

# **PALM BAY**

## **COMMUNITY DEVELOPMENT DISTRICT**

**April 8, 2021**

**BOARD OF SUPERVISORS**

**REGULAR MEETING**

**AGENDA**

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

April 1, 2021

Board of Supervisors  
Palm Bay Community Development District

<b>ATTENDEES:</b> Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.
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Dear Board Members:

The Board of Supervisors of the Palm Bay Community Development District will hold a Regular Meeting on April 8, 2021, at 9:00 a.m., at the Courtyard by Marriott Tampa/Oldsmar, 4014 Tampa Road, Oldsmar, Florida 34677. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments: Agenda Items
3. Consideration of Resolution 2021-03, Approving a Proposed Budget for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date
4. Discussion/Consideration: Kayak Dock for Beach Park
5. Update: Marina Survey and Legal Notices for Marina Homeowners
6. Update: Boat Club Dock
7. Update: Beach Planning Topics: Design, Lighting, Electric, Envera
8. Acceptance of Unaudited Financial Statements as of February 28, 2021
9. Approval of January 14, 2021 Regular Meeting Minutes
10. Staff Reports
  - A. District Counsel: *Straley Robin Vericker*
  - B. District Engineer: *Landmark Engineering & Surveying Corp.*
  - C. District Manager: *Wrathell, Hunt and Associates, LLC*

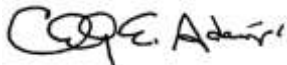
- NEXT MEETING DATE: July 8, 2021 at 9:00 a.m.
  - QUORUM CHECK

<b>ROB BERGMAN</b>	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
<b>SPIROS MARGETIS</b>	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
<b>JOE ASCHENBRENNER</b>	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
<b>ANTHONY RICHARDS</b>	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
<b>WIN WILLIAMSON</b>	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No

11. Public Comments: Non-Agenda Items
12. Supervisors' Requests
13. Adjournment

Should you have any questions, please do not hesitate to contact me directly at 239-464-7114.

Sincerely,



Chesley E. Adams, Jr.  
District Manager

<p><b><u>FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE</u></b> <b>CALL IN NUMBER: 1-888-354-0094</b> <b>CONFERENCE ID: 8593810</b></p>
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**PALM BAY**  
**COMMUNITY DEVELOPMENT DISTRICT**

**3**

**RESOLUTION 2021-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PALM BAY COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2021/2022 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Palm Bay Community Development District ("**District**") prior to June 15, 2021, a proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2021 and ending September 30, 2022 ("**Fiscal Year 2021/2022**"); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2021/2022 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: July 8, 2021

HOUR: 9:00 a.m.

LOCATION: Courtyard by Marriott Tampa/Oldsmar  
4014 Tampa Road  
Oldsmar, Florida 34677

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Hillsborough County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 8<sup>th</sup> DAY OF APRIL, 2021.**

**ATTEST:**

**PALM BAY COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**EXHIBIT A: Fiscal Year 2021/2022 Proposed Budget**

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
PROPOSED BUDGET  
FISCAL YEAR 2022  
PREPARED MARCH 31, 2021**



**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
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**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2022**

	Fiscal Year 2021				Proposed Budget FY 2022
	Adopted	Actual Through 2/28/2021	Projected Through 9/30/2021	Total Actual & Projected Revenue & Expenditures	
<b>REVENUES</b>					
Assessment levy - gross	\$ 157,306				\$ 157,305
Allowable discounts (4%)	(6,292)				(6,292)
Assessment levy - net	151,014	\$ 138,710	\$ 12,304	\$ 151,014	151,013
Interest & miscellaneous	250	5	245	250	250
Total revenues	151,264	138,715	12,549	151,264	151,263
<b>EXPENDITURES</b>					
<b>Professional &amp; administrative fees</b>					
Supervisors	5,383	1,722	3,661	5,383	5,383
Management	18,536	7,723	10,813	18,536	18,536
Audit	7,200	-	7,200	7,200	7,200
Legal	2,000	745	1,255	2,000	2,000
Engineering	-	7,450	-	7,450	-
Postage	425	264	161	425	425
Meeting room	1,000	161	500	661	1,000
Insurance	6,650	6,894	-	6,894	7,584
Printing and binding	548	228	348	576	548
Legal advertising	1,500	2,688	300	2,988	2,000
Other current charges	800	249	551	800	800
Annual district filing fee	175	175	-	175	175
Website	705	705	-	705	705
ADA website compliance	205	-	205	205	205
Tax bills	1,500	625	-	625	675
Total professional & administrative fees	46,627	29,629	24,994	54,623	47,236
<b>Parks and recreation services</b>					
Boat lift repair and maintenance	6,000	10,505	2,000	12,505	6,000
Lake maintenance	2,500	820	1,680	2,500	2,500
Capital outlay	15,000	37,041	-	37,041	15,000
Total parks and recreation	23,500	48,366	3,680	52,046	23,500
<b>Access Control/Entry</b>					
Telephone - gate	3,000	1,354	1,646	3,000	3,000
Insurance - property and casualty	2,500	2,705	-	2,705	2,976
Repair and maintenance - gate	27,000	14,487	14,000	28,487	28,000
Landscape maintenance	15,000	4,468	8,000	12,468	14,000
Capital outlay	10,000	-	3,000	3,000	10,000
Contingency	750	-	750	750	750
Total access control	58,250	23,014	27,396	50,410	58,726
<b>Roadway/signage/street lighting</b>					
Electric utility service	13,000	5,675	7,325	13,000	13,000
Repairs and maintenance	3,000	13,194	500	13,694	3,000
Total roadway/signage/street lighting	16,000	18,869	7,825	26,694	16,000

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2022**

	Fiscal Year 2021			Total Actual & Projected Revenue & Expenditures	Proposed Budget FY 2022
	Adopted	Actual Through 2/28/2021	Projected Through 9/30/2021		
<b>Other fees &amp; charges</b>					
Property appraiser	2,360	-	2,360	2,360	2,360
Tax collector	3,146	2,774	372	3,146	3,146
Total other fees & charges	<u>5,506</u>	<u>2,774</u>	<u>2,732</u>	<u>5,506</u>	<u>5,506</u>
 Total expenditures and other charges	 <u>149,883</u>	 <u>122,652</u>	 <u>66,627</u>	 <u>189,279</u>	 <u>150,968</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 1,381	 16,063	 (54,078)	 (38,015)	 295
 <b>OTHER FINANCING SOURCES/(USES)</b>					
Transfer in	-	-	40,000	40,000	-
Total other financing sources	<u>-</u>	<u>-</u>	<u>40,000</u>	<u>40,000</u>	<u>-</u>
Net change in fund balances	<u>1,381</u>	<u>16,063</u>	<u>(14,078)</u>	<u>1,985</u>	<u>295</u>
 Fund balance - beginning (unaudited)	 83,480	 60,735	 76,798	 60,735	 62,720
Fund balance - ending (projected)	<u>\$ 84,861</u>	<u>\$ 76,798</u>	<u>\$ 62,720</u>	<u>\$ 62,720</u>	<u>\$ 63,015</u>

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
DEFINITIONS OF GENERAL FUND EXPENDITURES**

**EXPENDITURES**

Supervisors	\$ 5,383
<p>Statutory set at \$200 (plus applicable taxes) for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year. The District anticipates meeting five times.</p>	
Management	18,536
<p><b>Wrathell, Hunt and Associates, LLC</b> specializes in managing community development districts in the State of Florida by combining the knowledge, skills and experiences of a team of professionals to ensure compliance with all governmental requirements of the District, develop financing programs, administer the issuance of tax exempt bond financing's and finally operate and maintain the assets of the community.</p>	
Audit	7,200
<p>The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to Florida State Law and the Rules of the Florida Auditor General.</p>	
Legal	2,000
<p>Straley, Robin, Vericker provides on-going general counsel and legal representation. These lawyers are confronted with issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts. In this capacity, they provide services as "local government lawyers," realizing that this type of local government is very limited in its scope - providing infrastructure and services to development.</p>	
Postage	425
<p>Mailing of agenda packages, overnight deliveries, correspondence, etc.</p>	
Meeting room	1,000
<p>The use of the room for board meetings.</p>	
Insurance	7,584
<p>The District carries public officials liability and general liability insurance. The limit of liability for this coverage is set at \$1,000,000 for general liability (\$2,000,000 general aggregate) and \$1,000,000 for public officials liability.</p>	
Printing and binding	548
<p>Letterhead, envelopes, copies, etc.</p>	
Legal advertising	2,000
<p>The District advertises in the Tampa Tribune for monthly meetings, special meetings, public hearings, bidding, etc. Based on prior year's experience.</p>	
Other current charges	800
<p>Bank charges and other miscellaneous expenses incurred during the year.</p>	
Annual district filing fee	175
<p>Annual fee paid to the Department of Economic Opportunity.</p>	
Website	705
ADA website compliance	205
Tax bills	675
<b>Parks and recreation services</b>	
<p>The following categories are considered to be incidental to the daily operations.</p>	
Boat lift repair and maintenance	6,000
<p>The District is responsible for the repair and maintenance of the boat lift.</p>	

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
DEFINITIONS OF GENERAL FUND EXPENDITURES**

**EXPENDITURES (Continued)**

Lake maintenance	2,500
The District is responsible for the repair and maintenance of its water management facilities.	
Capital outlay	15,000
The District anticipates the repair/replacement of the beach park bulkhead and additional amenities during fiscal year 2021.	
<b>Access Control/Entry</b>	
Telephone - gate	3,000
For communication purposes at the gate, which includes monthly services with Spectrum and Frontier.	
Insurance - property and casualty	2,976
This item covers the property and casualty of the District's facilities, which is the catwalk at the marina (\$25,000), lift station (\$50,000), security gate (\$50,000), fountain (\$5,000), boat lift (\$125,000), entrance sign (\$4,000) for a total of \$259,000.	
Repair and maintenance - gate	28,000
The District is responsible for the repair and maintenance of the facilities. For fiscal year 2021 this also includes recurring monthly costs for Envera gate monitoring.	
Landscape maintenance	14,000
This District contracts with an outside company to maintain the landscaping of District land. The contract provides for equipment, labor and materials. Costs also include mulching, tree trimming, on-call services and blowing off streets (twice monthly).	
Capital outlay	10,000
For fiscal year 2021, this includes one time capital costs for updating the main entry landscaping etc.	
Contingency	750
The purpose of this account is to provide for unexpected expenditures that may be incurred during the upcoming fiscal year.	
<b>Roadway/signage/street lighting</b>	
The following categories are considered to be incidental to the daily operations.	
Electric utility service	13,000
Repairs and maintenance	3,000
Other Fees & Charges	
Property appraiser	2,360
The property appraiser's fee is 1.5% of the assessments.	
Tax collector	3,146
The tax collector's fee is 2% of the assessments.	
Total expenditures	<u><u>\$150,968</u></u>

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
ENTERPRISE FUND  
FISCAL YEAR 2022**

	Fiscal Year 2021				Proposed Budget FY 2022
	Adopted	Actual Through 2/28/2021	Projected Through 9/30/2021	Total Actual & Projected Revenue & Expenditures	
<b>OPERATING REVENUES</b>					
Assessment levy - gross	\$ 23,125				\$ 23,125
Allowable discounts (4%)	(925)				(925)
Assessment levy - net*	22,200	\$ 20,397	\$ 1,803	\$ 22,200	22,200
Charges for sales and services:					
Water and sewer	110,000	52,685	57,315	110,000	110,000
Interest	10	4	-	4	10
Total revenues	132,210	73,086	59,118	132,204	132,210
<b>OPERATING EXPENDITURES</b>					
Water and sewer - county	95,767	37,110	58,657	95,767	95,767
Maintenance costs*	20,000	12,170	7,830	20,000	20,000
Other current charges*	2,200	859	1,341	2,200	2,200
Total operating expenditures	117,967	50,139	67,828	117,967	117,967
Operating income	14,243	22,947	(8,710)	14,237	14,243
<b>NONOPERATING REVENUES/(EXPENSES)</b>					
Property appraiser	(333)	-	(333)	(333)	(333)
Tax collector	(444)	(408)	(36)	(444)	(444)
Capital contribution from GF	-	-	-	-	-
Total nonoperating revenues/(expenses)	(777)	(408)	(369)	(777)	(777)
Income before contributions and transfers	13,466	22,539	(9,079)	13,460	13,466
Transfers out	-	-	(40,000)	(40,000)	-
Change in net assets	13,466	22,539	(49,079)	(26,540)	13,466
Total net assets - beginning (unaudited)	171,450	103,950	126,489	103,950	77,410
Total net assets - ending (projected)	\$ 184,916	\$ 126,489	\$ 77,410	\$ 77,410	\$ 90,876

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
PROJECTED ASSESSMENTS PER UNIT**

Assessment Summary					
Description	General Fund	Debt Service Fund	Enterprise Fund	Total assessment	Percent change over prior year
Fiscal year 2022	\$ 1,573.05	\$ -	\$ 231.25	\$ 1,804.30	0.00%
Fiscal year 2021	\$ 1,573.06	\$ -	\$ 231.25	\$ 1,804.31	

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT**

**4**



**Subject:** FW: EZ DOCK QUOTE  
**Attachments:** PastedGraphic-1.tiff; Estimate-10321.pdf

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**From:** Anthony Richards <[anthonyrichardsrph@gmail.com](mailto:anthonyrichardsrph@gmail.com)>  
**Sent:** Tuesday, March 23, 2021 12:44 PM  
**To:** Chuck Adams <[adamsc@whhassociates.com](mailto:adamsc@whhassociates.com)>  
**Cc:** Rob Bergman <[robbergman71@hotmail.com](mailto:robbergman71@hotmail.com)>  
**Subject:** Fwd: EZ DOCK QUOTE

Hey Chuck

Please add this to agenda...the price went up by 300 dollars, but he included sales tax which we don't pay, so total for the project will be under 9k...

Best Regards,  
Anthony Richards, PharmD  
Managed Markets - Medical Science Liaison  
813-523-5151

Begin forwarded message:

**From:** Anthony Richards <[anthonyrichardsrph@gmail.com](mailto:anthonyrichardsrph@gmail.com)>  
**Sent:** Friday, February 19, 2021 3:09 PM  
**To:** Chuck Adams <[adamsc@whhassociates.com](mailto:adamsc@whhassociates.com)>; Rob Bergman <[robbergman71@hotmail.com](mailto:robbergman71@hotmail.com)>  
**Subject:** Fwd: EZ DOCK QUOTE

Only thing change is the top line price increased from 1600 to 1900. Also he put sales tax but I dont think the CDD gets charged right?

AR

----- Forwarded message -----

**From:** **bobby anderson** <[ezdocktampa@yahoo.com](mailto:ezdocktampa@yahoo.com)>  
**Date:** Thu, Feb 18, 2021 at 9:37 PM  
**Subject:** Re: EZ DOCK QUOTE  
**To:** Anthony Richards <[anthonyrichardsrph@gmail.com](mailto:anthonyrichardsrph@gmail.com)>

Anthony

The only thing that changed on the quote is the Kayak Launch went from \$1600 to \$1900.

I can hold all the other prices for now..

But aluminum and steel is on a rise..

Thanks

Bobby

On Feb 18, 2021, at 9:24 PM, Anthony Richards <[anthonyrichardsrph@gmail.com](mailto:anthonyrichardsrph@gmail.com)> wrote:

Anthony Richards

Mobile: 813-523-5151

Begin forwarded message:

**From:** Anthony Richards <[anthonyrichardsrph@gmail.com](mailto:anthonyrichardsrph@gmail.com)>  
**Date:** September 17, 2019 at 2:05:31 PM EDT  
**To:** Rob Bergman <[robbergman71@hotmail.com](mailto:robbergman71@hotmail.com)>  
**Subject:** Fwd: EZ DOCK QUOTE

I just emailed to get the quote again.

Below are the drawings that I can submit to CDD.

AR

----- Forwarded message -----

**From:** **bobby anderson** <[bobby@ezdockfl.com](mailto:bobby@ezdockfl.com)>  
**Date:** Mon, Mar 11, 2019 at 3:37 PM  
**Subject:** EZ DOCK QUOTE  
**To:** <[ANTHONYRICHARDSRPH@gmail.com](mailto:ANTHONYRICHARDSRPH@gmail.com)>

Anthony-

It was nice talking to you today. Here is that quote and design. Let me know if I'm on the right page or if you have anything else you need from me?

Thank you,  
Bobby Anderson-Distributor  
EZ DOCK TAMPA-FL  
1600 E. Busch Blvd  
Tampa, FL 33612  
813-917-0331  
[ezdocktampa.com](http://ezdocktampa.com)  
[bobby@ezdockfl.com](mailto:bobby@ezdockfl.com)

Thank you,

Bobby Anderson  
Distributor

1600 East Busch Blvd  
Tampa FL 33612  
Cell 813.917.0331  
[EZDOCKFL.COM](http://EZDOCKFL.COM)

EZ DOCK OF TAMPA,LLC.  
1600 EAST BUSCH BLVD  
813-917-0331  
TAMPA FL 33612  
United States



THE LAST DOCK YOU WILL EVER NEED.

PALM BAY CDD  
5803 CAY COVE CT  
TAMPA FL 33615

ESTIMATE # 10321  
ESTIMATE Date March 11, 2019  
**ESTIMATE Total (USD) \$9,257.22**

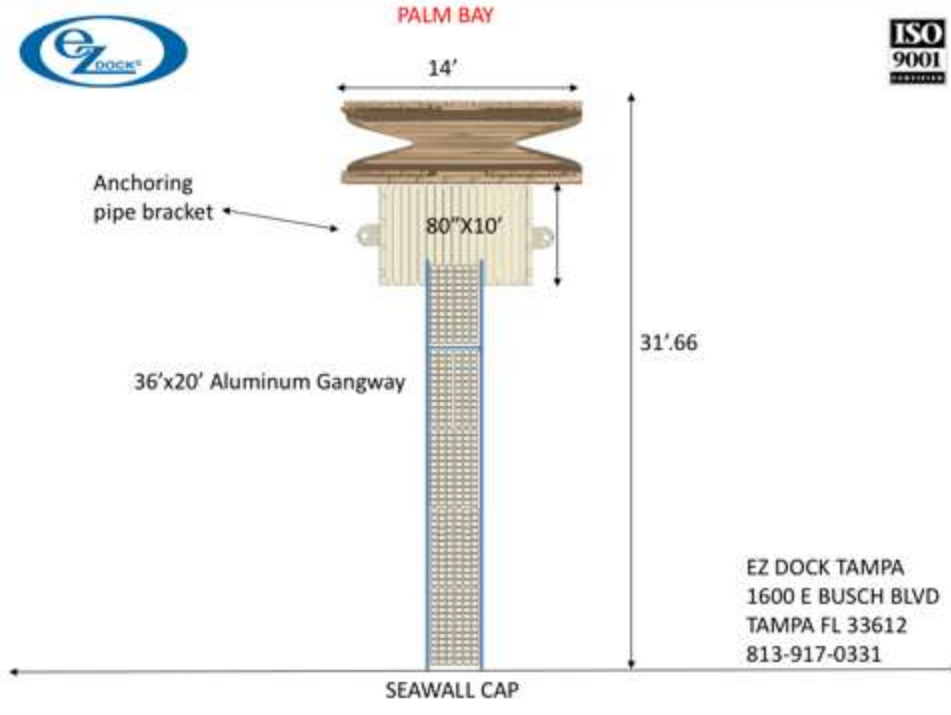
Item	Description	Unit Cost	Quantity	Line Total
200900	PER KAYAK PERSONAL KAYAK LAUNCH	1,600.00	1	1,600.00
208010-80"	80"X10' DOCK SECTION	1,950.00	1	1,950.00
301100-BNE	BONE CONNECTOR SET	55.00	6	330.00
130350-PB	STANDARD POLY PIPE BRACKET	125.00	2	250.00
7778	PIPE/PVC/CAP	125.00	2	250.00
GEN5-3616	GEN 5 36"X20' ALUMINUM GANGWAY WITH ALUMINUM DECKING,ALUMINUM RAILS,ROLLER,DOCK HINGE PLATE (NON ADA)	4,200.00	1	4,200.00
	INSTALL AND DELIVERY	900.00	1	900.00

**Subtotal 9,480.00**  
Discount - 10% -948.00  
Sales Tax (SALES TAX) 8.5% 725.22  
**ESTIMATE Total (USD) \$9,257.22**

**Terms**

EZ DOCKS COME WITH A 8 YEAR FACTORY WARRANTY.  
LABOR IS NOT COVERED.  
ALL QUOTE PRICES ARE GOOD FOR 30 DAYS.

THANK YOU FOR YOUR BUSINESS OPPORTUNITY.



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

**8**

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
FEBRUARY 28, 2021**

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
FEBRUARY 28, 2021**

	<u>Major Funds</u>	Total Governmental
<b>ASSETS</b>	General	Funds
Cash	\$ 80,797	\$ 80,797
Investments	496	496
Accounts receivable	250	250
Teco deposit	430	430
Total assets	<u>\$ 81,973</u>	<u>\$ 81,973</u>
 <b>LIABILITIES AND FUND BALANCES</b>		
<b>Liabilities:</b>		
Lease deposit refundable	2,700	2,700
Due to other funds		
Enterprise	<u>2,475</u>	<u>2,475</u>
Total liabilities	<u>5,175</u>	<u>5,175</u>
 <b>Fund Balances:</b>		
Unassigned	<u>76,798</u>	<u>76,798</u>
Total fund balances	<u>76,798</u>	<u>76,798</u>
Total liabilities and fund balance	<u>\$ 81,973</u>	<u>\$ 81,973</u>

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED FEBRUARY 28, 2021**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessments	\$ 4,998	\$ 138,710	\$ 151,014	92%
Interest & miscellaneous	1	5	250	2%
Total revenues	<u>4,999</u>	<u>138,715</u>	<u>151,264</u>	92%
<b>EXPENDITURES</b>				
<b>Professional</b>				
Supervisors	-	1,722	5,383	32%
Management	1,545	7,723	18,536	42%
Audit	-	-	7,200	0%
Legal	143	745	2,000	37%
Engineering fees	-	7,450	-	N/A
Postage	85	264	425	62%
Meeting room	-	161	1,000	16%
Insurance	-	6,894	6,650	104%
Printing and binding	45	228	548	42%
Legal advertising	-	2,688	1,500	179%
Other current charges	83	249	800	31%
Annual district filing fee	-	175	175	100%
Website	-	705	705	100%
ADA website compliance	-	-	205	0%
Tax bills	-	625	1,500	42%
Total professional	<u>1,901</u>	<u>29,629</u>	<u>46,627</u>	64%
<b>Parks &amp; recreation</b>				
Boat lift repair and maintenance	7,828	10,505	6,000	175%
Lake maintenance	205	820	2,500	33%
Capital outlay	31,050	37,041	15,000	247%
Total parks & recreation	<u>39,083</u>	<u>48,366</u>	<u>23,500</u>	206%
<b>Access control</b>				
Telephone - gate	290	1,354	3,000	45%
Insurance - property & causality	-	2,705	2,500	108%
Repairs & maintenance - gate	2,399	14,487	27,000	54%
Landscape maintenance	1,029	4,468	15,000	30%
Contingency	-	-	750	0%
Capital outlay	-	-	10,000	0%
Total access control	<u>3,718</u>	<u>23,014</u>	<u>58,250</u>	40%
<b>Roadway/signage/street lighting</b>				
Electric utility service	1,451	5,675	13,000	44%
Repairs and maintenance	149	13,194	3,000	440%
Total roadway/signage/street lighting	<u>1,600</u>	<u>18,869</u>	<u>16,000</u>	118%



**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED FEBRUARY 28, 2021**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Other fees &amp; charges</b>				
Property appraiser	-	-	2,360	0%
Tax collector	100	2,774	3,146	88%
Total other fees & charges	<u>100</u>	<u>2,774</u>	<u>5,506</u>	50%
Total expenditures	<u>46,402</u>	<u>122,652</u>	<u>149,883</u>	82%
 Excess/(deficiency) of revenues over/(under) expenditures	 (41,403)	 16,063	 1,381	
 Fund balances - beginning	 <u>118,201</u>	 <u>60,735</u>	 <u>83,480</u>	
Fund balances - ending	<u>\$ 76,798</u>	<u>\$ 76,798</u>	<u>\$ 84,861</u>	

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
PROPRIETARY FUND  
STATEMENT OF NET POSITION  
FEBRUARY 28, 2021**

<b>ASSETS</b>	<u>Balance</u>
Current assets:	
Cash - SunTrust	\$ 113,289
Accounts receivable - (net of allowances for uncollectible)	18,015
Due from governmental funds	<u>2,475</u>
Total current assets	<u>133,779</u>
Noncurrent assets:	
Utility plant and improvements	171,770
Less accumulated depreciation	<u>(171,770)</u>
Total capital assets, net of accumulated depreciation	<u>-</u>
Total noncurrent assets	<u>-</u>
Total assets	<u>133,779</u>
<b>LIABILITIES</b>	
Current liabilities:	
Customer deposits payable	<u>7,290</u>
Total liabilities	<u>7,290</u>
<b>NET POSITION</b>	
Unrestricted	<u>126,489</u>
Total net position	<u>\$ 126,489</u>

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
PROPRIETARY FUND  
STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN FUND NET POSITION  
FOR THE PERIOD ENDED FEBRUARY 28, 2021**

	Current Month	Year to Date	Budget	% of Budget
<b>OPERATING REVENUES</b>				
Assessment levy	\$ 735	\$ 20,397	\$ 22,200	92%
Charges for sales and services:				
Water & sewer	9,117	52,685	110,000	48%
Interest	1	4	10	40%
Total operating revenues	<u>9,853</u>	<u>73,086</u>	<u>132,210</u>	55%
<b>OPERATING EXPENSES</b>				
Water & sewer - county	9,184	37,110	95,767	39%
Maintenance costs	2,924	12,170	20,000	61%
Other current charges	173	859	2,200	39%
Total operating expenses	<u>12,281</u>	<u>50,139</u>	<u>117,967</u>	43%
Operating income	<u>(2,428)</u>	<u>22,947</u>	<u>14,243</u>	161%
<b>NONOPERATING REVENUES/(EXPENSES)</b>				
Property appraiser	-	-	(333)	0%
Tax collector	(15)	(408)	(444)	92%
Total nonoperating revenues/(expenses)	<u>(15)</u>	<u>(408)</u>	<u>(777)</u>	53%
Change in net position	(2,443)	22,539	13,466	
Total net position - beginning	128,932	103,950	171,450	
Total net position - ending	<u>\$ 126,489</u>	<u>\$ 126,489</u>	<u>\$ 184,916</u>	

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

**9**

**DRAFT**  
**MINUTES OF MEETING**  
**PALM BAY**  
**COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Palm Bay Community Development District held a Regular Meeting on January 14, 2021, at 9:00 a.m., at the Courtyard by Marriott Tampa/Oldsmar, 4014 Tampa Road, Oldsmar, Florida 34677.

**Present were:**

Rob Bergman	Chair
Joe Aschenbrenner	Vice Chair
Win Williamson	Assistant Secretary
Speros Margetis	Assistant Secretary

**Also present, were:**

Chuck Adams	District Manager
Benjamin Whited	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 9:02 a.m. Supervisors Bergman, Aschenbrenner, Williamson and Margetis were present in person. Supervisor Richards was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments: Agenda Items**

Resident Benjamin Whited wanted to better understand of the CDD's role and function in the community. He also wanted to discuss purchasing a parcel of land near his home and his vision to improve and upgrade the property. Mr. Adams stated that the topic raised by Mr. Whited could be discussed later in the meeting.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Newly Elected Supervisors, Anthony Richards [SEAT 4] and Win Williamson [SEAT 5], (the following to be provided in a separate package)**

Mr. Adams, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Williamson. Mr. Williamson was already familiar with the following items:

- 42 A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
- 43 B. Membership, Obligations and Responsibilities
- 44 C. Financial Disclosure Forms
  - 45 I. Form 1: Statement of Financial Interests
  - 46 II. Form 1X: Amendment to Form 1, Statement of Financial Interests
  - 47 III. Form 1F: Final Statement of Financial Interests
- 48 D. Form 8B – Memorandum of Voting Conflict

49

50 **FOURTH ORDER OF BUSINESS**

**Discussion: Marina Survey and Legal Notices for Marina Homeowners**

51

52

53 Mr. Adams stated copies of the Consent to Encroach Agreement were previously  
 54 distributed to the Board, along with a cover letter. He asked for the Board’s feedback. A Board  
 55 Member voiced his opinion that the language was harsh, may offend residents and the  
 56 introduction could be softened. Discussion ensued regarding revising the Agreement and cover  
 57 letter, the HOA mailing dockage consents to certain residents, having Board Members hand-  
 58 deliver the items and explain the necessity, the seawall, adjacent property owners, deeded  
 59 dock space, the marina, boat usage and replacing the gangway. Mr. Adams would amend the  
 60 Agreement to include language regarding the seawall, circulate it and coordinate with Board  
 61 Members to schedule an on-site meeting, if residents request one. He suggested drafting rules  
 62 and policies for usage of the marina.

63

64 **On MOTION by Mr. Aschenbrenner and seconded by Mr. Williamson, with all**  
 65 **in favor, authorizing Staff to add seawall-specific language to the Consent to**  
 66 **Encroach Agreement and execute and distribute to affected property owners,**  
 67 **was approved.**

68

69

70 **FIFTH ORDER OF BUSINESS**

**Update: Boat Club Dock**

71

72 Mr. Aschenbrenner gave the following update:

- 73 ➤ The Boat Club has not moved as quickly as he would like. No meetings were scheduled
- 74 for December or January.
- 75 ➤ Access to the checking account was granted and a Treasury Report was being prepared.
- 76 ➤ Estimates were obtained from several companies and two vendors visited.

77 ➤ The estimates were forwarded to Greg and Glenn at the Boat Club.

78 ➤ Matt Brown was likely the most reasonably priced vendor, followed by Bay Docks. The  
79 other quotes were significantly higher for the same scope of work.

80 Asked if the pilings would stay, Mr. Aschenbrenner noted that keeping the pilings would  
81 only save the District \$5,000. He discussed the process of removing pilings from existing  
82 structures, the poles, the fingers, existing boatlifts and project costs. Per Matt Brown, the CDD  
83 portion would cost \$83,500. The Boat Club portion is separate and it would cost \$30,000 to  
84 redo all of the fingers with brand new poles. The plumbing and electrical would cost \$17,850  
85 for each finger, which breaks out to \$47,850 for the Boat Club and \$83,500 for the CDD and  
86 \$3,250 per boat slip. Matt Brown also provided a costlier estimate that includes the "T"; the  
87 \$83,500 estimate does not include the "T". Mr. Adams stated that he was familiar with the  
88 estimates from a previous meeting and noted that \$47,850 was increased to \$54,000, with the  
89 inclusion of lighting and other items. Mr. Aschenbrenner would secure updated electrical  
90 estimates and forward them to Board Members and Mr. Adams.

91 ▪ **Approval of Minutes**

92 **This item, previously the Eleventh Order of Business, was presented out of order.**

93 **A. December 17, 2020 Landowners' Meeting**

94 Mr. Adams presented the December 17, 2020 Landowners' Meeting Minutes.  
95

96 **On MOTION by Mr. Aschenbrenner and seconded by Mr. Margetis, with all in**  
97 **favor, the December 17, 2020 Landowners Meeting Minutes, as presented,**  
98 **were approved.**

100  
101 **B. December 17, 2020 Special Meeting Minutes**

102 Mr. Adams presented the December 17, 2020 Special Meeting Minutes.  
103

104 **On MOTION by Mr. Bergman and seconded by Mr. Margetis, with all in favor,**  
105 **the December 17, 2020 Special Meeting Minutes, as presented, were**  
106 **approved.**

107  
108  
109 **SIXTH ORDER OF BUSINESS**

**Discussion: Marina FHS Service Quotes  
(Remotes and Other Repairs)**

110  
111  
112 Mr. Aschenbrenner reported the following:

- 113 ➤ Service quotes were obtained for new boxes and two new motors.
- 114 ➤ Quotes for two remotes were pending.
- 115 ➤ The quote to replace the keypad and limit switch was \$1,391.93.

116

**SEVENTH ORDER OF BUSINESS**

**Discussion: Marina Dredging Project**

118

119 Mr. Aschenbrenner stated there are only one or two reasonably priced gator dredgers in  
120 the area and he found one for less than half the price. Upon visiting the marina, they were  
121 unable to dredge the anticipated 2' to 3' and only accomplished 16" to 18" by hand dredging.  
122 The quoted price was \$2,000. The consensus was to engage the contractor.

123

**EIGHTH ORDER OF BUSINESS**

**Update: Beach Seawall**

125

126 Mr. Aschenbrenner gave the following update:

- 127 ➤ Matt Brown advised him of a delay on the concrete.
- 128 ➤ The forms were set. The back corner of the seawall was progressing nicely and should  
129 be completed by the weekend.
- 130 ➤ The beach seawall project was almost finished.

131

**NINTH ORDER OF BUSINESS**

**Beach Planning Topics: Design, Lighting,  
Electric, Envera**

133

134

135 Mr. Aschenbrenner stated, once the seawall is completed, the ramp for the kayak  
136 launch would be installed. The Board and Staff discussed installing a gazebo, lighting, a fire pit,  
137 moving the poles, fobs, cameras and the CDD not being subject to HOA standards.

138 Regarding Mr. Whited's inquiry, Mr. Bergman stated that the Board is concerned about  
139 large boats crowding the seawall area. Mr. Withed expressed his desire to compromise with the  
140 Board and discussed his plans to finish upgrading his property to make it a nice corner piece by  
141 adding concrete to extend the pool wall, painting the property, installing a step-up walkway  
142 and fencing it in. He would present renderings at a future meeting. The Board Members asked  
143 Mr. Whited to make sure to leave extra room for the angle.

144

**TENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of November 30, 2020**

146

147



148 This item was not addressed.

149

150 **ELEVENTH ORDER OF BUSINESS** **Approval of Minutes**

151

152 This item was addressed following the Fifth Order of Business.

153

154 **TWELFTH ORDER OF BUSINESS** **Staff Reports**

155

156 **A. District Counsel: *Straley Robin Vericker***

157 There was no report.

158 **B. District Engineer: *Landmark Engineering & Surveying Corp.***

159 There was no report.

160 **C. District Manager: *Wrathell, Hunt and Associates, LLC***

- 161 • **NEXT MEETING DATE: April 8, 2021 at 9:00 a.m.**

- 162 ○ **QUORUM CHECK**

163 The next meeting would be held on April 8, 2021 at 9:00 a.m.

164

165 **THIRTEENTH ORDER OF BUSINESS** **Public Comments: Non-Agenda Items**

166

167 This item was addressed during the Ninth Order of Business.

168

169 **FOURTEENTH ORDER OF BUSINESS** **Supervisors' Requests**

170

- 171 • **Update: Sediment Removal Options (*Supervisor Aschenbrenner*)**

172 There were no Supervisors' requests.

173

174 **FIFTEENTH ORDER OF BUSINESS** **Adjournment**

175

176 There being nothing further to discuss, the meeting adjourned.

177

178 **On MOTION by Mr. Aschenbrenner and seconded by Mr. Williamson, with all**  
179 **in favor, the meeting adjourned at 10:06 a.m.**

180  
181  
182  
183  
184  
185  
186

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Secretary/Assistant Secretary

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Chair/Vice Chair

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT**

**10C**

**PALM BAY COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS FISCAL YEAR 2020/2021 MEETING SCHEDULE**

**LOCATION**

*Courtyard by Marriott Tampa/Oldsmar, 4014 Tampa Road, Oldsmar, Florida 34677*

<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 8, 2020</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>November 12, 2020 CANCELED</b>	<b>Landowners' Meeting</b>	<b>9:00 AM</b>
<b>December 17, 2020</b>	<b>Rescheduled Landowners' Meeting &amp; Special Meeting</b>	<b>9:00 AM</b>
<b>January 14, 2021</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>April 8, 2021</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>July 8, 2021</b>	<b>Public Hearing &amp; Regular Meeting</b>	<b>9:00 AM</b>