



Rizzetta & Company

Westridge Community Development District

**Board of Supervisors
Meeting
April 25, 2024**

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

www.westridgecdd.org

WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT

District Office · Orlando, Florida · (904) 436-6270
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.westridgecdd.org

Board of Supervisors
Westridge Community
Development District

April 18, 2024

FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Westridge Community Development District will be held on **April 25, 2024**, at **2:00 p.m.** at **Waterstone Clubhouse** located at **2751 Bella Vista Drive, Davenport FL 33897**.

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **COMMUNITY UPDATES**
 - A. Floralawn Landscape Quality Inspection Report
 1. Consideration of Palm Fert Treatment ProposalTab 1
 - B. Bolton's Towing UpdatesTab 2
4. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors Meeting held on February 22, 2024Tab 3
 - B. Consideration of the Minutes of the Virtual Workshop Held On March 28, 2024Tab 4
 - C. Ratification of Operation and Maintenance Expenditures for January, February, and March 2024Tab 5
5. **BUSINESS ITEMS**
 - A. Presentation of FY 2024/2025 Proposed BudgetTab 6
 - B. Consideration of Resolution 2024-03, Approving FY 2024-2025 Proposed Budget & Setting Public HearingTab 7
 - C. Public Hearing for Adopting Amendments to the District's Street Parking Enforcement Policies and Procedures
 1. Consideration of Resolution 2024-04, Amending Street Parking PoliciesTab 8
 - D. Discussion of Applicants for Westridge CDD Seat 1Tab 9
 - E. Consideration of Duke Energy ProposalTab 10
6. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 1. Green Space Area Update
 - C. District Manager
 1. Website AuditTab 11
 2. School Signs Update

7. **SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**
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



734 South Combee Road
Lakeland, FL 33801

863-668-0494 – Phone
863-668-0495 – Fax

www.floralawn.com

Westridge CDD

% Carol Brown
Rizzetta & Company
3434 Colwell Avenue, Suite 200,
Tampa, FL 33614

March 5, 2024
Proposal valid for 60 days

Palm Injection Programs

Service	Per App.	Yearly
Palm Injections (97 Palms) (1 time)	\$6,240	\$6,240
Total	\$6,240	\$6,240

- Palms are to be injected once irrigation is completed.

Customer Authorized Signature

FLORALAWN, INC., a Florida Corporation

Signature

Rob Averitt , President

Print Name

TAB 2

From: Kevin Russell <kevin.boltonstowing@aol.com>

Sent: Wednesday, April 3, 2024 8:20 AM

To: Chris Brown <tdschrisb@gmail.com>; Brian Mendes <BMendes@rizzetta.com>; logan.boltonstowing <logan.boltonstowing@aol.com>; Tyler Bolton, Bolton's Towing <boltonstowing@aol.com>; Fabian Beltran <tdsfabianb@gmail.com>

Subject: [EXTERNAL]Re: Appreciation for Outstanding Service in Westridge CDD Communities

NOTICE: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender and know the content is safe. Please use the Phish Alert! button to report suspicious messages.

Good morning, Fabian

We thank you for your kind words and appreciation in this matter. We thrive on providing the best service possible for our communities and our community managers. I will pass on the kind message to our drivers and congratulate them on a job well done. We are happy to hear you are pleased with our services. Thank you and have a blessed day.

Kevin M. Russell

With best wishes and regards.

Boltons Towing Service

(863)299-9966 ext:1

On Wednesday, April 3, 2024 at 07:57:08 AM EDT, Fabian Beltran <tdsfabianb@gmail.com> wrote:

Weekly Report: Westridge CDD

03/07/2024-03/13/2024

03/07/2024-03/13/2024

WEEK	Tuscan Meadows	WEEK	Tierra DeL Sol
Thursday 10pm-8am	0	Thursday 10pm-8am	1 4905 Vellacito
1. Friday 10pm-8am	0	Friday 10pm-8am	1 5575 Tranquila
2. Saturday 10pm-8am	0	Saturday 10pm-8am	1 5274 Tuscany
3. Sunday 10pm-8am	0	Sunday 10pm-8am	0
4. Monday 10pm-8am	0	Monday 10pm-8am	1 5226 Tuscany In
5. Tuesday 10pm-8am	0	Tuesday 10pm-8am	0
6. Wednesday 10pm-8am	0	Wednesday 10pm-8am	0

Weekly Report: Westridge CDD

3/21/2024-03/27/2024

03/21/2024-03/27/2024

WEEK	Tuscan Meadows	WEEK	Tierra DeL Sol
Thursday 10pm-8am	1 3904 Marabella	Thursday 10pm-8am	0
1. Friday 10pm-8am	0	Friday 10pm-8am	1 5160 Tuscany In
2. Saturday 10pm-8am	1 3079 Bella vista	Saturday 10pm-8am	1 5279 Tuscany In
3. Sunday 10pm-8am	0	Sunday 10pm-8am	0
4. Monday 10pm-8am	0	Monday 10pm-8am	0
5. Tuesday 10pm-8am	0	Tuesday 10pm-8am	0
6. Wednesday 10pm-8am	0	Wednesday 10pm-8am	0

Weekly Report: Westridge CDD

04/04/2024-04/10/2024

04/04/2024-04/10/2024

WEEK	Tuscan Meadows	WEEK	Tierra DeL Sol
Thursday 10pm-8am	0	Thursday 10pm-8am	1 5285 Tuscany Ln
1. Friday 10pm-8am	1 3529 Monaco Ln	Friday 10pm-8am	1 4857 Vellacito way
2. Saturday 10pm-8am	0	Saturday 10pm-8am	1 5406 Tuscany Ln
3. Sunday 8am-10pm	1 Marbella&pucolo greenzone	Sunday 10pm-8am	0
4. Monday 10pm-8am	0	Monday 10pm-8am	0
5. Tuesday 10pm-8am	0	Tuesday 8am-10pm	1 5638 Costa Blanca
6. Wednesday 10pm-8am	0	Wednesday 10pm-8am	0

TAB 3

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.

WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of the Westridge Community Development District was held on February 22, 2024, at 2:01 p.m. at **Waterstone Clubhouse** located at **2751 Bella Vista Drive, Davenport FL 33897**.

Present and constituting a quorum:

Nora Schuster	Board Supervisor, Chairperson
James Jones	Board Supervisor, Vice Chairman
Chris Brown	Board Supervisor, Assistant Secretary
Susan Kane	Board Supervisor, Assistant Secretary
Janice Stradley	Board Supervisor, Assistant Secretary

Also present were:

Brian Mendes	District Manager, Rizzetta & Company
Scott Clark	District Counsel, Clark & Albaugh, LLC
Richard Mills	District Engineer, Kimley-Horn (via phone)
Brian Harbin	Landscape Inspection, Floralawn

Audience members **Present**

FIRST ORDER OF BUSINESS

Call to Order

Mr. Mendes called the meeting to order and read the roll at 2:01 p.m.

SECOND ORDER OF BUSINESS

Audience Comments on the Agenda Items

A member of the audience inquired about the stop sign project and suggested a warning sign for an incoming stop sign.

A member of the audience inquired about the painting project.

A member of the audience stated the four-way stop sign project be considered.

44 A member of the audience suggested to notify Polk County to post up on the area of the stop
45 signs. The member of the audience also stated the towing is going well throughout the
46 community.

47
48 A member of the audience inquired on removing school signs.

49
50 Supervisor Schuster suggested following up with the District engineer on this matter.

51
52 **THIRD ORDER OF BUSINESS**

**Floralawn Landscape Quality Inspection
Report**

53
54
55 Mr. Harbin briefed the board with the report and on the palm infection test results.

56
57 Mr. Harbin stated that the palms are not infected, and that fertilization and irrigation is
58 needed.

59
60 Mr. Harbin discussed the fertilization treatment plan to board and that two treatments
61 per year are needed, the total being \$6,200 for the scope of work.

62
On a motion by Ms. Schuster, seconded by Mr. Brown, with all in favor, the Board of
Supervisors approved the bid from Floralawn for palm fertilization treatment for a total of
\$6,200, for Westridge Community Development District.

63
64 Ms. Stradley inquired about the irrigation situation.

65
66 Ms. Schuster stated that the board should wait for irrigation to be installed.

67
68 Ms. Schuster inquired about the tree trim bid.

69
70 Mr. Mendes stated that he will work with the landscape team on the matter.

71
72 **FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board
of Supervisors' Meeting held on January 25,
2024**

73
74
75
76 Mr. Mendes presented the meeting minutes to the board of supervisors and asked if any
77 changes were requested. There were none.

78
On a motion by Ms. Stradley, seconded by Ms. Kane, with all in favor, the Board of
Supervisors approved the minutes of the board of supervisors meeting held on January
25, 2024, for Westridge Community Development District.

79

80 **FIFTH ORDER OF BUSINESS**

**Ratification of Operation & Maintenance
Expenditures for December 2023**

81
82
83 Ms. Stradley inquired on the budget.

84
85 Mr. Mendes responded to Supervisor Stradley's inquiry.

86
87 District Counsel recommended for Mr. Mendes to monitor the average in the reserve funds.

88
89 Ms. Schuster stated she noticed a charge from local IQ on April 23rd received 11/29/2023 for
90 Bridge Watler CDD.

91

On a motion by Ms. Kane, seconded by Ms. Schuster, with all in favor, the Board of Supervisors ratified the operation and maintenance expenditures for December 2023 (\$21,367.28) in substantial form, for Westridge Community Development District.

92
93 **FIFTH ORDER OF BUSINESS**

Discussion of Towing Operations

94
95 Mr. Mendes opened the discussion and presented his notes he had on the matter.

96
97 A member of the audience inquired about progression with Bolton Towing.

98
99 Mr. Mendes responded to the inquiry stating that the progression is going positively.

100
101 Mr. Brown requested clarity on the daily patrol.

102
103 A member of the audience commented on an interaction with Bolton and their frequent
104 patrolling. The same audience member requested a public record for towing reports.

105
106 Discussion amongst the board ensued regarding releasing this information.

107
108 District Counsel stated that this records request is fine.

109
110 A member of the audience inquired about the SOP for reporting daily violators.

111
112 Mr. Brown commented on having time stamps on the reports.

113
114 Mr. Mendes responded to the inquiry.

115
116 Mr. Brown inquired about charging repeated offenders.

117
118 District Counsel responded to the inquiry.

119
120 The board inquired about having a more detailed report with the address of violators.

SIXTH ORDER OF BUSINESS

Consideration of Meeting Space Agreement

Mr. Mendes presented the agreement to the board of supervisors and asked if there were any questions. There were none.

On a motion by Ms. Schuster, seconded by Ms. Kane, with all in favor, the Board of Supervisors approved the meeting space agreement, for Westridge Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2024-02,
Conducting the General Election**

Mr. Clark presented the resolution to the board of supervisors and asked if there were any questions.

Mr. Clark touched on the upcoming resignation.

Mr. Mendes stated that he prepared an application.

Mr. Mendes stated that he will send an E-blast out to residents that the deadline to submit an application is April 9th.

The board directed Mr. Mendes to proceed.

On a motion by Ms. Kane, seconded by Ms. Schuster, with all in favor, the Board of Supervisors adopted Resolution 2024-02, Conducting the General Election, for Westridge Community Development District.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Clark presented communications with deputy department on enforcing road regulations throughout the community.

Mr. Brown requested District follow up with the board on this.

Ms. Schuster requested for District Counsel to follow up and make sure the deputy's office makes notes for the future on this.

Mr. Clark presented revisions made on the parking rules with new HOA tags and proposed a public hearing.

On a motion by Mr. Jones, seconded by Mr. Brown, with all in favor, the Board of Supervisors approved holding a public hearing in April, for Westridge Community Development District.

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Ms. Stradley inquired on repeated offenders violating the parking rules.

District Counsel responded to the inquiry.

B. District Engineer

Mr. Mills briefed the board of supervisors with his report and stated that they have pushed the irrigation issue as far as they can.

Mr. Mills suggested the District Manager take over this project.

Mr. Mendes stated that he will oversee the issue and send the board an update once it is scheduled.

Mr. Millis presented the pothole discussion to the board.

The board stated they are to consider bids on this project.

Mr. Millis commented on the green space inquiry and stated that the community has excess space that can be repurposed as a recreation space and possibly have a parking area.

Ms. Schuster inquired on creating a park for this excess area.

Mr. Mills stated that he is putting together an exhibit of the areas that can be converted.

Mr. Millis made additional comments on the open areas.

Mr. Millis commented on striping on the four-way stop project.

Mr. Millis noted on flags that need to be added as soon as possible.

Ms. Kane requested that the District Engineer to include any landscape buffers to the green space inquiry.

A member of the audience member inquired on repurposing one of the ponds to a parking lot.

Mr. Millis stated he will look into this inquiry of repurposing the retention pond.

C. District Manager

Mr. Mendes briefed and updated the Board of Supervisors on the Duke Light Pole installation.

199 **NINTH ORDER OF BUSINESS**

**Supervisor Requests & Audience
Comments**

200
201
202 **SUPERVISOR REQUESTS**

203
204 Ms. Stradley suggested a workshop on general CDD knowledge.

205
206 Ms. Stradley inquired on the four-hour ethics training.

207
208 District Counsel responded to the inquiry.

209
210 The board inquired about the four-hour ethics training.

211
212 Mr. Clark stated that he will send the District Manager information on ethics training to circulate
213 to the board.

214

On a motion by Ms. Schuster, seconded by Ms. Stradley, with all in favor, the Board of Supervisors approved the District Manager to work with District Counsel on a virtual workshop on March 28th from 4:00 pm – 5:00 pm, for Westridge Community Development District.

215
216 **AUDIENCE COMMENTS**

217
218 A member of the audience inquired on the palm tree project.

219
220 Ms. Schuster asked the District Engineer on the requirements on tree numbers.

221
222 The same audience member commented on the stop sign project and that a street sign is
223 missing on Bella Vista.

224
225 It is stated that the District Manager, District Engineer, and the landscaping team will identify
226 all irrigation systems that are not working.

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229 **TENTH ORDER OF BUSINESS**

Adjournment

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On a motion by Ms. Schuster, seconded by Ms. Kane, with all in favor, the Board of Supervisors adjourned the meeting at 3:52 p.m., for Westridge Community Development District.

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Assistant Secretary

Chairman/Vice Chairman

DRAFT

TAB 4

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.

WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT

The virtual workshop of the Westridge Community Development District was held on March 28, 2024, at 4:04 p.m.

Present:

Nora Schuster	Board Supervisor, Chairperson
James Jones	Board Supervisor, Vice Chairman
Chris Brown	Board Supervisor, Assistant Secretary
Susan Kane	Board Supervisor, Assistant Secretary
Janice Stradley	Board Supervisor, Assistant Secretary

Also present were:

Brian Mendes	District Manager, Rizzetta & Company
Scott Clark	District Counsel, Clark & Albaugh, LLC
Richard Mills	District Engineer, Kimley-Horn

Audience members **Present**

FIRST ORDER OF BUSINESS **Call to Order**

Mr. Mendes called the meeting to order and read the roll at 4:04 p.m.

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

No audience comments.

THIRD ORDER OF BUSINESS **Presentation of CDD 101 Workshop PowerPoint**

Mr. Clark presented his CDD 101 PowerPoint to the audience.

Mr. Clark discussed the history of Westridge CDD.

Mr. Clark discussed history on how the CDD began.

Mr. Clark explained information on how the CDD operates.

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Mr. Clark discussed ethics regarding the CDD.

FOURTH ORDER OF BUSINESS

Audience Comments

A member of the audience voiced driving concerns on Tierra de Sol Blvd.

Mr. Mendes stated that this topic will be discussed next meeting.

FIFTH ORDER OF BUSINESS

Adjournment

The virtual workshop is adjourned at 5:56 p.m., for Westridge Community Development District.

Assistant Secretary

Chairman/Vice Chairman

TAB 5

WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO, FL 32819

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

WWW.WESTRIDGECCDD.ORG

Operation and Maintenance Expenditures January 2024 For Board Approval

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

The total items being presented: **\$26,940.09**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Westridge Community Development District

Paid Operation & Maintenance Expenses

January 1, 2024 Through January 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Christopher Brown	100150	CB012524	Board of Supervisors Meeting 01/25/24	\$ 200.00
Clark, Albaugh & Rentz, LLP	100140	18631	Legal Services 12/23	\$ 585.00
Disclosure Services, LLC	100148	2 - 650	Amortization Schedule 09/23	\$ 100.00
Duke Energy	ACH	9100 8743 4190 11/23 Autopay	Electric Services 11/23	\$ 2,617.42
Duke Energy	ACH	9101 4198 6868 11/23 Autopay	Electric Services 11/23	\$ 2,919.71
Floralawn, Inc.	100145	22576	Landscape Maintenance 01/24	\$ 5,895.00
HP Home Maintenance Solutions, LLC	100141	256	4 Stop Signs 11/23	\$ 908.24
HP Home Maintenance Solutions, LLC	100142	251	2 Radar Traffic Signs 11/23	\$ 900.00
Innersync Studio, Ltd	100143	21920	Website & Compliance Services 01/24	\$ 384.38
James R Jones	100151	JJ012524	Board of Supervisors Meeting 01/25/24	\$ 200.00
Janice A Stradley	100152	JS012524	Board of Supervisors Meeting 01/25/24	\$ 200.00
Kimley-Horn and Associates, Inc.	100144	049875001-11/23	Engineering Services 11/23	\$ 2,760.04

Westridge Community Development District

Paid Operation & Maintenance Expenses

January 1, 2024 Through January 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Polk County BOCC	100149	012424 Polk County	Reclaim Water Westridge 01/24 Utilities	\$ 1,255.00
Rizzetta & Company, Inc.	100139	INV0000086502	District Management Fees 01/24	\$ 3,964.67
Rizzetta & Company, Inc.	100147	INV0000084184-A	District Management Fees 10/23	\$ 10.00
U.S. Bank	100146	7170158	Trustee Fees 12/01/23 - 11/30/24	\$ <u>4,040.63</u>
<u>Report Total</u>				\$ <u>26,940.09</u>

WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO, FL 32819

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

WWW.WESTRIDGECCDD.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: **\$21,121.55**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Westridge Community Development District

Paid Operation & Maintenance Expenses

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>
Clark, Albaugh & Rentz, LLP	100156	18663	Legal Services 01/24	\$ 2,015.00
Duke Energy	20240208-1	9101 4198 6868 12/23 Autopay	Electric Services 12/23	\$ 2,904.74
Duke Energy	20240208-2	9100 8743 4190 12/23 Autopay	Electric Services 12/23	\$ 2,567.12
Floralawn, Inc.	100157	23257	Monthly Landscape Maintenance 02/24	\$ 5,895.00
Gannett Florida LocaliQ	100155	6202298.042	Account #536776 Legal Advertising 01/24	\$ 287.40
Kimley-Horn and Associates, Inc.	100158	049875001-1223	Engineering Services 12/23	\$ 2,987.62
LLS Tax Solutions, Inc.	100154	3275	Arbitrage Services 01/24	\$ 500.00
Rizzetta & Company, Inc.	100153	INV0000087120	District Management Fees 02/24	\$ <u>3,964.67</u>
<u>Report Total</u>				\$ <u>21,121.55</u>

WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO, FL 32819

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

WWW.WESTRIDGECDD.ORG

Operation and Maintenance Expenditures March 2024 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: **\$19,201.84**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Westridge Community Development District

Paid Operation & Maintenance Expenses

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>
Christopher Brown	100159	CB022224	Board of Supervisors Meeting 02/22/24	\$ 200.00
Clark, Albaugh & Rentz, LLP	100164	18695	Legal Services 02/24	\$ 3,672.50
Duke Energy	20240308-1	9101 4198 6868 01/24 Autopay	Electric Services 01/24	\$ 2,904.74
Duke Energy	20240305-1	9100 8743 4190 01/24 Autopay	Electric Services 01/24	\$ 2,567.12
HP Home Maintenance Solutions, LLC	100165	297	Stop sign painting stripes 03/24	\$ 582.87
James R Jones	100160	JJ022224	Board of Supervisors Meeting 02/22/24	\$ 200.00
Janice A Stradley	100161	JS022224	Board of Supervisors Meeting 02/22/24	\$ 200.00
Kimley-Horn and Associates, Inc.	100163	049875001-0124	Engineering Services 01/24	\$ 1,595.69
Polk County BOCC	100166	031924 Polk County Utilities	Reclaim Water Westridge 03/24	\$ 3,314.25
Rizzetta & Company, Inc.	100162	INV0000087943	District Management Fees 03/24	<u>\$ 3,964.67</u>
Report Total				<u>\$ 19,201.84</u>

TAB 6

Westridge Community Development District

www.westridgecdd.org

**Approved Proposed
Budget for Fiscal
Year 2024-2025**

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

Chart of Accounts Classification	Actual YTD through 06/30/23	Projected Annual Totals 2023/2024	Annual Budget for 2023/2024	Projected Budget variance for 2023/2024	Budget for 2024/2025	Budget Increase (Decrease) vs 2023/2024	Comments
REVENUES							
Special Assessments							
Tax Roll	\$ 425,024	\$ 425,024	\$ 422,795	\$ 2,229	\$ 456,886	\$ 34,091	
					\$ -		
TOTAL REVENUES	\$ 425,024	\$ 425,024	\$ 422,795	\$ 2,229	\$ 456,886	\$ (31,862)	
EXPENDITURES - ADMINISTRATIVE							
Legislative							
Supervisor Fees	\$ 2,800	\$ 7,500	\$ 12,000	\$ 4,500	\$ 12,000	\$ -	Based on 12 meetings.
Financial & Administrative							
Administrative Services	\$ 2,085	\$ 4,170	\$ 4,170	\$ -	\$ 4,295	\$ 125	
District Management	\$ 8,861	\$ 17,723	\$ 17,723	\$ -	\$ 18,255	\$ 532	
District Engineer	\$ 12,133	\$ 14,500	\$ 10,000	\$ (4,500)	\$ 14,000	\$ 4,000	
Disclosure Report	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	Bond Series 2005
Trustees Fees	\$ 4,041	\$ 12,000	\$ 12,000	\$ -	\$ 12,000	\$ -	Bond Series 2005
Assessment Roll	\$ 5,848	\$ 5,848	\$ 5,848	\$ -	\$ 6,023	\$ 175	
Financial & Revenue Collections	\$ 2,085	\$ 4,170	\$ 4,170	\$ -	\$ 4,295	\$ 125	
Accounting Services	\$ 9,556	\$ 19,113	\$ 19,113	\$ -	\$ 19,686	\$ 573	
Auditing Services	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	Based on agreement.
Arbitrage Rebate Calculation	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ -	Based on agreement.
Public Officials Liability Insurance	\$ 3,127	\$ 3,308	\$ 3,308	\$ -	\$ 3,308	\$ -	Reflects EGIS proposed estimate.
Workers Compensation Insurance	\$ 850	\$ 850	\$ 850	\$ -	\$ 850	\$ -	Reflects EGIS proposed estimate.
Legal Advertising	\$ 2,616	\$ 4,500	\$ 4,500	\$ -	\$ 4,500	\$ -	FY 21/22 end of year expense - \$4,364. FY 23/24 projected to be overbudget.
Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	Reflects Department of Econmoics Opportunity Annual Fee.
Miscellaneous Fees	\$ 174	\$ 2,800	\$ 2,800	\$ -	\$ 2,800	\$ -	FY 22/23 includes Parking Policy Mailed Notices and meeting room fees.
Property Appraiser Fees	\$ -	\$ 7,850	\$ 7,850	\$ -	\$ 7,850	\$ -	Verify amount with FS prior to inclusion in agenda
ADA Website Hosting, Maintenance and Emails	\$ 1,969	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	Based on agreements.
Legal Counsel							
District Counsel	\$ 12,330	\$ 30,000	\$ 35,000	\$ 5,000	\$ 35,000	\$ -	
Administrative Subtotal	\$ 70,650	\$ 144,507	\$ 149,507	\$ 5,000	\$ 155,037	\$ 5,530	
EXPENDITURES - FIELD OPERATIONS							
Electric Utility Services							
Street Lights	\$ 37,577	\$ 74,000	\$ 68,000	\$ (6,000)	\$ 74,000	\$ 6,000	
Water-Sewer Combonation Services							
Utility-Reclaimed	\$ 4,569	\$ 9,138	\$ -	\$ (9,138)	\$ 10,000		
Other Physical Environment							
General Liability Insurance	\$ 2,860	\$ 3,025	\$ 3,025	\$ -	\$ 6,586	\$ 3,561	Reflects EGIS proposed estimate.
Landscape Maintenance & Irrigation Contract	\$ 40,370	\$ 83,500	\$ 100,000	\$ 16,500	\$ 100,000	\$ -	FY 23/24 Reflects Floralawn agreement with additional service of annual palm tree pruning and mulch installation.
Irrigation Repair	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	FY 23/24 new line item to reflect irrigation repairs.
Landscape Replacement Plants, Shrubs & Trees	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ -	FY 23/24 new line item to reflect landscape replacement plants, shrubs & trees.
Miscellaneous Expense	\$ -	\$ 7,500	\$ 10,000	\$ 2,500	\$ 10,000	\$ -	FY 23/24 new line item to reflect miscellaneous landscape expenses.
Road & Street Facilities							
Sidewalk Repair & Maintenance	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	FY 22/23 includes sidewalk installation.
Street Sign Repair & Maintenance	\$ 2,391	\$ 2,391	\$ 1,000	\$ (1,391)	\$ 3,000	\$ 2,000	Working on street projects
Roadway Repair & Maintenance	\$ -	\$ 4,000	\$ 8,000	\$ 4,000	\$ 12,000	\$ 4,000	May be redoing asphalt
Pressure Washing					\$ 3,000		
Towing Miscellaneous	\$ -	\$ 650	\$ 1,275	\$ 625	\$ 1,275	\$ -	FY 23/24 new line item for adopted parking rule.
Contingency							
Miscellaneous Contingency	\$ -	\$ 15,069	\$ 30,138	\$ 15,069	\$ 30,138	\$ -	irrigation installation on Tierra Del Sol Blvd.
Capital Outlay	\$ -	\$ 12,120	\$ 24,350	\$ 12,230	\$ 24,350	\$ -	FY 23/24 reflects potential street light installation.
Field Operations Subtotal	\$ 87,767	\$ 226,773	\$ 273,288	\$ 22,165	\$ 301,849	\$ 15,561	
TOTAL EXPENDITURES	\$ 158,417	\$ 371,280	\$ 422,795	\$ 27,165	\$ 456,886	\$ 21,091	

\$ 516,886
GOOD

**Proposed Budget
Westridge Community Development District
Reserve Fund
Fiscal Year 2024/2025**

Chart of Accounts Classification	Actual YTD through 06/30/23	Projected Annual Totals 2023/2024	Annual Budget for 2023/2024	Projected Budget variance for 2023/2024	Budget for 2024/2025	Budget Increase (Decrease) vs 2023/2024	Comments
REVENUES							
Special Assessments							
Tax Roll*	\$ 60,005	\$ 60,005	\$ 60,000	\$ 5	\$ 60,000	\$ -	Tax Roll/Off Roll allocations to be determined upon final certification
TOTAL REVENUES	\$ 60,005	\$ 60,005	\$ 60,000	\$ 5	\$ 60,000	\$ -	
EXPENDITURES							
Contingency							
Capital Reserves	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	\$ -	
TOTAL EXPENDITURES	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	\$ -	

Westridge Community Development District

Debt Service

Fiscal Year 2024/2025

Chart of Accounts Classification	Series 2005	Budget for 2024/2025
REVENUES		
Special Assessments		
Net Special Assessments ⁽¹⁾	\$252,672.00	\$252,672.00
TOTAL REVENUES	\$252,672.00	\$252,672.00
EXPENDITURES		
Administrative		
Debt Service Obligation	\$252,672.00	\$252,672.00
Administrative Subtotal	\$252,672.00	\$252,672.00
TOTAL EXPENDITURES	\$252,672.00	\$252,672.00
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00

Polk Co. Collection Costs (2%) and Early Payment Discounts (4%)

6.0%

GROSS ASSESSMENTS

\$268,800.00

Notes:

Tax Roll Collection Costs and Early Payment Discount is 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

⁽¹⁾ Budgeted debt service is low due to foreclosure.

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

2024/2025 O&M Budget:		\$516,886.00	2023/2024 O&M Budget:	\$482,795.00
Polk County Collection Costs:	2%	\$10,997.57	2024/2025 O&M Budget:	\$516,886.00
Early Payment Discounts:	4%	\$21,995.15		
2024/2025 Total:		\$549,878.72	Total Difference:	\$34,091.00

Lot Size	Assessment Breakdown	Per Unit Annual Assessment Comparison		Proposed Increase / Decrease	
		2023/2024	2024/2025	\$	%
<i>Townhome (Tierra Del Sol Land Trust)</i>	Series 2005 Debt Service	\$2,800.00	\$2,800.00	\$0.00	0.00%
	Operations/Maintenance	\$481.55	\$515.55	\$34.00	7.06%
	Total	\$3,281.55	\$3,315.55	\$34.00	1.04%
<i>Apartments (BC West)</i>	Series 2005 Debt Service ⁽¹⁾	\$0.00	\$0.00	\$0.00	0.00%
	Operations/Maintenance	\$438.21	\$469.15	\$30.94	7.06%
	Total	\$438.21	\$469.15	\$30.94	7.06%
<i>Single Family 40' (TDS West)</i>	Series 2005 Debt Service ⁽¹⁾	\$0.00	\$0.00	\$0.00	0.00%
	Operations/Maintenance	\$731.96	\$783.64	\$51.68	7.06%
	Total	\$731.96	\$783.64	\$51.68	7.06%
<i>Single Family 50' (TDS East)</i>	Series 2005 Debt Service ⁽¹⁾	\$0.00	\$0.00	\$0.00	0.00%
	Operations/Maintenance	\$914.95	\$979.55	\$64.60	7.06%
	Total	\$914.95	\$979.55	\$64.60	7.06%

⁽¹⁾ No Debt Service due to foreclosure.

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

TOTAL O&M BUDGET		\$516,886.00
COLLECTION COSTS @	2%	\$10,997.57
EARLY PAYMENT DISCOUNT @	4%	\$21,995.15
TOTAL O&M ASSESSMENT		<u>\$549,878.72</u>

UNITS ASSESSED		
LOT SIZE	O&M UNITS	SERIES 2005 DEBT SERVICE ⁽¹⁾
TOWNHOME (TDS LAND TRUST)	96	96
APARTMENTS (BC WEST)	236	0
SINGLE FAMILY 40' (TDS WEST)	196	0
SINGLE FAMILY 50' (TDS EAST)	241	0
	<u>769</u>	<u>96</u>

ALLOCATION OF O&M ASSESSMENT			
EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL O&M BUDGET
1.00	96.00	9.00%	\$49,493.11
0.91	214.76	20.14%	\$110,720.20
1.52	297.92	27.93%	\$153,593.61
1.90	457.90	42.93%	\$236,071.81
	<u>1066.58</u>	<u>100.00%</u>	<u>\$549,878.72</u>

PER LOT ANNUAL ASSESSMENT		
O&M	SERIES 2005 DEBT SERVICE ⁽²⁾	TOTAL ⁽³⁾
\$515.55	\$2,800.00	\$3,315.55
\$469.15	\$0.00	\$469.15
\$783.64	\$0.00	\$783.64
\$979.55	\$0.00	\$979.55

Less Polk County Collection Costs (2%) and Early Payment Discount (4%)

(\$32,992.72)

Net Revenue to be Collected:

\$516,886.00

⁽¹⁾ Reflects the number of total lots with Series 2005 debt outstanding.

⁽²⁾ Annual debt service assessment per lot adopted in connection with the Series 2005 bond issue. Annual assessment includes principal, interest, Polk County collection costs and early payment discount costs.

⁽³⁾ Annual assessment that will appear on November 2024 Polk County property tax bill. Amount shown includes all applicable collection costs. Property owner is eligible for a discount of up to 4% if paid early.

GENERAL FUND BUDGET
ACCOUNT CATEGORY DESCRIPTION

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

REVENUES:

Interest Earnings: The District may earn interest on its monies in the various operating accounts.

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. The second way is by Off Roll collection.

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.

Event Rental: The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

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

Facilities Rentals: The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

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 services 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 Master 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 maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services 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. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

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

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

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

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

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

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

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

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

Miscellaneous Fees: The District could incur miscellaneous fees 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.

Streetlights: The District may have expenditures relating to streetlights throughout the community. These may be restricted to main arterial roads or in some cases to all streetlights within the District's boundaries.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

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

REVENUES:

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

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.

EXPENDITURES – ADMINISTRATIVE:

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

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

TAB 7

RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS 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 Westridge Community Development District (“**District**”) prior to June 15, 2024, proposed budgets (“**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 WESTRIDGE 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 **July 25, 2024, at 2:00 p.m.** at the following location:

LOCATION: July 25, 2024
 2:00 pm
 Waterstone Clubhouse
 2751 Bella Vista Drive
 Davenport, FL 33897

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Polk 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 to cause it to 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 25th DAY OF APRIL, 2024.

ATTEST:

**WESTRIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Assistant Secretary/Secretary

By: _____
Its: _____

Exhibit A: Proposed FY 2024/2025 Budget

TAB 8

RESOLUTION 2024-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT AMENDING THE DISTRICT'S STREET PARKING ENFORCEMENT POLICIES AND PROCEDURES; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Westridge Community Development District ("District") is the owner of various street and roadways (the "Roadways") within the boundaries of the District;

WHEREAS, Board of Supervisors of the District ("Board") has the right to adopt reasonable rules and regulations regarding the use of the Roadways;

WHEREAS, the Board previously adopted street parking enforcement policies and procedures (the "Policies"); and

WHEREAS, the Board desires to review and amend the Policies; and

WHEREAS, the Board duly noticed and conducted a public hearing and, having taken and considered public comment, determined to adopt the Policy amendments.

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

1. The District's Policies are hereby amended as shown in the attached Exhibit "A" to this Resolution [NOTE: Additions to text are indicated by red underline].
2. The District's Manager and Attorney are authorized to take actions as reasonably necessary to effectuate the purposes of this Resolution.
3. This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED this 25th day of April, 2024.

Secretary/Assistant Secretary

Chair/Vice Chair

EXHIBIT "A"

CHAPTER II:

STREET PARKING ENFORCEMENT POLICIES AND PROCEDURES

1.1 General.

(1) The Westridge Community Development District (the “District”) has adopted a policy restricting parking of Vehicles on all roads owned by the District within the Community. For purposes of these policies and procedures, the definition of a vehicle (“Vehicle”) means an automobile, a pick-up truck, or a motorcycle, and expressly excludes boats, commercial vehicles, any truck larger than a pick-up, recreational vehicles (sometimes referred to as “RVs” or motorhomes), lawn maintenance trailers, rental trailers, and all trailers attached to a Vehicle. No vehicle, boat, commercial vehicle, truck larger than a pick-up, recreational vehicle, lawn maintenance trailer, rental trailer, or any trailers attached to a Vehicle shall be parked on any District road within the Community without prior written approval of the District. Any boat, commercial vehicle, except for commercial service vehicles while they are providing actual services to a property within the District, truck, recreational vehicle, lawn maintenance trailer, rental trailer, or any trailers attached to a Vehicle shall be parked on a District road without such prior approval shall be removed at the owner’s expense without notice and without prior warning.

(2) For purposes of this Resolution, the road shall include all areas, including lawn areas and sidewalks, within the right-of-way owned by the Westridge Community Development District. Nothing in this designation shall be deemed to affect the obligation of owners of improved lots to maintain lawn and landscape improvements within the right of way area as required under any applicable Declaration of Covenants, Conditions and Restrictions.

(3) The District may elect to designate certain areas within its roads or boundaries to provide for guest parking. Such areas shall be marked and designated. Nothing herein shall be construed to require District to designate such spaces. To the extent that the District makes a designation of guest parking areas as described herein, the District may work with one or more of the homeowners’ associations within the District to establish a mechanism for the association to monitor and assign rights to use the guest parking spaces. The association(s) shall develop a system of designation and assignment of the rights to use the guest parking areas, which shall

include a system of “tagging” the permitted vehicles so that the District’s tow contractor can be advised which vehicles are permitted to occupy the guest spaces.

(4) The adoption by the District of Resolution 2023-08 and subsequent resolutions amending or modifying 2023-08 allows the District to place warning stickers on Vehicles deemed illegally parked and to have those Vehicles towed at the owner’s expense from the streets within the District.

(5) The District may enter into interlocal agreements with one or more of the Homeowners’ Associations formed under Fla. Stat. Chapter 720 (an “HOA”) which have jurisdiction over lands within the District to assist in enforcement of the parking restrictions adopted in Resolution 2023-08. The assistance is to include: placing a warning sticker on the offending Vehicle and logging all Vehicle information, to include make, model, color, location and tag number by an individual or individuals designated by an HOA or by the District (“Enforcement Agent”). The District may under such agreement or by Board action designate such individuals and empower them to have a Vehicle towed at the owner’s expenses that are in violation of the District’s parking restrictions.

(6) Enforcement Agents will be required to keep a record, which documents all illegally parked Vehicles and will document all violations with a digital photograph.

1.2 Street Parking Regulations.

(1) Vehicles are not allowed to be parked in and/or on any street or road within the District. The following restrictions apply:

(a) Under no circumstance shall Vehicles which belong to or are driven by an owner or resident of a house be permitted to park on the street at any time for more than **30 consecutive minutes**.

(b) No person shall be permitted to circumvent these regulations by moving a Vehicle in and out of a driveway to try to toll the passing of these time limitations.

(d) Any Vehicle that is permitted by these policies and procedures to be temporarily parked on a street within the District must not be parked in such a way as to hinder the ability to pass on the street, hinder access to any driveway, or to create a safety hazard.

1.3 Exceptions

(1) Vehicles are not allowed to be parked in and/or on any street or road within the District and are generally prohibited except for the following:

- (a) Momentary parking not exceeding 30 minutes.
- (b) Parking of commercial service vehicles during times the associated company is actually providing services to a residence.
- (c) Parking of governmental, utility vehicles or emergency vehicles while in the course of their official business.

(2) Any person violating these policies and procedures, when such violation results in a Vehicle being towed, shall be charged an administrative fee of \$150 per towing incident to reimburse the District for its staff and third-party expenses incurred in connection with the violation. This administrative fee shall initially be due from the owner of the towed vehicle, but if not paid by such person shall be paid by the owner of any lot who the Board of Supervisors finds to be responsible for the violation.

1.4 Enforcement.

- (1) Parking restrictions shall be enforced in the following manner:
 - (a) Enforcement Agents or representatives of a Towing Contractor engaged by the District will patrol all the communities within the District. During such patrol, the Enforcement Agent or Towing Contractor will identify Vehicles in violation of these policies and procedures.
 - (b) The Enforcement Agent or Towing Contractor will then log all illegally parked Vehicles by tag number, make, model, color, and address of the Vehicle.
 - (c) After a Vehicle has been logged, the Enforcement Agent or Towing Contractor will issue a warning/citation informing the owner of the Vehicle that he/she is in violation of the District's parking policies and procedures. Placement of a citation notice on the vehicle shall constitute adequate notice. The notice described in this section is a courtesy only and is not a condition of any enforcement action hereunder.

(d) The owner must then remedy the violation by removing his/her Vehicle from the District's road.

(e) In accordance with the District's parking policies and procedures, the Enforcement Agent or Towing Contractor will only issue one warning/citation before having an offending Vehicle towed.

(f) Once the Enforcement Agent or Towing Contractor has logged the appropriate Vehicle information and issued all the proper warnings/citations and the Enforcement Agent then will call the Towing Contractor for the District.

(g) The Enforcement Agent or other person authorized by the District will then meet the towing company at the address where the Vehicle is illegally parked to ensure that the appropriate Vehicle is being towed.

(h) The Enforcement Agent or Towing Contractor will then provide details of the incident to the District office.

(2) Additional Means of Enforcement for Repeat Offenders.

"Repeat Offender" shall mean: :

(a) the owner of a Vehicle that has been towed for violation of these policies and procedures within the previous 12-month period; or

(b) has received two (2) or more warning notices as to any Vehicle(s) he/she owns within the previous 12-month period, whether or not an offending Vehicle was towed.

(3) The District, or its designee, shall maintain a list of Repeat Offenders based upon information collected in the violation logs kept by the Enforcement Agent or Towing Contractor. The District, or its designee, shall provide the list of Repeat Offenders to a towing contractor (the "Tow Company") and authorize the Tow Company to make routine patrols within the District.

(4) A Repeat Offender forfeits his/her right to receive any further warning and/or notice of a violation prior to having his/her offending Vehicle towed. The Repeat Offender is subject to having his/her Vehicle towed at any time it is parked in or on a street within the District.

(5) Once a Repeat Offender has been identified, he/she will be considered a Repeat Offender for a period of 12 months from the date that the District Manager identifies him/her as a Repeat Offender. In the event that an additional violation occurs during that 12-month period, the calculation of the 12-month Repeat Offender status shall begin again on the date of such additional violation. If no additional violations occur during the immediate 12-month period following the Repeat Offender being identified as a Repeat Offender by the District Manager, then the former Repeat Offender shall be entitled to receive the same warning and/or notice as owners who are not Repeat Offenders.

1.5 Effective Date

This Chapter was adopted and went into effect on September 28, 2023. The District's Board of Supervisors may by action taken at a meeting provide for a grace period prior to full enforcement by towing.

TAB 9

FW: [EXTERNAL]Open Seat 1 on the Westridge CDD Board



Brian Mendes

To Giovanni Massimino



Application for seat No. 1 Westridge CDD Fabian Beltran.pdf

307 KB



Reply

Reply All

Forward



Thu 3/14/2024 5:27 PM

Dear Brian Mendez,

I hope this email finds you well.

I am writing to express my sincere interest in the vacant Seat 1 of the Board within the Westridge Community Development District (CDD). Having been an active member of our community for several years, I am deeply invested in the well-being and development of our district.

With a background in community engagement, I believe I possess the skills and dedication necessary to serve effectively in this role. My commitment to fostering positive growth and addressing the needs of our community aligns closely with the responsibilities of the Board.

If given the opportunity to serve as a board member, I am eager to contribute my insights, collaborate with fellow members, and work diligently to advance the interests of our residents. I am particularly passionate about safe communities, and I am keen to explore ways in which we can further enhance our community's quality of life.

I understand the importance of this position and the trust that it entails. If selected, I am fully committed to upholding the values and objectives of the Westridge CDD and to serving our community with integrity and diligence.

Thank you for considering my application. I am available at your convenience to discuss my candidacy further or to provide any additional information you may require.

I look forward to the opportunity to contribute to the continued success of our district.

Warm regards,

--
Fabian A. Beltran
Board of Directors - Vice President
Tierra del Sol
TDSfabianb@gmail.com

Application for Appointment to Seat No. 1 of the Board of Supervisors for the
Westridge Community Development District

APPLICANT NAME: Fabian Beltran EMAIL ADDRESS: fabianabeltran@me.com
ADDRESS: 5012 Vellacito Way. Davenport, Florida 33897 Tierra del Sol
TELEPHONE NO. 973 607 7094
HOW LONG HAVE LIVED IN THE Westridge CDD? 3 Years

PLEASE ADD ADDITIONAL SHEETS IF NECESSARY AND/OR ATTACH A RESUME IF YOU DESIRE.

(1) PLEASE LIST ANY SPECIAL CONTRIBUTIONS YOU BELIEVE YOU CAN BRING TO THE DISTRICT:

Assist residents with the understanding and implementation of CDD standards (English/Spanish),
Sufficient experience in muticultural engagement, passion for working for safe communities

(2) PLEASE EXPLAIN WHY YOU WISH TO SERVE ON THE BOARD OF SUPERVISORS FOR THE DISTRICT:

My experience as an immigrant for more than 20 years learning, understanding and obeying the rules of this
country gives me a better understanding of the process to guide new residents.

(3) HAVE YOU ATTENDED ANY OF THE DISTRICT'S BOARD OF SUPERVISORS MEETINGS? Most of them in the last year

(4) PLEASE LIST YOUR INVOLVEMENT WITH ANY HOMEOWNERS ASSOCIATION(S) AND/OR OTHER
GOVERNING BOARDS/COUNCILS: I currently serve as Vice - president of the board of directors of Tierra
del Sol / former president of the Rotary Club

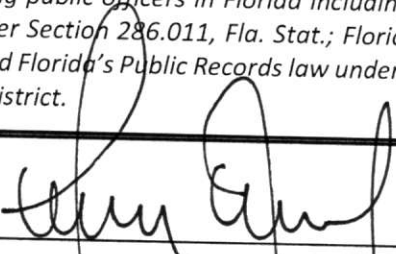
(5) ARE YOU A QUALIFIED ELECTOR IN THIS DISTRICT? Yes

(IF YOU ARE NOT LISTED AS AN OWNER OF PROPERTY WITHIN THE DISTRICT ACCORDING TO THE POLK COUNTY PROPERTY APPRAISER'S WEBSITE, PLEASE PROVIDE PROOF OF RESIDENCY WITHIN THE DISTRICT. CONSISTENT WITH THE REQUIREMENTS OF THE TAX COLLECTOR FOR POLK COUNTY, PROOF OF RESIDENCY MAY BE ESTABLISHED BY PROVIDING DOCUMENTATION, INCLUDING TWO OF THE FOLLOWING: DEED; MORTGAGE; RENTAL AGREEMENT/LEASE; UTILITY BILL (HOOKUP OR WORK ORDER NOT MORE THAN 2 MONTHS OLD); FINANCIAL INSTITUTION STATEMENT (NOT MORE THAN 2 MONTHS OLD); MEDICAL OR HEALTH CARD WITH ADDRESS LISTED).

**PLEASE RETURN THIS FORM (WITH ANY SUPPORTING DOCUMENTATION YOU WISH) NO LATER THAN
April 9TH, 2024 TO BRIAN MENDES OF RIZZETTA & COMPANY (DISTRICT MANAGER), BY EMAIL TO
BMENDES@RIZZETTA.COM OR BY MAIL TO RIZZETTA & COMPANY, 3434 COLWELL AVENUE, SUITE
200, TAMPA, FLORIDA 33614, ATTENTION BRIAN MENDES. PLEASE CONTACT BRIAN MENDES WITH ANY
QUESTIONS (BY EMAIL OR TELEPHONE AT 407-472-2471, EXT. 4404).**

IMPORTANT NOTICE:

Board of Supervisors for Community Development Districts are required to comply with all applicable laws governing public officers in Florida including, but not limited to, Florida's "Government in the Sunshine" law under Section 286.011, Fla. Stat.; Florida's Code of Ethics for Public Officers under Chapter 112, Fla. Stat.; and Florida's Public Records law under Chapter 119, Fla. Stat. Training in these areas will be provided by the District.

SIGN:  DATED: March 14 2024
PRINT: FABIAN BELTRAN DATE RECEIVED BY DISTRICT MANAGER: _____

TAB 10



FL Streetlight Estimating Tool
WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT
 For Internal Use Only

Designer | Ryan Lucas
 Date | March 25, 2024
 WO # | 53134989

Last Date Updated: February 19, 2024

		#	Type			# of Poles	Estimate	
POLES	1	UG Feed New Billable Light Pole with FM Ped				1	\$ 1,210.13	
	2	UG Source - Set up				1	\$ 166.48	
	3							
	4							
	5							
		#	Type of Service	Type of Lamp	Fixture Style	Fixture C/U	# of Lights	Credit Est.
LIGHTS	1	Underground	LED	110W UG Roadway	LFIX-RW-LED-110-GRAY-III-3000K-UG-F		2	\$ 440.48
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	9							
	10							
	11							
	12							
		#	Bracket Style	Bracket C/U		# of Brackets	Estimate	
BRACKETS	1	LED Shoebox double tenon mount		LBKT-TOP-STL-BLK-SBX-DBL-F		1	\$ 408.37	
	2							
	3							
	4							
	5							
		#	Shield Style	Shield C/U		# of Shields	Estimate	
SHIELDS	1							
	2							
	3							
	4							
	5							
		#	Type			Per Foot	Estimate	
WIRE	1							
	2							
	3							
	4							
	5							
		#	Scenario			Per Foot	Estimate	
DUCT	1	Duke installed 1.5" sch 40 conduit (trenchless) - per foot with #6/2 cable included				100	\$ 2,869.14	
	2							
	3							
		#			Quantity	Estimate		
MISC	1	MOT - UG			1	\$ 163.76		
	2	Ground rods			3	\$ 1,945.05		
	3	Add New FM Pedestal			1	\$ 824.69		
	4	SMART NODE PHOTOCELL FOR - RW, SBX, FLOOD			2	\$ 247.86		
	5							
	6	MICS. VARIABLE COST ADJUSTMENTS			20%	\$ 1,479.00		

Total Estimated Cost \$ 8,874.00

(+/- 10%) 887.4
 Non binding

Comments:

TAB 11



Quarterly Compliance Audit Report

Westridge

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**

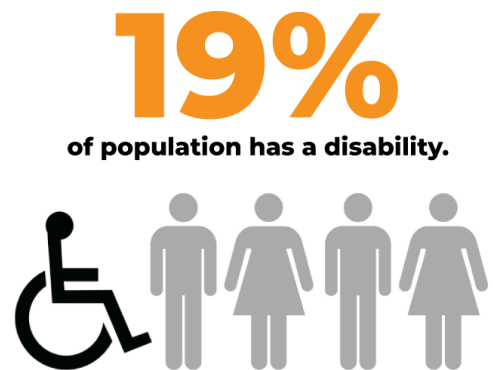
Compliance Criteria

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