

**PALM BAY**  
**COMMUNITY DEVELOPMENT**  
**DISTRICT**

**REGULAR MEETING**  
**AGENDA**

**January 11, 2018**

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

January 4, 2018

Board of Supervisors  
Palm Bay Community Development District

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

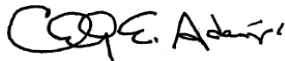
Dear Board Members:

A Regular Meeting of the Palm Bay Community Development District's Board of Supervisors will be held on Thursday, January 11, 2018 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. Update: Online Utility Bill Payment Initiation
4. Update: New Dock Project
5. Approval of Unaudited Financial Statements as of November 30, 2017
6. Approval of October 12, 2017 Regular Meeting Minutes
7. Staff Reports
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
    - i. NEXT MEETING DATE: April 26, 2018 at 9:00 A.M.
      - Approve Fiscal Year 2018/2019 Proposed Budget
      - Accept Audited Financial Report for Fiscal Year 2017
8. Supervisors' Requests
9. 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**

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
NOVEMBER 30, 2017**

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
NOVEMBER 30, 2017**

	Major Funds	Total
<b>ASSETS</b>	General	Governmental Funds
Cash	\$ 77,029	\$ 77,029
Investments	469	469
Accounts receivable	250	250
Teco deposit	430	430
Total assets	\$ 78,178	\$ 78,178
<b>LIABILITIES AND FUND BALANCES</b>		
<b>Liabilities:</b>		
Accounts payable	\$ 5,400	\$ 5,400
Lease deposit refundable	2,700	2,700
Due to other funds		
Enterprise	2,816	2,816
Total liabilities	10,916	10,916
<b>Fund Balances:</b>		
Unassigned	67,262	67,262
Total fund balances	67,262	67,262
Total liabilities and fund balance	\$ 78,178	\$ 78,178

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED NOVEMBER 30, 2017**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessments	\$ 27,578	\$ 27,578	\$ 157,663	17%
Interest & miscellaneous	2	5	250	2%
Total revenues	<u>27,580</u>	<u>27,583</u>	<u>157,913</u>	17%
<b>EXPENDITURES</b>				
<b>Professional</b>				
Supervisors	-	1,077	5,383	20%
Management	1,544	3,089	18,536	17%
Audit	-	-	7,200	0%
Legal	-	-	500	0%
Postage	85	85	425	20%
Meeting room	-	535	1,000	54%
Insurance	-	6,406	6,500	99%
Printing and binding	41	83	500	17%
Legal advertising	266	548	1,500	37%
Other current charges	-	-	750	0%
Annual district filing fee	-	175	175	100%
Website	-	616	500	123%
Tax bills	1,352	1,352	1,881	72%
Total professional	<u>3,288</u>	<u>13,966</u>	<u>44,850</u>	31%
<b>Parks &amp; recreation</b>				
Boat lift repair and maintenance	-	-	5,000	0%
Lake maintenance	205	205	2,000	10%
Capital outlay - dock	-	-	50,000	0%
Total parks & recreation	<u>205</u>	<u>205</u>	<u>57,000</u>	0%
<b>Access control</b>				
Telephone - gate	280	439	1,700	26%
Insurance - property & causality	-	2,389	2,500	96%
Repairs & maintenance - gate	300	300	25,000	1%
Landscape maintenance	970	970	15,000	6%
Contingency	-	-	3,115	0%
Capital outlay	-	-	45,000	0%
Total access control	<u>1,550</u>	<u>4,098</u>	<u>92,315</u>	4%
<b>Roadway/signage/street lighting</b>				
Electric utility service	1,278	1,278	10,000	13%
Repairs and maintenance	-	-	3,000	0%
Capital outlay	-	-	2,500	0%
Total roadway/signage/street lighting	<u>1,278</u>	<u>1,278</u>	<u>15,500</u>	8%

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED NOVEMBER 30, 2017**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Other fees &amp; charges</b>				
Property appraiser	-	-	2,463	0%
Tax collector	<u>552</u>	<u>552</u>	<u>3,285</u>	17%
Total other fees & charges	<u>552</u>	<u>552</u>	<u>5,748</u>	10%
Total expenditures	<u>6,873</u>	<u>20,099</u>	<u>215,413</u>	9%
Excess/(deficiency) of revenues over/(under) expenditures	20,707	7,484	(57,500)	
Fund balances - beginning	<u>46,555</u>	<u>59,778</u>	<u>90,290</u>	
Fund balances - ending	<u>\$ 67,262</u>	<u>\$ 67,262</u>	<u>\$ 32,790</u>	

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
PROPRIETARY FUND  
STATEMENT OF NET POSITION  
NOVEMBER 30, 2017**

**ASSETS**

Current assets:

Cash - SunTrust	\$ 149,254
Accounts receivable - (net of allowances for uncollectible)	11,501
Due from governmental funds	<u>2,816</u>
Total current assets	<u>163,571</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>163,571</u>

**LIABILITIES**

Current liabilities:

Customer deposits payable	<u>8,395</u>
Total liabilities	<u>8,395</u>

**NET POSITION**

Unrestricted	<u>155,176</u>
Total net position	<u><u>\$ 155,176</u></u>

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
PROPRIETARY FUND  
STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN FUND NET POSITION  
FOR THE PERIOD ENDED NOVEMBER 30, 2017**

	Current Month	Year to Date	Budget	% of Budget
<b>OPERATING REVENUES</b>				
Assessment levy	\$ 2,771	\$ 2,771	\$ 15,850	17%
Charges for sales and services:				
Water & sewer	8,968	17,417	110,000	16%
Interest	5	10	10	100%
Total operating revenues	<u>11,744</u>	<u>20,198</u>	<u>125,860</u>	16%
<b>OPERATING EXPENSES</b>				
Water & sewer - county	8,228	8,228	95,767	9%
Maintenance costs	323	323	15,000	2%
Other current charges	75	152	850	18%
Total operating expenses	<u>8,626</u>	<u>8,703</u>	<u>111,617</u>	8%
Operating income	<u>3,118</u>	<u>11,495</u>	<u>14,243</u>	81%
<b>NONOPERATING REVENUES/(EXPENSES)</b>				
Property appraiser	-	-	(238)	N/A
Tax collector	(55)	(55)	(317)	N/A
Total nonoperating revenues/(expenses)	<u>(55)</u>	<u>(55)</u>	<u>(555)</u>	N/A
Change in net position	3,063	11,440	13,688	
Total net position - beginning	152,113	143,736	154,384	
Total net position - ending	<u>\$ 155,176</u>	<u>\$ 155,176</u>	<u>\$ 168,072</u>	



1 **MINUTES OF MEETING**  
2 **PALM BAY**  
3 **COMMUNITY DEVELOPMENT DISTRICT**  
4

5 A Regular Meeting of the Palm Bay Community Development District’s Board of  
6 Supervisors was held on Thursday, October 12, 2017 at 9:00 a.m., at the Courtyard by Marriott  
7 Tampa/Oldsmar, 4014 Tampa Road, Oldsmar, Florida 34677.  
8

9 **Present and constituting a quorum were:**

10 Rob Bergman ( <i>via telephone</i> )	Chair
11 Joe Aschenbrenner	Vice Chair
12 Stacy Turner	Assistant Secretary
13 Gary Miller	Assistant Secretary
14 Win Williamson	Assistant Secretary

15 **Also present:**

16	
17	
18	
19 Chuck Adams	District Manager
20 ( <i>via telephone and in person</i> )	

21

22

23 **FIRST ORDER OF BUSINESS**

24 **Call to Order/Roll Call**

25 Mr. Adams called the meeting to order at 9:00 a.m. Supervisors, Aschenbrenner, Miller  
26 Turner and Williamson were present, in person. Supervisor Bergman was attending via  
27 telephone. District Manager Adams, began the meeting via telephone, on his way to the  
28 meeting.  
29

30 **SECOND ORDER OF BUSINESS**

**Public Comments**

31 There being no public comments, the next item followed.  
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34 **THIRD ORDER OF BUSINESS**

**Update: Virtual Guard Entry System  
Installation**

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36  
37 Mr. Aschenbrenner stated that the virtual guard entry system installation was underway  
38 and making a tremendous amount of progress. Before the system “goes live”, there would be a  
39 “soft launch” and a “hard launch”. The equipment installation was nearly completed and

40 between today and tomorrow, the RFID was being tested with the SunPass technology, in lieu of  
41 gate clickers, with home or vehicle identification so that the gate would recognize the resident,  
42 and open as the resident drives up. It was upgraded technology with high definition cameras in  
43 the front, back and 180 degrees all around. On October 24 and 25, homeowners would receive a  
44 letter about this new technology. The orientation date and a notice about the technology would  
45 be put on the website. Due to the potential number of attendees at the orientation, a large  
46 ballroom at this hotel was reserved. The orientation on October 24 and 25 would start at 6:00  
47 p.m., and go until 8:00 p.m. Residents will be required to present a form of identification and  
48 proof of their residence by bringing their utility bill, or other. Residents will then receive their  
49 decal and go through the orientation. He and Mr. Adams discussed and decided that every home  
50 would receive two RFID decals, as part of the upgrade. Additional decals would be available for  
51 purchase for approximately \$25, per decal. Additionally, an upgrade to the front personal kiosk  
52 occurred, which will be used for utility workers, lawn workers and deliveries; they must put in  
53 their driver's license prior to the gate opening. This may cause issues that the CDD probably  
54 never experienced, such as long lines at the gate, but protocols were now in place. "Genie" or  
55 remote users would be identified by the gate, as well. During the "soft launch", the gate will  
56 remain open to let people in; however, the gate will eventually be closed and the CDD will go  
57 live. The "soft launch" would probably last about two weeks and then the "hard launch" would  
58 occur. At that time, the gate will let people in; however, residents will be told that they must  
59 contact Mr. Aschenbrenner or the HOA to obtain their decals, etc.

60 Discussion ensued regarding the letters, who would receive the letters, tenants, charging  
61 tenants \$25 for decal, if the owner did not provide one, traffic backups at the gate, night vision  
62 on the cameras, guards sending footage of license plates and pedestrian gates with gate codes and  
63 high definition cameras, exit buttons and the use of key fobs.

64

**65 FOURTH ORDER OF BUSINESS**

**Update: New Dock Project**

66

67 Mr. Turner stated that the Engineer was trying to obtain approval and made an informal  
68 request to the County. The County subsequently formatted with the Florida Department of  
69 Environmental Protection (FDEP) and the Army Corps of Engineers (COE). The project  
70 appeared to be on track and the engineer would proceed with the full designs to be submitted for  
71 permitting. The only comment received was that the dock, going out, must be 4' wide, instead of

72 the original 6’ wide. It could be 6’ wide, past the “L”. The full design should be completed by  
73 within the next two weeks and then a formal permit request would be submitted. That permit  
74 request could take six to eight weeks to be approved but the Engineer thought it would be less.  
75 A person at the County spoke with the Engineer and communicated that she has delegated  
76 authority, from the COE and FDEP, to grant approvals. Hopefully, this project could be  
77 advertised by the end of December, or earlier. The Engineer is Mr. Joe Foster.

78 Discussion ensued regarding the cost to build the dock, the \$70,000 budgeted and  
79 obtaining bids within budget.

80 Mr. Turner stated that several homeowners, along Heather’s Palm Way that have the  
81 conservation lots, inquired about the possibility of building a seawall and docks, along the beach  
82 area, and the CDD possibly selling those docks for boat slips. The seawall to the channel could  
83 be reinforced and boat slips could be installed or the land could be sold. He told the residents  
84 that he would discuss this possibility with the Board. He was unsure if permitting for that type  
85 of project was possible but perhaps 3’ or 4’ of the easement, by the channel, could be sold.

86 **\*\*\*Mr. Adams arrived at the meeting at approximately 9:30 a.m.\*\*\***

87 Discussion ensued regarding potential boat slips, navigation, space issues, channels, CDD  
88 owned property, homes adjacent to the water, the conservation area, potential income from sale  
89 of land, seawall improvements, permitting, lease values and long locked-in and recorded.

91 **FIFTH ORDER OF BUSINESS**

**Consideration of Rescheduling April 12,  
2018 Meeting Date**

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- 93
- 94 **A. April 5, 2018 at 9:00 A.M.**
- 95 **B. April 26, 2018 at 9:00 A.M.**

96 Mr. Adams stated that the April 12, 2108 meeting would be rescheduled to one of the  
97 above dates. The audit and draft Fiscal Year 2019 budget would be presented at the April 2018  
98 meeting.

99  
100 **On MOTION by Mr. Aschenbrenner and seconded by Mr.**  
101 **Turner, with all in favor, rescheduling April 12, 2018 meeting**  
102 **to April 26, 2018 at 9:00 a.m., at this location, was approved.**

105 **SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-01, Amending the General Fund Portion of the Budget for Fiscal Year 2017; and Providing for an Effective Date**

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110 Mr. Adams presented Resolution 2018-01. This Resolution would amend the “General  
111 Fund” portion of the Fiscal Year 2017 budget. Capital Improvement Projects in Fiscal Year  
112 2016 were budgeted but projects were not actually implemented until Fiscal Year 2017. The  
113 funds appropriated and collected in Fiscal Year 2016 went unspent and were applied to the  
114 “Surplus fund balance”. Funds from the “Surplus fund balance” would be rolled up into the  
115 capital outlay item and also provide an additional \$18,000, as a buffer, to ensure the District did  
116 not exceed appropriations. The amendment was necessary to avoid a finding in the audit. The  
117 overall budget amendment was slightly under \$60,000.

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**On MOTION by Mr. Aschenbrenner and seconded by Mr. Miller, with all in favor, Resolution 2018-01, Amending the General Fund Portion of the Budget for Fiscal Year 2017; and Providing for an Effective Date, was adopted.**

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125 **SEVENTH ORDER OF BUSINESS**

**Approval of Unaudited Financial Statements as of August 31, 2017**

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128 Mr. Adams presented the Unaudited Financial Statements as of August 31, 2017.  
129 Assessment revenue collections were at 101%. The slight overage was because not everybody  
130 takes advantage of the 4% early pay discount. Cumulatively, expenditures were at 122%. Since  
131 August is the District’s proration year, the straight forward proration is 92%.

132

133 **EIGHTH ORDER OF BUSINESS**

**Approval of July 13, 2017 Public Hearings and Regular Meeting Minutes**

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135

136 Mr. Adams presented the July, 2017 Public Hearings and Regular Meeting Minutes and  
137 asked for any deletions, additions or corrections.

138

**On MOTION by Mr. Williamson and seconded by Mr. Turner, with all in favor, the April 13, 2017 Public Hearings and Regular Meeting Minutes, as presented, were approved.**

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142 **NINTH ORDER OF BUSINESS**

**Staff Reports**

143

144 **A. District Counsel**

145 There being no report, the next item followed.

146 **B. District Engineer**

147 There being no report, the next item followed.

148 **C. District Manager**

149 Mr. Adams stated that he was finishing setting up the ACH program for the water and  
150 sewer billing. It was being streamlined to make it more user-friendly. This process typically  
151 takes about eight weeks, due to the coordination with the bank, etc. The target for customers was  
152 early November, for the November billing. The new process would be more convenient for all.

153 **i. NEXT MEETING DATE: January 11, 2018 at 9:00 A.M.**

154 The next meeting will be on January 11, 2017 at 9:00 a.m., at this location.

155

156 **TENTH ORDER OF BUSINESS**

**Supervisors' Requests**

157

158 Mr. Williamson stated that he was having some difficulties with the contractors,  
159 regarding the streets. The original contract for the paving was with Exterior Concepts (EC). He  
160 had been dealing with the subcontractors and Marcello, most notably, the paver; therefore, he  
161 had never contacted EC for the final walk through. Marcello was the point man coordinated the  
162 repair, etc. Collectively, there are at least 20 cracked pavers in Mr. Williamson's intersection but  
163 they will not repair them. He was repeatedly told that they would come "next week" but they  
164 never did. Finally, they told him he had to call EC, which he did and left messages for both the  
165 scheduler and the owner, who have not returned his phone calls. Marcello and Mr. Shaun  
166 Simms, who is now the one the District has the contract with for the washings, said that EC owes  
167 both of them money. Marcello said he was trying to work with EC to get paid.

168 In response to Mr. Williamson's inquiry, Mr. Adams replied that the warranty for the  
169 pavers was through EC. Mr. Bergman stated that there is a warranty on the pavers from the  
170 manufacturer and then the District had added on a one-year warranty with EC for any service  
171 issues and that EC would handle that.

172 Discussion ensued regarding payment of the full contract, the warranty, delaying the  
173 washing until after replacement of the broken, 50% payment to Mr. Simms for the washing,

174 repairs under contract, sealing the broken pavers, the potential legal fees to pursue EC and  
175 obtaining another paving company to repair the broken pavers.

176 Mr. Williamson would ask Mr. Simms if he could repair, inexpensively, so the pressure  
177 washing could commence.

178 Mr. Bergman would check the breaker box on the door at the Marina, to determine if it  
179 was broken.

180

181 **ELEVENTH ORDER OF BUSINESS**                      **Adjournment**

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

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**On MOTION by Mr. Aschenbrenner and seconded by Mr. Williamson, with all in favor, the meeting adjourned at 9:52 a.m.**

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**DRAFT**  
[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair

DRAFT