



**CITYPLACE  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
NOVEMBER 18, 2019  
8:45 A.M.**

Special District Services, Inc.  
The Oaks Center  
2501A Burns Road  
Palm Beach Gardens, FL 33410

[www.cityplacecdd.org](http://www.cityplacecdd.org)  
561.630.4922 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**CITYPLACE COMMUNITY DEVELOPMENT DISTRICT**  
Chamber of Commerce of the Palm Beaches  
401 North Flagler Drive  
West Palm Beach, Florida 33401  
**REGULAR BOARD MEETING**  
**November 18, 2019**  
**8:45 a.m.**

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
  - 1. July 29, 2019 Regular Board Meeting & Public Hearing.....Page 2
- G. Old Business
  - 1. Update Regarding Project Improvements
- H. New Business
  - 1. Consider Resolution No. 2019-04 – Adopting a Fiscal Year 2018/2019 Amended Budget.....Page 5
- I. Auditor Selection Committee
  - 1. Ranking of Proposals/Consider Selection of an Auditor.....Page 11
- J. Administrative Matters
- K. Board Members Comments
- L. Adjourn

**Palm Beach Post, The**

Nov. 11, 2019

Miscellaneous Notices

CITYPLACE COMMUNITY DEVELOPMENT DISTRICT NOTICE OF REGULAR BOARD MEETING NOTICE IS HEREBY GIVEN that the Board of Supervisors of the CityPlace Community Development District will hold a Regular Board Meeting at 8:45 a.m. on November 18, 2019, in a Conference Room of The Chamber of Commerce of the Palm Beaches located at 401 North Flagler Drive, West Palm Beach, Florida 33401. The purpose of the meeting is to take all action on matters which may properly come before the Board. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law relating to community development districts. A copy of the Agenda for the Regular Board Meeting may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922. One or more Supervisors may participate by telephone; therefore, at the Regular Board Meeting location there will be a speaker telephone present so that interested persons can attend the Regular Board Meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication. If any person decides to appeal any decision made with respect to any matter considered at this Regular Board Meeting, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based. In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at this Regular Board Meeting should contact the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 prior to the date of the meeting. Meetings may be cancelled from time to time without advertised notice. CityPlace Community Development District [www.cityplacecdd.org](http://www.cityplacecdd.org) 11-11/2019

CITYPLACE COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
July 29, 2019

**A. CALL TO ORDER**

District Manager Michael McElligott called the July 29, 2019, Regular Board Meeting of the CityPlace Community Development District to order at 8:49 a.m. at the Chamber of Commerce of the Palm Beaches located at 401 North Flagler Drive, West Palm Beach, Florida 33401.

**B. PROOF OF PUBLICATION**

Proof of publication was presented that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on July 9, 2019 and July 16, 2019, as legally required.

**C. ESTABLISH A QUORUM**

It was determined that the attendance of Chair Dennis Grady, Vice Chair Ryan Hallihan, and Supervisors Ken Tuma and Wendy Sartory Link constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance were: District Manager Michael McElligott from Special District Services, Inc. and District Counsel Bill Capko of Lewis Longman & Walker, P.A.

**D. ADDITIONS OR DELETIONS TO THE AGENDA**

There was a request to add the review of easement agreements for the D Deck Garage, the new valet in front of Okeechobee Blvd. & new trellises, to the agenda. There was no objection by the Board.

**E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

There were no comments from the public for items not on the agenda.

**F. APPROVAL OF MINUTES**

**1. May 6, 2019, Special Board Meeting**

Mr. McElligott presented the minutes of the May 6, 2019, Special Board Meeting and without changes, Mr. Hallihan **moved** and Mr. Tuma seconded that the minutes of the May 6, 2019, Special Board Meeting be approved, as presented. The **motion** carried 4-0.

**G. Public Hearing on the Fiscal Year 2019/2020 Final Budget**

**1. Proof of Publication**

Mr. McElligott opened the public hearing and provided proof of publication that the Public Hearing had been published in *The Palm Beach Post* on July 9, 2019, and July 16, 2019, as legally required.

**2. Receive Public Comment on Fiscal Year 2019/2020 Final Budget**

CITYPLACE COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
July 29, 2019

Mr. McElligott presented the budget after which there was no public comment.

**3. Consider Resolution No. 2019-02 – Adopting a Fiscal Year 2019/2020 Final Budget**

Mr. McElligott introduced Resolution No. 2019-02, entitled:

**RESOLUTION NO. 2019-02**

**A RESOLUTION OF THE CITYPLACE COMMUNITY DEVELOPMENT  
DISTRICT ADOPTING A FISCAL YEAR 2019/2020 BUDGET.**

Mr. Hallihan requested some changes to various maintenance expenses line items. The net change was a decrease in the overall expenses of \$165,000.00 from the approved Proposed Budget. There were no objections from any other Board members. There being no further comments, Ms. Sartory Link **moved** approval of Resolution No. 2019-02, as amended, seconded by Mr. Tuma. The **motion** carried 4-0.

**H. OLD BUSINESS**

**1. Update Regarding Project Improvements**

Mr. Hallihan updated the Board on the District improvement. He stated that work on Hibiscus was finished and that they were on schedule to finish work on Gardenia by October. The current plan is to have work on Rosemary and in the Plaza completed by sometime in November.

**I. NEW BUSINESS**

**1. Consider Resolution No. 2019-03 – Adopting a Fiscal year 2019/2020 Meeting Schedule**

Mr. McElligott introduced Resolution No. 2019-03, entitled:

**RESOLUTION NO. 2019-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CITYPLACE  
COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR  
MEETING SCHEDULE FOR FISCAL YEAR 2019/2020 AND SETTING THE  
TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDED AN  
EFFECTIVE DATE.**

Mr. McElligott presented the proposed 2019/2020 meeting schedule. After a brief discussion, Ms. Sartory Link **moved** approval of Resolution No. 2019-03 as presented, Mr. Tuma seconded and the **motion** carried 4-0.

**2. Consider Appointment of Audit Committee & Approve of Evaluation Criteria**

CITYPLACE COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
July 29, 2019

Mr. McElligott explained that the current District Auditor contract was coming to an end and the District will be required to go out for an RFP for a new audit contract. After a brief discussion, Ms. Sartory Link **moved** to appoint the Board as the Audit Committee and to approve the Evaluation Criteria as presented, Mr. Tuma seconded and the **motion** carried 4-0.

**3. Update Regarding Easement Agreements for the D Deck Garage, the Valet Station on Okeechobee Blvd., and for the Trellises.**

Mr. Hallihan gave an update to Board regarding the improvements being done with these agreements. District Counsel Bill Capko gave the update to the Board that the easement agreements have all been approved in form and are just waiting on signatures. There was no further action required of the Board.

**I. ADMINISTRATIVE MATTERS**

Mr. McElligott reminded the Board that there is currently a vacant Board seat and asked the Board members to think about possible candidates to fill the vacancy. Mr. Grady stated that he might have some potential candidates and would update the Board at the next meeting.

**J. BOARD MEMBER COMMENTS**

Mr. Grady thanked District counsel Bill Capko for his professionalism and dedication to the betterment of the District, even after hours.

Mr. Grady asked if it was possible, and if it was appropriate, to change the District's name from City Place CDD to Rosemary Square CDD to be in line with the rebranding of the location itself. Mr. Capko stated that while it is not required for a location name and district name to be the same, that it is possible to change a district's name. Mr. Grady suggested that this idea be explored in the near future as the project comes to a close and the rebranding of the location becomes finalized. Mr. Capko suggested that a good time to go through the name change process would be concurrent to the boundary changes needing to be done in the coming months.

**K. ADJOURNMENT**

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 9:23 a.m. on a **motion** from Mr. Tuma, seconded by Ms. Sartory Link and the **motion** carried 4-0.

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Secretary/Assistant Secretary

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Chair/Vice-Chair

**RESOLUTION NO. 2019-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CITYPLACE COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2018/2019 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors of the CityPlace Community Development District (“District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

**WHEREAS**, the District has prepared for consideration and approval an Amended Budget.

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

**Section 1.** The Amended Budget for Fiscal Year 2018/2019 attached hereto as Exhibit “A” is hereby approved and adopted.

**Section 2.** The Secretary/Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

**PASSED, ADOPTED and EFFECTIVE** this 18<sup>th</sup> day of November, 2019.

**ATTEST:**

**CITYPLACE  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

City Place  
Community Development District

**Amended Final Budget For  
Fiscal Year 2018/2019  
October 1, 2018- September 30, 2019**



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- III    **AMENDED FINAL DEBT SERVICE FUND BUDGET - SERIES 2018**

**AMENDED FINAL BUDGET**  
**CITY PLACE COMMUNITY DEVELOPMENT DISTRICT**  
**OPERATING FUND**  
**FISCAL YEAR 2018/2019**  
**OCTOBER 1, 2018 - SEPTEMBER 30, 2019**

	FISCAL YEAR 2018/2019 BUDGET 10/1/18 - 9/30/19	AMENDED FINAL BUDGET 10/1/18 - 9/30/19	YEAR TO DATE ACTUAL 10/1/18 - 9/29/19
<b>REVENUES</b>			
Assessments - Administrative	143,592	43,956	43,956
Assessments - Maintenance	2,757,570	4,036,355	4,036,355
Parking Revenue	5,045,160	7,567,740	7,567,740
Sponsor & Promotion	108,300	162,450	162,450
Rental Income	45,000	67,500	67,500
Tenant CAM Reimbursement	662,900	994,350	994,350
Excess Revenue Funds	0	504,354	504,354
Interest Income	0	925	925
<b>TOTAL REVENUES</b>	<b>\$ 8,762,522</b>	<b>\$ 13,377,630</b>	<b>\$ 13,377,630</b>
<b>EXPENDITURES</b>			
<b>ADMINISTRATIVE EXPENDITURES</b>			
Supervisor Fees	4,000	3,000	3,000
Payroll Taxes - Employer	320	229	229
Engineering	5,000	0	0
Management Fee	38,772	38,772	38,772
Legal	9,000	54,918	54,918
Audit Fees	8,600	8,600	8,600
Arbitrage Rebate Fee	950	950	950
Insurance	55,000	40,243	40,243
Legal Advertising	1,400	3,500	3,141
Bank Service Charges	425	343	343
Miscellaneous	1,200	8,500	6,358
Postage	250	135	130
Office Supplies	500	575	551
Dues & Subscriptions	175	175	175
Trustee Fees	14,000	12,500	5,547
Continuing Disclosure Fee	2,500	1,000	1,000
Website Management	1,500	1,500	1,500
Roadway & Sidewalk Maintenance	0	300,000	208,476
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 143,592</b>	<b>\$ 474,940</b>	<b>\$ 373,933</b>
<b>MAINTENANCE EXPENDITURES</b>			
Palladium CDD Property			
Parking Expense	2,300,000	3,450,000	3,450,000
Administrative	450,000	675,000	675,000
Payroll	713,500	1,070,250	1,070,250
Professional Fees	95,000	142,500	142,500
Sweeping and Cleaning	465,000	697,500	697,500
Utilities	825,000	1,237,500	1,237,500
Insurance	65,000	97,500	97,500
Landscaping & Irrigation	247,900	371,850	371,850
Contracted Services	170,000	255,000	255,000
Repairs & Maintenance	185,000	277,500	277,500
Security	2,100,000	3,150,000	3,150,000
Marketing	450,000	675,000	675,000
Management Fee	200,000	200,000	200,000
Plaza CDD Property			
Plaza Entertainment	325,000	487,500	487,500
Signage	27,530	41,295	41,295
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 8,618,930</b>	<b>\$ 12,828,395</b>	<b>\$ 12,828,395</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,762,522</b>	<b>\$ 13,303,335</b>	<b>\$ 13,202,328</b>
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 74,295</b>	<b>\$ 175,302</b>

Fund Balance As Of 9/30/2018	\$109,824
FY 2018/2019 Activity	\$74,295
Fund Balance As Of 9/30/2019	\$184,119

**Note**

Maintenance (Non-Management) Line Items Are Allocated At 150 Percent Of Fiscal Year 2018/2019 Budget.

**AMENDED FINAL BUDGET**  
**CITY PLACE COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND - SERIES 2012**  
**FISCAL YEAR 2018/2019**  
**OCTOBER 1, 2018 - SEPTEMBER 30, 2019**

	<b>FISCAL YEAR 2018/2019 BUDGET 10/1/18 - 9/30/19</b>	<b>AMENDED FINAL BUDGET 10/1/18 - 9/30/19</b>	<b>YEAR TO DATE ACTUAL 10/1/18 - 9/29/19</b>
<b>REVENUES</b>			
Interest Income	5,000	<b>138,834</b>	138,834
Tax Incremental Revenues	4,283,429	<b>4,488,279</b>	4,488,279
Tax Coverage Revenues	0	<b>3,122,496</b>	3,122,496
Developer Contributions	0	<b>0</b>	0
Total Revenues	<b>\$ 4,288,429</b>	<b>\$ 7,749,609</b>	<b>\$ 7,749,609</b>
<b>EXPENDITURES</b>			
Principal Payments (2012)	2,890,000	<b>2,890,000</b>	2,890,000
Interest Payments (2012)	1,314,500	<b>1,386,750</b>	1,386,750
Bond Redemption	83,929	<b>0</b>	0
Excess Coverage Revenues Fund Payment	0	<b>3,135,953</b>	3,135,953
Excess Revenue Fund Payment	0	<b>504,354</b>	504,354
Total Expenditures	<b>\$ 4,288,429</b>	<b>\$ 7,917,057</b>	<b>\$ 7,917,057</b>
Excess/ (Shortfall)	<b>\$ -</b>	<b>\$ (167,448)</b>	<b>\$ (167,448)</b>

Fund Balance As Of 9/30/2018	\$5,388,540
FY 2018/2019 Activity	(\$167,448)
Fund Balance As Of 9/30/2019	\$5,221,092

**Notes**

Reserve Fund Balance = \$4,207,875\*. Revenue Fund Balance = \$1,013,217\*.  
Revenue Fund Balance To Be Used To Make 11/1/2019 Interest Payment Of \$621,125.  
\* Approximate Amounts

**Series 2012 Refunding Bonds Information**

Original Par Amount =	\$39,890,000	Annual Principal Payments Due:
Interest Rate =	5.00%	May 1st
Issue Date =	April 2012	Annual Interest Payments Due:
Maturity Date =	May 2026	May 1st & November 1st
Par Amount As Of 9/30/19 =	\$24,845,000	

**AMENDED FINAL BUDGET**  
**CITY PLACE COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND - SERIES 2018**  
**FISCAL YEAR 2018/2019**  
**OCTOBER 1, 2018 - SEPTEMBER 30, 2019**

	FISCAL YEAR 2018/2019 BUDGET 10/1/18 - 9/30/19	AMENDED FINAL BUDGET 10/1/18 - 9/30/19	YEAR TO DATE ACTUAL 10/1/18 - 9/29/19
<b>REVENUES</b>			
Interest Income	0	0	0
Miscellaneous Income	0	1	1
Tax Incremental Revenues	0	0	0
Tax Coverage Revenues	0	0	0
Developer Contributions	0	0	0
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ 1</b>
<b>EXPENDITURES</b>			
Principal Payments (2018)	0	0	0
Interest Payments (2018)	0	0	0
Bond Redemption	0	0	0
Excess Coverage Revenues Fund Payment	0	0	0
Excess Revenue Fund Payment	0	0	0
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ 1</b>

FUND BALANCE AS OF 9/30/18
FY 2018/2019 ACTIVITY
FUND BALANCE AS OF 9/30/19

\$0
\$1
\$1

Notes

Reserve Fund Balance = \$1.  
Capital Projects Fund Proceeds = \$41,954,466  
Projected Fiscal Year 2018/2019 Capital Outlays = \$30,000,000\*  
Fiscal Year 2018/2019 Cost Of Issuance Expenditures = \$1,170,360\*  
Fiscal Year 2018/2019 Bond Insurance Expenditure = \$742,036\*  
\* Approximate Amounts

**Series 2018 Bond Principal & Interest Payments Will Commence In 2026**

**Series 2018 Bond Information**

Original Par Amount =	\$41,954,466	Annual Principal Payments Due:
Interest Rate =	3.65% - 4.5%	May 1st
Issue Date =	November 2018	Annual Interest Payments Due:
Maturity Date =	May 2046	May 1st & November 1st
Par Amount As Of 9/30/19 =	\$41,954,466	

**CITY PLACE COMMUNITY DEVELOPMENT DISTRICT  
RANKING OF AUDITOR PROPOSALS  
FOR FISCAL YEAR ENDING 9/30/19**

Criteria	Point Range	Grau & Associates	Templeton & Company
<b>Ability of Personnel:</b> (E.g., geographic locations of the firms headquarters of permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load).	<b>1-10</b>	<b>9</b>	<b>9</b>
<b>Proposer's Experience:</b> (E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation).	<b>1-10</b>	<b>9</b>	<b>8</b>
<b>Understanding of Scope of Work:</b> Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.	<b>1-10</b>	<b>9</b>	<b>8</b>
<b>Ability to Furnish the Required Services:</b> Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.	<b>1-10</b>	<b>9</b>	<b>8</b>
<b>Price:</b> Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.	<b>1-10</b>	<b>9</b>	<b>8</b>
<b>TOTAL POINTS</b>	<b>50</b>	<b>45</b>	<b>41</b>
<b>BID PRICE - 2018/2019 AUDIT</b>		<b>\$6,500.00</b>	<b>\$8,700.00</b>
<b>BID PRICE - 2019/2020 AUDIT</b>		<b>\$6,600.00</b>	<b>\$8,900.00</b>
<b>BID PRICE - 2020/2021 AUDIT</b>		<b>\$6,700.00</b>	<b>\$9,000.00</b>
<b>BID PRICE - 2021/2022 AUDIT</b>		<b>\$6,800.00</b>	
<b>BID PRICE - 2022/2023 AUDIT</b>		<b>\$6,900.00</b>	

<b>COMMENTS:</b>	Currently the auditing firm for	Proposal references experience with
	more than 200 CDD's.	twelve governmental entities.
	Is the current auditor for the District.	

<b>RECOMMENDATION:</b>	<b>Management recommends that Grau &amp; Associates, the current auditor for the District, the firm with the most experience and the low bidder, be selected to perform the September 30, 2019, 2020 and 2021 audits, with an option subject to fee adjustments for inflation, to perform the fiscal year end audits for the two following years (FYE 9/30/22, FYE 9/30/23).</b>
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**Note: 2019/2020 Budget For Audit Services is \$8,700.00**