



DEVELOPMENT PLANNING & FINANCING GROUP, INC.

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Community Development District

Advanced Board Package

***Board of Supervisors
Regular Meeting***

***Thursday
May 12, 2016
5:00 p.m.***

At the:

***Palmetto Library
923 6th Street West.
Palmetto, Florida***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

Bradford J. Smith, Seat 1
Barbara E. Gard, Seat 2
Joseph R. Varady, Jr., Seat 3
Robert F. Schoen, Seat 4
Judi F. O'Connor, Seat 5



District Management
Development Planning and Financing Group
15310 Amberly Drive, Suite 175, Tampa, Florida 33647
Phone: 813-374-9105

May 5, 2016

Board of Supervisors
Palms of Terra Ceia Bay
Community Development District

Dear Board Members:

The Regular meeting of the Board of Supervisors of the Palms of Terra Ceia Bay Community Development District is scheduled for **Thursday May 12, 2016 at 5:00 p.m.** at the Palmetto Library 923 6th Street West Palmetto, Florida.

The advanced copy of the agenda for the meeting is attached, along with associated documentation for your consideration. Any additional support material will be forwarded to you under separate cover or distributed at the meeting.

The balance of the agenda is routine in nature and staff will present their reports at the meeting. If you have any questions, please contact me.

Sincerely,

Bruce St. Denis
Bruce St. Denis
District Manager

Cc: Attorney
District Records

Bradford J. Smith, Seat 1
Barbara E. Gard, Seat 2
Joseph R. Varady, Jr., Seat 3
Robert F. Schoen, Seat 4
Judi F. O'Connor, Seat 5



Board of Supervisors Public Meeting Notice

**Regular Session of
May 12, 2016
Palms of Terra Ceia Bay
Palmetto Library
923 6th Street West
Palmetto, Florida
5:00 p.m.**

AGENDA:

1. Roll Call
2. Meeting Properly Advertised
3. Discussion with Detective Chris Cavazos – Palmetto Police Department
4. Minutes of Meetings
 - A. Board Meeting Exhibit 1
Action Request: Motion to approve April 7, 2016 meeting minutes
 - B. Action Request: Motion to Approve May 2, 2016 meeting minutes
(Under Separate Cover)
5. Financial Report
 - A. Financial Statements Exhibit 2
Action Request: Motion to accept financial statements
6. Business Matters
 - A. Supervisor of Elections Voter Count- 635
 - B. Memo Regarding General Elections Exhibit 3
 - C. Approval of Resolution 2016-3 Calling for General Elections Exhibit 4
 - D. 2016-2017 Budget Discussion Exhibit 5
 - E. 2016-2017 Assessment Roll Discussion

Bradford J. Smith, Seat 1
Barbara E. Gard, Seat 2
Joseph R. Varady, Jr., Seat 3
Robert F. Schoen, Seat 4
Judi F. O'Connor, Seat 5



7. Other Business Matters
8. Public Comments
9. Public Comments & Questions: Other Subjects
10. Managers' Report
11. Adjournment

EXHIBIT 1

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**MINUTES OF MEETING
PALMS OF TERRA CEIA BAY
COMMUNITY DEVELOPMENT DISTRICT**

9 The Regular Meeting of the Board of Supervisors of the Palms of Terra Ceia Bay Community
10 Development District was held on Thursday, April 7, 2016 at 5:00 p.m. at the Palmetto Library, 923 6th
11 Street West, Palmetto, Florida.

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FIRST ORDER OF BUSINESS – Roll Call

16 Chairman Brad Smith called the meeting to order.

17 Present and constituting a quorum were:

18 Bradford Smith	Board Supervisor, Chairman
19 Joseph Varady, Jr.	Board Supervisor, Vice Chairman
20 Barbara Gard	Board Supervisor, Assistant Secretary
21 Bob Schoen	Board Supervisor, Assistant Secretary
22 Judi O'Connor	Board Supervisor, Assistant Secretary

23 Also present was:

24 Bruce St. Denis	District Manager
25 Nandra Ramnarine	District Manager
26 Patricia Petruff	District Counsel

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SECOND ORDER OF BUSINESS – Meeting Properly Advertised

31 Mr. Smith verified that the meeting was properly advertised.

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THIRD ORDER OF BUSINESS – Audience Comments

36 There being none, next item followed.

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FOURTH ORDER OF BUSINESS – Administrative Matters

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A. Approval of Board Minutes of March 21, 2016

Mr. Smith presented the March 21, 2016 minutes and asked for comments, questions or corrections.

On a MOTION by Ms. O'Connor., SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board approved the minutes of the Board of Supervisors meeting held on March 21, 2016 for the Palms of Terra Ceia Bay Community Development District.

FIFTH ORDER OF BUSINESS – Business Matters

A. AMR Discussion

Mr. St. Denis presented the AMR and asked for comments or questions.

Ms. Petruff presented both sides of the Square Footage vs. Flat Rate Assessment Methodologies and asked for comments or questions.

Discussion ensued. The Board of Supervisors re-affirmed their commitment to moving forward with the Square Foot methodology.

B. Investment Discussion

Mr. St. Denis presented information on Investments and recommended a money market with U. S. Bank.

This item was tabled until the next meeting.

45 **C. Budget Discussion Regarding Potential Operational Changes**

46 Mr. St. Denis presented a budget discussion regarding potential operational changes and asked for
47 comments or questions.

48 Discussion ensued. Gate at pier, LED lights, front entrance landscaping, some road maintenance,
49 irrigation repair, storm water maintenance were brought up.

50 **D. Request from Supervisor Gard to Discuss Gatehouse Projects**

51 Ms. Gard requested a discussion on Gatehouse projects.

52 Discussion ensued.

53 **E. Request from Supervisor Gard re: Landscape Proposals at Boardwalk**

54 Ms. Gard presented landscape proposals for the Boardwalk at the steps.

55 Discussion ensued.

56 **SIXTH ORDER OF BUSINESS – Other Business Matters**

57 Ms. O'Connor gave an update on the gate house computer problems. After obtaining quotes from
58 Geek Squad and Bright House, she recommended the quote from Intechgrate to clean up 2 computers, back
59 up and monitoring service set up for \$250 initial cost, then \$16 per month.

60 Discussion ensued.

61 On a MOTION by Ms. O'Connor, SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board
62 accepted the proposal from Intechgrate for \$250 initial cost and \$16 per month, for the Palms of Terra Ceia
63 Bay Community Development District.

64
65 Ms. Gard asked about the locks at the Gate House.

66 On a MOTION by Mr. Schoen, SECONDED by Ms. O'Connor, WITH Mr. Smith and Mr. Varady, Jr.
67 voting AYE and Ms. Gard voting NAY, the Board agreed that Gate House keys will only be given to the
68 Administrative Assistant, the Chairman and the District Manager for the Palms of Terra Ceia Bay
69 Community Development District.

70
71 Ms. O'Connor requested a Truck Clearance sign be posted at the Gate House entrance.

72 **SEVENTH ORDER OF BUSINESS – Public Comments**

73 Resident asked about getting a surveillance camera at the pier.

74 Resident commented on mangrove trimming.

75

76 **THE MEETING WAS RECESSED AT 6:57 P.M. TO DISCUSS NEXT POSSIBLE CONTINUED**
77 **MEETING PLACE & DATE.**

78

79 **THE MEETING RECONVENED AT 7:05 P.M.**

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81 **EIGHTH ORDER OF BUSINESS – Manager's Report**

82 There being none, next item followed.

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84 **NINTH ORDER OF BUSINESS – Board Comments**

85 There being none, next item followed.

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88 **TENTH ORDER OF BUSINESS - Continuation**

89 On a MOTION by Ms. O'Connor, SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board
90 continued the meeting to May 2, 2016 at 5:00 p.m. at the Palms of Terra Ceia Bay Golf Club, 2802 Terra
91 Ceia Bay Blvd., Palmetto, Florida for the Palms of Terra Ceia Bay Community Development District.

92

93 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
94 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
95 *including the testimony and evidence upon which such appeal is to be based.*

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97

98 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
99 **meeting held on _____.**

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102

Signature

Signature

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Printed Name

Printed Name

106

Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman

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EXHIBIT 2

PALMS OF TERRA CEIA BAY
COMMUNITY DEVELOPMENT DISTRICT
UNAUDITED FINANCIAL STATEMENTS

Preliminary

As of

April 30, 2016

Palms Of Terra Ceia Bay CDD
Balance Sheet
April 30, 2016

	<u>GENERAL FUND</u>	<u>CAP PROJECTS FUND</u>	<u>TOTAL</u>
<u>ASSETS:</u>			
POOLED CASH	\$ 141,242	\$ 206,079	\$ 347,321
CASH ON HAND	30	-	30
INVESTMENTS:			
MMK ACCOUNT	122,142	-	122,142
CONSTRUCTION	-	-	-
ACCOUNTS RECEIVABLE	250	-	250
ASSESSMENTS RECEIVABLE -ON ROLL	-	5,385	5,385
DUE FROM OTHER FUNDS	-	-	-
DEPOSITS	35	-	35
PREPAID ITEMS	-	-	-
TOTAL ASSETS	\$ 263,699	\$ 211,464	\$ 475,162
<u>LIABILITIES:</u>			
ACCOUNTS PAYABLE	\$ 6,617	\$ -	\$ 6,617
SALES TAX	3	-	3
DUE TO OTHER FUNDS	-	-	-
DEFERRED REVENUE-ON ROLL	-	5,385	5,385
<u>FUND BALANCE:</u>			
NON SPENDABLE (Deposits & Prepaid)	35	-	35
SPENDABLE:			
ASSIGNED			
CAPITAL PROJECTS - Operating (FY15)	74,388	-	74,388
CAPITAL PROJECTS - Contingency (FY15)	9,863	-	9,863
CAPITAL PROJECTS - Alloc to Roads Improvement	-	148,359	148,359
CAPITAL PROJECTS - Alloc to Pier Improvement	-	15,215	15,215
CAPITAL PROJECTS - Alloc to Boardwalk Improvement	-	14,303	14,303
CAPITAL PROJECTS - Alloc to Gatehouse Improvement	-	8,918	8,918
CAPITAL PROJECTS - Alloc to Stormsystem Improvement	-	19,286	19,286
UNASSIGNED FY2016	172,793	-	172,793
TOTAL LIABILITIES & FUND BALANCE	\$ 263,699	\$ 211,464	\$ 475,162

Palms Of Terra Ceia Bay
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
FY2016 For The Period Ending April 30, 2016

	FY 2016 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUE				
ASSESSMENT - ON-ROLL (Ad Valorem)	\$ 294,627	\$ 294,627	\$ 294,754	\$ 127
INTEREST REVENUE	-	4	7	3
GATE DECALS	2,800	1,633	1,360	(273)
MISCELLANEOUS REVENUE	125	73	658	585
INSURANCE CLAIM AWARDED	-	27,261	27,261	0
TOTAL REVENUE	297,552	323,598	324,040	442
EXPENDITURES				
DISTRICT ADMINISTRATION				
BOARD OF SUPERVISORS SALARIES	11,000	6,417	11,800	(5,383)
ADMINISTRATIVE ASSISTANT	10,080	5,880	4,925	955
PAYROLL TAXES - FICA & FUTA	1,613	941	1,152	(211)
PAYROLL FEES	648	378	546	(168)
SUBTOTAL PERSONNEL	23,341	13,616	18,423	(4,807)
CONSULTING & PROFESSIONAL FEES:				
AUDIT SERVICES	6,000	3,500	2,500	1,000
LEGAL SERVICES	8,000	4,667	5,641	(974)
ENGINEERING SERVICES	2,000	2,000	2,000	-
ENVIRONMENTAL CONSULTING	-	-	1,500	(1,500)
DISTRICT MANAGEMENT	57,000	33,250	39,750	(6,500)
SUBTOTAL CONSULTING & PROFESSIONAL F	-	43,417	51,391	(7,974)
SUBTOTAL DISTRICT ADMINISTRATION	73,000	57,032	69,814	(12,781)
INSURANCE:				
PUBLIC OFFICIALS LIABILITY	2,530	2,530	2,140	390
FLOOD	460	460	-	460
WORKERS COMPENSATION INS	168	168	2,184	(2,016)
BONDING	100	100	-	100
INSURANCE - GENERAL LIABILITY	7,336	7,336	6,982	354
SUBTOTAL INSURANCE	10,594	10,594	11,307	(713)
OFFICE:				
OFFICE SUPPLIES AND POSTAGE	2,000	1,167	194	973
RECORD STORAGE	210	123	127	(5)
PUBLICATIONS	2,000	-	-	-
COMPUTER SOFTWARE & TECH SUPPORT	500	292	160	131
OFFICE EQUIPMENT	500	292	-	292
MISCELLANEOUS SERVICES	250	146	204	(58)
LEGAL ADVERTISING & MEETING NOTICES	4,000	2,333	743	1,590
STATE REGISTRATION	175	175	175	-
BANK SERVICES CHARGES	200	117	117	(0)
WEBSITE HOSTING & MANAGEMENT	1,995	1,164	800	364
SUBTOTAL OFFICE & GENERAL ADMINISTRATION	11,830	4,518	2,520	2,319
TOTAL ADMINISTRATIVE EXPENSES	118,765	72,144	83,640	(11,175)
UTILITIES & GATEHOUSE EXPENSES				
UTILITIES:				
ELECTRICITY	17,000	9,917	8,587	1,329
WATER & SEWER	660	385	324	61
TELEPHONE & INTERNET	2,800	1,633	1,502	131
SUBTOTAL UTILITIES	20,460	11,935	10,414	1,521
GATEHOUSE/CONTROLLED ENTRY SYSTEMS:				
GATE SERVICE CONTRACT	6,425	6,425	6,425	-
GATE MAINTENANCE AND PARTS	2,000	1,167	809	358
GATEHOUSE - MISC.	-	-	15,637	(15,637)
CLEANING & BUILDING MAINTENANCE	2,000	1,167	1,226	(59)

Palms Of Terra Ceia Bay
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
FY2016 For The Period Ending April 30, 2016

	FY 2016 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
ACCESS DECALS	875	510	743	(232)
GH ATTENDANT (PAYROLL)	-	-	55	(55)
SUBTOTAL GATEHOUSE	11,300	9,269	24,894	(15,626)
TOTAL UTILITIES & GATEHOUSE EXPENSES	31,760	21,204	35,308	(14,105)
GROUNDS & FIELD MAINTENANCE EXPENSES				
LANDSCAPE MAINTENANCE:				
LANDSCAPE CONTRACT	23,280	13,580	13,580	-
PEST CONTROL	800	467	-	467
PALM TREE TRIMMING (245 Palm Trees)	5,500	3,208	5,163	(1,955)
PLANTS & IMPROVEMENTS (350 Geranium & Horti	6,775	3,952	1,775	2,177
MULCH	2,000	1,167	-	1,167
IRRIGATION REPAIR (Outside Of Contract)	6,000	3,500	1,235	2,265
SUBTOTAL LANDSCAPING	44,355	25,874	21,753	4,121
OTHER FIELD MAINTENANCE:				
LIGHTING REPAIR & MAINTENANCE	12,000	7,000	2,736	4,264
PIER AND BOARDWALK MAINTENANCE (Contract	5,500	3,208	-	3,208
STREET REPAIR & MAINTENANCE	4,000	2,333	950	1,383
FIELD MISCELLANEOUS & MAINT	-	-	3,305	(3,305)
SUBTOTAL OTHER FIELD MAINTENANCE	21,500	12,542	6,990	5,551
ENVIRONMENTAL MAINTENANCE:				
STORMWATER SYSTEM MAINTENANCE	4,000	2,333	-	2,333
CONSERVATION EASEMENT MAINTENANCE	9,660	5,635	6,450	(815)
MANGROVE TRIMMING	15,382	8,973	7,000	1,973
LAKE MAINTENANCE	6,072	3,542	3,710	(168)
LAKE AQUATIC PLANTINGS	1,500	875	-	875
TRIPLOID GRASS CARP STOCKING	1,200	700	-	700
SUBTOTAL ENVIRONMENTAL MAINTENANCE	37,814	22,058	17,160	4,898
TOTAL OPERATIONS & MAINTENANCE EXP	135,429	153,822	164,852	(10,710)
GENERAL FUND IMPROVEMENTS PROJECT :				
ROAD IMPROVEMENTS / REPAIRS	5,000	-	-	-
PIER RENOVATIONS / IMPROVEMENTS	18,174	-	-	-
STORMWATER SYSTEM REPAIRS / IMPROVEMEN	15,684	-	-	-
CAPITAL IMPROVEMENTS - OTHER	4,500	-	-	-
TOTAL GENERAL FUND IMPROVEMENTS P	43,358	-	-	-
TOTAL EXPENDITURES	297,552	153,822	164,852	(10,710)
EXCESS OF REVENUE OVER (UNDER)				
EXPENDITURES	-	169,777	159,188	(10,589)
FUND BALANCE - BEGINNING	-	-	97,891	97,891
FUND BALANCE - ENDING	\$ -	\$ 169,777	\$ 257,079	\$ 87,302

ENDING FUND BALANCE 4/30/16	
DEPOSITS	\$ 35
OPERATING RESERVE	74,388
CONTINGENCY	9,863
UNASSIGNED	172,793
FUND BALANCE	\$ 257,079

PALMS OF TERRA CEIA BAY
Capital Projects Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For The Period Ending April 30, 2016

	FY 2016 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUE				
ASSESSMENT - ON-ROLL (Cap Imp)	\$ -	-	\$ -	\$ -
ASSESSMENT ON-ROLL (Alloc to Roads Improvement)	23,163	20,465	22,274	1,810
ASSESSMENT ON-ROLL (Alloc to Roads Improvement)	-	-	-	-
ASSESSMENT ON-ROLL (Alloc to Pier Improvement)	7,889	6,970	7,586	616
ASSESSMENT ON-ROLL (Alloc to Boardwalk Improvement)	7,416	6,552	7,132	580
ASSESSMENT ON-ROLL (Alloc to Gatehouse Improvement)	7,897	6,977	3,450	(3,527)
ASSESSMENT ON-ROLL (Alloc to Stormsystem Improvement)	10,000	8,835	9,616	781
ASSESSMENT DISCOUNTS	-	-	-	-
INTEREST REVENUE	-	-	-	-
TOTAL REVENUE	56,365	49,798	50,059	260
EXPENDITURES				
COUNTY ASSESSMENTS COLLECTIONS FEE	1,665	-	-	-
ROAD IMPROVEMENTS	23,163	-	-	-
PIER	7,889	-	-	-
BOARDWALK	7,416	-	-	-
GATEHOUSE IMPROVEMENTS	3,155	3,155	-	3,155
STORMWATER SYSTEM	10,000	-	-	-
TOTAL EXPENDITURES	53,289	3,155	-	3,155
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	3,076.50	46,643	50,059	3,415
NET CHANGE IN FUND BALANCE	3,077	46,643	50,059	3,415
FUND BALANCE - BEGINNING	-	-	156,021	156,021
FUND BALANCE - ENDING	\$ 3,077	\$ 46,643	\$ 206,079	\$ 159,436

ENDING FUND BALANCE 4/30/16			
FY15 9/30/2015	FY16 Collected	FY16 Expended	FY16 3/31/2016
\$ 126,084.16	\$ 22,274	\$ -	148,358
7,628	\$ 7,586	-	15,215
7,171	\$ 7,132	-	14,303
5,468	\$ 3,450	-	8,917
9,669	\$ 9,616	-	19,285
\$ 156,021	\$ 50,059	\$ -	\$ 206,079

Palms Of Terra Ceia Bay CDD
Bank Reconciliation
April 30, 2016

Balance Per Bank Statement	\$	359,570.02
Less: Outstanding Checks		(12,249.14)
<i>Adjusted Bank Balance</i>	\$	<u>347,320.88</u>

Beginning Cash Balance Per Books	\$	364,643.79
Deposits		8,770.86
Cash Disbursements		(26,088.77)
Bank Fee		(5.00)
<i>Balance Per Books</i>	\$	<u>347,320.88</u>

PALMS OF TERRA CEIA BAY

Check Register

FY2016

Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	Balance
Balance as of 9/30/2015						135,418.55
10/01/2015	3485	BRIGHT HOUSE NETWORKS	9/27-10/26 - Cable/Internet		186.50	135,232.05
10/01/2015	3486	DPFG	CDD Mgmt - Oct		4,750.00	130,482.05
10/01/2015	3487	YARNALL RECORDS MANAGEMENT	9/25-10/24 - Records Storage		17.50	130,464.55
10/08/2015		AUTO OWNERS INSURANCE	Insurance claim	13,750.00		144,214.55
10/12/2015	3488	ATLAS PROFESSIONAL SERVICES, INC	Web Site - Oct		80.00	144,134.55
10/12/2015	3489	BOYD INSURANCE & INVESTMENT SERVICES	Insurance FY 2016		6,982.00	137,152.55
10/12/2015	3490	CITY OF PALMETTO	8/29-9/29 - 2311 W 14th Ave Guardhouse		47.11	137,105.44
10/12/2015	3491	Daystar Exterior Cleaning, Inc	Pressure Wash Pier		280.00	136,825.44
10/12/2015	3492	PREFERRED GOVERNMENTAL INSURANCE	W/C Insurance FY 2016		2,000.00	134,825.44
10/12/2015	3493	TANNER FIRE & SAFETY EQUIPMENT	Fire Extinguisher		67.95	134,757.49
10/12/2015	3494	THE LAKE DOCTORS	Lake & Pond Maint - Oct		530.00	134,227.49
10/12/2015	3495	UNITED STATES TREASURY	940-2014		155.41	134,072.08
10/13/2015	3496	BOYD INSURANCE & INVESTMENT SERVICES	Insurance FY 2015		2,140.31	131,931.77
10/15/2015		DEPOSIT	Gate decals revenue	150.00		132,081.77
10/20/2015	3497	BB & T	VOIDED		0.00	132,081.77
10/20/2015	3498	Russell Kitching Lawn Services, Inc.	Landscape Maint - Oct		1,940.00	130,141.77
10/27/2015	ACH102715	FLORIDA POWER AND LIGHT	Electricity		1,087.82	129,053.95
10/28/2015	3499	ATLAS PROFESSIONAL SERVICES, INC	Web Site - Set Up		240.00	128,813.95
10/28/2015	3500	Dye, Deitrich, Petruff & St. Paul, P.L.	Legal Svcs - Sept		920.00	127,893.95
10/29/2015		MANATEE COUNTY	Tax Collection	1,245.40		129,139.35
10/29/2015		DEPOSIT	Gate decals revenue	43.25		129,182.60
10/29/2015	60	Paychex	FY15 Accrued payroll paid		728.39	128,454.21
10/29/2015	60	Paychex	ADP Payroll fees		41.60	128,412.61
10/29/2015	60	BB & T	Bus online manage users fee		5.00	128,407.61
10/30/2015	10001	Barbara Gard	BOS Mtg 10-21-2015		184.70	128,222.91
10/30/2015	10004	Bradford Smith	BOS Mtg - 9/23 & 10/21/15		184.70	128,038.21
10/30/2015	10005	JOSEPH VARADY	BOS Mtg - 9/23 & 10/21/2015		184.70	127,853.51
10/30/2015	10002	JUDITH O'CONNOR	BOS Mtg - 9-23 & 10-21-2015		174.28	127,679.23
10/30/2015	10000	Phillip D. Forbes	Payroll - Oct		389.52	127,289.71
10/30/2015	10003	Robert Schoen	BOS Mtg - 10-21-15		184.70	127,105.01
10/30/2015	ACH103015	Paychex	payroll taxes		489.01	126,616.00
10/30/2015	62		Employer Liability Refund Issued	82.62		126,698.62
Balance as of 10/31/2015						126,698.62
11/01/2015	3501	DPFG	CDD Mgmt - Nov		4,750.00	121,948.62
11/02/2015	ACH11022015	Paychex	Payroll Fee - BOS Mtg - 9/23 & 10/21/2015		42.57	121,906.05
11/02/2015	ACH110215	BB & T	Service Charge		5.00	121,901.05
11/03/2015	3502	YARNALL RECORDS MANAGEMENT	10/25-11/24 - Records Storage		17.50	121,883.55
11/06/2015	3503	BRIGHT HOUSE NETWORKS	10/27-11/26 - Cable/Internet		186.39	121,697.16
11/12/2015	3504	ARM MAINTENANCE, INC	Cleaning Guardhouse - Oct		152.00	121,545.16
11/12/2015	3505	ATLAS PROFESSIONAL SERVICES, INC	Web Site - Nov		80.00	121,465.16
11/12/2015	3506	CITY OF PALMETTO	9/30-10/30 - 2311 W 14th Guardhouse		48.09	121,417.07
11/12/2015	3507	THE LAKE DOCTORS	Lake Maint - Nov		530.00	120,887.07
11/16/2015	3508	TEM SYSTEMS, INC	Gate Install		6,755.60	114,131.47
11/16/2015	3509	STANTEC CONSULTING SERVICES	Engineering Svcs Environmental		10,225.00	103,906.47
11/16/2015	ACH111615	Paychex	Premium Charge-Nov		75.00	103,831.47
11/17/2015	3510	Dye, Deitrich, Petruff & St. Paul, P.L.	Legal Svcs - Oct		940.00	102,891.47
11/17/2015	3511	LOMBARDO, FOLEY & KOLARIK, INC	Engineering Svcs - Oct		2,000.00	100,891.47
11/17/2015	3512	Russell Kitching Lawn Services, Inc.	Landscape		2,890.00	98,001.47
11/17/2015	3513	SAWDY ELECTRIC	SL Pole Repair		827.00	97,174.47
11/17/2015	3514	TEM SYSTEMS, INC	Service Call		40.00	97,134.47
11/19/2015	3515	ARM MAINTENANCE, INC	Cleaning Guardhouse - Sept		152.00	96,982.47
11/24/2015	ACH112415	FLORIDA POWER AND LIGHT	Electricity		1,090.92	95,891.55
11/25/2015	3516	FLORIDA DEPT OF ECONOMIC OPPORTUNITY	Annual Filing Fee - FY 2016		175.00	95,716.55
11/25/2015		MANATEE COUNTY	Excess Funds	156.68		95,873.23
11/25/2015	10007DD	Barbara Gard	BOS Mtg - 11-10-15		184.70	95,688.53
11/25/2015	10010DD	Bradford Smith	BOS Mtg - 11-10-15		184.70	95,503.83
11/25/2015	10011DD	JOSEPH VARADY	BOS Mtg - 11-10-15		184.70	95,319.13
11/25/2015	10008DD	JUDITH O'CONNOR	BOS Mtg - 11-10-15		183.87	95,135.26
11/25/2015	ACH11252015	Paychex	Payroll - Nov		281.14	94,854.12
11/25/2015	10006DD	Phillip D. Forbes	10/26-11/19 - P/R		664.92	94,189.20

PALMS OF TERRA CEIA BAY

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FY2016

Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	Balance
11/25/2015	10009DD	Robert Schoen	BOS Mtg - 11-10-15		184.70	94,004.50
11/25/2015	ACH11252015	Paychex	Payroll - Nov		64.57	93,939.93
11/25/2015		MANATEE COUNTY	Tax Collections	51,890.10		145,830.03
11/30/2015	3517	BRIGHT HOUSE NETWORKS	11/27-12/26 - Cable/Internet		185.01	145,645.02
11/30/2015	3518	YARNALL RECORDS MANAGEMENT	11/26-12/24 - Records Storage		17.50	145,627.52
11/30/2015		GEICO INDEMNITY	Insurance Claim / Gate decals	13,631.19		159,258.71
Balance as of 11/30/2015						159,258.71
12/01/2015	3519	DPFG	CDD Mgmt - Dec		4,750.00	154,508.71
12/01/2015		BB&T	Service Charge		5.00	154,503.71
12/02/2015	3520	COLE'S STUCCO AND PLASTERING	Misc. Repairs		1,000.00	153,503.71
12/02/2015	3521	SANDY ORAM	Office Supplies-reimbursement		30.82	153,472.89
12/02/2015		MANATEE COUNTY	Deposit	4,422.16		157,895.05
12/08/2015	3522	OFFICE DEPOT BUSINESS CREDIT	Supplies		70.81	157,824.24
12/17/2015		MANATEE COUNTY	Deposit	165,705.05		323,529.29
12/18/2015	3523	ATLAS PROFESSIONAL SERVICES,	Web Site Hosting - Dec		80.00	323,449.29
12/18/2015	3524	VOID	VOIDED	-	-	323,449.29
12/18/2015	3525	CITY OF PALMETTO	10/31-11/25 - Water		54.24	323,395.05
12/18/2015	3526	FOLK ASPHALT & SEAL COATING, IN	Asphalt Repairs		950.00	322,445.05
12/18/2015	3527	Russell Kitching Lawn Services, Inc.	Landscape Maint - Dec		1,940.00	320,505.05
12/18/2015	3528	SAWDY ELECTRIC	Remove Pole/Disconnect Electric		125.00	320,380.05
12/18/2015	3529	THE LAKE DOCTORS	Lake Maint - Dec		530.00	319,850.05
12/18/2015	3530	BB & T	Credit Card Expenses		870.36	318,979.69
12/18/2015	3531	PROFESSIONAL HORTICULTURAL	Horticultural Svcs		75.00	318,904.69
12/24/2015	ACH12242015	Paychex	Dec - Payroll Fees		64.57	318,840.12
12/24/2015	10013DD	Barbara Gard	BOS Mtg - 11/18,11/19,12/8		554.10	318,286.02
12/24/2015	10016DD	Bradford Smith	BOS Mtg - 11/18,11/19, 12/8		554.10	317,731.92
12/24/2015	10017DD	JOSEPH VARADY	BOS Mtg - 11/18, 11/19, 12/8		554.10	317,177.82
12/24/2015	10014DD	JUDITH O'CONNOR	BOS Mtg - 11/18,11/19		348.57	316,829.25
12/24/2015	ACH12242015	Paychex	BOS/CDD Attendant - Dec		576.23	316,253.02
12/24/2015	10012DD	Phillip D. Forbes	11/23-12/17 - P/R		609.51	315,643.51
12/24/2015	10015DD	Robert Schoen	BOS Mtg - 11/18,11/19, 12/8		554.10	315,089.41
12/28/2015	3532	Barbara Gard	Holiday Decor - Reimbursements		308.89	314,780.52
12/28/2015	3533	C & S ASSOCIATION MANAGEMENT	Concrete Pole at Pier		300.00	314,480.52
12/28/2015	3534	LUMAR'S CLEANING	Cleaning Guardhouse - Nov		100.00	314,380.52
12/28/2015	3535	Russell Kitching Lawn Services, Inc.	Tree Trimming		5,163.00	309,217.52
12/28/2015	3536	SAWDY ELECTRIC	Holiday Ltg		132.62	309,084.90
12/28/2015	3537	BRADENTON HERALD	Legal Ads		2,435.22	306,649.68
12/29/2015		FLORIDA POWER AND LIGHT	Electricity		1,020.87	305,628.81
12/31/2015		DEPOSIT	Key Cards	250.00		305,878.81
Balance as of 12/31/2015						305,878.81
01/01/2016	3538	DPFG	CDD Mgmt - Jan		4,750.00	301,128.81
01/04/2016	3539	THE LAKE DOCTORS	Lake Mgmt - Jan		530.00	300,598.81
01/04/2016	3540	YARNALL RECORDS MANAGEMENT	12/25-1/24 - Storage		17.50	300,581.31
01/04/2016	3541	LUMAR'S CLEANING	Cleaning Guardhouse - Dec		100.00	300,481.31
01/04/2016		BB & T	Service Charge		5.00	300,476.31
01/06/2016	3542	OFFICE DEPOT	Office Supplies		60.99	300,415.32
01/06/2016	78	BB&T	C.C. Fraud Refund plus late fees	640.58		301,055.90
01/08/2016	3543	BRADENTON HERALD	Legal Ads		253.89	300,802.01
01/08/2016	3544	SAWDY ELECTRIC	Lighting Repairs		580.95	300,221.06
01/08/2016		MANATEE COUNTY	Deposit	90,750.94		390,972.00
01/11/2016	3545	CITY OF PALMETTO	11/19-12/28 Water		54.75	390,917.25
01/15/2016	3546	Dye, Deitrich, Petruff & St. Paul, P.L.	Legal Svcs		840.00	390,077.25
01/15/2016	3547	Russell Kitching Lawn Services, Inc.	Landscape Maint - Jan		1,940.00	388,137.25
01/18/2016	3548	ATLAS PROFESSIONAL SERVICES,	Web Site Hosting - Jan		80.00	388,057.25
01/18/2016	3549	BRIGHT HOUSE NETWORKS	12/27-1/26 - Cable/Internet		185.01	387,872.24
01/20/2016	ACH01202016	Paychex	P/R Fees		84.57	387,787.67
01/20/2016	10019DD	Barbara Gard	BOS Mtg - 1/12/16		184.70	387,602.97
01/20/2016	10022DD	Bradford Smith	BOS Mtg - 1/12/16		184.70	387,418.27
01/20/2016	10023DD	JOSEPH VARADY	BOS Mtg 1/12/16		184.70	387,233.57
01/20/2016	10020DD	JUDITH O'CONNOR	BOS Mtg - 1/12/16		183.45	387,050.12
01/20/2016	ACH01202016	Paychex	P/R & BOS Mtg - 1/12/16		281.56	386,768.56

PALMS OF TERRA CEIA BAY

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Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	Balance
01/20/2016	10018DD	Phillip D. Forbes	12/20-1/14 P/R		664.92	386,103.64
01/20/2016	10021DD	Robert Schoen	BOS Mtg - 1/12/16		184.70	385,918.94
01/21/2016	3550	Russell Kitching Lawn Services, Inc.	Irrigation Repairs		760.00	385,158.94
01/25/2016	3551	TEM SYSTEMS, INC	Gate		6,277.61	378,881.33
01/26/2016	3552	BRIGHT HOUSE NETWORKS	1/27-2/26 - Cable/Internet		188.54	378,692.79
01/26/2016	ACH12616	FLORIDA POWER AND LIGHT	Electricity		1,992.56	376,700.23
01/29/2016		DEPOSIT	Gate decals revenue	240.00		376,940.23
Balance as of 1/31/2016				91,631.52	20,570.10	376,940.23
02/01/2016	3553	DPFG	CDD Mgmt - Feb		4,750.00	372,190.23
02/01/2016	3554	YARNALL RECORDS MANAGEMENT	1/25-2/26 - Storage		22.00	372,168.23
02/01/2016		BB & T	Service Charge		5.00	372,163.23
02/04/2016	3555	ATLAS PROFESSIONAL SERVICES,	Web Site Hosting - Feb		80.00	372,083.23
02/04/2016	3556	CITY OF PALMETTO	12/31-1/28 - 2311 W.14th Ave Guardhouse		56.75	372,026.48
02/04/2016	3557	STANTEC CONSULTING SERVICES	Engineering Svcs Environmental		3,225.00	368,801.48
02/04/2016	3558	THE LAKE DOCTORS	Lake Maint - Feb		530.00	368,271.48
02/08/2016	3559	LUMAR'S CLEANING	Cleaning		100.00	368,171.48
02/08/2016	3560	BRADENTON HERALD	Legal Ad		80.73	368,090.75
02/08/2016	3561	Russell Kitching Lawn Services, Inc.	Landscape Maint/Misc - Feb		2,615.00	365,475.75
02/10/2016		MANATEE COUNTY	Tax Collections	15,620.21		381,095.96
02/17/2016	3562	BRADENTON HERALD	Legal Ads		329.94	380,766.02
02/22/2016	3563	Dye, Deitrich, Petruff & St. Paul, P.L.	Legal Svcs - Jan		260.00	380,506.02
02/23/2016	3564	BRIGHT HOUSE NETWORKS	2/27-3/26 - Internet/Phone		186.54	380,319.48
02/23/2016	ACH02232016	Paychex	P/R Fees		64.57	380,254.91
02/23/2016	ACH20232016	Paychex	P/R-BOS - Feb		465.60	379,789.31
02/23/2016	10025DD	Barbara Gard	BOS Mtgs - 2/1 and 2/09/16		369.40	379,419.91
02/23/2016	10028DD	Bradford Smith	BOS Mtgs - 2/1 and 2/9/16		369.40	379,050.51
02/23/2016	10029DD	JOSEPH VARADY	BOS Mtgs - 2/1 and 2/9/16		369.40	378,681.11
02/23/2016	10026DD	JUDITH O'CONNOR	BOS Mtgs - 2/1 and 2/9/16		348.15	378,332.96
02/23/2016	10024DD	Phillip D. Forbes	P/R 1/17-2/13		664.92	377,668.04
02/23/2016	10027DD	Robert Schoen	BOS Mtgs - 2/1 and 2/9/16		369.40	377,298.64
02/24/2016	2242016	FLORIDA POWER AND LIGHT	Electricity		1,265.87	376,032.77
02/25/2016	3565	LUMAR'S CLEANING	Cleaning Guardhouse - Feb		100.00	375,932.77
02/25/2016	3566	SUNSET GRILL TERRA CEIA BAY	Meeting Room Rental		200.00	375,732.77
02/29/2016	3567	TEM SYSTEMS, INC	Bar Code Labels		371.25	375,361.52
Balance as of 2/29/2016				15,620.21	17,198.92	375,361.52
03/01/2016	3568	DPFG	CDD Mgmt - March		4,750.00	370,611.52
03/01/2016		DEPOSIT	FOB	200.00		370,811.52
03/01/2016		BB & T	Mar		5.00	370,806.52
03/02/2016	3569	ATLAS PROFESSIONAL SERVICES,	Web Site Hosting - March		80.00	370,726.52
03/02/2016	3570	YARNALL RECORDS MANAGEMENT	2/25-3/26 - Records Storage		17.50	370,709.02
03/04/2016	3571	OFFICE DEPOT BUSINESS CREDIT	Supplies		62.23	370,646.79
03/04/2016	3572	TEM SYSTEMS, INC	Bar Code Labels		371.25	370,275.54
03/04/2016	3573	THE LAKE DOCTORS	Lake & Pond Maint - March		530.00	369,745.54
03/10/2016	3574	BRADENTON HERALD	Legal Ad		78.39	369,667.15
03/10/2016	3575	CITY OF PALMETTO	1/29-2/26 - 2311 W 14th Ave Guardhouse		53.75	369,613.40
03/10/2016	3576	DPFG	Consultation		2,500.00	367,113.40
03/10/2016	3577	Dye, Deitrich, Petruff & St. Paul, P.L.	Legal Svcs - Feb		2,940.30	364,173.10
03/10/2016	3578	SAWDY ELECTRIC	Lighting repairs		770.00	363,403.10
03/10/2016	3579	Russell Kitching Lawn Services, Inc.	Landscape Maint - March		2,415.00	360,988.10
03/10/2016		MANATEE COUNTY	Deposit	8,019.03		369,007.13
03/21/2016	3580	JIM WILSON MANAGEMENT AND MA	Pressure Wash		62.50	368,944.63
03/21/2016	3581	TEM SYSTEMS, INC	Replace Gate Board		649.64	368,294.99
03/25/2016	3582	SAWDY ELECTRIC	Lighting Repairs		300.00	367,994.99
03/25/2016	ACH03252016	Paychex	P/R Fees		64.57	367,930.42
03/25/2016	10031DD	Barbara Gard	BOS Mtg - 3/3/16		184.70	367,745.72
03/25/2016	10034DD	Bradford Smith	BOS Mtg - 3/3/16		184.70	367,561.02
03/25/2016	10035DD	JOSEPH VARADY	BOS Mtg - 3/3/16		184.70	367,376.32
03/25/2016	10032DD	JUDITH O'CONNOR	BOS Mtg - 3/3/16		183.45	367,192.87
03/25/2016	ACH03252016	Paychex	Payroll Taxes		264.41	366,928.46
03/25/2016	10030DD	Phillip D. Forbes	2/15-3/10 P/R		664.92	366,263.54
03/25/2016	10033DD	Robert Schoen	BOS Mtg - 3/3/16		184.70	366,078.84

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Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	Balance
03/25/2016	ACH3252016	Paychex	W/C Insurance FY 2016		21.32	366,057.52
03/28/2016	3583	BRIGHT HOUSE NETWORKS	3/27-4/26 - Cable/Internet		192.45	365,865.07
03/28/2016	3584	A1 AGENT LOCKSMITH	Lock Replacement		144.00	365,721.07
03/29/2016	Debit	FLORIDA POWER AND LIGHT	Electricity		1,077.28	364,643.79
Balance as of 3/31/2016				9,499.77	20,217.50	364,643.79

EXHIBIT 3



TAMPA OFFICE

15310 Amberly Drive
Suite 175
Tampa, Florida 33647
Tel: (813) 374-9102
www.dpfg.com

MEMORANDUM

Date: May 12, 2016

To: Palms of Terra Ceia Bay Community Development District
Board of Supervisors

RE: 2016 Elections

This District falls within the following category: GENERAL ELECTION

Seats up for election this year are:

Seat #2	Currently held by:	Barbara Gard – General Election
Seat #4	Currently held by:	Robert Schoen- General Election

General Election Districts

Districts that are in existence for six (6) years and have 250 Registered Voters transition into General Election Districts

This year the General Elections for this District will be held on: Tuesday, November 8, 2016.

The qualification period for candidate will begin at noon on June 20, 2016 and ends at noon June 24, 2016. Please contact your County Supervisor of Elections Michael Bennett 600 301 Bradenton West, Suite 108, Bradenton Fl. 34205. Phone: 941-741-3823

Our office will prepare and provide the notice of election to be held in 2016 on behalf of the District on or before May 30, 2016 to comply with Chapter 190.

Additionally, on or before May 30, 2016, the Board will adopt a resolution requesting the Supervisor of Elections to place these seats on the ballots, and we will transmit to upon its adoption.

EXHIBIT 4

RESOLUTION 2016-

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PALMS OF TERRA CEIA BAY COMMUNITY DEVELOPMENT DISTRICT CALLING FOR A GENERAL ELECTION TO BE HELD BY THE MANATEE COUNTY SUPERVISOR OF ELECTIONS IN CONJUNCTION WITH THE GENERAL ELECTION TO BE HELD IN NOVEMBER, 2016.

WHEREAS, the Palms of Terra Ceia Bay Community Development District ("District") is a local unit of special-purpose government established by Manatee County, Florida on December 20, 1982 pursuant to Chapter 190, F.S.;

WHEREAS, the District Board of Supervisors consists of five members; and

WHEREAS, Chapter 190, Section 190.006(3)(a)2.b., F.S., provides that:

“After the 6th . . . year, once a district reaches 250 . . . qualified electors, . . . then the positions of two board members whose terms are expiring shall be filled by qualified electors of the district, elected by the qualified electors of the district for 4-year terms. The remaining board member whose term is expiring shall be elected for a 4-year term by the landowners and is not required to be a qualified elector. Thereafter, as terms expire, board members shall be qualified electors elected by qualified electors of the district for a term of 4 years.,” and

WHEREAS, Chapter 190, Section 190.006(8) F.S, provides for each supervisor to be entitled to receive an amount not to exceed \$200 per meeting of the Board of Supervisor and not to exceed \$4,800 per year per supervisor; and

WHEREAS, Florida law provides for the election of members to specific terms and seat numbers for the Board of Supervisors of the Palms of Terra Ceia Bay Community Development District and calls for the election of two (2) members of the Board of Supervisors of said District for seat numbers and length of terms thereof:

Seat No. 2, Currently held by Barbara Gard	Length of term: Four-years
Seat No. 4, Currently held by Robert Schoen	Length of term: Four-years

WHEREAS, the Board of Supervisors seeks to implement Section 190.006(3)(A)(2)(c), Florida Statutes and to instruct the Manatee County Supervisor of Elections to conduct the District’s General Elections.

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

SECTION ONE

There is hereby called an election in the County of Manatee, State of Florida. Said election is to be held on November 8, 2016, for the purpose of having all of the qualified electors residing within the boundaries of said District to determine the members to serve as the Board of Supervisors of said District.

SECTION TWO

THE PERIOD OF QUALIFYING AS A CANDIDATE FOR A SUPERVISOR TO SAID DISTRICT SHALL BE FROM NOON JUNE 20, 2016 THROUGH NOON JUNE 24, 2016.

SECTION THREE

Said election shall be conducted according to the requirements of general law and law governing special district elections.

SECTION FOUR

The election shall be held at the precinct polling places designated by the Supervisor of Elections in Pasco County, Florida. The polls shall be opened and closed as provided by law, and the ballot shall contain the names of the candidates to be voted upon.

SECTION FIVE

Pursuant to Section 100.021, Florida Statutes, the Department of State shall, in any year in which a general election is held, make out a notice stating what offices and vacancies are to be filled at the general election in the state, and in each county and district thereof. During the 30 days prior to the beginning of qualifying, the Department of State shall have the notice published two times in a newspaper of general circulation in each county; and, in counties in which there is no newspaper of general circulation, it shall send to the sheriff a notice of the offices and vacancies to be filled at such general election by the qualified voters of the sheriff's county or any district thereof, and the sheriff shall have at least five copies of the notice posted in conspicuous places in the county.

[CONTINUED ON NEXT PAGE]

SECTION SIX

Election costs shall be the responsibility of the District pursuant to Section 100.011, Florida Statutes.

THE FOREGOING RESOLUTION WAS OFFERED BY SUPERVISOR _____ who moved its adoption. The motion was seconded by Supervisor _____ and upon being put to a vote, the vote was as follows:

AYE: Supervisors _____

NAY: _____

This Resolution shall become effective upon its passage and the District's Secretary is authorized to provide the Manatee County Supervisor of Elections with a copy of this resolution on or before May 30, 2016.

THIS RESOLUTION IS DULY PASSED AND ADOPTED this 12th day of May, 2016.

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

Signature

Signature

Printed Name

Printed Name

Title:
 Secretary
 Assistant Secretary

Title:
 Chairperson
 Vice Chairperson

EXHIBIT 5

**STATEMENT 1
PALMS OF TERRA CEIA BAY CDD
PROPOSED GENERAL FUND BUDGET FY2017 (NON-AD VALOREM)**

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADOPTED	FY 2016 YTD - FEB	FY 2017 PROPOSED	VARIANCE 2016 TO 2017
REVENUE						
ASSESSMENT - AD VALOREM	268,616	289,721	294,627	\$ 267,657	\$ -	\$ (294,627)
ASSESSMENT - PRIOR YEARS	714	1,715	-	-	-	-
ASSESSMENT - NON-AD VALOREM (NET)	106,521	-	-	-	270,209	270,209
INTEREST REVENUE	-	34	-	4	-	-
ELECTRIC SERVICE FEES	-	-	125	-	-	(125)
GATE DECAL FEES, RENTAL FEE, AD SALES	2,675	2,409	2,800	790	-	(2,800)
MISCELLANEOUS REVENUE	-	2,323	-	27,919	-	-
ASSESSMENT - NON-AD VALOREM ESTUARIES (NET) SERVICE	462	-	-	-	6,000	6,000
ASSESSMENT DISCOUNTS	1,126	-	-	-	-	-
TOTAL REVENUE	380,114	296,202	297,552	296,370	276,209	(21,343)
EXPENDITURES						
DISTRICT ADMINISTRATION						
PERSONNEL:						
BOARD OF SUPERVISORS SALARIES	10,800	10,954	11,000	7,800	12,000	1,000
ADMINISTRATIVE ASSISTANT	7,126	8,745	10,080	3,540	10,080	-
PAYROLL TAXES - FICA & FUTA	6,734	1,435	1,613	736	1,689	76
PAYROLL FEES	-	527	648	411	780	132
INSURANCE STIPEND	3,600	-	-	-	-	-
SUBTOTAL PERSONNEL	28,260	21,661	23,341	12,487	24,549	1,208
CONSULTING & PROFESSIONAL FEES:						
AUDIT SERVICES	8,000	8,300	6,000	-	3,100	(2,900)
LEGAL SERVICES	5,898	5,793	8,000	2,040	8,000	-
ENGINEERING SERVICES	1,241	878	2,000	2,000	2,000	-
DISTRICT MANAGEMENT	64,551	57,600	57,000	23,750	57,000	-
SUBTOTAL CONSULTING & PROFESSIONAL FEES	79,690	72,571	73,000	27,790	70,100	(2,900)
INSURANCE:						
PUBLIC OFFICIALS LIABILITY	2,850	-	2,530	2,140	2,500	(30)
FLOOD	303	856	460	-	900	440
WORKERS COMPENSATION	2,167	-	168	614	900	732
BONDING	82	-	100	-	-	(100)
COMMERCIAL PACKAGE POLICY	6,669	11,129	7,336	6,982	7,500	164
SUBTOTAL INSURANCE	12,071	11,985	10,594	9,736	11,800	1,206
OFFICE:						
OFFICE SUPPLIES AND POSTAGE	2,325	1,423	2,000	131	2,000	-
RECORDS STORAGE	267	193	210	92	210	-
PUBLICATIONS	151	2,058	2,000	-	2,000	-
COMPUTER SOFTWARE & TECH SUPPORT	1,322	1,447	500	-	500	-
OFFICE EQUIPMENT	1,158	-	500	-	500	-
MISCELLANEOUS	610	735	250	204	250	-
SUBTOTAL OFFICE EXPENSES	5,833	5,856	5,460	427	5,460	-
GENERAL ADMINISTRATIVE:						
LEGAL ADVERTISING & MEETING NOTICES	5,867	4,564	4,000	665	4,000	-
STATE REGISTRATION	175	175	175	175	175	-
BANK SERVICES CHARGES	280	237	200	102	250	50
TRAVEL AN PER DIEM	165	-	-	-	-	-
WEB-SITE HOSTING&MANAGEMENT	-	-	975	-	-	(975)
WEB-SITE MONTHLY HOSTING	-	-	1,020	640	960	(60)
SUBTOTAL GENERAL ADMINISTRATIVE	6,487	4,976	6,370	1,582	5,385	(985)
TOTAL ADMINISTRATIVE EXPENSES	132,341	117,049	118,765	52,022	117,294	(1,471)

**STATEMENT 1
PALMS OF TERRA CEIA BAY CDD
PROPOSED GENERAL FUND BUDGET FY2017 (NON-AD VALOREM)**

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADOPTED	FY 2016 YTD - FEB	FY 2017 PROPOSED	VARIANCE 2016 TO 2017
UTILITIES & GATEHOUSE EXPENSES						
UTILITIES:						
ELECTRIC	13,537	13,756	17,000	5,192	18,000	1,000
WATER & SEWER	657	536	660	213	700	40
TELEPHONE & INTERNET	2,901	2,063	2,800	1,117	2,300	(500)
SUBTOTAL UTILITIES	17,095	16,355	20,460	6,522	21,000	540
GATEHOUSE/CONTROLLED ENTRY SYSTEMS:						
GATE SERVICE CONTRACT	6,425	10,173	6,425	-	6,425	-
GATE MAINTENANCE AND PARTS	635	507	2,000	40	2,000	-
CLEANING & BUILDING MAINTENANCE	3,724	2,124	2,000	552	1,200	(800)
ACCESS DECALS	875	1,400	875	371	875	-
GH ATTENDANT (PAYROLL)	-	540	-	-	-	-
SUBTOTAL GATEHOUSE	11,659	14,744	11,300	963	10,500	(800)
TOTAL UTILITIES & GATEHOUSE EXP.	28,754	31,099	31,760	7,485	31,500	(260)
GROUPS & FIELD MAINTENANCE EXPENSES						
LANDSCAPE MAINTENANCE:						
LANDSCAPE CONTRACT	23,338	23,396	23,280	9,700	23,280	-
PEST CONTROL	-	-	800	-	800	-
PALM TREE TRIMMING	5,495	8,170	5,500	5,163	5,500	-
OAK TREE TRIMMING	3,540	-	-	-	-	-
PLANTS , IMPROVEMENTS, & ENHANCEMENTS	3,782	1,325	6,775	1,700	6,775	-
MULCHING	499	-	2,000	-	2,000	-
IRRIGATION REPAIR; OUTSIDE OF CONTRACT	6,057	4,575	6,000	760	6,000	-
ESTUARIES MANGROVE TRIMMING	-	-	-	-	6,000	6,000
SUBTOTAL LANDSCAPING	42,711	37,466	44,355	17,323	50,355	6,000
OTHER FIELD MAINTENANCE:						
HARDWARE & SUPPLIES; MISC. MAINT.	1,525	1,391	-	1,889	2,000	2,000
LIGHTING REPAIR & MAINTENACE	4,107	3,206	12,000	1,667	8,000	(4,000)
PIER AND BOARDWALK MAINT.	3,865	-	5,500	-	5,000	(500)
HARDSCAPE MAINTENANCE	2,361	68	-	-	-	-
STREET REPAIR & MAINTENANCE	899	2,000	4,000	950	4,000	-
SUBTOTAL OTHER FIELD MAINTENANCE	12,757	6,665	21,500	4,506	19,000	(2,500)
ENVIRONMENTAL MAINTENANCE:						
STORMWATER SYSTEM MAINTENANCE	4,950	-	4,000	-	4,000	-
CONSERVATION EASEMENT MAINTENANCE	8,800	9,000	9,660	6,450	10,000	340
MANGROVE TRIMMING	5,500	6,500	15,382	7,000	10,000	(5,382)
LAKE MAINTENANCE	6,182	5,566	6,072	2,650	6,360	288
LAKE AQUATIC PLANTINGS	-	8,386	1,500	-	1,500	-
TRIPLOID GRASS CARP STOCKING	-	1,555	1,200	-	1,200	-
SUBTOTAL ENVIRONMENTAL MAINTENANCE	25,432	31,007	37,814	16,100	33,060	(4,754)
TOTAL GROUNDS & FIELD MAINTENANCE EXPENSES	80,900	75,138	103,669	37,929	102,415	(1,254)
TOTAL OPERATIONS & MAINTENANCE	241,995	223,286	254,194	97,436	251,209	(2,985)

**STATEMENT 1
PALMS OF TERRA CEIA BAY CDD
PROPOSED GENERAL FUND BUDGET FY2017 (NON-AD VALOREM)**

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADOPTED	FY 2016 YTD - FEB	FY 2017 PROPOSED	VARIANCE 2016 TO 2017
DESIGNATED FUNDS:						
FOR OPERATIONS:						
APPROPRIATION TO OPERATING FUND	-	-	-	-	-	-
APPROPRIATION TO CONTINGENCY/IMPROVEMENT FUND	-	28,700	-	-	-	-
ROAD IMPROVEMENTS/REPAIRS;TERRA CEIA BAY BLVD	-	-	-	-	-	-
SECURITY CAMERAS	-	454	-	-	-	-
BOARDWALK RENOVATIONS/IMPROVEMENTS	-	10,600	-	-	-	-
TOTAL DESIGNATE FUNDS	-	39,754	-	-	-	-
GENERAL FUND IMPROVEMENT PROJECT EXPENDITURES:						
ROAD IMPROVEMENTS / REPAIRS	23,728	-	5,000	-	-	(5,000)
PIER RENOVATIONS/IMPROVEMENTS	110,763	-	18,174	-	-	(18,174)
BOARDWALK RENOVATIONS/IMPROVEMENTS	34,278	-	-	-	-	-
GATEHOUSE	10,634	-	-	-	-	-
STORMWATER SYSTEM REPAIRS/IMPROVEMENTS	34,525	-	15,684	-	-	(15,684)
PIER GATE	-	-	-	-	15,000	15,000
LED RETROFIT	-	-	-	-	10,000	10,000
CAPITAL IMPROVEMENT-OTHER	-	-	4,500	-	-	(4,500)
TOTAL GENERAL FUND IMPROVEMENT PROJECT	213,927	-	43,358	-	25,000	(18,358)
TOTAL GENERAL FUND EXPENDITURES	455,923	263,040	297,552	97,436	276,209	(21,343)
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(75,808)	33,162	-	198,934	(0)	(0)
GROSS ASSESSMENTS						
SPECIAL ASSESSMENTS - ON-ROLL (NON AD VALOREM)	\$ 293,705					6,522
DISCOUNT 4%	(11,748)					(261)
COLLECTION FEES 4%	\$ (11,748)					(261)
NET ASSESSMENTS	\$ 270,209					6,000
GROSS ASSESSMENTS-ESTUARIES						
SPECIAL ASSESSMENTS - ON-ROLL (NON AD VALOREM)						6,522
DISCOUNT 4%						(261)
COLLECTION FEES 4%						(261)
NET ASSESSMENTS						6,000

**STATEMENT 1
PALMS OF TERRA CEIA BAY CDD
POPOSED CAPITAL PROJECTS FUND BUDGET FY2017 (NON AD VALOREM)**

CAPITAL PROJECTS FUND					
	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADOPTED	FY 2017 PROPOSED	VARIANCE 2015 TO 2016
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	-	(23,163)
ASSESSMENT ON-ROLL (Alloc. To Facilities)	2,832	-	-	-	-
ASSESSMENT ON-ROLL (Alloc. To Pier Improvement)	-	7,628	7,889	-	(7,889)
ASSESSMENT ON-ROLL (Alloc. To Boardwalk Improvement)	-	7,171	7,416	-	(7,416)
ASSESSMENT ON-ROLL (Alloc. To Gatehouse Improvement)	-	7,636	7,897	-	(7,897)
ASSESSMENT ON-ROLL (Alloc. To Stormhouse Improvement)	-	-	-	-	-
ASSESSMENT ON-ROLL (Alloc. To Stormwater System Improvement)	-	9,669	10,000	-	(10,000)
ASSESSMENT DISCOUNTS	-	-	-	-	-
TOTAL REVENUE	106,520	54,500	56,365	48,000	(8,365)
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	-
TOTAL CAPITAL FUND EXPENDITURES	-	5,000	-	48,000	-
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	106,520	49,500	56,365	-	(8,365)
NET CHANGE IN FUND BALANCE	-	49,500	-	-	-
FUND BALANCE (RESTRICTED)					
FY 2014 ASSIGNED TO ROADS	103,688	103,688	-	-	-
FY2014 ASSIGNED TO FACILITIES (PIER, BOARDWALK, GATEHOUSE)	2,832	2,832	-	-	-
FUND BALANCE - BEGINNING	-	106,520	156,020	-	-
FUND BALANCE - APPROPRIATED	-	49,500	-	-	-
FUND BALANCE-ENDING	106,520	156,020	212,385	-	-

GROSS ASSESSMENTS	
SPECIAL ASSESSMENTS - ON-ROLL (NON AD VALOREM)	\$ 52,174
DISCOUNT 4%	(2,087)
COLLECTION FEES 4%	(2,087)
NET ASSESSMENTS	\$ 48,000

ENDING FUND BALANCE 9/30/15			
	FY2014 COLLECTED	FY2015 COLLECTED	FY2015 9/30/2015
ROAD IMPROVEMENTS	103,688	22,396	126,084
PIER IMPROVEMENT	-	7,628	7,628
BOARDWALK IMPROVEMENT	-	7,171	7,171
GATEHOUSE IMPROVEMENT	2,832	7,636	5,468
STORMWATER IMPROVEMENTS	-	9,669	9,669
	106,520	54,500	156,020



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F: (813) 374-9106

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1340 Environ Way, Suite 328
Chapel Hill, NC 27517
P: (919) 321-0232
F: (919) 869-2508

Charleston, SC

4000 S. Faber Place Drive, Suite 300
N. Charleston, SC 29405
P: (843) 277-0021
F: (919) 869-2508