

Palms of Terra Ceia Bay Community Development District

DPFG Management & Consulting LLC

15310 Amberly Drive Suite 175

Tampa, Florida 33647

Telephone: (813) 374-9105

June 6, 2017

Re: Palms of Terra Ceia Bay CDD Adopted Operating
Budget for Fiscal Year 2017-2018

Manatee County Administrator
1115 Manatee Avenue West
Bradenton, Fl. 34205

RECEIVED

JUN 08 2017

COUNTY ADMINISTRATOR
MANATEE COUNTY

To Whom It May Concern:

In accordance with Chapter 190.008(2)(b) of the Florida Statutes, the District is required to submit to the local governing authorities having jurisdiction over the area included in the District, for purposes of disclosure and information only, the proposed annual budget for the ensuing fiscal year

I am pleased to enclose the District's Proposed Operating Budget for Fiscal Year 2017-2018 as required by statute. If you any questions or comments, please feel free to contact me directly at (813) 374-9105.

Sincerely,

Bruce St. Denis
District Manager

Enclosure

RESOLUTION 2017-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
PALMS OF TERRA CEIA BAY COMMUNITY DEVELOPMENT
DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR
2017-2018; SETTING A PUBLIC HEARING THEREON PURSUANT TO
FLORIDA LAW; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors ("Board") of the Palms of Terra Ceia Bay Community Development District ("District") prior to June 15, 2017, a proposed operating and maintenance budget and debt service budget for Fiscal Year 2017-2018; and

WHEREAS, the Board of the District considered the proposed budget(s) and desires to set the required public hearing thereon.

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

1. The operating and debt service budgets proposed by the District Manager for Fiscal Year 2017-2018 attached hereto as **Exhibit A** are hereby approved as the basis for conducting a public hearing to adopt said budgets.

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

DATE:

AUGUST 8, 2017

HOUR:

5:00

LOCATION:

GOLF COURSE DINING ROOM
2802 TERRA CEIA BLVD.
PALMETTO, FL.

3. The District Manager is hereby directed to submit a copy of the proposed budget(s) to the Manatee County Administrator at least 60 days prior to the hearing date set above.

4. In accordance with Section 189.418, Florida Statutes, the District's Secretary is further directed to post the approved proposed budget(s) on the District's website at least two days before the budget hearing date as set forth in section 2. If the District does not have its own website, the District's Secretary is directed to transmit this approved budget(s) to the managers or administrators of the governmental agency(s) listed above for posting on their website.

5. Notice of this public hearing shall be published in the manner prescribed by Florida law.

6. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 30th DAY OF MAY, 2017.

ATTEST:

BOARD OF SUPERVISORS OF THE
PALMS OF TERRA CEIA BAY
COMMUNITY DEVELOPMENT
DISTRICT



Signature

BRUCE ST. DENIS

Printed Name

Title:

☒ Secretary
☐ Assistant Secretary



Signature

BRADFORD J. SMITH

Printed Name

Title:

☒ Chairman
☐ Vice Chairman

Exhibit A: Proposed FY 2017-2018 Budget(s)

STATEMENT 1
PALMS OF TERRA CEIA BAY CDD
PROPOSED GENERAL FUND BUDGET FY2018 (NON-AD VALOREM)

DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2017 YTD - MAR	FY 2018 PROPOSED	VARIANCE 2017 TO 2018
1 ASSESSMENT - AD VALOREM	289,721	299,502	\$ -	\$ -	\$ -	\$ -
2 ASSESSMENT - PRIOR YEARS	1,715	1,124	-	-	-	-
3 ASSESSMENT - NON-AD VALOREM (NET)	-	-	270,209	252,622	270,209	-
4 ASSESSMENT - NON-AD VALOREM ESTUARIES (NET)	-	-	6,000	-	6,000	-
5 INTEREST REVENUE	34	12	-	6	-	-
6 ELECTRIC SERVICE FEES	-	-	-	-	-	-
7 GATE DECAL FEES, RENTAL FEE, AD SALES	2,409	2,530	-	1,370	-	-
8 MISCELLANEOUS REVENUE	2,329	532	-	379	-	-
9 INSURANCE	-	27,261	-	-	-	-
10 ASSESSMENT DISCOUNTS	-	-	-	-	-	-
11 TOTAL REVENUE	296,208	330,961	276,209	254,377	276,209	-
12 EXPENDITURES						
13 PERSONNEL:						
14 BOARD OF SUPERVISORS SALARIES	10,954	15,400	12,000	6,200	12,000	-
15 ADMINISTRATIVE ASSISTANT	8,745	9,300	10,080	5,011	10,080	-
16 PAYROLL TAXES - FICA & FUTA	1,435	1,758	1,689	856	1,689	0
17 PAYROLL FEES	527	1,003	780	579	1,690	910
18 SUBTOTAL PERSONNEL	21,661	27,461	24,549	12,646	25,459	910
19 CONSULTING & PROFESSIONAL FEES:						
20 AUDIT SERVICES	8,300	4,500	3,100	-	3,200	100
21 LEGAL SERVICES	5,793	10,708	8,000	3,825	8,000	-
22 ENGINEERING SERVICES	878	3,500	2,000	1,319	2,000	-
23 DISTRICT MANAGEMENT	57,600	63,500	57,000	28,500	57,000	-
24 SUBTOTAL CONSULTING & PROFESSIONAL FEES	72,571	82,208	70,100	33,644	70,200	100
25 INSURANCE:						
26 PUBLIC OFFICIALS LIABILITY	-	2,140	2,500	2,403	2,500	-
27 FLOOD	856	918	900	-	985	85
28 WORKERS COMPENSATION	-	2,306	900	2,108	2,425	1,525
30 COMMERCIAL PACKAGE POLICY	11,129	6,982	7,500	5,669	7,000	(500)
31 SUBTOTAL INSURANCE	11,985	12,346	11,800	10,180	12,910	1,110
32 OFFICE:						
33 OFFICE SUPPLIES AND POSTAGE	1,423	455	2,000	1,018	2,000	-
34 RECORDS STORAGE	193	215	210	116	280	70
35 PUBLICATIONS	2,058	-	2,000	-	2,000	-
36 COMPUTER SOFTWARE & TECH SUPPORT	1,447	537	500	416	600	100
37 OFFICE EQUIPMENT	-	-	500	-	500	-
38 MISCELLANEOUS	735	852	250	-	150	(100)
39 SUBTOTAL OFFICE EXPENSES	5,856	2,059	5,460	1,550	5,530	70
40 GENERAL ADMINISTRATIVE:						
41 LEGAL ADVERTISING & MEETING NOTICES	4,075	4,110	4,000	419	4,000	-
42 STATE REGISTRATION	175	175	175	175	175	-
43 BANK SERVICES CHARGES	237	177	250	30	250	-
46 WEB-SITE MONTHLY HOSTING	-	1,200	960	497	980	20
47 SUBTOTAL GENERAL ADMINISTRATIVE	4,487	6,662	5,385	1,618	5,405	20
48 TOTAL ADMINISTRATIVE EXPENSES	116,560	130,936	117,294	59,638	119,504	2,210
49 UTILITIES & GATEHOUSE EXPENSES						
50 UTILITIES:						
51 ELECTRIC	13,756	13,680	18,000	6,079	16,000	(2,000)
52 WATER & SEWER	536	653	700	278	700	-
53 TELEPHONE & INTERNET	2,063	2,052	2,300	1,073	2,100	(200)
54 SUBTOTAL UTILITIES	16,355	16,385	21,000	7,430	18,800	(2,200)
55 GATEHOUSE/CONTROLLED ENTRY SYSTEMS:						
56 GATE SERVICE CONTRACT	10,173	6,960	6,425	-	6,425	-
57 GATE MAINTENANCE AND PARTS	507	3,909	2,000	2,064	3,500	1,500
58 CLEANING & BUILDING MAINTENANCE	2,124	2,011	1,200	469	2,200	1,000
59 ACCESS DECALS	1,400	1,523	875	780	1,500	625
60 GATE INSTALL	-	13,034	-	-	-	-
61 GH ATTENDANT (PAYROLL)	540	-	-	-	-	-
62 SUBTOTAL GATEHOUSE	14,744	27,437	10,500	3,313	13,625	3,125
63 TOTAL UTILITIES & GATEHOUSE EXP.	31,099	43,822	31,500	10,743	32,425	925

STATEMENT 1
PALMS OF TERRA CEIA BAY CDD
PROPOSED GENERAL FUND BUDGET FY2018 (NON-AD VALOREM)

DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2017 YTD - MAR	FY 2018 PROPOSED	VARIANCE 2017 TO 2018
64 GROUNDS & FIELD MAINTENANCE EXPENSES						
65 LANDSCAPE MAINTENANCE:						
66 LANDSCAPE CONTRACT	23,396	23,280	23,280	11,640	25,680	2,400
67 PEST CONTROL	-	20	800	40	300	(500)
68 PALM TREE TRIMMING (230 Palms)	8,170	6,213	5,500	5,190	5,500	-
70 PLANTS, IMPROVEMENTS, & ENHANCEMENTS	1,325	1,775	6,775	1,345	6,240	(535)
71 MULCHING	-	-	2,000	-	2,000	-
72 IRRIGATION REPAIR; OUTSIDE OF CONTRACT	4,575	3,325	6,000	1,645	5,500	(500)
73 ESTUARIES MANGROVE TRIMMING	-	-	6,000	-	6,000	-
74 SUBTOTAL LANDSCAPING	37,466	34,613	50,355	19,860	51,220	865
75 OTHER FIELD MAINTENANCE:						
76 HARDWARE & SUPPLIES; MISC. MAINT.	1,391	2,690	2,000	239	2,000	-
77 LIGHTING REPAIR & MAINTENANCE	3,206	11,314	8,000	152	6,000	(2,000)
78 PIER AND BOARDWALK MAINT.	-	580	5,000	-	4,000	(1,000)
79 HARDSCAPE MAINTENANCE	68	-	-	-	-	-
80 STREET REPAIR & MAINTENANCE	2,000	950	4,000	-	4,000	-
81 RESERVE STUDY	-	2,595	-	-	-	-
82 SUBTOTAL OTHER FIELD MAINTENANCE	6,665	18,129	19,000	391	16,000	(3,000)
83 ENVIRONMENTAL MAINTENANCE:						
84 STORMWATER SYSTEM MAINTENANCE	-	-	4,000	-	3,500	(500)
85 CONSERVATION EASEMENT MAINTENANCE	9,000	12,900	10,000	6,550	12,900	2,900
86 MANGROVE TRIMMING	6,500	14,750	10,000	7,000	7,000	(3,000)
87 LAKE MAINTENANCE	5,566	6,360	6,360	3,180	6,360	-
88 LAKE AQUATIC PLANTINGS	8,386	-	1,500	-	1,500	-
89 TRIPLOID GRASS CARP STOCKING	1,555	-	1,200	790	1,200	-
90 SUBTOTAL ENVIRONMENTAL MAINTENANCE	31,007	34,010	33,060	17,520	32,460	(600)
91 TOTAL GROUNDS & FIELD MAINTENANCE EXPENSES	75,138	86,752	102,415	37,771	99,680	(2,735)
92 TOTAL OPERATIONS & MAINTENANCE	222,797	261,510	251,209	108,152	251,609	400
93 DESIGNATED FUNDS:						
94 FOR OPERATIONS:						
96 APPROPRIATION TO CONTINGENCY/IMPROVEMENT FUND	28,700	-	-	-	-	-
98 SECURITY CAMERAS	454	-	-	-	-	-
99 BOARDWALK RENOVATIONS/IMPROVEMENTS	10,600	-	-	-	-	-
100 TOTAL DESIGNATE FUNDS	39,754	-	-	-	-	-
101 GENERAL FUND IMPROVEMENT PROJECT EXPENDITURES:						
107 PIER GATE	-	-	15,000	-	-	(15,000)
108 LED RETROFIT	-	-	10,000	8,700	-	(10,000)
109 CAPITAL IMPROVEMENT-OTHER (FY 2017 it was paid to A-Team for underground work)	-	-	-	4,280	24,600	24,600
110 TOTAL GENERAL FUND IMPROVEMENT PROJECT	-	-	25,000	12,980	24,600	(400)
111						
112 TOTAL GENERAL FUND EXPENDITURES	262,551	261,510	276,209	121,132	276,209	0
113						
114 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	33,657	69,451	-	133,245	(0)	(0)
115 BEGINNING FUND BALANCE - AS RESTATED	64,770	98,427	167,878	167,878	167,878	
116 FUND BALANCES ENDING	\$ 98,427	\$ 167,878	\$ 167,878	\$ 301,123	\$ 167,878	

FINANCIAL STATEMENT CATEGORY	VENDOR	SERVICE PROVIDED	ANNUAL AMOUNT OF CONTRACT	MONTHLY OR QUARTERLY AMOUNT OF CONTRACT	PAYMENT SCHEDULE	COMMENTS/SCOPE OF SERVICE
Column1	Column2	Column3	Column8	Column9	Column10	Column11
Board of Supervisors			\$ 12,000.00	\$ 1,000.00		Assumes 5 supervisors to be paid for 12 meetings
Administrative Assistant			\$ 10,080.00	\$ 720.00		Assistant is scheduled for 48 hours per month @ \$15 per hour. Additional amount of \$1,440 for miscellaneous as needed
Payroll Taxes			1,689	\$ 76.50	MONTHLY	Approximately 7.65% of payroll
Payroll Svc. Fees			\$ 1,690.00	\$ 65.00		Processed by Paychex, per payroll period, 26 payrolls
Audit Services	Grau	Audit Services	\$ 3,200.00	Annual		Pursuant to agreement
Legal Services	DYE, DETRICH, PETRUFF & ST. PAUL P.L.	DISTRICT ATTORNEY	\$ 8,000.00	\$ -	VARIABLE	
ENGINEERING District	Lombardo Foley	DISTRICT ENGINEER	\$ 2,000.00	\$ -	VARIABLE	
Management	DPFG	DISTRICT MANAGEMENT	\$ 57,000.00	\$ 4,750.00	MONTHLY	
Public Officials Liability	Boyd Insurance		\$ 2,500.00		ANNUALLY	
Flood Insurance	Service Insurance		\$ 985.00		ANNUALLY	Policy period runs from 8/1 - 7/29 yearly. Anticipated 8% increase from PY
Workers Compensation	Paychex		\$ 2,425.00		Monthly	Policy for all BOS is \$2,000 annually and per payroll approximates \$16 per payroll for 26 payroll
Commercial Package Policy	Boyd Insurance		\$ 7,000.00		ANNUALLY	
Office Supplies & Postage	Misc. Administrative Expenditures for Asst.		\$ 2,000.00			
Records Storage	YARNALL RECORDS MANAGEMENT	STORAGE	\$ 280.00	\$ 23.03	MONTHLY	Approximates \$23.03 monthly. Slight increase from \$17.50
Publications	Accent Graphics		\$ 2,000.00		ANNUALLY	Printing of approximately 900 telephone directories
Computer Software & Tech support	Misc. expenditures as needed		\$ 600.00			Integrate Support approximates \$200 annually. Annual renewal of Microsoft \$100. Additional amount is for actual technical support of \$300 annually

EXPENDITURES ADMINISTRATIVE:

Office Equipment	Misc. expenditures as needed						
Miscellaneous	As needed			\$ 500.00			
Legal				\$ 150.00			
Advertisements & Meeting Notices	BRADENTON HERALD	PUBLIC NOTICE		\$ 4,000.00	\$ -	VARIABLE	ESTIMATED; X3 PUBLIC HEARINGS AND X1 YEARLY MEETING SCHEDULE
REGULATORY AND PERMIT FEES	FL DEPART. OF COMMUNITY AFFAIRS	SPECIAL DISTRICT ANNUAL FILING FEE		\$ 175.00	\$ -	ANNUALLY	FIXED BY STATUTE
Bank Service Charges	BB&T			\$ 250.00			Monthly service charges assessed by BB&T
Travel & Per Diem				\$ -			No longer utilized
Website Hosting & Mgmt				\$ -			No longer utilized
Website Monthly Hosting	ATLAS PROFESSIONAL SERVICES	WEBSITE ADMINISTRATION FOR DISTRICT		\$ 980.00	\$ 80.00		\$80 per month + \$20 domain registration
Electric	Florida Power	Electricity for 7 meters		\$ 16,000.00	\$ -	Monthly	Electricity for 7 meters,
Water & Sewer	City of Palmetto	water		\$ 700.00	\$ 57.00		Average monthly is \$57 for service at 2311 W. 14th
Telephone & Internet	Brighthouse Networks	cable/internet		\$ 2,100.00	\$ 175.00		Monthly bill approximates \$175 per month
Gate Service Contract				\$ 6,425.00	\$ -		Contract is with TEM and contract period begins April of each year. Have yet to receive the CY renewal
Gate Maintenance & Parts	Miscellaneous as needed			\$ 3,500.00		ANNUALLY	
Cleaning & Building Maintenance	Lumars Cleaning Service	Guardhouse Cleaning		\$ 2,200.00	\$ 100.00	Monthly	Lumars is \$100 per month. Additional \$1,000 for misc. maintenance & repairs
Access Decals	TEM Systems	Bar Code labels		\$ 1,500.00			
GH Attendant				\$ -			No longer utilized
Landscape Contract	Russell Kitching			\$ 25,680.00	\$ 2,140.00		
Pest Control	Jones & Sons			\$ 300.00	\$ 20.00	Monthly	Approximates \$20 per month. Additional \$60 for extra service
Palm Tree Trimming	Russell Kitching			\$ 5,500.00		ANNUALLY	Trim 230 Palms at \$4,140. Additional amount of \$1,360 is for any unanticipated palm removal or additional care
Plants Improvements & Enhancements	RUSSELL KITCHING LAWN SERVICES, INC.			\$ 6,240.00			As requested by the Board of Supervisors such as storm clean up , extra sod or additional plant material

Mulching	RUSSELL KITCHING LAWN SERVICES, INC.	Mulching	\$ 2,000.00				
Irrigation Repairs	RUSSELL KITCHING LAWN SERVICES, INC.	Misc Irrigation repairs	\$ 5,500.00			As needed	
Estuaries mangrove trimming			\$ 6,000.00				
Hardware & Supplies			\$ 2,000.00				
Lighting Repair & Maintenance			\$ 6,000.00				
Pier & Boardwalk Maintenance			\$ 4,000.00				
Hardscape maintenance			\$ -				
Street Repair & Maintenance			\$ 4,000.00				
Stormwater System Maintenance			\$ 3,500.00				
Conservation Basement Maintenance	Stantec		\$ 12,900.00			Approximates \$3,225 per quarter	
Mangrove Trimming			\$ 7,000.00				
Lake Maintenance	THE LAKE DOCTORS	SW POND AND POND BANK MAINTENANCE	\$ 6,360.00	\$ 530.00	MONTHLY	AMOUNT TAKEN FROM GL	
Lake Aquatic Plantings			\$ 1,500.00				
Triplold Grass Carp Stocking			\$ 1,200.00				

PALMS OF TERRA CEIA BAY CDD
PROPOSED CAPITAL PROJECTS FUND BUDGET FY2018 (NON AD VALOREM)

	CAPITAL PROJECTS FUND					
	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2018 PROPOSED	VARIANCE 2017 TO 2018
REVENUE						
ASSESSMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ASSESSMENT - CAPITAL IMPROVEMENTS	-	-	-	48,000	48,000	-
ASSESSMENT - PRIOR YEARS	-	-	-	-	-	-
INTEREST REVENUE	-	-	-	-	-	-
ELECTRIC SERVICE FEES	-	-	-	-	-	-
GATE DECAL FEES, RENTAL FEE, AD SALES	-	-	-	-	-	-
MISCELLANEOUS REVENUE	-	-	-	-	-	-
APPROPRIATED FUND BALANCE	-	-	-	-	-	-
SERVICE	-	-	-	-	-	-
ASSESSMENT ON-ROLL (Alloc. To Roads Improvement)	103,688	22,396	23,163	-	-	-
ASSESSMENT ON-ROLL (Alloc. To Facilities)	2,832	-	-	-	-	-
ASSESSMENT ON-ROLL (Alloc. To Pier Improvement)	-	7,628	7,889	-	-	-
ASSESSMENT ON-ROLL (Alloc. To Boardwalk Improvement)	-	7,171	7,416	-	-	-
ASSESSMENT ON-ROLL (Alloc. To Gatehouse Improvement)	-	7,636	7,897	-	-	-
ASSESSMENT ON-ROLL (Alloc. To Stormhouse Improvement)	-	-	-	-	-	-
ASSESSMENT ON-ROLL (Alloc. To Stormwater System Improvement)	-	9,669	4,780	-	-	-
ASSESSMENT DISCOUNTS	-	-	-	-	-	-
TOTAL REVENUE	106,520	54,500	51,145	48,000	48,000	-
CAPITAL IMPROVEMENT PROJECT EXPENDITURES:						
APPROPRIATION:ROAD IMPROVEMENTS	-	-	-	-	-	-
APPROPRIATION:FACILITIES FUND:PIER	-	-	-	-	-	-
APPROPRIATION:FACILITIES FUND:BOARDWALK	-	-	-	-	-	-
APPROPRIATION:FACILITIES FUND:GATEHOUSE & EQUIP	-	5,000	-	-	-	-
APPROPRIATION:STORMWATER	-	-	-	-	-	-
RESERVE STUDY	-	-	-	48,000	48,000	-
TOTAL CAPITAL FUND EXPENDITURES	-	5,000	-	48,000	48,000	-
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	106,520	49,500	51,145	-	-	-
NET CHANGE IN FUND BALANCE	-	49,500	51,145	-	-	-
FUND BALANCE - BEGINNING	-	106,520	156,020	-	-	-
FUND BALANCE - APPROPRIATED	-	49,500	-	-	-	-
FUND BALANCE-ENDING	106,520	156,020	207,165	-	-	-