



Rizzetta & Company

# **Somerset Community Development District**

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## **Continued Board of Supervisors' Meeting May 30, 2019**

**District Office:  
120 Richard Jackson Blvd, Suite 220  
Panama City Beach, Florida 32407  
850-334-9055**

**[www.somersetcdd.org](http://www.somersetcdd.org)**

## **SOMERSET COMMUNITY DEVELOPMENT DISTRICT AGENDA**

Rizzetta & Company, Inc., 120 Richard Jackson Boulevard, Suite 220, Panama City  
Beach, FL 32407

<b>District Board of Supervisors</b>	Andrew O'Connel	Chairman
	John Rosenberg	Vice Chairman
	George Hartley	Assistant Secretary
	Eddie Foster	Assistant Secretary
	Charles Reichman	Assistant Secretary
<b>District Manager</b>	Justin Croom	Rizzetta & Company, Inc
<b>District Counsel</b>	Tucker Mackie	Hopping Green & Sams, P.A.
<b>District Engineer</b>	Jim Martelli	Innerlight Engineering

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

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 (850) 334-9055. 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.

**SOMERSET COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE • 120 RICHARD JACKSON BLVD., SUITE 220, PANAMA CITY BEACH, FL 32407**  
<http://somersetcdd.org/>

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May 23, 2019

**Board of Supervisors  
Somerset Community  
Development District**

**AGENDA**

Dear Board Members:

The **continued** meeting of the Board of Supervisors' of the Somerset Community Development District will be held on **Thursday, May 30, 2019 at 2:00 p.m. (CDT)** at the Alys Beach Office located at 9581 County Hwy. 30A, Alys Beach, Florida 32461. The following is the agenda for this meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting  
Held on May 13, 2019.....Tab 1
- 4. BUSINESS ITEMS**
  - A. Presentation of Proposed Budget for Fiscal Year 2019/2020
    1. Review of Proposed Budget for Fiscal Year  
2019/2020.....Tab 2
    2. Consideration of Resolution 2019-03, Approving  
Proposed Budget and Setting the Public Hearing.....Tab 3
  - B. Consideration of ADA Website Compliance Proposals.....Tab 4
    1. Consideration of Proposal from ADA Site  
Compliance LLC
    2. Consideration of Proposal from VGlobalTech
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call me at 850-334-9055.

Sincerely,  
*Justin Croom*  
Justin Croom  
District Manager

cc: Tucker Mackie, Hopping Green & Sams, P.A.  
Jim Martelli, Innerlight Engineering

**TAB 1**

MINUTES OF MEETING

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

SOMERSET  
COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the Somerset Community Development District was held on **Monday, May 13, 2019 at 2:06 p.m. CDT** at the Alys Beach office located at 9581 County Hwy. 30A, Alys Beach, Florida 32413.

Present and constituting a quorum:

Andrew O'Connell	<b>Board Supervisor, Chair</b>
Eddie Foster	<b>Board Supervisor, Assistant Secretary</b>
John Rosenberg	<b>Board Supervisor, Assistant Secretary</b>
Charles Reichman	<b>Board Supervisor, Assistant Secretary</b> <i>(via speakerphone)</i>
George Hartley	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Justin Croom	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Tucker Mackie	<b>District Counsel, Hopping Green &amp; Sams, P.A.</b> <i>(via speakerphone)</i>
Jim Martelli	<b>InnerLight Engineering</b>

FIRST ORDER OF BUSINESS

Call to Order

Mr. Croom called the meeting to order at 2:06 p.m. and read roll call, confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience member comments regarding the agenda.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the  
Board of Supervisors' Meeting Held  
on February 11, 2019**

**SOMERSET COMMUNITY DEVELOPMENT DISTRICT**

**May 13, 2019 Minutes of Meeting**

**Page 2**

Mr. Croom stated that the minutes were reviewed by District Counsel.

On a Motion by Mr. Foster, seconded by Mr. Rosenberg, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting Held on February 11, 2019, for the Somerset Community Development District.

**FOURTH ORDER OF BUSINESS**

**Ratification of Operation and  
Maintenance Expenditures for  
January through April 2019**

Mr. Croom reviewed the expenditures for January through April 2019. Discussion ensued.

On a Motion by Mr. O'Connell, seconded by Mr. Hartley, with all in favor, the Board of Supervisors Ratified Operation and Maintenance Expenditures for January (\$36,357.77), February (\$14,866.47), March (\$14,192.41) and April 2019 (\$15,968.37), for the Somerset Community Development District.

**FIFTH ORDER OF BUSINESS**

**Presentation of Proposed Budget for  
Fiscal Year 2019/2020 Review of  
Proposed Budget for Fiscal Year  
2019/2020**

This item was tabled at this time.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-03,  
Approving Proposed Budget and  
Setting Public Hearing Date**

This item was tabled at this time.

**SEVENTH ORDER OF BUSINESS**

**Presentation of Registered Voter  
Count**

Mr. Croom stated that there were 53 registered voters as of April 15, 2019.

**SOMERSET COMMUNITY DEVELOPMENT DISTRICT**

**May 13, 2019 Minutes of Meeting**

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**EIGHT ORDER OF BUSINESS**

**Presentation of Year-End Audited  
Financials for FY 17-18**

Mr. Croom stated that the minutes were reviewed by District Counsel.

On a Motion by Mr. Hartley, seconded by Mr. Rosenberg, with all in favor, the Board of Supervisors accepted the Year-End Audited Financials for FY 17-18, for the Somerset Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Agreement for  
Irrigation Systems Repair Services**

On a Motion by Mr. O'Connell, seconded by Mr. Rosenberg, with all in favor, the Board of Supervisors approved the Agreement for Irrigation Systems Repair Services with Mills Supply in an amount not to exceed \$145,000.00, for the Somerset Community Development District.

On a Motion by Mr. Rosenberg, seconded by Mr. Foster, with all in favor, the Board of Supervisors authorized the District Manager to pay for the Irrigation Repair Services from the Districts Reserve Fund, for the Somerset Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of ADA Website  
Compliance Proposals**

This item was tabled at this time.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Mackie advised that the Board will be receiving a memo in the near future with information about Bills passed changes and those to come up in the near future

**B. District Engineer**

Mr. Martelli advised that the work is still being done on the reserves that were previously approved.

**SOMERSET COMMUNITY DEVELOPMENT DISTRICT**

**May 13, 2019 Minutes of Meeting**

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**C. District Manager**

Mr. Croom advised that the next meeting will be May 30, 2019 at 2:00 pm.

**TWELTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Reichman advised that he will be moving to Louisiana.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. O'Connell, seconded by Mr. Hartley, with all in favor, the Board of Supervisors motioned to continue the meeting on May 30, 2019, at 2:00 pm (CDT) at the Alys Beach Office, for the Somerset Community Development District.

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

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



## TAB 2



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# **Somerset Community Development District**

<http://somerseccdd.org>

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**Proposed Budget for Fiscal Year 2019/2020**

**Presented by: Rizzetta & Company, Inc.**

**120 Richard Jackson Blvd  
Suite 220  
Panama City Beach, Florida 32407  
Phone: 850-334-9055**

[rizzetta.com](http://rizzetta.com)

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## 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.

**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.



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

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

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

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

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

**Assessment Roll:** The District will contract with a firm to 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 throughout the year, which may not fit into any standard categories.

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

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

## **EXPENDITURES - FIELD OPERATIONS:**

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

## RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

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

### REVENUES:

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

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

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

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

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### 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.



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## **DEBT SERVICE FUND BUDGET** **ACCOUNT CATEGORY DESCRIPTION**

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

### **REVENUES:**

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

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### **EXPENDITURES – ADMINISTRATIVE:**

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

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



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**Proposed Budget**  
**Somerset Community Development District**  
**General Fund**  
**Fiscal Year 2018/2019**

	Chart of Accounts Classification	Actual YTD through 03/31/19	Projected Annual Totals 2018/2019	Annual Budget for 2018/2019	Projected Budget variance for 2018/2019	Budget for 2019/2020	Budget Increase (Decrease) vs 2018/2019	Comments
1								
2	<b>REVENUES</b>							
3								
4	Interest Earnings							
5	Interest Earnings	\$ 215	\$ 430	\$ -	\$ 430	\$ -	\$ -	
6	Special Assessments							
7	Tax Roll*	\$ 163,267	\$ 163,267	\$ 161,712	\$ 1,555	\$ -	\$ -	Tax Roll allocations to be determined upon final roll certifications.
8	Off Roll*	\$ 218,564	\$ 218,564	\$ 218,563	\$ 1	\$ -	\$ -	Off Roll allocations to be determined upon final roll certifications.
9								
10	<b>TOTAL REVENUES</b>	<b>\$ 382,046</b>	<b>\$ 382,261</b>	<b>\$ 380,275</b>	<b>\$ 1,986</b>	<b>\$ 380,275</b>	<b>\$ -</b>	
11								
12	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13								
14	<b>TOTAL REVENUES AND BALANCE</b>	<b>\$ 382,046</b>	<b>\$ 382,261</b>	<b>\$ 380,275</b>	<b>\$ 1,986</b>	<b>\$ 380,275</b>	<b>\$ -</b>	
15								
16	<i><b>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to</b></i>							
17								
18	<b>EXPENDITURES - ADMINISTRATIVE</b>							
19								
20	Legislative							
21	Supervisor Fees	\$ 2,000	\$ 4,000	\$ 2,400	\$ (1,600)	\$ 4,000	\$ 1,600	All BOS paid. \$200 a meeting per BOS.
22	Financial & Administrative							
23	Administrative Services	\$ 2,610	\$ 5,220	\$ 5,220	\$ -	\$ 5,340	\$ 120	FY 19/20 increase
24	District Management	\$ 12,850	\$ 25,700	\$ 25,700	\$ -	\$ 25,700	\$ -	Maintained at same rate.
25	District Engineer		\$ -	\$ 3,600	\$ 3,600	\$ 3,600	\$ -	Maintained at same rate.
26	Disclosure Report	\$ 250		\$ 500	\$ 500	\$ 1,500	\$ 1,000	Increased Based on agreement. \$1,500 yearly
27	Trustees Fees		\$ -	\$ 5,000	\$ 5,000	\$ 8,800	\$ 3,800	Increased based on prior last FYE. (\$8,799)
28	Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,250	\$ 250	FY 19/20 increase.
29	Financial & Revenue Collections	\$ 2,500	\$ 5,000	\$ 5,000	\$ -	\$ 5,250	\$ 250	FY 19/20 increase
30	Accounting Services	\$ 8,500	\$ 17,000	\$ 17,000	\$ -	\$ 18,000	\$ 1,000	FY 19/20 increase
31	Auditing Services	\$ 3,300	\$ 3,300	\$ 3,300	\$ -	\$ 3,400	\$ 100	Per agreement, FYE 18 \$3,300 & FYE 19 \$3,400
32	Arbitrage Rebate Calculation	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	Per Agreement with LLS Tax Solutions, \$500 annually
33	Travel	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ (500)	Not incurred in prior FY's, suggest removal.
34	Public Officials Liability Insurance	\$ 2,750	\$ 2,750	\$ 3,025	\$ 275	\$ 3,025	\$ -	Based on renewal projections provided by Egis.
35	Legal Advertising	\$ 912	\$ 1,824	\$ 1,800	\$ (24)	\$ 2,000	\$ 200	Slight Increase.
36	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	Payable to the State annually

**Proposed Budget**  
**Somerset Community Development District**  
**General Fund**  
**Fiscal Year 2018/2019**

	Chart of Accounts Classification	Actual YTD through 03/31/19	Projected Annual Totals 2018/2019	Annual Budget for 2018/2019	Projected Budget variance for 2018/2019	Budget for 2019/2020	Budget Increase (Decrease) vs 2018/2019	Comments
37	Miscellaneous Fees	\$ -	\$ -	\$ 750	\$ 750	\$ 750	\$ -	Maintained at same rate.
38	Website Hosting, Maintenance, Backup (and	\$ 600	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ -	Contractual \$100 per month.
39	Legal Counsel							
40	District Counsel	\$ 3,459	\$ 6,918	\$ 14,000	\$ 7,082	\$ 14,000	\$ -	Suggest maintaining in event additional legal services required.
41								
42	<b>Administrative Subtotal</b>	<b>\$ 44,906</b>	<b>\$ 78,587</b>	<b>\$ 94,670</b>	<b>\$ 16,083</b>	<b>\$ 102,490</b>	<b>\$ 7,820</b>	
43								
44	<b>EXPENDITURES - FIELD OPERATIONS</b>							
45								
46	Electric Utility Services							
47	Street Lights	\$ -	\$ -	\$ 27,000	\$ 27,000	\$ 27,000	\$ -	Not incurred in prior or current fiscal year. Accounts to be transferred?
48	Utility-Irrigation	\$ 1,661	\$ 3,322	\$ 7,500	\$ 4,178	\$ 7,500	\$ -	Maintained at same rate.
49	Stormwater Control							
50	Lake/Pond Bank Maintenance	\$ 240	\$ 480	\$ 5,000	\$ 4,520	\$ 5,000	\$ -	Maintained at same rate. \$40 to \$45 monthly visual inspections for FY 19/20
51	Aquatic Plant Replacement	\$ -		\$ 3,600	\$ 3,600	\$ 3,600	\$ -	Maintained at same rate.
52	Stormwater System Maintenance	\$ -		\$ 5,000	\$ 5,000	\$ 5,000	\$ -	Maintained at same rate.
53	Miscellaneous Expense / Pond Liner Repair	\$ -		\$ 2,500	\$ 2,500	\$ 2,500	\$ -	Maintained at same rate.
54	Other Physical Environment							
55	General Liability/Property Insurance	\$ 5,050	\$ 5,050	\$ 5,555	\$ 505	\$ 5,555	\$ -	Based on renewal projections provided by Egis.
56	Landscape Maintenance	\$ 43,451	\$ 86,902	\$ 95,000	\$ 8,098	\$ 95,000	\$ -	Maintained at same rate.
57	Ornamental Lighting & Maintenance	\$ -		\$ 500	\$ 500	\$ 500	\$ -	Maintained at same rate.
58	Pond Well Inspections NPDES	\$ 12,963	\$ 25,926	\$ 27,500	\$ 1,574	\$ 27,500	\$ -	NPDES = \$475 per weekly inspection. Additional for rain event inspections.
59	Irrigation Repairs	\$ 5,422	\$ 10,844	\$ 6,500	\$ (4,344)	\$ 6,500	\$ -	Maintained at same rate. (Last FYE- \$6,067)
60	Landscape - Mulch	\$ -		\$ 1,500	\$ 1,500	\$ 1,500	\$ -	Maintained at same rate.
61	Landscape Miscellaneous Palm Trees	\$ 7,700		\$ 9,000	\$ 9,000	\$ 9,000	\$ -	Utilize for trimming, etc. as applicable.
62	Landscape Replacement Plants, Shrubs,	\$ -	\$ -	\$ 36,600	\$ 36,600	\$ 36,000	\$ (600)	Not incurred YTD. Slight decrease but left allocation for potential replacement of palms & plants as needed.
63	Irrigation System Supply Pump Maintence	\$ 2,805	\$ 5,610	\$ 6,250	\$ 640	\$ 6,250	\$ -	Maintained at same rate.
64	Irrigation Well Maintenance and Repair	\$ -		\$ 3,600	\$ 3,600	\$ 3,600	\$ -	Maintained at same rate.
65	Irrigation System -Feeder Pump Maintenance	\$ -		\$ 1,000	\$ 1,000	\$ 1,000	\$ -	Maintained at same rate.
66	Irrigation System - Feeder Pump Chemicals	\$ 2,188	\$ 4,376	\$ 6,000	\$ 1,624	\$ 6,000	\$ -	Maintained at same rate.
67	Road & Street Facilities							
69	Street Light Decorative Light Maintenance	\$ 7,800	\$ 15,600	\$ 18,250	\$ 2,650	\$ 18,250	\$ -	Adjust baseded on projections for repairs/maint.
70	Contingency							

**Proposed Budget**  
**Somerset Community Development District**  
**General Fund**  
**Fiscal Year 2018/2019**

	Chart of Accounts Classification	Actual YTD through 03/31/19	Projected Annual Totals 2018/2019	Annual Budget for 2018/2019	Projected Budget variance for 2018/2019	Budget for 2019/2020	Budget Increase (Decrease) vs 2018/2019	Comments
71	Miscellaneous Contingency	\$ -		\$ 17,750	\$ 17,750	\$ 10,530	\$ (7,220)	Allocation for unforeseen expenses and to balance budget.
72								
73	<b>Field Operations Subtotal</b>	<b>\$ 89,280</b>	<b>\$ 158,110</b>	<b>\$ 285,605</b>	<b>\$ 127,495</b>	<b>\$ 277,785</b>	<b>\$ (7,820)</b>	
74								
75	<b>Contingency for County TRIM Notice</b>							
76								
77	<b>TOTAL EXPENDITURES</b>	<b>\$ 134,186</b>	<b>\$ 236,697</b>	<b>\$ 380,275</b>	<b>\$ 143,578</b>	<b>\$ 380,275</b>	<b>\$ -</b>	
78								
79	<b>EXCESS OF REVENUES OVER</b>	<b>\$ 247,860</b>	<b>\$ 145,564</b>	<b>\$ -</b>	<b>\$ 145,564</b>	<b>\$ -</b>	<b>\$ -</b>	
80								

Proposed Budget  
Somerset Community Development District  
Reserve Fund  
Fiscal Year 2019/2020

	Chart of Accounts Classification	Actual YTD through 03/31/19	Projected Annual Totals 2018/2019	Annual Budget for 2018/2019	Projected Budget variance for 2018/2019	Budget for 2019/2020	Budget Increase (Decrease) vs 2018/2019	Comments
1								
2	REVENUES							
3								
4	Interest Earnings							
5	Interest Earnings	\$ 3,916	\$ 7,832	\$ -	\$ 7,832	\$ -	\$ -	
6	Special Assessments							
7	Tax Roll*	\$ 79,309	\$ 79,309	\$ 80,000	\$ (691)	\$ -	\$ -	Tax Roll allocations to be determined upon final roll certification.
8	Off Roll*	\$ 107,191	\$ 70,000	\$ 70,000	\$ -	\$ -	\$ -	Off Roll allocations to be determined upon final roll certification.
9								
10	TOTAL REVENUES	\$ 190,416	\$ 157,141	\$ 186,500	\$ 7,141	\$ 186,500	\$ -	
11								
12	TOTAL REVENUES AND BALANCE	\$ 190,416	\$ 157,141	\$ 186,500	\$ 7,141	\$ 186,500	\$ -	
13								
14	<i>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to</i>							
15								
16	EXPENDITURES							
17								
18	Contingency							
19	Capital Reserves	\$ -	\$ -	\$ 186,500	\$ 186,500	\$ 186,500	\$ -	
20								
21	TOTAL EXPENDITURES	\$ -	\$ -	\$ 186,500	\$ 186,500	\$ 186,500	\$ -	
22								
23	EXCESS OF REVENUES OVER	\$ 190,416	\$ 157,141	\$ -	\$ 193,641	\$ -	\$ -	
24								

**Budget Template**  
**Somerset Community Development District**  
**Debt Service**  
**Fiscal Year 2019/2020**

<b>Chart of Accounts Classification</b>	<b>Series 2005</b>	<b>Budget for 2019/2020</b>
<b>REVENUES</b>		
Special Assessments		
Net Special Assessments	\$1,149,558.91	\$1,149,558.91
<b>TOTAL REVENUES</b>	<b>\$1,149,558.91</b>	<b>\$1,149,558.91</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Financial & Administrative		
Debt Service Obligation	\$1,149,558.91	\$1,149,558.91
<b>Administrative Subtotal</b>	<b>\$1,149,558.91</b>	<b>\$1,149,558.91</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,149,558.91</b>	<b>\$1,149,558.91</b>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$0.00</b>	<b>\$0.00</b>

Walton County Collecction Costs (3%) and Early Payment D

7.0%

**Gross assessments**

**\$1,236,084.85**

**Notes:**

1. Tax Roll Collection Costs and Early Payment Discounts are 7.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.



**SOMERSET COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2019/2020 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

2019/2020 O&M Budget	\$566,775.00
Collection Costs (3%):	\$18,283.06
Early Payment Discount (4%):	\$24,377.42
2019/2020 Total:	<u>\$609,435.48</u>

2018/2019 O&M Budget	\$566,775.00
2019/2020 O&M Budget	\$566,775.00

Total Difference:	<u><u>\$0.00</u></u>
-------------------	----------------------

	<b>PER UNIT ANNUAL ASSESSMENT</b>		<b>Proposed Increase / Decrease</b>	
	<b>2018/2019</b>	<b>2019/2020</b>	<b>\$</b>	<b>%</b>
Debt Service - Commercial	\$1,217.02	\$1,217.02	\$0.00	0.00%
Operations/Maintenance - Commercial	\$600.03	\$600.03	\$0.00	0.00%
<b>Total</b>	<b>\$1,817.05</b>	<b>\$1,817.05</b>	<b>\$0.00</b>	<b>0.00%</b>
Debt Service - Hotel / Inn	\$811.35	\$811.35	\$0.00	0.00%
Operations/Maintenance - Hotel / Inn	\$400.02	\$400.02	\$0.00	0.00%
<b>Total</b>	<b>\$1,211.37</b>	<b>\$1,211.37</b>	<b>\$0.00</b>	<b>0.00%</b>
Debt Service - Single Family	\$1,622.69	\$1,622.69	\$0.00	0.00%
Operations/Maintenance - Single Family	\$800.05	\$800.05	\$0.00	0.00%
<b>Total</b>	<b>\$2,422.74</b>	<b>\$2,422.74</b>	<b>\$0.00</b>	<b>0.00%</b>

**SOMERSET COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2019/2020 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

TOTAL O&M BUDGET		\$566,775.00
COLLECTION COSTS @:	3.0%	\$18,283.06
EARLY PAYMENT DISCOUNT @	4.0%	\$24,377.42
TOTAL O&M ASSESSMENT:		<u>\$609,435.48</u>

LOT SIZE	UNITS ASSESSED		ALLOCATION OF O&M ASSESSMENT				TOTAL	PER LOT ANNUAL ASSESSMENT		
	O&M	SERIES 2005 DEBT SERVICE <sup>(1)</sup>	EAU FACTOR	TOTAL			SERIES 2005 DEBT SERVICE ASSESSMENT	SERIES 2005		
				EAU's	% TOTAL EAU's	TOTAL O&M BUDGET		O&M <sup>(2)</sup>	DEBT SERVICE <sup>(3)</sup>	TOTAL <sup>(4)</sup>
<b>PLATTED LOTS</b>										
SINGLE FAMILY	314	314	1.00	314.00	41.22%	\$251,214.63	\$509,524.66	\$800.05	\$1,622.69	\$2,422.74
COMMERCIAL	4	4	1K sf 0.75	3.00	0.39%	\$2,400.14	\$4,868.08	\$600.03	\$1,217.02	\$1,817.05
<b>Total Platted</b>	<u>318</u>	<u>318</u>		<u>317.00</u>	<u>41.61%</u>	<u>\$253,614.77</u>	<u>\$514,392.74</u>			
<b>UNPLATTED LOTS</b>										
COMMERCIAL	173	173	1K sf 0.75	129.75	17.03%	\$103,806.04	\$210,544.46	\$600.03	\$1,217.02	\$1,817.05
HOTEL / INN	60	60	0.50	30.00	3.94%	\$24,001.40	\$48,681.00	\$400.02	\$811.35	\$1,211.37
SINGLE FAMILY	285	285	1.00	285.00	37.41%	\$228,013.28	\$462,466.65	\$800.05	\$1,622.69	\$2,422.74
<b>Total Unplatted</b>	<u>518</u>	<u>518</u>		<u>444.75</u>	<u>58.39%</u>	<u>\$355,820.72</u>	<u>\$721,692.11</u>			
<b>TOTAL COMMUNITY</b>	<u>836</u>	<u>836</u>		<u>761.75</u>	<u>100.00%</u>	<u>\$609,435.48</u>	<u>\$1,236,084.85</u>			
LESS: Walton County Collection Costs (3%) and Early Payment Discounts (4%):							<u>(\$42,660.48)</u>		<u>(\$86,525.94)</u>	
<b>Net Revenue to be Collected:</b>							<u>\$566,775.00</u>		<u>\$1,149,558.91</u>	
<b>PER ACRE ASSESSMENTS - UNPLATTED</b>										
<b>UNPLAT BY ACREAGE <sup>(2)</sup></b>	<b>95.57</b>	<b>95.57</b>				<b>\$355,820.72</b>	<b>\$721,692.11</b>	<b>\$3,723.14</b>	<b>\$7,551.45</b>	<b>\$11,274.59</b>

<sup>(1)</sup> Reflects the number of total lots with Series 2005 debt outstanding.

<sup>(2)</sup> Assessments are allocated on an equal assessment per acre basis until lots are platted.

<sup>(3)</sup> Annual debt service assessment per lot adopted in connection with the Series 2005 bond issue. Annual assessment includes principal, interest, Walton County collection costs and early payment discounts.

<sup>(4)</sup> Annual assessment that will appear on November 2019 Walton County property tax bill. Amount shown includes all applicable collection costs and early payment discounts (up to 4% if paid early).

**TAB 3**

## RESOLUTION 2019-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SOMERSET COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2019/2020 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 Somerset Community Development District (“**District**”) prior to June 15, 2019, proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2019 and ending September 30, 2020 (“**Fiscal Year 2019/2020**”); 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 SOMERSET COMMUNITY DEVELOPMENT DISTRICT:**

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2019/2020 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:	August 12, 2019
HOUR:	2:00 p.m. (CDT)
LOCATION:	Alys Beach Office 9581 County Highway 30A Alys Beach, Florida 32461

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 Walton County, Florida, 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 30th DAY OF MAY, 2019.**

ATTEST:

**SOMERSET COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

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

**TAB 4**

# ADA Site Compliance



**Somerset CDD**

**Website Compliance and Accessibility**

# Our Firm

**ADA Site Compliance is a leading provider of website accessibility and solutions for businesses and government. Our team includes specialists in auditing and remediation, coding, PDFs and WCAG compliance. Entities of all sizes and across industries trust our expertise in making their digital assets usable and enjoyable for all while meeting the guidelines of the ADA.**



LAW

RULES

GOVERNANCE



# Accessibility, Compliance & Community Development Districts

**The Florida Department of Economic Opportunity requires that all special district websites, by law, be fully accessible to those with disabilities. Community Development Districts (CDDs) and other special purpose entities must ensure that all content on their sites comply with the Americans with Disabilities Act, a 1990 federal law.**



# How Do People with Disabilities Use My Website?

## HEARING IMPAIRED

**All media that can be heard – videos, sound bites – must have a written description.**

## VISUALLY IMPAIRED

**Sites must be properly built to let assistive devices read all visual elements aloud to blind and low-vision users.**

## PHYSICALLY IMPAIRED

**Keyboard shortcuts must permit disabled users to navigate a site without using a mouse.**



**“Accessible design is good design”**

Steve Ballmer  
Former CEO, Microsoft

# Costs: Reputational & Monetary

- **Web accessibility lawsuits are on the rise and continue to be backed by the U.S. Department of Justice.**
- **The cost to hire attorneys and pay associated fees can range from tens of thousands of dollars to the high-six-figures.**
- **Related costs include human capital, negative PR, stress on your district, and reputational damage via traditional and social media.**



**"We believe very deeply that accessibility is a human right"**

**Tim Cook  
CEO, Apple**



# First Steps: Risk-Mitigation



## Compliance Shield

**A certificate on your website indicates that you have a compliance plan in place and are taking active steps toward usability for all.**



## Site Accessibility Policy

**A compliance plan details your strides toward access for all and lists alternate contact info for users in need of accommodations.**



## Compliance Audit Report

**A detailed audit report shows the lines of code to be corrected and screen shots and text descriptions of every compliance failure.**

# Phases of Compliance

## Option 1 – Audit & Remediation of Your Current Site

### Phase 1

#### Technological Auditing

**Technological auditing identifies up to 30% of the errors on a website. A detailed report indicates the line of code to be corrected, along with a screen shot of the error and a recommendation for remediating the issue.**

### Phase 2

#### Human Expert Auditing

**Only human expert auditing can reveal the 70 80% of compliance failures that technological auditing cannot find. This applies both to webpages and PDFs, the latter of which can only be made accessible with human expert led remediation.**



# Phases of Compliance

## Option 2 – Site Migration

### Phase 1

#### Migration of All Content

**Our technical team migrates your existing website over to a brand new site built on accessible themes that ADA Site Compliance has designed and maintains and that is proven to be compliant under the ADA.**

### Phase 2

#### Quality Assurance

**Post migration, our technical team tests your newly migrated site for the same WCAG 2.1 level criteria we use when auditing and remediating existing sites.**



# Web Developers and IT Teams are NOT Audit and Compliance Experts

**Auditing correctly the first time saves you time and money.**



**Without human expert auditing, your website and PDFs will not be compliant, accessible, and usable.**



# First Look: Sample Pages from Your District's New, Compliant Website


Waterset Central CDD

Welcome Links Documents Information Contacts

CDD Election Finances HOA Meetings Questions Services

Search

Q Search



Waterset Central

Community Development District

Welcome

>Welcome to the official website for the Waterset Central Community Development District (the "District"). This website is funded on behalf of the District to serve two purposes. The first is to comply with Chapter 189.069 of the Florida Statutes, which requires each special district to maintain an official internet website. The second is an effort to help educate the general public about the services provided by the District, and to highlight the other agencies involved in the day-to-day operations of the community. These agencies include, but are not limited to the Florida Department of Transportation, Hillsborough County and the Waterset Central Community Development District.

Upcoming Events

December 13, 2018 at 9:00 am

January 10, 2019 at 9:00 am

February 14, 2019 at 9:00 am

March 14, 2019 at 9:00 am

March 14, 2019 at 9:00 am

April 11, 2019 at 9:00 am

May 09, 2019 at 9:00 am

June 13, 2019 at 9:00 am

July 11, 2019 at 9:00 am

August 08, 2019 at 9:00 am

September 12, 2019 at 9:00 am

District Administration

The District Manager's responsibilities include:

- Preparation and submittal of a proposed operations and maintenance budgets for Board review and action
- Preparation of contract specifications for District operations, including community appearance, waterway management, street lighting and facilities maintenance
- File all required forms and documents with state and local agencies
- Attend all Board of Supervisor meetings – implement the policies of the Board
- Additional duties as directed by the Board

Rizzetta & Company, Inc.


9428 Camden Field Parkway

Riverview, FL 33578

Joe Roethke

District Manager

Ph. 813-533-2950



If you have a concern, please let us know. [Contact us here](#) to report your concern. Certain documents will be in PDF format.

Certain documents will be in PDF format. To view them you may have to [download](#) the latest version of Adobe Reader.

Waterset Central CDD

Welcome Links Documents Information

CDD Election Finances HOA Meetings Questions Services

Search

Q Search

Community Development Districts – What you should know!

A Community Development District (CDD) is a governmental unit created to serve the long-term specific needs of its community. Created pursuant to chapter 190 of the Florida Statutes, a CDD's main powers are to plan, finance, construct, operate and maintain community-wide infrastructure and services specifically for the benefit of its residents.

What will the CDD Do?

Through a CDD, the community can offer its residents a broad range of community-related services and infrastructure to help ensure the highest quality of life possible. CDD responsibilities within our community may include storm water management, potable and irrigation water supply, sewer and wastewater management, and street lights.

Upcoming Events

December 13, 2018 at 9:00 am

January 10, 2019 at 9:00 am

February 14, 2019 at 9:00 am

March 14, 2019 at 9:00 am

March 14, 2019 at 9:00 am

April 11, 2019 at 9:00 am

May 09, 2019 at 9:00 am

June 13, 2019 at 9:00 am

July 11, 2019 at 9:00 am

August 08, 2019 at 9:00 am

September 12, 2019 at 9:00 am



# Somerset – Scope of Work & Pricing Options\*

## ❑ Option 1:

**\$5,900 (year one)** auditing & remediation of the existing Somerset CDD website

**Somerset CDD owns 100% of the website content**

**\$1,500 (annually)** to ensure continued accessibility and compliance as WCAG standards change

**includes 10 free hours of annual consulting (a \$2,500 value)**

**includes monthly tech audit reports for ongoing maintenance (a \$499 value)**

**annual fee is waived in year one**

**\$2.90 per page** PDF human expert auditing & remediation\*\*

## ❑ Option 2:

**\$3,900 (year one)** migration of current site content to new, ADA compliant format

**Somerset CDD owns 100% of the website content**

**\$900 (annually)** to ensure continued accessibility and compliance as WCAG standards change

**includes 10 free hours of annual consulting (a \$2,500 value)**

**includes monthly tech audit reports for ongoing maintenance (a \$499 value)**

**annual fee is waived in year one**

**\$2.90 per page** PDF human expert auditing & remediation

***\* the pricing above reflects a 20% discount that ADA Site Compliance is pleased to offer to all Egis clients***

***\*\* PDF auditing & remediation is not included in either option***



# ACCESSIBLE

## Contact Information

**ADA Site Compliance, LLC**

**Jeremy Horelick, Vice President  
(561) 258-9518 Direct**

**[jeremy@AdaSiteCompliance.com](mailto:jeremy@AdaSiteCompliance.com)  
[AdaSiteCompliance.com](http://AdaSiteCompliance.com)**



**“If you think compliance is  
expensive, try non-compliance.”**

**Fmr. Dep. U.S. Attorney General Paul McNulty**

## ADA Site Compliance, LLC



### Statement of Work (SOW) Agreement to Perform Consulting Services

**Date**

April 25, 2019

**Services Performed By:**

ADA Site Compliance, LLC

**Services Performed For:**

Somerset CDD

This Statement of Work (SOW) is issued pursuant to the Master Services Agreement between Somerset CDD ("Client") and ADA Site Compliance, LLC ("Contractor"), effective April 25, 2019 (the "Agreement"). This SOW is subject to the terms and conditions contained in the agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of the agreement, the terms of the SOW shall govern and prevail.

This SOW, effective as of April 25, 2019, is entered into by and between Contractor and Client for Client's website [www.somersetcdd.org](http://www.somersetcdd.org) and is subject to the terms and conditions specified below. The exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the exhibit(s) hereto, the terms of the SOW shall prevail.

### Period of Performance

The services shall begin on the date of the Agreement's execution and shall continue through completion or termination, subject to the termination provisions below.

### Process & Engagement

ADA Site Compliance uses both technological (i.e. software-based) and human expert auditing to detect compliance failures for websites, mobile applications, PDFs, and other digital assets. We evaluate their accessibility against evolving web content accessibility guidelines (currently WCAG 2.1) and offer the solutions below. In both cases, we will deliver you a website that has been audited and remediated for substantial compliance with current standards.

**Option 1** – Our team of human expert auditors performs manual compliance testing of your existing website using



screen reader software and keyboard shortcuts. This testing method best simulates the actual conditions a user with disabilities experiences when visiting your site and is therefore the most reliable gauge of its real-world accessibility.

**Full human expert auditing for all WCAG criteria is the only auditing method known to make a website accessible. Semi-manual or software-based approaches will not make your website compliant.**

Our remediation team uses the resulting audit report to make all relevant fixes to your existing site via its source code. We then re-submit the fixed pages for round two of human auditing and a corresponding second round of corrections. This is to ensure all failures have been addressed and that no new ones were created in the process.

Throughout the process and afterward, you will receive monthly technological audit reports that identify all errors that software can detect. As noted above, software-based reports alone cannot identify 100% of accessibility failures; at best, they can uncover about one-third of them. As such, your technological reports are intended only as a general diagnostic of your site's ongoing compliance health – not as a measure of your site's overall accessibility.

**Option 2** – Our team will migrate your existing site to an accessible and compliant theme built and maintained by ADASC. Somerset CDD will own all site content, and Rizzetta & Company will continue to host and provide backup for your site. Post-migration, our audit and design teams will continuously monitor your new website for its substantial compliance with current standards. By building a new site on an accessible and compliant theme, we avoid the significant preparation and testing costs associated with Option 1. This is reflected in the price difference between the two options.

## Scope of Work & Deliverables

---

Contractor shall provide the following services/deliverables for Client and its site, [www.somersetcdd.org](http://www.somersetcdd.org):

### Technological Auditing

- Customized software-based auditing of the entire web domain
- Detailed monthly audit reports (a \$499 value) including the precise location in the code of each failure, a description of the error, a picture for visual context, and a suggested remediation step
- Technological audit reports capture approximately one-third of known failures and are intended as a broad diagnostic and accountability tool, not as a full compliance blueprint

### Site Migration (Option 2 only)

- Contractor will migrate the content of Client's existing website to one built on Contractor's own themes that are known to be accessible and compliant with WCAG 2.1 standards
- Content may include, but is not limited to, pictures, text, tables, video files, and forms
- Some existing functionality and content, including that provided by third-party vendors, may be impossible to migrate "as is" from the existing site to the new one, in which case another solution may be required
- Review by Contractor's technical team leaders of the migrated site for quality assurance

### PDF Auditing & Remediation (if applicable)

- Contractor will manually audit, remediate, and deliver to Client fully accessible PDFs
- Remediation done in accordance with WCAG 2.1 criteria and PDF UA & Universal Design best practices

- All files validated using commonly used assistive technology software
- This service is not automatically included with either migration or auditing/remediation
- Per-page pricing is included in the Fee Schedule section of this SOW

#### Customized Accessibility Policy & Compliance Shield

- Indication of Client's active engagement with recognized experts in the field of website accessibility and compliance; the deliverable is uploaded to the footer of Client's website and acts as a deterrent to litigation from trolling plaintiffs and/or attorneys
- Statement of Client's specific ongoing strides toward compliance with current WCAG standards – to be posted on the website (links to ADA Compliance Shield)
- Alternate contact info for users to report inaccessible areas of Client's website and to request assistance – to be posted on the website (links to ADA Compliance Shield)

#### Technical Support

- Ten (10) FREE hours of technical support (a \$2,500 value) to Client and/or its developers via email, phone, video, and (where feasible) in-person contact

## Fee Schedule

---

#### **Option 1:**

\$5,900 (year one) – auditing and remediation of the current Somerset CDD website

\$1,500 (annually) – to ensure continued accessibility and compliance

\$2.90 per page – PDF human expert auditing and remediation

#### **Option 2:**

\$3,900 (year one) – migration of the current website to a new site built on ADA-compliant themes

\$900 (annually) – to ensure continued accessibility and compliance

\$2.90 per page – PDF human expert auditing and remediation

The above pricing reflects a **20% discount** based on Client's contract with Egis Insurance and Risk Advisors. One-half (50%) of the year-one fee for services is due at the time of the Agreement's signing, with the balance due upon Client's acceptance of the final deliverables.

The annual fee, to be paid one (1) year after the execution date of this SOW, includes Client's continued use of Contractor's Compliance Shield and Accessibility Policy; updates made to the Accessibility Policy to reflect changing standards and laws; monthly technological auditing and reporting, and continued consulting.

## Completion Criteria

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Contractor will make all reasonable efforts to complete human expert auditing in an expeditious way. The process of migrating, auditing, and remediating website-based content is time-intensive and typically takes between thirty (30)

and forty-five (45) days, per round, to complete. This excludes any time needed to remediate the identified failures and to validate their corrections. The total completion time for multiple rounds of human expert auditing may be three (3) to six (6) months in all. For sites of significant complexity, this term may be longer.

Contractor shall have fulfilled its obligations to Client when either of the following occurs:

- Contractor provides Client all deliverables above, and Client accepts these without unreasonable objections. If Contractor receives no response within seven (7) business days of delivery, this shall be deemed acceptance.
- Contractor and/or Client may cancel services not yet provided within sixty (60) business days with advance written notice to the other party.

## Signatures

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In witness whereof, the Parties have, by their duly authorized representatives, executed this SOW as of the date first set forth above.

**ADA SITE COMPLIANCE, LLC**

**SOMERSET CDD**

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Proposal For  
**Somerset CDD**

(URL: <http://somersestcdd.org/>)

Website Accessibility for People with Disabilities as per

Nondiscrimination requirements of Title II of the American Disabilities Act (ADA)  
& WCAG

Date	Version#	Comments	Author
August 13, 2018	1.0	Updated The Law, ADA and WCAG section details	VB Joshi, Kristen T
January 10 <sup>th</sup> , 2019	2.0	Updated conversion and support costs based on discussed scope	VB Joshi
February 25, 2019	2.2	Updated fee-simple pricing and human audit seal	VB Joshi
March 21, 2019	2.3	Added quarterly audit as per insurance requirement	VB Joshi



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**VGlobalTech's Technical Compliance Seal & Human Audit Compliance Seal**



***VGlobalTech is the ADA, WCAG Compliance Expert, with over 100 ADA & WCAG compliant websites created (...and counting) to-date! We have partnered with a non-profit agency to conduct Human Audit and Certification Seal***

**COPYRIGHT ©:** This proposal is solely created by VGlobalTech team for its customers and cannot be reproduced, copied, modified or distributed (including forwarding to other customers, competitors, web designers etc.) without the written consent of VGlobalTech. Any violations shall be prosecuted.

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## 1.0 The Law

Source:

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

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

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

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

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

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

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

8. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy of the tax, fee, assessment, or charge. For purposes of this subparagraph, charges do not include patient charges by a hospital or other health care provider.
  9. The primary contact information for the special district for purposes of communication from the department.
  10. A code of ethics adopted by the special district, if applicable, and a hyperlink to generally applicable ethics provisions.
  11. The budget of the special district and any amendments thereto in accordance with s.189.016.
  12. The final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district.
  13. A listing of its regularly scheduled public meetings as required by s. 189.015(1).
  14. The public facilities report, if applicable.
  15. The link to the Department of Financial Services' website as set forth in s. 218.32(1)(g).
  16. At least 7 days before each meeting or workshop, the agenda of the event, along with any meeting materials available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event.
- (b) The department's website list of special districts in the state required under s. 189.061 shall include a link for each special district that provides web-based access to the public for all information and documentation required for submission to the department pursuant to subsection

## 2.0 ADA & WCAG Compliance – Introduction

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

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

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

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

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

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

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

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

## 2.1 Common Problems and Solutions in Website Accessibility?

### 2.1.1 Problem: Images Without Text Equivalents

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

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

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

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

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

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

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

### 2.1.3 Problem: Specifying Colors and Font Sizes

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

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

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

### Solution: Include Audio Descriptions and Captions

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

## 2.1.5 Web Content Accessibility Guidelines (WCAG)

### Understanding the Four Principles of Accessibility

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

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

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

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

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

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

### 3.0 Pricing

#### Website Complexity: **Small to Medium Level Websites**

**VGlobalTech team shall complete the following critical tasks for client website.  
All costs below are per website / CDD:**

#### **3.1 Existing Website Remediation and Quarterly Audit:**

	Task
1.	Remediate existing website for ADA and WCAG compliance requirements – ALL webpages on the website. Create accessibility document, code review, html updates, plugins / security updates required for ADA and WCAG compliance
2.	Cross-Device Check (Website needs to appear as per ADA standards on Mobile Phones, Tablets, Desktops etc). Braille Readers, Other assistance technology compatibility
3.	<b>ADA Standards application (as per Section 1 above). ADA.gov, <b>Web Content Accessibility Guidelines (WCAG)</b></b>
4.	PDF Documents conversion (to Text, HTML etc) as needed for ADA Compliance / Reader Compliance (upto 2 years of documents shall be converted)
5.	Create a webpage showing websites ADA Compliance efforts
6.	Create customized footer with <b>VGlobalTech's ADA Compliance Seal</b> (valid for 1 year only)
7.	<b>Web design Sub-Total (one-time new site build and compliance cost): \$4050/-</b>
8.	<b>Quarterly Technical and Human Audit (testing by actual visually impaired personnel): \$1200/-</b>
9.	<b>Grand Total: \$5250/-</b>

### 3.2 ADA Compliance Yearly Maintenance and Upgrade starting after initial conversion is completed (Optional Maintenance – It is critical to maintain compliance as websites get updated):

This maintenance covers website content updates, monthly document conversions, website backups. VGlobalTech team shall be available for all updates in a timely, professional and compliant manner. The Annual Maintenance DOES NOT include the quarterly audits proposed in the previous section.

	Task
1.	Perform ADA Website Compliance Check for current website – All new webpages and content that is put on the website
2.	Cross-Device Check (Website needs to appear as per ADA standards on Mobile Phones, Tablets, Desktops etc)
3.	Update footer with VGlobalTech’s ADA Compliance Seal (extended for current year)
4.	Support (upto 7 hr / month*) for the year including updates to newly added pages, upgrade to new standards (if any). Posting new documents, minutes, agendas etc to the websites as needed – <b>Worry Free Monthly Maintenance.</b>
5.	PDF Documents conversion (to Text, HTML etc) as needed for ADA Compliance / Reader Compliance. <b>VGlobalTech’s proprietary batch conversion software is included as long as the contract is valid (big time saver that creates compliant documents that can be uploaded to the website)</b>
	<b>Annual Maintenance** (starts after initial compliance engagement quoted above is complete): \$1440 / year</b>  *support beyond 7 hrs / month shall be billed at \$55 / hr separately **Annual maintenance can be broken up into smaller monthly bills.



***This proposal includes following points, stipulations terms and conditions:***

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

\* email and phone communication

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

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

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

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

4.0 Proposal Acceptance:

To accept these project, associated costs and conditions as listed above please sign and date below.

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

Select Proper Option Below, Sign and Date, Return to [contact@vglobaltech.com](mailto:contact@vglobaltech.com):

**Option1: Existing Website Remediation and Quarterly Audit**

☐

*As per Section 3.1: One time (website conversion and compliance cost):*

**Option 2: Existing Website Remediation and Quarterly Audit AND Annual Maintenance with compliance seal updated yearly**

☐

*As per Section 3.1: One time (website conversion and compliance cost)*

**+**

*As per Section 3.2 ADA Compliance Yearly Maintenance and Upgrade starting after initial conversion is completed:*

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For Customer Date

VB Joshi

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For VGlobalTech Date

## 5.0 References:

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

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

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

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

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

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

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

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



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