

PALM BAY
COMMUNITY DEVELOPMENT
DISTRICT

REGULAR MEETING
AGENDA

April 14, 2016

Palm Bay Community Development District
2300 Glades Road, Suite 410W • Boca Raton, Florida 33431
Phone (561) 571-0010 • Fax (561) 571-0013 • Toll-Free (877) 276-0889

April 8, 2016

ATTENDEES:
Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors
Palm Bay Community Development District

Dear Board Members:

A Regular Meeting of the Palm Bay Community Development District's Board of Supervisors will be held on **Thursday, April 14, 2016 at 9:00 a.m.**, at the **Courtyard by Marriott Tampa/Oldsmar, 4014 Tampa Road, Oldsmar, Florida 34677**. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Discussion/Consideration of Candidate to Fill Seat 4 Vacancy; Term Expires November, 2016
 - A. Administration of Oath of Office to Newly Elected Supervisor (*the following to be provided in a separate package*)
 - i. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - ii. Membership, Obligations and Responsibilities
 - iii. Financial Disclosure Forms
 - Form 1: Statement of Financial Interests
 - Form 1X: Amendment to Form 1, Statement of Financial Interests
 - Form 1F: Final Statement of Financial Interests
 - Form 8B – Memorandum of Voting Conflict
 - B. Consideration of **Resolution 2016-__**, Electing Officers of the District
4. Continued Discussion: Road Paver Brick
5. Consideration of **Resolution 2016-2**, Approving a Proposed Budget for Fiscal Year 2016/2017 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date
6. Consideration of **Resolution 2016-3**, Approving an Amended Budget for Fiscal Year 2015

7. Approval of **January 14, 2016** Public Hearing and Regular Meeting Minutes
8. Other Business
9. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
 - i. Approval of Unaudited Financial Statements as of February 29, 2016
 - ii. **NEXT MEETING DATE: July 14, 2016 at 9:00 A.M.**
10. Supervisors' Requests
11. Adjournment

Should you have any questions, please do not hesitate to contact me directly at 239-464-7114.

Sincerely,



Chesley E. Adams, Jr.
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE:

CALL IN NUMBER: 1-888-354-0094

CONFERENCE ID: 8593810

RESOLUTION 2016-__

**A RESOLUTION ELECTING THE OFFICERS OF THE
PALM BAY COMMUNITY DEVELOPMENT DISTRICT,
HILLSBOROUGH COUNTY, FLORIDA**

WHEREAS, the Board of Supervisors of the Palm Bay Community Development District desires to elect the below recited person(s) to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE PALM BAY COMMUNITY
DEVELOPMENT DISTRICT:**

1. The following persons are elected to the offices shown:

Chair	_____
Vice Chair	_____
Secretary	<u>Chuck Adams</u>
Treasurer	<u>Craig Wrathell</u>
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____

PASSED AND ADOPTED this _____ day of _____, 2016.

Chair/Vice Chair

Secretary/Assistant Secretary

RESOLUTION 2016-2

A RESOLUTION OF THE BOARD OF SUPERVISORS OF PALM BAY COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET FOR FISCAL YEAR 2016/2017 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors of Palm Bay Community Development District (the "Board") prior to June 15, 2016, a proposed operating budget for Fiscal Year 2016/2017; and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

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

1. The operating budget proposed by the District Manager for Fiscal Year 2016/2017 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.

2. A public hearing on said approved budget is hereby declared and set for the following date, hour and location:

DATE: July 14, 2016

HOUR: 9:00 A.M.

**LOCATION: Courtyard by Marriott Tampa/Oldsmar
4014 Tampa Road
Oldsmar, Florida 34677**

3. The District Manager is hereby directed to submit a copy of the proposed budget to Hillsborough County at least 60 days prior to the hearing set above.

4. **POSTING OF BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post this approved budget on the District's website at least two days before the budget hearing date as set forth in Section 2 and said budget shall remain on the District's website for at least forty-five (45) days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

5. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2016.

ATTEST:

**BOARD OF SUPERVISORS OF
THE PALM BAY COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By:_____

Its:_____

EXHIBIT A

**PALM BAY
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2017
PREPARED APRIL 8, 2016**

**PALM BAY
COMMUNITY DEVELOPMENT DISTRICT
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**PALM BAY
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2017**

	Fiscal Year 2016			Total Revenues and Expenditures	Proposed Budget FY 2017
	Adopted Budget FY 2016	Actual through 2/29/16	Projected through 9/30/16		
REVENUES					
Assessment levy - gross	\$ 174,679				\$ 156,770
Allowable discounts (4%)	(6,987)				(6,271)
Assessment levy - net	167,692	\$ 156,026	\$ 11,666	\$ 167,692	150,499
Boat slip maintenance revenue	1,000	-	-	-	-
Interest & miscellaneous	250	21	229	250	250
Total revenues	168,942	156,047	11,895	167,942	150,749
EXPENDITURES					
Professional & administrative fees					
Supervisors	5,383	646	4,737	5,383	5,383
Management	18,536	7,723	10,813	18,536	18,536
Audit	7,200	-	7,200	7,200	7,200
Legal	500	400	100	500	500
Postage	425	55	370	425	425
Meeting room	1,000	161	839	1,000	1,000
Insurance	6,500	6,280	220	6,500	6,500
Printing and binding	500	208	292	500	500
Legal advertising	1,500	444	1,056	1,500	1,500
Other current charges	750	225	525	750	750
Annual district filing fee	175	175	-	175	175
Website	500	1,282	-	1,282	500
Tax bills	1,881	1,403	478	1,881	1,881
Total professional & administrative fees	44,850	19,002	26,630	45,632	44,850
Parks and recreation services					
Boat lift repair and maintenance	5,000	99	7,500	7,599	7,500
Lake maintenance	2,000	700	1,300	2,000	2,000
Total parks and recreation	7,000	799	8,800	9,599	9,500
Access Control					
Telephone - gate	1,700	803	897	1,700	1,700
Insurance - property and casualty	2,500	2,389	-	2,389	2,500
Repair and maintenance - gate	2,500	2,416	84	2,500	2,500
Landscape maintenance	15,000	4,864	10,136	15,000	15,000
Capital Outlay	10,000	-	6,000	6,000	5,000
Contingency	1,500	-	1,500	1,500	1,500
Total access control	33,200	10,472	18,617	29,089	28,200

**PALM BAY
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2017**

	Fiscal Year 2016			Total Revenues and Expenditures	Proposed Budget FY 2017
	Adopted Budget FY 2016	Actual through 2/29/16	Projected through 9/30/16		
Roadway/signage/street lighting					
Electric utility service	10,000	4,670	5,330	10,000	10,000
Repairs and maintenance	3,000	540	2,460	3,000	3,000
Capital Outlay	65,000	8,630	65,000	73,630	50,000
Total roadway/signage/street lighting	<u>78,000</u>	<u>13,840</u>	<u>72,790</u>	<u>86,630</u>	<u>63,000</u>
Other fees & charges					
Property appraiser	1,964	-	1,964	1,964	1,733
Tax collector	3,928	3,120	808	3,928	3,466
Total other fees & charges	<u>5,892</u>	<u>3,120</u>	<u>2,772</u>	<u>5,892</u>	<u>5,199</u>
 Total expenditures and other charges	<u>168,942</u>	<u>47,233</u>	<u>129,609</u>	<u>176,842</u>	<u>150,749</u>
 Net increase/(decrease) of fund balance	-	108,814	(117,714)	(8,900)	-
Fund balance - beginning (unaudited)	72,821	49,079	157,893	49,079	40,179
Fund balance - ending (projected)	<u>\$ 72,821</u>	<u>\$ 157,893</u>	<u>\$ 40,179</u>	<u>\$ 40,179</u>	<u>\$ 40,179</u>

**PALM BAY
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Supervisors	\$ 5,383
<p>Statutory set at \$200 (plus applicable taxes) for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year. The District anticipates meeting five (5) times.</p>	
Management	18,536
<p>Wrathell, Hunt and Associates, LLC specializes in managing community development districts in the State of Florida by combining the knowledge, skills and experiences of a team of professionals to ensure compliance with all governmental requirements of the District, develop financing programs, administer the issuance of tax exempt bond financing's and finally operate and maintain the assets of the community.</p>	
Audit	7,200
<p>The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to Florida State Law and the Rules of the Florida Auditor General.</p>	
Legal	500
<p>Buchanan Ingersoll and Rooney provides on-going general counsel and legal representation. These lawyers are confronted with issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts. In this capacity, they provide services as "local government lawyers," realizing that this type of local government is very limited in its scope - providing infrastructure and services to development.</p>	
Postage	425
<p>Mailing of agenda packages, overnight deliveries, correspondence, etc.</p>	
Meeting room	1,000
<p>The use of the room for board meetings.</p>	
Insurance	6,500
<p>The District carries public officials liability and general liability insurance. The limit of liability for this coverage is set at \$1,000,000 for general liability (\$2,000,000 general aggregate) and \$1,000,000 for public officials liability.</p>	
Printing and binding	500
<p>Letterhead, envelopes, copies, etc.</p>	
Legal advertising	1,500
<p>The District advertises in the Tampa Tribune for monthly meetings, special meetings, public hearings, bidding, etc. Based on prior year's experience.</p>	
Other current charges	750
<p>Bank charges and other miscellaneous expenses incurred during the year.</p>	
Annual district filing fee	175
<p>Annual fee paid to the Department of Economic Opportunity.</p>	
Website	500
Tax bills	1,881
Parks and recreation services	
<p>The following categories are considered to be incidental to the daily operations.</p>	
Boat lift repair and maintenance	7,500
<p>The District is responsible for the repair and maintenance of the boat lift.</p>	

**PALM BAY
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES (Continued)

Lake maintenance	2,000
The District is responsible for the repair and maintenance of its water management facilities.	
Telephone - gate	1,700
For communication purposes at the gate.	
Insurance - property and casualty	2,500
This item covers the property and casualty of the District's facilities, which is the catwalk at the marina (\$25,000), lift station (\$50,000), security gate (\$50,000), fountain (\$5,000), boat lift (\$125,000), entrance sign (\$4,000) for a total of \$259,000.	
Repair and maintenance - gate	2,500
The District is responsible for the repair and maintenance of the facilities.	
Landscape maintenance	15,000
This District contracts with an outside company to maintain the landscaping of District land. The contract provides for equipment, labor and materials. Costs also include mulching, tree trimming, on-call services and blowing off streets (twice monthly).	
Contingency	1,500
The purpose of this account is to provide for unexpected expenditures that may be incurred during the upcoming fiscal year.	
Roadway/signage/street lighting	
The following categories are considered to be incidental to the daily operations.	
Electric utility service	10,000
Repairs and maintenance	3,000
Capital Outlay	50,000
The District anticipates starting the marina bulkhead repairs in fiscal year 2016.	
Other Fees & Charges	
Property appraiser	1,733
The property appraiser's fee is 1.5% of the assessments.	
Tax collector	3,466
The tax collector's fee is 2% of the assessments.	
Total expenditures	<u><u>\$150,749</u></u>

**PALM BAY
COMMUNITY DEVELOPMENT DISTRICT
ENTERPRISE FUND
FISCAL YEAR 2017**

	Fiscal Year 2016				Proposed Budget FY 2017
	Adopted Budget FY 2016	Actual through 2/29/16	Projected through 9/30/16	Total Revenues and Expenditures	
OPERATING REVENUES					
Assessment levy - gross	\$ 21,719				\$ 16,510
Allowable discounts (4%)	(869)				(660)
Assessment levy - net*	20,850	\$ 19,402	\$ 1,448	\$ 20,850	15,850
Charges for sales and services:					
Water and sewer	110,000	50,986	59,014	110,000	110,000
Interest	10	20	-	20	10
Total revenues	<u>130,860</u>	<u>70,408</u>	<u>60,462</u>	<u>130,870</u>	<u>125,860</u>
OPERATING EXPENDITURES					
Water and sewer - county	95,767	34,992	60,775	95,767	95,767
Maintenance costs*	20,000	2,659	10,000	12,659	15,000
Other current charges*	850	348	502	850	850
Total operating expenditures	<u>116,617</u>	<u>37,999</u>	<u>71,277</u>	<u>109,276</u>	<u>111,617</u>
Operating income	<u>14,243</u>	<u>32,409</u>	<u>(10,815)</u>	<u>21,594</u>	<u>14,243</u>
NONOPERATING REVENUES/(EXPENSES)					
Property appraiser	(313)	-	(313)	(313)	(238)
Tax collector	(417)	(388)	(29)	(417)	(317)
Total nonoperating revenues/(expenses)	<u>(730)</u>	<u>(388)</u>	<u>(342)</u>	<u>(730)</u>	<u>(555)</u>
Income before contributions and transfers	<u>13,513</u>	<u>32,021</u>	<u>(11,157)</u>	<u>20,864</u>	<u>13,688</u>
Change in net assets	13,513	32,021	(11,157)	20,864	13,688
Total net assets - beginning (unaudited)	20,083	106,593	138,614	106,593	127,457
Total net assets - ending (projected)	<u>\$ 33,596</u>	<u>\$ 138,614</u>	<u>\$ 127,457</u>	<u>\$ 127,457</u>	<u>\$ 141,145</u>

**PALM BAY
COMMUNITY DEVELOPMENT DISTRICT
PROJECTED ASSESSMENTS PER UNIT**

Assessment Summary						
Description	General Fund	Debt Service Fund	Enterprise Fund	Total assessment	Percent change over prior year	
Fiscal year 2016	\$ 1,567.70	\$ -	\$ 165.10	\$ 1,732.80	-13.24%	
Fiscal year 2015	\$ 1,642.33	\$ -	\$ 355.00	\$ 1,997.33		

RESOLUTION 2016-3

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE PALM BAY COMMUNITY DEVELOPMENT
DISTRICT AMENDING THE BUDGET FOR FISCAL
YEAR 2015; AND PROVIDING FOR AN EFFECTIVE
DATE**

WHEREAS, the Board of Supervisors (hereinafter referred to as the “Board”) of the Palm Bay Community Development District (hereinafter referred to as the “District”), adopted a Budget for Fiscal Year 2015; and

WHEREAS, the Board desires to amend the budget previously approved for the Fiscal Year 2015.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE PALM BAY COMMUNITY
DEVELOPMENT DISTRICT:**

Section 1. The Fiscal Year 2015 Budget is hereby amended in accordance with Exhibit “A” attached hereto; and

Section 2. This resolution shall become effective immediately upon its adoption, and be reflected in the monthly and Fiscal Year End September 30, 2015 Financial Statements and Audit Report of the District.

PASSED AND ADOPTED this _____ day of _____, 2016.

Secretary/Assistant Secretary

Chair/Vice Chair

EXHIBIT “A”

**PALM BAY
COMMUNITY DEVELOPMENT DISTRICT
AMENDED BUDGET
FISCAL YEAR 2015
EFFECTIVE NOVEMBER 30, 2011**

**PALM BAY
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED AUGUST 31, 2015**

	FY '15 Actual	FY '15 Original Budget	Budget to Actual Variance	Proposed Amendment Increase/ (Decrease)	FY '15 Final Budget
REVENUES					
Assessments	\$ 158,504	\$ 157,664	\$ (840)	\$ -	\$ 157,664
Boat slip maintenance	-	1,000	1,000	(1,000)	-
Interest & miscellaneous	99	250	151	-	250
Total revenues	<u>158,603</u>	<u>158,914</u>	<u>311</u>	<u>(1,000)</u>	<u>157,914</u>
EXPENDITURES					
Professional					
Supervisors	2,799	5,383	2,584	(2,584)	2,799
Management	18,536	18,536	-	-	18,536
Audit	7,200	7,200	-	-	7,200
Legal	1,178	500	(678)	678	1,178
Postage	236	425	189	(189)	236
Meeting room	803	1,000	197	(197)	803
Insurance	6,180	6,500	320	(320)	6,180
Printing and binding	500	500	-	-	500
Legal advertising	3,549	1,500	(2,049)	2,049	3,549
Computer services	-	500	500	(500)	-
Other current charges	1,095	750	(345)	8,000	8,750
Annual district filing fee	175	175	-	-	175
Tax bills	1,881	2,253	372	(372)	1,881
Total professional	<u>44,132</u>	<u>45,222</u>	<u>1,090</u>	<u>6,565</u>	<u>51,787</u>
Parks & recreation					
Boat lift repair and maintenance	3,210	7,500	4,290	(4,290)	3,210
Lake maintenance	2,100	2,000	(100)	100	2,100
Total parks & recreation	<u>5,310</u>	<u>9,500</u>	<u>4,190</u>	<u>(4,190)</u>	<u>5,310</u>
Access control					
Telephone - gate	1,817	1,700	(117)	117	1,817
Insurance - property & causality	2,389	2,500	111	(111)	2,389
Repairs & maintenance - gate	12,431	2,500	(9,931)	9,931	12,431
Landscape maintenance	15,136	12,000	(3,136)	3,136	15,136
Contingency	1,136	1,500	364	(364)	1,136
Capital outlay	12,643	-	(12,643)	12,643	12,643
Capital outlay entry	2,900	-	(2,900)	2,900	2,900
Total access control	<u>48,452</u>	<u>20,200</u>	<u>(28,252)</u>	<u>28,252</u>	<u>48,452</u>
Roadway/signage/street lighting					
Electric utility service	13,799	10,000	(3,799)	3,799	13,799
Repairs and maintenance	1,620	3,000	1,380	(1,380)	1,620
Capital outlay	86,207	65,000	(21,207)	21,207	86,207
Total roadway/signage/street lighting	<u>101,626</u>	<u>78,000</u>	<u>(23,626)</u>	<u>23,626</u>	<u>101,626</u>

**PALM BAY
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED AUGUST 31, 2015**

	FY '15 Actual	FY '15 Original Budget	Budget to Actual Variance	Proposed Amendment Increase/ (Decrease)	FY '15 Final Budget
Other fees & charges					
Property appraiser	-	1,997	1,997	-	1,997
Tax collector	4,004	3,995	(9)	9	4,004
Total other fees & charges	<u>4,004</u>	<u>5,992</u>	<u>1,988</u>	<u>9</u>	<u>6,001</u>
Total expenditures	<u>203,524</u>	<u>158,914</u>	<u>(44,610)</u>	<u>54,262</u>	<u>213,176</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 (44,921)	 -	 44,921	 (55,262)	 (55,262)
 Fund balances - beginning	 94,002	 30,001			 94,002
Fund balances - ending	<u>\$ 49,081</u>	<u>\$ 30,001</u>			<u>\$ 38,740</u>

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**MINUTES OF MEETING
PALM BAY
COMMUNITY DEVELOPMENT DISTRICT**

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A Regular Meeting of the Palm Bay Community Development District's Board of Supervisors was held on **Thursday, January 14, 2016 at 9:00 a.m.**, at the **Courtyard by Marriott Tampa/Oldsmar, 4014 Tampa Road, Oldsmar, Florida 34677.**

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Present and constituting a quorum were:

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Rob Bergman	Vice Chair
Joe Aschenbrenner	Assistant Secretary
Stacy Turner	Assistant Secretary
James Webb Jones	Assistant Secretary

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Also present:

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Chuck Adams	District Manager
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FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 9:05 a.m., and noted, for the record, that Supervisors Bergman, Aschenbrenner, Turner and Jones were present, in person. Supervisor Croskey was not present.

SECOND ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

**Acceptance of Resignation of Supervisor
Jeff Croskey [Seat 4]**

Mr. Adams presented the letter of resignation from Mr. Croskey.

On MOTION by Mr. Bergman and seconded by Mr. Aschenbrenner, with all in favor, the resignation of Mr. Jeff Croskey, effective immediately, was accepted.

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42 **FOURTH ORDER OF BUSINESS**

**Discussion/Consideration of Candidate to
Fill Seat 4 Vacancy; Term Expires
November, 2016**

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46 **A. Administration of Oath of Office to Newly Elected Supervisor** *(the following to be
47 provided in a separate package)*

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49 **i. Guide to Sunshine Amendment and Code of Ethics for Public Officers and
50 Employees**

51 **ii. Membership, Obligations and Responsibilities**

52 **iii. Financial Disclosure Forms**

53 **▪ Form 1: Statement of Financial Interests**

54 **▪ Form 1X: Amendment to Form 1, Statement of Financial Interests**

55 **▪ Form 1F: Final Statement of Financial Interests**

56 **▪ Form 8B - Memorandum of Voting Conflict**

57 **B. Consideration of Resolution 2016-___, Electing Officers of the District**

58 These items were deferred to the next meeting.

59

60 **FIFTH ORDER OF BUSINESS**

Discussion: Road Paver Brick

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62 Discussion ensued regarding who to speak to at the HOA regarding brick type and color.

63 In response to a question, Mr. Adams confirmed that the Districts was not obligated to involve
64 the HOA but, politically, it was a good idea.

65 Mr. Bergman wondered about updating the area, noting that, while the area does not look
66 bad, the style is outdated. Mr. Jones recalled his original idea, which was to remove the pavers
67 and replace them with asphalt and tape that resembled pavers, when the road was surfaced but
68 nobody was in favor of that idea. Discussion ensued regarding installing a surface that would be
69 timeless and not appear outdated within a few years. It was noted that road and driveway
70 surfaces might be different and the Community Appearance Board (CAB) must vote on
71 driveway changes, paint colors or mailboxes. In response to a comment, Mr. Adams confirmed
72 that the Board cannot meet outside of the meeting regarding this matter. Samples will be
73 presented at the next meeting.

74 Mr. Adams advised that the District has a \$65,000 capital outlay item in the budget,
75 which was earmarked for bulkhead repairs, at the marina but recommended using those funds for

76 the paver bricks and, whatever funds remain could be used for the bulkhead. The District can
77 collect again, next year, for this project, as the bulkhead is not an overly pressing issue but, it
78 should be completed before reducing assessment levels. Mr. Adams recommended making sure
79 that the vendor knew exactly what the pavers were for, because of the difference between patio,
80 driveway and roadway pavers.

81 Regarding the gates, Mr. Aschenbrenner recently learned that the safety loops are
82 underneath the pavers. The CDD paid for damages to two vehicles because the exit gate closed
83 on them. A safety loop was malfunctioning and an “eye” was installed, as Mr. Aschenbrenner
84 did not want to remove the pavers at that time. Mr. Adams suggested installing the safety loop
85 when the pavers are out.

86 In response to a question, Mr. Adams advised that the next meeting was scheduled for
87 April 14, 2016. The draft budget and Fiscal Year 2015 audit will be presented at that meeting.

88
89 **SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-1,
Amending the General Fund Portion of
the Budget for Fiscal Year 2015; and
Providing for an Effective Date**

94 Mr. Adams presented Resolution 2016-1 for the Board’s consideration. Actual Fiscal
95 Year 2015 expenditures exceeded the budgeted appropriations because, in Fiscal Year 2014, the
96 District budgeted to repave the roads but the work was not completed until Fiscal Year 2015.
97 The unexpended Fiscal Year 2014 appropriations fell into the Surplus Fund Balance and, in
98 Fiscal Year 2015, the District over expended the budgeted appropriations for the paving
99 program. Through this resolution, the District is rolling up funds from the fund balance to offset
100 the over expenditure. The primary purpose of the budget amendment is to avoid a note in the
101 Fiscal Year 2015 audit.

**On MOTION by Mr. Jones and seconded by Mr. Turner, with
all in favor, Resolution 2016-1, Amending the General Fund
Portion of the Budget for Fiscal Year 2015; and Providing for
an Effective Date, was adopted.**

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109 **SEVENTH ORDER OF BUSINESS**

**Approval of August 27, 2015 Public
Hearing and Regular Meeting Minutes**

111 Mr. Adams presented the August 27, 2015 Public Hearing and Regular Meeting Minutes
112 and asked for any additions, deletions or corrections.

113 Mr. Adams noted the difficulty in establishing a quorum for the October meeting. Mr.
114 Turner asked if it was okay to call in to the meetings, and vote. Mr. Adams stated that it is
115 acceptable to call in, participate and vote as long as a quorum is present; however, the Supervisor
116 participating via telephone would not be considered part of the quorum.

117

On MOTION by Mr. Aschenbrenner and seconded by Mr. Turner, with all in favor, the August 27, 2015 Public Hearing and Regular Meeting Minutes, as presented, were approved.

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EIGHTH ORDER OF BUSINESS

Other Business

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125

Mr. Adams advised that, with Mr. Croskey’s resignation, the Board must appoint a new Supervisor to oversee the Marina. Mr. Bergman recalled that, prior to Mr. Croskey, he oversaw the Marina and would fill in during the interim.

128

In response to a question, Mr. Adams confirmed that the painter was paid for spray painting the wall as soon as the invoice was received.

130

Mr. Bergman reminded Mr. Adams that they spoke last week regarding electric at the Marina. On the lift side, the conduit is under water and keeps shorting out. Discussion ensued regarding contacting Florida Handling Services to find out if they can perform the electrical work and, if not, provide recommendations. Mr. Adams noted that, based on age, wholesale replacements are probably the best method. Mr. Adams did not want a temporary solution; he recommended repairing it correctly and to code. Mr. Bergman would solicit bids.

136

A question was raised regarding the poor condition of the wooden back steps of the volleyball court and whether the District or the HOA were responsible for repairing them. Mr. Adams was not in favor of removing the steps; funds are available for the repair.

139

It was reported that a faucet in the plant bed area in the front, near the exit gate, leaks constantly. Mr. Adams believed that Baycut, Inc. could probably complete the repair.

141

NINTH ORDER OF BUSINESS

Staff Reports

142

143

144

A. Attorney

145 There being no report, the next item followed.

146 **B. Engineer**

147 There being no report, the next item followed.

148 **C. Manager**

149 **i. Approval of Unaudited Financial Statements as of November 20, 2015**

150 Mr. Adams presented the Unaudited Financial Statements as of November 20, 2015.

151 **ii. NEXT MEETING DATE: April 14, 2016**

152 The next meeting will be held on April 14, 2016 at this location.

153

154 **NINTH ORDER OF BUSINESS**

Supervisors' Requests

155

156 There being no Supervisors' requests, the next item followed.

157

158 **TENTH ORDER OF BUSINESS**

Adjournment

159

160 There being no further business to discuss, the meeting adjourned.

161

On MOTION by Mr. Jones and seconded by Mr. Turner, with all in favor, the meeting adjourned at 9:18 a.m.

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

DRAFT

**PALM BAY
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
FEBRUARY 29, 2016**

**PALM BAY
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
FEBRUARY 29, 2016**

	<u>Major Funds</u>	<u>Total Governmental Funds</u>
	<u>General</u>	
ASSETS		
Cash	\$ 177,310	\$ 177,310
Investments	461	461
Accounts receivable	250	250
Teco Deposit	1,750	1,750
Total assets	<u>\$ 179,771</u>	<u>\$ 179,771</u>
LIABILITIES AND FUND BALANCES		
Liabilities:		
Lease deposit refundable	\$ 2,700	\$ 2,700
Due to other funds		
Enterprise	19,176	19,176
Total liabilities	<u>21,876</u>	<u>21,876</u>
Fund Balances:		
Unassigned	157,895	157,895
Total fund balances	<u>157,895</u>	<u>157,895</u>
Total liabilities and fund balance	<u>\$ 179,771</u>	<u>\$ 179,771</u>

**PALM BAY
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED FEBRUARY 29, 2016**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessments	\$ 3,423	\$ 156,026	\$ 167,692	93%
Boat slip maintenance	-	-	1,000	0%
Interest & miscellaneous	6	21	250	8%
Total revenues	<u>3,429</u>	<u>156,047</u>	<u>168,942</u>	92%
EXPENDITURES				
Professional				
Supervisors	-	646	5,383	12%
Management	1,545	7,723	18,536	42%
Audit	-	-	7,200	0%
Legal	-	401	500	80%
Postage	52	52	425	12%
Meeting room	160	160	1,000	16%
Insurance	-	6,280	6,500	97%
Printing and binding	42	208	500	42%
Legal advertising	-	444	1,500	30%
Other current charges	149	225	750	30%
Annual district filing fee	-	175	175	100%
Website	-	1,282	500	256%
Tax bills	-	1,403	1,881	75%
Total professional	<u>1,948</u>	<u>18,999</u>	<u>44,850</u>	42%
Parks & recreation				
Boat lift repair and maintenance	-	99	5,000	2%
Lake maintenance	175	700	2,000	35%
Total parks & recreation	<u>175</u>	<u>799</u>	<u>7,000</u>	11%
Access control				
Telephone - gate	324	803	1,700	47%
Insurance - property & causality	-	2,389	2,500	96%
Repairs & maintenance - gate	300	2,416	2,500	97%
Landscape maintenance	1,290	4,864	15,000	32%
Contingency	-	-	1,500	0%
Capital outlay	-	-	10,000	0%
Total access control	<u>1,914</u>	<u>10,472</u>	<u>33,200</u>	32%
Roadway/signage/street lighting				
Electric utility service	1,233	4,670	10,000	47%
Repairs and maintenance	270	540	3,000	18%
Capital outlay	-	8,630	65,000	13%
Total roadway/signage/street lighting	<u>1,503</u>	<u>13,840</u>	<u>78,000</u>	18%

**PALM BAY
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED FEBRUARY 29, 2016**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
Other fees & charges				
Property appraiser	-	-	1,964	0%
Tax collector	68	3,121	3,928	79%
Total other fees & charges	<u>68</u>	<u>3,121</u>	<u>5,892</u>	53%
Total expenditures	<u>5,608</u>	<u>47,231</u>	<u>168,942</u>	28%
 Excess/(deficiency) of revenues over/(under) expenditures	 (2,179)	 108,816	 -	
 Fund balances - beginning	 160,074	 49,079	 72,821	
Fund balances - ending	<u>\$ 157,895</u>	<u>\$ 157,895</u>	<u>\$ 72,821</u>	

**PALM BAY
COMMUNITY DEVELOPMENT DISTRICT
PROPRIETARY FUND
STATEMENT OF NET POSITION
FEBRUARY 29, 2016**

ASSETS

Current assets:

Cash - SunTrust	\$ 120,484
Accounts receivable - (net of allowances for uncollectible)	8,134
Due from governmental funds	<u>19,176</u>
Total current assets	<u>147,794</u>

Noncurrent assets:

Utility plant and improvements	171,505
Less accumulated depreciation	<u>(171,505)</u>
Total capital assets, net of accumulated depreciation	<u>-</u>
Total noncurrent assets	<u>-</u>
Total assets	<u>147,794</u>

LIABILITIES

Current liabilities:

Customer deposits payable	<u>9,180</u>
Total liabilities	<u>9,180</u>

NET POSITION

Unrestricted	<u>138,614</u>
Total net position	<u><u>\$ 138,614</u></u>

**PALM BAY
COMMUNITY DEVELOPMENT DISTRICT
PROPRIETARY FUND
STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN FUND NET POSITION
FOR THE PERIOD ENDED FEBRUARY 29, 2016**

	Current Month	Year to Date	Budget	% of Budget
OPERATING REVENUES				
Assessment levy	\$ 426	\$ 19,402	\$ 20,850	93%
Charges for sales and services:				
Water & sewer	9,280	50,986	110,000	46%
Interest	4	20	10	200%
Total operating revenues	<u>9,710</u>	<u>70,408</u>	<u>130,860</u>	54%
OPERATING EXPENSES				
Water & sewer - county	8,711	34,992	95,767	37%
Maintenance costs	736	2,659	20,000	13%
Other current charges	73	348	850	41%
Total operating expenses	<u>9,520</u>	<u>37,999</u>	<u>116,617</u>	33%
Operating income	<u>190</u>	<u>32,409</u>	<u>14,243</u>	228%
NONOPERATING REVENUES/(EXPENSES)				
Tax collector	(9)	(388)	-	N/A
Total nonoperating revenues/(expenses)	<u>(9)</u>	<u>(388)</u>	<u>-</u>	N/A
Change in net position	181	32,021	13,513	
Total net position - beginning	138,433	106,593	74,576	
Total net position - ending	<u>\$ 138,614</u>	<u>\$ 138,614</u>	<u>\$ 88,089</u>	