



**CITYPLACE
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
OCTOBER 23, 2023
4:00 P.M.**

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

www.cityplacecdd.org
561.630.4922 Telephone
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AGENDA
CITYPLACE COMMUNITY DEVELOPMENT DISTRICT
360 S. Rosemary Avenue, Suite 1100
West Palm Beach, Florida 33401
REGULAR BOARD MEETING
October 23, 2023
4:00 p.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. August 23, 2023 Regular Board Meeting & Public Hearing.....Page 2
- G. Old Business
- H. New Business
 - 1. Consider Resolution No. 2023-07 – Adopting a Fiscal Year 2022/2023 Amended Budget.....Page 6
- I. Administrative Matters
- J. Board Members Comments
- K. Adjourn

Publication Date
2023-10-13

Subcategory
Miscellaneous Notices

CITYPLACE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the City Place Community Development District will hold Regular Meetings in the Conference Room of Lewis Longman & Walker, P.A., 360 S. Rosemary Avenue, Suite 1100, West Palm Beach, Florida 33401 at 4:00 p.m. on the following dates:

October 23, 2023

February 2, 2024

May 10, 2024

August 2, 2024

The purpose of the meetings is to conduct any and all business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agenda for any of the meetings 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.

From time to time one or more Supervisors may participate by telephone; therefore a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place.

Meetings may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, 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 any of these meetings should contact the District Manager at (561) 630-4922 and/or toll-free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

CITYPLACE COMMUNITY
DEVELOPMENT DISTRICT

www.cityplacecdd.org

10/13/23 9388474

CITYPLACE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
August 14, 2023

A. CALL TO ORDER

District Manager Michael McElligott called the August 14, 2023, Regular Board Meeting of the CityPlace Community Development District to order at 4:15 pm at the offices of Lewis Longman & Walker, P.A at 360 S Rosemary Avenue, suite 1100, 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 25, 2023, and August 1, 2023, as legally required.

C. ESTABLISH A QUORUM

It was determined that the attendance of Chair Dennis Grady, and Supervisors Ken Tuma, Stephen Travers, and Wendy 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 were no additions or deletions to the agenda.

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. June 12, 2023, Regular Board Meeting

Mr. McElligott presented the minutes of the June 12, 2023, Regular Board Meeting and without changes, Mrs. Link **moved**, and Mr. Tuma seconded that the minutes of the June 12, 2023, Regular Board Meeting be approved, as presented. The **motion** carried 4-0.

G. Public Hearing

The Public Hearing was opened at 4:19 pm.

1. Proof of Publication

CITYPLACE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
August 14, 2023

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 25, 2023, and August 1, 2023, as legally required.

2. Receive Public Comment on Fiscal Year 2022/2023 Final Budget

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

3. Consider Resolution No. 2023-04 – Adopting a Fiscal Year 2023/2024 Final Budget

Mr. McElligott introduced Resolution No. 2023-04, entitled:

RESOLUTION NO. 2023-04

**A RESOLUTION OF THE CITYPLACE COMMUNITY DEVELOPMENT
DISTRICT ADOPTING A FISCAL YEAR 2022/2023 BUDGET.**

Mr. McElligott gave an overview of the budget. During the Board discussion it was determined the O&M assessments would not be going on the tax bill this year. As a result, Mr. Travers **moved** approval of Resolution No. 2023-04, as amended removing the county collection fees and discounts, seconded by Mr. Tuma. The **motion** carried 4-0.

H. OLD BUSINESS

There was no old business.

I. NEW BUSINESS

1. Consider Appointment to Board Vacancy

Mr. Travers made a **motion** to nominate Mr. Mark Pratt, the COO of One Parking, to fill vacant Board seat # 3. There was a second by Mr. Tuma. The **motion** passed **4-0**.

Since Mr. Pratt was not able to be in attendance, he will be sat at the first meeting he attends.

2. Consider Approval of Funding Agreement Between District and Developer

Mr. Capko explained the funding agreement. He explained that this would be used as a templet that will allow the Board to use future excess funds on projects when the funds are available.

After a discussion among the Board, Mr. Tuma made a **motion**, with a second by Mr. Travers, to approve the Funding Agreement as presented. The **motion** passed **4-0**.

CITYPLACE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
August 14, 2023

3. Consider Resolution No. 2023-05 – Adopting a Fiscal Year 2023/2024 Meeting Schedule

Mr. McElligott introduced Resolution No. 2023-05, entitled:

RESOLUTION NO. 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CITYPLACE COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDED AN EFFECTIVE DATE.

Mr. McElligott presented the proposed 2023/2024 meeting schedule. After looking at the dates, there was a request to change the meeting scheduled for 11-3-2023 to 10-23-2023. Mr. Tuma then **moved** approval of Resolution No. 2023-05 as amended, removing the 11-3-2023 date and adding a 10-23-23 date at the same location and time as the other meetings. Mrs. Link seconded, and the **motion** carried **4-0**.

4. Consider Resolution No. 2023-06 – Adopting a Records Retention Policy

Mr. McElligott introduced Resolution No. 2022-04, entitled:

RESOLUTION NO. 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CITYPLACE COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

Mr. McElligott and Mr. Capko explained that there was a change to the Florida Statutes regarding records retention and this resolution certifies the Boards decision on the matter. After a brief discussion, Mr. Tuma **moved** approval of Resolution No. 2023-06 as presented, appointing Special District Services, Inc. as the Records Management Liaison Officer, and adopting the electronic record as the official record of the District. Mrs. Link seconded, and the **motion** carried **4-0**.

5. Discussion Regarding Required Ethics Training

CITYPLACE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
August 14, 2023

Mr. McElligott and Mr. Capko explained that they have updated the current ethics training requirement for elected officials in Florida to include special districts like City Place CDD going forward. As a result, starting next year, all Board members will have to complete 4 hours of ethics training each year. There is a spot on your Form 1 you will need to check confirming you have done your ethics training. Mr. McElligott stated that they are currently looking into class offerings that will meet the requirement. He will come back to the Board with suggestions on where to take the 4-hour class at a later date.

6. Discussion Regarding District Boundary Change

Mr. Capko gave an update on the initial draft of the boundary change. Mr. Capko reminded the Board that they previously approved the Boundary change, and he is updating the Board on the progress. There is no further action for the Board at this time.

I. ADMINISTRATIVE MATTERS

There were no other administrative matters.

J. BOARD MEMBER COMMENTS

There were no Board member comments.

K. ADJOURNMENT

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 4:40 pm. on a **motion** from Mrs. Link, seconded by Mr. Tuma, and the **motion** carried **4-0**.

Secretary/Assistant Secretary

Chair/Vice-Chair

RESOLUTION NO. 2023-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CITYPLACE COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 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 2022/2023 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 23rd day of October, 2023.

ATTEST:

**CITYPLACE
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

City Place
Community Development District

**Amended Final Budget For
Fiscal Year 2022/2023
October 1, 2022- September 30, 2023**

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AMENDED FINAL BUDGET
CITY PLACE COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2022/2023 BUDGET 10/1/22 - 9/30/23	AMENDED FINAL BUDGET 10/1/22 - 9/30/23	YEAR TO DATE ACTUAL 10/1/22 - 9/29/23
REVENUES			
Assessments - Administrative	501,392	475,000	100,000
Excess Revenue Funds	300,000	996,195	996,195
Assessments - Maintenance	2,242,570	3,263,855	0
Parking Revenue	5,045,160	7,567,740	0
Sponsor & Promotion	108,300	162,450	0
Rental Income	45,000	67,500	0
Tenant CAM Reimbursement	662,900	994,350	0
Interest Income	0	1,055	1,005
TOTAL REVENUES	\$ 8,905,322	\$ 13,528,145	\$ 1,097,200
EXPENDITURES			
ADMINISTRATIVE EXPENDITURES			
Supervisor Fees	5,000	2,200	2,200
Payroll Taxes - Employer	400	168	168
Engineering	5,000	1,000	0
Management Fee	42,192	42,192	42,192
Legal	38,000	65,000	61,311
Audit Fees	6,800	6,800	6,800
Arbitrage Rebate Fee	1,300	1,300	1,300
Insurance - Liability	53,900	51,470	51,470
Insurance - Garages	330,000	375,000	0
Legal Advertising	1,750	2,600	2,228
Bank Service Charges	425	350	304
Miscellaneous	1,500	750	357
Postage	250	125	109
Office Supplies	700	1,300	1,256
Dues & Subscriptions	175	175	175
Trustee Fees	10,000	8,050	8,050
Continuing Disclosure Fee	2,000	1,000	1,000
Website Management	2,000	2,000	2,000
Roadway & Sidewalk Maintenance	300,000	300,000	265,717
Appraisal Fee	0	3,750	3,750
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 801,392	\$ 865,230	\$ 450,387
MAINTENANCE EXPENDITURES			
Palladium CDD Property			
Parking Expense	1,925,000	2,887,500	0
Administrative	325,000	487,500	0
Payroll	763,500	1,145,250	0
Professional Fees	270,000	405,000	0
Sweeping and Cleaning	370,000	555,000	0
Utilities	750,000	1,125,000	0
Insurance	165,000	247,500	0
Landscaping & Irrigation	172,900	259,350	0
Contracted Services	160,000	240,000	0
Repairs & Maintenance	175,000	262,500	0
Security	1,950,000	2,925,000	0
Marketing	600,000	900,000	0
Management Fee	200,000	200,000	0
Plaza CDD Property			
Plaza Entertainment	250,000	375,000	0
Signage	27,530	41,295	0
TOTAL MAINTENANCE EXPENDITURES	\$ 8,103,930	\$ 12,055,895	\$ -
TOTAL EXPENDITURES	\$ 8,905,322	\$ 12,921,125	\$ 450,387
EXCESS/ (SHORTFALL)	\$ -	\$ 607,020	\$ 646,813

Fund Balance As Of 9/30/2022	
FY 2022/2023 Activity	
Fund Balance As Of 9/30/2023	

\$150,547
\$607,020
\$757,567

Note

Maintenance (Non-Management) Line Items Are Allocated At 150 Percent Of Fiscal Year 2022/2023 Budget.

AMENDED FINAL BUDGET
CITY PLACE COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND - SERIES 2012
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2022/2023 BUDGET 10/1/22 - 9/30/23	AMENDED FINAL BUDGET 10/1/22 - 9/30/23	YEAR TO DATE ACTUAL 10/1/22 - 9/29/23
REVENUES			
Interest Income	100	244,739	244,639
Tax Incremental Revenues	4,557,965	5,032,968	5,032,968
Tax Coverage Revenues	0	3,237,962	3,237,962
Developer Contributions	0	0	0
Total Revenues	\$ 4,558,065	\$ 8,515,669	\$ 8,515,569
EXPENDITURES			
Principal Payments (2012)	3,530,000	3,530,000	3,530,000
Interest Payments (2012)	674,250	762,500	762,500
Bond Redemption	0	0	0
Excess Coverage Revenues Fund Payment	0	3,270,784	3,270,784
Excess Revenue Fund Payment	353,815	996,195	996,195
Total Expenditures	\$ 4,558,065	\$ 8,559,479	\$ 8,559,479
Excess/ (Shortfall)	\$ -	\$ (43,810)	\$ (43,910)

FUND BALANCE AS OF 9/30/22	\$4,610,000
FY 2022/2023 ACTIVITY	(\$43,810)
FUND BALANCE AS OF 9/30/23	\$4,566,190

Notes

Reserve Fund Balance = \$4,207,875*. Revenue Fund Balance = \$358,315*.
Revenue Fund Balance To Be Used To Make 11/1/2023 Interest Payment Of \$293,000.
* 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 9/30/23 =	\$11,720,000	

AMENDED FINAL BUDGET
CITY PLACE COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND - SERIES 2018
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2022/2023 BUDGET 10/1/22 - 9/30/23	AMENDED FINAL BUDGET 10/1/22 - 9/30/23	YEAR TO DATE ACTUAL 10/1/22 - 9/29/23
REVENUES			
Interest Income	0	0	0
Miscellaneous Income	0	0	0
Tax Incremental Revenues	0	0	0
Tax Coverage Revenues	0	0	0
Developer Contributions	0	0	0
Total Revenues	\$ -	\$ -	\$ -
EXPENDITURES			
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
Total Expenditures	\$ -	\$ -	\$ -
Excess/ (Shortfall)	\$ -	\$ -	\$ -

FUND BALANCE AS OF 9/30/22	\$1
FY 2022/2023 ACTIVITY	\$0
FUND BALANCE AS OF 9/30/23	\$1

Notes

Reserve Fund Balance = \$1
Fiscal Year 2018/2019 Capital Projects Fund Proceeds = \$41,954,466
Fiscal Year 2018/2019 Capital Outlays = \$19,381,594
Fiscal Year 2019/2020 Capital Outlays = \$16,473,676
Fiscal Year 2020/2021 Capital Outlays = \$3,106,925
Fiscal Year 2021/2022 Capital Outlays = \$406,633
Fiscal Year 2022/2023 Capital Outlays = \$0
* Approximate Amount

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 9/30/23 = \$41,954,466

Note: Total Series 2018 Bond (Including Compounded Interest) = \$56,420,000.