



Rizzetta & Company

Diamond Hill Community Development District

**Board of Supervisors' Meeting
June 10, 2019**

**District Office:
9428 Camden Field Parkway
Riverview, Florida 33578
813.533.2950**

www.diamondhillcdd.org

**DIAMOND HILL COMMUNITY
DEVELOPMENT DISTRICT AGENDA
JUNE 10, 2019 at 4:00 p.m.**

At the office of Rizzetta & Company, Inc., located at 9428 Camden Field Parkway,
Riverview, FL 33578.

District Board of Supervisors	James Oliver	Chairman
	Douglas Taggerty	Vice Chairman
	Linda Dunn	Assistant Secretary
	Marian Estabrook	Assistant Secretary
	Ferdinand Ramos	Assistant Secretary
District Manager	Greg Cox	Rizzetta & Company, Inc.
District Attorney	John Vericker	Straley Robin Vericker
District Engineer	Jordan Caviggia	Johnson, Mirmiran & Thompson

All cellular phones and pagers must be turned off 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 813-933-5571. 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.

DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE · 12750 CITRUS PARK LANE, STE. 115 TAMPA, FL 33625
www.diamondhillcdd.org

June 3, 2019

Board of Supervisors
Diamond Hill Community
Development District

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Diamond Hill Community Development District will be held on **Monday, June 10, 2019 at 4:00 p.m.** at the office of Rizzetta & Company, Inc., located at 9428 Camden Field Parkway, Riverview, Florida 33578. The following is the agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A.** Consideration of Minutes of Board of Supervisors' Meeting held April 8, 2019 Tab 1
 - B.** Consideration of Operation & Maintenance Expenditures for March & April 2019..... Tab 2
- 4. STAFF REPORTS**
 - A.** Aquatic Maintenance Update Tab 3
 - B.** Landscape and Irrigation Maintenance Update..... Tab 4
 - C.** District Counsel Update
 - D.** District Engineer Update
 - E.** District Manager Update
 1. Update of District Financials
 2. Presentation of Action Item List..... Tab 5
- 5. BUSINESS ITEMS**
 - A.** Presentation of Registered Voter Count..... Tab 6
 - B.** Consideration of ADA Website Accessibility Proposals Tab 7
- 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 contact me at (813) 933-5571.

Sincerely,
Greg Cox
Greg Cox
District Manager

cc: James Oliver, Chairman
John Vericker, District Counsel

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 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.

**DIAMOND HILL
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Diamond Hill Community Development District was held on **Monday, April 8, 2019 at 4:00 p.m.** at the office of Rizzetta & Company, Inc. located at 9428 Camden Field Parkway, Riverview, Florida 33578.

Present and constituting a quorum:

James Oliver	Board Supervisor, Chairman
Doug Taggerty	Board Supervisor, Vice Chairman
Linda Dunn	Board Supervisor, Assistant Secretary
Ferdinand Ramos	Board Supervisor, Assistant Secretary

Also present were:

Greg Cox	District Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley Robin Vericker (via. conf. call)
Chad Raymond	Representative, Yellowstone Landscaping
Audience	Present

FIRST ORDER OF BUSINESS

Call to Order

Mr. Cox called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Tom Estabrook provided updates on the pressure washing and street repairs. The Board members discussed and it was agreed that the HOA would take the lead on getting the pressure washing proposals and that the CDD would pay its portion. Mr. Estabrook also informed the Board that the HOA would be “scoping” the roadway depression to determine if the repair was an HOA issue or CDD issue.

THIRD ORDER OF BUSINESS

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

Mr. Cox presented the minutes of the Board of Supervisors' regular meeting held on February 11, 2019.

On a Motion by Mr. Ramos, seconded by Mr. Taggerty, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on February 11, 2019 as presented, for the Diamond Hill Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Operation &
Maintenance Expenditures for
January and February 2019**

Mr. Cox presented the Operation & Maintenance Expenditures for January and February 2019.

On a Motion by Mr. Taggerty, seconded by Mr. Oliver, with all in favor, the Board of Supervisors ratified the payment of the Operation & Maintenance Expenditures for January 2019 totaling \$12,237.56 and February 2019 totaling \$4,794.56, for the Diamond Hill Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Aquatic Maintenance Update

Mr. Cox presented the aquatic maintenance report to the Board.

B. Landscape & Irrigation Maintenance Update

Mr. Raymond presented the landscape report to the Board.

The Board discussed the well repair at the West entrance and Mr. Cox indicated he would be contacting Fourquarean Well Drilling to have it checked out.

C. District Counsel

Mr. Vericker provided an update regarding the status of the website ADA accessibility proposals. It was determined that new proposals would be presented to the Board at the June meeting.

D. District Engineer

No report.

E. District Manager

Mr. Cox indicated that the next regular meeting has been scheduled for June 10, 2019 at 4:00 p.m.

Mr. Cox provided an update regarding the District financials and the action item list.

SIXTH ORDER OF BUSINESS

**Ratification of Solitude Pond
Maintenance Contract**

On a Motion by Mr. Taggerty, seconded by Mr. Oliver, with all in favor, the Board of Supervisors approved the Solitude Assignment and Assumption Agreement for pond maintenance, for the Diamond Hill Community Development District.

SEVENTH ORDER OF BUSINESS

**Presentation of Proposed Fiscal Year
2019-2020 Budget**

Mr. Cox presented the Fiscal Year 2019-2020 Proposed Budget to the Board for their review and consideration. The Board discussed the 2019-2020 Proposed Budget.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2019-03;
Approving Fiscal Year 2019-2020
Proposed Budget and Set Public
Hearing**

Mr. Cox presented Resolution 2019-03 to the Board and explained that the adoption of the resolution would represent an approval of the proposed budget and would set the final budget public hearing for August 12, 2019 at 4:00 p.m.

On a Motion by Mr. Taggerty, seconded by Ms. Dunn, with all in favor, the Board of Supervisors adopted Resolution 2019-03; Approving Fiscal Year 2019-2020 Proposed Budget and Set Public Hearing, for the Diamond Hill Community Development District.

NINTH ORDER OF BUSINESS

Supervisor Requests

Mr. Ramos, requested that staff attempt to get more information on the status of the TECO power line area since it still has not been maintained. He asked if staff could see if TECO was interested in some agreement with the District that might keep others

116 from leasing it so the District could possible maintain and keep secure.

117
118 **TENTH ORDER OF BUSINESS**

Adjournment

119
120 Mr. Cox stated that if there was no further business to come before the Board
121 than a motion to adjourn was in order.
122

On a Motion by Ms. Dunn, seconded by Mr. Ramos, with all in favor, the Board of Supervisors adjourned the meeting at 4:45 p.m. for the Diamond Hill Community Development District.

123
124
125
126 _____
Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 2

DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 12750 CITRUS PARK LANE · SUITE 115 · TAMPA, FLORIDA 33625

Operation and Maintenance Expenditures March 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2019 through March 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented **\$14,461.11**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Diamond Hill Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2019 Through March 31, 2019

Vendor Name	Check #	Invoice Number	Invoice Description	Amount
Johnson, Mirmiran & Thompson Inc	002899	16-131574	Engineering Services thru 12/29/18	\$ 1,635.40
Rizzetta & Company, Inc.	002900	INV0000039182	District Management Fees 3/19	\$ 3,641.67
Rizzetta Technology Services, LLC	002903	INV0000004208	Website Hosting Services 3/19	\$ 100.00
Solitude Lake Management LLC	002901	PI-A00236210	Lake and Pond Maintenance 2/19	\$ 700.00
Solitude Lake Management LLC	002906	PI-A00242698	Lake and Pond Maintenance 3/19	\$ 700.00
Straley Robin Vericker	002904	16759	Professional Services 2/19	\$ 884.50
TECO	002905	211010801895	12929 Sydney Road #A 02/19	\$ 68.20
Yellowstone Landscape, Inc.	002907	TM 10087	Irrigation Repairs 03/19	\$ 62.48
Yellowstone Landscape, Inc.	002907	TM 10109A	Landscape Maintenance 3/19	\$ 3,479.93
Yellowstone Landscape, Inc.	002902	TM4576	Landscape Maintenance 2/19	\$ 3,188.93
Report Total				<u>14,461.11</u>



January 24, 2019

Diamond Hill Community Development District
Attn: Accounts Payable
Rizzetta & Company, Inc.
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

RECEIVED
MAR 06 2019

Re: Diamond Hill CDD
SWMF Pond Inspections
Phase 2_49016954.025

Invoice No. 16-131574
Period Ending: 12/29/18
Job No. 16-B044-001
Prepared by: Jess Walsh
Phone#: (757) 552-1056

Professional Services from November 25, 2018 to December 29, 2018.
Fee


GENERAL SERVICES

	Current Hours	Rate	Amount
Project Manager			
Brletic, Stephen	8.50	\$192.40	\$1,635.40
	8.50		\$1,635.40
Totals			
Total Labor			\$1,635.40
	Current	Prior	To-Date
Billing Limits			
Total Billings	\$1,635.40	\$16,133.00	\$17,768.40
Limits			\$110,000.00
Remaining			\$92,231.60
		Total this Invoice	\$1,635.40

Certified that all invoicing is true and correct and payment has not yet been received.


Stephen Brletic, P.E.

Fed. ID No. 52-0963531

Date Rec'd Rizzetta & Co, Inc. _____
D/M approval  Date 3/8/19
Date entered MAR 07 2019
Fund 001 GL 51300 OC 3103
Check # _____

Diamond Hill Community Development District

Management Contact: Greg Cox

JMT Project 16-B044-001

Monthly Status Report- December 2018

Stephen Brletic

-Brilliant Cut Way Drainage Project Construction Administration Final Inspection	2 hrs
-Board Meeting Attendance, Progress Reports, Inviocing	6.5 hrs

Total This Period: 8.5 hrs

Rizzetta & Company, Inc.
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
3/1/2019	INV0000039182

Bill To:

DIAMOND HILL CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

RECEIVED

FEB 27 2019

Services for the month of	Terms	Client Number
March	Upon Receipt	00740

Description	Qty	Rate	Amount
District Management Services 3101	1.00	\$1,516.67	\$1,516.67
Administrative Services 3100	1.00	\$375.00	\$375.00
Accounting Services 3201	1.00	\$1,333.33	\$1,333.33
Financial & Revenue Collections 3111	1.00	\$416.67	\$416.67
Date Rec'd Rizzetta & Co, Inc. _____ D/M approval <u>g</u> Date <u>3/8/19</u> Date entered <u>MAR 06 2019</u> Fund <u>001</u> GL <u>51300</u> OC _____ Check # _____			
Subtotal			\$3,641.67
Total			\$3,641.67

Rizzetta Technology Services
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
3/1/2019	INV0000004208

Bill To:

DIAMOND HILL CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

RECEIVED

FEB 27 2019

Services for the month of		Terms	Client Number
March			00740
Description	Qty	Rate	Amount
Email Hosting	0	\$15.00	\$0.00
Website Hosting Services	1	\$100.00	\$100.00
Date Rec'd Rizzetta & Co, Inc. _____			
D/M approval <u>GBC</u> Date <u>4-8-19</u>			
Date entered <u>MAR 14 2019</u>			
Fund <u>001</u> GL <u>51300</u> OC <u>5103</u>			
Check # _____			
Subtotal			\$100.00
Total			\$100.00

**INVOICE**

Voice: (888) 480-5253 Fax: (888) 358-0088

Invoice Number: PI-A00236210

Invoice Date: 02/01/19

PROPERTY: Diamond Hill
C.D.D.**SOLD TO:** Diamond Hill C.D.D.
9428 Camden Field Pkwy.
Riverview, FL 33578**RECEIVED****FEB 01 2019**

CUSTOMER ID	CUSTOMER PO	Payment Terms	
D2043		Due upon receipt	
Sales Rep ID	Shipment Method	Ship Date	Due Date
Bill Kurth			02/01/19

Qty	Item / Description	Unit Price	Extension
1	Lake & Pond Management Services SVR10353 02/01/19 - 02/28/19 Lake & Pond Management Services	700.00	700.00

Date Rec'd Rizzetta & Co, Inc. _____
D/M approval GL Date 2/11/19
Date entered FEB 08 2019
Fund 007 GL 53800 OC 4605
Check # _____

PLEASE REMIT PAYMENT TO:1320 Brookwood Drive, Suite H
Little Rock, AR 72202

Subtotal	700.00
Sales Tax	0.00
Total Invoice	700.00
Payment Received	0.00
TOTAL	700.00



INVOICE

Voice: (888) 480-5253 Fax: (888) 358-0088

Invoice Number: PI-A00242698

Invoice Date: 03/01/19

PROPERTY: Diamond Hill
C.D.D.

SOLD TO: Diamond Hill C.D.D.
9428 Camden Field Pkwy.
Riverview, FL 33578

RECEIVED

MAR 05 2019

CUSTOMER ID	CUSTOMER PO	Payment Terms	
D2043		Due upon receipt	
Sales Rep ID	Shipment Method	Ship Date	Due Date
Bill Kurth			03/01/19

Qty	Item / Description	Unit Price	Extension
1	Lake & Pond Management Services SVR10353 03/01/19 - 03/31/19 Lake & Pond Management Services	700.00	700.00

Date Rec'd Rizzetta & Co, Inc _____
D/M approval gl Date 3/8/19
Date entered MAR 07 2019
Fund 001 GL 53800 OC 4605
Check # _____

PLEASE REMIT PAYMENT TO:

1320 Brookwood Drive, Suite H
Little Rock, AR 72202

Subtotal	700.00
Sales Tax	0.00
Total Invoice	700.00
Payment Received	0.00
TOTAL	700.00

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400 * Facsimile (813) 223-5043

Federal Tax Id. - 20-1778458

RECEIVED

FEB 27 2019

Diamond Hill Community Development District
5844 Old Pasco Road, Suite 100
Wesley Chapel, FL 33544

February 26, 2019

Client: 001479

Matter: 000001

Invoice #: 16759

Page: 1

RE: General

For Professional Services Rendered Through February 15, 2019

Date Rec'd Rizzetta & Co, Inc

D/M approval

Date 3/1/19

MAR 01 2019

Date entered

Fund 001 GL 51400 OC 3107

Check #

SERVICES

Date	Person	Description of Services	Hours	
1/24/2019	JMV	REVIEW EMAILS FROM G. COX RE: CDD ROADWAY ISSUES; REVIEW EMAIL FROM S. BRLETIC.	0.4	
2/4/2019	JMV	REVIEW EMAIL FROM D. KRONIC; REVIEW LEGAL NOTICE.	0.2	
2/10/2019	JMV	REVIEW AGENDA PACKET FOR CDD BOARD MEETING.	0.3	
2/11/2019	JMV	REVIEW AGENDA AND PREPARE FOR CDD BOARD MEETING.	1.9	
2/12/2019	JMV	REVIEW EMAIL FROM G. COX.	0.1	
Total Professional Services			2.9	\$884.50

PERSON RECAP

Person	Hours	Amount
JMV John M. Vericker	2.9	\$884.50

February 26, 2019

Client: 001479

Matter: 000001

Invoice #: 16759

Page: 2

Total Services	\$884.50	
Total Disbursements	\$0.00	
Total Current Charges		\$884.50

PAY THIS AMOUNT

\$884.50

Please Include Invoice Number on all Correspondence



ACCOUNT INVOICE

tampaelectric.com | f t p g+ You Tube in

RECEIVED
MAR 11 2019

DIAMOND HILL CDD
12929 SYDNEY RD, A
DOVER, FL 33527-0000

Statement Date: 03/01/2019
Account: 211010801895

Current month's charges:	\$68.20
Total amount due:	\$68.20
Payment Due By:	03/22/2019

Your Account Summary

Previous Amount Due	\$52.89
Payment(s) Received Since Last Statement	-\$52.89
Current Month's Charges	\$68.20
Total Amount Due	\$68.20



Always assume that a downed power line is energized. Visit tampaelectric.com/safety for more safety tips.

Date Rec'd Rizzetta & Co, Inc. _____
D/M approval GR Date 2/18/19
Date entered MAR 12 2019
Fund 001 GL 53100 OC 4301
Check # _____

Amount not paid by due date may be assessed a late payment charge and an additional deposit.



Helping neighbors in need

Our Share program makes it easy for you to help customers in need pay their electric and/or natural gas bills. Visit tampaelectric.com/share and peoplesgas.com/share to learn more.

To ensure prompt credit, please return stub portion of this bill with your payment. Make checks payable to TECO.



WAYS TO PAY YOUR BILL



See reverse side for more information

Account: 211010801895

Current month's charges:	\$68.20
Total amount due:	\$68.20
Payment Due By:	03/22/2019
Amount Enclosed	\$ _____

624222632108

DIAMOND HILL CDD
9428 CAMDEN FIELD PKWY
RIVERVIEW, FL 33578-0519

MAIL PAYMENT TO:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

6242226321082110108018950000000068206

Account: 211010801895
 Statement Date: 03/01/2019
 Current month's charges due 03/22/2019

Details of Charges – Service from 01/29/2019 to 02/26/2019

Service for: 12929 SYDNEY RD, A, DOVER, FL 33527-0000

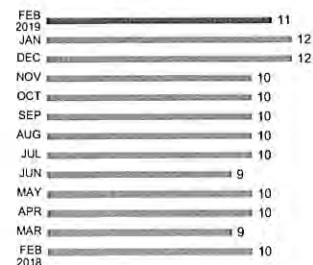
Rate Schedule: General Service - Non Demand

Meter Location: # A

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
60345	02/26/2019	69,299		68,968		331 kWh	1	29 Days

Tampa Electric Usage History

Kilowatt-Hours Per Day
(Average)



Basic Service Charge		\$18.14
Energy Charge	331 kWh @ \$0.06011/kWh	\$19.90
Fuel Charge	331 kWh @ \$0.02719/kWh	\$9.00
Florida Gross Receipt Tax		\$1.21
Electric Service Cost		\$48.25
Zap Cap Systems		
Service for: 12929 SYDNEY RD, A, DOVER, FL 33527-0000		
Business Surge MST1120 Monthly	1 unit @ \$19.95	\$19.95
Zap Cap Systems Cost		\$19.95
Total Current Month's Charges		\$68.20

Important Messages

Fuel sources we use to serve you

For the 12-month period ending December 2018, the percentage of fuel type used by Tampa Electric to provide electricity to its customers was Natural Gas & Oil* 77%, Coal 17%, Purchased Power 5% and Solar 1%. Tampa Electric provides this information to our customers on a quarterly basis.

*Oil makes up less than 1%



YELLOWSTONE
LANDSCAPE

Excellence in Commercial Landscaping

Post Office Box 849 || Bunnell FL 32110

Tel 386.437.6211 || Fax 386.586.1286

RECEIVED

MAR 21 2019

Invoice

Invoice: TM 10087
Invoice Date: March 31, 2019

PO Number:

Bill To:

Diamond Hill CDD
c/o Diamond Hill CDD
9428 Camden Field Pkwy
Riverview, FL 33578

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Diamond Hill CDD
Terms: Net 30

Invoice Due Date: April 30, 2019
Invoice Amount: \$62.48

Description	Current Amount
February-Irrigation Inspection Repair Wet check system . Replaced 2 spray nozzles. Irrigation Repairs	\$62.48

Invoice Total \$62.48

Date Rec'd Rizzetta & Co, Inc. _____
D/M approval RL Date 3/25/19
Date entered MAR 22 2019
Fund 001 GL 53900 OC 4613
Check # _____



Excellence in Commercial Landscaping

Post Office Box 849 || Bunnell FL 32110

Tel 386.437.6211 || Fax 386.586.1286

Invoice

Invoice: TM 10109A
Invoice Date: March 15, 2019

PO Number:

Bill To:

Diamond Hill CDD
c/o Diamond Hill CDD
9428 Camden Field Pkwy
Riverview, FL 33578

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Diamond Hill CDD
Terms: Net 30

Invoice Due Date: April 14, 2019

Invoice Amount: \$3,479.93

Description	Current Amount
Monthly Landscape Maintenance March 2019	\$3,188.93
Total Fertilizer St Augustine	\$291.00

Invoice Total \$3,479.93

Radio Rizzetta & Co, Inc.
Signature approval GR Date 3/25/18
Date entered MAR 22 2019
and 001 GL 53900 OC 4604
Check # _____

Should you have any questions or inquiries please call (386) 437-6211.



YELLOWSTONE
LANDSCAPE

Excellence in Commercial Landscaping

Post Office Box 849 || Bunnell FL 32110

Tel 386.437.6211 || Fax 386.586.1286

Invoice

Invoice: TM 4576
Invoice Date: February 15, 2019

PO Number:

Bill To:

Diamond Hill CDD
c/o Diamond Hill CDD
9428 Camden Field Pkwy
Riverview, FL 33578

RECEIVED
FEB 21 2019

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Diamond Hill CDD
Terms: Net 30

Invoice Due Date: March 17, 2019
Invoice Amount: \$3,188.93

Description	Current Amount
Monthly Landscape Maintenance February 2019	\$3,188.93

Invoice Total **\$3,188.93**

Date Rec'd Rizzetta & Co, Inc. _____
D/M approval GR Date 2/25/19
Date entered FEB 22 2019
Fund 001 GL 53900 OC 4604
Check # _____

Should you have any questions or inquiries please call (386) 437-6211.

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DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE 12750 CITRUS PARK LANE SUITE 115 TAMPA, FLORIDA 33625

Operation and Maintenance Expenditures April 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2019 through April 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$8,319.07**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Diamond Hill Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2019 Through April 30, 2019

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Douglas Taggerty	002915	DT040819	Board of Supervisors Meeting 04/08/19	\$ 200.00
Ferdinand Ramos	002914	FR040819	Board of Supervisors Meeting 04/08/19	\$ 200.00
Fourqurean Well Drilling	002912	7864	Pull and Replace Motor for Well 04/19	\$ 2,520.50
James A. Oliver	002913	JO040819	Board of Supervisors Meeting 04/08/19	\$ 200.00
Linda L. Dunn	002911	LD040819	Board of Supervisors Meeting 04/08/19	\$ 200.00
Rizzetta & Company, Inc.	002908	INV0000039767	District Management Fees 04/19	\$ 3,641.67
Rizzetta Technology Services, LLC	002909	INV0000004294	Website Hosting Services 04/19	\$ 100.00
Solitude Lake Management LLC	002916	PI-A00250854	Lake and Pond Maintenance 04/19	\$ 700.00
Straley Robin Vericker	002917	16861	Professional Services 03/19	\$ 396.50
TECO	002910	211010801895 3/19	12929 Sydney Road #A 04/19	\$ 74.90
Yellowstone Landscape	002918	TM 1209	Landscape Maintance 03/19	<u>\$ 85.50</u>
Report Total				<u>\$ 8,319.07</u>

Diamond Hill CDD
Meeting Date: April 8, 2019

SUPERVISOR PAY REQUEST

RECEIVED
APR 11 2019

Name of Board Supervisor	Check if present	Check if paid
Linda Dunn	✓	✓
James Oliver	✓	✓
Marian Estabrook	No	No
Douglas Taggerty	✓	✓
Ferdinand Ramos	✓	✓

(*) Does not get paid

EXTENDED MEETING TIMECARD

Meeting Start Time:	4:00
Meeting End Time:	4:45
Total Meeting Time:	:45

Time Over 3 () Hours:	0
-----------------------	---

Total at \$175 per Hour:	0
--------------------------	---

DM Signature: _____

G. B. L.

*Please forward copy to Marcia Eannetta for
Extended Meeting Hours*

Date Rec'd Rizzetta & Co, Inc. _____
D/M approval *RL* Date 4/14/19
Date entered APR 11 2019
Fund 001 GL 51100 OC 1101
Check # _____

RECEIVED

FOURQUREAN WELL DRILLING
8920 SOUTH MOBLEY ROAD
TAMPA, FL 33626

APR 15 2019

PHONE & FAX: (813) 926-6600

INVOICE

Date: 04/12/19
Due Date: 05/12/19

Inv. No.: 7864
Page No.: 1

DIAMOND HILL CDD
12750 CITRUS PARK LANE
SUITE 115
TAMPA FL 33625

West Entrance Well

REFERENCE

TERMS

YOUR #

OUR #

SALES REP

0/ 0/ N30

DESCRIPTION	UNIT MEASURE	QUANTITY	UNIT PRICE	EXTENDED PRICE
REFERENCE			ITEM DISCOUNT	
PULL & REPLACE		1.0	900.0000	900.00
5 HP 460 V 3PH MOTOR		1.0	1400.0000	1400.00
126 FT. 12-3 WG SUB CABLE		126.0	1.7500	220.50

Date Rec'd Rizzetta & Co, Inc.

D/M approval

Date

Date entered

Fund

GL

OC

Check #

THANKS - WE APPRECIATE YOUR BUSINESS!

SUB TOTAL	2520.50
TAX	0.00
TOTAL	2520.50
NET TO PAY	2520.50

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
4/1/2019	INV0000039767

Bill To:

DIAMOND HILL CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

REC

MAR 26 2019

		Services for the month of	Terms	Client Number
		April	Upon Receipt	00740
Description	Qty	Rate	Amount	
District Management Services 3101	1.00	\$1,516.67	\$1,516.67	
Administrative Services 3100	1.00	\$375.00	\$375.00	
Accounting Services 3201	1.00	\$1,333.33	\$1,333.33	
Financial & Revenue Collections 3111	1.00	\$416.67	\$416.67	
<div>Date Rec'd Rizzetta & Co, Inc. _____</div> <div>D/M approval <u>GM</u> Date <u>3/3/19</u></div> <div>Date entered <u>MAR 29 2019</u></div> <div>Fund <u>001</u> GL <u>51300</u> OC <u>KL</u></div> <div>Check # _____</div>				
		Subtotal		\$3,641.67
		Total		\$3,641.67

Rizzetta Technology Services
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
4/1/2019	INV0000004294

Bill To:

DIAMOND HILL CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

RECEIVED
MAR 26 2019

Services for the month of		Terms	Client Number
April			00740
Description	Qty	Rate	Amount
EEmail Hosting	0	\$15.00	\$0.00
Website Hosting Services	1	\$100.00	\$100.00
Date Rec'd Rizzetta & Co, Inc _____			
D/M approval <u>Re</u> Date <u>3/31/19</u>			
Date entered <u>MAR 29 2019</u>			
Fund <u>001</u> GL <u>51301</u> OC <u>503</u>			
Check # _____			
Subtotal			\$100.00
Total			\$100.00



INVOICE

Voice: (888) 480-5253 Fax: (888) 358-0088

Invoice Number: PI-A00250854

Invoice Date: 04/01/19

PROPERTY: Diamond Hill
C.D.D.

SOLD TO: Diamond Hill C.D.D.
9428 Camden Field Pkwy.
Riverview, FL 33578

RECEIVED
APR 03 2019

CUSTOMER ID	CUSTOMER PO	Payment Terms	
D2043		Due upon receipt	
Sales Rep ID	Shipment Method	Ship Date	Due Date
Bill Kurth			04/01/19

Qty	Item / Description	Unit Price	Extension
1	Lake & Pond Management Services SVR10353 04/01/19 - 04/30/19 Lake & Pond Management Services	700.00	700.00

Date Rec'd Rizzetta & Co, Inc _____
D/M approval GL Date 4/8/19
Date entered APR 04 2019
Fund 001 GL 53800 OC 46005
Check # _____

PLEASE REMIT PAYMENT TO:

1320 Brookwood Drive, Suite H
Little Rock, AR 72202

Subtotal	700.00
Sales Tax	0.00
Total Invoice	700.00
Payment Received	0.00
TOTAL	700.00

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400 * Facsimile (813) 223-5043

Federal Tax Id. - 20-1778458

Diamond Hill Community Development District
5844 Old Pasco Road, Suite 100
Wesley Chapel, FL 33544

RECEIVED

MAR 28 2019

March 25, 2019

Client: 001479

Matter: 000001

Invoice #: 16861

Page: 1

RE: General

For Professional Services Rendered Through March 15, 2019

SERVICES

Date	Person	Description of Services	Hours	
2/18/2019	JMV	REVIEW EMAIL FROM K. GALLANT; REVIEW CDD FINANCIAL STATEMENTS.	0.3	
3/1/2019	JMV	REVIEW EMAIL FROM G. COX; REVIEW LAKEMASTERS AGREEMENT; PREPARE SOLITUDE AGREEMENT; DRAFT EMAIL TO G. COX.	0.8	
3/12/2019	JMV	REVIEW EMAIL FROM K. GALLANT; REVIEW CDD FINANCIAL STATEMENTS.	0.2	
Total Professional Services			1.3	\$396.50

PERSON RECAP

Person		Date Rec'd Rizzetta & Co, Inc.	Hours	Amount
JMV	John M. Vericker	<u>GR</u>	1.3	\$396.50
		Date <u>3/31/19</u>		
		Date entered <u>MAR 29 2019</u>		
		Fund <u>001</u> GL <u>5400</u> OC <u>3107</u>		
		Check # _____		

March 25, 2019

Client: 001479

Matter: 000001

Invoice #: 16861

Page: 2

Total Services	\$396.50	
Total Disbursements	\$0.00	
Total Current Charges		\$396.50

PAY THIS AMOUNT

\$396.50

Please Include Invoice Number on all Correspondence



ACCOUNT INVOICE

tampaelectric.com | f t p g+ in

DIAMOND HILL CDD
12929 SYDNEY RD, A
DOVER, FL 33527-0000

RECEIVED

APR 03 2019

Statement Date: 04/01/2019
Account: 211010801895

Current month's charges:	\$74.90
Total amount due:	\$74.90
Payment Due By:	04/22/2019

Your Account Summary

Previous Amount Due	\$68.20
Payment(s) Received Since Last Statement	-\$68.20
Current Month's Charges	\$74.90
Total Amount Due	\$74.90

Date Rec'd Rizzetta & Co, Inc. _____
D/M approval ge Date 4/8/19
Date entered APR 04 2019
Fund 001 GL 53100 OC 4301

Check # _____

Amount not paid by due date may be assessed a late payment charge and an additional deposit.


Zap Cap
SYSTEMS®

A TAMPA ELECTRIC PROGRAM

It's a great time to stay plugged in with
Zap Cap Systems® Premium Service –
advanced surge protection and back-up power.

Receive **free installation** now through
April 30, 2019.

Visit tampaelectric.com/zapcap or call
877 SURGE 22 to learn more and sign up.

Beware of scams targeting utility customers

Follow these tips to avoid being a victim:

- We will never call to ask for credit card or debit card numbers.
- Be wary of anyone demanding payment over the phone.
- Know what you owe. Reference your most recent bill or log into your online account.



To ensure prompt credit, please return stub portion of this bill with your payment. Make checks payable to TECO.



WAYS TO PAY YOUR BILL



See reverse side for more information

Account: 211010801895

Current month's charges:	\$74.90
Total amount due:	\$74.90
Payment Due By:	04/22/2019
Amount Enclosed	\$ _____

627926344870

DIAMOND HILL CDD
9428 CAMDEN FIELD PKWY
RIVERVIEW, FL 33578-0519

MAIL PAYMENT TO:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

6279263448702110108018950000000074904

Contact Information

Residential Customer Care

813-223-0800 (Hillsborough County)
863-299-0800 (Polk County)
888-223-0800 (All other counties)

Commercial Customer Care

866-832-6249

Hearing Impaired/TTY
711

Power Outages Toll-Free
877-588-1010

Energy-Saving Programs
813-275-3909

Mail Payments to

TECO
P.O. Box 31318
Tampa, FL 33631-3318

All Other Correspondence

Tampa Electric
P.O. Box 111
Tampa, FL 33601-0111

Understanding Your Electric Charges

Average kWh per day – The average amount of electricity purchased per day.

Basic Service Charge – A fixed monthly amount to cover the cost of providing service to your location.

Bright ChoicesSM – The number of light fixtures and/or poles leased from Tampa Electric, and associated fees and charges.

Budget Billing – Optional plan takes the highs and lows out of monthly electric bills. This "leveling" billing plan averages your last 12 monthly billing periods so you can pay about the same amount for your service each month.

Energy Charge – The cost (except fuel) of producing the electricity you purchased, including conservation, environmental and capacity cost recovery charges.

Estimated – If Tampa Electric was unable to read your meter, "ESTIMATED" will appear. Your electric use has been estimated based on previous usage. The meter is scheduled to be read next month, and any difference between the estimate and actual use will be adjusted accordingly.

Florida Gross Receipts Tax – A tax is imposed on gross receipts from utility services that are delivered to retail customers in Florida, in accordance with Chapter 203 of the Florida Statutes. The tax is levied on utility companies, which collect the tax from all customers, unless exempt, and remit to the state.

Florida State Tax – A privilege tax imposed on every person who engages in the business of selling or renting tangible personal property at retail in the state, in accordance with Chapter 212 of the Florida Statutes.

Franchise Fee – A fee levied by a municipality for the right to utilize public property for the purpose of providing electric service. Like taxes, the fee is collected by Tampa Electric and is paid to the municipality.

Fuel Charge – Cost of fuel used to produce electricity you purchased. Fuel costs are passed through from fuel suppliers to our customers with no markup or profit to Tampa Electric.

Kilowatt-Hours (kWh) – The basic measurement of electric energy use.

Late Payment Charge – For past due amounts more than \$10, the late payment charge is the greater of \$5 or 1.5% of the past due amount. For past due amounts of \$10 or less, the late payment charge is 1.5% of the past due amount.

Municipal Public Service Tax – In addition to the Franchise Fee, many municipalities levy a tax on the electricity you use. It is collected by Tampa Electric and paid to the municipality.

Past Due – Previous charges that are past due are subject to a late payment charge fee and may result in disconnection.

Rate Schedule – The amount (rate) you pay depends on your customer category. The cost of providing service varies with the customer group.

Renewable EnergySM – The amount of electricity purchased from renewable sources.

Share – A program co-sponsored by Tampa Electric and the Salvation Army where customers can help pay the energy bills of customers in need. A one-time contribution can be made, or your monthly elected contribution will appear on your bill. Your contribution is tax deductible and is matched by Tampa Electric.

Total Amount Due – This month's charges will be past due after the date shown. THIS DATE DOES NOT EXTEND THE DATE ON ANY PREVIOUS BALANCE. It is important that you pay your bill before this date in order to avoid interruption of service.

Zap Cap SystemsSM – Surge protection for your home or business sold separately as a non-energy charge.

For more information about your bill, please visit tampaelectric.com.

Your payment options are:

- Schedule free one-time or recurring payments at tampaelectric.com using a checking or savings account.
- Mail your payment in the enclosed envelope. Please allow sufficient time for delivery.
- Pay in person at a local authorized payment agent. For a listing of authorized payment agents, visit tampaelectric.com or call Customer Care at the number listed above.
- Pay by credit or debit card using KUBRA EZ-PAY at tampaelectric.com or call 866-689-6469.
(A convenience fee will be charged to your bank account or credit card.)

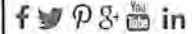
When making your payment, please have your bill or account number available.

Please note: If you choose to pay your bill at a location not listed on our website or provided by Tampa Electric, you are paying someone who is not authorized to act as a payment agent of Tampa Electric. You bear the risk that this unauthorized party will relay the payment to Tampa Electric and do so in a timely fashion. Tampa Electric is not responsible for payments made to unauthorized agents, including their failure to deliver or timely deliver the payment to us. Such failures may result in late payment charges to your account or service disconnection.

Por favor, visite tampaelectric.com para ver esta información en español.

ACCOUNT INVOICE

tampaelectric.com



Account: 211010801895
Statement Date: 04/01/2019
Current month's charges due 04/22/2019

Details of Charges – Service from 02/27/2019 to 03/28/2019

Service for: 12929 SYDNEY RD, A, DOVER, FL 33527-0000

Rate Schedule: General Service - Non Demand

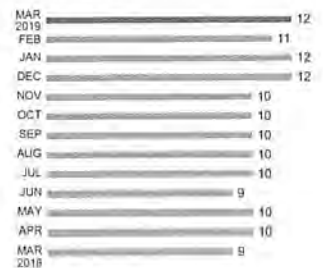
Meter Location: # A

Meter Number	Read Date	Current Reading	Previous Reading	Total Used	Multiplier	Billing Period
60345	03/28/2019	69,649	69,299	350 kWh	1	30 Days

Basic Service Charge		\$18.14
Energy Charge	350 kWh @ \$0.06011/kWh	\$21.04
Fuel Charge	350 kWh @ \$0.02719/kWh	\$9.52
Florida Gross Receipt Tax		\$1.25
Electric Service Cost		\$49.95
Other Fees and Charges		
Electric Late Payment Fee		\$5.00
Total Other Fees and Charges		\$5.00
Zap Cap Systems		
Service for: 12929 SYDNEY RD, A, DOVER, FL 33527-0000		
Business Surge MST1120 Monthly	1 unit @ \$19.95	\$19.95
Zap Cap Systems Cost		\$19.95
Total Current Month's Charges		\$74.90

Tampa Electric Usage History

Kilowatt-Hours Per Day
(Average)





Excellence in Commercial Landscaping

Post Office Box 849 || Bunnell FL 32110

Tel 386.437.6211 || Fax 386.586.1286

Invoice

RECEIVED

APR 01 2019

Invoice: TM 12904
Invoice Date: March 31, 2019

PO Number:

Bill To:

Diamond Hill CDD
c/o Diamond Hill CDD
9428 Camden Field Pkwy
Riverview, FL 33578

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Diamond Hill CDD
Terms: Net 30

Invoice Due Date: April 30, 2019
Invoice Amount: \$85.50

Description	Current Amount
Monthly Landscape Maintenance	
Total Fertilizer St Augustine \$291.00	
Fert/Chem Services - Ornamentals	\$85.50

Invoice Total \$85.50

Received Rizzetta & Co, Inc

D/M approval GR Date 4/8/19

Date entered APR 04 2019

Fund 001 GL 53900 OC 4612

Check # _____

Should you have any questions or inquiries please call (386) 437-6211.

Tab 3

Diamond Hill CDD

May 2019 Photo Inspection Report

Attn: Greg Cox

Prepared by: Eric Carnall



May 29, 2019

SÖLITUDE
LAKE MANAGEMENT

Restoring Balance. Enhancing Beauty.



Pond 1

Pond 1 was in good condition at the time of the inspection.



Pond 2

This pond was in good condition at the time of inspection. Recent rains have increased water levels.



Pond 3

This pond was clean at the time of inspection with all target species being under control.



Pond 4

This pond was clean at the time of inspection with all target species being under control.



Pond 5

This pond was clean at the time of inspection with all target species being under control.



Pond 6

This pond was clean at the time of inspection with all target species being under control.



Pond 7

This pond was clean at the time of inspection with all target species being under control.



Pond 8

This pond was clean at the time of inspection with all target species being under control.



Pond 9

This pond was clean at the time of inspection with all target species being under control.



Pond 10

This pond was clean at the time of inspection with all target species being under control.



Pond 11

Pond 11 was in good condition at the time of inspection.



Pond 12

This pond was clean at the time of inspection with all target species being under control.



Pond 13

Pond was in good shape and had relatively high water level at the time of inspection.



Pond 14

Pond looks better than the previous month due to treatment and an influx of water due to rains.



Sump 15

Well maintained.

Tab 4



Chad Raymond
Yellowstone Landscape

DIAMOND HILL CDD UPDATE

Wednesday, May 22, 2019

Prepared For Gregory Cox- Rizzetta

6 Items Identified



EMERALD HILL WAY

Areas are back under control during the dry season.



HOG DAMAGE

Hog damage across from 1324 Emerald Hill Way. I will bring a proposal to replace the sod and add some soil. This will be my recommendation to repair. Unfortunately, this area is unirrigated and we will be at the mercy of the rain.



CLOSE UP OF HOG DAMAGE



ENTRANCE

Trimmed and weeds



POND - BEHIND FACET VIEW



TURF AT FRONT ENTRANCE
Recently treated. Has good color

Blank Tab

Landscape Maintenance Report

Diamond Hill CDD

Valrico, FL

Rizetta & Company

6/10/19



Monthly Services

Landscape Maintenance

- 1 Routine weekly mowing maintenance services.
- 2 Mowing, Edging, Weed Eating, Debris Clean Up.
- 3 Shrub Trimming.
- 4 Landscape Bed and Hardscape Weed Control.

Fertilization and Pesticide Maintenance

- 1 Turf Fertilization- Completed May 21
- 2 Shrub- Treatment scheduled for July
- 3

Irrigation Maintenance

- 1 Monthly Wet Check.
- 2 Miscellaneous Repairs throughout community.
- 3 Continual Monitoring Maintenance on the Wells.

Work In Progress

- 1 Quarterly Bush Hog due in June. I will let you know when it is scheduled.
- 2 Proposal for Wild Hog Damage.

Completed

- 1
- 2
- 3

Diamond Hill CDD

Valrico, FL

6/10/19



29-May



May-19



May-19



May-19

[illegible]

¹ Frequency is contingent on moisture, weather and seasonal conditions, and may vary in late fall through winter.

[illegible]

² Additional spot fertilization may be applied to flowering plants to encourage flowering.

[illegible]



YELLOWSTONE
LANDSCAPE

Tampa

30319 Commerce Dr San Antonio, FL 33576

www.yellowstonelandscape.com

Fertilization & Pest Action Report

Property Diamond Hill

Date 5/21/19 Technician SPO

Treatment ☐
Service call ☐

Temperature

	Actions				
	Fertilize	Insect	Disease	Weed	Other
Turf	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Palms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Wind
None ☐
Mild ☒
Strong ☐

Weather Condition
Rain ☐ Overcast ☒ Sunny ☐

Soil Conditions
Dry ☒ Moist ☒ Wet ☐ Saturated ☐ Standing Water ☐

Anticipated return

Comments

all St. Augustine throughout treated
With complete granular Fertilizer to improve
vigor



Trigation Wet Check Report

(Date):

5-22-19

Sheet 1 of 1

Property: Diamond Hells

WC Total Time:

R/S

පාඨාලය

Zone #	Type	Problem	Ranking	Repair
1	5	Prodrant	30	15
2	5	A	40	16
3	R	A		
4	D	A		

Watering Days	Start Times
PGM 4	S T W T F S
PGM	S M T W T F S
PGM	S M T W T F S
PGM	S M T W T F S
PGM	S M T W T F S
PGM	S M T W T F S

R18

General Notes

Zone #	Type	Program	RunTime	Repair
1	K	A	40	1H
2	K	A	40	
3	K	A	40	
3	K	A	40	
3	K	A	40	
4	D	A		
4	K	A		
5	K			

Watering Days:	Start Time:
<u>Pgm A</u>	<u>M T F S</u>
<u>Pgm B</u>	<u>S M T F S</u>
<u>Pgm C</u>	<u>S M T F S</u>
<u>Pgm D</u>	<u>S M T F S</u>
<u>Pgm E</u>	<u>S M T F S</u>
<u>Pgm F</u>	<u>S M T F S</u>
<u>Pgm G</u>	<u>S M T F S</u>
<u>Pgm H</u>	<u>S M T F S</u>
<u>Pgm I</u>	<u>S M T F S</u>
<u>Pgm J</u>	<u>S M T F S</u>
<u>Pgm K</u>	<u>S M T F S</u>
<u>Pgm L</u>	<u>S M T F S</u>
<u>Pgm M</u>	<u>S M T F S</u>
<u>Pgm N</u>	<u>S M T F S</u>
<u>Pgm O</u>	<u>S M T F S</u>
<u>Pgm P</u>	<u>S M T F S</u>
<u>Pgm Q</u>	<u>S M T F S</u>
<u>Pgm R</u>	<u>S M T F S</u>
<u>Pgm S</u>	<u>S M T F S</u>
<u>Pgm T</u>	<u>S M T F S</u>
<u>Pgm U</u>	<u>S M T F S</u>
<u>Pgm V</u>	<u>S M T F S</u>
<u>Pgm W</u>	<u>S M T F S</u>
<u>Pgm X</u>	<u>S M T F S</u>
<u>Pgm Y</u>	<u>S M T F S</u>
<u>Pgm Z</u>	<u>S M T F S</u>

Controller Type:

[illegible][illegible]

Disruption and Resilience of Work Performance:

Authorized by:

(Zone Type: S = Spray, D = Drip, R = Rotor, B = Bubblers)

A: Replaced 4" Spray

C: Replaced 12" Spray

E: Replaced 12" Rotor

G: Straighten Head

I: Valve Repair

K: Maxijet

B: Replaced 6" Spray

D: Replaced 4" Rotor

F: Replaced Nozzle

H: Lateral Line Repair

1: Valve Box

L: Metafim Repair



Proposal #15756
Date: 05/24/2019
From: Chad Raymond

Proposal For

Diamond Hill CDD
9428 Camden Field Pkwy
Riverview, FL 33578

main:
mobile:

Location

1627 Emerald Hill Way
Valrico, FL 33594

Property Name: Diamond Hill CDD

Hog Damage Repair

Terms: Net 30

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Labor- Delivery, Installation and Prep	1.00	\$392.00	\$392.00
Bahia- Pallet	1.00	\$225.00	\$225.00
Soil	2.00	\$40.00	\$80.00

Client Notes

Proposal to remove the hog damaged area across from 1324 Emerald Hill Way. Price includes labor to pick up a new sod and soil, remove the damaged turf and add soil and sod.

This area is unirrigated and would be better to wait until June to replace for the rainy season.

Signature

x

SUBTOTAL \$697.00

SALES TAX \$0.00

TOTAL \$697.00

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: _____

Title: _____

Date: _____

Assigned To

Chad Raymond

Office:
craymond@yellowstonelandscape.com



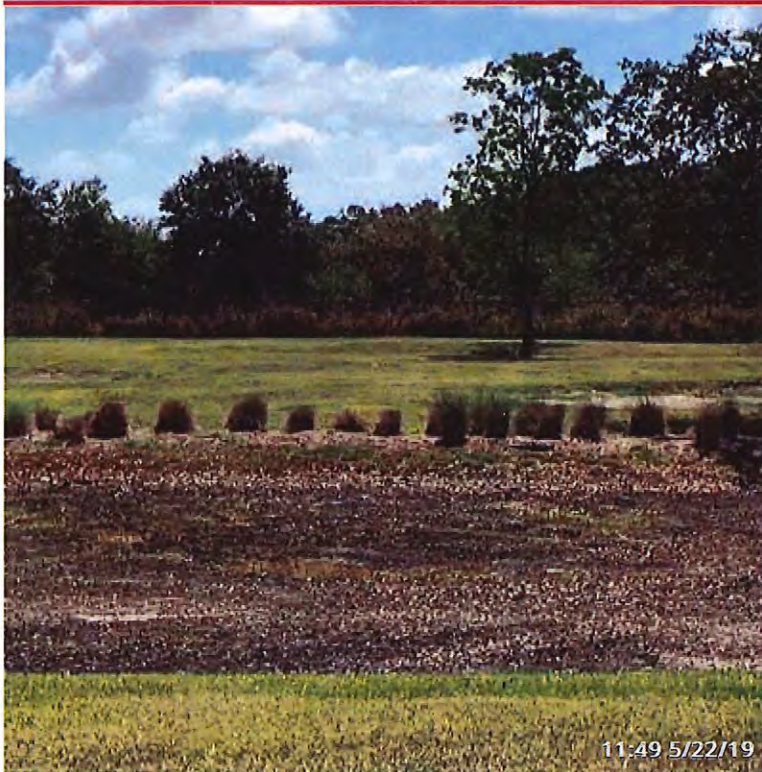
Chad Raymond
Yellowstone Landscape

DIAMOND HILL CDD UPDATE

Wednesday, May 22, 2019

Prepared For Gregory Cox- Rizzetta

6 Items Identified



EMERALD HILL WAY

Areas are back under control during the dry season.



HOG DAMAGE

Hog damage across from 1324 Emerald Hill Way. I will bring a proposal to replace the sod and add some soil. This will be my recommendation to repair. Unfortunately, this area is unirrigated and we will be at the mercy of the rain.



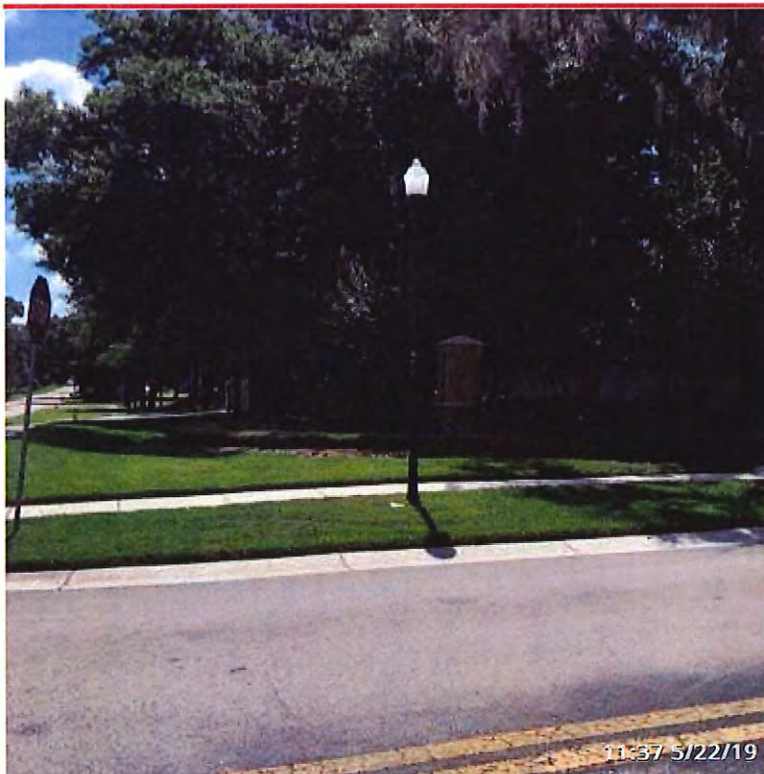
CLOSE UP OF HOG DAMAGE



ENTRANCE
Trimmed and weeds



POND - BEHIND FACET VIEW



TURF AT FRONT ENTRANCE
Recently treated. Has good color

Tab 5

Date Entered	Category	Action Item	District Staff Responsible	Vendor Responsible	Target Date	Notes
4/1/2019	O&M	Pressure Washing Sidewalks in Conjunction with HOA	DM	TBD	6/10/2019	Coordinating the pressure washing of sidewalks
Completed Actions						

Tab 6



Craig Latimer
Supervisor of Elections

Our Vision: To be the best place in America to vote

GOVERNOR'S
STERLING
AWARD
RECIPIENT

April 19, 2019

Greg Cox
Diamond Hill CDD
12750 Citrus Park Lane, Suite 115
Tampa, FL 33625

Dear Greg Cox,

As per F.S. 190.006, you'll find the number of qualified registered electors for your Community Development District as of April 15, 2019, listed below.

Community Development District	Number of Registered Electors
Diamond Hill CDD	904

We ask that you respond to our office with a current list of CDD office holders by **June 1st** and that you update us throughout the year if there are changes. This will enable us to provide accurate information to potential candidates during filing and qualifying periods.

Please note it is the responsibility of each district to keep our office updated with current district information. If you have any questions, please do not hesitate to contact me at (813) 384-3944 or ewhite@hcsoe.org.

Respectfully,

Enjoli White
Candidate Services Liaison

Tab 7

Diamond Hill CDD – ADA Website Compliance Cost Analysis

Vendor	Audit/Remediation Cost (Initial)	Price per PDF [approximately 1,320 pages ¹]	Total Cost of Initial Conversion	Cost of <u>Annual</u> Maintenance [After initial conversion/remediation]
ADA Site Compliance – OPTION 1	\$5,900.00 Option 1 includes auditing and remediation of the existing website content.	\$2.90 [\$3,828.00]	\$9,728.00	\$1,500.00*
ADA Site Compliance – OPTION 2²	\$3,900.00 Option 2 includes migration of current site content to new, ADA-compliant format.	\$2.90 [\$3,828.00]	\$7,728.00	\$900.00* *Does not include PDF conversion price of \$2.90 per PDF. For reference 200-600 pages per year would cost an additional \$580- \$1,740 annually.
VGlobalTech	\$4,750.00 Existing Website Remediation / New Website Build	PDF conversion of up to 2 years of documents included – no “per PDF” pricing.	\$4,750.00	Quarterly Audits (annual cost: \$1,600.00* Monthly Maintenance (annual cost): \$1,440.00 ** TOTAL: \$3,040.00** *Includes tech & human audits; possible savings if only tech audits. ** PDF conversion price is included.

¹ PDF count only includes documents required to be retained on the District’s website pursuant to s. 189.069, Fla. Stat. This includes establishment ordinance, current fiscal year assessment table, current fiscal year audit, two years of budget docs., district map, one year of agendas, public facilities report, current year meeting notice, two years of minutes – all based on the count provided by the district. All other documents eliminated from the count.

² Option 2 migrates existing site to an accessible and compliant theme built and maintained by ADA Site Compliance. By building a new site on an accessible and compliant theme, the significant preparation and testing costs associated with Option 1 are avoided.

ADA Site Compliance



Diamond Hill 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.



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

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Documents

Information

Contacts

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 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 major 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 Economic Opportunity, Hillsborough County and the Waterset Central homeowner's association.

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.



Water

set

Central CDD

Welcome

Links

Documents

Information

[CDD](#)
[Election](#)
[Finances](#)
[HOA](#)
[Meetings](#)
[Questions](#)
[Services](#)

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

Diamond Hill CDD – Scope of Work & Pricing Options*

❑ Option 1:

\$5,900 (year one) - auditing & remediation of the existing Diamond Hill CDD website

- Diamond Hill CDD owns 100% of the website content

\$1,500 (annually) - to provide continued accessibility and ongoing compliance support as 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

- Diamond Hill CDD owns 100% of the website content

\$900 (annually) - to provide continued accessibility and ongoing compliance support as 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
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

May 29, 2019

Services Performed By:

ADA Site Compliance, LLC

Services Performed For:

Diamond Hill CDD

This Statement of Work (SOW) is issued pursuant to the Master Services Agreement between Diamond Hill CDD ("Client") and ADA Site Compliance, LLC ("Contractor"), effective May 29, 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 May 29, 2019, is entered into by and between Contractor and Client for Client's website www.diamondhillcdd.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. Diamond Hill 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.diamondhillcdd.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 Diamond Hill CDD website
 \$1,500 (annually) – to provide continued accessibility and ongoing compliance support
 \$2.90 per page – PDF human expert auditing and remediation

Option 2:

\$3,900 (year one) – license fee for a new website built on ADA-compliant themes
 \$900 (annually) – to provide continued accessibility and ongoing compliance support
 \$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

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

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

DIAMOND HILL CDD

By:_____

By:_____

Name: _____

Name: _____

Title: _____

Title: _____

Blank Tab

Proposal For Diamond Hill CDD

URL: <http://diamondhillcdd.org/> **Website Type:** Medium

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

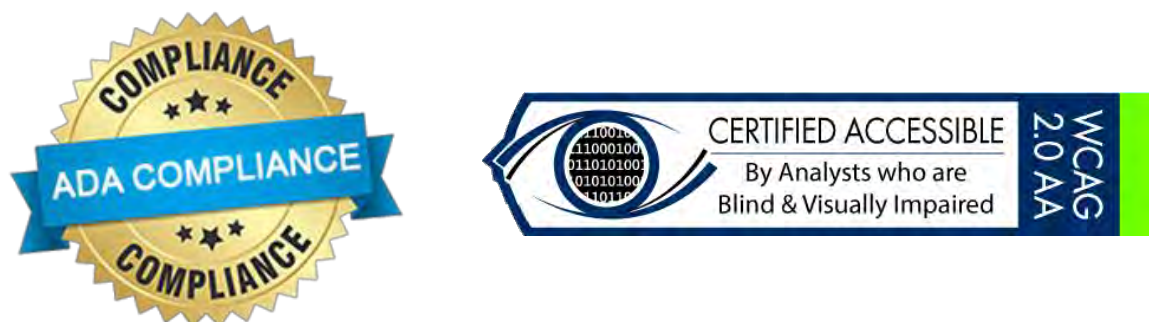
Date	Version#	Comments	Author
August 13, 2018	1.0	Updated "The Law, ADA and WCAG" section details	VB Joshi, Kristen T
January 10 th , 2019	2.0	Updated conversion and support costs based on discussed scope	VB Joshi
February 25, 2019	2.2	Updated fee-simple pricing and human audit seal	VB Joshi
March 21, 2019	2.3	Added quarterly audit as per insurance requirement	VB Joshi
March 28, 2019	2.4	Updated Annual Maintenance price for ADA support only	VB Joshi
May 7, 2019	2.5	Updated for CDD specific info after conversing with CDD Manager	VB Joshi
May 20, 2019	2.6	Added Human Audit Details	VB Joshi



Your website gets 2 Compliance Seals

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

(* Human Audit Contract required. Please email contact@vglobaltech.com for audit proposal)



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.

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

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

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1.0 The Law

Source: http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0189/Sections/0189.069.html

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

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

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

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

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

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

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

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

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

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

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

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

14. The public facilities report, if applicable.

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

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

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

2.0 ADA & WCAG Compliance – Introduction

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

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

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

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

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

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

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

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

2.1 Common Problems and Solutions in Website Accessibility?

2.1.1 Problem: Images Without Text Equivalents

Solution: Add a Text Equivalent to Every Image

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

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

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

2.1.2 Problem: Documents Are Not Posted In an Accessible Format

Solution: Post Documents in a Text-Based Format

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

2.1.3 Problem: Specifying Colors and Font Sizes

Solution: Avoid Dictating Colors and Font Settings

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

2.1.4 Problem: Videos and Other Multimedia Lack Accessible Features

Solution: Include Audio Descriptions and Captions

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

2.1.5 Web Content Accessibility Guidelines (WCAG)

Understanding the Four Principles of Accessibility

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

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

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

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

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

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

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

Please see References section for several resources on compliance.

3.0 Pricing

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 / New Website Build:

	Task
1.	Remediate existing website / Build new website from start 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.	ADA Standards application (as per Section 1 above). ADA.gov, Web Content Accessibility Guidelines (WCAG)
4.	PDF Documents conversion (to Text, HTML etc.) as needed for ADA Compliance / Reader Compliance (up to 2 years of documents shall be converted)
5.	Create a webpage showing websites ADA Compliance efforts
6.	Create customized footer with VGlobalTech's ADA Compliance Seal (valid for 1 year only)
7.	Web Design Total: \$4750/- (one time)

3.2 ADA Compliance Monthly Maintenance and Upgrade

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

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

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

	Task
1.	Assist with ADA Website Compliance tasks for current / new website on an ongoing basis – All new webpages and content that is put on the website – Customer must notify what updates are made (<i>content shall be uploaded by client, VGlobalTech shall provide feedback on the content ADA requirements – This is as per customers' request. Please contact VGlobalTech if a full maintenance, including content upload is required</i>)
2.	PDF Documents conversion (to Text, HTML etc) as needed (<i>new documents during the maintenance year only</i>) for ADA Compliance / Reader Compliance. 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). There is no limit on how many documents you can convert using VGlobalTech's software. If Auto conversion fails, VGlobalTech team shall perform manual OCR and conversion within 24 hrs.
	Monthly Maintenance: (starts after initial compliance engagement quoted above is complete): \$1440 /- (annually – can be broken into equal monthly charges) *support beyond 8 hrs / month shall be billed at \$55 / hr separately **Annual maintenance can be broken up into smaller monthly bills.

3.3 Quarterly Technical and Human Audit

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

VGlobalTech has partnered with a local agency for the visually impaired – LightHouse Works. LightHouse has developed a unique program for digital accessibility that is run by visually impaired personnel that are highly skilled in human auditing of websites and software as per the section 508 stipulations. Read more about our partnership here: <https://vglobaltech.com/website-compliance/>

Together we are now able to provide not one but two compliance seals for all our customers:

1. Digital Asset Technical Compliance Seal:



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

2. Human Audit Seal:



LightHouse Works' visually impaired personnel shall actually test the website for compliance as per the section 508 and ADA requirements. The VGlobalTech technical team shall remediate any points discovered by LightHouse team and send the site for re-certification. Upon satisfactory completion LightHouse shall provide the Human Audit Seal that will be specific to the site and the VGlobalTech team shall put the seal on the site. This is an added layer of true Human Audit testing that provides full ADA compliance.

Cost for Technical and Human Audits:

\$1600 / Four Audits per Year

(paid as a onetime fee) (Seals renewed every quarter) (Audits are conducted by VGlobalTech and LightHouse Agency together)

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 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:

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

Select Proper Option Below, Sign and Date, Return to contact@vglobaltech.com:

☐

Option1: Website only

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

☐

Option2: Website and Monthly Maintenance

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

+

Section 3.2 ADA Compliance Monthly Maintenance and Upgrade

☐

Option3: Website and Quarterly Audits

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

+

Section 3.3 Quarterly Technical and Human Audit Testing

☐

Option4: Website, Monthly Maintenance and Quarterly Audits

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

+

Section 3.2 ADA Compliance Monthly Maintenance and Upgrade

+

Section 3.3 Quarterly Technical and Human Audit Testing

Signatures:

For Customer

Date

VB Joshi

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/>

