

Palms of Terra Ceia Bay

Community Development District

4648 Eagle Falls Place ~ Tampa ~ Florida 33619 ~ (954) 721-8681 ~ (954) 721-9202 fax

May 10, 2022



Scott L. Hopes, D.B.A, M.P.H.
Manatee County Administrator
1112 Manatee Avenue West
Bradenton, FL 34205

Re: Proposed Operating Budget for Fiscal Year 2023

Dear Mr. Hopes:

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 at least sixty (60) days prior to the public hearing.

I am please to enclose the District's Proposed Operating budget for Fiscal Year 2023 as required by statute. If you have any questions or comments, please feel free to contact me directly at (954) 721-8681.

Sincerely,

A handwritten signature in blue ink that reads "Sharyn Henning".

Sharyn Henning, CPA
District Accountant

sh/

enclosure

***Proposed Budget
Fiscal Year 2023***

***Palms of Terra Ceia Bay
Community Development District***

May 10, 2022



Palms of Terra Ceia Bay Community Development District

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Community Development District

General Fund

Description	Adopted Budget FY 2022	Actual Thru 4/30/22	Projected Next 5 Months	Total Projected 9/30/22	Proposed Budget FY 2023
Revenues					
1 Maintenance Assessments - Levy	\$302,802	\$289,973	\$12,829	\$302,802	\$302,802
2 Interest Income	\$0	\$7	\$7	\$14	\$0
3 Gate Decal Fees, Rental Fees, Ad Sales	\$4,500	\$1,490	\$500	\$1,990	\$4,500
4 Gate Arm Damage-Fines	\$500	\$0	\$0	\$0	\$500
5 Contributions	\$0	\$1,110	\$0	\$1,110	\$0
6 Miscellaneous Income	\$0	\$0	\$0	\$0	\$0
7 TOTAL REVENUES	\$307,802	\$292,580	\$13,336	\$305,916	\$307,802
Expenditures					
PERSONNEL:					
8 Supervisors Fees	\$12,000	\$7,000	\$5,000	\$12,000	\$12,000
9 Field Assistant	\$3,000	\$0	\$0	\$0	\$1,500
10 Field Manager	\$25,680	\$14,980	\$10,700	\$25,680	\$27,221
11 Payroll Taxes	\$3,271	\$1,852	\$1,555	\$3,407	\$3,467
12 Payroll Fees	\$1,890	\$881	\$630	\$1,511	\$1,840
13 TOTAL PERSONNEL	\$45,841	\$24,713	\$17,885	\$42,598	\$46,028
CONSULTING & PROFESSIONAL FEES:					
14 Audit Services	\$5,000	\$0	\$5,900	\$5,900	\$6,500
15 Legal Services	\$9,000	\$1,450	\$2,500	\$3,950	\$5,000
16 Engineering Services	\$6,000	\$0	\$0	\$0	\$1,000
17 District Management	\$38,192	\$22,279	\$15,913	\$38,192	\$40,102
18 TOTAL CONSULTING & PROFESSIONAL FEES	\$58,192	\$23,729	\$24,313	\$48,042	\$52,602
INSURANCE:					
19 Public Officials Liability	\$3,154	\$2,993	\$0	\$2,993	\$3,000
20 Flood	\$1,192	\$0	\$0	\$0	\$1,490
21 Workers Compensation	\$2,905	\$2,000	\$0	\$2,000	\$3,000
22 Commercial Package Policy	\$7,112	\$7,116	\$0	\$7,116	\$7,000
23 TOTAL INSURANCE	\$14,363	\$12,109	\$0	\$12,109	\$14,490
OFFICE:					
24 Office Supplies & Postage	\$2,000	\$846	\$625	\$1,471	\$1,500
25 Records Storage	\$900	\$614	\$438	\$1,052	\$1,052
26 Publications	\$1,000	\$0	\$0	\$0	\$0
27 Computer Software & Tech Support	\$1,200	\$357	\$255	\$612	\$1,205
28 Office Equipment	\$1,000	\$0	\$0	\$0	\$500
29 Miscellaneous	\$800	\$119	\$0	\$119	\$500
30 TOTAL OFFICE	\$6,900	\$1,936	\$1,318	\$3,254	\$4,757
GENERAL ADMINISTRATIVE:					
31 Legal Advertising & Meeting Notices	\$1,000	\$214	\$415	\$629	\$1,000
32 Meeting Room Rental	\$0	\$0	\$0	\$0	\$1,600
33 State Registration	\$175	\$175	\$0	\$175	\$175
34 Bank Service Charges	\$250	\$103	\$75	\$178	\$250
35 Website Monthly Hosting	\$2,265	\$1,435	\$1,025	\$2,460	\$2,460
36 TOTAL GENERAL ADMINISTRATIVE	\$3,690	\$1,927	\$1,515	\$3,442	\$5,485
UTILITIES & GATEHOUSE EXPENDITURES:					
UTILITIES:					
37 Electric	\$12,500	\$5,820	\$4,500	\$10,320	\$11,500
38 Water & Sewer	\$720	\$476	\$375	\$851	\$720
39 Telephone & Internet	\$2,200	\$966	\$690	\$1,656	\$2,000
40 TOTAL UTILITIES	\$15,420	\$7,262	\$5,565	\$12,827	\$14,220

Palms of Terra Ceia Bay

Community Development District

General Fund

Description	Adopted Budget FY 2022	Actual Thru 4/30/22	Projected Next 5 Months	Total Projected 9/30/22	Proposed Budget FY 2023
<u>GATEHOUSE/CONTROLLED ENTRY SYSTEMS:</u>					
41 Gate Service Contract	\$6,180	\$300	\$0	\$300	\$3,960
42 Hosting Service	\$956	\$1,380	\$2,730	\$4,110	\$5,760
43 Gate Maintenance and Parts	\$4,000	\$8,403	\$0	\$8,403	\$4,000
44 Cleaning & Building Maintenance	\$2,200	\$1,652	\$720	\$2,372	\$2,700
45 Access Decals	\$500	\$0	\$0	\$0	\$800
46 Camera Repairs and Maintenance	\$800	\$0	\$0	\$0	\$500
47 Gatehouse Miscellaneous	\$300	\$2,021	\$750	\$2,771	\$300
48 TOTAL GATEHOUSE/CONTROLLED ENTRY SYSTEMS	<u>\$14,936</u>	<u>\$13,756</u>	<u>\$4,200</u>	<u>\$17,956</u>	<u>\$18,020</u>
<u>LANDSCAPE MAINTENANCE:</u>					
49 Landscape Contract	\$30,000	\$17,500	\$15,000	\$32,500	\$35,000
50 Pest Control	\$300	\$360	\$120	\$480	\$350
51 Oak Tree Trimming	\$1,000	\$0	\$0	\$0	\$900
52 Palm Tree Trimming (230 Palms)	\$5,500	\$4,226	\$0	\$4,226	\$5,900
53 Plant Replacement	\$5,000	\$0	\$0	\$0	\$8,000
54 Plants, Improvements, & Enhancements	\$12,000	\$2,384	\$0	\$2,384	\$5,000
55 Mulching	\$5,000	\$0	\$0	\$0	\$3,400
56 Irrigation Repairs (Outside of Contract)	\$8,000	\$450	\$0	\$450	\$2,000
57 TOTAL LANDSCAPE MAINTENANCE	<u>\$66,800</u>	<u>\$24,920</u>	<u>\$15,120</u>	<u>\$40,040</u>	<u>\$60,550</u>
<u>OTHER FIELD MAINTENANCE:</u>					
58 Hardware, Supplies, & Miscellaneous Maintenance	\$0	\$83	\$0	\$83	\$0
59 Lighting Repairs & Maintenance	\$2,000	\$1,600	\$0	\$1,600	\$2,000
60 Pier and Boardwalk Maintenance	\$85,000	\$85,492	\$0	\$85,492	\$60,000
61 Holiday Decorations	\$800	\$1,016	\$0	\$1,016	\$300
62 Street Repairs and Maintenance	\$4,000	\$0	\$66,000	\$66,000	\$1,000
63 Field Miscellaneous	\$3,000	\$0	\$0	\$0	\$1,000
64 Contingency	\$0	\$0	\$0	\$0	\$0
65 TOTAL OTHER FIELD MAINTENANCE	<u>\$94,800</u>	<u>\$88,191</u>	<u>\$66,000</u>	<u>\$154,191</u>	<u>\$64,300</u>
<u>ENVIRONMENTAL MAINTENANCE:</u>					
66 Stormwater System Maintenance	\$8,000	\$0	\$0	\$0	\$2,000
67 Conservation Easement Maintenance	\$5,000	\$0	\$0	\$0	\$0
68 Mangrove Trimming ⁽¹⁾	\$16,500	\$15,050	\$0	\$15,050	\$18,000
69 Lake Maintenance	\$6,360	\$3,850	\$3,300	\$7,150	\$7,350
70 Lake Aquatic Plantings	\$0	\$0	\$0	\$0	\$0
71 Triploid Grass Carp Stocking	\$0	\$0	\$0	\$0	\$0
72 TOTAL ENVIRONMENTAL MAINTENANCE	<u>\$35,860</u>	<u>\$18,900</u>	<u>\$3,300</u>	<u>\$22,200</u>	<u>\$27,350</u>
73 TOTAL GROUNDS & FIELD MAINTENANCE EXPENDITURES	<u>\$227,816</u>	<u>\$153,030</u>	<u>\$94,185</u>	<u>\$247,215</u>	<u>\$184,440</u>
74 TOTAL OPERATIONS & MAINTENANCE	<u>\$356,802</u>	<u>\$217,442</u>	<u>\$139,217</u>	<u>\$356,659</u>	<u>\$307,802</u>
<u>DESIGNATED FUNDS</u>					
75 Capital Improvement - Other	\$0	\$0	\$0	\$0	\$0
76 TOTAL GENERAL FUND IMPROVEMENT PROJECT	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<u>OTHER FINANCIAL SOURCES AND (USES)</u>					
77 Interfund Transfer	\$0	(\$176,226)	\$0	(\$176,226)	\$0
TOTAL OTHER FINANCING SOURCES AND USES	<u>\$0</u>	<u>(\$176,226)</u>	<u>\$0</u>	<u>(\$176,226)</u>	<u>\$0</u>
EXCESS REVENUES (EXPENDITURES)	<u>(\$49,000)</u>	<u>(\$101,088)</u>	<u>(\$125,881)</u>	<u>(\$226,969)</u>	<u>\$0</u>
FUND BALANCE - BEGINNING	\$312,609	\$326,888		\$326,888	\$99,919
FUND BALANCE - ENDING	<u>\$263,609</u>	<u>\$225,800</u>	<u>(\$125,881)</u>	<u>\$99,919</u>	<u>\$99,919</u>

Palms of Terra Ceia Bay

Community Development District
PROPOSED BUDGET - FY 2023

FINANCIAL STATEMENT CATEGORY	VENDOR	ANNUAL AMT. IN CONTRACT	COMMENT (SCOPE OF SERVICE)
PERSONNEL			
BOARD OF SUPERVISORS	SUPERVISORS	\$11,000.00	Estimated 5 Supervisors to be in attendance for 12 meetings. Chapter 190 of the Florida Statute allows for \$200 per meeting
FIELD ASSISTANT	PAYROLL	\$1,500.00	Part time field assistant to cover for field manager
FIELD MANAGER	PAYROLL	\$27,220.00	Salary paid monthly, 40hrs vacation, state holidays
PAYROLL TAXES	FICA & FUTA & SUI & FUI	\$3,467.00	Payroll taxes 7.65% of payroll for FICA and 1.5% for SUI and FUI for Admin Assistant
PAYROLL SERVICES	INNOVATION	\$1,840.49	Payroll services \$54 per payroll and a yearly fee of \$25
CONSULTING & PROFESSIONAL SERVICES			
AUDITING	GAUL & ASSOCIATES	\$6,500.00	State law requires the District to undertake an annual independent audit. The Board will need to go out to bid for new audit services. Amount for FY 2020 audit will be \$4,700
LEGAL SERVICES	DYE, BERTHOFF, RETLIFF & ST. PAUL, P.L.	\$5,000.00	Provides general legal counsel to the District and other specifically requested assignments
ENGINEERING SERVICES	LOMARDO, FOLEY & VOLAHIE, INC.	\$1,000.00	Provides general engineering services and specifically requested assignments by the Board
MANAGEMENT CONSULTING SERVICES	GMS-TAMPA, LLC	\$40,101.60	The District receives Management, Accounting and Recording services under an agreement with the District
INSURANCE (Fidelity, Property & Casualty)			
PUBLIC OFFICIALS LIABILITY	BOTO INSURANCE	\$3,000.00	Increased by 10% over FY equals to allow for contract increase
FLOOD	BOTO INSURANCE	\$1,490.00	Increased by 10% over FY equals to allow for contract increase. Policy renews July 29 of each year.
WORKERS COMPENSATION	BOTO INSURANCE	\$2,000.00	Covers the employee and if necessary volunteers.
COMMERCIAL PACKAGE POLICY		\$7,000.00	Increased by 10% over FY equals to allow for contract increase
OFFICE			
OFFICE SUPPLIES AND POSTAGE	MISCELLANEOUS	\$1,490.00	As needed
RECORDS STORAGE	ACCESS	\$1,052.16	As needed
PUBLICATIONS	ACENT GRAPHICS	\$0.00	Miscellaneous as needed
COMPUTER SOFTWARE & TECH SUPPORT	MICROSOFT OFFICE	\$1,205.00	Microsoft Office is \$100 annually, Intechgrate \$80 per month and \$132 additional for miscellaneous
OFFICE EQUIPMENT	MISCELLANEOUS	\$500.00	Miscellaneous as needed
MISCELLANEOUS	MISCELLANEOUS	\$500.00	Miscellaneous as needed
GENERAL ADMINISTRTIVE			
LEGAL ADVERTISING & MEETING NOTICES	BRADENHORN HERALD	\$1,000.00	The District is required to advertise notices for monthly Board meetings and other public hearings in a newspaper of general circulation
MEETING ROOM RENTAL	TBD	\$1,600.00	Fees charged for meeting room rental.
STATE REGISTRATION	FLORIDA MOTOR VEHICLE REGISTRATION	\$175.00	The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity
BANK SERVICES CHARGES	BANK	\$250.00	Estimated
WEB-SITE HOSTING/MANAGEMENT	VENTURES, INC	\$2,460.00	Campus Suite - \$1,515 includes website compliance and remediation of 750 documents. Additional \$950 for any unknown remediation of documents
UTILITIES & GATEHOUSE SERVICES			
ELECTRIC	FLORIDA POWER AND LIGHT	\$11,500.00	Electric meters for 1519 Terra Ceia Bay, 2300 Terra Ceia Bay, 3114 Live Oak Lane, 2320 Terra Ceia Bay Blvd., 2300 Terra Ceia Bay Circle, 1614 Terra Ceia Bay Circle
WATER & SEWER	CITY OF PALMETTO	\$720.00	For the Gatehouse located at 2311 W. 14th Avenue
TELEPHONE & INTERNET	BRIGHT HOUSE NETWORKS	\$2,000.00	Internet/Phone for the gatehouse at 2311 14th Avenue
GATE SERVICE CONTRACT	RES SECURITY	\$3,960.00	As needed for repairs
GATE MAINTENANCE AND PARTS	RES SECURITY	\$4,000.00	As needed for repairs
HOSTING SERVICE	MOSS INTEGRATION	\$5,760.00	Monitoring for telephone entry unit \$150 per month. Quarterly performance maintenance on gate \$990 per quarter.
CLEANING & BUILDING MAINTENANCE	LUMANS CLEANING	\$2,700.00	Building cleaning maintenance is \$200 monthly. Additional \$760 for repairs as needed
ACCESS DECALS	RES SECURITY	\$800.00	Decals for access twice a year \$800 each order
CAMERAS REPAIR AND MAINTENANCE	RES SECURITY	\$500.00	Repair of entry and exit cameras as needed
GATEHOUSE MISC.	N/A	\$300.00	As needed for items such as blinds, etc.
GROUNDSCAPE & FIELD MAINTENANCE			
LANDSCAPE CONTRACT	RUSSELL KITCHING LAWN SERVICES, INC.	\$35,000.00	Includes maintenance of St. Augustine turf, Jambos, ground cover, beds and tree wells, 52 Ornamental trees, 80 Ornamental palms, 38 canopy trees and irrigation
PEST CONTROL	Proper Pest Control	\$350.00	To address any ant and other bug related issues
OAK TREE TRIMMING		\$900.00	As needed
TREE TRIMMING	RUSSELL KITCHING LAWN SERVICES, INC.	\$5,900.00	Contract does not include the pruning of palm trees in excess of 10 feet. Cost is \$20 per tree in excess of 10 feet. Oak trimming is \$2,600 done every 3 years.
PLANT REPLACEMENT	RUSSELL KITCHING LAWN SERVICES, INC.	\$8,000.00	As necessitated for plant replacement.
PLANTS & IMPROVEMENTS	RUSSELL KITCHING LAWN SERVICES, INC.	\$5,000.00	Addreses items as needed such as storm clean up and any necessitated plant materials due to age or disease
MULCHING	RUSSELL KITCHING LAWN SERVICES, INC.	\$3,400.00	As deemed necessary by the Board of Supervisors, also address rock replacement at gatehouse
IRRIGATION REPAIR, OUTSIDE OF CONTRACT	RUSSELL KITCHING LAWN SERVICES, INC.	\$2,000.00	As necessitated for repairs of irrigation system
ESTUARIES, WETLAND WEED CONTROL	SUNCOAST ENVIRONMENTAL	\$0.00	As needed
WATERWIRE & SUPPLIES, WISC. MAINT. NEEDS	MISCELLANEOUS	\$0.00	As needed
HARDWARE & SUPPLIES, WISC. MAINT. NEEDS	MISCELLANEOUS	\$0.00	As needed
LIGHTING REPAIR & MAINTENANCE	SAWYER ELECTRIC	\$3,000.00	As needed
PIER AND BOARDWALK MAINT.	N/A	\$60,000.00	As needed
HOLIDAY DECORATIONS	N/A	\$300.00	As needed
STREET REPAIR & MAINTENANCE	MISCELLANEOUS	\$1,000.00	As needed
FIELD MISC. AND SIGNAGE	N/A	\$1,000.00	As needed
ENVIRONMENTAL & WASTE MANAGEMENT	ENVIRONMENTAL WASTE MANAGEMENT, LLC	\$2,000.00	As needed
STORMWATER SYSTEM MAINTENANCE	REPAIRING SERVICES	\$0.00	As needed
INVASIVE SPECIES CONTROL		\$0.00	Get an annual bid
MANGROVE TRIMMING	SUNCOAST ENVIRONMENTAL	\$18,000.00	Resource management program for the District waterway systems
LAKE MAINTENANCE	THE LAKE DOCTORS	\$7,350.00	Additional plantings as needed
LAKE AQUATIC PLANTINGS	THE LAKE DOCTORS	\$0.00	Estimated
TRIPOID GRASS CARP STOCCING		\$0.00	To be determined by the Board of Supervisors
CAPITAL IMPROVEMENT-OTHER	N/A	\$407,802.05	



Palms of Terra Ceia Bay

Community Development District

Capital Projects Funds

Description	Adopted Budget FY 2022	Actual Thru 4/30/21	Projected Next 5 Months	Total Projected 9/30/22	Proposed Budget FY 2023
Revenues					
Interest Income	\$0	\$0	\$0	\$0	\$0
Maintenance Assessments - Levy	\$55,680	\$54,054	\$1,626	\$55,680	\$55,680
TOTAL REVENUES	\$55,680	\$54,054	\$1,626	\$55,680	\$55,680
Expenditures					
Repairs & Replacements	\$25,000	\$0	\$0	\$0	\$25,000
Boardwalk	\$0	\$122,803	\$195,000	\$317,803	\$0
Gazebo Project	\$0	\$4,871	\$0	\$4,871	\$0
Bridge Repair	\$0	\$48,797	\$0	\$48,797	\$0
Roadway Repairs	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$25,000	\$176,471	\$195,000	\$371,471	\$25,000
Other Sources/(Uses)					
Interfund Transfer In / (Out)	\$0	\$176,226	\$0	\$176,226	\$0
TOTAL OTHER	\$0	\$176,226	\$0	\$176,226	\$0
EXCESS REVENUES	\$30,680	\$53,810	(\$193,374)	(\$139,565)	\$30,680
FUND BALANCE - BEGINNING	\$157,483	\$159,249		\$159,249	\$19,684
FUND BALANCE - ENDING	\$188,163	\$213,059	(\$193,374)	\$19,684	\$50,364