

**TAMPA PALMS
COMMUNITY DEVELOPMENT DISTRICT**

*Agenda Package
Board of Supervisors Meeting*



Wednesday, November 13, 2019

6:00 P.M.

Compton Park Recreation Building

16101 Compton Drive,

Tampa, Florida



TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

CDD Meeting Advanced Package November 13, 2019

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4. Strategic Planning and Capital Projects Planning
 - f. Strategic Planning
 - g. Significant Events
 - h. Signature Tampa Palms Spending Plan
5. Oct. 2019 Minutes
6. Consultant Reports
 - i. Signature Projects
 - j. Community Appearance
 - k. December Meeting
 - l. Sunshine Law and The Tampa Palms CDD
 - m. Staff Reviews
 - n. Cash Management

INTRODUCTION

Tab 1

Tampa Palms Community Development District

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

November 8, 2019

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, November 13, 2019 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 October, 2019 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 Yeria

Lore Yeria
District Manager

LY: mmw

cc: Maggie Wilson
DPFG (Record Copy)

AGENDA

Tab 2

Tampa Palms CDD Meeting Agenda

**November 13, 2019, 6:00 p.m.
Compton Park Recreation Building
16101 Compton Drive, Tampa, FL 33647**

Revised 11/6/19

1. Welcome & Roll Call
2. Strategic Planning
3. Board Member Discussion Items
4. Public Comments
5. Approval of the October, 2019 Minutes
6. Approval of District Disbursements
7. Consultant Reports
 - Bruce B Downs Update
 - Community Appearance
 - Staff Reviews
 - December Meeting
 - 2019 Cash Management - Update
8. Other Matters
9. Public Comments
10. Supervisor comments
11. Adjourn

FINANCIALS

Tab 3

FINANCIAL ANALYSIS

Tab 3 A

Executive Summary

As of September 30, 2019, the District has cash balances net of liabilities of \$ 3.9 M. The CDD should end the calendar year with about \$ 631 K in presently unallocated funds with which to address future community needs.

6-Year Financial Model Risk Alert

Interest Income totaling \$ 330 K thru FY 2024-25 was modeled based on five Fed rate increases through Calendar 2020. November/December negotiations will provide a more realistic projection of interest income going forward.

FY 2018-19 Budget PerformanceRevenue

Interest Income varies favorably by about \$ 54 K by fiscal year end due principally to a favorable negotiated rate of return on deposited funds.

Expenses

Normal Operations

District normal expenses show a favorable budget variance of \$205K of which 35% or \$71K is attributable to current year reductions in requirements for use [attorney fees \$22K, park attendants & patrols \$28K, electricity \$20K]. Another 28% or \$57K is attributable to delays imposed by the wet weather resulting in variance of \$47K for routine landscape items [mowing, mulch and plantings] and \$9K for facility maintenance such as sign and park cleaning. Much of this work is underway at this time. Finally, the County pond remains under Signature improvement and the \$25K for maintenance was not utilized.

Project Driven

The Project Driven line items similarly display a favorable variance of about 35% of the assigned budget primarily due to Capital and Signature Projects that remain in progress but could not reasonably be completed by end of fiscal year. These projects [BB Downs walls, Area 1 entry landscape, the Area 2 wayfinding sign, community walls, storm drain swale repairs along Tampa Palms Blvd] will be completed and the funds expended but not in time for FY 2018-19 invoicing.

Cash Flow Projections for Calendar 2019 (Shown in \$ 000)Sources of Funds

Cash Balance 9/30/19	\$ 3,863	
Collections prior to December receipts	21	
Total Sources of Funds		\$ 3,884

Uses of Funds

Signature 2018-19 expenses	(506)	
Pond improvement reserves	(700)	
Community-Wide wall reserves	(200)	
Weather related reserves	(400)	
Palm pest & Deferred projects	(200)	
1 st Qtr FY 19-20 expenses	(897)	
Infrastructure Replacement Contingency	(350)	
Total Uses of Funds		(\$ 3,253)
Projected Funds before December, 2019 receipts		\$ 631

FAQ The line item for miscellaneous administrative expense displays with an over-spend of slightly more than \$8,000 or 68%. Have administrative expenses increased or are there new the administrative expenses that created this increased level of spending and if so, what are they?

There are no material increases in the “normal” miscellaneous administrative expenses. The expenditures normally coded to *miscellaneous administrative expense* include those things that support the organizational/clerical operations of the CDD such as the copier lease payments, messenger services, records storage, office supplies and public notices.

During this fiscal year the NPDES protocols added the requirement for public notice after the Board approved the FY 2018-19 budget; this in addition to budget legal advertisements

Mass Mailing Printing of \$2.1K

Legal Advertisement (2) \$5.7K

These costs are not of sufficient magnitude to require a budget amendment.

FINANCIAL STATEMENTS

Tab 3 B

Tampa Palms CDD

Balance Sheet

September, 2019

GENERAL

ASSETS:

CASH - Operating Account	\$	60,027
PETTY CASH		500
INVESTMENTS:		
Excess Fund Account- Sunshine Bank		4,010,587
ACCOUNTS RECEIVABLE		-
RECEIVABLE FROM TAMPA PALMS HOA		4,641
PREPAID ITEMS		1,438
TOTAL ASSETS	\$	4,077,193

LIABILITIES:

ACCOUNTS PAYABLE	\$	202,312
ACCRUED EXPENSES		10,765

FUND BALANCE:

NON-SPENDABLE		1,438
RESTRICTED		-
UNASSIGNED:		3,862,678
TOTAL LIABILITIES & FUND BALANCE	\$	4,077,193

Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the period from October 1, 2018 through September 30, 2019

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
REVENUES				
SPECIAL ASSESSMENTS ON ROLL (Gross)	\$ 2,678,664	\$ 2,678,664	\$ 2,679,681	\$ 1,017
DISCOUNT-ASSESSMENTS	(107,147)	(107,147)	(101,440)	5,707
INTEREST	18,000	18,000	71,818	53,818
EXCESS FEES	15,000	15,000	-	(15,000)
MISCELLANEOUS REVENUE	1,200	1,200	6,383	5,183
CARRY FORWARD BALANCE	524,351	524,351	-	(524,351)
TOTAL REVENUES	3,130,068	3,130,068	2,656,442	(473,626)
EXPENDITURES				
ADMINISTRATIVE:				
PERSONNEL SERVICES				
BOARD OF SUPERVISORS	11,000	11,000	9,000	2,000
FICA	5,810	5,810	6,449	(639)
FUTA/SUTA + PAYROLL FEES	5,024	5,024	1,603	3,421
<i>S/T PERSONNEL SERVICES</i>	21,834	21,834	17,052	4,782
PROFESSIONAL SERVICES				
ATTORNEYS FEES	25,000	25,000	2,128	22,873
ANNUAL AUDIT	6,551	6,551	6,700	(149)
MANAGEMENT FEES	64,779	64,779	57,101	7,678
TAX COLLECTOR	53,573	53,573	51,537	2,036
ASSESSMENT ROLL	10,050	10,050	10,050	-
<i>S/T PROFESSIONAL SERVICES</i>	159,953	159,953	127,515	32,438
ADMINISTRATIVE SERVICES				
DIRECTORS AND OFFICER INSURANCE	3,543	3,543	3,138	405
MISCELLANEOUS ADMINISTRATIVE SERVICE	12,000	12,000	20,108	(8,108)
<i>S/T ADMINISTRATIVE SERVICES</i>	15,543	15,543	23,246	(7,703)
TOTAL ADMINISTRATIVE	197,330	197,330	167,813	29,518
FIELD/OPERATIONS SERVICES:				
FIELD MANAGEMENT SERVICES:				
DISTRICT OPERATING STAFF	167,049	167,049	163,748	3,301
PARK ATTENDANTS	93,347	93,347	72,853	20,494
PARK PATROL	66,359	66,359	59,603	6,756
FIELD MANAGEMENT CONTINGENCY	20,800	20,800	3,131	17,669
<i>S/T FIELD MANAGEMENT SERVICES</i>	347,555	347,555	299,335	48,220
GENERAL OVERHEAD:				
INSURANCE	12,035	12,035	10,863	1,172
INFORMATION SYSTEMS (TEL & SECURITY)	22,852	22,852	17,201	5,651
WATER	14,000	14,000	19,462	(5,462)
REFUSE REMOVAL (SOLID WASTE)	7,000	7,000	9,215	(2,215)
ELECTRICITY	125,000	125,000	104,623	20,377
STORMWATER FEE	3,786	3,786	3,041	745
MISCELLANEOUS FIELD SERVICES	13,520	13,520	10,388	3,132
<i>S/T GENERAL OVERHEAD</i>	198,193	198,193	174,793	23,400
LANDSCAPE MAINTENANCE STANDARD				
LANDSCAPE AND POND MAINTENANCE	995,929	995,929	955,150	40,779
LANDSCAPE MONITORING FEE	18,720	18,720	20,475	(1,755)
LANDSCAPE AND REPLACEMENT	90,000	90,000	83,733	6,267
<i>S/T LANDSCAPE MAINTENANCE</i>	1,104,649	1,104,649	1,059,358	45,291
LANDSCAPE MAINTENANCE NEW & ENHANCED				
PROPERTY MOWING	91,000	91,000	81,580	9,420
COUNTY POND	25,000	25,000	-	25,000
NPDES POND PROGRAM	45,000	45,000	37,091	7,909
<i>S/T LANDSCAPE NEW & ENHANCED</i>	161,000	161,000	118,671	42,329

**Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the period from October 1, 2018 through September 30, 2019**

	<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	97,258	97,258	98,864	(1,606)
FOUNTAIN	24,763	24,763	17,402	7,361
FACILITY MAINTENANCE	82,205	82,205	72,458	9,747
MOTOR FUEL & LUBRICANTS	-	-	-	-
JANITORIAL/PARK SUPPLIES	2,500	2,500	1,935	565
S/T FACILITY MAINTENANCE	<u>206,726</u>	<u>206,726</u>	<u>190,659</u>	<u>16,067</u>
TOTAL FIELD OPERATIONS/SERVICES	<u>2,018,123</u>	<u>2,018,123</u>	<u>1,842,816</u>	<u>175,307</u>
TOTAL NORMAL OPERATIONS	<u>2,215,453</u>	<u>2,215,453</u>	<u>2,010,629</u>	<u>204,824</u>
PROJECT DRIVEN EXPENDITURES				
SIGNATURE TP 2017	443,686	443,686	276,249	167,437
RENEWAL AND REPLACEMENT & DEFERRED MTC	208,162	208,162	204,450	3,712
CAPITAL PROJECTS	208,162	208,162	70,544	137,618
NPDES/CLEAN WATER	54,603	54,603	41,329	13,274
TOTAL PROJECT DRIVEN EXPENDITURES	<u>914,613</u>	<u>914,613</u>	<u>592,572</u>	<u>322,041</u>
TOTAL NORMAL OPERATIONS AND PROJECT DRIVEN EXPENDITURES	<u>3,130,068</u>	<u>3,130,068</u>	<u>2,603,201</u>	<u>526,866</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	-	53,242	53,242
FUND BALANCE - BEGINNING	-	-	3,810,875	3,810,875
FUND BALANCE - ENDING	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,864,116</u>	<u>\$ 3,864,116</u>

FINANCIAL SUMMARY

Tab 3 C

**TAMPA PALMS CDD
FINANCIAL SUMMARY THRU SEPTEMBER 30, 2019
GENERAL FUND**

(Shown in \$)	<u>Normal Operations</u>	<u>Non-Operating Project Driven</u>	<u>Total As Reported</u>
<u>Revenues</u>			
Operating	\$1,663,628		\$1,663,628
<u>Non Operating</u>			
Capital Projects		208,162	208,162
Renewal & Rel		208,162	208,162
Signature 2017		443,686	443,686
NPDES		\$54,603	54,603
Interest	71,818		71,818
Misc Rev	6,383		6,383
Carry Forward Bal *			
Total	\$ 1,741,829	\$ 914,613	\$ 2,656,442
<u>Expenses</u>			
Operations	\$ 2,010,629		2,010,629
<u>Non Operating</u>			
Renewal & Rel		204,450	204,450
NPDES/EPA		41,329	41,329
Capital Projects		70,544	70,544
TP Signature 2017		<u>276,249</u>	<u>276,249</u>
Total	\$2,010,629	\$592,572	\$2,603,201
Excess Revenue Vs Expenses	(268,800)	322,041	\$53,242

**TAMPA PALMS CDD
FINANCIAL SUMMARY THRU SEPTEMBER 30, 2019
GENERAL FUND**

<u>General Fund</u>	9/30/2019	(\$000)
Cash		61
Cash Equivalent (Excess Cash ICS)		4,011
Due From TPOA		5
Prepaid Amounts		1
Total		\$ 4,077
Less:		
Payables		202
Accrued Expenses		11
	Net Cash 9/30/2019	\$ 3,864
Allocation for:		
Weather Damage		400
Community-Wide Wall		200
Palm Pests*		100
Pond Improvements		700
Deferred Projects**		100
Infrastructure Replacement Contingency		350
TP Signature Projects (unspent)		506
	Adjusted Net Cash	\$ 1,508

Forecast

(\$ 000)	2018-19 Fiscal Year		Monthly Bal
	Receipts	Expenses	
Oct			
CDD Operations	13	255	
R&R	2	55	
NPDES	0	14	
Signature Projects	4	40	
Capital Projects	2	66	
Total	21	430	\$ 1,099
Nov			
CDD Operations	0	195	
R & R	0	15	
NPDES	0	21	
Signature Projects	0	22	
Capital Projects	0	10	
Total	0	263	\$ 836
Dec			
CDD Operations	91	195	
R & R	8	35	
NPDES	2	21	
Signature Projects	2	50	
Capital Projects	8	15	
Total	111	316	\$ 631

* Palm Treatment and Replacement Identified as Future Liability

** Projects planned but deferred due to Signature restorations and other considerations

**TAMPA PALMS CDD
SEPTEMBER, 2019
GENERAL FUND**

(\$000)	<u>Prior Year Collected</u>	<u>Current Year Collected \$</u>	<u>Current Year Collected %</u>	<u>Variance % Fav (Unfav)</u>
October				
November	29%	361	14%	-15.3%
December	91%	2,358	92%	1.0%
January	94%	2,423	94%	-
February	96%	2,457	96%	-
March	96%	2,484	97%	1.0%
April	99%	2,538	99%	-
May	99.0%	2,548	99%	-
June	100.2%	2,577	100.2%	-
July	100.3%	2,578	100.2%	-
August	100.3%	2,578	100.2%	-
September	100.3%	2,578	100.2%	
Year End				
<u>Total Assessed (Net Discount)</u>		\$2,572		



PROJECT DRIVEN REPORTS



Tab 3 D

Summary- Project Driven Expenses

Twelve Months Ending September 30, 2019

Operating Capital Projects	(\$000)
<u>Sources of Funds</u>	
FY 2018-19 Budget	\$208
<u>Uses of Funds</u>	
Spent Thru 9/30/2019	71
Total Funds Under Consideration	\$130
Budget Available as of 9/30/2019	\$5
Renewal & Replacement	
<u>Sources of Funds</u>	
FY 2018-19 Budget	208
<u>Uses of Funds</u>	
Spent Thru 9/30/2019	204
Total Funds Under Consideration	\$0
Budget Available as of 9/30/2019	\$4
TP Signature Projects	
<u>Sources of Funds*</u>	
FY 2018-19 Budget	\$444
<u>Uses of Funds</u>	
Spent Thru 9/30/2019	276
Total Funds Under Future Consideration *	\$506
Budget Available as of 9/30/2019*	-\$338

* Additional funds available in budgtd forward balance

SUMMARY
FY 2018-19 RENEWAL REPLACEMENT PROJECTS

		Original Project	September 30, 2019	Committed To Spend
Infrastructure				
Pressure Was, Floor Restoration, Painting - Amberly			\$3,850	
Roof Repairs - CDD Mtc Building			\$200	
Restore Overflow Parking Area - Amberly			\$2,400	
Clean & Repair Traffic Control Signs			\$4,950	
Misc Signs (Park)			\$755	
Granite Cleaning (54 Monument Signs)			\$8,685	
Landscape				
Storm & Animal Damage Clean-Up			\$6,154	
Tree Trimming			\$20,815	
Poinsettia Installation (2018)			\$12,600	
Cul de Sac & Entry Improvements			\$11,420	
Entry Displays (Caldiums & Fall Mums)			\$17,512	
Sod replacements (Reserve & boulevards)			\$10,350	
Remove overgrown ferns along TP Blvd (Phase 1)			\$4,056	
Power Corridor Berm & Medians			\$20,475	
Restore Rear Planters - Reserve			\$4,367	
Stump Removals (General)			\$19,808	
Sanctuary Wall Stump & Root Removal			\$7,800	
Renovate Medians			\$25,308	
Wall Inspections			\$3,315	
Lighting (Park & Landscape)				
Replace Old/Non-Functioning Metal Halid Lighting			\$4,230	
		Sub Total R&R Projects	\$189,050	\$0
Palm Tree Protection				
Palms Replacements & Transplant			\$15,400	
		Sub Total Restoration Projects	\$15,400	
Total R&R Projects			\$204,450	\$0

**Capital Projects 2018-19
Budget Monitor**

30-Sep-19			
(\$000)	Current Projects	Spent 2018-19	Pending Commitments
Tampa Palms Signature Projects (BB Downs)			
Consulting Services	31	8	25
Irrigation	40	19	21
Main Entry Restorations	429	238	164
Area 2 Pond		5	6
Bruce B Downs Improvements	85	6	265
Sub-Total TP Signature 2017	\$655	\$276	\$506
Capital Projects			
Consulting Services			
Irrigation Systems	89	48	37
Parks	28	9	23
Landscape & Lighting	20	12	35
Signs, Infrastructure & Lighting		2	35
Sub-Total Capital Projects	\$158	71	\$130
Total TP Signature 2017 & Standard Capital Projects		\$347	\$636

**Capital Projects Signature Projects
2018-19 Through September 30, 2019**

Tampa Palms Signature Projects (BB Downs)	Current Projects	Spent A/O 9/30/2019	Pending Commitments
Consulting Services			
Restoration Designs	24,000	7,809	25,000
Survey & Staking	7,000		
<i>Sub Total</i>	31,000	7,809	25,000
Irrigation			
Area 1 & 2 Irrigation	40,000	19,472	20,528
<i>Sub Total</i>	40,000	19,472	20,528
Main Entry Restorations			
Area 1 & 2 Entry Hardscape & Lighting	182,795	75,234	107,561
Area 1 & 2 Landscape	72,770	71,632	1,138
Area 2 Landscape (TP Blvd & Amberly)	118,770	41,517	51,000
Area 2 Pond Landscape -	50,000	45,219	4,781
Lighting Area 1 Guardhouse	4,500	4,231	
<i>Sub Total</i>	428,835	237,833	164,480
Area 2 Pond			
Littoral Plantings & Noxious Removal			
Area 2 Pond Landscape - Phase 2	70,000		6,000
<i>Sub Total</i>	70,000	5,206	6,000
Bruce B Downs Improvements			
Amberly Medians	20,000	5,930	
Cypress Creek to Power Corridor (Incl Walls)	65,000		265,000
<i>Sub Total</i>	85,000	5,930	265,000
Sub-Total Tampa Palms Signature 2017	654,835	276,249	506,008
Normal Capital Projects			
	Current Projects		Pending Commitments
Irrigation Systems			
Area 2 Filters	45,000	40,632	0
Area 1 VFD Controller	7,000	6,964	0
Wiring, Upgrades & Additional Zones	15,000		15,000
Pump Station Pond Repairs	22,000		22,000
<i>Sub Total</i>	89,000	47,596	37,000
Parks			
Amberly Picnic Table/Seats & Trash Cans	12,655		12,655
Hampton Sails & Pads (Balance)	5,000	850	
Amberly Drinking Fountain	10,000	7,920	10,000
<i>Sub Total</i>	27,655	8,770	22,655
Landscape & Lighting			
Landscape Enhancements(Major)	20,000	11,928	35,000
Pond Stabilization (Shoreline cutback)			
<i>Sub Total</i>	20,000	11,928	35,000
Signs, Infrastructure & Lighting			
LED Upgrades Plus Installation		2,249	
Monument & Fountain Enhancements Restoration	21,000		35,000
Street, Wildlife & Warning Signs			
<i>Sub Total</i>	21,000	2,249	35,000
Sub-Total Normal Capital Projects	\$157,655	\$70,544	\$129,655
Total TP Signature 2017 & Standard Capital Projects		\$346,793	\$635,663

CHECK REGISTER

Tab 3 E

**TAMPA PALMS CDD
CASH REGISTER
FY 2019**

Date	Num	Name	Memo	Receipts	Disbursements	Balance
08/31/2019			EOM BALANCE	320,113.71	169,150.33	265,925.04
09/01/2019	8075	A & A DEVELOPMENT, INC	Replace Water Fountain Amberly Park		7,920.00	258,005.04
09/01/2019	8076	CINTAS	Safety Mats		61.57	257,943.47
09/01/2019	8077	CROWELL PLUMBING & HEATING COMPAI	Back Flow Testing- All Sites (Required)		100.00	257,843.47
09/01/2019	8078	FRONTIER COMMUNICATIONS	CDD Phone - 8/16-9/15		535.31	257,308.16
09/01/2019	8079	FRONTIER COMMUNICATIONS	Hampton Pk FIOS - 8/22-9/21		155.97	257,152.19
09/01/2019	8080	REPUBLIC SERVICES	8/1-9/30 - Solid Waste		828.01	256,324.18
09/01/2019	8081	SEFFNER ROCK & GRAVEL	Fill Dirt		276.00	256,048.18
09/01/2019	8082	XEROX FINANCIAL SERVICES	Copier Lease - August		135.31	255,912.87
09/01/2019	8083	Zeno Office Solutions, Inc.	Contract ovg charge 7/25-8/24		9.18	255,903.69
09/05/2019	8084	ABM Landscape & Turf Services	Landscape Maint - Aug, Addlt Landscape Maint - June/July		64,497.04	191,406.65
09/05/2019	8085	ADVANCED ENERGY SOLUTION OF	Bad switch/Clk #204		91.69	191,314.96
09/05/2019	8086	AT&T	Long Distance - Aug		145.38	191,169.58
09/05/2019	8087	FEDEX	Shipping		97.05	191,072.53
09/05/2019	8088	FRONTIER COMMUNICATIONS	Hampton Pk Phone - 8/28-9/27		201.66	190,870.87
09/05/2019	8089	SECURITAS SECURITY SERVICES USA, IN	8/4-8/17 - Security Guard - Hampton Park/Amberly Park		2,482.50	188,388.37
09/05/2019	8090	VERIZON	7/24-8/23 - Phone		128.37	188,260.00
09/13/2019	682465dd	DOROTHY COLLINS	8/26-9/8 - D. Collins P/R		2,259.18	186,000.82
09/13/2019	ACH091319	Innovative Employer Solutions	8/26-9/8 - D. Collins P/R		864.30	185,136.52
09/13/2019	8091	ABM Landscape & Turf Services	Landscape Maint - Aug, Plus Mowing - August		87,330.00	97,806.52
09/13/2019	8092	BUCHANAN INGERSOLL & ROONEY	Legal Svcs		1,067.00	96,739.52
09/13/2019	8093	CINTAS	Safety Mats		123.14	96,616.38
09/13/2019	8094	FLORIDA FOUNTAIN MAINTENANCE, INC	Fntn Maint - September - Reserve/Turnbury		417.38	96,199.00
09/13/2019	8095	FR LLC Mulch & Soil	Mini Nuggets- Fall Mulch		5,880.10	90,318.90
09/13/2019	8096	FRONTIER COMMUNICATIONS	Amberly Pk Phone - Sept		222.29	90,096.61
09/13/2019	8097	IRON MOUNTAIN	9/1-9/30 - Records Storage		238.21	89,858.40
09/13/2019	8098	LOWE'S	Supplies		1,287.89	88,570.51
09/13/2019	8099	SEFFNER ROCK & GRAVEL	Fill Dirt		276.00	88,294.51
09/13/2019	8100	SUNSHINE STATE ONE CALL F FLORIDA	Dig Tickets - August		27.13	88,267.38
09/13/2019	8101	TAMPA ELECTRIC	Summary Bill - August		8,092.51	80,174.87
09/13/2019	8102	TERMINEX	Pest Control -August - Amberly Park		57.00	80,117.87
09/13/2019	8103	TERMINEX	Pest Control - August - Main Facility		80.00	80,037.87
09/18/2019	8104	LOWE'S	VOID: Supplies		0.00	80,037.87
09/20/2019	8105	MARY-MARGARET WILSON	PC for DeDe's office- (reimbursement)		399.99	79,637.88
09/24/2019	8106	CINTAS	Safety Mats - 9/16/19		61.57	79,576.31
09/24/2019	8107	EEL SECURITY	Monitoring - 4th Qtr - 2019		89.85	79,486.46
09/24/2019	8108	ESD WASTE2WASTER, INC	Pump Maint - Sept		300.00	79,186.46
09/24/2019	8109	FLORIDA FOUNTAIN MAINTENANCE, INC	Reserve Fountain Repairs		4,600.00	74,586.46
09/24/2019	8110	OLM, INC	Landscape Insp - 9/4/19		1,575.00	73,011.46
09/24/2019	8111	SECURITAS SECURITY SERVICES USA, IN	8/18-8/31 - Security Guard - Hampton Park/Amberly Park		2,482.50	70,528.96
09/24/2019	8112	TERMINEX	Pest Control -September - Hampton Park		61.00	70,467.96
09/24/2019	8113	WESCO TURF, INC	Parts, kit, serv for Sentinel System		668.42	69,799.54
09/26/2019	8114	ADEPT AIR CONDITIONING & HEATING	A/C Repair CDD Ofc		385.00	69,414.54
09/26/2019	8115	CINTAS	Safety Mats - 9/23/19		61.57	69,352.97
09/26/2019	8116	FLIGHT OF ANGELS	Invoice #2019000184 Courier Svc 9/9/19		20.00	69,332.97
09/26/2019	8117	FRONTIER COMMUNICATIONS	CDD Phone - 9/16-10/15		534.65	68,798.32
09/26/2019	8118	OLM, INC	Landscape Insp - 7/3/19		1,575.00	67,223.32
09/26/2019	8119	REPUBLIC SERVICES	10/1-10/31 - Solid Waste		828.01	66,395.31
09/26/2019	8120	WESCO TURF, INC	Output board 24 volt- Irrigation Controller		261.86	66,133.45
09/26/2019	8121	XEROX FINANCIAL SERVICES	VOID: Copier Lease - September PRINTER ERROR - ATE CHECK		0.00	66,133.45
09/26/2019	8122	XEROX FINANCIAL SERVICES	Copier Lease - September		135.31	65,998.14
09/27/2019	11	Adisa Gibson	BOS Mtg - 9/11/19		184.70	65,813.44
09/27/2019	686326DD	DOROTHY COLLINS	9/9-9/22 - D. Collins P/R		2,259.17	63,554.27
09/27/2019	10	Eugene R. Field	BOS Mtg - 9/11/19		184.70	63,369.57
09/27/2019	ACH092719	Innovative Employer Solutions	9/9-9/22 - D. Collins P/R & BOS Mtg. 9/11/19		986.72	62,382.85
09/27/2019	686327DD	James A. Schoolfield	BOS Mtg - 9/11/19		184.70	62,198.15
09/27/2019	686328	Jessica B. Vaughn	BOS Mtg - 9/11/19		184.70	62,013.45
09/30/2019	518	CITY OF TAMPA UTILITIES	Water Utilities - Sep		1,995.06	60,018.39
09/30/2019		CENTER STATE	Interest		8.13	60,026.52
09/30/2019			EOM BALANCE	8.13	205,906.65	60,026.52

STRATEGIC PLANNING

STRATEGIC PLANNING

Tab 4F

Next Step

Date

Responsible

I. Signature Projects

1) General Progress & Timeline

a) Progress

Report To Board

Nov

Staff

2) Entrance Pond

a) Pond Perimeter

Additional Plantings

Review Progress

Nov

Staff

3) Community Entrances

a) Tampa Palms Blvd - Area 1

Review Progress

Report to Board

Nov

Staff

b) Area 2 Entry

Review Progress

Report to Board

Nov

Staff/Soley

c) Wayfinding Sign (Grace)

Provide Update

Progress Report

Nov

Staff/Soley

II Capital Projects

1) Wayfinding & Misc. Signs

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) Fountain Review			
a) Board update	Review	Jan	Staff/Soley
III Landscape Assets			
1) Assessment YTD Weather Impacts	Report To Board	Ongoing	Staff
2) Village Entry & Blvd Restorations			
a) Plans / Direction	Report To Board	Nov	Staff
b) Palm Tree Pests	Report To Board	Nov	Staff
c) Update Progress Replanting	Report To Board	Nov	Staff
d) Tree Health Discussion	Report To Board	Nov	Staff
3) LED Landscape Lighting			
a) Phase III	Future Consideration	TBD	Staff
<u>IV Park Reviews</u>			
1) Park Inspections & Restorations			
a) Amberly Park Playset	Report	Nov	Staff
b) Getting Ready For Holidays	Report	Nov	Staff
<u>V. City of Tampa Projects</u>			
a) Multi-Modal Path Repaving	Report To Board	Future	Staff
b) Paving- Tampa Palms Blvd	Monitor	Future	Staff

SIGNIFICANT EVENTS

TP CDD Planning Horizon

Nov 8, 2019

FY 2019 -20

- Power Corridor Crossing Improvements (In Progress)
- Landscape Renewal Continues (10 Year Cycle)
- Possible Express Lanes For I-75 Adjacent To Tampa Palms (Spring 2020 Meetings)
- ADA Review For CDD Parks
- SWWMD Permit (WUP) Due
- Repave TP Blvd w/ Complete Streets Design (Project Design)
- Expansion New Tampa Rec Center
- 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)

SIGNATURE SPENDING PLAN

Tab 4H


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 Nov, 2019 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 In Progress Or Design
Consulting Svcs			\$32,005	\$7,809	\$16,191
Irrigation Relocation	\$93,000				
Irrigation- New Install & Repairs		\$55,000	\$95,000	\$19,472	\$6,726
Area 1- Entry Streetlights			\$20,000	Complete	
Area 1 & 2 Pillars, Fencing & Lighting			\$882	\$73,534	\$36,084
Area 1- Landscape Entry Median (Phase 1)				Complete	
Area 1 Entry - Landscape				\$71,632	\$1,138
Area 2- Entry Streetlights			\$14,475	Complete	
Area 2 Pillars, Fencing & Lighting			\$26,323		\$73,177
Area 2 Entry - Median Landscape (Phase 1)			\$55,000	Complete	
Area 2 Entry - Landscape			\$33,000		\$118,770
Area 1 & 2 Median Electrical Restoration			\$36,000	Complete	
Area 1 & 2 Wall Replacements/Repairs			\$15,000		\$200,000
Amberly (1) Entrances (Monument Area)			\$55,000	\$47,447	
Area 2 Entry Pond - Littoral Plantings					\$25,000
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 (Non-pond)					\$25,000
Area 2- Landscape Amberly To Bridge			\$20,000	\$5,930	
Optional Lights					\$3,427
Area 2 Entry- Roadway Bricks*			\$142,000	Complete*	
BB Downs Fencing Upgrade (Black)*	193,990				
<i>S/T By Fiscal Year</i>	\$286,990	\$55,583	\$706,145	\$276,249	\$505,513
Total All Projects	Actual	Actual	Actual		Estimate
* Actual paver cost \$142K, balance due \$49K a/c of final accounting for fencing resulted in cost reduction					
** Estimated \$200K added from forward balance to address BB Downs walls as needed					

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, October 9 , 2019 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 Mike Gibson	Supervisor

19
20 Also present were:

21 Lore Yiera	District Manager
22 Maggie Wilson	Consultant/Resident
23 Warren Dixon	TPOA Business Consultant
24 Brian Koerber	TPOA Property Manager
25 John Angeli	Resident
26 Chris Ferguson	Resident

27
28
29 Mr. Field established that a quorum of the Board was present.

30
31 **Pledge of Allegiance**

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

33
34 **SECOND ORDER OF BUSINESS- Strategic Planning & Annual Review**

35 Mr. Field reviewed the most current strategic plans, noting that the focus is on those
36 issues which have the most immediate impact.

37
38 The full strategic plans and significant events were included in the advance Board Package; a
39 copy of which is attached hereto and made a part of the public record.

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THIRD ORDER OF BUSINESS - Board Member Discussion Items

There being none, the next item followed.

FOURTH ORDER OF BUSINESS - Public Comments.

Mr. John Angeli of Wyndham provided a copy of a screen shot of a prior CDD meeting presentation where it was asserted that some of the recommendations were deemed “reckless” by the CDD’s attorney. He then read a statement that asserted that he never suggested that eminent domain could be used by the CDD to take control of the power corridor and never asked the CDD attorney if eminent domain could be used to take control of the power corridor. He provided an aerial photo from the Property Appraiser site and noted that some of the shrubbery maintained by the CDD along the City ROW appears to be on power company property. (Copy of Mr. Angeli’s handouts attached.)

FIFTH ORDER OF BUSINESS - Approval of the September, 2019 Minutes

On MOTION by Mr. Gibson, SECONDED by Ms. Vaughn, WITH ALL IN FAVOR, the Board approved the Minutes of the September, 2019 Board Meeting.

SIXTH ORDER OF BUSINESS - Approval of District Disbursements

A copy of the Board Financial Analysis, Financial Statements and Check Register are attached hereto and made a part of the public record. Mr. Field noted that the check register had been reviewed.

On MOTION by Mr. Soley SECONDED by Mr. Gibson WITH ALL IN FAVOR, the Board approved the Disbursements for the month ending August 31, 2019 in the amount of \$169,150.33.

SEVENTH ORDER OF BUSINESS - Consultant Reports

◆ **Signature Projects**

1 Ms. Wilson updated the Board and visitors as to the
2 progress of the Signature Projects, discussing plantings both
3 at the Amberly entrances and those plantings behind the new
4 pillars and fencing.



6 Ms. Wilson reported on the County pond, noting that
7 many of the concerns raised by the late Bill Shimer about the
8 effects of such a large littoral shelf area on weed and algae
9 production were spot on. She noted that the pond company
10 was testing a chemical that can be used and not harm
11 beneficial plantings.



13 Ms. Wilson reviewed the plans for the Area 2
14 wayfinding sign, and stated that the sign met with approval by
15 the Grace Church team and they had confirmed in writing that
16 this sign would satisfy the requirement in the County's taking
17 order for a sign at that location.



19 On MOTION by Mr. Gibson, SECONDED by Ms. Vaughn, WITH ALL IN FAVOR, the
20 Board approved building the wayfinding sign at the corner of Tampa Palms Blvd and Amberly,
21 adjacent to the County pond, for a construction cost of \$31,000.

23 ♦ **Community Appearance**

24 Ms. Wilson reviewed the general appearance of the
25 community noting that the high heat and high humidity were
26 continuing. Some of the areas affected were the sod was quite
27 old, such as the Reserve entry, the sod had to be replaced. She
28 noted that the Fall annuals and mums were in place.



1 Ms. Wilson reported that the ponds were functioning
2 well, even with the substantial rainfall. She detailed the
3 expansive land tracts in the village of Stonington and noted
4 that unlike many landtracts which are adjacent to conservation
5 areas, the ones in Stonington must be managed more like
6 boulevard landscape due to the proximity to homes.

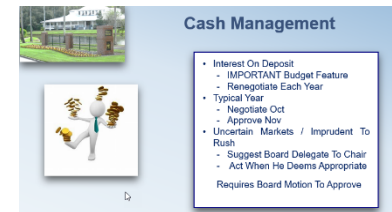


7
8
9 Ms. Wilson reviewed the Reserve fountain projects,
10 noting that Jason Rinard was on board and that all rejuvenation
11 projects and designs would be brought to the board for
12 approval.



13
14 ♦ **Cash Management**

15 Ms. Wilson reported that the calendar year 2019 cash
16 management agreement negotiated with CenterState Bank
17 expires January 2020. She noted that the chairman normally
18 oversees review of the cash management plan and is prepared
19 to do so this time.



20 Further, Ms. Wilson recommended that the Board officially delegate this responsibility to the
21 Chairman.

22 On MOTION by Mr. Gibson, SECONDED by Ms. Vaughn, WITH ALL IN FAVOR, the
23 Board approved delegating the responsibility for negotiating the 2020 cash management plan
24 to the Chairman, Gene Field.

25
26 ♦ **Transportation Projects**

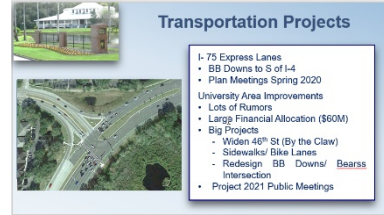
27 Ms. Wilson reported that the efforts of Councilman
28 Viera have paid off and that Tampa Palms Blvd in Tampa
29 Palms will be paved in two phases; the design in 2020 and the
30 actual construction in 2021.



31 The project had been left out of the 2020 City Budget entirely, due to uncertainty as to funding.

32

1 Ms. Wilson reported on the County project to improve
2 the area around the Bearss/ BB Downs intersection and
3 reported on the progress with FDOT's project to add express
4 lanes to I 75 from Tampa Palms to south of I-4.



5
6 **Additional Advanced Board Package Materials:**

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

9
10 **EIGHTH ORDER OF BUSINESS – Other Matters**

11 There being none, the next item followed.

12
13 **NINTH ORDER OF BUSINESS – Public Comments**

14 Mr. Dixon representing the TPOA noted that in the various requests and demands
15 made by Mr. Angeli regarding the power corridor, he never defined what his intentions were.
16 Nothing actionable was ever presented.

17 Bill Schneider asked about the Christmas decoration and would the new gfencing be
18 included and he was told yes it would be included.

19
20 **TENTH ORDER OF BUSINESS - Supervisor Comments**

21 There being none the next item followed.

22
23 **ELEVENTH ORDER OF BUSINESS - Adjournment**

24 There being no further business,

25
26 On MOTION by Mr. Soley, SECONDED by Mr. Gibson, WITH ALL IN FAVOR, the meeting
27 was adjourned.

28
29
30
31 **These minutes were done in summation format, not verbatim.*

1 **Each person who decides to appeal any decision made by the Board with respect to any matter*
2 *considered at the meeting is advised that person may need to ensure that a verbatim record of*
3 *the proceedings is made, including the testimony and evidence upon which such appeal is to*
4 *be based.*

5

6 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a**
7 **publicly noticed meeting held on _____.**

8

9

10 **Signature**

Signature

11

12 Lore Yeira

Gene Field

13 **Printed Name**

Printed Name

14 **Title:**

Title:

15 **Assistant Secretary**

Vice Chairperson

16 **District Manager**

Chairperson



CONSULTANT REPORTS



**SIGNATURE
PROJECTS**

Signature Projects Update

As Tampa Palms gets ready to “deck the” entries for the holidays, the signature project focus has been on completing entry work in progress and clean up / touch up for those projects that are already well under way.



The Area 1 landscape along the walls is being freshened, but no material changes are underway at this time.

Main entries – Area 1 & 2	Tree & shrub trimming for lighting	√
Entry Pillars – Area 1	Plantings on no-road side	√
Entry Pillars – Area 2	Complete plantings	Mulch in progress
Amberly- Palms Lake	Trees added	Mulch in progress
Area 2 Entry Median	LOW plantings	Due next week
Area 2 Entry Median	Additional streetlight	Board review Jan



Permitting and final construction documents are underway for the wayfinding sign approved by the Board in October.

So far there have been no permitting issues raised by the City.

Hopefully construction can commence early in January.

The pond-side berm along the Area 2 entry pond has erupted in color in time for the holidays.



The picture to the left was taken four weeks ago.

The picture below was taken one week ago.



COMMUNITY APPEARANCE

Community Appearance

General Landscape

The Tampa Palms landscape Tampa Palms was inspected by OLM earlier this week. The inspection consists of a community-wide drive-through, including the entries (Tampa Palms and Amberly, as well as, the villages) the boulevards, the cu de sac's, the parks and selected [varies each month] ponds and land tracts.



The inspections have a dual purpose:

1. The feedback provided by the inspector is reviewed with the landscape teams to facilitate opportunities for improved performance. The reports contain a wide variety of information not just a scoring of what is in place but rather techniques to handle situations and what has worked other places.
2. A score to reflect how well the landscape appears against a perfect execution of the contract-based standards and client (Tampa Palms) expectations. There is no “grading on a curve”: the score is not adjusted to “give credit for” for even situations out of the control of the landscaper such the effect of high heat and humidity on turf fungus or even the Frontier Communications flags

The score for the November 7th assessment was 90%. There were deductions for lapses in mowing where Frontier has placed marker flags for the 5G cable installation, deductions for weeds encroaching, particularly near the power corridor and deductions for problems with the annual in some places where the un-fall like humidity are causing decline.

Fall Plantings

The Fall mums have done their job in adding color to the main entries but they have done it under protest. Again, this a plant situation where unseasonable heat and humidity have not served the plantings that depend on at least crisp morning and night air very well.



There is every expectation, especially with some dry and less hot air in the forecast, that the mums will remain as asset though Thanksgiving.

It is Ms. Maney's suggestion that if the mums begin to visibly deteriorate, they should be promptly removed. Empty tree rings are not unsightly, dead/dying plants are unsightly.

New Annuals



The first week of December will be busy: the winter holiday annuals will be also arriving. This winter, the same as last winter, Ms. Maney and Joe Laird have arranged to have Dusty Millers planted on the outer edge of the beds.

The Dusty Millers (sometimes called “Silver Queens” or “Silver Dust”) are a silver/platinum plant that is very effective as a border for the main annual beds. Dusty Millers are relatively cold tolerant and also somewhat heat tolerant.



Behind the Dusty’s will be mixed beds of red salvia and deep red snap dragons.

Salvia, a native of Brazil, is frequently used in holiday settings in Florida. The one caution is that in the case of hard freezes, salvia may not survive.

For that reason, Joe Laird has on hand “freeze cloths” for the main entries to afford some protection for the annuals in case of a hard freeze and he has mixed the annual plants between low hardy and more hardy plants.



Intermingled with the salvia will be deep red snap dragons. Snap dragons, once only available in blue or white are now produced in a variety of colors.

In Florida, the ideal time for growing snapdragons begins in late fall through winter. (They do not like high temperatures.)

The multi-year increasing temperatures (always with the threat of freezes in the background) are making annual provision in the Fall and Winter difficult. Additionally, at least one state-wide annual grower had substantially cut back production in order to grow another and more profitable crop... medical marijuana.

Depending on the weather, the plan is to remove the mums the week after Thanksgiving and plant the poinsettias the first week of December. (Picture to the right is from last year.)



Hopefully by that time more seasonable temperatures will prevail (four days this week had temperatures in Tampa Palms in the high 80’s).

Pond Performance

As previously detailed, from the standpoint of stormwater management, the ponds performed well all summer, even with the substantial rains.

From the perspective of aesthetics (lilies and algae) the high heat and rain backflow from the conservation areas has been a challenge.

The pond biology company and redoubled their efforts (visiting weekly and adjusting treatments). It has paid off; many ponds have cleared and many are clearing nicely.



This is a multi-year issue of high heat, ample rain and the formation of substantial growth in the lily production of many ponds.

Note lilies in moderation are not a threat to the stormwater and are not considered a noxious plant by the EPC BUT many residents, especially those from the north view them as something less than attractive.

The pond maintenance company has modified their treatment methods and been able to reduce lilies with just a small algae result (that can be treated and removed in weeks.)

Example, above is the main Stonington pond October of 2018 where the lilies were being reduced slowly. Below is the same pond in Oct 2019 and one week ago.



In October, shown to the left, there was a wide rim of decaying lilies and resultant algae present.

In the picture below there remains some algae present but it has reduced substantially and there are no lilies present.

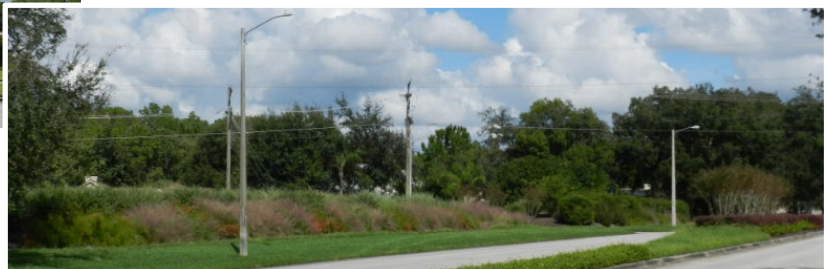


Pond improvements differ substantially by the design of the pond. Those affected with truly noxious plants take longer to clear and those adjacent to conservation areas are frequently re-infected by backflow from the conservation areas and improvements are slower to be visible.

Now and Then



One year ago the power corridor crossing at Tampa Palms Blvd was a pretty sad sight. Today with plantings on the City ROW and utility easement, it is a very different view.



DECEMBER MEETING

Tab 6K

December Meeting Discussion

It has been the practice for the Tampa Palms CDD that the Board does not meet in December.

This year staff is aware of no major matters requiring board oversight or consideration scheduled to occur in December with the sole exception of cash management which the Board has delegated to Chairman Field to oversee.

Should a situation come to the front during December that requires immediate Supervisor action, an emergency meeting, with a quorum of three Supervisors, could be convened, just as would be done for any emergency that occurred between meetings at any time of the year.



If it is the wish of the Board to not have the December meeting this year, this action will require approval of the board by motion. DPFPG will adjust the notices appropriately.



SUNSHINE LAWS & THE CDD

CDD Sunshine Requirements and TP CDD Governance

Sunshine and Open Meetings/Records Laws

The Tampa Palms CDD Board and officers (appointed) operate under the State-mandated ethics, public meeting and Sunshine laws. With the tremendous volume of political rhetoric and debate, and the fact that CDD Supervisors may be drawn into it, staff is providing highlights of the Sunshine Laws that govern board public discussions.

While the Sunshine Laws are long, some of the more significant aspects can be summarized as follows:

- Private telephone conversations between board members to discuss matters which foreseeably will come before that board for action violate the Sunshine Law.
- The Sunshine Law requires boards to meet in public; board members may not take action on or engage in private discussions of board business via written correspondence, e-mails, text messages or other electronic communications with other board members.
- A quorum of the board must be physically present at the meeting, though non-present members may join via telephone or video links.
- As a general rule, individual board members “may call upon staff members for factual information and advice” without being subject to the Sunshine Law’s requirements.
- Staff members and others may not act as liaison between board members. Anyone carrying information between board members is themselves violating the Sunshine Laws.
- No board member may allow a third party to relate anything about a matter that might foreseeably come before the board that was communicated by another board member, verbally, in writing or by any means.
- Particular care must be exercised by board members and officers when using Facebook, Twitter and other social media not to present views on a topic where other board members may see them.

The Sunshine Law extends to the discussions and deliberations, as well as, the formal action taken by a public board or commission. There is no requirement that a quorum be present or that an item be listed on a board agenda in order for a meeting of members of a public board or commission to be subject to the Sunshine Law.

The Fla Attorney General maintains a web site with links to extensive information regarding the Sunshine Law - <http://myfloridalegal.com/pages.nsf/Main/DC0B20B7DC22B7418525791B006A54E4>. Of particular use is the link to FAQ’s.

Tampa Palms CDD Reflective Governance

The Board has previously adopted, and reviewed each year, a code of conduct (core values). It is attached, along with the mission and direction similarly adopted by the Board.

The core values challenge each member and officer to listen to and reflect on the opinions, advice and commentary of all residents to assure that CDD deliberations and actions are more reflective of Tampa Palms’ diverse population, resulting in more empathetic, more considered more expansive decisions.

The organizational documents are presented from time to time for consideration. They will be re-presented in January for Board consideration and possibly modification or re-adoption.

Tampa Palms CDD

Last Presented
(1/9/19)

Core Values

We are accountable to our residents for our decisions, actions and inactions.

We work as a team and with the community, committed to open and honest communication, mutual support and respect for each other.

We are a growing and learning organization committed to change and innovation to provide the best possible community for our residents.

We help each other listen, to understand our resident expectations and do all we can to meet them.

We are accountable to the community, for the integrity of all financial reports and communications.

We will be vulnerable in front of our residents to have the public debate required to make the best decisions.

STAFF REVIEWS

Tal
6M11

CDD Staff Reviews

In the following pages please find the Chairman's analysis of salary administration for FY 2019-20 for the two CDD-compensated positions; the administrative assistant position and the consultant position.

Included in the attached are:

- The scope of assignment / the scope of what is the Tampa Palms CDD.
- Chairman's analysis for the administrative assistant position, including determination of the proportion of compensation paid by the CDD and the TPOA
- The consultant's assessment of the administrative assistant
- Chairman's analysis for the consultant position, including district value created

If the actions recommended meet with your approval, they should be formally approved by motion at the CDD meeting.

Tampa Palms CDD Metrics

12 million Sq. Ft. of Turf, Ponds & Beds

2,700 acres of Turf, Ponds & Conservation

20 miles of Irrigation Systems

100,000 Annuals (Includes seasonal displays e.g. mums/poinsettias etc.)

310,000 Sprinkler Heads

2 major pumps stations w/ deep wells

2,700 acres of Turf, Ponds & Conservation

400 Lights

3,100 Trees

143 acres of landscape tracts and medians

71 Retention Ponds

54 cul de sacs

3 Parks Hampton, Amberly & Oak

34 Land Tracts

10-Oct 2019

Position: Administrative Assistant***17 years in this positionTampa Palms Business Model

The District staff of 1.75 associates has created and maintains a Tampa Palms CDD image that is professional, competent, and respected by both our public and private constituencies. They consistently perform to a very high standard.

Compensation Strategy

The District's business model is built on private-sector initiative, experience, broad skill sets and "do-what-it-takes attitude". Staff compensation must be competitive with the private sector.

Compensation Trends

Society of Human Resources surveys, indicate 2020 salary budgets that average 3.0 % increases, contingent on the employees' relative position in the job grade range.

Performance: The role of the Administrative position is to organize and complete standard transactions of the CDD to enable the Consultant interface time with the various constituencies required to advance desirable outcomes for the community.

Please find attached review by the District Consultant

Administrative Assistant Compensation

			<u>Total</u>	
Effective Sept 30, 2010				\$ 49,137
Allowance: Health Insurance				<u>9,000</u>
Total				\$ 58,137
Effective Oct 1, 2010	+ 2,000	3.4 %	Total	\$ 60,137
Effective Oct 1, 2011	+ 2,000	3.3 %	Total	\$ 62,137
Effective Oct. 1, 2012	+ 2,500	4.0 %	Total	\$ 64,237
Effective Oct. 1, 2013	+ 2,113	3.3 %	Total	\$ 66,350
Effective Oct. 1, 2014	+ 1,700	3.0 % on salary	Total	\$ 68,050
Effective Oct. 2, 2015	+ 1,700	2.9 % on salary	Total	\$ 69,750
Effective Oct, 2, 2016	+ 1,500	2.5 % on salary	Total	\$ 71,250
Effective Oct. 2, 2017	+ 1,500	2.5 % on salary	Total	\$ 72,750
Proposed Oct. 1, 2018	+ 1,500	2.5 % on salary	Total	\$ 74,250
Proposed Oct. 1, 2019	+ 1,600	2.5 % on salary	Total	\$ 75,850

The proposal includes a \$ 65,550 salary, with a \$ 10,300 health insurance allowance.

The position works for the CDD 75 % (\$ 57 K budget) and the TPOA 25 % (\$ 19 K budget)

The proposed compensation is within the 2019-20 CDD budget

PERFORMANCE REVIEW ADMIN POSITION- ACHIEVEMENTS DURING FY 2018-19

Name Dorothy Collins (Dede)

Position Staff Administrative Assistant

Appointed To Position September 2002 (Severn Trent)

Period Covered October 2018 - September 2019

Rating 5

RATING GUIDELINES:

1 = Unacceptable
2 = Needs Improvement
3 = Meets Standard
4 = Exceeds Standard
5 = Substantially Exceeds Standard
All ratings must be related to the performance of job functions

Remarks

Dede is a self-started who begins each day refreshed and ready for any challenges that Tampa Palms will bring on and there are many. Dede exhibits take-charge attitude as she fulfills the wide range of her responsibilities with an air of confidence that is assuring to her “clients”, who are the residents of Tampa Palms, and to her associates, the employees of the CDD and TPOA, along with ABM.

That positivity of approach allows her to constantly search for new and innovative ways to improve efficiency of what is a relatively sparse organization. She displays a keen understanding of the interrelationship between her tasks and the success of the CDD and the TPOA. Such attributes are very difficult to quantify, and yet they are absolutely exceptional.

- Attention to detail
- Excellence in communication skills at many levels
- Open to and willing to develop new process to improve outcomes
- Distinction in quality of work product

Dede does not hesitate to make decisions on both day to day and on very challenging matters and in these choices, displays confidence in her own decision-making abilities. Her choices for action are on target and reflect her **reliable, sound judgment skills**. She clearly articulates her reasoning process and in so doing makes those who act on her conclusions confident in what they must do. Her attention to detail, and the results, are reflected in the following:

- Examines the power company summary billing and the individual statements for each of the 51 locations at which the CDD maintains power services. This is done to make certain that (a) the usage appears reasonable against past use and (b) that non-CDD services are not inadvertently added to the CDD summary billing. In the past year Dede determined that a service provided to Tampa Palms North was accidentally included and took action with the power company to remove it. While that charges were minimal (est \$155.00/mth) if left undetected this could have amounted to a substantial inaccurate billing over the years.
- Completes monthly audit of the more than 55 water bills, resulting in one instance in May with the identification of a considerable and unexplained high charge (\$4K). Dede raised an alarm to ABM who checked the area and found an unseen underground water leak on a cul de sac. By taking immediate action to shut down the source of lost water, future high billing was avoided.
- Processes and codes invoices for the CDD. After the invoices are approved and proper coding is applied, the invoices are provided to DPFPG for payment.
 - o A copy of each check register is requested of DPFPG when payments are processed and compared to actual invoices to avoid over/under payments or even missed payments.
 - o In this manner Dede processes an average of 120 invoices monthly (66 plus 555 water bills), retaining all necessary documentation for audit questions and managing record retention to meet State requirements.

PERFORMANCE REVIEW ADMIN POSITION- ACHIEVEMENTS DURING FY 2018-19

- Prepares a copy of the Board packet along with the notice information and presentation copies and makes certain they are filed as the *records of the District*. This is maintained on-site and goes far beyond the “records of the district” maintained in the past and currently maintained by other similar CDDs. This is a resource for residents.

Dede has earned the respect and trust of others through her demonstrated integrity, openness and ability to **communicate in an excellent manner** that is both frank and considerate. She exhibits a high degree of confidence in herself, as well as in others, and she tolerates a great deal of pressure. Examples where this is demonstrated almost weekly include:

- As a result of two years of limited winters along with a summer of record-breaking heat and rain, weed growth in the ponds has flourished. Dede reviews concerns with residents, explains the reasons for the growth, confirms treatment is underway (and in some cases contacts the pond maintenance company for additional attention) and explains to the residents what to expect for improvement.
- With the departure of Toro, Dede has been on the front lines receiving calls from those demanding maintenance for the power corridor. Her combination of explanation with facts and understanding and sympathetic attitude have served the CDD well.

Dede researches extensively, staying on top of current developments that might impact the CDD such as insurance law changes for public entities, changes or improvements in banking and audit requirements and unscheduled/unplanned activities in the area (such as come about with the ongoing communications construction work). She imaginatively puts the resources and tools available to her to maximum use with the resulting **distinctive quality** demonstrated in the work she performs.

- Monitoring procedure and underwriting changes for government agencies and HOA's and negotiates the property and various liability insurances for both the CDD and TPOA armed with timely information.
- Manages the more than 2,500 annual notifications made Sunshine OneCall, making certain (1) ABM is informed and can mark facilities in harms way and (2) that Sunshine OneCall has correct information on hand for the protection of Tampa Palms facilities. Not a single unmarked facility was damaged by workers.
- Explaining to residents the reasons for the utility markings along Tampa Palms Blvd, what they mean and who requires them.
- Reviewing the County tax collection deposits to District bank services, making certain that the receipts recorded by the County are properly received and recorded by the CDD bank. In 2018-19 there was not a single missed deposit or notification.

Thanks in major part to the daily efforts of Dede Collins, the residents of Tampa Palms can depend on the CDD to support their homes and businesses and operate in a manner that reflects sound judgement, accountability and responsiveness.

Position: District Consultant

General Manager

17 yrs in position

Tampa Palms Business Model & Strategy

The District staff of 1.75 associates has a reputation as professional, competent, and respected by public and private constituencies. Staff compensation must be competitive with the private sector based on professionalism, initiative, experience, broad skill sets and “do-what-it-takes attitude”.

Compensation Trends

Society of Human Resources surveys, indicate 2020 salary budgets that average 3.0 % increases, based on the employees’ relative position in the job grade range.

Performance: The community benefits from the relationships and influence the Consultant nurtures as the Tampa Palms Voice, respected as a valuable partner by all constituents. The Consultant’s leadership continues to achieve costs savings and avoidance to offset staff compensation.

Accomplishments: Allocation of all internal and external resources required to service the residents, embedded businesses and \$ 20.0 M in TP community assets. 4-year EPA/NPDES plan and 100% substantiation of execution. COT completion of phase I of multi-model path. SWFTMUD water use reporting and relationship management. Securing TP a place at the table in New Tampa Council and Louis Viera advisory role. Monitor New Tampa organizations for an early warning of developments likely to impact Tampa Palms. Working with COT to secure funding and badly needed re-paving of Tampa Palms Blvd. TP webmaster to satisfy all state-driven web requirements for timely posting of public information. Independent outside no comment audit for 17th year. Earned \$ 72 K Interest Income.

District Consultant Compensation

Effective Oct. 1, 2017	+ 2.0 %	2,000	\$ 103,440
Proposed Oct. 1, 2018	+ 2.0 %	2,000	\$ 105,440
Proposed Oct 1, 2019	+ 2.4 %	2,500	\$ 107,940

(The proposal is within FY 2019-20 budget)

Long-term Perspective

FYE 9/30/2002	Field Operations Mgr.	T. Pisano	\$ 80,500
Proposed Oct. 1, 2019	Consultant		\$ 107,940

Total 17 year Increase _ Amount: \$ 27,440 Average per year 2.0 %

The Consultant is an independent contractor, with Tampa Palms incurring no employment taxes. The proposed compensation, recast in private sector terms, equates to a salary in the \$ 80 K to \$ 90 K range plus benefits, to manage approximately \$ 20.0 Million in community assets and approximately \$ 3.0 M in revenue and expenses.

CASH MANAGEMENT

Cash Management Update

Staff has made some preliminary inquiries but as yet there is no plan available for presentation to the Board for the November meeting.

Consistent with the Board's delegation of responsibility to the Chairman, staff will work with the Chair and present the plan for approval at the January meeting.