



Rizzetta & Company

# Palma Sola Trace Community Development District

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**Board of Supervisors'  
Special Meeting  
November 20, 2017**

**District Office:  
9428 Camden Field Parkway  
Riverview, FL 33578  
813.533.2950**

[www.palmasolatracecdd.org](http://www.palmasolatracecdd.org)

**PALMA SOLA TRACE  
COMMUNITY DEVELOPMENT DISTRICT  
AGENDA  
November 20, 2017 at 2:00 p.m.**

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

<b>Board of Supervisors</b>	Peter Gelman Roger Ohlson Bruce Parker Caryl Mason Axel Bergman	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Grant Phillips	Rizzetta & Company, Inc.
<b>District Attorney</b>	Jere Earlywine	Hopping Green & Sams, P.A.
<b>District Engineer</b>	Rick Schappacher	Schappacher Engineering

**All cellular phones and pagers must be turned off while in the meeting room.**

**The District Agenda is comprised of five different sections:**

The meeting will begin promptly at **2:00 p.m.** with the first section which is called **Audience Comments**. The Audience Comments portion of the agenda is when individuals may comment on matters that concern the District. Each individual is limited to **three (3) minutes** for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Business Items**. The Business Items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 533-2950 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshop sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

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

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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.

November 10, 2017

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

**AGENDA**

Dear Board Members:

The **Special** meeting of the Board of Supervisors of the Palma Sola Trace Community Development District will be held on **Monday, November 20, 2017 at 2:00 p.m.** at the Palma Sola Trace Clubhouse, located at 7408 Hamilton Road, Bradenton, FL 34209. The following is the agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
- 4. BUSINESS ITEMS**
  - A. Consideration of Resolution 2018-01, Amending Fiscal Year 2016/2017 Budget ..... Tab 1
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (813) 533-2950.

Respectfully,

*Grant Phillips*

Grant Phillips  
District Manager

# **Tab 1**

**RESOLUTION 2018-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT AMENDING THE FISCAL YEAR 2016/2017 GENERAL FUND BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the 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 (hereinafter the "Board"), adopted a General Fund Budget for Fiscal Year 2016/2017; and

WHEREAS, the Board desires to reallocate funds budgeted to reflect reappropriated Revenues and Expenses approved during the Fiscal Year.

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

Section 1. The General Fund Budget is hereby amended in accordance with Exhibit "A" attached hereto.

Section 2. This Resolution shall become effective immediately upon its adoption.

Section 3. In accordance with Florida Statute 189.016, the amended budget shall be posted on the District's official website within five (5) days after adoption or shall be transmitted to the manager or administrator of Manatee County for posting on its website.

**PASSED AND ADOPTED THIS 20<sup>th</sup> DAY OF NOVEMBER, 2017.**

**ATTEST:**

**PALMA SOLA TRACE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**SECRETARY / ASST. SECRETARY**

\_\_\_\_\_  
**CHAIRMAN/ VICE CHAIRMAN**

**Exhibit A:** Amended General Fund Budget FY 2016-2017



Rizzetta & Company

# Palma Sola Trace Community Development District

[www.palmasolatracecdd.org](http://www.palmasolatracecdd.org)

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**Amended Budget for Fiscal Year 2016/2017**

**Presented by: Rizzetta & Company, Inc.**

9428 Camden Field Parkway  
Riverview, Florida 33578  
Phone: 813-533-2950

[rizzetta.com](http://rizzetta.com)

**Amended Final Budget**  
**Palma Sola Trace Community Development District**  
**General Fund**  
**Fiscal Year 2016/2017**

Chart of Accounts Classification	Budget for 2016/2017	Amended Budget 2016/2017
<b>REVENUES</b>		
Interest Earnings		
Interest Earnings	\$ 1,000	\$ 1,000
Special Assessments		
Tax Roll*	\$ 161,339	\$ 161,339
<b>TOTAL REVENUES</b>	<b>\$ 162,339</b>	<b>\$ 162,339</b>
Balance Forward from Prior Year	\$ 14,086	\$ 32,686
<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 176,425</b>	<b>\$ 195,025</b>
<i>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to</i>		
<b>EXPENDITURES - ADMINISTRATIVE</b>		
Legislative		
Supervisor Fees	\$ 7,000	\$ 7,000
Financial & Administrative		
Administrative Services	\$ 5,400	\$ 5,400
District Management	\$ 19,571	\$ 19,571
District Engineer	\$ 6,000	\$ 8,000
Disclosure Report	\$ 1,000	\$ 1,000
Trustees Fees	\$ 2,155	\$ 2,155
Assessment Roll	\$ 5,000	\$ 5,000
Financial Consulting Services	\$ 5,000	\$ 5,000
Accounting Services	\$ 15,500	\$ 15,500
Auditing Services	\$ 3,700	\$ 3,700
Public Officials Liability Insurance	\$ 2,750	\$ 2,750
Legal Advertising	\$ 700	\$ 700
Dues, Licenses & Fees	\$ 175	\$ 175
Miscellaneous Fees	\$ -	\$ -
Website Hosting, Maintenance, Backup (and Email)	\$ 2,100	\$ 2,100
Legal Counsel		
District Counsel	\$ 15,000	\$ 15,000
<b>Administrative Subtotal</b>	<b>\$ 91,051</b>	<b>\$ 93,051</b>
<b>EXPENDITURES - FIELD OPERATIONS</b>		
Electric Utility Services		
Utility Services	\$ 2,000	\$ 2,000
Street Lights	\$ 10,000	\$ 10,000
Stormwater Control		
Aquatic Maintenance	\$ 10,200	\$ 10,200
Fountain Service Repairs & Maintenance	\$ 500	\$ 500
Lake/Pond Bank Maintenance	\$ 5,000	\$ 5,000
Wetland Monitoring & Maintenance	\$ 9,000	\$ 9,000
Aquatic Plant Replacement	\$ 5,000	\$ 5,000
Stormwater System Maintenance	\$ -	\$ -
Miscellaneous Expense	\$ 500	\$ 500
Other Physical Environment		
General Liability Insurance	\$ 3,025	\$ 3,025
Property Insurance	\$ 249	\$ 249
Landscape Maintenance	\$ 8,400	\$ 10,000
Miscellaneous Expense	\$ 500	\$ 2,000
Road & Street Facilities		
Gate Facility Maintenance	\$ 500	\$ 2,000
Street Light Decorative Light Maintenance	\$ 30,000	\$ 42,000
Contingency	\$ -	\$ -
Miscellaneous Contingency	\$ 500	\$ 500
<b>Field Operations Subtotal</b>	<b>\$ 85,374</b>	<b>\$ 101,974</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 176,425</b>	<b>\$ 195,025</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>