



Rizzetta & Company

Palma Sola Trace
Community Development District
Board of Supervisors' Meeting
April 28, 2022

District Office · Riverview, Florida · (813) 533-2950

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

**Palma Sola Trace
Community Development District**

Palma Sola Trace Clubhouse. 7408 Hamilton Road, Bradenton FL, 34209

Board of Supervisors	Peter Gelman	Chairman
	Vacant	Vice Chairman
	Dan Crumpler	Assistant Secretary
	Eva Walker	Assistant Secretary
	William Diamond	Assistant Secretary
District Manager	Jerry Whited	Rizzetta & Company, Inc.
District Counsel	Lauren Gentry	KE Law Group, PLLC
District Engineer	Rick Schappacher	Schappacher Engineering

All cellular phones must be placed on mute while in the meeting room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY), or 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT
District Office · Riverview, Florida · (813) 533-2950
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

April 20, 2022

**Board of Supervisors
Palma Sola Trace Community
Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Palma Sola Trace Community Development District will be held on **Thursday, April 28, 2022 at 1:30 p.m.** at the Palma Sola Trace Clubhouse, located at 7408 Hamilton Road, Bradenton, Florida 34209. The following is the agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A.** Consideration of Minutes of Board of Supervisors' Regular Meeting held on February 24, 2022Tab 1
 - B.** Consideration of Operations & Maintenance Expenditures for January 2022 & February 2022.....Tab 2
 - C.** Consideration of Roger Ohlson Resignation Seat #4.....Tab 3
 - D.** Consideration of Resumes for Open BOS Seat #4Tab 4
 - E.** Administer Oath of Office to Newly Appointed Supervisor
 - i. Consideration of Compensation*
 - ii. Review of Chapter 190 FL Statutes*
 - iii. Review of Sunshine Laws and Code of Ethics for Public Employees*
 - F.** Consideration of Resolution 2022-05, Designating Officers of the DistrictTab 5
- 4. STAFF REPORTS**
 - A.** District Counsel
 - B.** District Engineer
 1. Discussion Regarding Pedestrian Bridge Compliance Tab 6
 - C.** District Manager
- 5. BUSINESS ITEMS**
 - A.** Presentation of Proposed Budget for Fiscal Year 2022-2023.....Tab 7
 1. Consideration of Resolution 2022-06, Approving Proposed Budget & Setting Public HearingTab 8
 - B.** Consideration of Street Light Painting ProposalTab 9
 - C.** Presentation of 2021-2022 Financial AuditTab 10
 - D.** Consideration of Brightview ProposalsTab 11
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions please do not hesitate to contact us at (813) 933-5571.

Respectfully,

Jerry Whited

Jerry Whited
District Manager

Tab 1

MINUTES OF MEETING

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

**PALMA SOLA TRACE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Palma Sola Trace Community Development District was held on **Thursday, February 24, 2021 at 1:30 p.m.** at the Palma Sola Trace Clubhouse located at 7408 Hamilton Road, Bradenton, FL 34209.

Present and constituting a quorum:

Peter Gelman	Board Supervisor; Chair
Roger Ohlson	Board Supervisor; Vice-Chair
William Diamond	Board Supervisor; Asst. Secretary
Eva Walker	Board Supervisor; Asst. Secretary
Dan Crumpler	Board Supervisor; Asst. Secretary

Also present were:

Jerry Whited	District Manager; Rizzetta & Company, Inc.
Lauren Gentry	District Counsel; KE Law (via phone)
Rick Schappacher	District Engineer; Schappacher Engineering
David Kaiser	HOA President
Audience	

FIRST ORDER OF BUSINESS

Call to Order

Mr. Whited called the meeting to order and conducted roll call, confirming a quorum was present.

SECOND ORDER OF BUSINESS

Audience Comments

There were audience comments regarding landscape, irrigation, turf and the perimeter wall. A discussion about communicating with the owner of the lot behind the South wall ensued. The District directed district management to work with the District Staff to make contact and start negotiations with the owner of the property behind the South Perimeter Wall.

THIRD ORDER OF BUSINESS

**Consideration of Resumes for Open
BOS Seat**

The Board considered candidates for the open seat #1 on the Board. Each candidate spoke to their credentials.

On a Motion by Ms. Walker seconded by Mr. Gelman with all in favor, the Board of Supervisors appointed Dan Crumpler to Seat #1 for the Palma Sola Trace Community Development District.

FOURTH ORDER OF BUSINESS

**Administer Oath of Office to Newly
Appointed Supervisor**

Mr. Whited administered the oath of office to Mr. Crumpler and Mr. Crumpler responded in the affirmative. Mr. Whited informed Mr. Crumpler that as a Board Supervisor they are entitled to compensation of \$200.00 per meeting, up to an annual maximum of \$4,800.00. Mr. Crumpler accepted compensation. District Counsel reviewed Sunshine Laws and Public records Laws with Mr. Crumpler.

FIFTH ORDER OF BUSINESS

**Consideration of Minutes of Board
Supervisors' Regular Meeting held on
December 16, 2021**

On a motion from Mr. Gelman, seconded by Mr. Diamond, the Board unanimously approved the Minutes of the Board of Supervisors meeting held on December 16th, 2021 for the Palma Sola Trace Community Development District.

SIXTH ORDER OF BUSINESS

**Ratification of Operations and
Maintenance Expenditures for
December 2021 & January 2021**

On a motion from Mr. Gelman, seconded by Ms. Walker, the Board unanimously approved the Operations and Maintenance expenditures of the District for December 2021 and January 2022 for the Palma Sola Trace Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2022-04
Designating Officers of the District.**

Mr. Whited presented to the Board Resolution 2022-04, which will re-designate officers of the District. The Board named Peter Gelman as Chairman, Roger Ohlson as Vice Chairman, and Dan Crumpler, Eva Walker, and William Diamond as Assistant Secretaries.

On a Motion by Mr. Gelman, seconded by Mr. Ohlson with all in favor, the Board of Supervisors adopted Resolution 2022-04, for the Palma Sola Trace Community Development District.

EIGHTH ORDER OF BUSINESS

Presentation of Reserve Study

The Board considered the Reserve Study. A discussion ensued.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

The Board received the District Counsel update. Ms. Gentry updated the Board on legislative information.

B. District Engineer

The Board received the District Engineer update. Mr. Schappacher gave an update on the perimeter wall. Pressure washing is completed but they will need to complete the bridge work and some residents have reached out about areas of the interior wall that was missed. There was a change order for the perimeter wall repair that was presented. The Board directed for the MPOA and HOA organizations in Palma Sola Trace to provide recommendations for the District landscaping initiative post perimeter wall repair.

On a motion by Mr. Gelman, seconded by Ms. Walker, the Board unanimously approved the second change order for the perimeter wall repair in the amount of \$241,525 for the Palma Sola Trace Community Development District.

C. District Manager

The Board received the District Manager update. The 4th quarter audit for ADA compliance on the website was completed and clean.

The Board directed District Management to work with the Chairman to approve the new 3-year tree trimming plan with Brightview for \$1,944.

The Board directed that irrigation repairs will need to be considered in the perimeter wall repair line item.

District management agreed to present a perimeter wall financial presentation at the next meeting in April.

District management will bring back proposals to mulch the hedges leading up to the South emergency gate.

The Board directed District Engineer to look into mulching the perimeter wall. Some mulching is already handled by the MPOA.

TENTH ORDER OF BUSINESS

Discussion Regarding Emergency And Pedestrian Gates

The Board discussed pedestrian gates. The Board directed district management to bring back proposals for an automatic opener for the pedestrian agates.

The Board directed District manager to bring back proposals to paint the street-light poles in their entirety.

ELEVENTH ORDER OF BUSINESS Ratification of Pressure Washing Agreement

On a motion by Ms. Walker, seconded by Mr. Gelman, the Board unanimously approved to ratify the pressure washing contract for the Palma Sola Trace Community Development District.

TWELFTH ORDER OF BUSINESS Supervisor Requests

The Board directed district staff to uncover who owns the fence for painting and to see what the past painting projects looked like.

THIRTEENTH ORDER OF BUSINESS Adjournment

On a motion from Mr. Crumpler, seconded by Mr. Diamond, the Board unanimously approved to adjourn the meeting at 3:29 p.m. for the Palma Sola Trace Community Development District.

Assistant Secretary

Chair / Vice Chair

Tab 2A

PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT

District Office - Citrus Park, Florida - (813)-933-5571

Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

palmasolatracecdd.org

Operation and Maintenance Expenditures

February 2022

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2022 through February 28, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$11,085.83**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Palma Sola Trace Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Aquagenix	3581	4121159	Aquatic Maintenance 10/21	\$ 850.00
Bellmore Electric Inc.	3588	8041	Street Light Repairs 02/22	\$ 215.00
Bellmore Electric Inc.	3588	8042	Street Light Repairs 02/22	\$ 325.00
BrightView Landscape services, Inc.	3589	7723084	Landscape Maintenance 02/22	\$ 748.00
Crosscreek Enviornmental, Inc.	3583	10212	Aquatic Maintenance 01/22	\$ 725.00
Florida Power & Light Company	3584	21937-71157 01/22	3724 Summerwind Cir # Gate 01/22	\$ 15.68
Florida Power & Light Company	3584	56695-14423 01/22	3804 Bridlecrest Ln # PUMP 01/22	\$ 144.20
Florida Power & Light Company	3584	75654-55537 01/22	3807 75th ST W # ST LTS 01/22	\$ 134.37
Florida Power & Light Company	3584	84373-03152 01/22	4095 Overture Cir # GATE 01/22	\$ 24.41
Grau & Associates	3585	21973	Audit Services FY20/21	\$ 1,500.00
KE Law Group, LLC	3586	1216	Legal Services 01/22	\$ 222.00
Rizzetta & Company, Inc.	3580	INV0000065404	District Management Fees 02/22	\$ 4,222.50

Palma Sola Trace Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Schappacher Engineering, LLC	3587	2084	Engineering Services 01/22	\$ 1,545.00
Securt Holdings, LLC dba CIA Access	3579	31233	Service Call for Access Control 01/22	\$ 219.55
Securt Holdings, LLC dba CIA Access	3582	31523	Service Call for Access Control 01/22	<u>\$ 195.12</u>
Report Total				<u>\$ 11,085.83</u>

PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT

District Office - Citrus Park, Florida - (813)-933-5571

Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

palmasolatracedd.org

Operation and Maintenance Expenditures

March 2022

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2022 through March 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$25,076.44**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Palma Sola Trace Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2022 Through March 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape services, Inc.	3591	7768922	Plant Installation 02/22	\$ 80.00
BrightView Landscape services, Inc.	3591	7772259	Irrigation Repair 02/22	\$ 188.39
BrightView Landscape services, Inc.	3604	7774759	Landscape Maintenance 03/22	\$ 748.00
BrightView Landscape services, Inc.	3600	7793298	Irrigation Repair 02/22	\$ 110.65
BrightView Landscape services, Inc.	3606	7806408	Tree Care 03/22	\$ 360.00
Crosscreek Enviornmental, Inc.	3607	10600	Aquatic Maintenance 03/22	\$ 725.00
Daniel L Crumpler	3592	DC022422	Board of Supervisors Meeting 02/24/22	\$ 200.00
Eva Walker	3598	EW022422	Board of Supervisors Meeting 02/24/22	\$ 200.00
Florida Power & Light Company	3601	21937-71157 02/22	3724 Summerwind Cir # Gate 02/22	\$ 15.32
Florida Power & Light Company	3601	56695-14423 02/22	3804 Bridlecrest Ln # PUMP 02/22	\$ 135.72
Florida Power & Light Company	3601	75654-55537 02/22	3807 75th ST W # ST LTS 02/22	\$ 134.37
Florida Power & Light Company	3601	84373-03152 02/22	4095 Overture Cir # GATE 02/22	\$ 23.19
Grau & Associates	3595	22136	Audit FYE 09/30/21	\$ 1,700.00

Palma Sola Trace Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2022 Through March 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
KE Law Group, LLC	3602	1511	Legal Services 02/22	\$ 996.50
KE Law Group, LLC	3602	1512	Legal Services 02/22 Perimeter Wall	\$ 55.50
Peter Gelman	3594	PG022422	Board of Supervisors Meeting 02/24/22	\$ 200.00
Premier Pressure Cleaning, LLC	3603	4305	Pressure Washing 02/22	\$ 12,284.00
Rizzetta & Company, Inc.	3597	INV0000066320	District Management Fees 03/22	\$ 4,222.50
Roger Ohlson	3596	RO022422	Board of Supervisors Meeting 02/24/22	\$ 200.00
Schappacher Engineering, LLC	3605	2103	Engineering Services 01/22	\$ 2,175.00
Securt Holdings, LLC dba CIA Access	3590	30078	Service Call for Access Control 10/22	\$ 122.30
William M Diamond	3593	WD022422	Board of Supervisors Meeting 02/24/22	<u>\$ 200.00</u>
Report Total				<u>\$ 25,076.44</u>

RESOLUTION 2022-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Palma Sola Trace Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Manatee County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT:

Section 1. _____ is appointed Chairman.

Section 2. _____ is appointed Vice Chairman.

Section 3. _____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 28th DAY OF APRIL 2022.

**PALMA SOLA TRACE COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASST. SECRETARY



Rizzetta & Company

Palma Sola Trace Community Development District

www.palmasolatracecdd.org

Proposed Budget for Fiscal Year 2022/2023

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Rizzetta & Company

Proposed Budget
Palma Sola Trace Community Development District
General Fund
Fiscal Year 2022/2023

Chart of Accounts Classification	Actual YTD through 03/31/22	Projected Annual Totals 2021/2022	Annual Budget for 2021/2022	Projected Budget variance for 2021/2022	Budget for 2022/2023	Budget Increase (Decrease) vs 2021/2022	Comments
REVENUES							
Interest Earnings							
Interest Earnings	\$ 16	\$ 32	\$ -	\$ 32	\$ -	\$ -	
Special Assessments							
Tax Roll*	\$ 150,036	\$ 150,036	\$ 149,074	\$ 962	\$ 149,074	\$ -	\$12265 + \$149074 = \$161339
Street Light Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Off Roll*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL REVENUES	\$ 150,052	\$ 150,068	\$ 149,074	\$ 994	\$ 149,074	\$ -	
Balance Forward from Prior Year	\$ -	\$ -		\$ -	\$ -	\$ -	
TOTAL REVENUES AND BALANCE FORWARD	\$ 150,052	\$ 150,068	\$ 149,074	\$ 994	\$ 149,074	\$ -	
*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.							
EXPENDITURES - ADMINISTRATIVE							
Legislative							
Supervisor Fees	\$ 2,800	\$ 5,600	\$ 7,000	\$ 1,400	\$ 7,000	\$ -	
Financial & Administrative							
Administrative Services	\$ 2,754	\$ 5,508	\$ 5,508	\$ -	\$ 5,728	\$ 220	4% Economic Impact Cost
District Management	\$ 10,251	\$ 20,502	\$ 20,502	\$ -	\$ 21,322	\$ 820	4% Economic Impact Cost
District Engineer	\$ 10,780	\$ 21,560	\$ 6,500	\$ (15,060)	\$ 6,500	\$ -	
Disclosure Report	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	
Trustees Fees	\$ 1,580	\$ 1,580	\$ 2,200	\$ 620	\$ 2,200	\$ -	
Assessment Roll	\$ 5,100	\$ 5,100	\$ 5,100	\$ -	\$ 5,304	\$ 204	4% Economic Impact Cost
Financial & Revenue Collections	\$ 2,550	\$ 5,100	\$ 5,100	\$ -	\$ 5,304	\$ 204	4% Economic Impact Cost
Accounting Services	\$ 9,180	\$ 18,360	\$ 18,360	\$ -	\$ 19,094	\$ 734	4% Economic Impact Cost
Auditing Services	\$ 3,229	\$ 3,229	\$ 3,300	\$ 71	\$ 3,400	\$ 100	Updated 22-23
Public Officials Liability Insurance	\$ 2,826		\$ 2,960	\$ 2,960	\$ 3,391	\$ 431	updated 22-23
Legal Advertising	\$ 84	\$ 168	\$ 700	\$ 532	\$ 500	\$ (200)	FY 20-22 spend
Dues, Licenses & Fees	\$ 175	\$ 350	\$ 175	\$ (175)	\$ 175	\$ -	
Website Hosting, Maintenance, Backup (and Email)	\$ 1,369	\$ 2,738	\$ 3,525	\$ 787	\$ 3,000	\$ (525)	Est \$2,800-\$3,000
Legal Counsel							
District Counsel	\$ 3,175	\$ 6,350	\$ 10,000	\$ 3,650	\$ 10,000	\$ -	
Administrative Subtotal	\$ 56,853	\$ 97,145	\$ 91,930	\$ (5,215)	\$ 93,918	\$ 1,988	
EXPENDITURES - FIELD OPERATIONS							
Electric Utility Services							
Utility Services	\$ 1,027	\$ 2,054	\$ 2,000	\$ (54)	\$ 2,000	\$ -	
Street Lights	\$ 771	\$ 1,542	\$ 3,000	\$ 1,458	\$ 2,000	\$ (1,000)	FY spend
Stormwater Control							
Aquatic Maintenance - Contract	\$ 3,750	\$ 7,500	\$ 10,200	\$ 2,700	\$ 8,700	\$ (1,500)	New vendor/contract YOY.
Fountain Service Repairs & Maintenance	\$ -	\$ -	\$ 500	\$ 500	\$ 250	\$ (250)	No impact 21-22
Lake/Pond Bank Maintenance	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	Move to reserves? Rick
Wetland Monitoring & Maintenance	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ -	\$ (12,000)	Reconciled into new aquatic services
Miscellaneous Expense	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ (500)	We have a misc contingency line
Aquatic Plant Replacement	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 1,000	\$ (1,500)	New vendor includes 500 plants/ year
Other Physical Environment		\$ -		\$ -			
Perimeter Wall Repair	\$ 204,976	\$ 225,000	\$ -	\$ (225,000)	\$ 7,500	\$ 7,500	Ongoing maintenance
General Liability Insurance	\$ 3,256	\$ 3,016	\$ 3,256	\$ 240	\$ 3,730	\$ 474	Updated 22-23
Property Insurance	\$ 5,887	\$ 205	\$ 255	\$ 50	\$ 5,225	\$ 4,970	Updated 22-23
Landscape Maintenance	\$ 4,928	\$ 9,856	\$ 10,000	\$ 144	\$ 10,920	\$ 920	\$8976 miantenance + trimming
Landscape Miscellaneous	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ (500)	We have a misc contingency
Road & Street Facilities							
Street Light Decorative Light Maintenance	\$ 4,751	\$ 9,502	\$ 5,000	\$ (4,502)	\$ 5,000	\$ -	
Gate Facility Maintenance	\$ 2,694	\$ 5,388	\$ 6,000	\$ 612	\$ 6,000	\$ -	
Contingency							
Miscellaneous Contingency	\$ 1,900	\$ 3,800	\$ 2,322	\$ (1,478)	\$ 1,331	\$ (991)	Balance for same assessments
Field Operations Subtotal	\$ 233,940	\$ 267,863	\$ 59,533	\$ (208,330)	\$ 55,156	\$ (4,377)	

GOOD

Proposed Budget
Palma Sola Trace Community Development District
General Fund
Fiscal Year 2022/2023

Chart of Accounts Classification	Actual YTD through 03/31/22	Projected Annual Totals 2021/2022	Annual Budget for 2021/2022	Projected Budget variance for 2021/2022	Budget for 2022/2023	Budget Increase (Decrease) vs 2021/2022	Comments
Contingency for County TRIM Notice							
TOTAL EXPENDITURES	\$ 290,793	\$ 365,008	\$ 151,463	\$ (213,545)	\$ 149,074	\$ (2,389)	
EXCESS OF REVENUES OVER EXPENDITURES	\$ (140,741)	\$ (214,940)	\$ (2,389)	\$ (212,551)	\$ -	\$ 2,389	

\$ 149,074

Proposed Budget
Palma Sola Trace Community Development District
Reserve Fund
Fiscal Year 2022/2023

Chart of Accounts Classification	Actual YTD through 03/31/22	Projected Annual Totals 2021/2022	Annual Budget for 2021/2022	Projected Budget variance for 2021/2022	Budget for 2022/2023	Budget Increase (Decrease) vs 2021/2022	Comments
REVENUES							
Special Assessments							
Tax Roll*	\$ 12,265	\$ 12,265	\$ 12,265	\$ -	\$ 12,265	\$ -	
TOTAL REVENUES	\$ 12,265	\$ 12,265	\$ 12,265	\$ -	\$ 12,265	\$ -	
TOTAL REVENUES AND BALANCE	\$ 12,265	\$ 12,265	\$ 12,265	\$ -	\$ 12,265	\$ -	
EXPENDITURES							
Contingency							
Capital Reserves	\$ -	\$ -	\$ 12,265	\$ 12,265	\$ 12,265	\$ -	
Perimeter Wall Repairs			\$ -				Should we add this?
TOTAL EXPENDITURES	\$ -	\$ -	\$ 12,265	\$ 12,265	\$ 12,265	\$ -	
EXCESS OF REVENUES OVER	\$ 12,265	\$ 12,265	\$ -	\$ 12,265	\$ -	\$ -	

Palma Sola Trace Community Development District
Debt Service
Fiscal Year 2022/2023

Chart of Accounts Classification	Series 2013A-1	Budget for 2022/2023
REVENUES		
Special Assessments		
Net Special Assessments ⁽¹⁾	\$ 268,611.88	\$ 268,611.88
TOTAL REVENUES	\$ 268,611.88	\$ 268,611.88
EXPENDITURES		
Administrative		
Financial & Administrative		
Debt Service Obligation	\$ 268,611.88	\$ 268,611.88
Administrative Subtotal	\$ 268,611.88	\$ 268,611.88
TOTAL EXPENDITURES	\$ 268,611.88	\$ 268,611.88
EXCESS OF REVENUES OVER EXPENDITURES	0	0

Manatee County Collection Costs (3%) and Early Payment Discounts (4' 7.0%

Gross assessments \$ **288,457.77**

Notes:

Tax Roll County Collection Costs and Early Payment Discount is 7.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

⁽¹⁾ Maximum Annual Debt Service less Prepaid Assessments received.

Palma Sola Trace Community Development District

FISCAL YEAR 2022/2023 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

2022/2023 O&M Budget		\$161,339.00
Manatee County Collection Costs @ 3%	3%	\$5,204.48
Early Payment Discount @ 4%	4%	\$6,939.31
2021/2022 Total		<u>\$173,482.80</u>

2021/2022 O&M Budget	\$161,339.00
2022/2023 O&M Budget	\$161,339.00
Total Difference:	<u><u>\$0.00</u></u>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2021/2022	2022/2023	\$	%
Debt Service - Condo	\$455.29	\$455.29	\$0.00	0.00%
Operations/Maintenance - Condo	\$317.73	\$317.73	\$0.00	0.00%
Total	\$773.02	\$773.02	\$0.00	0.00%
Debt Service - Paired Villa	\$585.37	\$585.37	\$0.00	0.00%
Operations/Maintenance - Paired Villa	\$317.73	\$317.73	\$0.00	0.00%
Total	\$903.10	\$903.10	\$0.00	0.00%
Debt Service - Single Family	\$650.41	\$650.41	\$0.00	0.00%
Operations/Maintenance - Single Family	\$317.73	\$317.73	\$0.00	0.00%
Total	\$968.14	\$968.14	\$0.00	0.00%

PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2022/2023 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$161,339.00
COLLECTION COSTS @	3.0%	\$5,204.48
EARLY PAYMENT DISCOUNT @	4.0%	\$6,939.31
TOTAL O&M ASSESSMENT		<u>\$173,482.80</u>

<u>LOT SIZE</u>	<u>UNITS ASSESSED</u>		<u>ALLOCATION OF O&M ASSESSMENT</u>			
	<u>O&M</u>	<u>SERIES 2013A-1 DEBT SERVICE</u> ^{(1) (2)}	<u>EAU FACTOR</u> ⁽⁵⁾	<u>TOTAL EAU's</u>	<u>% TOTAL EAU's</u>	<u>TOTAL O&M BUDGET</u>
Condos	272	271	1.00	272.00	49.82%	\$86,423.66
Paired Villas	126	122	1.00	126.00	23.08%	\$40,034.49
Single Family	148	144	1.00	148.00	27.11%	\$47,024.64
	<u>546</u>	<u>537</u>		<u>546.00</u>	<u>100.00%</u>	<u>\$173,482.80</u>
LESS: Manatee County Collection Costs (3%) and Early Payment Discount (4%):						<u>(\$12,143.80)</u>
Net Revenue to be Collected						<u>\$161,339.00</u>

<u>PER LOT ANNUAL ASSESSMENT</u>		
<u>O&M</u>	<u>DEBT SERVICE</u> ⁽³⁾	<u>TOTAL</u> ⁽⁴⁾
\$317.73	\$455.29	\$773.02
\$317.73	\$585.37	\$903.10
\$317.73	\$650.41	\$968.14

⁽¹⁾ Reflects 9 (nine) Series 2013A-1 prepayments.

⁽²⁾ Reflects the number of total lots with Series 2013A-1 debt outstanding.

⁽³⁾ Annual debt service assessment per lot adopted in connection with the Series 2013A-1 bond issue. Annual assessment includes principal, interest, Manatee County collection costs and early payment discount costs.

⁽⁴⁾ Annual assessment that will appear on November 2022 Manatee County property tax bill. Amount shown includes all applicable collection costs and early payment discounts (up to 4% if paid early)

⁽⁵⁾ The allocation of the O&M Assessment reflects an equal per unit assessment approved by the Board of Supervisors.

GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Interest Earnings: The District may earn interest on its monies in the various operating accounts.

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Event Rental: The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

Facilities Rentals: The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

EXPENDITURES – ADMINISTRATIVE:

Supervisor Fees: The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.



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Administrative Services: The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

District Management: The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These service include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

District Engineer: The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Disclosure Report: The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

Trustee's Fees: The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

Assessment Roll: The District will contract with a firm to prepare, maintain and certify the assessment roll(s) and annually levy a non-ad valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services of the Collection Agent include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. The Collection Agent also maintains and updates the District's lien book(s) annually and provides for the release of liens on property after the full collection of bond debt levied on particular properties.

Accounting Services: Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Auditing Services: The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

Arbitrage Rebate Calculation: The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

Travel: Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).



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Public Officials Liability Insurance: The District will incur expenditures for public officials' liability insurance for the Board and Staff.

Legal Advertising: The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

Bank Fees: The District will incur bank service charges during the year.

Dues, Licenses & Fees: The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

Miscellaneous Fees: The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

Website Hosting, Maintenance and Email: The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

District Counsel: The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

EXPENDITURES - FIELD OPERATIONS:

Deputy Services: The District may wish to contract with the local police agency to provide security for the District.

Security Services and Patrols: The District may wish to contract with a private company to provide security for the District.

Electric Utility Services: The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

Street Lights: The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.

Utility - Recreation Facility: The District may budget separately for its recreation and or amenity electric separately.

Gas Utility Services: The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

Garbage - Recreation Facility: The District will incur expenditures related to the removal of garbage and solid waste.



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Solid Waste Assessment Fee: The District may have an assessment levied by another local government for solid waste, etc.

Water-Sewer Utility Services: The District will incur water/sewer utility expenditures related to district operations.

Utility - Reclaimed: The District may incur expenses related to the use of reclaimed water for irrigation.

Aquatic Maintenance: Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Fountain Service Repairs & Maintenance: The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

Lake/Pond Bank Maintenance: The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Mitigation Area Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

Aquatic Plant Replacement: The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

General Liability Insurance: The District will incur fees to insure items owned by the District for its general liability needs

Property Insurance: The District will incur fees to insure items owned by the District for its property needs

Entry and Walls Maintenance: The District will incur expenditures to maintain the entry monuments and the fencing.

Landscape Maintenance: The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

Irrigation Maintenance: The District will incur expenditures related to the maintenance of the irrigation systems.

Irrigation Repairs: The District will incur expenditures related to repairs of the irrigation systems.



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Landscape Replacement: Expenditures related to replacement of turf, trees, shrubs etc.

Field Services: The District may contract for field management services to provide landscape maintenance oversight.

Miscellaneous Fees: The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

Gate Phone: The District will incur telephone expenses if the District has gates that are to be opened and closed.

Street/Parking Lot Sweeping: The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

Gate Facility Maintenance: Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

Sidewalk Repair & Maintenance: Expenses related to sidewalks located in the right of way of streets the District may own if any.

Roadway Repair & Maintenance: Expenses related to the repair and maintenance of roadways owned by the District if any.

Employees - Salaries: The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

Employees - P/R Taxes: This is the employer's portion of employment taxes such as FICA etc.

Employee - Workers' Comp: Fees related to obtaining workers compensation insurance.

Management Contract: The District may contract with a firm to provide for the oversight of its recreation facilities.

Maintenance & Repair: The District may incur expenses to maintain its recreation facilities.

Facility Supplies: The District may have facilities that required various supplies to operate.

Gate Maintenance & Repairs: Any ongoing gate repairs and maintenance would be included in this line item.

Telephone, Fax, Internet: The District may incur telephone, fax and internet expenses related to the recreational facilities.

Office Supplies: The District may have an office in its facilities which require various office related supplies.



Clubhouse - Facility Janitorial Service: Expenses related to the cleaning of the facility and related supplies.

Pool Service Contract: Expenses related to the maintenance of swimming pools and other water features.

Pool Repairs: Expenses related to the repair of swimming pools and other water features.

Security System Monitoring & Maintenance: The District may wish to install a security system for the clubhouse

Clubhouse Miscellaneous Expense: Expenses which may not fit into a defined category in this section of the budget

Athletic/Park Court/Field Repairs: Expense related to any facilities such as tennis, basketball etc.

Trail/Bike Path Maintenance: Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

Special Events: Expenses related to functions such as holiday events for the public enjoyment

Miscellaneous Fees: Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

Miscellaneous Contingency: Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.

RESERVE FUND BUDGET **ACCOUNT CATEGORY DESCRIPTION**

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.



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REVENUES:

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

EXPENDITURES:

Capital Reserve: Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.

DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.



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REVENUES:

Special Assessments: The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

EXPENDITURES – ADMINISTRATIVE:

Bank Fees: The District may incur bank service charges during the year.

Debt Service Obligation: This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.



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RESOLUTION 2022-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2022/2023 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Palma Sola Trace Community Development District ("**District**") prior to June 15, 2022, proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2022, and ending September 30, 2023 ("**Fiscal Year 2022/2023**"); 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 PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2022/2023 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: _____, 2022

HOUR: 1:30 p.m.

LOCATION: Palma Sola Trace Clubhouse

7408 Hamilton Road
Bradenton, Florida 34209

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

2. **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.

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

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

PASSED AND ADOPTED THIS 28th DAY OF APRIL, 2022

ATTEST:

**PALMA SOLA TRACE COMMUNITY
DEVELOPMENT DISTRICT**

Assistant Secretary

By: _____
Its: _____

Exhibit A: Approved Proposed Budgets for Fiscal Year 2022/2023

Exhibit A:

Approved Proposed Budgets for Fiscal Year 2022/2023