

TRAILS COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270
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www.trailsccd.org

**Board of Supervisors
Trails Community Development District**

**August 25, 2022
rev. 08.29.22**

REVISED AGENDA

Dear Board Members:

The **workshop** meeting of the Board of Supervisors of the Trails Community Development District will be held on **September 1, 2022 at 6:00 p.m.**, at the Winchester Ridge Amenity Center, located at 15431 Spotted Stallion Trail, Jacksonville, Florida 32234. The following is the agenda for this meeting.

- 1. COMMUNITY WORKSHOP**
 - A. CDD “101” Workshop

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 (904) 436-6270.

Very kindly,

Carol L. Brown

Carol L. Brown
District Manager

CDD “101” Workshop

TRAILS CDD

Kutak Rock LLP

107 W. College Avenue
Tallahassee, Florida 32301
850-692-7300

Rizzetta & Company, Inc.

2806 N. 5th Street, Unit 403
St. Augustine, Florida 32084
904-436-6270

Topics for Today

- What's a CDD?
- What does Trails CDD do?
- How is CDD different than HOA?
- CDD Operations
- Budget and Assessments
- Board of Supervisors
- Elections

What's a CDD?

Local unit of special purpose government

- Established under the Uniform Community Development Act of 1980 (Chapter 190, F.S.)
- Provides a mechanism to finance, construct and maintain high quality improvements and amenities
- Separate from, and NOT an arm of, the County
- Also separate from HOA
- Independent entity that is separate from its residents

What does Trails CDD do?

Allowed By F.S. 190:

- Construct and maintain public infrastructure
- Issue long-term bonds
- Levy and collect non-ad valorem assessments for debt service
- Levy and collect operating and maintenance assessments
- Contract for services

Not Allowed By F.S. 190:

- Issue building permits
- Regulate land use/zoning
- Issue development orders
- Provide police services
- Enforce code compliance
- Architectural review

What does Trails CDD do?

CDD owns, operates and maintains certain community infrastructure including:

- Amenities and Recreation Areas
- Entrances, Amenity Center and Common Areas Landscaping
- Fencing and Monument Signs
- Stormwater Management System

But the CDD does not operate or maintain:

- Roadway Improvements - Roadways are now maintained by the City of Jacksonville
- Utility Improvements (Water/Sewer/Irrigation) – Maintained by JEA
- Street Lights – Maintained by JEA

CDD Operations - Staff

| District Manager | District Counsel | District Engineer |
|--|---|---|
| Administrator of the CDD, oversees the CDD's operations | Legal counsel to the CDD, ensures that the CDD conducts its business in accordance with Florida law | Engineer of the CDD, provides support services regarding planning, designing, permitting, construction, and operation and maintenance of the CDD's infrastructure |
| Carol Brown Rizzetta & Company, Inc. clbrown@rizzetta.com (904) 436-6270 | Katie Buchanan Kutak Rock LLP | Vince Dunn Dunn & Associates, Inc. |

CDD Operations – District Manager

- The District Manager has “charge and supervision of the works of the district”
- The Board makes policy; the District Manager implements the Board’s policies
- District Managers get their authority from Chapter 190, Florida Statutes, and the contract between the District and the management company
- The District Manager has clerical and accounting staff to assist with District operations

CDD Operations – District Counsel & District Engineer

District Counsel

- District Counsel works for the Board, not the District Manager
- District Counsel works with the District Manager and staff to help protect the District from legal risks and achieve its goals

District Engineer

- Assist with permit compliance
- Assist with maintenance of infrastructure
- Assists with the construction of the District's improvement plan

CDD Operations - Vendors

Amenity/Operations Manager

Mark Insel, Amenity and Operations
Vesta Property Management Services
Minsel@vestapropertyservices.com
904-748-0051

Landscape Maintenance Providers

Stormwater Ponds Maintenance Providers

Auditor and Other Financial Service Providers

CDD Operations - Meetings

Seven days prior to the meeting:

- Notice is published in a newspaper
- The agenda is posted on the District's website: trailscdd.org

Day of meeting:

- Meeting is open to the public
- Quorum = three supervisors attending in person

CDD Operations - Meeting Agenda

Set by the District Manager with input from District Counsel and the Chairperson.

Typical items include:

- Audience Comments on Agenda Items – each individual is entitled to three (3) minutes to present comments to the Board on matters included in the agenda
- Minutes and Expenditures
- Business Items
- Staff Reports
- Supervisor Requests
- Audience Comments on General Items – each individual is entitled to three (3) minutes for comments on general issues or concerns relating to the District
- **Comments Concerning a Maintenance Related Item Will Need to be Addressed by the Operations Manager or District Manager Outside the Context of the Meeting**

CDD Operations - Meeting Protocol

- Board members review the agenda in advance and follow up with District Staff if they have questions on agenda items
- The Board will receive audience comments and may address such comments upon conclusion of the public comment period, but is not required to engage in discussion
- Comments will not be received outside of a designated public comment period
- Comments concerning a maintenance related item will need to be addressed by the operations manager or district manager outside the context of the meeting
- Disruptive audience members may be asked to leave

CDD Operations - Governing Documents

Florida Statutes

Establishment Ordinance

- Trails CDD – established by City of Jacksonville Ordinance No. 2006-861-E; amended by Ordinance No. 2017-768-E

Resolutions

- Kept at the Records Custodian's Office - Rizzetta & Company, Inc., 2806 N. 5th Street, Unit 403, St. Augustine, Florida 32084, Phone: (904) 436-6270

Rules of Procedure

- Trails CDD Rules of Procedure

Rates, Fees and Amenity Policies

- Trails CDD Rules, Policies and Fees for the Amenity Facilities – can be found on the CDD Website www.trailscdd.org

Budgets & Assessments – Annual Budget Process

By June 15th – District Manager presents proposed budget at board meeting.

- **Trails CDD typically considers the proposed budget for the upcoming fiscal year in April**

If assessments increase above previously noticed amount, the District mails notice to residents

By October 1st – District Manager presents updates to proposed budget at the board meeting

- Board receives comments and/or objections to the budget during budget hearing
- Board may adjust decrease budget based on comments received, but may not increase the assessments included in the proposed budget
- **Trails CDD typically conducts its budget hearing in July**

Budgets & Assessments – CDD Assessments

Two Components (together, “Special Assessments” or “CDD Assessments”)

- Debt Service Assessments
- Operations & Maintenance Assessments

Special Assessments

- Annual assessments on platted lots placed on county property tax bill
- Liens are co-equal with taxes
- HOA fees are separate
- Different that a “one-time” special assessment

Budgets & Assessments – CDD Assessments

Operations & Maintenance Assessments

- Based on operating budget approved at annual public hearing
- May change from year to year
- Directly tied to the operating expenses of the District
- Includes administrative costs and field maintenance
- Cannot be paid off

Debt Service Assessments

- Established at issuance of bonds
- Does not change from year to year
- Repays the debt service on the bonds used to pay for infrastructure
- Can be paid off

Board of Supervisors

- The Board of Supervisors consists of five (5) members called Supervisors
- Serves as the governing body of the District
- Receive input from constituents
- Makes material business decisions for the District
- Sets public policies implemented by staff
- Action taken shall be by majority vote of the board
- Authority of Chairperson/Vice-Chairperson sets by Rules of Procedure and Ethics Policy

General Elections

- Held after CDD has been established for six years and has ≥ 250 qualified electors
- Conducted by the County Supervisor of Elections
- One vote per qualified elector
- Open to qualified electors – citizens of the United States, residents of the CDD, and registered to vote (including renters)

CDD v. HOA

How is a CDD different from an HOA?

- Governmental entity
- Sunshine Laws / Open Records / Sovereign Immunity
- Issues tax exempt bonds
- Revenue collection and enforcement
- Public procurement
- Typically no architectural review
- Elected Board of Supervisors

Questions?