



DEVELOPMENT PLANNING & FINANCING GROUP, INC.

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Community Development District

Advanced Board Package

***Board of Supervisors
Meeting***

***Tuesday
November 8, 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

November 1, 2016

Board of Supervisors
Palms of Terra Ceia Bay
Community Development District

Dear Board Members:

The Meeting of the Board of Supervisors of the Palms of Terra Ceia Bay Community Development District is scheduled for Tuesday November 8, 2016 at 5:00 p.m. at the Palmetto Library located at 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
November 8, 2016
Palms of Terra Ceia Bay
Palmetto Library
923 6th Street West
Palmetto, Florida
5:00 p.m.**

AGENDA:

1. Roll Call
2. Pledge of Allegiance
3. Meeting Properly Advertised
4. Administrative Matters
 - A. Approval of the Minutes of the September 13, 2016 Meeting Exhibit 1
 - B. Approval of the Minutes of the October 11, 2016 Meeting Exhibit 2
 - C. The September Financials were approved at the October Meeting
We will not have the bank information for October in time to prepare the financials for the November meeting date. The October financials will be sent to you when they are complete and will be on the December meeting agenda for approval.
5. Business Matters
 - A. Discussion Regarding Increase in Gatehouse Decal Fees
 - B. Consideration and Approval of Resolution 2017-01 Amending Amenity Rules and Setting a Public Hearing
(Under Separate Cover)
 - C. Discussion and Consideration of Additional District Manager Services Exhibit 3
 - D. Discussion Regarding LED Street Light Proposals
(Under Separate Cover)

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



6. Other Business Matter
7. Public Comment
8. Public Comments & Questions: Other Subjects
9. Manager Report
10. Adjournment

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**

The Regular Meeting of the Board of Supervisors of the Palms of Terra Ceia Bay Community Development District was held on Tuesday, September 13, 2016 at 5:01 p.m. at the Palms of Terra Ceia Bay Clubhouse, 2802 Terra Ceia Bay Blvd., Palmetto, Florida.

FIRST ORDER OF BUSINESS – Roll Call

Chairman Brad Smith called the meeting to order.

Present and constituting a quorum were:

Bradford Smith	Board Supervisor, Chairman
Joseph Varady, Jr.	Board Supervisor, Vice Chairman
Barbara Gard	Board Supervisor, Assistant Secretary
Judi O'Connor	Board Supervisor, Assistant Secretary

Also present was:

Bruce St. Denis	District Manager
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Pledge of Allegiance

SECOND ORDER OF BUSINESS – Audience Comments

There being none, next item followed.

THIRD ORDER OF BUSINESS – Business Matters

A. Consideration and Approval of the May 23, 2016 Meeting Minutes

Mr. St. Denis presented the May 23, 2016 Meeting Minutes and asked for comments, questions or corrections.

On a MOTION by Mr. Varady, Jr., SECONDED by Ms. O'Connor, WITH ALL IN FAVOR, the Board approved the May 23, 2016 Meeting Minutes for the Palms of Terra Ceia Bay Community Development District.

B. Consideration and Approval of the August 9, 2016 Meeting Minutes

Mr. Smith presented the August 9, 2016 Meeting Minutes and asked for comments, questions or corrections.

On a MOTION by Mr. Varady, Jr., SECONDED by Ms. Gard, WITH ALL IN FAVOR, the Board approved the August 9, 2016 Meeting Minutes for the Palms of Terra Ceia Bay Community Development District.

49 **C. 2016-2017 Budget Public Hearing**

50
51 **1. Open Public Hearing**

52 Mr. Smith requested a motion to open the Public Hearing.

53
54
55 On a MOTION by Ms. O'Connor, SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board
56 opened the Public Hearing for the Palms of Terra Ceia Bay Community Development District.

57
58 **2. Review of the 2016-2017 Budget**

59 Mr. St. Denis gave an overview of changes to FSLA Values by the Property Appraiser and
60 how it affects the budget. Discussion ensued.

61 Mr. St. Denis then gave a review of the 2016-2017 Budget.

62
63
64
65 **3. Public Comment & Testimony**

66 Residents commented about public access, budget responsibility, square footage valuation,
67
68 problems and illegal activities at pier, proposal for community financial assistant for needy residents.

69
70
71 **4. Close Public Hearing**

72 Mr. Smith requested a motion to close the Public Hearing.

73
74
75
76 On a MOTION by Ms. O'Connor, SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board
77 closed the Public Hearing for the Palms of Terra Ceia Bay Community Development District.

78
79 **D. Discussions of Changes to FSLA Values by Property Appraiser**

80
81 On a MOTION by Ms. Gard, SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board accepted
82 Option 2 – Decrease According to the Property Appraiser's Records and Adjustment to Budget for the Palms
83 of Terra Ceia Bay Community Development District.

84
85 **E. Consideration of Revised Assessment Methodology Report for Operations and**
86 **Maintenance (O & M)**

87
88 On a MOTION by Ms. O'Connor, SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board
89 accepted the Revised Assessment Methodology Report for Operations and Maintenance (O & M) for the
90 Palms of Terra Ceia Bay Community Development District.

91
92 **F. Consideration of Revised Assessment Methodology Report for Capital Expenditures**

93 Mr. St. Denis presented the Revised Assessment Methodology Report for Capital Expenditures
94 and asked for comments or questions.
95
96
97

98 On a MOTION by Mr. Varady, Jr., SECONDED by Ms. O'Connor, WITH ALL IN FAVOR, the Board
99 approved the Revised Assessment Methodology Report for Capital Expenditures for the Palms of Terra Ceia
100 Bay Community Development District.

101
102 **G. Consideration and Approval of Resolution 2016-07 Annual Appropriation Resolution**
103 **Adopting the Fiscal Year 2016-2017 Budget**

104
105 Mr. Smith presented Resolution 2016-07 Annual Appropriation Resolution Adopting the Fiscal Year
106
107 2016-2017 Budget and requested a motion to adopt.
108

109 On a MOTION by Mr. Varady, Jr., SECONDED by Ms. O'Connor, WITH ALL IN FAVOR, the Board
110 adopted Resolution **2016-07** Annual Appropriation Resolution Adopting the Fiscal Year 2016-2017 Budget
111 for the Palms of Terra Ceia Bay Community Development District.

112
113 **H. Consideration and Approval of Resolution 2016-08 Imposing Special Assessments to**
114 **Fund Fiscal Year 2016-2017 Budget**

115
116 Mr. Smith presented Resolution 2016-08 Imposing Special Assessments to Fund Fiscal Year 2016
117
118 2017 Budget and requested a motion to adopt.
119

120 On a MOTION by Mr. Varady, Jr., SECONDED by Ms. O'Connor, WITH ALL IN FAVOR, the Board
121 adopted Resolution **2016-08** Imposing Special Assessments to Fund Fiscal Year 2016-2017 Budget for the
122 Palms of Terra Ceia Bay Community Development District.

123
124 **I. Consideration and Approval of Resolution 2016-09 Fiscal Year 2016-2017 Meeting**
125 **Schedule**

126
127 Mr. St. Denis presented Resolution 2016-09 Fiscal Year 2016-2017 Meeting Schedule and
128
129 recommended changing the meeting time from 5:01p.m. to 5:00 p.m. The Board agreed to the change.
130

131 On a MOTION by Ms. Gard, SECONDED by Ms. O'Connor, WITH ALL IN FAVOR, the Board adopted
132 Resolution **2016-09** Fiscal Year 2016-2017 Meeting Schedule, as amended, for the Palms of Terra Ceia Bay
133 Community Development District.

134
135 **FOURTH ORDER OF BUSINESS – Other Business Matters**

136
137 Mr. St. Denis gave an update on the easement and stated that there is no further action to be taken.
138

139 Mr. St. Denis also gave an update on the mangrove permit and said it has been submitted and
140
141 received an RAI and will respond to it.
142

143 Mr. St. Denis explained delay in completion of the Audit.
144

145 On a MOTION by Ms. O'Connor, SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board
146 authorized the Chairman to approve the audit and bring back for ratification for the Palms of Terra Ceia Bay
147 Community Development District.

148 **FIFTH ORDER OF BUSINESS – Public Comments**

149

150 Resident asked about the gazebo.

151

152 Resident requested a link to be placed in emails from DPGF for easier navigation.

153

154 Resident commended the Board for adding the Pledge of Allegiance to the agenda.

155

156 Resident asked about keeping the gate closed.

157

158 **SIXTH ORDER OF BUSINESS – Adjournment**

159 On a MOTION by Ms. Gard, SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board adjourned
160 the meeting for the Palms of Terra Ceia Bay Community Development District.

161

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

165

166

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

169

170

171 _____
Signature

171 _____
Signature

172

173 _____
Printed Name

173 _____
Printed Name

174 **Title:** **Secretary** **Assistant Secretary**

174 **Title:** **Chairman** **Vice Chairman**

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EXHIBIT 2

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

19 The Regular Meeting of the Board of Supervisors of the Palms of Terra Ceia Bay Community
20 Development District was held on Tuesday, October 11, 2016 at 5:00 p.m. at the Palmetto Library, 923 6th
21 Street West, Palmetto, Florida.

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FIRST ORDER OF BUSINESS – Roll Call

33 Chairman Brad Smith called the meeting to order.

34 Present and constituting a quorum were:

35 Bradford Smith	Board Supervisor, Chairman
36 Joseph Varady, Jr.	Board Supervisor, Vice Chairman
37 Barbara Gard	Board Supervisor, Assistant Secretary
38 Judi O'Connor	Board Supervisor, Assistant Secretary

39 Also present was:

40 Bruce St. Denis	District Manager
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Pledge of Allegiance

SECOND ORDER OF BUSINESS – Meeting Properly Advertised.

Mr. Smith confirmed with the District Manager that the meeting was properly advertised.

THIRD ORDER OF BUSINESS – Audience Comments

There being none, next item followed.

FOURTH ORDER OF BUSINESS – Business Matters

A. Consideration and Approval of the May 12, 2016 Meeting Minutes

Mr. St. Denis presented the May 12, 2016 Meeting 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 May 12, 2016 Meeting Minutes for the Palms of Terra Ceia Bay Community Development District.
--

B. Consideration and Approval of the May 23, 2016 Meeting Minutes

There was a correction to the agenda in that the materials included the May 23rd minutes and not September 13th.

47 The Board took action on the May 23rd minutes and will consider the September 13th meeting minutes at the
48 November 8th meeting.

49 On a MOTION by Mr. Varady, Jr., SECONDED by Ms. O'Connor, WITH ALL IN FAVOR, the Board
50 approved the May 23, 2016 Meeting Minutes for the Palms of Terra Ceia Bay Community Development
51 District.

52

53 **C. Approval of the August 2016 Financial Statements**

54

55 Mr. St. Denis presented the September 2016 Financial Statements instead of the August 2016

56

57 Financial Statement and asked for comments or questions.

58

59 Discussion ensued.

60

61 On a MOTION by Mr. Varady, Jr., SECONDED by Ms. O'Connor, WITH ALL IN FAVOR, the Board
62 approved the September 2016 Financial Statements for the Palms of Terra Ceia Bay Community
63 Development District.

64

65 **FIFTH ORDER OF BUSINESS – Business Matters**

66

67 **A. Discussion of Capital Funding (*under separate cover*)**

68

69 Mr. St. Denis presented Capital Funding and asked for comments or questions.

70

71 **B. Ratification of 2015 Audit Report**

72

73 Mr. St. Denis presented the 2015 Audit Report and asked for comments or questions.

74

75 On a MOTION by Ms. O'Connor, SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board
76 ratified the 2015 Audit Report for the Palms of Terra Ceia Bay Community Development District.

77

78 **C. Mangrove Update**

79

80 Mr. St. Denis presented an update on the Mangroves and asked for a motion to add a Stantec

81

82 Proposal to the Agenda for consideration.

83

84 On a MOTION by Ms. Gard, SECONDED by Ms. O'Connor, WITH ALL IN FAVOR, the Board agreed to
85 add a Stantec Proposal to the Agenda for the Palms of Terra Ceia Bay Community Development District.

86

87 **D. Consideration of Stantec Proposal**

88

89 Mr. St. Denis presented a Stantec Proposal and asked for comments or questions.

90

91 On a MOTION by Mr. Varady, Jr., SECONDED by Ms. O'Connor, WITH ALL IN FAVOR, the Board
92 approved the Stantec Proposal for the Palms of Terra Ceia Bay Community Development District.

93

94 **E. Discussion Regarding LED Lighting**

95

96 Mr. St. Denis presented LED Lighting for discussion and asked for comments or questions.

97
98 Discussion ensued. Mr. St. Denis will obtain three proposals for the same lighting system that
99

100 Sawdy proposed, will check to see if the lumens can be increased, and investigate any alternates.

101
102 **F. Resolution to Set Public Hearing for Gate Passes**

- 103
- 104 > \$25
- 105 > Gate Pass on Vehicle
- 106

107 On a MOTION by Ms. O'Connor, SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board
108 approved the Gate Pass Public Hearing for the Palms of Terra Ceia Bay Community Development District.
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111 **SIXTH ORDER OF BUSINESS – Public Comments**

112
113 There being none, next item followed.

114
115 **SEVENTH ORDER OF BUSINESS – Adjournment**

116 On a MOTION by Ms. Gard, SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board adjourned
117 the meeting for the Palms of Terra Ceia Bay Community Development District.
118

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

122
123
124 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
125 **meeting held on _____.**

<p>126 _____</p> <p>127</p> <p>128 Signature</p> <p>129</p> <p>130 _____</p> <p>131 Printed Name</p> <p>132 Title: <input type="checkbox"/> Secretary <input type="checkbox"/> Assistant Secretary</p> <p>133</p>	<p>126 _____</p> <p>127</p> <p>128 Signature</p> <p>129</p> <p>130 _____</p> <p>131 Printed Name</p> <p>132 Title: <input type="checkbox"/> Chairman <input type="checkbox"/> Vice Chairman</p> <p>133</p>
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EXHIBIT 3

MEMORANDUM

TO: Palms of Terra Ceia Board of Supervisors

FROM: Bruce St.Denis, District Manager

DATE: November 1, 2016

SUBJECT: District Manager Services

At the last CDD Board meeting the Board discussed that the community had gone from a full time employee to a specialized professional firm to perform District Management services for the CDD.

At that point you asked to add an item to the November agenda to consider what you wanted in a District Manager to determine how to move forward.

Having heard some of your concerns I said that I would develop a memo outlining changes that could be made to the way that DPFG provides our services in order to get us closer to the service you had with an in-house manager.

This is what I propose.

Monthly financials will be provided to the board as soon as they are done.

In the past they did not necessarily get to you when meetings were cancelled or for other reasons.

This does not mean that the previous month will always be available for the next CDD meeting.

That is because, like this month (November, 2106), we might not even have the bank information yet because the meeting is so early in the month.

But in a month like this November we will send you the financials for the previous month as soon as it is available rather than wait until the next month's agenda.

Also we will keep updating the Year to Date figures on proposed and final budgets to allow the Board and residents to do a better job on their on-going analysis.

Finally I will spend at least 8 hours per month at Palms of Terra Ceia Bay doing inspections and being available at gatehouse for meetings with Board Members and residents.

I suggest that the time be scheduled as follows:

- 4 hours on meeting day (2nd Tuesday of the month)
- 4 hours 2 weeks later (4th Tuesday of the month)

This schedule can be modified if you like.

I will also be interested in your comments on what else you are looking for moving forward and will modify what we do for you to the degree possible.

In the meantime let me know if you have any comments.

Thanks for letting me be a part of your community.

Bruce

Bruce St. Denis

Senior Manager



Development Planning & Financing Group, Inc.

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Email: bruce.stdenis@dpfg.com

Website: www.dpfg.com



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