Office · Orlando, Florida · (407) 472-2471
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.glsbcdd.org

**Board of Supervisors
Greater Lakes/Sawgrass Bay Community
Development District**

April 10, 2024

FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Greater Lakes/Sawgrass Bay Community Development District will be held on **April 17, 2024**, at **11:00 a.m.** at the **Cagan Crossings County Library, located at 16729 Cagan Oaks, Clermont, Florida 34714.**

- 1. CALL TO ORDER / ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. COMMUNITY UPDATES**
 - A. Down to Earth's Service Report Tab 1
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on February 21, 2024 Tab 2
 - B. Ratification of the Operation and Maintenance Expenditures for February 2024 Tab 3
- 5. BUSINESS ITEMS**
 - A. Consideration of FY 2024/2025 Proposed Budget (Under Separate Cover)
 - B. Consideration of Resolution 2024-03, Approving FY 2024/2025 Proposed Budget & Setting Public Hearing Tab 4
 - C. Consideration of Tree Fush Cut Proposal Tab 5
 - D. Consideration of Irrigation Mainline Proposal Tab 6
 - E. Discussion of Meeting Space for June's Board Meeting
 - F. Discussion of Wall Project
- 6. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 1. Website Audit Tab 7
- 7. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 8. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (407) 472-2471.

Yours Kindly,

Brian Mendes

District Manager

TAB 1



Customer Service report

Property: _____

Date: _____

Areas Mowed / Schedule changes if applicable:

Areas Detailed / Schedule changes if applicable:

Irrigation status / Schedule changes if applicable:

F&P Status / Schedule changes if applicable:

Other items / Comments:



Customer Service report

Property: _____

Date: _____

Areas Mowed / Schedule changes if applicable:

Areas Detailed / Schedule changes if applicable:

Irrigation status / Schedule changes if applicable:

F&P Status / Schedule changes if applicable:

Other items / Comments:



Customer Service report

Property: _____

Date: _____

Areas Mowed / Schedule changes if applicable:

Areas Detailed / Schedule changes if applicable:

Irrigation status / Schedule changes if applicable:

F&P Status / Schedule changes if applicable:

Other items / Comments:



Customer Service report

Property: _____

Date: _____

Areas Mowed / Schedule changes if applicable:

Areas Detailed / Schedule changes if applicable:

Irrigation status / Schedule changes if applicable:

F&P Status / Schedule changes if applicable:

Other items / Comments:



Customer Service report

Property: _____

Date: _____

Areas Mowed / Schedule changes if applicable:

Areas Detailed / Schedule changes if applicable:

Irrigation status / Schedule changes if applicable:

F&P Status / Schedule changes if applicable:

Other items / Comments:

TAB 2

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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.

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GREATER LAKES/SAWGRASS BAY COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of the Greater Lakes/Sawgrass Bay Community Development District was held on **February 21, 2024, at 11:01 a.m.** at the **Cagan Crossings County Library**, located at **16729 Cagan Oaks, Clermont, Florida 34714.**

16
17 Present and constituting a quorum were:

18
19 Jim Walker **Board Supervisor, Chairman**
20 James Klinck **Board Supervisor, Vice Chairman**
21 Christina Cruz Pagan **Board Supervisor, Assistant Secretary**
22 Gary Hayward **Board Supervisor, Assistant Secretary**
23 Deborah Swansiger **Board Supervisor, Assistant Secretary**
24

25 Also present were:

26
27 Brian Mendes **District Manager, Rizzetta & Co., Inc.**
28 Tina Garcia **District Counsel, Greenspoon Marder Law**
29 (via phone)
30 Chace Arrington **Dewberry, DE**
31 (via phone)
32 Shane Parrish **Down to Earth**
33 Bismark Quiles **Account Manager, Down to Earth**
34 Luis Acosta **Down to Earth**
35 Jose Olmeda **Down to Earth**
36 Jay **Express Wash**
37

38 Audience Members **Present**

39
40 **FIRST ORDER OF BUSINESS**

Call to Order

41
42 Mr. Mendes called the meeting to order at 11:01 a.m. and conducted roll call.
43
44

45 **SECOND ORDER OF BUSINESS** **Audience Comments on the Agenda**

46
47 No audience comments.

48
49 **THIRD ORDER OF BUSINESS** **Down to Earth's Service Report**

50
51 Discussion opened by Mr. Mendes.

52
53 Mr. Mendes stated that the bushes in the front monument are still pending.

54
55 Mr. Mendes discussed the brown patch on Superior, and commented the area will be further
56 inspected.

57
58 Mr. Mendes inquired about why the Pinebark proposal is very high in price.

59
60 Mr. Quiles stated they will revise the bid to \$60-\$70 dollars per cubic yard.

61
62 Mr. Klinck inquired about flowers near the front monument.

63
64 **FOURTH ORDER OF BUSINESS** **Consideration of Minutes of Board of**
65 **Supervisors' Regular Meeting held on**
66 **November 15, 2023**

67
68 Mr. Mendes presented the meeting minutes from the Board of Supervisors meeting held on
69 November 15, 2023 and asked if any changes were requested. There were none.

70

On a motion by Mr. Klinck, seconded by Mr. Walker, with all in favor, the Board approved the minutes of the regular Board of Supervisors' meeting held on November 15, 2023, for Greater Lakes/Sawgrass Bay Community Development District.

71
72 **FIFTH ORDER OF BUSINESS** **Ratification of the Operation and**
73 **Maintenance Expenditures for**
74 **October, November, December 2023 &**
75 **January 2024**

76
77 Mr. Mendes presented the expenditures to the Board of Supervisors and asked if there were any
78 questions.

79
80 The board inquired about the irrigation leaks and the costs associated on the water bill because
81 of the leaks.

82
83 Mr. Walker inquired about the annual budget for water.

84
85 Mr. Mendes responded to the inquiry.

86
87 Mr. Walker commented on keeping an eye on the water usage.

88
89 The board requested district staff review the irrigation contract and what's included.
90

On a motion by Mr. Walker, seconded by Ms. Pagan, with all in favor, the Board ratified the operation & maintenance expenditures for October 2023 (\$27,161.19), November 2023 (\$19,240.38), December 2023 (\$8,805.55), and January 2024 (\$24,807.48), for Greater Lakes/Sawgrass Bay Community Development District.

91
92 **SIXTH ORDER OF BUSINESS** **Consideration of Resolution 2024-02,**
93 **Conducting the General Election**

94
95 Mr. Mendes presented Resolution 2024-02 to the Board of Supervisors and asked if there
96 were any questions.

97
98 Ms. Garcia commented on the resolution.
99

On a motion by Mr. Klinck, seconded by Mr. Walker, with all in favor, the Board adopted Resolution 2024-02, Conducting the General Election, for Greater Lakes/Sawgrass Bay Community Development District.

100
101 **SEVENTH ORDER OF BUSINESS** **Consideration of Stone Monument Repair**
102 **Proposal**

103
104 Mr. Mendes presented the proposal to the Board of Supervisors and asked if there were any
105 questions.

106
107 Mr. Mendes stated he will work with District Counsel on the agreement.
108

On a motion by Mr. Walker, seconded by Mr. Klinck, with all in favor, the Board approved the proposal for the stone monument repair, for Greater Lakes/Sawgrass Bay Community Development District.

109
110 **EIGHTH ORDER OF BUSINESS** **Consideration of Monument Light**
111 **Replacement Proposal**

112
113 Mr. Mendes presented the proposal to the Board of Supervisors and asked if there were any
114 questions.

115
116 Mr. Klinck inquired about insurance coverage regarding this proposal.
117

118 Mr. Mendes responded that the insurance deductible is \$2,500 and that this does not meet
119 the criteria.

120
121 It is stated that there is a typo on the bid that needs to be revised.
122

On a motion by Mr. Klinck, seconded by Ms. Pagan, with all in favor, the Board approved the proposal for the monument light replacement, for Greater Lakes/Sawgrass Bay Community Development District.

123

124 **NINTH ORDER OF BUSINESS**

Consideration of Irrigation Mainline Repair Proposal

125

126

127 Mr. Mendes presented the proposal to the Board of Supervisors and asked if there were any
128 questions.

129

130 Mr. Parrish presented irrigation issues to board and discussed the problems with the
131 mainline.

132

133 Mr. Klinck inquired on the irrigation in front of the monument.

134

135 Mr. Parrish responded to the inquiry.

136

137 The board requested both bids for the irrigation repairs and only one was presented.

138

139 Mr. Parrish stated that the board should consider irrigation on Bahaia.

140

141 It is stated that there are two mainline bids for the backside of the Sawgrass Bay.

142

On a motion by Mr. Klinck, seconded by Mr. Walker, with all in favor, the Board approved both bids for the mainline repairs not to exceed \$13,000, for Greater Lakes/Sawgrass Bay Community Development District.

143

144 **TENTH ORDER OF BUSINESS**

Ratification of Christmas Decoration Storage Fees

145

146

147 Mr. Mendes presented the proposal to the Board of Supervisors and asked if there were any
148 questions. There were none.

149

On a motion by Mr. Walker, seconded by Ms. Pagan, with all in favor, the Board ratified Christmas decoration storage fees proposal, for Greater Lakes/Sawgrass Bay Community Development District.

150

151 **ELEVENTH ORDER OF BUSINESS**

**Consideration of Pressure Washing &
Repairs for Sawgrass Bay Blvd Fences**

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171

Express Wash presented the proposal to the Board of Supervisors and asked if there were any questions.

Express Wash's proposal totaled to \$1,675 per side of the fence and suggested a soft wash to preserve the integrity of the fence.

Mr. Mendes inquired about chemicals potentially damaging the landscape area.

Mr. Klinck inquired if cap replacements are included in the bid.

Express Wash stated no.

Mr. Mendes presented Stanley's proposal to the board.

Discussion regarding both proposals ensued amongst the board.

The board requested to table this item for next meeting.

On a motion by Mr. Klinck, seconded by Mr. Walker, with all in favor, the Board approved pressure wash bid not to exceed the amount of \$2,000 and for the district manager to work with the Supervisor Walker on the final decision, for Greater Lakes/Sawgrass Bay Community Development District.

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TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Mendes opened the discussion amongst the board.

Ms. Garcia stated that she has no comments.

Mr. Walker inquired about the four ethics training.

Ms. Garcia requested the board to forward email.

Ms. Garcia stated that counsel will prepare an explanatory email with information on four-hour ethics training.

Mr. Walker inquired about the new Form 1 financial disclosure requirements.

Ms. Garcia stated that an email with this information will be sent out as well.

191
192 Mr. Klinck inquired about Rizzetta's merger with First Service and inquired about conflict of
193 interest.

194
195 Mr. Walker inquired on the merger.

196
197 Mr. Mendes responded to Supervisor Klinck that the First Service merger will not be a
198 conflict.

199
200 Mr. Mendes responded to Supervisor Walker's inquiry.

201
202 **B. District Engineer**

203
204 Mr. Arrington briefed the Board of Supervisors and stated that he has a meeting next
205 Thursday regarding Phase 2 and 3.

206
207 Mr. Walker inquired about the settlement.

208
209 Ms. Garcia stated that she will sidebar with the District Manager on this matter.

210
211 Mr. Mendes will work with the District Engineer on this matter.

212
213 Mr. Walker commented that he wants to review the district staff list and remove people that
214 are no longer part of the staff anymore.

215
216 Mr. Klinck inquired about paying the litigation costs through the reserve construction fund.

217
218 The board requested a deeper dive into Supervisor Klinck's inquiry.

219
220 Mr. Mendes stated that he will follow up with the board on this.

221
222 **C. District Manager**

223
224 Mr. Mendes stated to the Board of Supervisors that the builder denied the Board's request to
225 remove the sale sign.

226
227 **THIRTEENTH ORDER OF BUSINESS** **Supervisor Requests & Audience**
228 **Comments**

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230 **AUDIENCE COMMENTS**

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232 No comments.

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SUPERVISORS

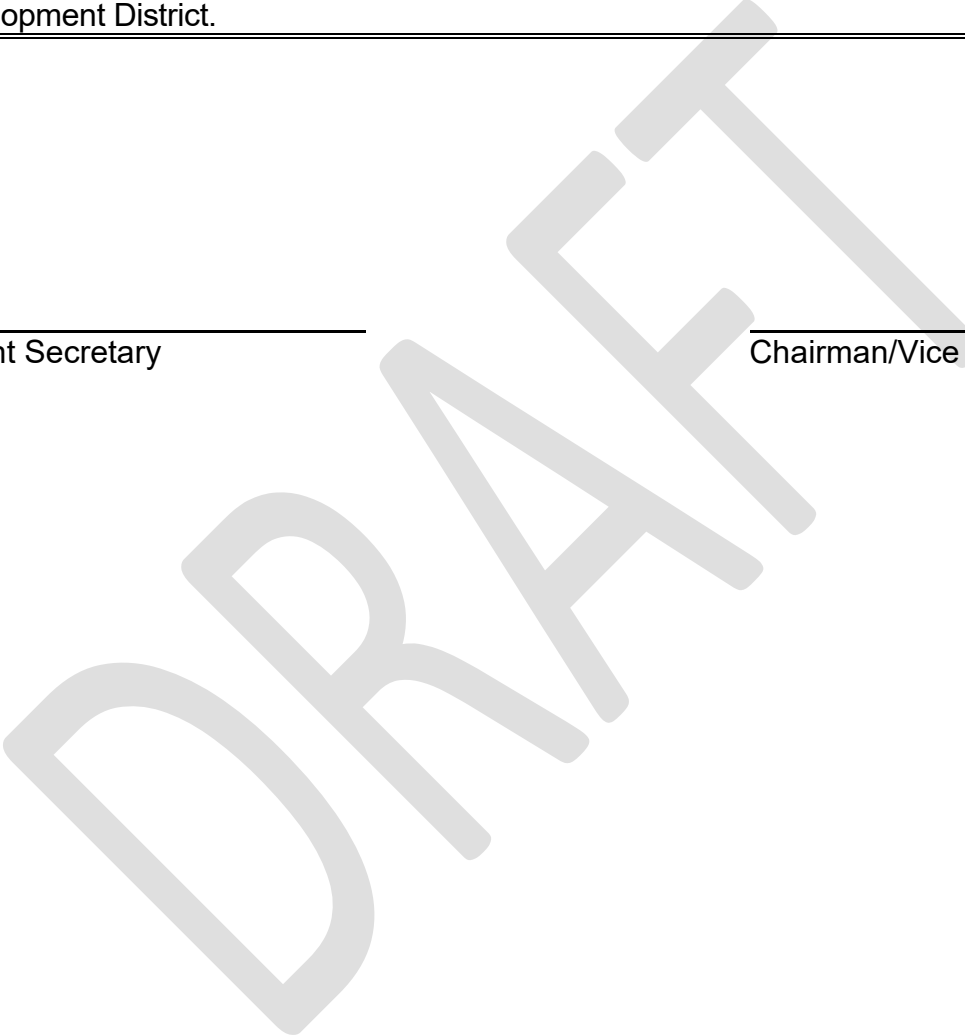
No comments.

FOURTEENTH ORDER OF BUSINESS Adjournment

On a Motion by Mr. Walker, seconded by Ms. Pagan, with all in favor, the Board adjourned the meeting at 12:18 p.m., for Greater Lakes/Sawgrass Bay Community Development District.

Assistant Secretary

Chairman/Vice Chairman



TAB 3

GREATER LAKES/SAWGRASS BAY COMMUNITY DEVELOPMENT DISTRICT

District Office · Orlando, FL 32819

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.glsbcdd.org

Operation and Maintenance Expenditures February 2024 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2024 through February 29, 2024. This does not include expenditures previously approved by the Board.

The total items being presented: **\$13,838.43**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Greater Lakes/Sawgrass Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2024 Through February 29, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Christina Pagan	100075	CP022124	Board of Supervisors Meeting 02/21/24	\$ 200.00
Dewberry Engineers, Inc.	100074	2397653	Engineering Services 01/24	\$ 110.00
James W Klinck	100076	JK022124	Board of Supervisors Meeting 02/21/24	\$ 200.00
James Walker	100077	JW022124	Board of Supervisors Meeting 02/21/24	\$ 200.00
Rizzetta & Company, Inc.	100070	INV0000087064	District Management Fees 02/24	\$ 3,514.17
SECO Energy	Autopay	4000054700 01/24 Autopay	Electric Services 01/24	\$ 2,097.87
SECO Energy	Autopay	4000271302 01/24 Autopay	Electric Services 01/24	\$ 44.00
SECO Energy	Autopay	4000419601 01/24 Autopay	Electric Services 01/24	\$ 40.00
SSS Down To Earth Opco, LLC	100071	INV181794	Landscape Maintenance 02/24	\$ 5,922.50
Sunshine Water Services	Autopay	8089510000 01/24 Autopay	Water Services 01/24	\$ 759.89
Windom Solutions, Inc.	100073	SB113	Christmas Decorations-Storage Fees 02/24	\$ 400.00
Windom Solutions, Inc.	100073	SB114	Remove Monument Wall Letters-All Entrances 02/24	<u>\$ 350.00</u>
Report Total				<u>\$ 13,838.43</u>

TAB 4

RESOLUTION 2024-03

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GREATER LAKES SAWGRASS BAY COMMUNITY DEVELOPMENT DISTRICT:

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

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

DATE: _____, 2024

HOUR: _____

LOCATION: _____

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

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

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

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

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

PASSED AND ADOPTED THIS 17th DAY OF APRIL, 2024.

ATTEST:

**GREATER LAKES SAWGRASS BAY
COMMUNITY DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

TAB 5



**Down to Earth
Landscape & Irrigation**
2701 Maitland Center Pkwy.
Suite 200
Maitland, Florida 32751
(321) 263-2700

Estimate: #78596

Customer Address

Rizzetta & Company
Jenny Santiago
3434 Colwell Avenue, Suite 200
Tampa, Florida 33614-8390
jsantiago@rizzetta.com

Billing Address

Accounts Payable
Rizzetta & Company
3434 Colwell Avenue, Suite 200
Tampa, FL 33614-8390

Physical Job Address

Greater Lakes Sawgrass Bay CDD
16527 Centipede Street
Clearmont, FL 34714

Job

Palm Tree flush cut

Estimated Job Start Date

March 22, 2024

Proposed By

Bismark Quiles

Due Date

<u>Estimate Details</u>					
Description of Services & Materials	Unit	Quantity	Rate	Amount	
Tree/Plant Installation					
Flush cut	Each	1	\$533.00		\$533.00
			Subtotal		\$533.00
				Job Total	\$533.00

Invoices are Due Upon Receipt. Down to Earth will provide all materials, labor and equipment needed to complete the following scope of work:

This proposal includes 1 flush cut and debris removal. The palm localization is on Superior Blvd across school.



Proposed By:

Agreed & Accepted By:

Bismark Quiles
Down to Earth
Landscape & Irrigation

03/06/2024
Date

Rizzetta & Company Date

We hereby propose to provide all labor, materials and equipment necessary to complete the following work as per plans and specifications, including the installation of the above, for all other Terms & Conditions please visit <https://dtelandscape.com/terms-and-conditions/>.

TAB 6



**Down to Earth
Landscape & Irrigation**
2701 Maitland Center Pkwy.
Suite 200
Maitland, Florida 32751
(321) 263-2700

Estimate: #81580

Customer Address

Rizzetta & Company
Jenny Santiago
3434 Colwell Avenue, Suite 200
Tampa, Florida 33614-8390
jsantiago@rizzetta.com

Billing Address

Accounts Payable
Rizzetta & Company
3434 Colwell Avenue, Suite 200
Tampa, FL 33614-8390

Physical Job Address

Greater Lakes Sawgrass Bay CDD
16527 Centipede Street
Clearmont, FL 34714

Job

Mainline at Sawgrass and
Superior

Estimated Job Start Date

April 30, 2024

Proposed By

Shane Parrish

Due Date

<u>Estimate Details</u>				
Description of Services & Materials	Unit	Quantity	Rate	Amount
Irrigation Installation				
Irrigation Technician Labor (E)	Hours	10	\$75.00	\$750.00
4" CL200 PVC Non-Potable	Foot	20	\$12.83	\$256.53
4" Ductile Iron Coupler Harco	Each	2	\$233.23	\$466.45
			Subtotal	\$1,472.98
Job Total				\$1,472.98

The following proposal is for repairing the mainline at the corner of Sawgrass Bay and Superior Blvd.

Proposed By:

Agreed & Accepted By:

Shane Parrish

Down to Earth
Landscape & Irrigation

04/03/2024

Date

Rizzetta & Company

Date

TAB 7



Quarterly Compliance Audit Report

Greater Lakes/Sawgrass Bay

Date: March 2024 - 1st Quarter

Prepared for: Scott Brizendine

Developer: Rizzetta

Insurance agency:



Preparer:

Jason Morgan - *Campus Suite Compliance*

ADA Website Accessibility and Florida F.S. 189.069 Requirements

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Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.



ADA Website Accessibility

Result: **PASSED**

Accessibility Grading Criteria

Passed	Description
Passed	Website errors* 0 WCAG 2.1 errors appear on website pages causing issues**
Passed	Keyboard navigation The ability to navigate website without using a mouse
Passed	Website accessibility policy A published policy and a vehicle to submit issues and resolve issues
Passed	Color contrast Colors provide enough contrast between elements
Passed	Video captioning Closed-captioning and detailed descriptions
Passed	PDF accessibility Formatting PDFs including embedded images and non-text elements
Passed	Site map Alternate methods of navigating the website

*Errors represent less than 5% of the page count are considered passing

**Error reporting details are available in your Campus Suite Website Accessibility dashboard



Florida F.S. 189.069 Requirements

Result: **PASSED**

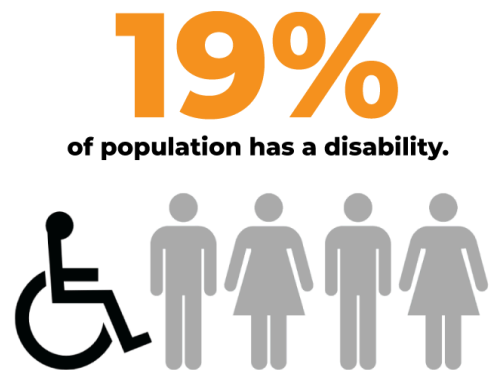
Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
N/A	Public Facilities Report, if applicable
Passed	Link to Financial Services
Passed	Meeting Agendas for the past year, and 1 week prior to next

Accessibility overview

Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



Sight, hearing, physical, cognitive.

The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.



ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

Contract checker: <http://webaim.org/resources/contrastchecker>



Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This 'friendlier' language not only helps all the users, but developers who are striving to make content more universal on more devices.



Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

Helpful article: <http://webaim.org/techniques/alttext>



Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

Helpful article: www.nngroup.com/articles/keyboard-accessibility

Helpful article: <http://webaim.org/techniques/skipnav>



Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

Helpful article: <http://webaim.org/techniques/sitetools/>



Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

Helpful article: <http://webaim.org/techniques/tables/data>



Making PDFs accessible

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

Helpful articles: <http://webaim.org/techniques/acrobat/acrobat>



Making videos accessible

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

Helpful article: <http://webaim.org/techniques/captions>



Making forms accessible

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

Helpful article: <http://webaim.org/techniques/forms>



Alternate versions

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



Feedback for users

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



Other related requirements

No flashing

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

Timers

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

Fly-out menus

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

No pop-ups

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader)
WCAG 2.0	Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled
504	Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people
508	An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled
ADA	American with Disabilities Act (1990)
Screen reader	Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages.
Website accessibility	Making your website fully accessible for people of all abilities
W3C	World Wide Web Consortium – the international body that develops standards for using the web