

**TAMPA PALMS  
COMMUNITY DEVELOPMENT DISTRICT**

***Agenda Package  
Board of Supervisors Meeting***



***Wednesday, March 11, 2020***

***6:00 P.M.***

***Compton Park Recreation Building***

***16101 Compton Drive***

***Tampa, Florida***



**DEVELOPMENT PLANNING & FINANCING GROUP, INC.**

# TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

## CDD Meeting Advanced Package March 11th, 2020

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  - e. Check Registers & Other Disbursements
4. Strategic Planning and Capital Projects Planning
  - f. Strategic Planning
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  - i. Signature Project Spending Plan
5. February, 2020 Minutes
6. Consultant Reports
  - j. Signature Projects
  - k. Community Appearance
  - l. Park Use Discussion
  - m. Modeling Tampa Palms' Future
  - n. City of Tampa Water & Wastewater
  - o. CDD Yearly Calendar

# **Tampa Palms Community Development District**

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**Development Planning and Financing Group**  
**15310 Amberly Drive, Suite 175, Tampa, Florida 33647**  
**Phone: 813-374-9102**  
**Fax: 813-374-9106**

March 6, 2020

Board of Supervisors  
**Tampa Palms Community  
Development District**

Dear Board Members:

The Board of Supervisors of the Tampa Palms Community Development District Budget Hearing and Board Meeting is scheduled for Wednesday, March 11, 2020 at **6:00 p.m.** at the Compton Park Recreation Building, 16101 Compton Drive, Tampa, Florida. The advanced copy of the agenda for this meeting is attached.

Enclosed for your reviews are the minutes of the February 12, 2020 Board Meeting and the documents outlined in the table of contents.

Any additional support material will be distributed prior to the meeting, and staff will present their reports at the meeting.

If you have any questions, please do not hesitate to contact me.

Sincerely,

*Lore*

LoreYeira, District Manager  
DPFG

LY:mmw

cc: Maggie Wilson  
DPFG (Record Copy)

Tab 2

# AGENDA

## **Tampa Palms CDD Meeting Agenda**

**March 11, 2020, 6:00 p.m.  
Compton Park Recreation Building  
16101 Compton Drive, Tampa, FL 33647**

1. Welcome & Roll Call
2. Strategic Planning
3. Board Member Discussion Items
4. Public Comments
5. Approval of the February, 2020 Minutes
6. Approval of District Disbursements
7. Consultant Reports
  - Signature Projects
  - Community Appearance
  - Park Use Discussion
  - Water Rates
  - Modeling Tampa Palms Future
8. Other Matters
9. Public Comments
10. Supervisor comments
11. Adjourn

# FINANCIALS

Tab 3

# FINANCIAL ANALYSIS

Tab 3 A

Financial Summary  
Four Months, Ending January 31, 2020

The District ended the first four months of the fiscal year 2019-20 with cash balance of \$ 5.6 million net of current liabilities. The Board responsibilities for fiscal oversight are fully met as the financial health of the Tampa Palms CDD appears in a sound position to meet the community’s requirements.

Based on past performance and assessments levied, the District will collect an additional \$ 153 K by close of business May 30<sup>th</sup>, 2020. (\$37K has been collected in February and is not reflected in these Jan financial statements.)

The General Fund Budget for Normal Operations reflects a favorable \$ 70 K due primarily to the timing of expenditures. There is every expectation that the budget for Normal Operations expenditures for the year will be realized.

The General Fund for Projects reflects a favorable variance against budget of \$65 K due to:

- Restoration expenses associated with the BB Downs projects in Signature have not yet been fully realized.
- The timing for billing of various other projects

As previously mentioned, District cash balance is \$ 5.6 million with the following cash projections for the year:

		Shown as (\$ 000)
<u>Sources of Funds</u>		
Balance January 31, 2020		\$ 5,559
Projected collections balance of FY 2019-20	153	153
Total Sources of Funds		\$ 5,712
<u>Uses of Funds</u>		
Balance of FY 2019-20 expenses excluding Signature	(\$1,918)	
TP Signature Projects (unspent)	( 476)	
Weather Damage	(400)	
Tree & Palm Replacement	(200)	
Community-Wide Wall & Monument	(100)	
Pond Improvements	(700)	
Infrastructure Replacement Contingency	(135)	
1 <sup>st</sup> Qtr FY 20-21 Expenses	( 679)	( \$ 4,608)
Total Uses of Funds		( \$ 4,608)
Projected District Unallocated Balance	December 31, 2020	\$ 1,104

Outlook

The District outlook is consistent with the FY 2019-20 budget. There are no known significant budget variances that suggest performing otherwise.



*FAQ Each March the Board Book includes a multi-year financial model focused on the needs of the CDD over a five-year period based on future known events and national economic trends.*

*Does the CDD Board commit to the model in its entirety through its budget decisions for the coming fiscal year?*

*Is the model binding for decisions in future years?*

Absolutely not. There is no commitment encouraged or implied in the provision of the forward-looking financial model for the CDD.

Each year the CDD Board thoroughly examines the needs of the District for the coming year and approves a budget that will meet the needs of only that year.

There is no approval of any future budgets or any future assessments.

The model is provided solely in order that Board members will have a sense of direction and increased capacity to make current year decisions with an understanding of the impact of these decisions on the future.

The model is revised annually to incorporate the most current information.

# FINANCIAL STATEMENTS

Tab 3 B

**Tampa Palms CDD  
Balance Sheet  
January 31, 2020**

**GENERAL**

**ASSETS:**

CASH - Operating Account	\$	147,566
PETTY CASH		500
INVESTMENTS:		
Excess Fund Account- Sunshine Bank		5,688,791
ACCOUNTS RECEIVABLE		-
RECEIVABLE FROM TAMPA PALMS HOA		10,829
PREPAID ITEMS		-
<b>TOTAL ASSETS</b>		<b><u><u>\$ 5,847,687</u></u></b>

**LIABILITIES:**

ACCOUNTS PAYABLE	\$	221,365
ACCRUED EXPENSES		67,788

**FUND BALANCE:**

NON-SPENDABLE		-
RESTRICTED		-
UNASSIGNED:		5,558,534
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b><u><u>\$ 5,847,687</u></u></b>

**Tampa Palms CDD**  
**General Fund**  
**Statement of Revenue, Expenditures and Change in Fund Balance**  
**For the period from October 1, 2019 through January 31, 2020**

	<u>BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>FAVORABLE (UNFAVORABLE) YTD VARIANCE</u>
<b>REVENUES</b>				
SPECIAL ASSESSMENTS ON ROLL (Gross)	\$ 2,737,595	\$ 2,577,241	\$ 2,577,241	\$ -
DISCOUNT-ASSESSMENTS	(109,504)	(102,481)	(102,481)	-
INTEREST	55,000	18,333	18,819	485
EXCESS FEES	15,000	6	6	-
MISCELLANEOUS REVENUE	1,200	600	600	-
CARRY FORWARD BALANCE	15,000	-	-	-
<b>TOTAL REVENUES</b>	<b>2,714,291</b>	<b>2,493,699</b>	<b>2,494,185</b>	<b>485</b>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE:</b>				
<b>PERSONNEL SERVICES</b>				
BOARD OF SUPERVISORS	11,000	3,667	2,600	1,067
FICA	5,810	1,937	4,994	(3,057)
FUTA/SUTA + PAYROLL FEES	5,024	1,675	441	1,234
<i>S/T PERSONNEL SERVICES</i>	<b>21,834</b>	<b>7,278</b>	<b>8,035</b>	<b>(757)</b>
<b>PROFESSIONAL SERVICES</b>				
ATTORNEYS FEES	10,000	3,333	396	2,937
ANNUAL AUDIT	6,813	1,000	1,000	-
MANAGEMENT FEES	67,369	22,456	21,610	846
TAX COLLECTOR	54,752	49,486	49,486	-
ASSESSMENT ROLL	10,050	10,050	10,050	-
<i>S/T PROFESSIONAL SERVICES</i>	<b>148,984</b>	<b>86,325</b>	<b>82,542</b>	<b>3,783</b>
<b>ADMINISTRATIVE SERVICES</b>				
DIRECTORS AND OFFICER INSURANCE	3,685	3,685	2,649	1,036
MISCELLANEOUS ADMINISTRATIVE SERVICE	12,000	4,000	3,382	618
<i>S/T ADMINISTRATIVE SERVICES</i>	<b>15,685</b>	<b>7,685</b>	<b>6,031</b>	<b>1,654</b>
<b>TOTAL ADMINISTRATIVE</b>	<b>186,503</b>	<b>101,288</b>	<b>96,607</b>	<b>4,681</b>
<b>FIELD/OPERATIONS SERVICES:</b>				
<b>FIELD MANAGEMENT SERVICES:</b>				
DISTRICT OPERATING STAFF	172,343	57,448	57,020	428
PARK ATTENDANTS	81,000	27,000	20,988	6,012
PARK PATROL	69,014	23,005	16,743	6,261
FIELD MANAGEMENT CONTINGENCY	20,800	0,933	1,003	5,051
<i>S/T FIELD MANAGEMENT SERVICES</i>	<b>343,157</b>	<b>114,386</b>	<b>96,634</b>	<b>17,752</b>
<b>GENERAL OVERHEAD:</b>				
INSURANCE	12,516	12,516	11,121	1,395
INFORMATION SYSTEMS (TEL & SECURITY)	23,766	7,922	5,568	2,354
WATER	14,560	4,853	9,556	(4,703)
REFUSE REMOVAL (SOLID WASTE)	7,280	3,034	3,324	(291)
ELECTRICITY	110,000	27,501	28,191	(691)
STORMWATER FEE	3,938	3,938	3,041	897
MISCELLANEOUS FIELD SERVICES	13,000	4,333	2,894	1,439
<i>S/T GENERAL OVERHEAD</i>	<b>185,060</b>	<b>64,097</b>	<b>63,696</b>	<b>401</b>
<b>LANDSCAPE MAINTENANCE STANDARD</b>				
LANDSCAPE AND POND MAINTENANCE	1,041,153	347,051	344,464	2,587
LANDSCAPE MONITORING FEE	18,720	6,240	4,725	1,515
LANDSCAPE AND REPLACEMENT	93,600	31,200	15,627	15,573
<i>S/T LANDSCAPE MAINTENANCE</i>	<b>1,153,473</b>	<b>384,491</b>	<b>364,816</b>	<b>19,675</b>
<b>LANDSCAPE MAINTENANCE NEW &amp; ENHANCED</b>				
PROPERTY MOWING	94,640	31,547	20,450	11,097
COUNTY POND	26,000	8,667	-	8,667
NPDES POND PROGRAM	45,000	15,000	16,250	(1,250)
<i>S/T LANDSCAPE NEW &amp; ENHANCED</i>	<b>165,640</b>	<b>55,213</b>	<b>36,700</b>	<b>18,513</b>

**Tampa Palms CDD  
General Fund  
Statement of Revenue, Expenditures and Change in Fund Balance  
For the period from October 1, 2019 through January 31, 2020**

	<u>BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>FAVORABLE (UNFAVORABLE) YTD VARIANCE</u>
FACILITY MAINTENANCE:				
IRRIGATION SYSTEM	101,148	33,716	33,296	420
FOUNTAIN	25,754	8,585	2,120	6,465
FACILITY MAINTENANCE	85,493	28,498	25,781	2,716
MOTOR FUEL & LUBRICANTS	-	-	-	-
JANITORIAL/PARK SUPPLIES	2,600	867	1,046	(179)
S/T FACILITY MAINTENANCE	<u>214,995</u>	<u>71,665</u>	<u>62,243</u>	<u>9,422</u>
<b>TOTAL FIELD OPERATIONS/SERVICES</b>	<u>2,062,325</u>	<u>689,852</u>	<u>624,089</u>	<u>65,763</u>
<b>TOTAL NORMAL OPERATIONS</b>	<u>2,248,828</u>	<u>791,140</u>	<u>720,697</u>	<u>70,443</u>
<b>PROJECT DRIVEN EXPENDITURES</b>				
SIGNATURE TP 2017	18,676	6,225	33,067	(26,841)
RENEWAL AND REPLACEMENT & DEFERRED MTC	195,000	65,000	49,153	15,847
CAPITAL PROJECTS	195,000	65,000	7,456	57,544
NPDES/CLEAN WATER	56,787	18,929	-	18,929
<b>TOTAL PROJECT DRIVEN EXPENDITURES</b>	<u>465,463</u>	<u>155,154</u>	<u>89,675</u>	<u>65,479</u>
<b>TOTAL NORMAL OPERATIONS AND PROJECT DRIVEN EXPENDITURES</b>	<u>2,714,291</u>	<u>946,295</u>	<u>810,372</u>	<u>135,923</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	-	1,547,405	1,683,813	136,410
FUND BALANCE - BEGINNING	-	-	3,874,721	3,874,721
<b>FUND BALANCE - ENDING</b>	<u>\$ -</u>	<u>\$ 1,547,405</u>	<u>\$ 5,558,534</u>	<u>\$ 4,011,130</u>

# FINANCIAL SUMMARY

Tab 3 C

**TAMPA PALMS CDD  
FINANCIAL SUMMARY THRU JANUARY 31, 2020  
GENERAL FUND**

(Shown in \$)	<u>Normal Operations</u>	<u>Non-Operating Project Driven</u>	<u>Total As Reported</u>
<b><u>Revenues</u></b>			
Operating	\$2,053,986		\$2,053,986
<b><u>Non Operating</u></b>			
Capital Projects		\$176,278	176,278
Renewal & Rel		\$176,278	176,278
Signature 2017		\$16,883	16,883
NPDES		\$51,335	51,335
Excess Fees	6		6
Interest	18,819		18,819
Misc Rev	600		600
Carry Forward Bal *			
<b>Total</b>	<b>\$ 2,073,411</b>	<b>\$ 420,774</b>	<b>\$ 2,494,185</b>
<b><u>Expenses</u></b>			
Operations	\$ 720,697		720,697
<b><u>Non Operating</u></b>			
Renewal & Rel		49,153	49,153
NPDES/EPA		0	0
Capital Projects		7,456	7,456
TP Signature 2017		<u>33,067</u>	<u>33,067</u>
<b>Total</b>	<b>\$720,697</b>	<b>\$89,675</b>	<b>\$810,372</b>
Excess Revenue Vs Expenses	<b>1,352,714</b>	<b>331,099</b>	<b>\$ 1,683,814</b>

**TAMPA PALMS CDD  
FINANCIAL SUMMARY THRU JANUARY 31, 2020  
GENERAL FUND**

<u>General Fund</u>	1/31/2020	(\$000)
Cash		148
Cash Equivalent (Excess Cash ICS)		5,689
Due From TPOA		11
Prepaid Amounts		0
<b>Total</b>		<b>\$ 5,847</b>
Less:		
Payables		221
Accrued Expenses		68
	<b>Net Cash 1/31/2020</b>	<b>\$ 5,558</b>
Allocation for:		
Weather Damage		400
Community-Wide Wall & Monument		200
Tree & Palm Replacement		100
Pond Improvements		700
1st Qtr FY 2020-21 Expenses Operations		679
Infrastructure Replacement Contingency		135
TP Signature Projects (unspent)		476
	<b>Adjusted Net Cash</b>	<b>\$ 2,868</b>

Forecast

(\$ 000)	2019-20 Fiscal Year		Monthly Bal
	<u>Receipts</u>	<u>Expenses</u>	
<b>Feb</b>			
CDD Operations	30	195	
R&R	3	24	
NPDES	1	38	
Signature Projects	0	45	
Capital Projects	3	22	
<b>Total</b>	<b>37</b>	<b>324</b>	<b>\$ 2,581</b>
<b>Mar</b>			
CDD Operations	68	195	
R & R	6	15	
NPDES	2	25	
Signature Projects	1	41	
Capital Projects	6	22	
<b>Total</b>	<b>83</b>	<b>298</b>	<b>\$ 2,365</b>
<b>Apr</b>			
CDD Operations	29	255	
R & R	3	22	
NPDES	1	10	
Signature Projects	0	80	
Capital Projects	3	45	
<b>Total</b>	<b>35</b>	<b>412</b>	<b>\$ 1,988</b>

\* Palm Treatment and Replacement of Both Palms and Trees Identified as Future Liability



**TAMPA PALMS CDD  
JANUARY 31, 2020  
GENERAL FUND**

(\$000)	Prior Year Collected	Current Year Collected \$	Current Year Collected %	Variance % Fav (Unfav)
October				
November	14%	376	14%	0%
December	92%	2,388	91%	-1%
January	94%	2,475	94%	0.0%
February	96%			
March	97%			
April	99%			-
May	99%			-
June	100.2%			-
July	100.2%			-
August	100.3%			-
September	100.3%			
<b>Year End</b>				
<u>Total Assessed (Net Discount)</u>		\$2,628		



# PROJECT DRIVEN REPORTS



Tab 3 D

## Summary- Project Driven Expenses

Four Months Ending January 31, 2020

<b>Operating Capital Projects</b>	<b>(\$000)</b>
<u>Sources of Funds</u>	
FY 2019-20 Budget	\$195
<u>Uses of Funds</u>	
Spent Thru 1/31/20	7
Total Funds Under Consideration	\$0
<b>Budget Available as of 1/31/2020</b>	<b>\$188</b>
 <b>Renewal &amp; Replacement</b>	
<u>Sources of Funds</u>	
FY 2019-20 Budget	195
<u>Uses of Funds</u>	
Spent Thru 1/31/20	49
Total Funds Under Consideration	\$0
<b>Budget Available as of 1/31/2020</b>	<b>\$146</b>
 <b>TP Signature Projects</b>	
<u>Sources of Funds*</u>	
FY 2019-20 Budget	\$19
<u>Uses of Funds</u>	
Spent Thru 1/31/20	33
Total Funds Under Consideration	\$472
<b>Budget Available as of 9/30/2020*</b>	<b>\$505</b>

\* Additional Signature funds available to be brought forward when needed



**Capital Projects 2019-20  
Budget Monitor**

	31-Jan-20		
(\$000)	Current Projects	Spent 2019-20	Pending Commitments
<b>Tampa Palms Signature Projects (BB Downs)</b>			
Consulting Services	31	7	24
Irrigation	20		20
Main Entry Restorations	173	26	147
Area 2 Pond			15
Bruce B Downs Improvements	267		267
<b><i>Sub-Total TP Signature 2017</i></b>	<b><i>\$506</i></b>	<b><i>\$33</i></b>	<b><i>\$472</i></b>
<b>Capital Projects</b>			
Consulting Services			
Irrigation Systems			
Parks		5	
Landscape & Lighting		3	
Signs, Infrastructure & Lighting			
<b><i>Sub-Total Capital Projects</i></b>	<b><i>\$0</i></b>	<b><i>7</i></b>	<b><i>\$0</i></b>
<b><i>Total TP Signature 2017 &amp; Standard Capital Projects</i></b>		<b><i>\$41</i></b>	<b><i>\$472</i></b>

**Capital Projects Signature Projects  
2019-20 Through January 31, 2020**

<b>Tampa Palms Signature Projects (BB Downs)</b>	<b>Current Projects</b>	<b>Spent A/O 1/31/2020</b>	<b>Pending Commitments</b>
<b>Consulting Services</b>			
Restoration Designs	24,000	7,160	16,840
Survey & Staking	7,000		7,000
<i>Sub Total</i>	<u>31,000</u>	<u>7,160</u>	<u>23,840</u>
<b>Irrigation</b>			
Area 1 & 2 Irrigation (Incl BB Downs)	20,000		20,000
<i>Sub Total</i>	<u>20,000</u>		<u>20,000</u>
<b>Main Entry Restorations</b>			
Area 1 Entry Landscape (Phase II)	77,513		77,513
Area 2 Landscape Phase II	20,000	10,604	9,396
Area 2 Landscape (TP Blvd & Amberly Phase II)	25,000		25,000
Area 2 Pond Landscape & Wayfinding	50,000	15,303	34,697
<i>Sub Total</i>	<u>172,513</u>	<u>25,907</u>	<u>146,606</u>
<b>Area 2 Pond</b>			
Littoral Plantings & Noxious Removal			
Area 2 Pond Landscape -Bank Repairs	15,000		15,000
<i>Sub Total</i>	<u>15,000</u>		<u>15,000</u>
<b>Bruce B Downs Improvements</b>			
Area 1 Adl Trees	22,000		22,000
Cypress Creek to Power Corridor ( Walls)	245,000		245,000
<i>Sub Total</i>	<u>267,000</u>		<u>267,000</u>
<b>Sub-Total Tampa Palms Signature</b>	<b>505,513</b>	<b>33,066</b>	<b>472,446</b>
<b>Normal Capital Projects</b>			
	<b>Current Projects</b>		<b>Pending Commitments</b>
<b>Irrigation Systems</b>			
<i>Sub Total</i>	<u>0</u>		<u>0</u>
<b>Parks</b>			
Cozy Dome Climber		4,525	-
<i>Sub Total</i>	<u>0</u>	<u>4,525</u>	<u>-</u>
<b>Landscape &amp; Lighting</b>			
Bricks for Sanctuary Wall Bed		2,931	
<i>Sub Total</i>	<u>-</u>	<u>2,931</u>	<u>-</u>
<b>Signs, Infrastructure &amp; Lighting</b>			
<i>Sub Total</i>	<u>0</u>		<u>0</u>
<b>Sub-Total Normal Capital Projects</b>	<b>\$0</b>	<b>\$7,456</b>	<b>\$0</b>
<b>Total TP Signature &amp; Standard Capital Projects</b>		<b>\$40,522</b>	<b>\$472,446</b>

# CHECK REGISTER

Tab 3 E

**TAMPA PALMS CDD  
CASH REGISTER  
FY 2020**

Date	Num	Name	Memo	Receipts	Disbursements	Balance
12/31/2019			<b>EOM BALANCE</b>	<b>389,916.94</b>	<b>123,917.45</b>	<b>282,432.41</b>
01/01/2020	8244	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - January		6,337.61	276,094.80
01/02/2020	8245	ADVANCED ENERGY SOLUTION OF	Check GFI Timers, Replaced driver for led St lgt		1,722.79	274,372.01
01/02/2020	8246	CINTAS	Safety Mats		123.14	274,248.87
01/02/2020	8247	CORE & MAIN LP	Irrigation Parts		266.16	273,982.71
01/02/2020	8248	FEDEX	Shipping		101.64	273,881.07
01/02/2020	8249	FIS Outdoor	Irrig maint		3,195.00	270,686.07
01/02/2020	8250	FRONTIER COMMUNICATIONS	Hampton Pk FIOS - 12/22-1/21, CDD Phone - 12/16-1/15		690.89	269,995.18
01/02/2020	8251	HOME DEPOT	Supplies		308.72	269,686.46
01/02/2020	8252	REPUBLIC SERVICES	1/1-1/31 - Solid Waste		840.43	268,846.03
01/02/2020	8253	SAFEGUARD	Checks		166.70	268,679.33
01/02/2020	8254	SECURITAS SECURITY SERVICES USA, INC	11/24-12/07 - Security Guard		2,332.06	266,347.27
01/02/2020	8255	XEROX FINANCIAL SERVICES	Copier Lease - Decamber		136.35	266,210.92
01/02/2020	8256	Zeno Office Solutions, Inc.	Contract ovg charge 10/25-11/24		16.20	266,194.72
01/03/2020	713983DD	DOROTHY COLLINS	12/16-12/29 - D. Collins P/R		2,259.92	263,934.80
01/03/2020	ACH010320	Innovative Employer Solutions	12/16-12/29 - D. Collins P/R		957.81	262,976.99
01/13/2020	8257	ADVANCED ENERGY SOLUTION OF	Connect lights, Centerbury rep GFI, Res - Rep lights		769.84	262,207.15
01/13/2020	8258	AT&T	Long Distance - Dec		106.82	262,100.33
01/13/2020	8259	CINTAS	Safety Mats - 1/6/20		61.57	262,038.76
01/13/2020	8260	FLORIDA FOUNTAIN MAINTENANCE, INC	Fntn Maint - January		417.38	261,621.38
01/13/2020	8261	FRONTIER COMMUNICATIONS	Hampton Pk Phone - 12/28-1/27		202.01	261,419.37
01/13/2020	8262	FRONTIER COMMUNICATIONS	Amberly Pk Phone - Jan		221.87	261,197.50
01/13/2020	8263	IRON MOUNTAIN	1/1-1/31 - Records Storage		238.21	260,959.29
01/13/2020	8264	LOWE'S	Supplies		45.48	260,913.81
01/13/2020	8265	SECURITAS SECURITY SERVICES USA, INC	12/08-12/21 - Security Guard		2,482.50	258,431.31
01/13/2020	8266	TAMPA ELECTRIC	211014900248		179.58	258,251.73
01/13/2020	8267	TERMINEX	Pest Control - December - Main Facility		80.00	258,171.73
01/13/2020	8268	TERMINEX	Pest Control - December - Amberly Park		57.00	258,114.73
01/13/2020	8269	VERIZON	11/24-12/23 - Phone		128.38	257,986.35
01/13/2020	8270	HOOVER PUMPING SYSTEMS	Filtration evaluation		358.20	257,628.15
01/17/2020	717774DD	DOROTHY COLLINS	12/30-1/12 - D. Collins P/R		2,259.92	255,368.23
01/17/2020	16	Eugene R. Field	BOS Mtg, 1/08/20		184.70	255,183.53
01/17/2020	ACH011720	Innovative Employer Solutions	12/30-1/12 - D. Collins P/R & BOS Mtg, 1/8/20		1,080.20	254,103.33
01/17/2020	717775DD	James A. Schoolfield	BOS Mtg, 1/08/20		184.70	253,918.63
01/17/2020	717776DD	James P. Soley	BOS Mtg, 1/8/20		184.70	253,733.93
01/17/2020	717777DD	Jessica B. Vaughn	BOS Mtg, 1/8/20		184.70	253,549.23
01/21/2020	8271	ABM Landscape & Turf Services	Landscape Maint - Dec		62,294.10	191,255.13
01/21/2020	8272	HOOVER PUMPING SYSTEMS	Area 1 Replacement - Filter Discs		1,627.62	189,627.51
01/21/2020	8273	GRAU & ASSOCIATES	Audit FY 2019		1,000.00	188,627.51
01/27/2020	8274	CINTAS	Safety Mats - 1/13/20		61.57	188,565.94
01/27/2020	8275	CLEAN SWEEP SUPPLY COMPANY	Supplies 1/6/20		222.90	188,343.04
01/27/2020	8276	ESD WASTE2WASTER, INC	Pump Maint -01/2020		300.00	188,043.04
01/27/2020	8277	SUNSHINE STATE ONE CALL F FLORIDA	Dig Tickets - 12/2019		27.13	188,015.91
01/27/2020	8278	TERMINEX	Pest Control -01/20 - Hampton Park		61.00	187,954.91
01/28/2020	8279	DOUGLAS CLEANING SERVICES	January - CDD Cleaning		1,290.00	186,664.91
01/28/2020	8280	TAMPA ELECTRIC	Summary Bill - 12/2019		8,936.62	177,728.29
01/28/2020	8281	TAMPA PALMS OWNERS ASSOCIATION	Park Attendants - FY 2019-2020 - 1st Quarter		15,494.69	162,233.60
01/30/2020	8282	DOROTHY I COLLINS-PETTY CASH CYSTOE	Petty Cash Reimbursements		155.64	162,077.96
01/30/2020	8283	FSS Company	Bricks for Sactuary Wall		2,930.68	159,147.28
01/30/2020	8284	MARY-MARGARET WILSON	Field Mgmt - February		8,995.00	150,152.28
01/31/2020	532	CITY OF TAMPA UTILITIES	Water Utilities - Jan		2,647.05	147,505.23
01/31/2020			Interest	61.13		147,566.36
01/31/2020			<b>EOM BALANCE</b>	<b>61.13</b>	<b>128,589.57</b>	<b>147,566.36</b>



# STRATEGIC PLANNING

# STRATEGIC PLANNING

Tab 4F

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
<b>I. Signature Projects</b>			
<b>1) General Progress &amp; Timeline</b>			
a) Progress	Report To Board	Mar	Staff
<b>2) Entrance Pond</b>			
a) Pond Perimeter Platings / Pod Levels	Review Progress	Mar	Staff
<b>3) Community Entrances</b>			
a) Tampa Palms Blvd - Area 1 Propose Planting Plan	Board Approval	Mar	Staff
b) Wayfinding Sign (Grace) Provide Update	Progress Report	Mar	Staff/Soley
<b>II Capital Projects</b>			
<b>1) Wayfinding &amp; Misc. Signs</b>			
a) Area 2 Entry (Sig 2017 Area 2 Above)	Update Board	Future	Staff/Soley

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
2) Lake Fountain Review a) Board update	Review	Apr	Staff/Soley
<b>III Landscape Assets</b>			
1) Assessment YTD Weather Impacts	Report To Board	Ongoing	Staff
2) Village Entry & Blvd Restorations a) Plans / Direction b) Palm Tree Pests c) Sanctuary Wall d) Tree Health Discussion	Report To Board Report To Board Report To Board Report To Board	Mar Mar Mar Mar	Staff Staff Staff Staff
3) LED Landscape Lighting a) Phase III	Future Consideration	TBD	Staff
<b><u>IV Park Reviews</u></b>			
1) Park Inspections & Restorations a) Amberly Park Playset b) Children on Tennis Courts	Report Board Review	Mar Mar	Staff Staff
<b><u>V. Government Agency Projects</u></b>			
a) Multi-Modal Path Repaving [COT] b) Paving- Tampa Palms Blvd [COT] c) New Lanes I-75 [FDOT]	Report To Board Monitor Presentation	Future Future Future	Staff Staff FDOT Staff

## TP CDD Planning Horizon

March, 2020

### FY 2019 -20

- Landscape Renewal Continues (10 Year Cycle)
- Possible Express Lanes For I-75 Adjacent To Tampa Palms (Next Meeting May 2020)
- ADA Review For CDD Parks
- SWWMD Permit (WUP) Due
- Repave TP Blvd w/ Complete Streets Design (Project Design)
- Expansion New Tampa Rec Center (In Progress)
- New Sensory Friendly Park –? Location
- USF School of Public Affairs Study of New Tampa Business Climate - Feedback
- Additional Jogging Path Repairs
- General Election Primary (March 2020)

### FY 2020-21

- Additional Jogging Path Repairs
- Repave TP Blvd w/ Complete Streets Design (Construction)
- General Election

# 2020 FOCUS

Tab 4G

## Focus For 2020

- Define and review structural situation with regard to CDD-owned walls along BB Downs.
- Complete Signature projects restoring and rebranding Tampa Palms.
- Maximize cash management model to achieve greatest safe return for community.
- Maintain involvement in the City of Tampa progress toward restoration of Tampa Palms Blvd. (Design FY 2019-20 / work FY 2020-21).
- Monitor plans for expansion of I-75 adjacent to Tampa Palms to understand and find means to mitigate damage to the community.



*This is a preliminary view presented for supervisor consideration which can be reviewed and / or modified at the March 11<sup>th</sup> meeting.*



SIGNATURE  
SPENDING  
PLAN



Tab 41



## Update Signature Mitigation Projects

This report is filed monthly to update the Board Members as to the status of funds - both availability and commitment - for the Signature Tampa Palms projects.

**Funds Available A/O Fiscal Year 2019 -20**

**\$ 506K**

Work in Progress or Anticipated A/O March, 2020 Meeting



Opening Balance/Available	FY 2013-14 \$1,330,480	FY 2014-15 \$1,043,490 \$300,000	FY 2016-18 \$1,287,907	FY 2018-19 781762	FY 2019-20 \$505,513 In Progress
Consulting Svcs			\$32,005	\$7,809	\$31,000
Irrigation Relocation	\$93,000				
Irrigation- New Install & Repairs		\$55,000	\$95,000	\$19,472	\$20,000
Area 1- Entry Streetlights			\$20,000	Complete	
Area 1 & 2 Pillars, Fencing & Lighting			\$882	\$73,534	
Area 1- Landscape Entry Median (Phase 1)				Complete	
Area 1 Entry - Landscape Phase II)				\$71,632	\$77,513
Area 2- Entry Streetlights			\$14,475	Complete	
Area 2 Pillars, Fencing & Lighting			\$26,323		
Area 2 Entry - Median Landscape (Phase 1)			\$55,000	Complete	
Area 2 Entry - Landscape (Phase II)			\$33,000		\$45,000
Area 1 & 2 Median Electrical Restoration			\$36,000	Complete	
Area 1 & 2 Wall Replacements/Repairs			\$15,000		\$245,000
Amberly (1 ) Entrances (Monument Area)			\$55,000	\$47,447	
Area 2 Entry Pond Area					\$37,000
Area 2 Entry Pond - Landscape Phase 2				\$50,425	
Area 2 Entry Pond - Tree Buffer			\$85,000	Complete	
Area 2 Entry Pond - Fountain & Fountain Lights			\$21,460	Complete	
Area 1 - Landscape & Irr Welcome -Amberly			\$55,000	Complete	
Area 2 - Landscape BB D (Incl Wayfinding)					\$50,000
Area 2- Landscape Amberly To Bridge			\$20,000	\$5,930	
Optional Lights					
Area 2 Entry- Roadway Bricks*			\$142,000	Complete*	
BB Downs Fencing Upgrade (Black)*	193,990				
<i>S/T By Fiscal Year</i>	<i>\$286,990</i>	<i>\$55,583</i>	<i>\$706,145</i>	<i>\$276,249</i>	<i>\$505,513</i>
<b>Total All Projects</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>

# MINUTES

1  
2  
3 **MINUTES OF MEETING**  
4 **TAMPA PALMS**  
5 **COMMUNITY DEVELOPMENT DISTRICT**

6 The Regular Meeting of the Board of Supervisors of the Tampa Palms Community  
7 Development District was held on Wednesday, February 12, 2020 at 6:00 p.m. at the Compton  
8 Park Recreation Building, 16101 Compton Drive, Tampa, Florida.

9  
10 **FIRST ORDER OF BUSINESS - Welcome & Roll Call**

11 Mr. Field called the meeting to order.

12 The Board members and staff introduced themselves for the record.

13  
14 Present and constituting a quorum were:

15 Gene Field	Chairman
16 Jim Soley	Vice Chairman
17 Jessica Vaughn	Supervisor

18  
19 Also present were:

20 Lore Yiera	District Manager
21 Maggie Wilson	Consultant/Resident
22 Warren Dixon	TPOA Business Consultant
23 Brian Koerber	TPOA Property Manager
24 Warren Dixon	TPOA Business Manager
25 Numerous residents & guests (18)	

26  
27 Mr. Field established that a quorum of the Board was present.

28  
29 **Pledge of Allegiance**

30 Ms. Vaughn led the recitation of the Pledge of Allegiance.

31  
32 **SECOND ORDER OF BUSINESS- FDOT Presentation PD&E I-75 Express Lanes**  
33

34 Scarlett Sharpe and Steve Gordillo representing a  
35 engineering firm retained by FDOT to conduct the PD&E  
36 study were joined by FDOT's Project Manager, Ashley  
37 Henzel to present to the community an over view of the  
38 project and how the study would be connected. A copy of  
39 their presentation is attached to these minutes.



1 **EIGHTH ORDER OF BUSINESS – Consultant Reports**

2 **◆ Signature Projects**

3 Ms. Wilson updated the Board and visitors as to  
4 the progress of the Signature Projects, how much has been  
5 accomplished with a timeline indicating spending,  
6 projects and what remains to accomplish.



9 Ms. Wilson reported that the next step is the  
10 landscape improvements for the Area 1 entrance. She  
11 noted that this is the landscape that graces the entry from  
12 the new pillars all the way to Amberly.



13 She reported that she has asked Jason Rinard for a  
14 landscape plan and as with down with all other major  
15 plans, the plan will be provided to the Board for approval.

17 Ms. Wilson stated that the Area 2 main entry  
18 requires adjustment of the second median, the one  
19 extending from the Publix entry/exit to Amberly Drive. At  
20 the Amberly end, four Washingtonian palms died  
21 previously and have been removed. This median is narrow  
22 and located along a high-traffic, frequent accident strip of



23 Tampa Palms Blvd (and belongs to the City of Tampa) so no new trees will be planted. ABM  
24 will clean up the turf and possibly add the low profile juniper to safely give a finished look.

26 Ms. Wilson reviewed the condition of the pond and noted  
27 which plants were remaining.



28 She also discussed what had to be done continually to make  
29 certain that algae and weeds did not take over what is  
30 acknowledged as the "too-large" littoral shelf.

31

1 After discussion with the Board, staff asked Jason Rinard  
2 for an opinion on rehabilitation of the area. He examined  
3 options to plant between the path and the street and found  
4 that:

- 5 • Insufficient room
- 6 • Too many utilities
- 7 • Planting would affect the stormwater swale



8 Ms. Wilson reported that Joe Laird and Jason Rinard worked on a plan where Joe would utilize  
9 some specialized saws to cut out major portions of the roots. That work has been in progress  
10 for several months.

11 The next steps will include edging the path with a lining of bricks to hold in a small amount of  
12 soil that will support small but vertical-looking plants such as mini- podocarpus which will be  
13 interspersed with birds of paradise where the space allows (birds are also found at the  
14 Sanctuary entrance)

15

16 Ms. Wilson reported that the new subcontractors  
17 took over the 5G cable installations along Tampa Palms  
18 Blvd and to put it kindly, they have created a total mess  
19 for the community and exhibited little to no regard for the  
20 damage they are causing.



21 Ms. Wilson noted that Tampa Palms will have to restore  
22 the turf and recreate the drainage swales. Fortunately, this work is funded through the NPDES  
23 budget and will demonstrate that the CDD is actively taking action required by the NPDES  
24 permit.

25

26 Ms. Wilson advised that this month ABM will feed  
27 the community palms. After three years of substantial  
28 rainfall coupled with a community water table that in many  
29 places is very close to the surface, many palms are  
30 experiencing a “wash out” of the nutrients that are needed to  
31 thrive.



1     ♦     **Business Environment Study**

2             Ms. Wilson reported the results of the business  
3     environment study conducted published during a feedback  
4     session at Compton Park.

5  
6     Ms. Wilson noted that the study group was formed to

7     address citizen concerns relative to business closings in the New Tampa area and that the team

- 8             •     Narrowed the study area to the area north of I-75 which is New Tampa (minus Tampa  
9             Palms, Tampa Palms North and TPOST 3)
- 10            •     Used public records to establish actual closings and the value of the closings to New  
11            Tampa (financial value and employees affected)
- 12            •     Interviewed ten unnamed citizens to establish “what New Tampa wants”
- 13            •     Actually determined that businesses increased in New Tampa
- 14            •     Made a series of recommendations to address concerns expressed by interviewed  
15            residents and garner more information.



16  
17     **Additional Advanced Board Package Materials:**

18             Information regarding financial reports were included in the Advance Board package;  
19     copy of which is attached hereto and made a part of the public record.

20  
21     **NINTH ORDER OF BUSINESS – Other Matters**

22             There being none, the next item followed.

23  
24     **TENTH ORDER OF BUSINESS – Public Comments**

25  
26  
27     **ELEVENTH ORDER OF BUSINESS - Supervisor Comments**

28             Supervisor Soley mentioned that there appeared to be a substantial number of  
29     streetlights out along Tampa Palms Blvd and expressed concern about safety. Ms. Wilson  
30     replied that TECO provides the lights and that the City of Tampa pays for them.



# INTERSTATE 75

Project Development and Environment (PD&E) Study

For more project specific information and to get involved:

<http://www.fdotd7studies.com/i75/north.html>

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1 (800) 955-8771 (TDD) or 1 (800) 955-8770 (Voice), or contact FDOT

Public Involvement Coordinator Alex Henry at 813-975-6405 or 800-226-7220, [alex.henry@dot.state.fl.us](mailto:alex.henry@dot.state.fl.us).

Comuníquese con nosotros: Nos importa mucho la opinión del público sobre el proyecto. Si tiene preguntas o comentarios, o simplemente desea más información, por favor comuníquese con nosotros. Nuestra representante en español es: Manny Flores, (813) 975-4248, [manny.flores@dot.state.fl.us](mailto:manny.flores@dot.state.fl.us).



# INTERSTATE 75

## Project Development and Environment (PD&E) Study

### Evaluation Matrix

- Evaluate potential impacts including:
  - Social impacts including relocations
  - Cultural impacts including archaeological and historic
  - Threatened and Endangered Species
  - Impacts to Floodplains
  - Noise Impacts
  - Air Quality
  - Potential Contamination Sites
  - Recreational Areas
- Costs – Construction, ROW, & Engineering

Similar to what was shown at 2010 Public Hearing





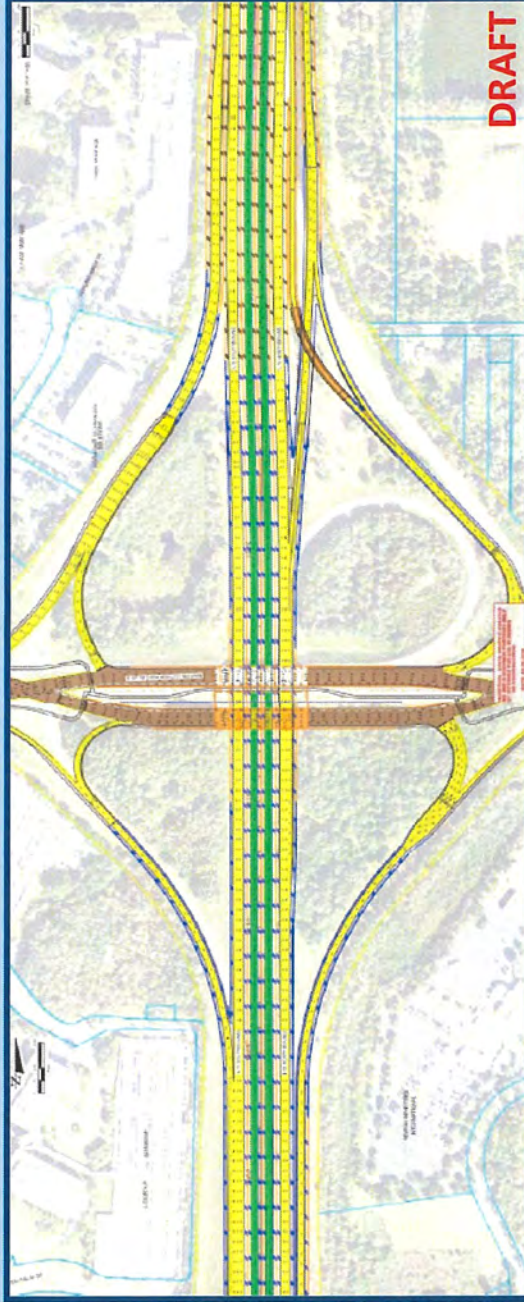


# INTERSTATE 75

Project Development and Environment (PD&E) Study

## Interchange Improvements

Existing MLK Boulevard Interchange



Proposed MLK Boulevard Interchange

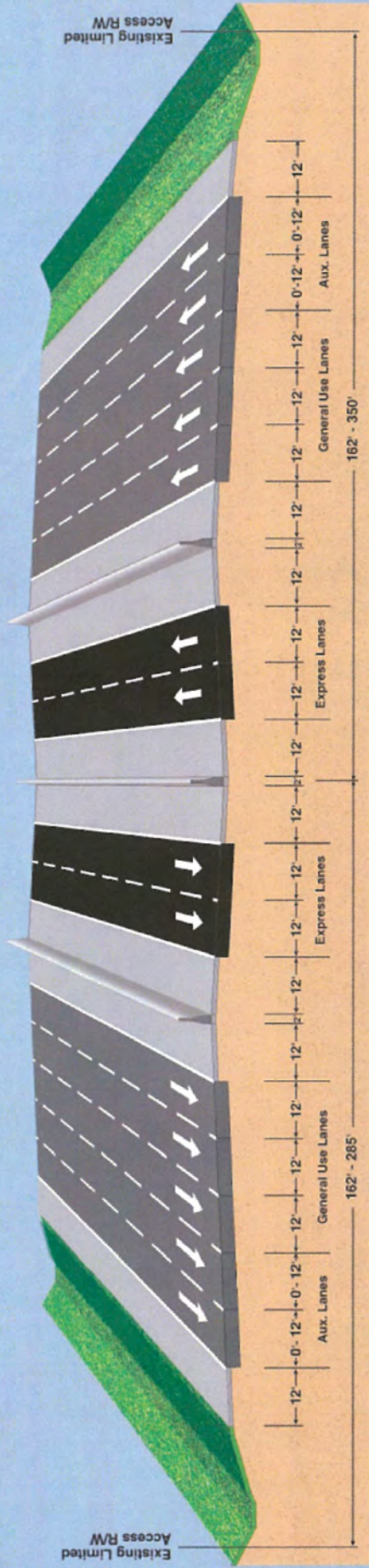




# INTERSTATE 75

Project Development and Environment (PD&E) Study

## Proposed I-75 Typical Section





# INTERSTATE 75

Project Development and Environment (PD&E) Study

## What Problems Are We Trying To Solve?



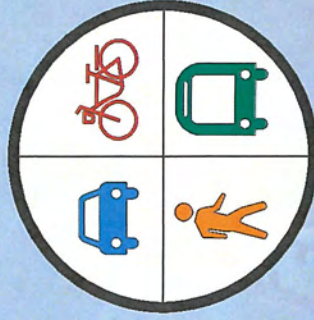
Safety



Traffic Operations



Congestion



Choice





# INTERSTATE 75

Project Development and Environment (PD&E) Study



## Northern Study

From south of US 301 to north of Bruce B. Downs Boulevard  
Hillsborough County  
(WPI No. 419235-3)

## Southern Study

From Moccasin Wallow Road to south of US 301  
Hillsborough and Manatee Counties  
(WPI No. 419235-2)





# CONSULTANT REPORTS



# SIGNATURE PROJECTS

## Signature Projects

Staff has requested a plan from Hardiman Kempton for the landscape at the main entry as reported last month. As in the past the plan will include diagrams of locations, plant types and pictures of the various plants suggested.

The plan was not available in time for the March meeting.

When received, the plan will also include an estimate of probable costs to aide in Board decisions.

The Board will be asked to review the options and approve the plan before any work commences.

This is the same manner in which the Area 2 and pond site landscape plans were handeld.



The Area 2 main entry adjustments of the second median, this is the median extending from the Publix entry/exit closest to BB Downs to Amberly Drive, will be completed late March..

Due to the fact that this median is narrow and located along a high-traffic, frequent-accident strip of Tampa Palms Blvd (and belongs to the City of Tampa) no new trees will be planted.

ABM will clean up the turf and add the low profile juniper to safely give a finished look.



The Area 2 (TP Bld / Amberly) wayfinding sign is finally on the way.

There was a hold-up with City permitting due to concerns that the inclusion of the church constituted off-site advertising.

After review with the City, including explanations of the eminent domain taking order, the City issued the permit.



# COMMUNITY APPEARANCE



## Community Appearance

Per the OLM inspection (rated at 92 % this week), the property continues to provide the upscale appearance that the residents of Tampa Palms expect, even in the face of the unseasonably warm weather that has prevailed most of the “winter”, coupled with more rain than typical and resultant high humidity.

The early spring weather is bringing the bottle brush to full and glorious bloom across the community.

Bottlebrush trees are in place stretching from the end of Yardley along the powerlines to the entry into Tampa Palms from TP North at the CDD but it is at the entrance to Sterling Manor that they are the most spectacular.

At Sterling Manor the bottlebrush are an unusual variant, they are weeping bottlebrush.



The tree on the entry side has a single branch that extends partially into the city-owned sidewalk, Staff consulted with the city arborist who warned that taking off this substantial limb could have dire consequences for the tree, certainly destabilizing it and possibly causing it to split and die.

Still with it extending too far into the sidewalk, someone might jump on it and break it with the same consequences.

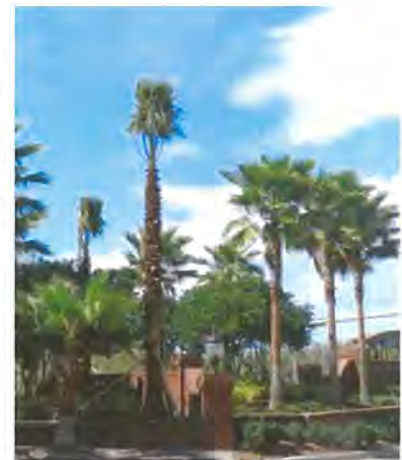
The ABM tree crew, in particular Ricky, came up with an interesting “fix”. First, he located a boulder with substantial mass. Then he cut/chiseled the stone into a shape that he could insert into the ground and still rest the limb on it. The result was that the limb was lifted, making the sidewalk less blocked and protecting the tree.



ABM continues to replace the palms that have died and have been removed. The process is (1) remove the palm leaving a stump of approx. 3 ft, (2) leave the stump in place for 1-3 months, and (3) use a tractor with a chain attached to the stump to “wobble” it out of place. In this way the roots are removed more thoroughly than simple root grinding and the adjacent curbs are not damaged.

With the exception of the Area 1 main entry, where the palms were replaced two days after the dead palms were removed, most areas are left without replacement for a period of 6+ months and the soil retreated to remove any pathogen that might be present in the soil.

At the Area 1 main entry, the soil was replaced prior to tree replacement.



For more than ten months Joe Laird, Patty Maney and staff have watched the last remaining palm from the lightning strike in front of Sterling Manor.

- Staff noted that there was a single green frond at the top
- Patty says it will die
- Joe says it will die

This month the palm put out a flush of small fronds at the top.

Patty and Joe remain unconvinced and the smart money is with them. Staff continues to think it might recover.

Place a bet anyone?



### Annuals

As mentioned last month, the March annuals are being installed this week. The installation will almost be complete in time for the March CDD meeting.

This changeout is “in the nick of time” for some locations. While main entry and most median annuals performed well through the winter, there is one location where the annuals struggled, the Reserve entry. Damage from work on the fountain equipment in January was not kind to these plants.



Ms. Maney and Joe Laird selected green leaf begonias (with pink blossoms) and Antigua marigolds to give a more “Spring-like” appearance than they typical orange marigolds and the dark bronze leaf begonias used this time of year

In both cases these plants should stand up well to the unpredictable Spring weather experienced in the last few years in Tampa Palms, weather that ranges from summer-time hot to near freezes as late as early April. For this reason these plants have been used before.



The base planting will be the yellow Antigua marigolds. Antigua marigolds are dwarf American marigolds that are early to flower in long days. The plants are relatively dwarf but the blooms are quite large (typically as 3 in in diameter).



The Antigua's were selected for their large bloom size: they will have substantial visibility even with the competition from the traffic, especially at the main entrances, and the brighter the better.

### Reserve Entry

Last month the feature pump for the Reserve's center fountain failed due to age, in part, and damage from materials drawn into the pump which compromised the impellers. (See picture to the right.)

Staff ordered a replacement pump and that this pump be rebuilt as a back-up. The fountain was shut down and returned to service in less than a week.

This week the fountain plume reduced to 4-5 inches and the when the pump was opened, chunks of wood were found, possibly large mulch.



There is a bit of a mystery; the system is closed except for the returns which are covered with grates in the pool area and the chunks appeared too large to have traveled through the grates. Leaves can push through the grates and there were a lot of oak leaved BUT there are no oak trees on the center median. Staff has asked for weekly checks of the systems by the maintenance company. The additional cost is minimal (within the budget) and the protection of the equipment substantial.

As you may remember last Fall Mark Hensleigh of the Reserve requested that the shrubs surrounding the center fountain be trimmed to a place 4-5 inches below the lip of the fountain to show the brick of the fountain. The shrubs are trimmed monthly but only a few inches removed.

This seemed a good idea to staff – see picture to the right from last year. The shrubs do hide the beauty of the brick.



Ms. Maney, OLM and Joe Laird disagreed: the shrubs, Carissa holly, have a plant-comfortable height and trimming more than a few inches from that height in mature plants would be unsightly for a long period of time and may cause some of the plants to fail. Ms. Maney thought that replacement of the hollies made more sense; the plants are many years old and a more easily managed replacement would serve the Reserve better. Replacement with pringles podocarpus was tentatively scheduled for late Spring this year.

This year the Reserve board decided that they wanted a more enhanced landscape maintenance than the typical maintenance provided through-out Tampa Palms and other communities. As previously discussed, there are several types of landscape:

Right of way landscape which is primarily designed to be appreciated from a car as one drives through a community. This is Tampa Palms specifications for maintenance.

Resort landscape designed to be appreciated walking among the landscape elements. The cost is three or four times that of traditional ROW landscape for the following reasons plus a lot more:

- All shrubs are hand manicured

- Shrub trimming is weekly, instead of monthly as with ROW options

The Reserve board engaged a landscape company that some of the members know from Saddlebrook, a resort where they play golf, to provide service within the Reserve and included a twice a year enhancement of the entry in their agreement. They failed to notify the CDD or ABM.

Sometimes good ideas on paper do not go so well in place. The landscapers were ordered by the board to work on the center median. The Reserve owns the center median, this was their right.



The shrubs around the fountain sides were cut back just below the top brick.

The sides were angled which is not to OLM spec but staff will prevent OLM for scoring that against ABM.

While the top shows sticks, hard to see in the picture, the shrubs have just been fertilized and seem very healthy so maybe despite the warnings of OLM, Joe and Ms. Maney they may do just fine.

The shrubs at the end of the fountain were seriously chopped and they look quite unsightly at this time.

The extra row of shrubs at the front were put in place to protect the annuals from blowback from the fountain spray.

The annual beds had been made ready for installation and were slightly damaged. ABM has re-tilled them and the annuals will be planted on schedule.

Staff hopes that the annuals at least partially hide the mangled plants.



This cutback may work: the plants were certainly healthy going into this. Severe cutbacks of other, faster growing, media is done all the time (see following) but that takes place along the power corridor or in medians, not at a premier entry.

Staff has put a hold on the replacement work.

#### Power Corridor

ABM has completed the pruning of the plants materials in jeopardy along the corridor, including the crossings at Yardley, Wareham and Halsey Rd. Hopefully no surprises from the power companies this year.



Work described last month to provide a means to plant shrubs is progressing along the Sanctuary wall. It is very slow.

The teams have found that in addition to the massive roots in the area, they are finding concrete and rock chunks, most likely construction debris from the time the wall was built.



One resident who was walking by commented that even the brick itself was an improvement.

This work is taking time away from wall restoration other places but based on resident comments, it does take priority.

### 5G Cable Damage

The drainage swales along Tampa Palms Blvd from Cambridge 1 to the power corridor have been rebuilt and restored. The fifteen streetlights out from Wyndover Rd to Halsey Rd remain out. They have been reported numerous times to TECO with copies to the City.



Staff has asked ABM to move through the community and trim the tress around the streetlights. The City did not include this in the franchise agreement with TECO so the power company does not do it and the City does not either.

# COMMUNITY APPEARANCE

Tab 6K

# PARK USE DISCUSSION

## Hampton Park Tennis

It has been reported that a “tennis pro” recently separated from the Tampa Palms Country Club, Andrea Lord, is training private clients in Hampton and possibly Compton parks. Ms. Lord is not a member. If her clients are Tampa Palms residents and the reservations are made by the residents, this is perfectly within the rules.

There are however two situations that Ms. Lord brings to the parks which are not acceptable.

1. She is accompanied by a small dog which she allows to roam the tennis courts.
  - Dogs are not allowed on the tennis courts for a number of reasons:
    - Damage to the very permeable court surfaces which cannot effectively be clean if soiled by a dog
    - Injures to the dogs’ pads
    - Nuisance created by animals affecting other players
  - The park rules are such that dogs must be on a leash held by an owner. While Ms. Lord is training clients, she is not in control of her dog.



The park attendants approached Ms. Lord to explain that dogs were not allowed to be on the tennis courts and she rebuffed them by stating the dog was an emotional support dog.

This is somewhat new territory for the CDD and TPOA. Under both Fla law and Federal law people with disabilities may bring their **service animals** to “places of public accommodation”. Tennis courts would seem to fit that definition and the public issue might be mitigated by the fact that Ms. Lord is a legal guest of a resident.

Florida’s **service animal** law applies to animals that are trained to do work or perform tasks for someone with a physical, mental, psychiatric, sensory, or intellectual disability. The ADA defines a **service animal** as a dog that is individually trained to perform tasks or do work for the benefit of a person with a disability.

Service dogs / animals must be under the owner’s control. The animal must have a harness and leash (or other tether), unless the owner’s disability or the work the animal does prevents the use of these tools.

Neither Fla Law nor Fed Law appears to cover pets or what some call “emotional support animals”: animals that provide a sense of safety, companionship, and comfort to those with psychiatric or emotional disabilities or conditions. **According to some legal experts, under the ADA and Florida law, owners of public accommodations are not required to allow emotional support animals, only service animals.** (This would appear to be different under FHA rules but Tampa Palms is not renting this woman a condo.)

### **Proposed Action**

Staff has not had an opportunity to quantify how often Ms. Lord is visiting the park with the pooch but is monitoring the situation at this time.

If this proves to be a continuing issue, staff asks the board for authority to obtain a legal opinion from the District’s attorney before banning the pooch. (Despite attempting to understand Fla and Fed laws on these matters, staff makes a better plumber than faux lawyer- safety first.)



2. It is alleged that Ms. Lord is privately using Hampton Park as a place of business during school vacations.

It has been reported that Ms. Lord arranges “Holiday Tennis Camps” when children are off from school. Parents drop the children off. This first came to staff’s attention when Ms. Lord did this for the MLK holiday this year but she has apparently also did it once previously in Dec. of 2019.

The picture to the right was taken from Ms. Lord’s public Facebook page. The park is Hampton Park. Apparently, parents were encouraged to “drop their children off” for her tennis camp. The children may be residents; they may not be. To the right, groups of seven or eight children are playing and/or occupying a court.



### Proposed Action

Some of these problems may be handled by increased park attendant attention for court admission:

- Make certain EVERY guest signs in.
- Every child coming to meet Ms. Lord’s camp should be screened for address: are they Tampa Palms residents?
  - o Ms. Lord cannot admit “guests”, she is a guest herself and whomever she is training can only admit two.
  - o Tampa Palms does not “card” children entering the general playground area but the tennis courts are different (as is the swimming pool for Compton).



Ms. Lord’s functional equivalent of *tennis day care* is unquestionably commercial use, even if the CDD cannot quantify how much or from whom she is being paid. That is a violation of adopted park rules.

The senior Hampton Park attendant will try to gently encourage improved behavior. He will suggest to her that emotional support dogs do not have the same benefits as service dogs except in housing situations; for the good of the dog, the park and the other players, the dog should stay at home. (If she protests, we can engage counsel and take official action.)

The senior Hampton Park attendant will try to gently make certain that Ms. Lord understands all the rules, most specifically no commercial use and that only four people on a court at a time.

MODELING  
TAMPA PALMS  
FUTURE

Five Year Financial Model

FY 2020-21 to FY 2024-25

Executive Summary

The Financial Model, based on the assumptions, suggest The District can execute the safeguarding of the community assets for the next five years with the same leadership and care our residents and businesses have come to expect. This includes provisions for contingent liabilities that could be experienced in the planning horizon. The model safety factor equates to one quarter of expenses.

Constituent Perspective

Relatively modest assessment increases, ranging between 2.2 % to 2.6%, have been included to assure The District maintains the ability to preserve and protect approximately \$ 20.0 million in community assets.

This month each year information is provided about the history and reasonableness of Tampa Palms CDD assessments, along with the multi-year financial model that provides insight into the future consequences of current financial decisions.

The 19 year period included funding of \$ 5.0 million TP renewal and \$ 1.7 million BBD mitigation.



Assumptions

Signature TP 2017 will be completed this year; is not included in the model.

The following economics were used in the model:

- Assessment increases in the range of 2.2 % to 2.6 %.
- Interest Income based on achieving 1.3 % on our excess funds.
- Expense inflation of 3.0 % on ABM and 4.0 % on all other expenses.
- Staff transition included in FY 2024-25

## CDD Financial Model - Summary

### I. ANNUAL OPERATIONS

<b>Revenue</b>														
Assessments	2,628	2,686	2,750	2,816	2,890	2,965								
Misc	1	1	1	1	1	1								
Interest	55	35	35	35	35	35								
Excess Fees	15	15	15	15	15	15								
Unallocated Carryover	15	0	0	0	0	0								
<b>Revenue Total</b>	<b>2,714</b>	<b>2,737</b>	<b>2,802</b>	<b>2,868</b>	<b>2,941</b>	<b>3,016</b>								
<b>Expenses</b>														
Normal Expenses	2,248.83	2,278	2,344	2,412	2,483	2,595.61								
Project Driven	465	459	481	504	516	537								
<b>Total Annual Expenses</b>	<b>\$2,714</b>	<b>\$2,737</b>	<b>\$2,825</b>	<b>\$2,916</b>	<b>\$3,000</b>	<b>\$3,133</b>								
<b>Annual Excess Revenue (Deficit)</b>	<b>\$0</b>	<b>(\$0)</b>	<b>(\$24)</b>	<b>(\$49)</b>	<b>(\$59)</b>	<b>(\$117)</b>								

### II. FUNDS RESERVED

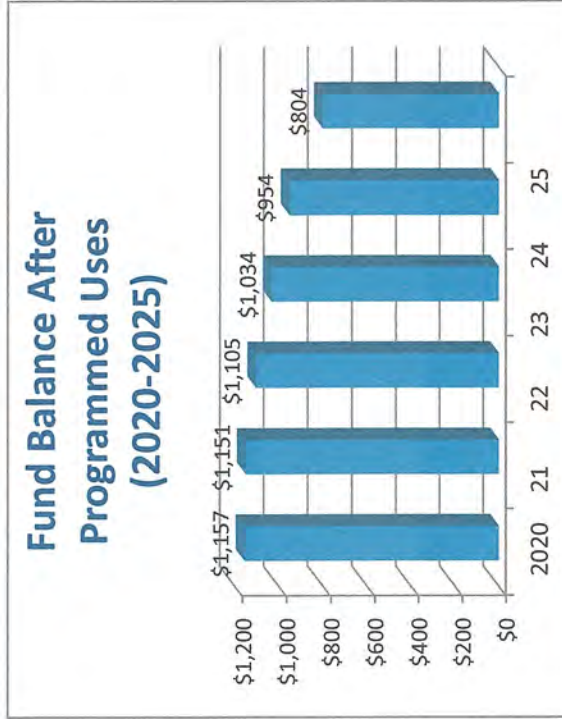
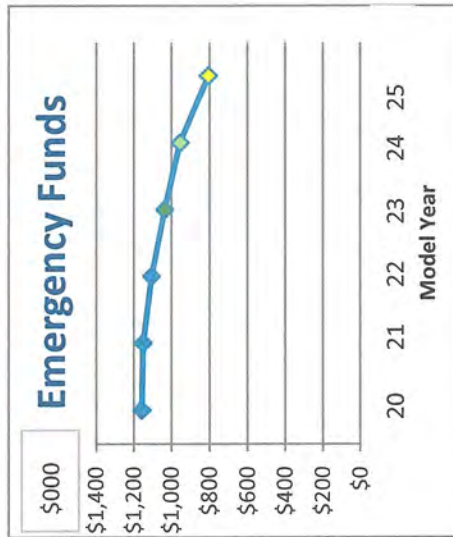
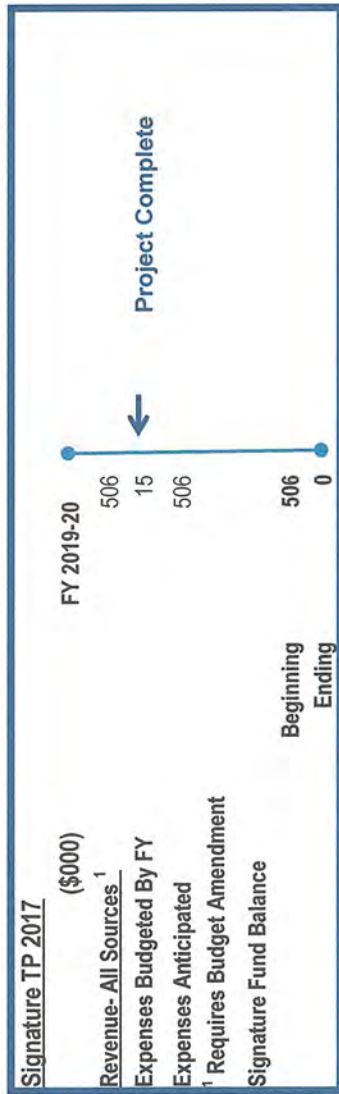
<b>Reserves Required</b>														
Weather Reserve	(400)	(400)	(400)	(400)	(400)	(400)								
1st Quarter Operations	(679)	(684)	(706)	(729)	(750)	(783)								
Community-Wide Walls	(200)	(200)	(200)	(200)	(200)	(200)								
Pond Improvements	(700)	(700)	(700)	(700)	(700)	(700)								
Palm & Tree Restoration	(100)	(100)	(100)	(100)	(100)	(100)								
Infrastructure Replacement Contingency	(135)	(135)	(135)	(135)	(135)	(135)								
Staff Successorship														
<b>S/T Annual Retainage- Reserves</b>	<b>\$2,214</b>	<b>\$2,219</b>	<b>\$2,241</b>	<b>\$2,264</b>	<b>\$2,285</b>	<b>\$2,318</b>								

## CDD Financial Model - Summary

Plan Year	Plan Year	Plan Year	Plan Year	Plan Year	Plan Year	Plan Year
0	1	2	3	4	5	
2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Model
Model	Model	Model	Model	Model	Model	Model
(\$000)						
<b>III FUND BALANCE DETAILS</b>						
<b>Multi-Year Fund Balance</b>						
Beginning	3,876	\$ 3,370	3,370	3,346	3,298	3,239
Less Carryforward Moved To Budget	(506)	0	0	0	0	0
FY Ending Revenue (Deficit)	0	0	(24)	(49)	(59)	(117)
<b>Ending Fund Balance *</b>	3,370	3,370	3,346	3,298	3,239	3,122
<b>Excess After Required Funds</b>	\$1,157	\$1,151	\$1,105	\$1,034	\$954	\$804

# CDD Financial Model - Summary

Plan Year	Plan Year	Plan Year	Plan Year	Plan Year	Plan Year	Plan Year
0	1	2	3	4	5	
2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	



# Multi-Year Financial Model- Current Model Detail

Basic Landscape 3%      General Expense Incr      4.0%

Revised 2/27/2020 8 am

## CDD Operations

	Adopted	Plan Year 1	Plan Year 2	Plan Year 3	Plan Year 4	Plan Year 5
	2019	2020	2021	2022	2023	2024
	2020	2021	2022	2023	2024	2025
	Adopted	Model	Model	Model	Model	Model
	2.2%	2.2%	2.4%	2.4%	2.6%	2.6%
<b>Revenue- All Sources</b>						
Assessments Non-Advalorem	\$ 2,737,595	\$ 2,797,822	\$ 2,864,969	\$ 2,933,729	\$ 3,010,006	\$ 3,088,266
Early Payment Discount	\$ (109,504)	\$ (111,913)	\$ (114,599)	\$ (117,349)	\$ (120,400)	\$ (123,531)
Net Assessments	\$ 2,628,091	\$ 2,685,909	\$ 2,750,371	\$ 2,816,380	\$ 2,889,605	\$ 2,964,735
Interest Income	\$ 55,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Excess Fees	15,000	15,000	15,000	15,000	15,000	15,000
Capital Transfer						
Misc Revenue	1,200	1,200	1,200	1,200	1,200	1,200
County Eminent Domain						
Carry Forward Revenue Unallocated	15,000					
	<b>2,714,291</b>	<b>2,737,109</b>	<b>2,801,571</b>	<b>2,867,580</b>	<b>2,940,805</b>	<b>3,015,935</b>

## Expenditures

<b>Administrative Expenditures</b>						
<b>ADMINISTRATIVE:</b>						
SUPERVISORS COMPENSATION	11,000	11,000	11,000	11,000	11,000	11,000
FICA & FEES	5,810	5,810	5,810	5,810	5,810	5,810
FUTA/SUTA/WKMAN'S/FEES	5,024	5,024	5,024	5,024	5,024	5,024
MANAGEMENT SERVICES	67,369	70,064	72,867	75,781	78,813	81,965
AUDITING SERVICES	6,813	7,086	7,369	7,664	7,971	8,289
ASSESSMENT ROLL SERVICES	10,050	10,452	10,870	11,305	11,757	12,227
TAX COLLECTOR FEES-ASSMTS	54,752	55,956	57,299	58,675	60,200	61,765
LEGAL SERVICES	10,000	10,000	10,000	10,000	10,000	10,000
MISCELLANEOUS ADMIN SERVICES	12,000	12,000	12,000	12,000	12,000	12,000
DIRECTORS & OFFICERS INSURANCE	3,685	3,832	3,986	4,145	4,311	4,483
<b>TOTAL ADMINISTRATIVE</b>	<b>186,504</b>	<b>191,225</b>	<b>196,225</b>	<b>201,404</b>	<b>206,885</b>	<b>212,565</b>

# TP 5 Year Financial Model- Detail

	2019	2020	2021	2022	2023	2024	2025
Adopted	2021	2022	2023	2024	2025	Model	Model
<b>Field/ Operations Services</b>							
<b>FIELD MANAGEMENT SERVICES:</b>							
ADMIN ASSISTANT	75,850	78,126	80,469	82,883	85,370	87,931	87,931
Admin Reimbursement	(18,963)	(19,531)	(20,117)	(20,721)	(21,342)	(21,983)	(21,983)
CDD Consultant	103,440	105,509	107,619	109,771	111,967	75,000	75,000
New Hire Consultant						78,000	78,000
FUTA/SUTA/WKM/BENEFITS	5,709	5,400	5,535	5,673	5,816	5,963	5,963
FICA	6,306	6,098	6,261	6,408	6,570	6,737	6,737
DISTRICT STAFF PAYROLL SIT ALL POSITI	<b>172,343</b>	<b>174,601</b>	<b>178,756</b>	<b>183,015</b>	<b>187,381</b>	<b>230,649</b>	<b>230,649</b>
PARK STAFF -LEASING CO-	81,000	75,000	78,000	81,120	84,365	87,739	87,739
PARK PATROL - SECURITY CO	69,014	71,774	74,645	77,631	80,736	83,966	83,966
FIELD MISCELLANEOUS	20,800	20,800	20,800	20,800	20,800	21,632	21,632
<b>TOTAL FIELD MANAGEMENT SERVICES</b>	<b>343,157</b>	<b>342,175</b>	<b>352,202</b>	<b>362,566</b>	<b>373,282</b>	<b>423,986</b>	<b>423,986</b>
<b>GENERAL OVERHEAD:</b>							
P & L INSURANCE	12,516	13,017	13,538	14,079	14,642	15,228	15,228
INFORMATION SYSTEMS (TELEPHONE & S	23,766	24,717	25,705	26,734	27,803	28,915	28,915
WATER-UTILITY	14,560	21,000	23,100	25,410	27,951	29,069	29,069
REFUSE REMOVAL (SOLID WASTE)	7,280	13,000	13,520	14,061	14,623	15,208	15,208
ELECTRICITY	110,000	110,000	114,400	118,976	123,735	128,684	128,684
STORMWATER FEE	3,938	4,096	4,259	4,430	4,607	4,791	4,791
MISC. FIELD SERVICES	13,000	13,000	13,000	13,000	13,000	13,520	13,520
<b>TOTAL GENERAL OVERHEAD</b>	<b>185,060</b>	<b>198,830</b>	<b>207,522</b>	<b>216,690</b>	<b>226,361</b>	<b>235,415</b>	<b>235,415</b>
<b>LANDSCAPE MAINTENANCE:</b>							
LANDSCAPING MANAGEMENT FEE	18,720	18,900	18,900	18,900	18,900	18,900	18,900
LANDSCAPE AND POND MAINTENANCE	1,041,153	1,044,980	1,068,079	1,091,871	1,116,377	1,141,619	1,141,619
LANDSCAPE REPLACEMENT	93,600	94,080	97,843	101,757	105,827	110,060	110,060
<b>TOTAL LANDSCAPE MAINTENANCE</b>	<b>1,153,473</b>	<b>1,157,960</b>	<b>1,184,822</b>	<b>1,212,528</b>	<b>1,241,104</b>	<b>1,270,579</b>	<b>1,270,579</b>
<b>LANDSCAPE MTC NEW &amp; ENHANCED</b>							
PROPERTY MOWING	94,640	98,426	102,363	106,457	110,715	115,144	115,144
COUNTY POND	26,000	15,000	15,600	16,224	16,873	17,548	17,548
NPDES POND PROGRAM	45,000	46,800	48,672	50,619	52,644	54,749	54,749
<b>TOTAL LANDSCAPE MTC : NEW</b>	<b>165,640</b>	<b>160,226</b>	<b>166,635</b>	<b>173,300</b>	<b>180,232</b>	<b>187,441</b>	<b>187,441</b>
<b>FACILITY MAINTENANCE:</b>							
IRRIGATION MAINTENANCE	101,148	105,194	109,402	113,778	118,329	123,062	123,062
R&M FOUNTAIN	25,754	26,784	27,856	28,970	30,129	31,334	31,334



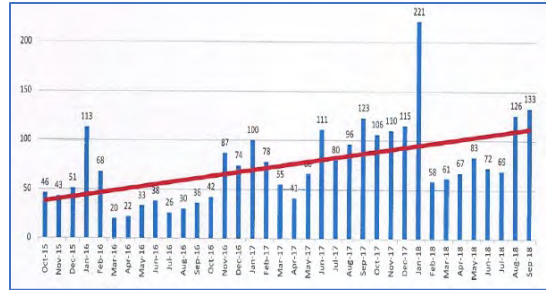
# WATER & WASTEWATER RATES

## Water & Wastewater Charges For Tampa Palms

Last month staff provided information regarding the City of Tampa PIPES program, a twenty-year project that is designed to:

- Rehabilitate aging infrastructure
- Address increases in the costs of maintenance and ad hoc repairs

The information provided last month was as the results of a City-held briefing session at Compton Park to describe the new water and wastewater rates, as well as, the reasons behind changes. The purpose plainly stated is to replace aging, failing and old technology pipes within the City before catastrophic failures result in pricy ad hoc repairs. There have been more than 3,500 breaks and collapses from FY 2016 - mid-2019. The chart to the right shows the alarming trend but does not even include 2019.



The PIPES Program will be fully funded by the water and wastewater revenues which are part of an enterprise fund. Enterprise funds are a “pay as you go” method, separate from tax revenue and not funded by the general fund; further, excess funds in the water and wastewater accounts may not transfer into the general fund to build a park etc.

Since that meeting a number of Tampa Palms citizens have expressed disappointment or even anger due to their assumptions that:

- Tampa has very high waste water and water rates already- not true
- Hillsborough County and other cities have lower rates – not true

There have been social media discussions about engaging the leadership of Tampa Palms – ie the CDD and TPOA Boards – and waging a public protest. The following information is provided to supervisors as background should you be approached on this matter.

### How Are Water and Wastewater Billed?

Potable water charges and wastewater charges are based on actual usage which is metered at each home. Both potable water and wastewater are billed in CCFs (100 cubic feet or 748 gallons). Potable water is billed in tiers, the more CCFs used, the higher the total cost due the fact the cost per CCF increases for higher-use tiers. Typically, wastewater is assumed to equal potable water use BUT wastewater usage is capped at 5 CCF’s and is a flat non-tiered rate.

1 The base rate for residential water service is \$2.00 plus \$2.00 irrigation charge. This is a new charge as of Nov 2019.

2. Actual potable water usage is metered and billed based on use.

Monthly Consumption Rates	
0 - 5 CCF / Mth	\$2.15 / CCF
6- 13 CCF / Mth	\$2.50 / CCF
14- 26 CCF / Mth	\$4.19 / CCF
27- 46 CCF / Mth	\$5.60 / CCF
➤ 46 CCF / Mth	\$6.47 / CCF

3. Wastewater is capped at 5 CCF and billed at the rate of \$4.85 per CCF

A “typical” residential use per month is 8 CCF or slightly less than 6,000 gallons per month. Actual use will depend on many variables but 8 CCF is frequently used for comparisons.

Monthly Bill Based on 8 CCF

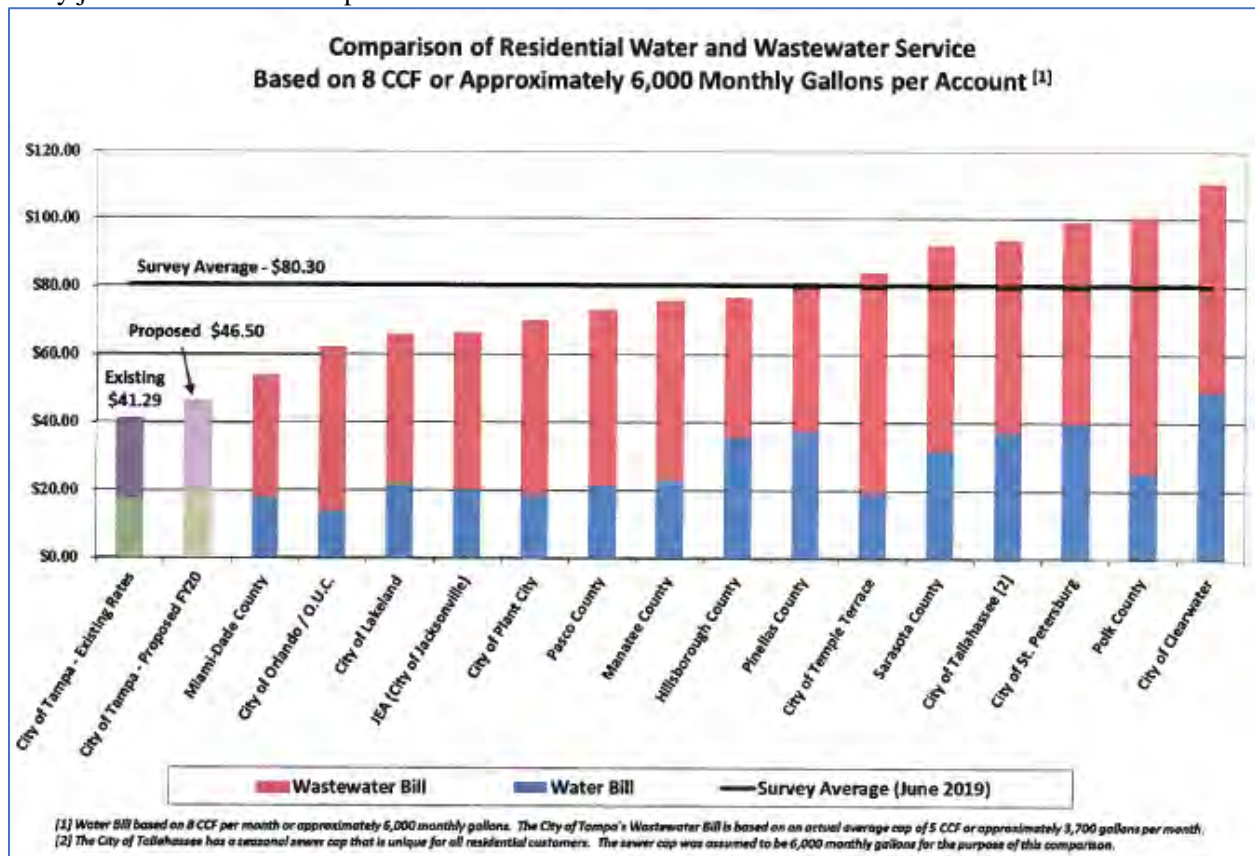
\$10.75	5 CCF
\$7.50	3 CCF
\$24.25	Wastewater
\$4.00	Base Charges
\$46.50	Total

How Expensive Is City of Tampa Water?

The City of Tampa residents enjoy fairly “cheap” water; in part this is because Tampa uses the water from the Hillsborough River, not available to other jurisdictions. A number of factors are changing that “cheap” water picture:

- The cost to replace aging infrastructure mentioned above.
- There are limits on the amount of water that can be taken from the Hillsborough River and population growth is forcing the City to buy non-river water from other sources.

The chart below was presented to City Council when the new rates were proposed. It compares the rates of many jurisdictions with Tampa.

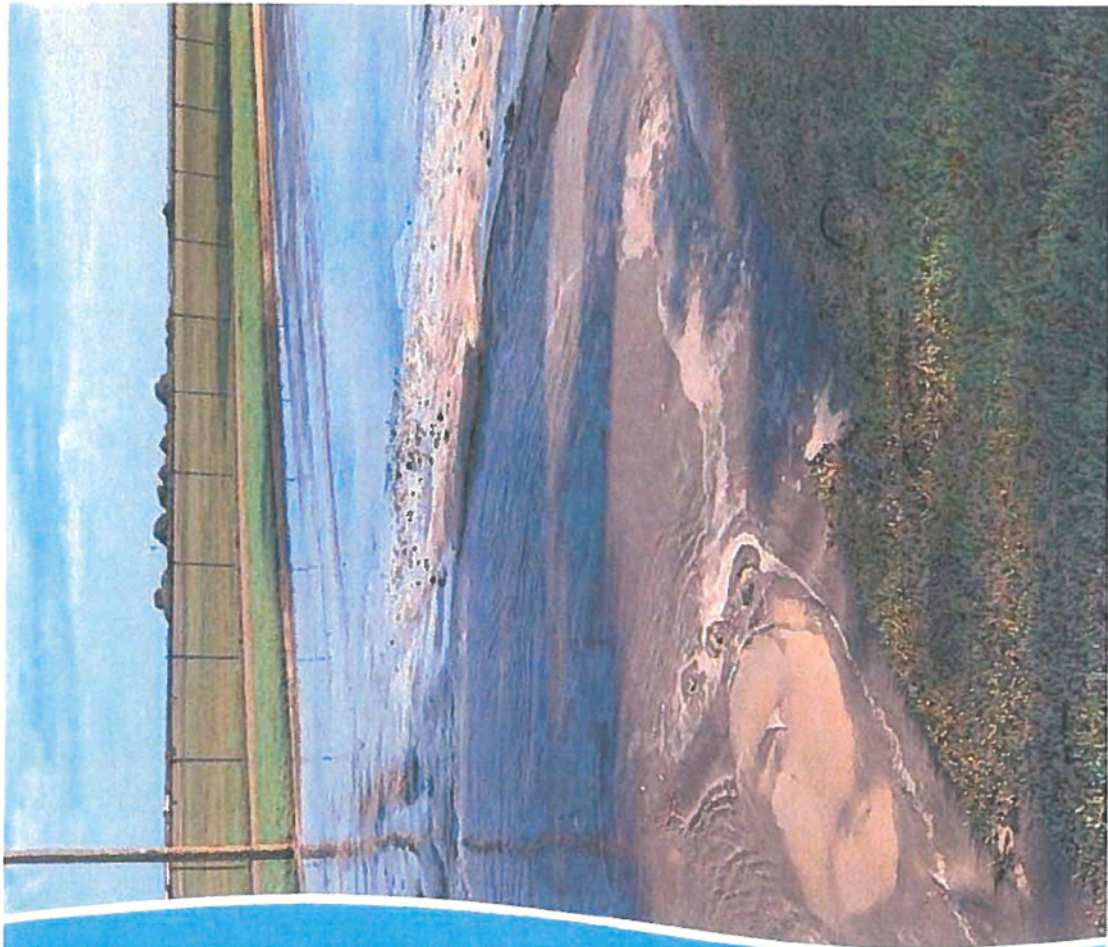


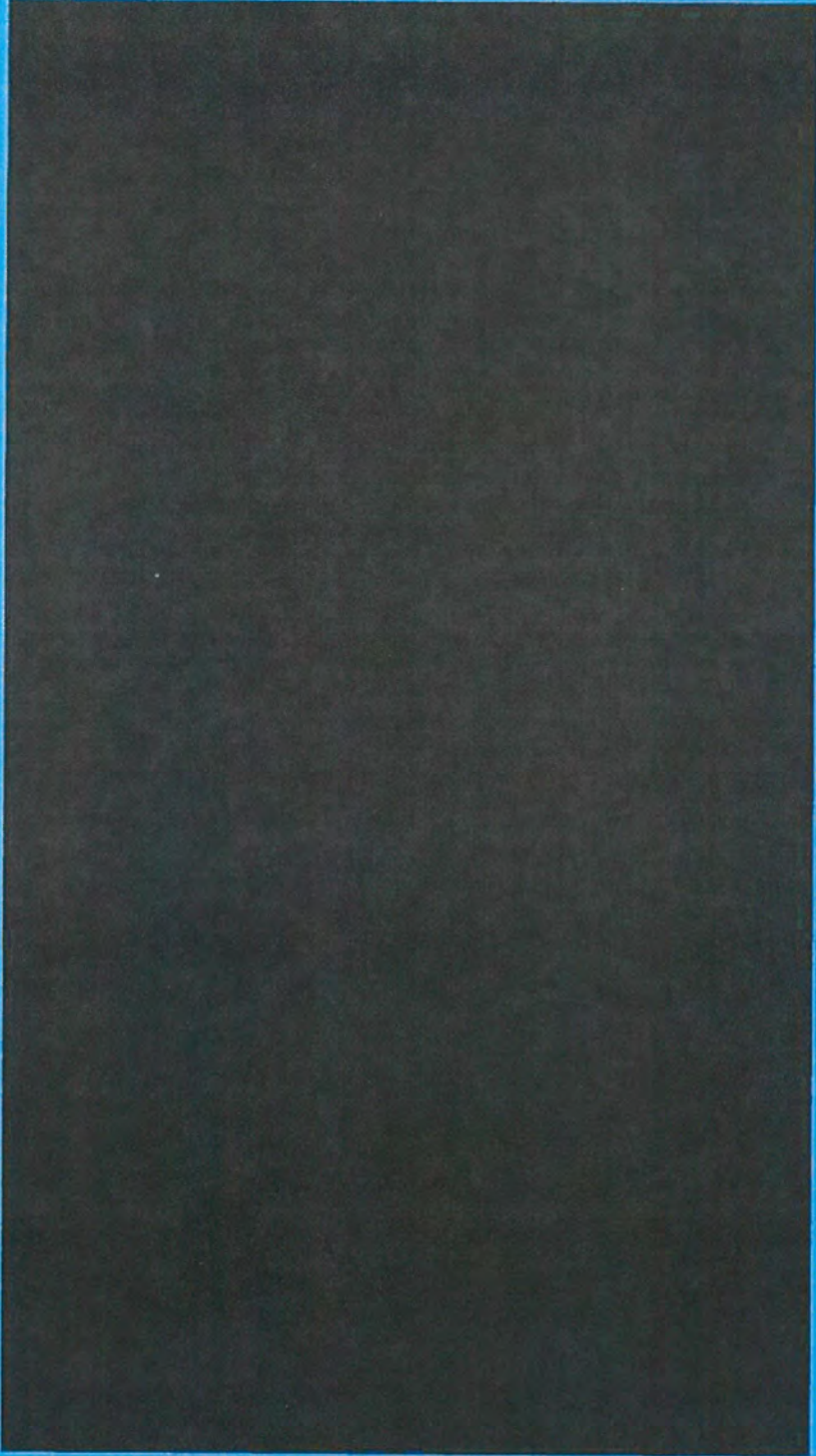
The presentation provided to City Council that formed the basis of the approved changes follows for your review.

# Water/Wastewater Master Plan and Funding Proposal



**Public Meeting**  
**City Council Chambers**  
**September 5, 2019**





## Water Main Breaks

# Wastewater Infrastructure Failures on the Increase



**Adamo Drive Force Main Break**



**University Pump Station  
Force Main Break**

# What are the Costs of Doing Nothing?

Wastewater Example  
(Pipeline Only):

## Reactive Costs

FY16: \$10,345,000

FY17: \$ 6,352,000

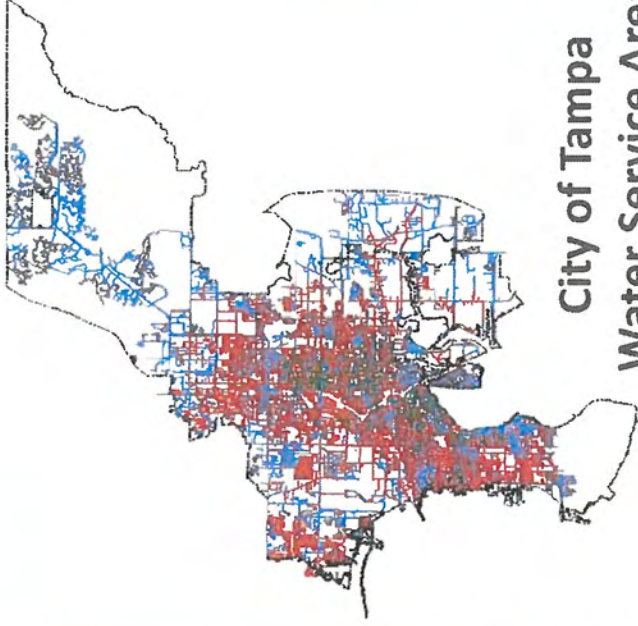
FY18: \$12,247,000



# Water Department Capital Needs



David L. Tippin Water Treatment Facility



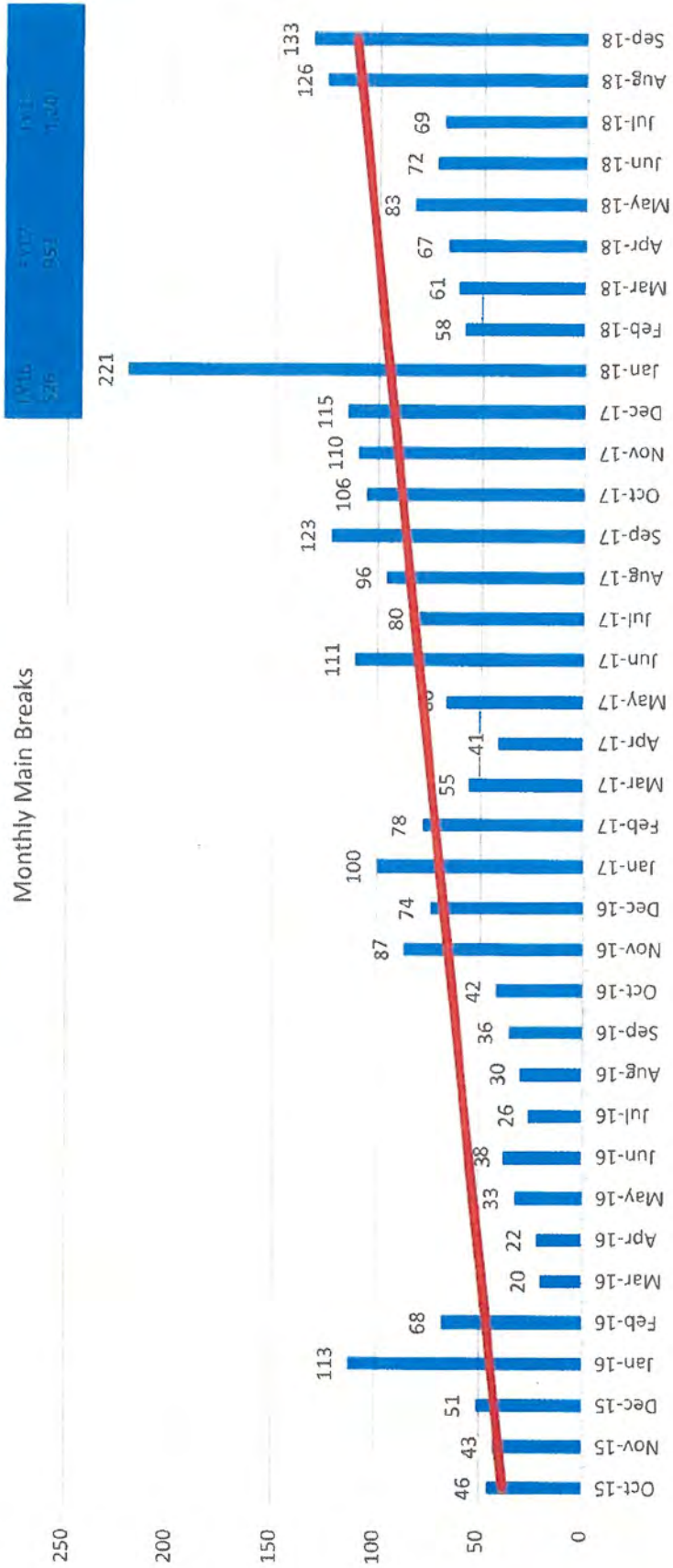
City of Tampa  
Water Service Area





# Increasing Risk

Monthly Main Breaks



# Howard F. Curren Advanced Wastewater Treatment Plant Master Plan



## Funding:

5-year:

\$ 253,837,000

20-year:

\$ 561,557,000



# Wastewater Gravity Pipeline Master Plan

## RECOMMENDATION

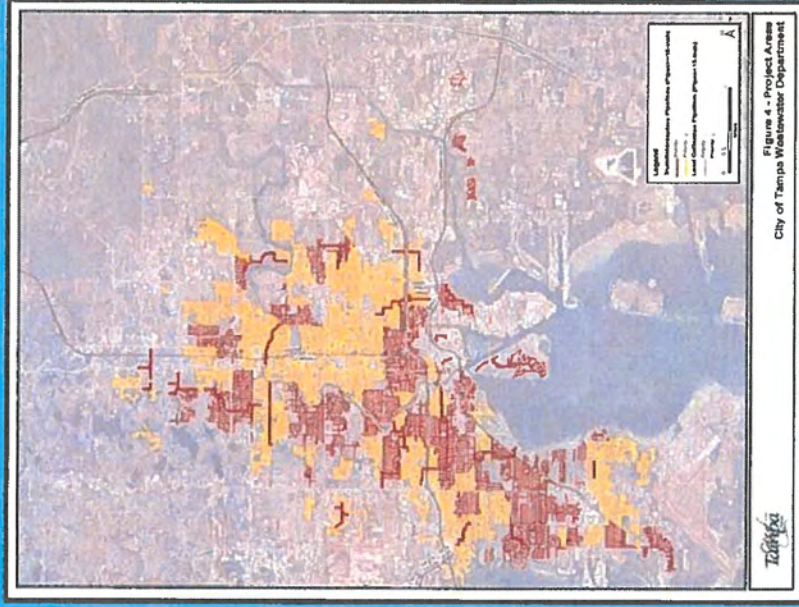
Priority 1 - 445 miles

Priority 2 - 290 miles

## Funding:

5-year: \$ 116,788,000

20-year: \$ 526,418,000





# Wastewater Force Mains



## Funding:

5-year: \$ 51,642,000

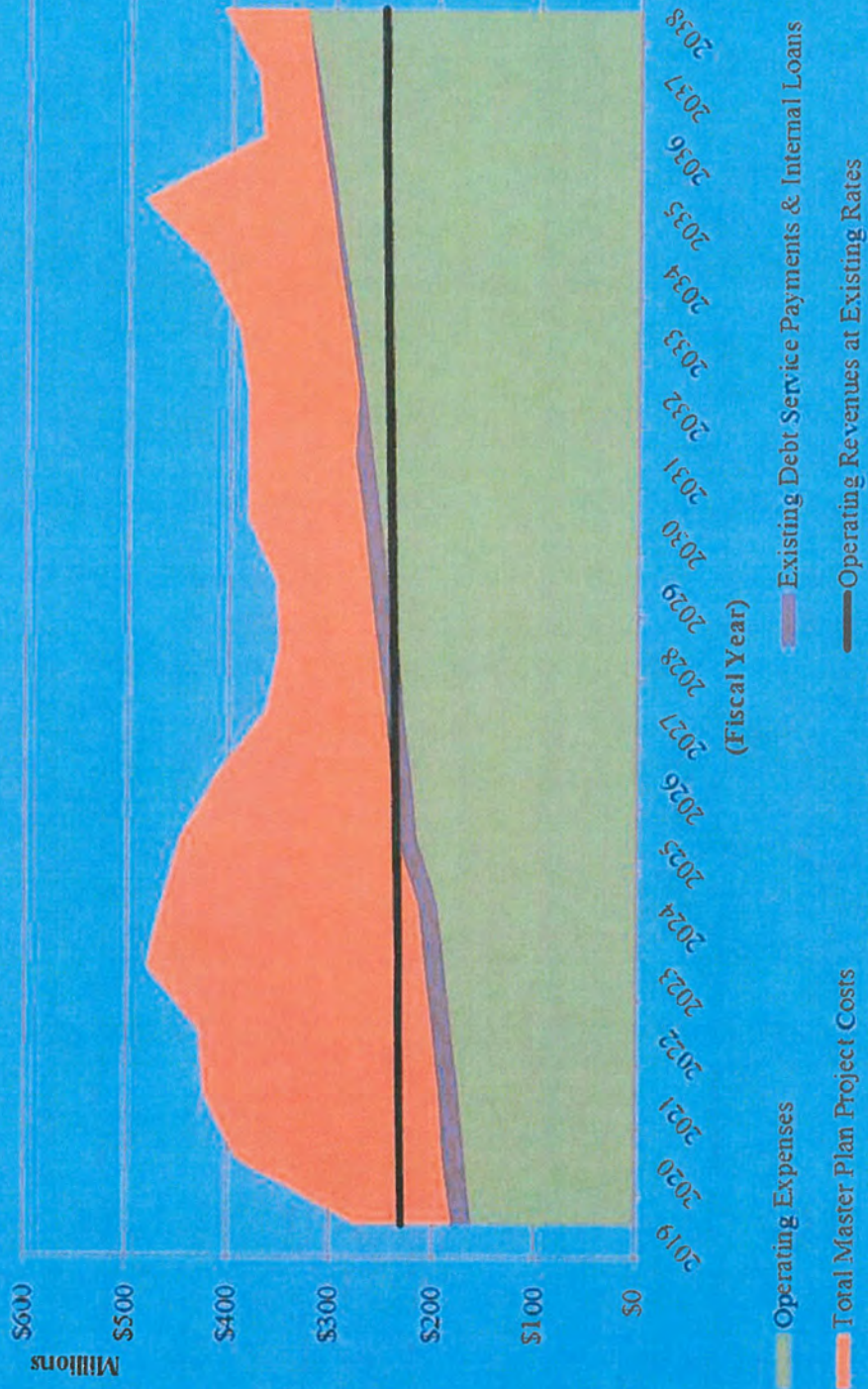
20-year: \$ 96,532,000



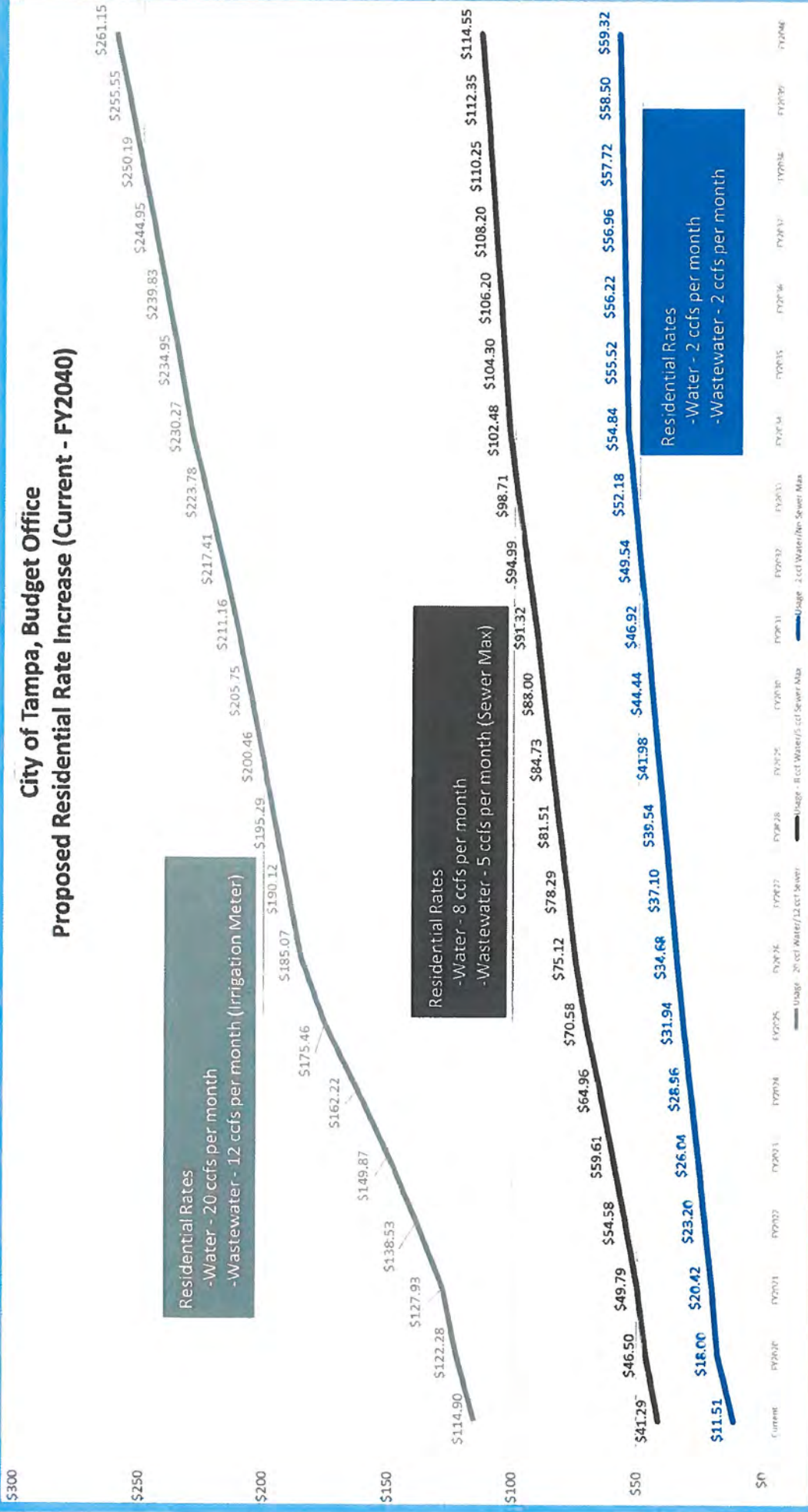
# Coordinating Major CIP Programs



## Water and Wastewater Systems Current and Future Needs at Existing Rates



## City of Tampa, Budget Office Proposed Residential Rate Increase (Current - FY2040)



Residential Rates  
-Water - 20 ccfs per month  
-Wastewater - 12 ccfs per month (Irrigation Meter)

Residential Rates  
-Water - 8 ccfs per month  
-Wastewater - 5 ccfs per month (Sewer Max)

Residential Rates  
-Water - 2 ccfs per month  
-Wastewater - 2 ccfs per month

Legend:   
— Usage - 20 ccf Water/12 ccf Sewer  
— Usage - 8 ccf Water/5 ccf Sewer Max  
— Usage - 2 ccf Water/2 ccf Sewer Max

# Customer Assistance Program

## Who Qualifies?

- Low Income (<30% AMI)
- Residential Single-Family
- Individually Metered Multi-family
- Customer Must Live at the Address
- Primary Utility Account Holder





# Customer Assistance Program

## Benefits

- All Base Charges Waived
- Free Personalized Water Conservation Audit
- Free Water Saving Devices





# CDD ANNUAL CALENDAR

## Tampa Palms Master Calendar

The Tampa Palms Community Development District (“CDD” or “District”) is a special-purpose unit of local government established pursuant to and governed by Chapters 189 and 190, Florida Statutes. The CDD is similar to cities and counties, except that the CDD is an organization of local special-purpose government rather than general-purpose government.

The CDD’s special powers are generally limited to funding, installing, operating, and maintaining public infrastructure. The CDD has no law making nor enforcement powers. The District has numerous requirements, regulatory, reporting, maintenance requirements each year.

To assure consistency and provide back-up in the event that there is any interruption in the CDD’s operating functions; staff has prepared a Tampa Palms Master Calendar.

The calendar is not all-encompassing; many tasks are not included, especially those which are not routine.

The calendar is always in the CDD office and a copy is attached here to provide supervisors with a sense of the on-going activities of the District.



MASTER CALENDAR - TAMPA PALMS CDD

FY 2019-20

Yes Public Notice Required

DS= District Staff

Req Required Task - No Notice

DPFG-F = DPFG Financial Staff

Yes Required If Applicable

Select Month	Topic	Who	Task	Type	Required Monthly	Required Annually	Complete Y/N
Oct	Records	DS	All Prior FY Recording Files Updated	Local		√	Y
Oct	Budget	DPFG-F	Bill District For Assessment Roll	DPFG		√	N
Oct	Reg Plan	DS	Review If Rules Need Revision For Prior Year	State		√	Def to Aug
Oct	Packets	DS	Prepare Financial Reports	Local	√		Y
Oct	Packets	DS	Place Agenda On Website - 7 days B/4 Meeting	Local	√		Y
Oct	Packets	DS	Assemble & Deliver Pckts Friday B/4 Mtg	Local	√		Y
Oct	Packets	DS	Place Agenda Pckt On Web Week B/4 Mtg	Local	√		Y
Oct	Packets	DS	Place Meeting Presentation On Web	Local	√		Y
Oct	Ponds	DS	Inspect Bi-Weekly	Local	√		Y
Oct	Regulatory	DS	Report Water Use/Pond Levels To SWFWMD	Local	√		Y
Oct	Mtc	DS	Approve Pump Station MtcAgreements	Local		√	Y
Nov	Financial	DPFG-F	Public Depositor Report- Filed w/ CFO	State		√	Y
Nov	Financial	DPFG-F & DS	Final Budget Amendments, if Any	Local		√	None
Nov	Records	DS	Review Records Retention	State		√	Y
Nov	Audit	DPFG-F	Prepare Records For Auditor	State		√	Y
Nov	Financial	DS	Renegotiate CY Banking Plan	Local		√	Y
Nov	Packets	DS	Prepare Financial Reports	Local	√		Y
Nov	Packets	DS	Place Agenda On Website - 7 days B/4 Meeting	Local	√		Y
Nov	Packets	DS	Assemble & Deliver Pckts Friday B/4 Mtg	Local	√		Y
Nov	Packets	DS	Place Agenda Pckt On Web Week B/4 Mtg	Local	√		Y
Nov	Packets	DS	Place Meeting Presentation On Web	Local	√		Y
Nov	Ponds	DS	Inspect Bi-Weekly	Local	√		Y
Nov	Regulatory	DS	Report Water Use/Pond Levels To SWFWMD	Local	√		Y
Nov	Mtc	DS	Inspect District Lighting - Monuments/ Parks/Tennis Courts	Local	√		Y

MASTER CALENDAR - TAMPA PALMS CDD

Select Month	Topic	Who	Required Notice	Task	Type	Required Monthly	Required Annually	Complete Y/N
Dec	Reporting	DPFG-F	No	Annual District Fee Paid	State		✓	Y
Dec	Reporting	DPFG-F	No	Annual Compliance Statement 1B-24.003	State		✓	Y
Dec	NPDES	DS	No	Prepare Newsletter Articles ( 3 mths)	State		✓	In Prog
Dec	Reporting	DS-BOS	Yes	Form 9 Quarterly Gift Disclosures- If Any	State			Y
Dec	Packets	DS	No	Prepare Financial Reports	Local	✓		No Meeting
Dec	Packets	DS	Req	Place Agenda On Website - 7 days B/4 Meeting	Local	✓		No Meeting
Dec	Packets	DS	No	Assemble & Deliver Pckts Friday B/4 Mtg	Local	✓		No Meeting
Dec	Packets	DS	Req	Place Agenda Pckt On Web Week B/4 Mtg	Local	✓		No Meeting
Dec	Ponds	DS	No	Inspect Bi-Weekly	Local	✓		Y
Dec	Records	DS	No	Review Records & Report	State		✓	Y
Dec	Regulatory	DS	Req	Report Water Use/Pond Levels To SWFWMD	Local	✓		Y
Jan	Board	DS-BOS	No	Evaluate Organization Documents For Improvement & Represent	Local		✓	Y
Jan	Ethics	DS-BOS	No	Reminder Form 1 (Mailed by State)	State		✓	Y
Jan	Audit	DPFG-F DS	No	Check Audit Progress	Local	✓		Def Feb
Jan	Packets	DS	No	Prepare Financial Reports	Local	✓		Y
Jan	Packets	DS	Req	Place Agenda On Website - 7 days B/4 Meeting	Local	✓		Y
Jan	Packets	DS	No	Assemble & Deliver Pckts Friday B/4 Mtg	Local	✓		Y
Jan	Packets	DS	Req	Place Agenda Pckt On Web Week B/4 Mtg	Local	✓		Y
Jan	Packets	DS	No	Place Meeting Presentation On Web	Local	✓		Y
Jan	Ponds	DS	No	Inspect Bi-Weekly	Local	✓		Y
Jan	Regulatory	DS	Req	Report Water Use/Pond Levels To SWFWMD	Local	✓		Y
Feb	Assets	DS	No	Review & Update District Facility Report	State		✓	Y
Feb	Assessments	DS	No	Review Assessment Methodology- Check For Law Changes	Local		✓	Y
Feb	Packets	DS	No	Prepare Financial Reports	Local	✓		Y
Feb	5 Year Plan	DS	No	Rework 5 Year Plan w/ Chair	Local		✓	

MASTER CALENDAR - TAMPA PALMS CDD

Select Month	Topic	Who	Required Notice	Task	Type	Required Monthly	Required Annually	Complete Y/N
Feb	Packets	DS	Req	Place Agenda On Website - 7 days B/4 Meeting	Local	√		Y
Feb	Packets	DS	No	Assemble & Deliver Pckts Friday B/4 Mtg	Local	√		Y
Feb	Packets	DS	Req	Place Agenda Pckt On Web Week B/4 Mtg	Local	√		Y
Feb	Packets	DS	No	Place Meeting Presentation On Web	Local	√		Y
Feb	Ponds	DS		Inspect Bi-Weekly	Local	√		Y
Feb	Regulatory	DS	Req	Report Water Use/Pond Levels To SWFWMD	Local	√		Y
Mar	Reporting	DS	Req	Update County / State Re: CDD Board Members			√	Y
Mar	Packets	DS	No	Prepare Financial Reports	Local	√		Y
Mar	Packets	DS	Req	Place Agenda On Website - 7 days B/4 Meeting	Local	√		Y
Mar	Packets	DS		Assemble & Deliver Pckts Friday B/4 Mtg	Local	√		Y
Mar	Packets	DS	Req	Place Agenda Pckt On Web Week B/4 Mtg	Local	√		Y
Mar	Packets	DS	No	Place Meeting Presentation On Web	Local	√		Y
Mar	Ponds	DS	No	Inspect Bi-Weekly	Local	√		Y
Mar	Financial	DS	No	Review Financial Model W/ Board	Local		√	
Mar	Budget	DS	No	Preliminary Budget Discussions W/ Chair	Local		√	
Mar	Reporting	DS-BOS	Yes	Form 9 Quarterly Gift Disclosures- If Any	State			
Mar	Reporting	DS	No	Annual Backflow Preventer Tests	COT		√	
Mar	Regulatory	DS	Req	Report Water Use/Pond Levels To SWFWMD	Local	√		
Mar	Mtc	DS		Inspect District Lighting - Monuments/ Parks/Tennis Courts	Local	√	√	
Apl	Budget	DS	No	Prepare Budget & Resolution Setting Hearing Date (Apl or May)	State		√	
Apl	Election	DS	No	Resolution Noticing Elections (If Applicable)	State		√	
Apl	Audit	DPFG-F	No	Audit Report Received and Presented to Board	State			
Apl	Budget	BOS	Yes	Adopt Preliminary Budget (Apl or May)	State		√	
Apl	NPDES	DS	No	Prepare Newsletter Articles ( 3 mths)	State		√	
Apl	Packets	DS	No	Prepare Financial Reports	Local	√		
Apl	Packets	DS	Req	Place Agenda On Website - 7 days B/4 Meeting	Local	√		

MASTER CALENDAR - TAMPA PALMS CDD

Select Month	Topic	Who	Required Notice	Task	Type	Required Monthly	Required Annually	Complete Y/N
Apl	Packets	DS		Assemble & Deliver Pckts Friday B/4 Mtg	Local	✓		
Apl	Packets	DS	Req	Place Agenda Pckt On Web Week B/4 Mtg	Local	✓		
Apl	Packets	DS	No	Place Meeting Presentation On Web	Local			
Apl	Ponds	DS		Inspect Bi-Weekly	Local	✓		
Apl	Regulatory	DS	Req	Report Water Use/Pond Levels To SWFWMD	Local	✓		
May	NPDES	DS		Prepare Annual Report (Collect Documents)	State		✓	
May	NPDES	DS		Review NOI for additions	State		✓	
May	Election	DPFG-R	Yes	Board Resolution Noticing Elections (If Applicable)	State		✓	
May	Budget	DPFG-R	Yes	<b>Adopt preliminary budget, set public hearing date and notice the County.</b>	State		✓	
May	Budget	DPFG-R	Req	File Notice to Hills County made by DPFG	Local		✓	
May	Budget	DPFG-R	Yes	If O&M Incr, Prepare Ntc Mailed To Each Owner 20 Days Before Hearing.	State		✓	
May	Packets	DS	No	Prepare Financial Reports	Local	✓		
May	Packets	DS	Req	Place Agenda On Website - 7 days B/4 Meeting	Local	✓		
May	Packets	DS		Assemble & Deliver Pckts Friday B/4 Mtg	Local	✓		
May	Packets	DS	Req	Place Agenda Pckt On Web Week B/4 Mtg	Local	✓		
May	Packets	DS	No	Place Meeting Presentation On Web	Local			
May	Ponds	DS		Inspect Bi-Weekly	Local	✓		
May	Regulatory	DS	Req	Report Water Use/Pond Levels To SWFWMD	Local	✓		
June	Budget	DPFS-S DS	Yes	Publication (2 Consecutive Weeks) Not More Than 15 Days B/4 Hearing	State		✓	
June	Budget	DPDF-DS	Yes	<b>Notice of Incr Mailed 20 Days B/4 Hearing</b>	State		✓	
June	Budget	DPFG-R	Yes	<b>Prepare Resolutions - Budget &amp; Assessments</b>	State		✓	
June	Budget	DPFG-R	Yes	<b>Prepare Assessment For Bd Approval</b>	State		✓	
June	Financial	DPFG-F	Req	<b>AFR to Div of Financial Services</b>	State		✓	
June	Packets	DS	No	Prepare Financial Reports	Local	✓		
June	Packets	DS	Req	Place Agenda On Website - 7 days B/4 Meeting	Local	✓		

Select

Required

Required

Required

Complete

MASTER CALENDAR - TAMPA PALMS CDD

Month	Topic	Who	Notice	Task	Type	Monthly	Annually	Y/N
June	Packets	DS		Assemble & Deliver Pckts Friday B/4 Mtg	Local	✓		
June	Packets	DS	Req	Place Agenda Pckt On Web Week B/4 Mtg	Local	✓		
June	Assets	DS		Asset Replacement Evaluation	Local		✓	
June	Packets	DS	No	Place Meeting Presentation On Web	Local	✓		
June	Ponds	DS		Inspect Bi-Weekly	Local	✓		
June	Reporting	DS-BOS	No	Form 9 Quarterly Gift Disclosures- If Any	State			
June	Regulatory	DS	Req	Report Water Use/Pond Levels To SWFWMD	Local	✓		
July	Ethics	DS-BOS	No	Form 1- All Board Member	State		✓	
July	Budget	DS-BOS	Yes	Budget Hearing & Adoption	State		✓	
July	Budget	DS-BOS	Req	Proposed Budget on Website 2 Days B/4 Hearing	State	✓		
July	Budget	DS-BOS	Req	Adopted Budget & Assessments on Website w/1 30 Days	State	✓		
July	Packets	DS	No	Prepare Financial Reports	Local	✓		
July	Packets	DS	Req	Place Agenda On Website - 7 days B/4 Meeting	Local	✓		
July	Packets	DS		Assemble & Deliver Pckts Friday B/4 Mtg	Local	✓		
July	Packets	DS	Req	Place Agenda Pckt On Web Week B/4 Mtg	Local	✓		
July	Packets	DS	No	Place Meeting Presentation On Web	Local			
July	Ponds	DS		Inspect Bi-Weekly	Local	✓		
July	Regulatory	DS	Req	Report Water Use/Pond Levels To SWFWMD	Local	✓		
July	Mtc	DS		Inspect District Lighting - Monuments/ Parks/Tennis Courts	Local	✓		
Aug	NPDES	DS	No	Check For workshops and place on website ( 3 mths)	State		✓	
Aug	Reveue	DS	Req	DR 408 To Tac Collector	State		✓	
Aug	Reveue	DPPFG-R	Req	Assesment Roll To Property Appraiser	State		✓	
Aug	Packets	DS	No	Prepare Financial Reports	Local	✓		
Aug	Packets	DS	Req	Place Agenda On Website - 7 days B/4 Meeting	Local	✓		
Aug	Packets	DS		Assemble & Deliver Pckts Friday B/4 Mtg	Local	✓		
Aug	Packets	DS	Req	Place Agenda Pckt On Web Week B/4 Mtg	Local	✓		
Aug	Packets	DS	No	Place Meeting Presentation On Web	Local			



MASTER CALENDAR - TAMPA PALMS CDD

Select Month	Topic	Who	Required Notice	Task	Type	Required Monthly	Required Annually	Complete Y/N
Aug	Ponds	DS		Inspect Bi-Weekly	Local	√		
Aug	Regulatory	DS	Req	Report Water Use/Pond Levels To SWFWMD	Local	√		
Sept	Reporting	DS-BOS	Yes	Form 9 Quarterly Gift Disclosures- If Any	State			
Sept	Meeting	DPFG-R	Yes	Resolution Adopting Annual Meeting Dates/Times -	State		√	
Sept	Packets	DS	No	Prepare Financial Reports	Local	√		
Sept	Packets	DS	Req	Place Agenda On Website - 7 days B/4 Meeting	Local	√		
Sept	Packets	DS		Assemble & Deliver Pckts Friday B/4 Mtg	Local	√		
Sept	Packets	DS	Req	Place Agenda Pckt On Web Week B/4 Mtg	Local	√		
Sept	Packets	DS	No	Place Meeting Presentation On Web	Local			
Sept	Ponds	DS		Inspect Bi-Weekly	Local	√		
Sept	CDD Bldg	DS	No	Inspect & Certify Fire Extinguishers	Local		√	
Sept	Annual Mtg	DPFG-R	Req	Advertise Meeting Schedule At Least 7 Days B/4 1st Mtg	State		√	
Sept	Revenue	DS	Req	DR 421 To Dept of Revenue - No Ad Valorem	State		√	
Sept	Financial	DPFG-F	Req	Engage Auditor for FY Audit	State		√	
Sept	Financial	DS		Prepare Annual Depreciation Schedule	Local		√	
Sept	Regulatory	DS		Review SWFWMD WUP for Next Year Req's	State		√	
Sept	Regulatory	DS	Req	Report Water Use/Pond Levels To SWFWMD	Local	√		