

# BAYMEADOWS COMMUNITY IMPROVEMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[www.BCIDJax.Org](http://www.BCIDJax.Org)

February 21, 2025

Director/Council Secretary  
Office of the City Council  
117 W. Duval Street  
City Hall, Suite 425  
Jacksonville, FL 32202

Re: Baymeadows Community Improvement District Adopted Fiscal  
Year 2025/2026 Proposed Budget

To Whom it May Concern:

Enclosed please find Resolution 2024-05 Adopting the Fiscal Year 2025/2026 Proposed Budget (the "Adopted Proposed Budget"), which was approved by the Board of Supervisors of the Baymeadows Community Improvement District (the "Board"). Transmittal of the enclosed Adopted Proposed Budget is being made for purposes of disclosure and information, in accordance with the requirement set forth in new Ordinance 2021-838-E, as amended by Ordinance 2024-69-E.

Should you have any questions, please do not hesitate to contact me at your earliest convenience.

Sincerely,

*Lesley Gallagher*

**Lesley Gallagher**  
Senior District Manager  
**Rizzetta & Company**

 [LGallagher@rizzetta.com](mailto:LGallagher@rizzetta.com)

 4637  St. Augustine

Enclosure

cc: Emily Pierce, District Counsel  
**Kim Taylor, Council Auditor**

**RESOLUTION NO. 2024-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BAYMEADOWS COMMUNITY IMPROVEMENT DISTRICT ADOPTING THE DISTRICT'S PROPOSED BUDGET FOR ITS FISCAL YEAR COMMENCING JULY 1, 2025; DIRECTING ITS SECRETARY TO SUBMIT TRUE COPIES OF THIS RESOLUTION TO SPECIFIED OFFICERS OF THE CITY OF JACKSONVILLE, FLORIDA, AS DESIGNATED HEREIN; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**Recitals**

**WHEREAS**, by its enactment of Ordinance No. 2021-838-E, as revised by Ordinance 2024-69-E, (the "Ordinance"), the City Council (the "City Council") of the City of Jacksonville, Florida (the "City"), established the Baymeadows Community Improvement District (the "District") as a dependent special district of the City pursuant to Chapter 189, Florida Statutes, known as the Uniform Special District Accountability Act (the "Special District Act"); and,

**WHEREAS**, Section 7(A) of the District's Charter, as enacted under Section 2 of the Ordinance, along with the Special District Act, requires the District to adopt a proposed budget for each fiscal year and submit the same to the City Council by the April 1 immediately preceding the commencement of the District's fiscal year on the next ensuing July 1; and,

**WHEREAS**, by the adoption of this resolution, the Board of Supervisors of the District (the "Board") intends to adopt its proposed budget for the District's fiscal year commencing July 1, 2025.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BAYMEADOWS COMMUNITY IMPROVEMENT DISTRICT:**

**SECTION 1. AUTHORITY.** The District has the authority to adopt this Resolution pursuant to the Special District Act.

**SECTION 2. ADOPTION OF PROPOSED BUDGET.** The Board hereby adopts as the District's proposed budget for its fiscal year commencing July 1, 2025, the document attached hereto as Exhibit A.

**SECTION 3. SUBMITTAL TO CITY COUNCIL.** In accordance with the foregoing Sec. 7(A) of the District's Charter, the Board hereby directs its Secretary to submit true copies of this resolution and its attachment to the Director/Council Secretary of the City Council and to the Council Auditor of the City Council at the earliest practical occasion, but in no event later than April 1, 2025.

**SECTION 4. SEVERABILITY.** If any section, subsection, clause, phrase or portion of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion hereto.

**SECTION 5. EFFECTIVE DATE.** This resolution shall become effective immediately upon the adoption hereof.

*[Continues on the following page.]*

**PASSED AND ADOPTED** this 12<sup>th</sup> day of February, 2025, by the Board of Supervisors of the Baymeadows Community Improvement District assembled in Jacksonville, Florida.

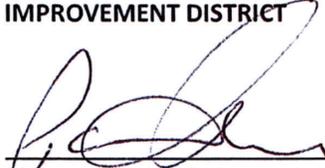
**ATTEST:**



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



**BAYMEADOWS COMMUNITY  
IMPROVEMENT DISTRICT**



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



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# Baymeadows Community Improvement District

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## Adopted Budget Fiscal Year 2025-2026

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**Adopted Budget**  
**Baymeadows Community Improvement District**  
 General Fund  
 Fiscal Year 2025/2026

**Chart of Accounts Classification** **Budget for 2025/2026**

<b>ASSESSMENT REVENUES</b>	
<i>Special Assessments</i>	
Tax Roll*	\$ 1,064,186
<b>TOTAL REVENUES</b>	<b>\$ 1,064,186</b>
<b>EXPENDITURES - ADMINISTRATIVE</b>	
<i>Financial &amp; Administrative</i>	
Accounting Services	\$ 16,538
Administrative Services	\$ 4,631
Assessment Roll	\$ 5,513
Audit Services	\$ 6,000
District Engineer	\$ 50,000
District Management	\$ 21,168
Dues, Licenses & Fees	\$ 175
Financial & Revenue Collections	\$ 3,969
Legal Advertising	\$ 2,000
Miscellaneous Fees	\$ 3,000
Public Officials Liability Insurance	\$ 3,182
Website Hosting, Maintenance, Backup	\$ 2,800
<i>Legal Counsel</i>	
District Counsel	\$ 30,000
<b>Administrative Subtotal</b>	<b>\$ 148,976</b>
<b>EXPENDITURES - FIELD OPERATIONS</b>	

**Adopted Budget**  
**Baymeadows Community Improvement District**  
 General Fund  
 Fiscal Year 2025/2026

Chart of Accounts Classification Budget for 2025/2026

<b>Stormwater Control</b>		
Aquatic Maintenance	\$	40,835
Aquatic/Stormwater Repairs	\$	250,000
Stormwater System Cleaning and Inspection	\$	35,000
<b>Other Physical Environment</b>		
General Liability Insurance	\$	4,023
Property Insurance	\$	2,625
Landscape Maintenance Contract	\$	101,574
Landscape Replacement	\$	10,000
Miscellaneous Expense	\$	20,000
<b>Road &amp; Street Facilities</b>		
Roadway Maintenance	\$	30,000
Roadway Improvements	\$	160,824
<b>Contingency</b>		
Miscellaneous Contingency	\$	260,329
Field Operations Subtotal	\$	915,210
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>1,064,186</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$</b>	<b>-</b>

BAYMEADOWS COMMUNITY IMPROVEMENT DISTRICT

2025/2026 O&M ASSESSMENT SCHEDULE

2025/2026 O&M Budget:	\$1,064,186.36	2024/2025 O&M Budget:	\$993,520.07
Collection Costs: 3.5%	\$40,266.51	2025/2026 O&M Budget:	\$1,064,186.36
Early Payment Discounts: 4%	\$46,018.87		
<b>2025/2026 Total:</b>	<b><u>\$1,150,471.74</u></b>	<b>Total Difference:</b>	<b><u>\$70,666.29</u></b>

Lot Size	Per Unit Annual Assessment Comparison		Proposed Increase / Decrease	
	2024/2025	2025/2026	\$	%
<b>Single Family</b>				
Putters Cove	\$500.00	\$515.00	\$15.00	3.00%
Linkside	\$500.00	\$515.00	\$15.00	3.00%
Las Casas	\$500.00	\$515.00	\$15.00	3.00%
Meadow Walk	\$500.00	\$515.00	\$15.00	3.00%
<b>Townhomes</b>				
Las Prados	\$444.94	\$458.29	\$13.35	3.00%
Village Green I	\$444.94	\$458.29	\$13.35	3.00%
Village Green II	\$444.94	\$458.29	\$13.35	3.00%
Village Green III	\$444.94	\$458.29	\$13.35	3.00%
Los Lagos	\$444.94	\$458.29	\$13.35	3.00%
BayPointe South	\$444.94	\$458.29	\$13.35	3.00%
BayPointe North	\$444.94	\$458.29	\$13.35	3.00%
Lakeside	\$444.94	\$458.29	\$13.35	3.00%
Terrace Pines	\$444.94	\$458.29	\$13.35	3.00%
Mallard Creek	\$444.94	\$458.29	\$13.35	3.00%
Golfside (Alden Landing)	\$444.94	\$458.29	\$13.35	3.00%
<b>Multi-Family</b>				
The Avenues	\$362.68	\$373.56	\$10.88	3.00%
The Village Del Mar	\$362.68	\$373.56	\$10.88	3.00%
The Lofts	\$362.68	\$373.56	\$10.88	3.00%
<b>Commercial</b>				
Business Suites	\$304.70	\$313.85	\$9.15	3.00%
Business Condos	\$1,320.13	\$1,359.73	\$39.60	3.00%
Business - Small	\$3,138.70	\$3,232.86	\$94.16	3.00%
Business - Large	\$16,609.55	\$17,107.83	\$498.29	3.00%

**BAYMEADOWS COMMUNITY IMPROVEMENT DISTRICT**  
**FISCAL YEAR 2025/2026 O&M ASSESSMENT SCHEDULE**

TOTAL O&M BUDGET	\$1,064,186.36
COLLECTION COSTS @ 3.5%	\$40,266.51
EARLY PAYMENT DISCOUNT @ 4%	\$46,018.87
<b>TOTAL O&amp;M ASSESSMENT</b>	<b>\$1,150,471.74</b>

UNITS ASSESSED		ALLOCATION OF O&M ASSESSMENT			PER LOT ANNUAL ASSESSMENT	
LOT SIZE	O&M <sup>(1)</sup>	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL O&M BUDGET	O&M <sup>(2)</sup>
<b>Singe Family</b>						
Putters Cove	17	1.00	17.00	0.76%	\$8,755.00	\$515.00
Linkside	81	1.00	81.00	3.63%	\$41,715.00	\$515.00
Las Casas	48	1.00	48.00	2.15%	\$24,720.00	\$515.00
Meadow Walk	143	1.00	143.00	6.40%	\$73,645.00	\$515.00
<b>Townhomes/Condos</b>						
Las Prados	125	0.89	111.24	4.98%	\$57,286.25	\$458.29
Village Green I	109	0.89	97.00	4.34%	\$49,953.61	\$458.29
Village Green II	54	0.89	48.05	2.15%	\$24,747.66	\$458.29
Village Green III	12	0.89	10.68	0.48%	\$5,499.48	\$458.29
Los Lagos	166	0.89	147.72	6.61%	\$76,076.14	\$458.29
BayPointe South	200	0.89	177.98	7.97%	\$91,658.00	\$458.29
BayPointe North	204	0.89	181.54	8.13%	\$93,491.16	\$458.29
Lakeside	26	0.89	23.14	1.04%	\$11,915.54	\$458.29
Terrace Pines	46	0.89	40.93	1.83%	\$21,081.34	\$458.29
Mallard Creek	16	0.89	14.24	0.64%	\$7,332.64	\$458.29
Golfside (Alden Landing)	52	0.89	46.27	2.07%	\$23,831.08	\$458.29
<b>Multi-Family</b>						
The Avenues	904	0.73	655.72	29.35%	\$337,698.24	\$373.56
The Village Del Mar	144	0.73	104.45	4.68%	\$53,792.64	\$373.56
The Lofts	103	0.73	74.71	3.34%	\$38,476.68	\$373.56
<b>Commercial</b>						
Business Suites	81	0.61	49.36	2.21%	\$25,421.85	\$313.85
Business Condos	10	2.64	26.40	1.18%	\$13,597.30	\$1,359.73
Business - Small	11	6.28	69.05	3.09%	\$35,561.46	\$3,232.86
Business - Large	2	33.22	66.44	2.97%	\$34,215.67	\$17,107.83
<b>Total Community</b>	<b>2554</b>		<b>2233.92</b>	<b>100.00%</b>	<b>\$1,150,471.74</b>	

LESS: Duval County Collection Costs (3.5%) and Early Payment Discounts (4%):

**(\$86,286.38)**

**Net Revenue to be Collected:**

**\$1,064,186.36**

(1) Units with heated structures greater than 1 square foot are subject to District's annual assessment.

(2) Annual assessment that will appear on November 2025 Duval County property tax bill. Amount shown includes all applicable collection costs and early payment discounts (up to 4% if paid early). Per unit assessments not to exceed maximum caps defined in Exhibit 2 of Ordinance 2021-838-E, as amended by Ordinance #2024-69

NOTE: Assessments cover the period from July 1, 2025 - June 30, 2026.

## 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.



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## EXPENDITURES – ADMINISTRATIVE:

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

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

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

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

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

**Assessment Roll:** The District will contract with a firm to prepare, maintain and certify the assessment roll(s) and annually levy a non-ad valorem assessment for operating and debt service expenses.

**Financial & Revenue Collections:** Services of the Collection Agent include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. The Collection Agent also maintains and updates the District's lien book(s) annually and provides for the release of liens on property after the full collection of bond debt levied on particular properties.

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

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



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

**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.

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## 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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**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.



**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.

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

**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.

**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.



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