



Rizzetta & Company

Palmetto Ridge Community Development District

**Board of Supervisors' Meeting
June 13, 2023**

**District Office:
5844 Old Pasco Road
Suite 100
Wesley Chapel, Florida 33544
813.933.5571**

www.palmettoridgecdd.org

PALMETTO RIDGE COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, Inc.
5844 Old Pasco Road, Suite 100
Wesley Chapel, FL 33544

www.palmettoridgecdd.org

District Board of Supervisors	Shawn Riordan Jim Harvey Candice Smith Greg Meath Troy Simpson	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Scott Brizendine	Rizzetta & Company, Inc.
District Counsel	Jere Earlywine	Kutak Rock
District Engineer	Boyan Pargov	Heidt Design, LLC

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

All cellular phones and pagers must be turned off 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) 933-5571. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 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.

PALMETTO RIDGE COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 5844 OLD PASCO ROAD, SUITE 100, WESLEY CHAPEL,
FL 33544

Board of Supervisors
Palmetto Ridge Community
Development District

June 5, 2023

Dear Board Members:

The regular meeting of the Board of Supervisors of the Palmetto Ridge Community Development District will be held on **Tuesday, June 13, 2023 at 9:00 a.m.** at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544. The following is the tentative agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors’ Meeting held on January 10, 2023.....Tab 1
 - B. Presentation of Minutes of the Audit Committee Meeting held on January 10, 2023.....Tab 2
 - C. Ratification of December 2022 and January – April 2023 Operation and Maintenance Expenditures.....Tab 3
- 4. BUSINESS ITEMS**
 - A. Presentation of Fiscal 2023/2024 Proposed Budget.....Tab 4
 1. Consideration of Resolution 2023-07, Approving Fiscal Year 2023/2024 Proposed Budget and Setting the Public Hearing on the Final Budget.....Tab 5
 - B. Consideration of Resolution 2023-08, Designating an Assistant Secretary.....Tab 6
 - C. Consideration of Assignment of Funding Agreement.....Tab 7
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 1. Presentation of District Manager Report.....Tab 8
 2. Presentation of 4th and 1st Quarter Website Audits.....Tab 9
 3. Announcement Regarding Registered Voter Count.....Tab 10
- 6. AUDIENCE COMMENTS AND 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 call us at (813) 933-5571.

Sincerely,

Scott Brizendine

Scott Brizendine
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.

**PALMETTO RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Palmetto Ridge Community Development District was held on **Tuesday, January 10, 2023 at 9:14 a.m.** at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544.

Present and constituting a quorum:

Shawn Riordan	Board Supervisor, Chairman
Candice Smith	Board Supervisor, Assistant Secretary
Greg Meath	Board Supervisor, Assistant Secretary

Also present were:

Jayna Cooper	District Manager, Rizzetta & Company
Jere Earlywine	District Counsel, KE Law Group <i>(via conference call)</i>
Boyan Pargove	District Engineer, Heidt Design, LLC <i>(via conference call)</i>
Kayla Connell	District Financial Services Manager, Rizzetta & Co.
Audience	None

FIRST ORDER OF BUSINESS

Call to Order

Ms. Cooper called the meeting to order at 9:14 a.m.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

No audience members present.

Ms. Cooper, a Notary Public in the State of Florida, administered the oath of office to Troy Simpson. Mr. Simpson swore and affirmed to the oath and executed the oath. He declined compensation for meeting attendance.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the Board
of Supervisors' Meeting held on**

November 15, 2022

Ms. Cooper presented the November 15, 2022 meeting minutes and asked if there were any changes. There were none.

On a Motion by Mr. Simpson, seconded by Mr. Riordan, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on November 15, 2022 as presented for the Palmetto Ridge Community Development District.

FOURTH ORDER OF BUSINESS

Presentation of Minutes of the Audit Committee Meeting held on November 15, 2022

Ms. Cooper presented the November 15, 2022 landowner's meeting minutes and asked if there were any changes. There were none.

On a Motion by Ms. Smith, seconded by Mr. Simpson, with all in favor, the Board of Supervisors approved the minutes of the Audit Committee meeting held on November 15, 2022 as presented for the Palmetto Ridge Community Development District.

FIFTH ORDER OF BUSINESS

Ratification of November 2022 Operation & Maintenance Expenditures

Ms. Cooper presented the November 2022 Operation and Maintenance Expenditures. There were no questions.

On a Motion by Ms. Smith, seconded by Mr. Simpson, with all in favor, the Board of Supervisors ratified the November 2022 Operation and Maintenance Expenditures (\$21,956.86) for the Palmetto Ridge Community Development District.

SIXTH ORDER OF BUSINESS

Consideration of Recommendation of Audit Committee for the District's Audit Services

Ms. Cooper stated that the audit committee met immediately prior to the onset of the Board meeting and had recommended entering into contract with the number one ranked proposer, Grau & Associates.

On a Motion by Ms. Smith, seconded by Mr. Riordan, with all in favor, the Board of Supervisors approved the Audit Committee's recommendation to enter into contract with Grau & Associates for the District's Fiscal Year 2022-2026 Auditing Services for the Palmetto Ridge Community Development District.

83 **SEVENTH ORDER OF BUSINESS** **Staff Reports**

84

85 **A. District Counsel**

86 Mr. Earlywine reviewed the bond issuance timeline with the Board.

87

88 **B. Interim District Engineer**

89 No report.

90

91 **C. District Manager Report**

92 Ms. Cooper reminded the Board of Supervisors of the next meeting scheduled for
93 February 14, 2023 at 9:00 a.m.

94

95 **EIGHTH ORDER OF BUSINESS** **Audience Comments and Supervisor**
96 **Requests**

97

98 There were no audience comments or Supervisor requests.

99

NINTH ORDER OF BUSINESS **Adjournment**

On a motion from Mr. Simpson, seconded by Mr. Riordan, with all in favor, the Board of Supervisors adjourned the meeting at 9:23 a.m. for Palmetto Ridge Community Development District.
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Assistant Secretary

Chairman / Vice-Chairman

Tab 2

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.

**PALMETTO RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee Meeting of the Palmetto Ridge Community Development District was held on **Tuesday, January 10, 2023 at 9:07 a.m.** at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544.

Present from the Audit Committee:

Candice Smith	Committee Member
Troy Simpson	Committee Member
Shawn Riordan	Committee Member

Also present were:

Jayna Cooper	District Manager, Rizzetta & Company
Jere Earlywine	District Counsel, KE Law Group <i>(via conference call)</i>
Boyan Pargove	District Engineer, Heidt Design, LLC <i>(via conference call)</i>
Kayla Connell	District Financial Services Manager, Rizzetta & Co.
Audience	None

FIRST ORDER OF BUSINESS

Call to Order

Ms. Cooper called the meeting to order.

SECOND ORDER OF BUSINESS

**Consideration of Proposals Received
for District's Auditing Services**

Ms. Cooper presented the audit proposals received from Berger, Toombs, Elam, Gaines & Frank and Grau & Associates. The Board ranked the proposals as follows

- Berger, Toombs, Elam, Gaines & Frank – 292 points
- Grau & Associates – 300 points

On a Motion by Mr. Simpson, seconded by Ms. Smith, with all in favor, the Board of Supervisors ranked Grau & Associates as the number one proposer for the District's Auditing Services for Fiscal Year 2022-2026 for the Palmetto Ridge Community Development District.
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THIRD ORDER OF BUSINESS

Adjournment

49 With no further business items to present, Ms. Cooper asked for a motion to
50 adjourn.

On a motion from Mr. Simpson, seconded by Ms. Smith, with all in favor, the Audit Committee adjourned the meeting at 9:14 a.m. for Palmetto Ridge Community Development District.

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DRAFT

Tab 3

**PALMETTO RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT OFFICE · WESLEY CHAPEL, FLORIDA
MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

**Operation and Maintenance Expenditures
December 2022
For Board Approval**

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

The total items being presented: **\$1,453.25**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Palmetto Ridge Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2022 Through December 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Innersync Studio, Ltd	100009	20896	Implementation ADA Compliance Website 11/22	\$ 581.25
Times Publishing Company	100010	0000249493 11/06/22	Acct# 325328 Legal Advertising 11/22	\$ 872.00
Report Total				<u>\$ 1,453.25</u>



INVOICE

BILL TO

Palmetto Ridge CDD
3434 Colwell Avenue
Suite 200
Tampa, FL 33614

INVOICE # 20896

DATE 11/01/2022

DUE DATE 11/16/2022

TERMS Net 15

DESCRIPTION	AMOUNT
CDD Implementation - Onboarding of ADA Compliant Website & Remediation of Historical Documents	581.25
Final 50% of Implementation	BALANCE DUE
	\$581.25

RECEIVED
11/1/22

Tampa Bay Times

tampabay.com

Times Publishing Company
 DEPT 3396
 PO BOX 123396
 DALLAS, TX 75312-3396
 Toll Free Phone: 1 (877) 321-7355
 Fed Tax ID 59-0482470

ADVERTISING INVOICE

RECEIVED

Advertising Run Dates		Advertiser Name	
10/16/22 - 11/06/22		PALMETTO CDD	
Billing Date		Sales Rep	Customer Account
11/06/2022		Deirdre Bonett	325328
Total Amount Due		Ad Number	
\$872.00		0000249493	

PAYMENT DUE UPON RECEIPT

Start	Stop	Ad Number	Product	Placement	Description PO Number	Ins.	Size	Net Amount
10/16/22	11/06/22	0000249493	Times	Legals CLS	Uniform Collection Method	4	2x63 L	\$868.00
10/16/22	11/06/22	0000249493	Tampabay.com	Legals CLS	Uniform Collection Method AffidavitMaterial	4	2x63 L	\$0.00 \$4.00

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

Tampa Bay Times

tampabay.com

DEPT 3396
 PO BOX 123396
 DALLAS, TX 75312-3396
 Toll Free Phone: 1 (877) 321-7355

Advertising Run Dates		Advertiser Name	
10/16/22 - 11/06/22		PALMETTO CDD	
Billing Date		Sales Rep	Customer Account
11/06/2022		Deirdre Bonett	325328
Total Amount Due		Ad Number	
\$872.00		0000249493	

ADVERTISING INVOICE

Thank you for your business.

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO: TIMES PUBLISHING COMPANY

PALMETTO CDD
 C/O RIZZETTA & CO.
 3434 COLWELL AVENUE
 TAMPA, FL 33614

REMIT TO:

Times Publishing Company
 DEPT 3396
 PO BOX 123396
 DALLAS, TX 75312-3396

Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Pasco

Before the undersigned authority personally appeared **Deirdre Bonett** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Uniform Collection Method** was published in said newspaper by print in the issues of: **10/16/22, 10/23/22, 10/30/22, 11/ 6/22** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Pasco** County, Florida and that the said newspaper has heretofore been continuously published in said **Pasco** County, Florida each day and has been entered as a second class mail matter at the post office in said **Pasco** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

} ss

PALMETTO RIDGE COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF THE DISTRICT'S INTENT TO USE THE
UNIFORM METHOD OF COLLECTION
OF NON-AD VALOREM ASSESSMENTS

Notice is hereby given that the Palmetto Ridge Community Development District ("District") intends to use the uniform method of collecting non-ad valorem assessments to be levied by the District pursuant to Section 197.3632, Florida Statutes. The Board of Supervisors of the District will conduct a public hearing on November 15, 2022 2022 at 9:00 a.m. at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida 33544.

The purpose of the public hearing is to consider the adoption of a resolution authorizing the District to use the uniform method of collecting non-ad valorem assessments to be levied by the District on properties located on land included in, or to be added to, the District.

The District may levy non-ad valorem assessments for the purpose of financing, acquiring, maintaining and/or operating community development facilities, services and improvements within and without the boundaries of the District, to consist of, among other things, water management and control, water supply, sewer and wastewater management, roads, parks and recreational facilities, landscape/hardscape/irrigation, offsite roadway improvements, offsite utility extensions, and any other lawful projects or services of the District.

Owners of the properties to be assessed and other interested parties may appear at the public hearing and be heard regarding the use of the uniform method of collecting such non-ad valorem assessments. This hearing is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The public hearing may be continued to a date, time and location to be specified on the record at the hearing. There may be occasions when Supervisors or staff may participate by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the hearing and/or meeting is asked to contact [District Manager] ("District Manager's Office"), at least 48 hours before the hearing and/or meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770, who can aid you in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the hearing 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 such appeal is to be based.

Jayna Cooper
District Manager
Run Dates: 10-16, 10-23, 10-30 and 11-06-22 0000249493

RECEIVED
NOV 16 2022

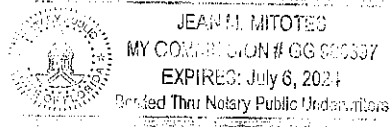
Signature Affiant

Sworn to and subscribed before me this **11/06/2022**

Signature of Notary Public

Personally known or produced identification

Type of identification produced _____



Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Pasco

} SS

Before the undersigned authority personally appeared **Deirdre Bonett** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Uniform Collection Method** was published in said newspaper by print in the issues of: **10/16/22, 10/23/22, 10/30/22, 11/ 6/22** or by publication on the newspaper's website, if authorized, on

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RECEIVED
NOV 16 2022

PALMETTO RIDGE COMMUNITY DEVELOPMENT DISTRICT
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UNIFORM METHOD OF COLLECTION
OF NON-AD VALOREM ASSESSMENTS

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Owners of the properties to be assessed and other interested parties may appear at the public hearing and be heard regarding the use of the uniform method of collecting such non-ad valorem assessments. This hearing is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The public hearing may be continued to a date, time and location to be specified on the record at the hearing. There may be occasions when Supervisors or staff may participate by speaker telephone.

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Jayna Cooper
District Manager
Run Dates: 10-16, 10-23, 10-30 and 11-06-22

0000249493

DB

Signature Affiant

Sworn to and subscribed before me this **11/06/2022**

[Signature]

Signature of Notary Public

Personally known or produced identification

Type of identification produced _____



JEAN M. MITROS
MY COMMISSION # GG 00397
EXPIRES: July 6, 2024

Noted thru Notary Public Resubmittal

BLANK

**PALMETTO RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT OFFICE · WESLEY CHAPEL, FLORIDA
MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

**Operation and Maintenance Expenditures
January 2023
For Board Approval**

No Operations and Maintenance Expenses were paid from January 1, 2023 through January 31, 2023. Therefore, there are no new items to present at this time.

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

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PALMETTO RIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · WESLEY CHAPEL, FLORIDA
MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures February 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2023 through February 28, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$10,762.25**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Palmetto Ridge Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Heidt Design, LLC	100013	46334	Engineering Services 11/22	\$ 340.75
KE Law Group, LLC	100014	4493	Legal Services 09/22	\$ 1,563.50
KE Law Group, LLC	100014	4494	Legal Services 09/22	\$ 580.50
KE Law Group, LLC	100014	4647	Legal Services 10/22	\$ 365.50
KE Law Group, LLC	100014	4648	Validation Legal Services 10/22	\$ 727.50
KE Law Group, LLC	100014	5232	Legal Services 12/22	\$ 22.50
KE Law Group, LLC	100015	4963	Legal Services 11/22	\$ 278.50
Rizzetta & Company, Inc.	100011	INV0000073275	District Management Fees 12/22	\$ 3,300.00
Rizzetta & Company, Inc.	100012	INV0000074713	District Management Fees 01/23	\$ 3,300.00
Times Publishing Company	100016	0000260965 12/14/22	Acct# 325328 Legal Advertising 12/22	\$ 136.00
Times Publishing Company	100016	0000260968 01/04/23	Acct# 325328 Legal Advertising 01/23	\$ 147.50
Report Total				<u>\$ 10,762.25</u>



HEIDT DESIGN

P: (813) 253-5311 | F: (813) 464-7629
5904-A Hampton Oaks Pkwy.
Tampa, FL 33610
www.heidtdesign.com

Invoice

Attention:
Rizzetta & Company
Palmetto Ridge CDD
3434 Colwell Avenue
Suite 200
Tampa, FL 33614

Invoice Number: 46334
Invoice Date: November 30, 2022
Month Ending: November 30, 2022
Project Manager: PARGOV, BOYAN V.
Project Number: CDD PR 1002

Project Name: Palmetto Ridge CDD District Engineer Services (Interim)

		Hours	Rate	Amount
Project Coordinator	Continue with RFQ paperwork	1.50	105.00	\$157.50
Project Coordinator	Preparation of RFQ Package	.50	105.00	\$52.50
Project Coordinator	Working on RFQ	1.00	105.00	\$105.00
Total Professional Services		3.00		\$315.00
		Cost	Markup	Amount
Mileage:	Mileage to PR-CDD Organization Meeting; 2022-09-13	\$0.63 per unit		\$25.75
				\$25.75

Invoice Total \$340.75

RECEIVED
12/07/22

Payment prior to the 15th of the month following the date of this invoice will qualify for a 2% discount.

Payment is due no later than the 25th of the month following the date of this invoice. Failure to pay the amount due within the time frame set forth herein shall result in an interest charge accruing in accordance with our contract. Please contact RikkiLee Glass if you should have a question concerning this invoice.



INVOICE

Invoice # 4493
Date: 10/19/2022
Due On: 11/18/2022

KE Law Group, PLLC

P.O. Box 6386
Tallahassee, Florida 32314

Palmetto Ridge CDD

PRCDD-01 General

Palmetto Ridge CDD - General

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	MH	09/13/2022	Prepare for and attend organizational meeting.	3.00	\$285.00	\$855.00
Service	AL	09/14/2022	Draft interim engineering services agreement; draft website services agreement; revise budget funding agreements; send client the same.	1.20	\$225.00	\$270.00
Service	KI	09/14/2022	Confer with district manager regarding bond resolution.	0.10	\$185.00	\$18.50
Service	MH	09/14/2022	Prepare and send meeting summary and task list to Earlywine, Ibarra, and Ligas.	0.30	\$285.00	\$85.50
Service	JE	09/16/2022	Review validation complaint and supporting documents; email regarding the same.	0.40	\$295.00	\$118.00
Service	JE	09/23/2022	Address item regarding notices.	0.20	\$295.00	\$59.00
Service	AL	09/23/2022	Prepare public notices for hearings.	0.40	\$225.00	\$90.00
Service	AL	09/26/2022	Review public hearing notices; send client the same.	0.30	\$225.00	\$67.50
Total						\$1,563.50

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
4109	10/09/2022	\$1,273.25	\$0.00	\$1,273.25

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
4493	11/18/2022	\$1,563.50	\$0.00	\$1,563.50
Outstanding Balance				\$2,836.75
Total Amount Outstanding				\$2,836.75

Please make all amounts payable to: KE Law Group, PLLC

Please pay within 30 days.

RECEIVED
10/24/22



INVOICE

Invoice # 4494
Date: 10/19/2022
Due On: 11/18/2022

KE Law Group, PLLC

P.O. Box 6386
Tallahassee, Florida 32314

Palmetto Ridge CDD

PRCDD-02 Validation

Palmetto Ridge CDD - Validation

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	KI	09/16/2022	Prepare and file validation complaint.	0.70	\$185.00	\$129.50
Expense	AL	09/21/2022	Validation Filing Fee: Validation Filing Fee-KI	1.00	\$414.00	\$414.00
Service	KI	09/27/2022	Research judicial assignment; confer with judicial assistant regarding validation hearing dates.	0.20	\$185.00	\$37.00
Total						\$ 80.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
4494	11/18/2022	\$580.50	\$0.00	\$580.50
Outstanding Balance				\$ 80.00
Total Amount Outstanding				\$ 80.00

Please make all amounts payable to: KE Law Group, PLLC

Please pay within 30 days.





INVOICE

Invoice # 4647
Date: 11/07/2022
Due On: 12/07/2022

KE Law Group, PLLC

P.O. Box 6386
Tallahassee, Florida 32314

Palmetto Ridge CDD
3434 Colwell Ave., Ste. # 200
Tampa, FL 33614

PRCDD-01

Palmetto Ridge CDD - General

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	AL	10/07/2022	Follow up on funding agreements.	0.20	\$225.00	\$45.00
Service	JE	10/18/2022	Review agenda, and open items; follow-up.	0.20	\$295.00	\$59.00
Service	AL	10/25/2022	Review meeting agenda; revise temporary construction easement and acquisition agreement; send the same.	0.30	\$225.00	\$67.50
Service	AL	10/25/2022	Draft budget, rules and debt resolutions for upcoming board meeting.	0.30	\$225.00	\$67.50
Service	JE	10/26/2022	Review draft agenda; email regarding the same.	0.20	\$295.00	\$59.00
Service	AL	10/26/2022	Draft resolutions for upcoming board meeting; send the same.	0.30	\$225.00	\$67.50

Total **\$300.00**

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
4109	10/09/2022	\$1,273.25	\$0.00	\$1,273.25

4493	11/18/2022	\$1,563.50	\$0.00	\$1,563.50
------	------------	------------	--------	------------

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
4647	12/07/2022	\$365.50	\$0.00	\$365.50

Outstanding Balance **\$3,202.20**
Total Amount Outstanding **\$3,202.20**

Please make all amounts payable to: KE Law Group, PLLC

Please pay within 30 days.





INVOICE

Invoice # 4648
Date: 11/07/2022
Due On: 12/07/2022

KE Law Group, PLLC

P.O. Box 6386
Tallahassee, Florida 32314

Palmetto Ridge CDD
3434 Colwell Ave., Ste. # 200
Tampa, FL 33614

PRCDD-02

Palmetto Ridge CDD - Validation

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	KI	10/03/2022	Confer with assistant state attorney regarding validation hearing dates.	0.10	\$185.00	\$18.50
Service	KI	10/07/2022	Confer with judicial assistant regarding hearing date and time.	0.20	\$185.00	\$37.00
Service	KI	10/13/2022	Review validation hearing date.	0.10	\$185.00	\$18.50
Service	KI	10/19/2022	Review filed answer and acknowledgment of service.	0.10	\$185.00	\$18.50
Service	AL	10/25/2022	Prepare joint stipulation.	0.70	\$225.00	\$157.50
Service	AL	10/26/2022	Prepare joint stipulation.	1.00	\$225.00	\$225.00
Service	AL	10/27/2022	Prepare joint stipulation certificates; send the same; Revise joint stipulation exhibits; send the same to district staff.	0.30	\$225.00	\$67.50
Service	KI	10/27/2022	Prepare notice and order to show cause and joint stipulation.	0.60	\$185.00	\$111.00
Service	KI	10/31/2022	Confer with assistant state attorney regarding notice and order to show cause; prepare cover letter to judge.	0.40	\$185.00	\$74.00

Total **\$727.00**

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
4494	11/18/2022	\$580.50	\$0.00	\$580.50

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
4648	12/07/2022	\$727.50	\$0.00	\$727.50

Outstanding Balance **\$1,308.00**
Total Amount Outstanding **\$1,308.00**

Please make all amounts payable to: KE Law Group, PLLC



Please pay within 30 days.



INVOICE

Invoice # 5232
Date: 01/09/2023
Due On: 02/08/2023

KE Law Group, PLLC

P.O. Box 6386
Tallahassee, Florida 32314

Palmetto Ridge CDD
3434 Colwell Ave., Ste. # 200
Tampa, FL 33614

PRCDD-01

Palmetto Ridge CDD - General

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	AL	12/05/2022	Follow up on temporary construction easement and acquisition agreement.	0.10	\$225.00	\$22.50
Total						\$22.50

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
4493	11/18/2022	\$1,563.50	\$0.00	\$1,563.50
4647	12/07/2022	\$365.50	\$0.00	\$365.50
4963	01/08/2023	\$278.50	\$0.00	\$278.50

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
5232	02/08/2023	\$22.50	\$0.00	\$22.50
Outstanding Balance				\$2,230.00
Total Amount Outstanding				\$2,230.00

Please make all amounts payable to: KE Law Group, PLLC

Please pay within 30 days.



INVOICE

Invoice # 4963
Date: 12/09/2022
Due On: 01/08/2023

KE Law Group, PLLC

P.O. Box 6386
Tallahassee, Florida 32314

Palmetto Ridge CDD
3434 Colwell Ave., Ste. # 200
Tampa, FL 33614

PRCDD-01

Palmetto Ridge CDD - General

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	KI	11/06/2022	Confer with Perry regarding ordinance and notice of establishment.	0.10	\$185.00	\$18.50
Service	AL	11/08/2022	Revise budget approval resolutions; send the same.	0.20	\$225.00	\$45.00
Service	JE	11/10/2022	Review validation documents; email regarding the same.	0.50	\$295.00	\$147.50
Service	AL	11/15/2022	Call into board meeting.	0.30	\$225.00	\$67.50
					Total	\$278.00

Detailed Statement of Account



Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
4493	11/18/2022	\$1,563.50	\$0.00	\$1,563.50
4647	12/07/2022	\$365.50	\$0.00	\$365.50

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
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4963	01/08/2023	\$278.50	\$0.00	\$278.50	
				Outstanding Balance	\$2,207.00
				Total Amount Outstanding	\$2,207.00

Please make all amounts payable to: KE Law Group, PLLC

Please pay within 30 days.

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
12/1/2022	INV0000073275

Bill To:

Palmetto Ridge CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614
--

Services for the month of	Terms	Client Number
December	Upon Receipt	00619

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,250.00	\$1,250.00
Administrative Services	1.00	\$350.00	\$350.00
Management Services	1.00	\$1,600.00	\$1,600.00
Website Compliance & Management	1.00	\$100.00	\$100.00
Subtotal			\$3,300.00
Total			\$3,300.00

RECEIVED
 11/21/22

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
1/1/2023	INV0000074713

Bill To:

Palmetto Ridge CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614
--

Services for the month of	Terms	Client Number
January	Upon Receipt	00619

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,250.00	\$1,250.00
Administrative Services	1.00	\$350.00	\$350.00
Management Services	1.00	\$1,600.00	\$1,600.00
Website Compliance & Management	1.00	\$100.00	\$100.00
Subtotal			\$3,300.00
Total			\$3,300.00

RECEIVED
 12/27/22

Tampa Bay Times

tampabay.com

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

Fed Tax ID 59-0482470

ADVERTISING INVOICE

Advertising Run Dates		Advertiser Name	
12/14/22		PALMETTO CDD	
Billing Date	Sales Rep	Customer Account	
12/14/2022	Deirdre Bonett	325328	
Total Amount Due		Ad Number	
\$136.00		0000260965	

PAYMENT DUE UPON RECEIPT

Start	Stop	Ad Number	Product	Placement	Description PO Number	Ins.	Size	Net Amount
12/14/22	12/14/22	0000260965	Times	Legals CLS	RFP Audit Services	1	2x56 L	\$132.00
12/14/22	12/14/22	0000260965	Tampabay.com	Legals CLS	RFP Audit Services AffidavitMaterial	1	2x56 L	\$0.00 \$4.00

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

Tampa Bay Times

tampabay.com

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

ADVERTISING INVOICE

Thank you for your business.

Advertising Run Dates		Advertiser Name	
12/14/22		PALMETTO CDD	
Billing Date	Sales Rep	Customer Account	
12/14/2022	Deirdre Bonett	325328	
Total Amount Due		Ad Number	
\$136.00		0000260965	

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO:

TIMES PUBLISHING COMPANY

REMIT TO:

PALMETTO CDD
C/O RIZZETTA & CO.
3434 COLWELL AVENUE
TAMPA, FL 33614

Times Publishing Company
DEPT 3396
PO BOX 123396
DALLAS, TX 75312-3396

Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Pasco

} SS

Before the undersigned authority personally appeared **Deirdre Bonett** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: RFP Audit Services** was published in said newspaper by print in the issues of **12/14/22** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Pasco** County, Florida and that the said newspaper has heretofore been continuously published in said **Pasco** County, Florida each day and has been entered as a second class mail matter at the post office in said **Pasco** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Signature Affiant

Sworn to and subscribed before me this **12/14/2022**

Signature of Notary Public

Personally known X or produced identification

Type of identification produced _____

**PALMETTO RIDGE COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

Palmetto Ridge Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal years ending September 30, 2022 - 2026. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District was created by Pasco County Ordinance and it expects to issue Special Assessment Revenue Bonds Series 2022 to finance the acquisition and construction of certain improvements for the benefit of the District. For fiscal year 2021/2022, the District had a total annual operating budget of approximately \$50,000.00 and for fiscal year 2022/2023, the District has a total annual operating budget of \$175,000. The final contract will require that among other things, the audit for the period ending September 30, 2022 be completed no later than June 1, 2023.

The Auditing entity submitting a proposal must be duly licensed under Chapter 473, Florida Statutes and be qualified to conduct audits in accordance with "Government Auditing Standards", as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

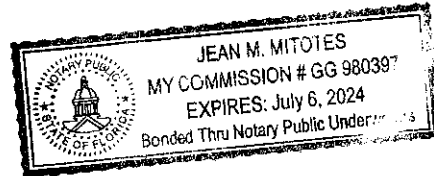
Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below as of December 14, 2022 at 12:00 p.m. Any protest regarding the Proposal Documents must be filed in writing at the offices of the District Manager, within seventy-two (72) hours after the Proposal Documents are first made available for pick up.

Proposers must provide one (1) hard copy and one (1) USB copy of their proposal, using only the following delivery methods, UPS, FedEx or Hand Delivery to Matthew Huber, District Manager, c/o Rizzetta & Company, Inc., located at 3434 Colwell Avenue, Suite 200, Tampa, FL 33614, in a sealed envelope marked on the outside "Auditing Services - Palmetto Ridge Community Development District." Proposals must be received by 12:00 p.m. on December 28, 2022 at the office of the District Manager. The District has the right to reject any and all proposals, make modifications to the work, and waive any minor irregularities as it deems appropriate. Please direct all questions regarding this Notice to the District Manager, who can be reached at 813-933-5571.

Palmetto Ridge Community Development District
Matthew Huber, District Manager

Run Date: 12/14/22

0000260965-



Tampa Bay Times

tampabay.com

Times Publishing Company
 DEPT 3396
 PO BOX 123396
 DALLAS, TX 75312-3396
 Toll Free Phone: 1 (877) 321-7355
 Fed Tax ID 59-0482470

ADVERTISING INVOICE

Advertising Run Dates		Advertiser Name	
01/ 1/23		PALMETTO CDD	
Billing Date	Sales Rep	Customer Account	
01/04/2023	Deirdre Bonett	325328	
Total Amount Due		Ad Number	
\$147.50		0000260968	

RECEIVED

JAN - 9 2023

PAYMENT DUE UPON RECEIPT

Start	Stop	Ad Number	Product	Placement	Description PO Number	Ins.	Size	Net Amount
01/01/23	01/01/23	0000260968	Times	Legals CLS	2nd Audit Meeting	1	2x42 L	\$143.50
01/01/23	01/01/23	0000260968	Tampabay.com	Legals CLS	2nd Audit Meeting AffidavitMaterial	1	2x42 L	\$0.00 \$4.00

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

Tampa Bay Times

tampabay.com

DEPT 3396
 PO BOX 123396
 DALLAS, TX 75312-3396
 Toll Free Phone: 1 (877) 321-7355

Advertising Run Dates		Advertiser Name	
01/ 1/23		PALMETTO CDD	
Billing Date	Sales Rep	Customer Account	
01/04/2023	Deirdre Bonett	325328	
Total Amount Due		Ad Number	
\$147.50		0000260968	

ADVERTISING INVOICE

Thank you for your business.

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO: TIMES PUBLISHING COMPANY

REMIT TO:

Times Publishing Company
 DEPT 3396
 PO BOX 123396
 DALLAS, TX 75312-3396

PALMETTO CDD
 C/O RIZZETTA & CO.
 3434 COLWELL AVENUE
 TAMPA, FL 33614

BLANK

PALMETTO RIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · WESLEY CHAPEL, FLORIDA
MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures March 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2023 through March 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$8,970.06**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Palmetto Ridge Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Heidt Design, LLC	100020	47128	Engineering Services 02/23	\$ 22.33
KE Law Group, LLC	100018	4964	Legal Services 11/22	\$ 1,472.33
KE Law Group, LLC	100018	5233	Legal Services 12/22	\$ 157.00
Kilinski / Van Wyk, PLLC	100021	5910	Legal Services 01/23	\$ 282.50
Kilinski / Van Wyk, PLLC	100021	5911	Legal Services - Validation 01/23	\$ 281.40
Rizzetta & Company, Inc.	100017	INV0000078061	District Management Fees 03/22	\$ 3,300.00
Rizzetta & Company, Inc.	100019	INV0000075348	District Management Fees 02/23	\$ 3,300.00
Times Publishing Company	100022	Ad #0000252624 11/06/22	Acct #325328 Legal Advertising 11/22	\$ <u>154.50</u>
Report Total				\$ <u>8,970.06</u>



HEIDT DESIGN

P: (813) 253-5311 | F: (813) 464-7629
5904-A Hampton Oaks Pkwy.
Tampa, FL 33610
www.heidtdesign.com

Invoice

Attention:
Rizzetta & Company
Palmetto Ridge CDD
3434 Colwell Avenue
Suite 200
Tampa, FL 33614

Invoice Number: 47128
Invoice Date: February 28, 2023
Month Ending: February 28, 2023
Project Manager: PARGOV, BOYAN V.
Project Number: CDD PR 1002

Project Name: Palmetto Ridge CDD District Engineer Services (Interim)

		Cost	Markup	Amount
Postage & Delivery:	UPS: Delivery Service; 2023-02-18	\$19.42	15.00%	\$22.33
				\$22.33

Invoice Total \$22.33

RECEIVED
03/03/23

Payment prior to the 15th of the month following the date of this invoice will qualify for a 2% discount.

Payment is due no later than the 25th of the month following the date of this invoice. Failure to pay the amount due within the time frame set forth herein shall result in an interest charge accruing in accordance with our contract. Please contact RikkiLee Glass if you should have a question concerning this invoice.



INVOICE

Invoice # 4964
Date: 12/09/2022
Due On: 01/08/2023

KE Law Group, PLLC

P.O. Box 6386
Tallahassee, Florida 32314

Palmetto Ridge CDD
3434 Colwell Ave., Ste. # 200
Tampa, FL 33614

PRCDD-02

Palmetto Ridge CDD - Validation

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	KI	11/03/2022	Review executed notice and order to show cause; confer with newspaper regarding publication; review proof of publication.	0.60	\$185.00	\$111.00
Service	AL	11/04/2022	Prepare joint stipulation exhibits and certificates; confer on exhibits with district staff and engineer.	0.30	\$225.00	\$67.50
Expense	AL	11/08/2022	Legal Advertising Fee: Publication of Notice and Order to Show Cause	1.00	\$201.40	\$201.40
Service	AL	11/08/2022	Prepare joint stipulation exhibits and certificates; confer on exhibits with district staff and engineer.	0.50	\$225.00	\$112.50
Service	AL	11/09/2022	Prepare joint stipulation exhibits; email with Trustee; revise proposed final judgment.	0.30	\$225.00	\$67.50
Service	KI	11/10/2022	Prepare joint stipulation, final judgment and prehearing memorandum of law.	0.90	\$185.00	\$166.50
Service	AL	11/15/2022	Follow up with staff regarding joint stipulation exhibit.	0.30	\$225.00	\$67.50
Service	KI	11/15/2022	Confer with judicial assistant regarding courtesy copies.	0.50	\$185.00	\$92.50
Service	AL	11/16/2022	Follow up on exhibit for joint stipulation.	0.20	\$225.00	\$45.00
Service	KI	11/16/2022	Prepare joint stipulation.	0.90	\$185.00	\$166.50
Service	KI	11/17/2022	Prepare and file joint stipulation.	0.30	\$185.00	\$55.50

Service	KI	11/23/2022	Prepare for validation hearing.	0.40	\$185.00	\$74.00
Service	JE	11/29/2022	Prepare for and attend bond validation hearing; follow-up regarding the same.	0.70	\$295.00	\$206.50
Expense	AL	11/30/2022	UPS: Shipping	1.00	\$34.11	\$34.11
Expense	AL	11/30/2022	UPS: Shipping	1.00	\$4.32	\$4.32
					Total	\$1,472.33

Detailed Statement of Account



Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
4494 Paid 02/23/23 Check #10014	11/18/2022	\$580.50	\$0.00	\$580.50
4648 Paid 02/23/23 Check #10014	12/07/2022	\$727.50	\$0.00	\$727.50

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
4964	01/08/2023	\$1,472.33	\$0.00	\$1,472.33
Outstanding Balance				\$2,780.33
Total Amount Outstanding				\$2,780.33

Please make all amounts payable to: KE Law Group, PLLC

Please pay within 30 days.



INVOICE

Invoice # 5233
Date: 01/09/2023
Due On: 02/08/2023

KE Law Group, PLLC

P.O. Box 6386
Tallahassee, Florida 32314

Palmetto Ridge CDD
3434 Colwell Ave., Ste. # 200
Tampa, FL 33614

PRCDD-02

Palmetto Ridge CDD - Validation

Type	Professional	Date	Notes	Quantity	Rate	Total
Expense	AL	12/01/2022	Court Reporter Appearance Fee: Court Reporter Appearance	1.00	\$120.00	\$120.00
Service	KI	12/01/2022	Review executed final judgment; calendar appeal period deadline.	0.20	\$185.00	\$37.00
Total						\$177.00

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
4494 Paid 02/23/23 Check #10014	11/18/2022	\$580.50	\$0.00	\$580.50
4648 Paid 02/23/23 Check #10014	12/07/2022	\$727.50	\$0.00	\$727.50
4964 entered	01/08/2023	\$1,472.33	\$0.00	\$1,472.33

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
5233	02/08/2023	\$157.00	\$0.00	\$157.00

Outstanding Balance	\$2,137.33
Total Amount Outstanding	\$2,137.33

Please make all amounts payable to: KE Law Group, PLLC

Please pay within 30 days.



KILINSKI | VAN WYK

Kilinski | Van Wyk, PLLC

P.O. Box 6386
Tallahassee, Florida 32314

Palmetto Ridge CDD
3434 Colwell Ave., Ste. # 200
Tampa, FL 33614

INVOICE

Invoice # 5910
Date: 02/21/2023
Due On: 03/23/2023

PRCDD-01

Palmetto Ridge CDD - General

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	AL	01/04/2023	Confer on acquisition agreement and temporary construction easement.	0.20	\$225.00	\$45.00
Service	JE	01/10/2023	Prepare for and attend Board meeting; follow-up.	0.30	\$295.00	\$88.50
Service	AL	01/11/2023	Draft award letters for auditor; Send staff the same.	0.50	\$225.00	\$112.50
Service	RVW	01/31/2023	Monitor legislative activity for impact on special districts.	0.10	\$365.00	\$36.50

Total \$282.00



Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
4493 Paid 02/23/23 Check #100014	11/18/2022	\$1,563.50	\$0.00	\$1,563.50
4647 Paid 02/23/23 Check #100014	12/07/2022	\$365.50	\$0.00	\$365.50
4963 Paid 02/23/23 Check #100015	01/08/2023	\$278.50	\$0.00	\$278.50
5232 Paid 02/23/23 Check #100014	02/08/2023	\$22.50	\$0.00	\$22.50

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
5910	03/23/2023	\$282.50	\$0.00	\$282.50
Outstanding Balance				\$2,112.00
Total Amount Outstanding				\$2,112.00

Please make all amounts payable to: Kilinski | Van Wyk, PLLC

Please pay within 30 days.



KILINSKI | VAN WYK

Kilinski | Van Wyk, PLLC

P.O. Box 6386
Tallahassee, Florida 32314

Palmetto Ridge CDD
3434 Colwell Ave., Ste. # 200
Tampa, FL 33614

INVOICE

Invoice # 5911
Date: 02/21/2023
Due On: 03/23/2023

PRCDD-02

Palmetto Ridge CDD - Validation

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	JE	01/03/2023	Review bond validation joint stipulation and final judgment; follow-up email.	0.50	\$295.00	\$147.50
Service	AL	01/03/2023	Draft certificate of no appeal.	0.20	\$225.00	\$45.00
Service	KI	01/09/2023	Prepare letter to clerk and certificate of no appeal.	0.40	\$185.00	\$74.00
Expense	AL	01/20/2023	UPS: UPS Shipping	1.00	\$14.90	\$14.90

Total \$281.40



Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
4494 Paid 02/23/23 Check #100014	11/18/2022	\$580.50	\$0.00	\$580.50
4648 Paid 02/23/23 Check #100014	12/07/2022	\$727.50	\$0.00	\$727.50
4964 Paid 03/01/23 Check #100018	01/08/2023	\$1,472.33	\$0.00	\$1,472.33
5233 Paid 03/01/23 Check #100018	02/08/2023	\$157.00	\$0.00	\$157.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
5911	03/23/2023	\$281.40	\$0.00	\$281.40
Outstanding Balance				\$3,218.73
Total Amount Outstanding				\$3,218.73

Please make all amounts payable to: Kilinski | Van Wyk, PLLC

Please pay within 30 days.

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
3/1/2023	INV0000078061

Bill To:

Palmetto Ridge CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614
--

Services for the month of	Terms	Client Number
March	Upon Receipt	00619

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,250.00	\$1,250.00
Administrative Services	1.00	\$350.00	\$350.00
Management Services	1.00	\$1,600.00	\$1,600.00
Website Compliance & Management	1.00	\$100.00	\$100.00
Subtotal			\$3,300.00
Total			\$3,300.00

RECEIVED
 02/24/23

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
2/1/2023	INV0000075348

Bill To:

Palmetto Ridge CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614
--

Services for the month of	Terms	Client Number
February	Upon Receipt	00619

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,250.00	\$1,250.00
Administrative Services	1.00	\$350.00	\$350.00
Management Services	1.00	\$1,600.00	\$1,600.00
Website Compliance & Management	1.00	\$100.00	\$100.00
Subtotal			\$3,300.00
Total			\$3,300.00

RECEIVED
 02/01/23

Tampa Bay Times

tampabay.com

Times Publishing Company
 DEPT 3396
 PO BOX 123396
 DALLAS, TX 75312-3396
 Toll Free Phone: 1 (877) 321-7355
 Fed Tax ID 59-0482470

ADVERTISING INVOICE

Advertising Run Dates		Advertiser Name	
11/ 6/22		PALMETTO CDD	
Billing Date	Sales Rep	Customer Account	
11/06/2022	Deirdre Bonett	325328	
Total Amount Due		Ad Number	
\$154.50		0000252624	

PAYMENT DUE UPON RECEIPT

Start	Stop	Ad Number	Product	Placement	Description PO Number	Ins.	Size	Net Amount
11/06/22	11/06/22	0000252624	Times	Legals CLS	NOTICE OF AUDIT REVIEW	1	2x43 L	\$150.50
11/06/22	11/06/22	0000252624	Tampabay.com	Legals CLS	NOTICE OF AUDIT REVIEW AffidavitMaterial	1	2x43 L	\$0.00 \$4.00

RECEIVED
03/23/23

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

Tampa Bay Times

tampabay.com

DEPT 3396
 PO BOX 123396
 DALLAS, TX 75312-3396
 Toll Free Phone: 1 (877) 321-7355

Advertising Run Dates		Advertiser Name	
11/ 6/22		PALMETTO CDD	
Billing Date	Sales Rep	Customer Account	
11/06/2022	Deirdre Bonett	325328	
Total Amount Due		Ad Number	
\$154.50		0000252624	

ADVERTISING INVOICE

Thank you for your business.

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYBLE TO: TIMES PUBLISHING COMPANY

**PALMETTO CDD
 C/O RIZZETTA & CO.
 3434 COLWELL AVENUE
 TAMPA, FL 33614**

REMIT TO:

**Times Publishing Company
 DEPT 3396
 PO BOX 123396
 DALLAS, TX 75312-3396**

BLANK

PALMETTO RIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · WESLEY CHAPEL, FLORIDA
MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures April 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2023 through April 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$3,300.00**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Palmetto Ridge Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2023 Through April 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	100023	INV0000078875	District Management Fees 04/23	\$ <u>3,300.00</u>
Report Total				\$ <u>3,300.00</u>

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
4/1/2023	INV0000078875

Bill To:

Palmetto Ridge CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614
--

Services for the month of	Terms	Client Number
April	Upon Receipt	00619

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,250.00	\$1,250.00
Administrative Services	1.00	\$350.00	\$350.00
Management Services	1.00	\$1,600.00	\$1,600.00
Website Compliance & Management	1.00	\$100.00	\$100.00
Subtotal			\$3,300.00
Total			\$3,300.00

RECEIVED
 03/26/23

Tab 4



Rizzetta & Company

Palmetto Ridge Community Development District

palmettoridgecdd.org

Proposed Budget for Fiscal Year 2023-2024

Presented by: Rizzetta & Company, Inc.

5844 Old Pasco Road, Ste #100
Wesley Chapel, FL 33544
Phone: 813-994-1001

rizzetta.com

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General Fund Budget for Fiscal Year 2023-2024	1
General Fund Budget Account Category Descriptions	6

Proposed Budget
Palmetto Ridge Community Development District
General Fund
Fiscal Year 2023-2024

	Chart of Accounts Classification	Actual YTD through 04/30/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
1								
2	REVENUES							
3								
4	Contributions & Donations from Private Sources							
5	Developer Contributions	\$ 54,611	\$ 93,619	\$ 175,000	\$ (81,381)	\$ 162,363	\$ (12,637)	
6								
7	TOTAL REVENUES	\$ 54,611	\$ 93,619	\$ 175,000	\$ (81,381)	\$ 162,363	\$ (12,637)	
8								
9	TOTAL REVENUES AND BALANCE FORWARD	\$ 54,611	\$ 93,619	\$ 175,000	\$ (81,381)	\$ 162,363	\$ (12,637)	
10								
11	EXPENDITURES - ADMINISTRATIVE							
12								
13	Legislative							
14	Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
15	Financial & Administrative							
16	Administrative Services	\$ 2,450	\$ 4,200	\$ 4,200	\$ -	\$ 4,200	\$ -	
17	District Management	\$ 11,200	\$ 19,200	\$ 21,000	\$ 1,800	\$ 21,000	\$ -	
18	District Engineer	\$ 363	\$ 622	\$ 7,500	\$ 6,878	\$ 7,500	\$ -	
19	Disclosure Report	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	
20	Trustees Fees	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	
21	Assessment Roll	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ (5,000)	
22	Financial & Revenue Collections	\$ -	\$ -	\$ 3,600	\$ 3,600	\$ 3,600	\$ -	
23	Tax Collector /Property Appraiser Fees	\$ -	\$ 1,450	\$ 250	\$ (1,200)	\$ 150	\$ (100)	
24	Accounting Services	\$ 8,750	\$ 15,000	\$ 19,200	\$ 4,200	\$ 19,200	\$ -	
25	Auditing Services	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ 3,000	\$ (500)	First audit is FY 2023 - Contract with Grau
26	Arbitrage Rebate Calculation	\$ -	\$ -	\$ 700	\$ 700	\$ 500	\$ (200)	
27	Public Officials Liability Insurance	\$ 2,250	\$ 2,250	\$ 2,500	\$ 250	\$ 2,250	\$ (250)	Estimate from Egis
28	Legal Advertising	\$ 2,772	\$ 4,752	\$ 5,000	\$ 248	\$ 5,000	\$ -	
29	Dues, Licenses & Fees	\$ -	\$ -	\$ 175	\$ 175	\$ 175	\$ -	Annual DEO admin fee
30	Miscellaneous Fees	\$ -	\$ -	\$ 300	\$ 300	\$ 300	\$ -	
31	Miscellaneous Mailings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	only utilized for mass homeowner mailings
32	Website Hosting, Maintenance, Backup (and	\$ 1,931	\$ 2,738	\$ 5,000	\$ 2,262	\$ 2,738	\$ (2,262)	
33	Legal Counsel							
34	District Counsel	\$ 4,034	\$ 6,915	\$ 30,000	\$ 23,085	\$ 30,000	\$ -	
35								
36	Administrative Subtotal	\$ 33,750	\$ 57,128	\$ 117,925	\$ 60,797	\$ 109,613	\$ (8,312)	
37								
38	EXPENDITURES - FIELD OPERATIONS							
39								
40	Law Enforcement							
41	Deputy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	Police Liability and Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Proposed Budget
Palmetto Ridge Community Development District
General Fund
Fiscal Year 2023-2024

	Chart of Accounts Classification	Actual YTD through 04/30/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
127	Employee - Workers Comp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
128	Employee - ADP Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
129	Management Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
130	Payroll Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
131	Marketing & Consulting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
132	Pool Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
133	Maintenance & Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
134	Facility Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
135	Gate Maintenance & Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
136	Vehicle Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
137	Street Sweeping	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
138	Pest Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
139	Equipment Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
140	Computer Support, Maintenance & Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
141	Fitness Equipment Maintenance & Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
142	Clubhouse - Facility Janitorial Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
143	Clubhouse - Facility Janitorial Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
144	Pool Service Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
145	Pool Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
146	Fountain Service Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
147	Fountain Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
148	Security System Monitoring & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
149	Facility A/C & Heating Maintenance & Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
150	Maintenance & Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
151	Telephone Fax, Internet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
152	Sidewalk Maintenance & Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
153	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
154	Food	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
155	Beverage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
156	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
157	Furniture Repair/Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
158	Window Cleaning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
159	Pool/Water Park/Fountain Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
160	Playground Equipment and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
161	Pest Control & Termite Bond	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
162	Dock Repairs and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
163	Athletic/Park Court/Field Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
164	Boardwalk and Bridge Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
165	Cable Television & Internet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
166	Boat Lift Sling Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
167	Lighting Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
168	Access Control Maintenance & Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

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. The second way is by Off Roll collection.

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.

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 services 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 Master 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 maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services 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. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also 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).

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 fees 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.

Streetlights: The District may have expenditures relating to streetlights throughout the community. These may be restricted to main arterial roads or in some cases to all streetlights 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.

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.

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.

Tab 5

RESOLUTION 2023-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PALMETTO RIDGE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 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 Palmetto Ridge Community Development District (“**District**”) prior to June 15, 2023, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”); 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 PALMETTO RIDGE COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 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: _____, 2023

HOUR:

LOCATION:

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 Pasco 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 __ DAY OF _____, 2023.

ATTEST:

**PALMETTO RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson / Vice Chairperson, Board of
Supervisors

Exhibit A: Fiscal Year 2023/2024 Proposed Budget

Exhibit A

Fiscal Year 2023/2024 Proposed Budget

Tab 6

RESOLUTION 2023-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF PALMETTO RIDGE COMMUNITY DEVELOPMENT DISTRICT APPOINTING AN ASSISTANT SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Palmetto Ridge 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 Pasco County, Florida; and

WHEREAS, the Board of Supervisors of the District now desires to appoint an Assistant Secretary.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PALMETTO RIDGE COMMUNITY DEVELOPMENT DISTRICT:

Section 1. Scott Brizendine is appointed as an Assistant Secretary and Jayna Cooper is removed as an Assistant Secretary.

Section 2. This Resolution shall not supersede any appointments made by the Board other than specified in Section 1.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2023.

**PALMETTO RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASSISTANT SECRETARY

Tab 7

**ASSIGNMENT OF PALMETTO RIDGE CDD
FISCAL YEAR 2022/2023 BUDGET FUNDING AGREEMENT**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and confessed by all the parties hereto, **KLP Management LLC (“Assignor”)** does hereby transfer, assign and convey unto **Fenco LLC (“Assignee”)**, all of the rights and obligations of Assignor under that certain *Palmetto Ridge Community Development District Fiscal Year 2022/2023 Budget Funding Agreement (“Agreement”)*, by and between Assignor and the Palmetto Ridge Community Development District (“**CDD**”). Assignee does hereby assume all obligations of Assignor under the Agreement. The CDD hereby consents to the assignment of the Agreement and all of Assignor’s rights, interests, benefits, privileges, and obligations to Assignee.

Executed in multiple counterparts to be effective the ____ day of _____, 2023.

FENCO LLC

By: _____
Printed Name: _____
Title: _____

KLP MANAGEMENT LLC

By: _____
Printed Name: _____
Title: Chairperson

PALMETTO RIDGE CDD

By: _____
Printed Name: _____
Title: Authorized Signatory

Tab 8



Rizzetta & Company

UPCOMING DATES TO REMEMBER

- **Next Meeting:** July 11, 2023 @ 9:00 AM
- **Next Landowners' Election:** November 2024 for seats 1, 2 and 3 presently held by Candice, Troy and Greg.

June 13

**District
Manager's
Report**

2023

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<u>FINANCIAL SUMMARY</u>	<u>4/30/2023</u>
General Fund Cash & Investment Balance:	\$3,558
Total Cash and Investment Balances:	\$3,558
General Fund Expense Variance: \$72,353	Under Budget

Tab 9



Quarterly Compliance Audit Report

Palmetto Ridge

Date: January 2023 - 4th Quarter

Prepared for: Scott Brizendine

Developer: Rizzetta

Insurance agency:



Preparer:

Jason Morgan - *Campus Suite Compliance*

ADA Website Accessibility and Florida F.S. 189.069 Requirements

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Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.



ADA Website Accessibility

Result: **PASSED**

Accessibility Grading Criteria

Passed	Description
Passed	Website errors* WCAG 2.1 errors appear on website pages causing issues**
Passed	Keyboard navigation The ability to navigate website without using a mouse
Passed	Website accessibility policy A published policy and a vehicle to submit issues and resolve issues
Passed	Color contrast Colors provide enough contrast between elements
Passed	Video captioning Closed-captioning and detailed descriptions
Passed	PDF accessibility Formatting PDFs including embedded images and non-text elements
Passed	Site map Alternate methods of navigating the website

*Errors represent less than 5% of the page count are considered passing

**Error reporting details are available in your Campus Suite Website Accessibility dashboard



Florida F.S. 189.069 Requirements

Result: **PASSED**

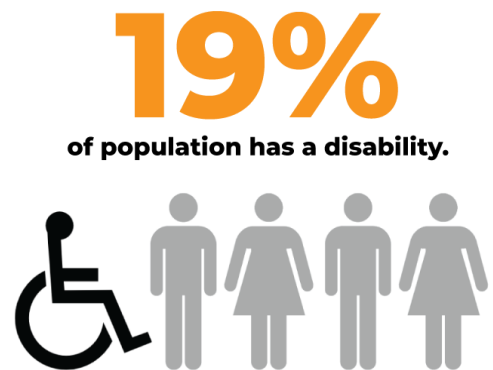
Compliance Criteria

Passed	Description
X	Full Name and primary contact specified
X	Public Purpose
X	Governing body Information
X	Fiscal Year
X	Full Charter (Ordinance and Establishment) Information
X	CDD Complete Contact Information
X	District Boundary map
X	Listing of taxes, fees, assessments imposed by CDD
X	Link to Florida Commission on Ethics
X	District Budgets (Last two years)
X	Complete Financial Audit Report
X	Listing of Board Meetings
N/A	Public Facilities Report, if applicable
X	Link to Financial Services
X	Meeting Agendas for the past year, and 1 week prior to next

Accessibility overview

Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



Sight, hearing, physical, cognitive.

The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.



ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

Contract checker: <http://webaim.org/resources/contrastchecker>



Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

Helpful article: <http://webaim.org/techniques/alttext>



Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

Helpful article: www.nngroup.com/articles/keyboard-accessibility

Helpful article: <http://webaim.org/techniques/skipnav>



Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

Helpful article: <http://webaim.org/techniques/sitertools/>



Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

Helpful article: <http://webaim.org/techniques/tables/data>



Making PDFs accessible

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

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Making forms accessible

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

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Alternate versions

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



Feedback for users

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



Other related requirements

No flashing

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

Timers

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

Fly-out menus

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

No pop-ups

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader)
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W3C	World Wide Web Consortium – the international body that develops standards for using the web



Quarterly Compliance Audit Report

Palmetto Ridge

Date: April 2023 - 1st Quarter
Prepared for: Scott Brizendine
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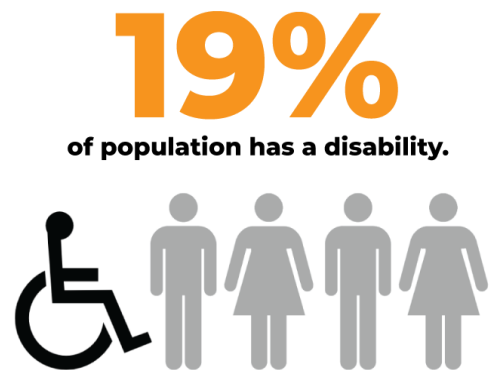
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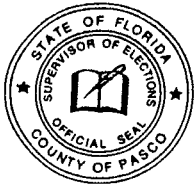
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Tab 10



Brian E. Corley
Supervisor of Elections
PO Box 300
Dade City FL 33526-0300

1-800-851-8754
www.pascovotes.gov

April 26, 2023

Matthew Huber, District Manager
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Dear Matthew Huber:

Pursuant to your request, the following voter registration statistics are provided for their respective community development districts as of April 15, 2023.

- | | |
|--|-------|
| • Deerbrook Community Development District | 1 |
| • Palmetto Ridge Community Development District | 0 |
| • Preserve at Wilderness Lake Community Development District | 2,059 |
| • Seven Oaks Community Development District | 5,058 |
| • Summit View Community Development District | 0 |
| • The Verandahs Community Development District | 1,116 |

As always, please call me if you have any questions or need additional information.

Sincerely,

Tiffannie A. Alligood
Chief Administrative Officer

East Pasco - Dade City (352) 521-4302
Central Pasco - Land O' Lakes (813) 929-2788
West Pasco - New Port Richey (727) 847-8162