

# **PALM BAY**

## **COMMUNITY DEVELOPMENT DISTRICT**

**April 11, 2024**

**BOARD OF SUPERVISORS**

**REGULAR MEETING**

**AGENDA**

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA  
LETTER**

**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 4, 2024

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 11, 2024 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 2024-03, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date
4. Update: Required Ethics Training
  - Sample Form 1 2023/Filing Instructions
5. Consideration of Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date
6. Consideration of Resolution 2024-05, Relating to the Amendment of the General Fund Portion of the Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; and Providing for an Effective Date
7. Acceptance of Unaudited Financial Statements as of February 29, 2024
8. Approval of January 11, 2024 Public Hearing and Regular Meeting Minutes
9. 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 11, 2024 at 9:00 AM
    - QUORUM CHECK

SEAT 1	ROB BERGMAN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	SPEROS MARGETIS	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	JOE ASCHENBRENNER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	JOSEPH TIMBERLAKE	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	WIN WILLIAMSON	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

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

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE**  
**CALL IN NUMBER: 1-888-354-0094**  
**PARTICIPANT PASSCODE: 229 774 8903**

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

**3**

**RESOLUTION 2024-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PALM BAY COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025 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, 2024, a proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2024 and ending September 30, 2025 ("**Fiscal Year 2024/2025**"); 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 2024/2025 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 11, 2024

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 11TH DAY OF APRIL, 2024.**

ATTEST:

**PALM BAY COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**EXHIBIT A:** Fiscal Year 2024/2025 Proposed Budget

**EXHIBIT A: Fiscal Year 2024/2025 Proposed Budget**



**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
PROPOSED BUDGET  
FISCAL YEAR 2025**

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
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**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed Budget FY 2025
	Adopted Budget FY 2024	Actual Through 2/29/2024	Projected Through 9/30/2024	Total Actual & Projected	
<b>REVENUES</b>					
Assessment levy - gross	\$ 192,246				\$ 194,696
Allowable discounts (4%)	(7,690)				(7,788)
Assessment levy - net	184,556	\$ 165,413	\$ 19,143	\$ 184,556	186,908
Interest & miscellaneous	250	18	232	250	250
Total revenues	184,806	165,431	19,375	184,806	187,158
<b>EXPENDITURES</b>					
<b>Professional &amp; administrative fees</b>					
Supervisors	5,383	861	4,522	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	-	2,000	2,000	2,000
Postage	425	319	106	425	425
Meeting room	1,000	549	451	1,000	1,000
Insurance	8,000	7,938	-	7,938	8,400
Printing and binding	548	228	320	548	548
Legal advertising	2,000	1,044	956	2,000	2,000
Other current charges	800	324	476	800	800
Annual district filing fee	175	175	-	175	175
Website	705	705	-	705	705
ADA website compliance	205	-	205	205	205
Tax bills	675	-	675	675	675
Total professional & administrative fees	47,652	19,866	27,724	47,590	48,052
<b>Parks and recreation services</b>					
Boat lift repair and maintenance	6,000	5,397	603	6,000	6,000
Lake maintenance	2,500	1,097	1,403	2,500	2,500
2022 Note repayment	44,575	2,233	42,342	44,575	43,042
Total parks and recreation	53,075	8,727	44,348	53,075	51,542
<b>Access Control/Entry</b>					
Telephone - gate	3,000	1,378	1,622	3,000	3,000
Insurance - property and casualty	3,600	4,406	-	4,406	5,000
Repair and maintenance - gate	28,000	16,939	11,061	28,000	28,000
Landscape maintenance	16,000	6,745	9,255	16,000	16,000
Contingency	750	138	612	750	750
Total access control	54,350	29,606	25,550	55,156	55,750

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2025**

	Fiscal Year 2024			Total Actual & Projected	Proposed Budget FY 2025
	Adopted Budget FY 2024	Actual Through 2/29/2024	Projected Through 9/30/2024		
<b>Roadway/signage/street lighting</b>					
Electric utility service	14,000	7,790	6,210	14,000	16,000
Repairs and maintenance	3,000	735	2,265	3,000	3,000
Total roadway/signage/street lighting	<u>17,000</u>	<u>8,525</u>	<u>8,475</u>	<u>17,000</u>	<u>19,000</u>
<b>Other fees &amp; charges</b>					
Property appraiser & tax collector	6,729	3,305	3,424	6,729	6,814
Total other fees & charges	<u>6,729</u>	<u>3,305</u>	<u>3,424</u>	<u>6,729</u>	<u>6,814</u>
 Total expenditures and other charges	 <u>178,806</u>	 <u>70,029</u>	 <u>109,521</u>	 <u>179,550</u>	 <u>181,158</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 6,000	 95,402	 (90,146)	 5,256	 6,000
 Fund balance - beginning (unaudited)	 102,954	 85,218	 180,620	 85,218	 90,474
Fund balance - ending (projected)	<u>\$ 108,954</u>	<u>\$ 180,620</u>	<u>\$ 90,474</u>	<u>\$ 90,474</u>	<u>\$ 96,474</u>

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

**EXPENDITURES**

Supervisors	\$ 5,383
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.	
Management	18,536
<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.	
Audit	7,200
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.	
Legal	2,000
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.	
Postage	425
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Meeting room	1,000
The use of the room for board meetings.	
Insurance	8,400
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.	
Printing and binding	548
Letterhead, envelopes, copies, etc.	
Legal advertising	2,000
The District advertises in the Tampa Tribune for monthly meetings, special meetings, public hearings, bidding, etc. Based on prior year's experience.	
Other current charges	800
Bank charges and other miscellaneous expenses incurred during the year.	
Annual district filing fee	175
Annual fee paid to the Department of Economic Opportunity.	
Website	705
ADA website compliance	205
Tax bills	675

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

**EXPENDITURES (Continued)**

**Parks and recreation services**

The following categories are considered to be incidental to the daily operations.	
Boat lift repair and maintenance	6,000
The District is responsible for the repair and maintenance of the boat lift.	
Lake maintenance	2,500
The District is responsible for the repair and maintenance of its water management facilities.	
2022 Note repayment	43,042
The District anticipates miscellaneous capital repairs and annual repayment of 2021 note beginning in fiscal year 2022 and ending in 2027.	

**Access Control/Entry**

Telephone - gate	3,000
For communication purposes at the gate, which includes monthly services with Spectrum and Frontier.	
Insurance - property and casualty	5,000
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 2025 this also includes recurring monthly costs for Envera gate monitoring.	
Landscape maintenance	16,000
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	3,000
For fiscal year 2025, this continues to include 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.	

**Roadway/signage/street lighting**

The following categories are considered to be incidental to the daily operations.	
Electric utility service	16,000
Repairs and maintenance	3,000
Other Fees & Charges	
Property appraiser & tax collector	6,814
The tax collector's fee is 2% of the assessments.	
Total expenditures	<u><u>\$181,158</u></u>

**Palm Bay**

Community Development District

2022 Note

\$200,000

**Amortization Schedule**

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<b>Payment Date</b>	<b>Payment Amount</b>	<b>Interest Paid</b>	<b>Principal Paid</b>	<b>Remaining Balance</b>
11/01/2024	1,533.33	1,533.33	-	80,000.00
05/01/2025	41,508.33	1,508.33	40,000.00	40,000.00
11/01/2025	766.67	766.67	-	40,000.00
05/01/2026	40,754.17	754.17	40,000.00	-
Total	<u>\$84,562.50</u>	<u>\$4,562.50</u>	<u>\$80,000.00</u>	

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
ENTERPRISE FUND  
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed Budget FY 2025
	Adopted Budget FY 2024	Actual Through 2/29/2024	Projected Through 9/30/2024	Total Actual & Projected	
<b>OPERATING REVENUES</b>					
Assessment levy - gross	\$ 24,167				\$ 24,167
Allowable discounts (4%)	(967)				(967)
Assessment levy - net*	23,200	\$ 20,800	\$ 2,400	\$ 23,200	23,200
Water and sewer	110,000	52,171	57,829	110,000	110,000
Interest	10	1	9	10	10
Total revenues	<u>133,210</u>	<u>72,972</u>	<u>60,238</u>	<u>133,210</u>	<u>133,210</u>
<b>OPERATING EXPENDITURES</b>					
Water and sewer - county	95,767	46,536	49,231	95,767	95,767
Maintenance costs*	21,000	16,254	4,746	21,000	21,000
Other current charges*	2,200	830	1,370	2,200	2,200
Total operating expenditures	<u>118,967</u>	<u>63,620</u>	<u>55,347</u>	<u>118,967</u>	<u>118,967</u>
Operating income	<u>14,243</u>	<u>9,352</u>	<u>4,891</u>	<u>14,243</u>	<u>14,243</u>
<b>NONOPERATING REVENUES/(EXPENSES)</b>					
Property appraiser	(348)	-	(348)	(348)	(348)
Tax collector	(464)	(416)	(48)	(464)	(464)
Total nonoperating revenues/(expenses)	<u>(812)</u>	<u>(416)</u>	<u>(396)</u>	<u>(812)</u>	<u>(812)</u>
Change in net assets	13,431	8,936	4,495	13,431	13,431
Total net assets - beginning (unaudited)	68,339	(3,001)	5,935	(3,001)	10,430
Total net assets - ending (projected)	<u>\$ 81,770</u>	<u>\$ 5,935</u>	<u>\$ 10,430</u>	<u>\$ 10,430</u>	<u>\$ 23,861</u>



**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 2025	\$ 1,946.96	\$ -	\$ 241.67	\$ 2,188.63	1.13%
Fiscal year 2024	\$ 1,922.46	\$ -	\$ 241.67	\$ 2,164.13	

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

**4**

## MEMORANDUM

**To: Board of Supervisors**

**From: District Manager**

**Re: Updates and Reminders: Ethics Training for Special District Supervisors and Form 1**

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The purpose of this memorandum is to remind our clients of new ethics training requirements applicable to Special District Supervisors. This requirement is the result of changes to Section 112.3142, Florida Statutes, which were passed during the 2023 Legislative Session. **The new requirements will apply in 2024.**

### **What is required and when is the deadline?**

Supervisors will be required to complete four (4) hours of training each calendar year. For those Supervisors seated on or before March 31, 2024, the four hours of training must be completed by December 31, 2024. For new Supervisors seated after March 31, 2024, training must be completed by December 31, 2025. The training must address, at a minimum, Article II of the State Constitution, the Code of Ethics for Public Officers and Employees, and Florida's public records and open meetings laws. It may be completed by taking a continuing legal education class or other continuing professional education class, seminar, or presentation, if the required information is covered. Compliance will be reported on Form 1 each year.

### **Where can I find training materials?**

The Florida Commission on Ethics has provided links to on-demand courses on their Ethics Training web page: <https://ethics.state.fl.us/Training/Training.aspx>. There are also many courses – both free and for a charge – available online and in-person. There may also be the ability to include training within your existing Board meeting schedule.

#### **Free Ethics Law Training**

The COE provides several videos for Ethics training, none of which are exactly two (2) hours in length. Please ensure you complete 120 minutes of Ethics training when choosing a combination of the below.

#### **State Ethics Laws for Constitutional Officers & Elected Municipal Officers (100 minutes)**

Click here: [Kinetic Ethics](#)

#### **Business and Employment Conflicts and Post-Public-Service (56 minutes) Restriction**

Click here: [Business and Employment Conflicts](#)

**Gifts (50 minutes)**

Click here: [Ethics Laws Governing Acceptance of Gifts](#)

**Voting Conflicts - Local Officers (58 minutes)<sup>1</sup>**

Click here: [Voting Vertigo](#)

**Free Sunshine/Public Records Law Training**

The Office of the Attorney General provides a two (2) hour online training course (audio only) that meets the requirements of the Sunshine Law and Public Records Law portion of Supervisors' annual training.

Click here to access: [Public Meeting and Public Records Law](#)

**Other Training Options****4- Hour Course**

Some courses will provide a certificate upon completion (not required), like the one found from the Florida State University, Florida Institute of Government, linked here: [4-Hour Ethics Course](#). This course meets all the ethics training requirements for the year, including Sunshine Law and Public Records training. This course is currently \$79.00

**CLE Course**

The COE's website includes a link to the Florida Bar's Continuing Legal Education online tutorial which also meets all the Ethics training requirements. However, this is a CLE course designed more specifically for attorneys. The 5 hours 18 minutes' long course exceeds the 4-hour requirement and its cost is significantly higher than the 4-Hour Ethics course provided by the Florida State University. The course is currently \$325.00. To access this course, click here: [Sunshine Law, Public Records and Ethics for Public Officers and Public Employees](#).

**Form 1 Submittal Changes.**

Beginning January 1, 2024, Form 1 will no longer be filed with your local Supervisor of Elections office. Instead, all Form 1s will be filed electronically with the Commission on Ethics. Please see detailed directions on filing here: <https://ethics.state.fl.us/>. Please note that Special District Supervisors are not required to file Form 6.

# 2023 Form 1 - Statement of Financial Interests

## General Information

Name: DISCLOSURE FILER

Address: SAMPLE ADDRESS

County: SAMPLE COUNTY

PID SAMPLE

## AGENCY INFORMATION

Organization	Suborganization	Title
SAMPLE	SAMPLE	SAMPLE

## Disclosure Period

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2023 .

## Primary Sources of Income

PRIMARY SOURCE OF INCOME (Over \$2,500). (Major sources of income to the reporting person)  
(If you have nothing to report, write "none" or "n/a")

Name of Source of Income	Source's Address	Description of the Source's Principal Business Activity

**Secondary Sources of Income**

SECONDARY SOURCES OF INCOME (Major customers, clients, and other sources of income to businesses owned by the reporting person) (If you have nothing to report, write "none" or "n/a")

Name of Business Entity	Name of Major Sources of Business' Income	Address of Source	Principal Business Activity of Source

**Real Property**

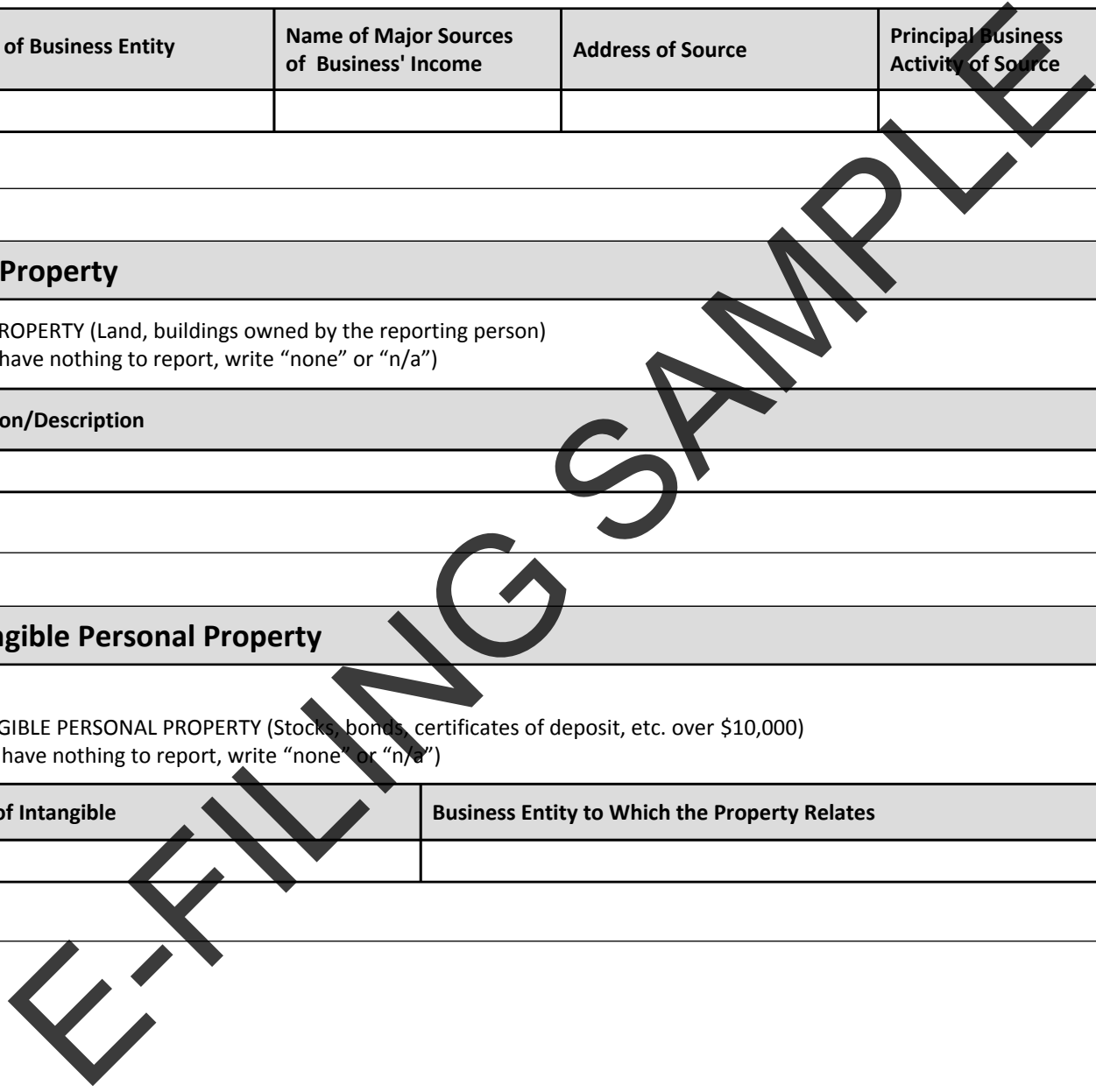
REAL PROPERTY (Land, buildings owned by the reporting person) (If you have nothing to report, write "none" or "n/a")

Location/Description

**Intangible Personal Property**

INTANGIBLE PERSONAL PROPERTY (Stocks, bonds, certificates of deposit, etc. over \$10,000) (If you have nothing to report, write "none" or "n/a")

Type of Intangible	Business Entity to Which the Property Relates



2023 Form 1 - Statement of Financial Interests

**Liabilities**

LIABILITIES (Major debts valued over \$10,000):  
(If you have nothing to report, write "none" or "n/a")

Name of Creditor	Address of Creditor

**Interests in Specified Businesses**

INTERESTS IN SPECIFIED BUSINESSES (Ownership or positions in certain types of businesses)  
(If you have nothing to report, write "none" or "n/a")

Business Entity # 1

**Training**

Based on the office or position you hold, the certification of training required under Section 112.3142, F.S., is not applicable to you for this form year.

E-FILED SAMPLE

**Signature of Filer**

Digitally signed:

**Filed with COE:**

**E-FILING SAMPLE**



# 2023 Form 1 Instructions

Statement of Financial Interests

## Notice

The annual Statement of Financial Interest is due July 1, 2024. If the annual form is not submitted via the electronic filing system created and maintained by the Commission September 3, 2024, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]

## When To File:

**Initially**, each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

**Candidates** must file at the same time they file their qualifying papers.

**Thereafter**, file by July 1 following each calendar year in which they hold their positions.

**Finally**, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2023.

## Who Must File Form 1

1. Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
2. Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding those required to file full disclosure on Form 6 as well as members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.
3. The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.
4. Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.
5. Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.
6. Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.
7. Persons holding any of these positions in local government: county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

8. Officers and employees of entities serving as chief administrative officer of a political subdivision.
9. Members of governing boards of charter schools operated by a city or other public entity.
10. Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.
11. The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.
12. The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.
13. Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.
14. The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
15. State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.
16. The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.
17. Each member of the governing body of a "large-hub commercial service airport," as defined in Section 112.3144(1)(c), Florida Statutes, except for members required to comply with the financial disclosure requirements of s. 8, Article II of the State Constitution.

**ATTACHMENTS:** A filer may include and submit attachments or other supporting documentation when filing disclosure.

**PUBLIC RECORD:** The disclosure form is a public record and is required by law to be posted to the Commission's website. Your Social Security number, bank account, debit, charge, and credit card numbers, mortgage or brokerage account numbers, personal identification numbers, or taxpayer identification numbers are not required and should not be included. If such information is included in the filing, it may be made available for public inspection and copying unless redaction is required by the filer, without any liability to the Commission. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address or other information is exempt from disclosure, the Commission will maintain that confidentiality *if you submit a written and notarized request.*

**QUESTIONS** about this form or the ethics laws may be addressed to the Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303; telephone (850) 488-7864.

## Instructions for Completing Form 1

### Primary Sources of Income

[Required by s. 112.3145(3)(b)1, F.S.]

This section is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded \$2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

- If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.

- If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.
- If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

## Secondary Sources of Income

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

1. You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and**,
2. You received more than \$5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

## Real Property

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

## Intangible Personal Property

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

## Liabilities

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than \$10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

### **Interests in Specified Businesses**

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

### **Training Certification**

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer appointed school superintendent, a commissioner of a community redevelopment agency created under Part III, Chapter 163, or an elected local officers of independent special districts, including any person appointed to fill a vacancy on an elected special district board, whose service began on or before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

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

**5**

**RESOLUTION 2024-04**

**A RESOLUTION OF THE PALM BAY COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2024/2025 AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Palm Bay Community Development District ("District") is a local unit of special-purpose government created by, and existing pursuant to Chapter 190, *Florida Statutes*, and situated entirely within Hillsborough County, Florida; and

**WHEREAS**, the Board of Supervisors of the District ("Board") is statutorily authorized to exercise the powers granted to the District; and

**WHEREAS**, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, *Florida Statutes*; and

**WHEREAS**, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular

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

**SECTION 1. ADOPTING REGULAR MEETING SCHEDULE.** Regular meetings of the District's Board shall be held during Fiscal Year 2024/2025 as provided on the schedule attached hereto as **Exhibit A**.

**SECTION 2. FILING REQUIREMENT.** In accordance with Section 189.015(1), *Florida Statutes*, the District's Secretary is hereby directed to file a schedule of the District's regular meetings annually with Hillsborough County and the Florida Department of Economic Opportunity.

**SECTION 3. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 11th day of April, 2024.

ATTEST:

**PALM BAY COMMUNITY DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

Exhibit "A"

<b>PALM BAY COMMUNITY DEVELOPMENT DISTRICT</b>		
<b>BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE</b>		
<b>LOCATION</b>		
<i>Courtyard by Marriott Tampa/Oldsmar, 4014 Tampa Road, Oldsmar, Florida 34677</i>		
<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 10, 2024</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>November 14, 2024</b>	<b>Landowners' Meeting</b>	<b>9:00 AM</b>
<b>January 9, 2025</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>April 10, 2025</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>July 10, 2025</b>	<b>Public Hearing &amp; Regular Meeting</b>	<b>9:00 AM</b>

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

**6**



**RESOLUTION 2024-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PALM BAY COMMUNITY DEVELOPMENT DISTRICT RELATING TO THE AMENDMENT OF THE GENERAL FUND PORTION OF THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, on August 2, 2022, the Board of Supervisors (hereinafter referred to as the “Board”) of the Palm Bay Community Development District (hereinafter referred to as the “District”), adopted a Budget for Fiscal Year 2022/2023; and

**WHEREAS**, the Board desires to amend the General Fund portion of the budget previously approved for Fiscal Year 2023.

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

Section 1. The Fiscal Year 2022/2023 Budget is hereby amended in accordance with Exhibit “A” attached hereto; and

Section 2. This resolution shall become effective immediately upon its adoption, and shall be reflected in the monthly and Fiscal Year End September 30, 2023 Financial Statements and Audit Report of the District.

**PASSED AND ADOPTED** this 11th day of April, 2024.

ATTEST

**PALM BAY COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chair/Vice Chair, Board of Supervisors

**EXHIBIT "A"**

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
AMENDED GENERAL FUND BUDGET  
FISCAL YEAR 2023  
EFFECTIVE NOVEMBER 30, 2023**

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
AMENDED GENERAL FUND BUDGET  
FISCAL YEAR 2023**

	FY 23 Actual	FY23 Adopted Budget	Budget to Actual Variance	Proposed Amendment Increase/ (Decrease)	FY23 Amended Budget
<b>REVENUES</b>					
Assessments	\$ 186,920	\$ 185,780	\$ (1,140)	\$ 1,140	\$ 186,920
Interest & miscellaneous	41	250	209	(209)	41
Total revenues	<u>186,961</u>	<u>186,030</u>	<u>(931)</u>	<u>931</u>	<u>186,961</u>
<b>EXPENDITURES</b>					
<b>Professional</b>					
Supervisors	3,230	5,383	2,153	(2,153)	3,230
Management	18,536	18,536	-	-	18,536
Audit	7,200	7,200	-	-	7,200
Legal	498	2,000	1,502	(1,502)	498
Postage	450	425	(25)	25	450
Meeting room	392	1,000	608	(608)	392
Insurance	7,670	7,584	(86)	86	7,670
Printing and binding	548	548	-	-	548
Legal advertising	5,123	2,000	(3,123)	3,123	5,123
Other current charges	522	800	278	(278)	522
Annual district filing fee	175	175	-	-	175
Website	-	705	705	(705)	-
ADA website compliance	210	205	(5)	5	210
Tax bills	-	675	675	(675)	-
Total professional	<u>44,554</u>	<u>47,236</u>	<u>2,682</u>	<u>(2,682)</u>	<u>44,554</u>
<b>Debt service</b>					
Principal	40,000	-	(40,000)	40,000	40,000
Interest	5,983	-	(5,983)	5,983	5,983
Total debt service	<u>45,983</u>	<u>-</u>	<u>(45,983)</u>	<u>45,983</u>	<u>45,983</u>
<b>Parks &amp; recreation</b>					
Boat lift repair and maintenance	11,660	6,000	(5,660)	5,660	11,660
Lake maintenance	2,632	2,500	(132)	132	2,632
Capital outlay	-	46,083	46,083	(46,083)	-
Total parks & recreation	<u>14,292</u>	<u>54,583</u>	<u>40,291</u>	<u>(40,291)</u>	<u>14,292</u>
<b>Access control</b>					
Telephone - gate	3,531	3,000	(531)	531	3,531
Insurance - property & causality	3,081	2,976	(105)	105	3,081
Repairs & maintenance - gate	33,514	28,000	(5,514)	5,514	33,514
Landscape maintenance	16,057	16,000	(57)	57	16,057
Contingency	483	750	267	9,733	10,483
Capital outlay	-	5,000	5,000	(5,000)	-
Total access control	<u>56,666</u>	<u>55,726</u>	<u>(940)</u>	<u>10,940</u>	<u>66,666</u>
<b>Roadway/signage/street lighting</b>					
Electric utility service	22,732	13,000	(9,732)	9,732	22,732
Repairs and maintenance	15,256	3,000	(12,256)	12,256	15,256
Total roadway/signage/street lighting	<u>37,988</u>	<u>16,000</u>	<u>(21,988)</u>	<u>21,988</u>	<u>37,988</u>

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
AMENDED GENERAL FUND BUDGET  
FISCAL YEAR 2023**

	<u>FY 23 Actual</u>	<u>FY23 Adopted Budget</u>	<u>Budget to Actual Variance</u>	<u>Proposed Amendment Increase/ (Decrease)</u>	<u>FY23 Amended Budget</u>
<b>Other fees &amp; charges</b>					
Property appraiser	-	2,903	2,903	(2,903)	-
Tax collector	2,868	3,870	1,002	(1,002)	2,868
Total other fees & charges	<u>2,868</u>	<u>6,773</u>	<u>3,905</u>	<u>(3,905)</u>	<u>2,868</u>
Total expenditures	<u>202,351</u>	<u>180,318</u>	<u>(22,033)</u>	<u>32,033</u>	<u>212,351</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 (15,390)	 5,712	 21,102	 (31,102)	 (25,390)
Fund balances - beginning	<u>100,608</u>	<u>41,711</u>	<u>(58,897)</u>	<u>58,897</u>	<u>100,608</u>
Fund balances - ending	<u>\$ 85,218</u>	<u>\$ 47,423</u>	<u>\$(37,795)</u>	<u>\$ 27,795</u>	<u>\$ 75,218</u>

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED  
FINANCIAL  
STATEMENTS**

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
FEBRUARY 29, 2024**

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
FEBRUARY 29, 2024**

	Major Funds	Total
	General	Governmental Funds
<b>ASSETS</b>		
Cash	\$ 160,717	\$ 160,717
Investments	538	538
Accounts receivable	250	250
Due from enterprise fund	21,385	21,385
Teco deposit	430	430
Total assets	\$ 183,320	\$ 183,320
 <b>LIABILITIES AND FUND BALANCES</b>		
<b>Liabilities:</b>		
Lease deposit refundable	2,700	2,700
Total liabilities	2,700	2,700
 <b>Fund Balances:</b>		
Unassigned	180,620	180,620
Total fund balances	180,620	180,620
Total liabilities and fund balance	\$ 183,320	\$ 183,320



**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED FEBRUARY 29, 2024**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessments	\$ 5,813	\$ 165,413	\$ 184,556	90%
Interest & miscellaneous	3	19	250	8%
Total revenues	<u>5,816</u>	<u>165,432</u>	<u>184,806</u>	90%
<b>EXPENDITURES</b>				
<b>Professional</b>				
Supervisors	861	861	5,383	16%
Management	1,545	7,723	18,536	42%
Audit	-	-	7,200	0%
Legal	-	-	2,000	0%
Postage	106	319	425	75%
Meeting room	-	549	1,000	55%
Insurance	-	7,938	8,000	99%
Printing and binding	46	228	548	42%
Legal advertising	-	1,044	2,000	52%
Other current charges	70	324	800	41%
Annual district filing fee	-	175	175	100%
Website	-	705	705	100%
ADA website compliance	-	-	205	0%
Tax bills	-	-	675	0%
Total professional	<u>2,628</u>	<u>19,866</u>	<u>47,652</u>	42%
<b>Parks &amp; recreation</b>				
Boat lift repair and maintenance	299	5,397	6,000	90%
Lake maintenance	219	1,097	2,500	44%
2022 Note repayment	-	2,233	44,575	5%
Total parks & recreation	<u>518</u>	<u>8,727</u>	<u>53,075</u>	16%
<b>Access control</b>				
Telephone - gate	296	1,378	3,000	46%
Insurance - property & causality	-	4,406	3,600	122%
Repairs & maintenance - gate	11,227	16,939	28,000	60%
Landscape maintenance	1,146	6,746	16,000	42%
Contingency	-	138	750	18%
Capital outlay	-	-	3,000	0%
Total access control	<u>12,669</u>	<u>29,607</u>	<u>54,350</u>	54%
<b>Roadway/signage/street lighting</b>				
Electric utility service	1,899	7,790	14,000	56%
Repairs and maintenance	184	735	3,000	25%
Total roadway/signage/street lighting	<u>2,083</u>	<u>8,525</u>	<u>17,000</u>	50%

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED FEBRUARY 29, 2024**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Other fees &amp; charges</b>				
Property appraiser & tax collector	113	3,305	6,729	49%
Total other fees & charges	<u>113</u>	<u>3,305</u>	<u>6,729</u>	49%
Total expenditures	<u>18,011</u>	<u>70,030</u>	<u>178,806</u>	39%
 Excess/(deficiency) of revenues over/(under) expenditures	 (12,195)	 95,402	 6,000	
 Fund balances - beginning	 <u>192,815</u>	 <u>85,218</u>	 <u>102,954</u>	
Fund balances - ending	<u>\$ 180,620</u>	<u>\$ 180,620</u>	<u>\$ 108,954</u>	

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
PROPRIETARY FUND  
STATEMENT OF NET POSITION  
FEBRUARY 29, 2024**

<b>ASSETS</b>	<b>Balance</b>
Current assets:	
Cash - SunTrust	\$ 17,006
Accounts receivable - (net of allowances for uncollectible)	17,694
Total current assets	34,700
Noncurrent assets:	
Utility plant and improvements	171,770
Less accumulated depreciation	(171,770)
Total capital assets, net of accumulated depreciation	-
Total noncurrent assets	-
Total assets	34,700
<b>LIABILITIES</b>	
Current liabilities:	
Due to governmental funds	22,102
Customer deposits payable	6,663
Total liabilities	28,765
<b>NET POSITION</b>	
Unrestricted	5,935
Total net position	\$ 5,935

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
PROPRIETARY FUND  
STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN FUND NET POSITION  
FOR THE PERIOD ENDED FEBRUARY 29, 2024**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>OPERATING REVENUES</b>				
Assessment levy	\$ 731	\$ 20,800	\$ 23,200	90%
Charges for sales and services:				
Water & sewer	12,489	52,171	110,000	47%
Interest	-	1	10	10%
Total operating revenues	<u>13,220</u>	<u>72,972</u>	<u>133,210</u>	55%
<b>OPERATING EXPENSES</b>				
Water & sewer - county	12,269	46,536	95,767	49%
Contractual maintenance costs	3,251	16,254	21,000	77%
Other current charges	175	830	2,200	38%
Total operating expenses	<u>15,695</u>	<u>63,620</u>	<u>118,967</u>	53%
Operating income	<u>(2,475)</u>	<u>9,352</u>	<u>14,243</u>	66%
<b>NONOPERATING REVENUES/(EXPENSES)</b>				
Property appraiser	-	-	(348)	0%
Tax collector	(14)	(416)	(464)	90%
Total nonoperating revenues/(expenses)	<u>(14)</u>	<u>(416)</u>	<u>(812)</u>	51%
Change in net position	(2,489)	8,936	13,431	
Total net position - beginning	8,424	(3,001)	68,339	
Total net position - ending	<u>\$ 5,935</u>	<u>\$ 5,935</u>	<u>\$ 81,770</u>	

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES**

**DRAFT**

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

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The Board of Supervisors of the Palm Bay Community Development District held a Public Hearing and Regular Meeting on January 11, 2024 at 9:00 a.m., at the Courtyard by Marriott Tampa/Oldsmar, 4014 Tampa Road, Oldsmar, Florida 34677.

**Present were:**

Rob Bergman	Chair
Speros Margetis	Assistant Secretary
Joseph Timberlake	Assistant Secretary
Win Williamson	Assistant Secretary

**Also present, were:**

Chuck Adams	District Manager
Jared Welch	HOA Officer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 9:06 a.m.

Supervisors Bergman, Timberlake, Williamson and Margetis were present. Supervisor Aschenbrenner was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments: Agenda Items**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Public Hearing to Hear Public Comment and Objections on the Adoption of Rate Study Amendment #5 to Chapter I of the Rules of Procedure Relating to the Water & Sewer Fees and Charges, Pursuant to Sections 120.54, 190.012 and 190.035, Florida Statutes**

40 **A. Affidavits of Publication**

- 41 • **Notice of Rule Development**
- 42 • **Notice of Rule Making for Rate Setting**

43 These items were included for informational purposes.

44 **B. Consideration of Resolution 2024-01, Adopting Rate Study Amendment #5 to Chapter I**  
45 **of the Rules of Procedure Relating to the Rates, Fees and Charges for Utility Services**

46 Mr. Adams presented Resolution 2024-01, and reviewed Amendment #5 to Chapter I of  
47 the CDD’s Potable Water and Wastewater Regulations: Establishing rates, fees and charges for  
48 utility services. He noted that it has been seven years since a rate change was adopted; this rate  
49 increase is approximately 20% higher and averages at 2.8% per year which is a standard. The  
50 increase in the rate structure will go into effect on February 1, 2024 for the January usage and  
51 billing.

52 Asked if residents will be notified of the rate increase, Mr. Adams replied affirmatively.

53 Asked about a few incorrect/exaggerated billings, Mr. Adams stated he worked with the water  
54 company to have those corrected.

55 **Mr. Adams opened the Public Hearing.**

56 Mr. Adams noted that the lone member of the public left the meeting temporarily.

57 No affected property owners or members of the public spoke.

58 **Mr. Adams closed the Public Hearing.**

59

60 **On MOTION by Mr. Bergman and seconded by Mr. Williamson, with all in**  
61 **favor, Resolution 2024-01, Adopting Rate Study Amendment #5 to Chapter I of**  
62 **the Rules of Procedure Relating to the Rates, Fees and Charges for Utility**  
63 **Services, was adopted.**

64

65

66 **FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-02,**  
**Designating a Date, Time and Location for**  
**a Landowners’ Meeting; Providing for**  
**Publication; Providing for an Effective Date**

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71 Mr. Adams presented Resolution 2024-02. Seats 1, 3 and 4, currently held by Mr.

72 Bergman, Mr. Aschenbrenner and Mr. Timberlake, respectively, will be up for election.

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**On MOTION by Mr. Bergman and seconded by Mr. Margetis, with all in favor, Resolution 2024-02, Designating a Date, Time and Location of November 14, 2024 at 9:00 a.m., at the Courtyard by Marriott Tampa/Oldsmar, 4014 Tampa Road, Oldsmar, Florida 34677 for a Landowners’ Meeting; Providing for Publication; Providing for an Effective Date, was adopted.**

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**FIFTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of November 30, 2023**

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Mr. Adams presented the Unaudited Financial Statements as of November 30, 2023 and responded to questions about the “Insurance- property & casualty” line item at 122% and the status of a payment to Matt Brown for the gangway related to the Marina project.

86

87

The financials were accepted.

88

89

**SIXTH ORDER OF BUSINESS**

**Approval of July 28, 2023 Public Hearing and Regular Meeting Minutes**

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Mr. Adams presented the July 28, 2023 Public Hearing and Regular Meeting Minutes.

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**On MOTION by Mr. Margetis and seconded by Mr. Timberlake, with all in favor, the July 28, 2023 Public Hearing and Regular Meeting Minutes, as presented, were approved.**

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**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

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

102

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

103

There were no District Counsel or District Engineer reports.

104

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

105

Mr. Adams stated the draft proposed Fiscal Year 2025 budget will be introduced and presented at the next meeting.

106

107

- **NEXT MEETING DATE: April 11, 2024 at 9:00 AM**

108

- **QUORUM CHECK**



109

110 **EIGHTH ORDER OF BUSINESS**

**Public Comments: Non-Agenda Items**

111

112 Resident and HOA Officer Jared Welch thanked the Board for coordinating and helping  
113 improve the entrance to Palm Bay. Unfortunately, in his opinion, the fountain is not in good  
114 condition because landscapers carelessly severed and cut the lines to the pump for the new  
115 fountain. Mr. Welch stated that he will meet with Baycut later today to discuss the fountain and  
116 the severed power lines for all the lighting in the middle of Highland. It was previously agreed  
117 that Baycut will pay for the purchase and installation of a new pump.

118 Mr. Welch asked the Board for additional funds to improve the lighting in the front, as  
119 he believes it will help elevate the entrance and make it safer, more secure and on par with  
120 other entrances in the area. He discussed power boxes on the light posts, installing coach  
121 lighting on the gatehouse and having it repainted and repaired. Asked how much he would like  
122 the CDD to contribute towards lighting, Mr. Welch replied approximately \$600.

123 Discussion ensued regarding Mr. Welch’s plan to have wall lights installed, the  
124 gatehouse, the landscaping, the palm trees, the Palm Bay sign, Baycut’s recommendation to  
125 replace the palm trees, diseased trees, the power boxes, the transformers, an electrician,  
126 future phases for the lighting, improving the roadside drainage system, water that drains  
127 towards the marina, TECO agreeing to clean and possibly paint the streetlights, purple light  
128 installations and sea turtles.

129

130 **On MOTION by Mr. Williamson and seconded by Mr. Timberlake, with all in**  
131 **favor, contributing a not to exceed amount of \$600 toward the purchase and**  
132 **installation of wall sconces, wall lights and outlets on lights outside the gate,**  
133 **was approved.**

134

135

136 **NINTH ORDER OF BUSINESS**

**Supervisors’ Requests**

137

138 Discussion ensued regarding the status of the beach; converting a vacant space into a  
139 gravel lot for residents to park bicycles, golf carts and scooters; cost-sharing with the HOA for

140 beach-related improvements, such as firepits and barbecue pergolas; the gazebo; moving the  
141 kayak launch and polling the residents regarding beach improvements.

142 Mr. Bergman asked for an update on the Boat Club and yearly fees. Mr. Margetis stated  
143 that there are leftover funds for the bills, which are minor and include a \$50 yearly license  
144 renewal and nominal monthly electric and water bills. The Boat Club is basically collecting funds  
145 to pay for the maintenance and electricity for the individual fingers.

146 Mr. Bergman asked for an update on the marina wall and a nature parcel that is for sale.  
147 Mr. Adams stated there were no updates.

148

149 **TENTH ORDER OF BUSINESS**

**Adjournment**

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151

**On MOTION by Mr. Williamson and seconded by Mr. Timberlake, with all in  
152 favor, the meeting adjourned at 10:05 a.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT**

**STAFF  
REPORTS**

**PALM BAY COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 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 12, 2023 CANCELED NO QUORUM</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>January 11, 2024</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>April 11, 2024</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>July 11, 2024</b>	<b>Public Hearing &amp; Regular Meeting</b>	<b>9:00 AM</b>