

**TAMPA PALMS  
COMMUNITY DEVELOPMENT DISTRICT**

*Agenda Package  
Board of Supervisors Meeting*



*Wednesday, November 9, 2022*

*6:00 P.M.*

*Compton Park Recreation Building*

*16101 Compton Drive,*

*Tampa, Florida*

# TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

## CDD Meeting Advanced Package November 9<sup>th</sup>, 2022

### Contents

1. Introduction
2. Agenda
3. Financial Statements
  - a. Financial Analysis
  - b. Financial Statements A/O 9/30/2022
  - c. Monthly Financial Summary
  - d. Project Driven Financial Reports
  - e. Check Registers & Other Disbursements
4. Strategic Planning and Capital Projects Planning
  - f. 2022-23 Focus
  - g. Strategic Plans
5. October 2022 Minutes
6. Consultant Reports
  - h. Community Updates
  - i. Community Cooperation
  - j. Cash Management / Inflation Impact
  - k. Report Management Company Transition
  - l. Officer Appointment
  - m. December Meeting
  - n. Reviews

# Tampa Palms Community Development District

---

16311 Tampa Palms Blvd W  
Tampa, Florida 33647

November 4, 2022

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

Dear Board Members:

The Board of Supervisors of the Tampa Palms Community Development District Board Meeting is scheduled for Wednesday, November 9, 2022 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 review are the minutes of the October 12, 2022 CDD 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,

*Maggie*

Maggie Wilson  
DPFG

cc: Patricia Thibault  
Breeze

# **Tampa Palms CDD Board Meeting & Budget Hearing Agenda**

**November 9, 2022 6:00 p.m.  
Compton Park Recreation Building  
16101 Compton Drive, Tampa, FL 33647**

Revised Nov 3, 2022

1. Welcome & Roll Call
2. Board Member Discussion Items
3. Public Comments
4. Approval of the October 12, 2022 Minutes
5. Approval of District Disbursements
6. Consultant Reports
  - Community Appearance & Projects
  - Financial Conditions / Cash Management
  - Transition To Breeze Management
  - Staff Reviews
  - Officer Updates
  - December Meeting
7. Other Matters
8. Public Comments
9. Supervisor comments
10. Adjourn

Executive Summary

As of September 30th, 2022, the District has cash balances net of liabilities of \$ 4.1 M. The District is ending Fiscal Year 2021-22 with \$ 1.6 M in presently unallocated funds with which to address future community needs.

FY 2017-18 Budget Performance

Despite a tumultuous financial year, the General Fund Budget displays a favorable balance of \$ 144 K as of September 30<sup>th</sup>. The favorable position is primarily the result of considered project deferral and a few incidences of late billing.

Revenue

District revenue displays as unfavorable by \$104K and that is misleading, as \$115K is carryforward revenue not brought forward because it was not needed. The assessments were slightly unfavorable due to several foreclosures. Adjust to remove the carryforward and the revenue was actually positive by \$10K due to greater than budgeted excess fees and miscellaneous revenue.

Normal Expenses

Normal expenses display as favorable at fiscal year-end by approximately \$74K. This can be attributed to deferred timing for landscape replacements and facility maintenance projects; deferral used to off-set the increased costs associated with General Overhead (water / electricity) and park staffing (attendants & guards) as previously discussed.

Project-Driven Expenses

Project expenses, currently displayed with a \$70 K favorable variance, is also a function of deferred projects, some deferred to preserve capital at this high cost time, some deferred due to lack of materials to complete (wall improvements) and some just delayed billing.

Cash Flow Projections Prior to Late December Receipts (Shown in \$ 000)

Sources of Funds

Cash balance 9/30/22	\$ 4,077	Beginning Cash
----------------------	----------	----------------

Uses of Funds

Weather damage	( \$ 400)	
Community-Wide Walls & Monuments	( 100)	
Palm Tree Infection Control	( 200)	
Pond Improvements/Restoration	( 700)	
Q1 FY 2021-22 Expenses	( 837)	
Infrastructure Replacement	( 135)	
TP Signature Projects Not Completed	( 329)	
	( \$ 2,501)	Total Uses

Projected 12/31/22 Cash Prior to December Receipts	\$ 1,576
--	----------

***FAQ The Y/E FY 2021-22 financial statements show an under-collection of CDD assessments in the amount of \$4,527. Does this occur every year or is this reflective of a changing trend and should this raise alarm?***

The under-collection of Tampa Palms CDD assessments for 2022 is primarily attributable to the specific and unusual situations affecting three Tampa Palms properties:

- The France home in the Reserve
- A property in Cambridge
- A property in Manchester

All three of these properties are bank-controlled and in the middle of long and drawn out foreclosure proceedings, making them unattractive to the purchasers of tax certificates.

While non-payment of property taxes, and hence CDD assessments, occurs every year; the County sells "tax certificates" which pay the various taxes and assessments and yield an interest income to the purchaser.

These certificates are sold in the June time-frame and are the means by which additional revenue is received by the CDD during the last two quarters of the fiscal year.

A tax certificate is a first lien created when a third party (tax certificate holder or investor) pays the outstanding delinquent taxes on a property. A tax certificate is an interest bearing "lien" for unpaid real estate and non-advalorem (CDD) assessments. They are a first lien against property and supersede governmental liens.

Certain risks are involved when purchasing tax certificates. The Tax Collector assumes no liability for the purchase of any tax certificate and does not guarantee the value or condition of the property on which they are issued. Holding a tax certificate on a property does not entitle the purchaser to enter the property and does not convey property rights.

The life of a tax certificate is 7 years. In the event of a bankruptcy filing, the life of a tax certificate may be extended. If no action is taken by the tax certificate holder during the 7 year period, and the taxes remain unpaid, the tax certificate is cancelled due to the Statute of Limitation, which will result in the loss of the investment.

Difficult properties, such as these three, are less attractive to investors and the taxes remain unpaid. Is this a trend? It is hard to make a reasonable determination in this environment of changing financial landscape but it should be noted that for 2022, there are very few foreclosures and bankruptcies in Tampa Palms.

**Tampa Palms CDD  
Balance Sheet  
September 30, 2022**

**GENERAL**

**ASSETS:**

CASH - Operating Account	\$	34,817
PETTY CASH		500
INVESTMENTS:		
Excess Fund Account- South State Bank		1,348,906
Investment Account- South State Bank		2,688,413
ACCTS. RECEIVABLE		3,944
RECEIVABLE EXCESS FEES		20,645
PREPAID ITEMS		29,003
<b>TOTAL ASSETS</b>		<b><u><u>\$ 4,126,228</u></u></b>

**LIABILITIES:**

ACCOUNTS PAYABLE	\$	11,509
ACCRUED EXPENSES		8,410

**FUND BALANCE:**

NON-SPENDABLE		29,003
RESTRICTED		-
UNASSIGNED:		4,077,306
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b><u><u>\$ 4,126,228</u></u></b>

**Tampa Palms CDD  
General Fund  
Statement of Revenue, Expenditures and Change in Fund Balance  
For the period from October 1, 2021 through September 30, 2022**

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
<b>REVENUES</b>				
ASSESSMENTS NON-ADVALOREM	\$ 2,737,595	2,737,595	2,733,068	\$ (4,527)
EARLY PAYMENT DISCOUNT	(109,504)	(108,409)	(102,446)	5,963
INTEREST INCOME	20,000	20,000	20,807	807
EXCESS FEES	15,000	15,000	20,645	5,645
MISC. REVENUE	1,200	1,200	3,796	2,596
CARRY FORWARD	115,000	115,000	-	(115,000)
<b>TOTAL REVENUES</b>	<b>2,779,291</b>	<b>2,780,386</b>	<b>2,675,870</b>	<b>(104,516)</b>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE EXPENDITURES:</b>				
<b>PERSONNEL SERVICES</b>				
BOARD OF SUPERVISORS	11,000	11,000	11,000	-
FICA	5,368	5,368	3,594	1,774
FUTA/SUTA/PAYROLL FEES	5,148	5,148	1,400	3,748
S/T PERSONNEL SERVICES	<u>21,516</u>	<u>21,516</u>	<u>15,994</u>	<u>5,522</u>
<b>PROFESSIONAL SERVICES</b>				
ATTORNEY'S FEES	3,000	3,000	7,491	(4,491)
ANNUAL AUDIT	6,983	6,983	6,600	383
MANAGEMENT FEES	69,053	69,053	69,115	(62)
TAX COLLECTOR	54,752	54,204	49,487	4,717
ASSESSMENT ROLL	10,050	10,050	-	10,050
S/T PROFESSIONAL SERVICES	<u>143,838</u>	<u>143,290</u>	<u>132,693</u>	<u>10,598</u>
<b>ADMINISTRATIVE SERVICES</b>				
DIRECTORS & OFFICERS INSURANCE	3,700	3,700	3,121	579
MISC. ADMINISTRATIVE SERVICES	12,000	12,000	16,254	(4,254)
S/T ADMINISTRATIVE SERVICES	<u>15,700</u>	<u>15,700</u>	<u>19,375</u>	<u>(3,675)</u>
<b>TOTAL ADMINISTRATIVE</b>	<b>181,054</b>	<b>180,506</b>	<b>168,061</b>	<b>12,445</b>
<b>FIELD / OPERATIONS SERVICES</b>				
<b>FIELD MANAGEMENT SERVICES</b>				
DISTRICT OPERATING STAFF	179,839	179,839	170,339	9,500
PARK ATTENDANTS	76,875	76,875	94,650	(17,775)
PARK PATROLS (Security Co)	83,000	83,000	103,048	(20,048)
FIELD MANAGEMENT CONTINGENCY	20,800	20,800	14,791	6,009
S/T FIELD MANAGEMENT SVCS	<u>360,514</u>	<u>360,514</u>	<u>382,828</u>	<u>(22,314)</u>
<b>GENERAL OVERHEAD:</b>				
INSURANCE	13,342	13,342	15,577	(2,235)
IT (TEL / SECURITY)	25,335	25,335	12,526	12,809
WATER	28,000	28,000	42,852	(14,852)
REFUSE REMOVAL	19,000	19,000	15,922	3,078
ELECTRICITY	125,000	125,000	147,438	(22,438)
STORMWATER FEE	4,198	4,198	3,041	1,157
MISC. FIELD SERVICES	13,000	13,000	4,057	8,943
S/T GENERAL OVERHEAD	<u>227,875</u>	<u>227,875</u>	<u>241,415</u>	<u>(13,540)</u>
<b>LANDSCAPE MAINTENANCE:</b>				
LANDSCAPE & POND MAINTENANCE	1,055,779	1,055,779	1,024,914	30,865
LANDSCAPE MONITORING FEE	18,900	18,900	17,325	1,575
LANDSCAPE & REPLACEMENT	96,432	96,432	80,425	16,007
S/T LANDSCAPE MAINTENANCE	<u>1,171,111</u>	<u>1,171,111</u>	<u>1,122,664</u>	<u>48,447</u>
<b>LANDSCAPE MAINTENANCE NEW &amp; ENHANCED:</b>				
PROPERTY MOWING	93,000	93,000	71,577	21,423
COUNTY POND	9,000	9,000	9,649	3,351
NPDES POND PROGRAM	47,970	47,970	34,823	13,147
S/T LANDSCAPE NEW & ENHANCED	<u>149,970</u>	<u>149,970</u>	<u>112,049</u>	<u>37,921</u>



**Tampa Palms CDD**  
**General Fund**  
**Statement of Revenue, Expenditures and Change in Fund Balance**  
**For the period from October 1, 2021 through September 30, 2022**

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
<b>FACILITY MAINTENANCE:</b>				
IRRIGATION SYSTEM	107,824	107,824	126,953	(19,129)
FOUNTAIN	27,354	27,354	26,146	1,208
FACILITY MAINTENANCE	91,136	91,136	62,960	28,176
JANITORIAL/SUPPLIES	2,772	2,772	1,907	865
<i>S/T FACILITY MAINTENANCE</i>	<u>229,086</u>	<u>229,086</u>	<u>217,966</u>	<u>11,120</u>
<b>PROJECT DRIVEN EXPENSES:</b>				
SIGNATURE TP 2017	-	-	-	-
RENEWAL AND REPLACEMENT & DEFERRED MTC	210,000	210,000	207,739	2,261
CAPITAL PROJECTS	190,000	190,000	143,552	46,448
NPDES/CLEAN WATER	59,681	59,681	38,160	21,521
<i>S/T TOTAL PROJECT DRIVEN EXPENSES</i>	<u>459,681</u>	<u>459,681</u>	<u>389,452</u>	<u>70,229</u>
<b>TOTAL EXPENDITURES</b>	<u>2,779,291</u>	<u>2,778,743</u>	<u>2,634,435</u>	<u>144,308</u>
<b>OTHER INCOME/EXPENSE</b>				
UNREALIZED GAINS/LOSSES ON INVESTMENT	-	-	(3,588)	-
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	-	<u>1,643</u>	<u>37,847</u>	<u>39,792</u>
FUND BALANCE - BEGINNING	-	-	4,068,461	
<b>FUND BALANCE - ENDING</b>	<u>\$ -</u>	<u>\$ 1,643</u>	<u>\$ 4,106,309</u>	<u>\$ 39,792</u>

**TAMPA PALMS CDD  
CASH REGISTER  
FY 2022**

Date	Num	Name	Memo	Receipts	Disbursements	Balance
<b>08/31/2022</b>			<b>EOM Balance</b>	<b>250,001.05</b>	<b>260,215.33</b>	<b>18,535.47</b>
09/06/2022	9693	A. Michael Gibson	BOS MTG 8/10/22		200.00	18,335.47
09/06/2022	9694	Donald O'Neal	BOS MTG 8/10/22		200.00	18,135.47
09/06/2022	9695	Eugene R. Field	BOS MTG 8/10/22		200.00	17,935.47
09/06/2022	9696	Richard Diaz	BOS MTG 8/10/22		200.00	17,735.47
09/06/2022	9697	Tracey Falkowitz	BOS MTG 8/10/22		200.00	17,535.47
09/08/2022	9698	ADVANCED ENERGY SOLUTIONS			1,101.97	16,433.50
09/08/2022	9699	CINTAS	urnial mat. logo mat, safety mat		75.77	16,357.73
09/08/2022	9700	CLEAN SWEEP SUPPLY COMPANY	Tissue Toilet		98.70	16,259.03
09/08/2022	9701	FEDEX	Shipping		146.36	16,112.67
09/08/2022	9702	FLIGHT OF ANGELS	16311 Tampa palms blvd job number 2022000748		18.00	16,094.67
09/08/2022	9703	Florida Municipal Insurance Trust	Utility Payment Bond Policy # 105483634 10/1/22-10/1/23		520.00	15,574.67
09/08/2022	9704	FRONTIER COMMUNICATIONS			422.55	15,152.12
09/08/2022	9705	GRAU & ASSOCIATES	Audit FY 9/30/2021		5,100.00	10,052.12
09/08/2022	9706	SECURITAS SECURITY SERVICES USA, INC.	Security 08/01/22-08/31/22		4,516.91	5,535.21
09/08/2022	9707	SHREDGREEN	Shredding		105.00	5,430.21
09/08/2022	9708	The Toro Company	Irrigation Maint		6,083.79	-653.58
09/08/2022			Service Charge		18.00	-671.58
09/09/2022			Funds Transfer by email	140,000.00		139,328.42
09/09/2022	9709	ABM Landscape & Turf Services			144,776.96	-5,450.54
09/09/2022			Funds Transfer	0.00		-5,450.54
09/09/2022	90922ACH1	Andrea A Braboy	PR 8/22/22 - 9/4/22		2,486.35	-7,936.89
09/09/2022	90922ACH2	Innovative Employer Solutions	PR 8/22/22 - 9/4/22		461.92	-8,398.81
09/12/2022	9710	OLM, INC.	Landscape Insp- Aug		1,575.00	-9,973.81
09/13/2022			Funds Transfer	100,000.00		90,026.19
09/13/2022	9711	ADB Landscaping Materials, Inc.	300-3 gal Jumper parson II		1,695.00	88,331.19
09/13/2022	9712	FEDEX	Shipping		14.02	88,317.17
09/13/2022	9713	HOOVER PUMPING SYSTEMS			3,926.13	84,391.04
09/13/2022	9714	IRON MOUNTAIN	7/27-8/23 svc period		472.44	83,918.60
09/13/2022	9715	LOWE'S	Supplies		181.74	83,736.86
09/13/2022	9716	TECO	Summary Bill		12,499.95	71,236.91
09/13/2022	9717	TERMINIX			331.90	70,905.01
09/14/2022	9718	DPFG	Aug Billable Expenses		61.84	70,843.17
09/19/2022	9719	A. Michael Gibson	BOS MTG 9/14/22		200.00	70,643.17
09/19/2022	9720	Donald O'Neal	BOS MTG 9/14/22		200.00	70,443.17
09/19/2022	9721	Eugene R. Field	BOS MTG 9/14/22		200.00	70,243.17
09/19/2022	9722	Richard Diaz	BOS MTG 9/14/22		200.00	70,043.17
09/19/2022	9723	Tracey Falkowitz	BOS MTG 9/14/22		200.00	69,843.17
09/19/2022			Deposit	10,382.00		80,225.17
09/19/2022	10051	BROWN AND BROWN OF FLORIDA, INC.	Ins. FY 2022-2023		18,388.75	61,836.42
09/20/2022	9684	SouthState Bank	#9984 - Fraudulent check to "Mylik Evans" - Southstate to reimburse TP		3,600.00	58,236.42
09/20/2022	70	CITY OF TAMPA UTILITIES	Water Utilities - Sept		4,227.41	54,009.01
09/21/2022	9724	ADVANCED ENERGY SOLUTIONS	add circuit for equipment office and compton Toro power- 9/8		569.55	53,439.46
09/21/2022	9725	CINTAS			328.80	53,110.66
09/21/2022	9726	ESD WASTE2WATER, INC.	clean cartridge filter, check hoses & connections		300.00	52,810.66
09/21/2022	9727	FEDEX	Shipping		160.87	52,650.19
09/21/2022	9728	FLORIDA FOUNTAIN MAINTENANCE, INC.			680.13	51,969.06
09/21/2022	9729	SECURITAS SECURITY SERVICES USA, INC.	Security 08/14/22-8/27/22		2,806.02	49,163.04
09/21/2022	9730	TERMINIX	Pest Control: September		80.90	49,103.14
09/23/2022	9232ZACH1	Andrea A Braboy	PR 9/05/22 - 9/18/22		2,486.35	46,616.79
09/23/2022	9232ZACH2	Innovative Employer Solutions	PR 9/5/22 - 9/18/22		461.92	46,154.87
09/26/2022	10023	MARY-MARGARET WILSON	Consultant Compensation Sep 2022		9,344.00	36,810.87
09/26/2022	10024	Wayne Gil	Huntington Gate Entrance		475.00	36,335.87
09/26/2022	10052	DOUGLAS CLEANING SERVICE	Sept CDD Cleaning		1,520.00	34,815.87
09/30/2022			Interest	0.93		34,816.80
<b>09/30/2022</b>			<b>EOM Balance</b>	<b>250,382.93</b>	<b>234,101.60</b>	<b>34,816.80</b>

**TAMPA PALMS CDD  
FINANCIAL SUMMARY THRU SEPTEMBER 30, 2022  
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	\$2,170,939		\$2,170,939
<b><u>Non Operating</u></b>			
Capital Projects		\$190,000	\$190,000
Renewal & Rel		\$210,000	\$210,000
Signature 2017		\$0	\$0
NPDES		\$59,684	\$59,684
Excess Fees	20,645		20,645
Interest	20,807		20,807
Misc Rev	\$3,796		\$3,796
Carry Forward Bal *			
<b>Total</b>	<b>\$2,216,186</b>	<b>\$ 459,684</b>	<b>\$2,675,870</b>
<b><u>Expenses</u></b>			
Operations	\$ 2,244,983		2,244,983
<b><u>Non Operating</u></b>			
Renewal & Rel		207,739	207,739
NPDES/EPA		38,160	38,160
Capital Projects		143,552	143,552
TP Signature 2017		<u>0</u>	<u>0</u>
<b>Total</b>	<b>\$2,244,983</b>	<b>\$389,452</b>	<b>\$389,452</b>
<b>Total Expenditures</b>			<b>\$2,634,435</b>
UNREALIZED GAINS/LOSSES ON INVESTMENT			-\$3,588
Excess Revenue Vs Expenses			<b>\$37,847</b>

**TAMPA PALMS CDD  
FINANCIAL SUMMARY THRU AUGUST 31, 2022  
GENERAL FUND**

<u>General Fund</u>	9/30/2022	(\$000)
Cash		35
Cash Equivalent (Excess Cash ICS)		1,349
Insured Investment Account		2,688
Receivable-Excess Fees		21
Receivable (Bogus Check)		4
Prepaid Items		29
<b>Total</b>		<b>\$ 4,126</b>
Less:		
Payables		12
Accrued Expenses		8
Non Spendable A/C Prepaid		29
	<b>Net Cash 9/30/2022</b>	<b>\$ 4,077</b>
Allocation for:		
Weather Damage		400
Community-Wide Wall & Monument		100
Pond Improvements		700
1st Qtr Expenses		837
Infrastructure Replacement Contingency		135
TP Signature Projects (unspent)		329
	<b>Adjusted Net Cash</b>	<b>\$ 1,576</b>

Forecast

(\$ 000)	2022-23 Fiscal Year		Monthly Bal
	<u>Receipts</u>	<u>Expenses</u>	
<b>Oct</b>			
CDD Operations	17	231	
R&R	2	8	
NPDES	0	2	
Signature Projects	0	0	
Capital Projects	2	11	
<b>Total</b>	<b>20</b>	<b>252</b>	<b>\$ 1,344</b>
<b>Nov</b>			
CDD Operations	10	255	
R & R	1	21	
NPDES	0	15	
Signature Projects	0	0	
Capital Projects	1	10	
<b>Total</b>	<b>12</b>	<b>301</b>	<b>\$ 1,055</b>
<b>Dec</b>			
CDD Operations	2,320	255	
R & R	166	21	
NPDES	49	11	
Signature Projects	23	0	
Capital Projects	171	18	
<b>Total</b>	<b>2729</b>	<b>305</b>	<b>\$ 3,479</b>

**TAMPA PALMS CDD  
SEPTEMBER, 2022  
GENERAL FUND**

(\$000)	Prior Year Collected \$	Prior Year Collected %	Current Year Collected \$	Current Year Collected %	Variance % Fav (Unfav)
October					
November	887	34%	\$596	23%	-11%
December	2,343	89%	\$2,410	92%	3%
January	2,476	94%	\$2,474	94%	0.0%
February	2,477	94%	\$2,518	96%	2%
March	2,537	97%	\$2,573	98%	2%
April	2,591	99%	\$2,602	99%	0%
May	2,606	99%	\$2,612	99%	0.0%
June	2,633	100.2%	\$2,630	100.1%	-0.1%
July	2,633	100.2%	\$2,630	100.1%	-0.1%
August	2,633	100.2%	\$2,630	100.1%	-0.1%
September	2,633	100.2%	\$2,630	100.1%	-0.1%
<b>Year End</b>					
Total Assessed (Net Discount)		\$2,628			

## Summary- Project Driven Expenses

Fiscal Year End FY 2021-22

<b>Operating Capital Projects</b>	(\$000)
<u>Sources of Funds</u>	
FY 2021-22 Budget	\$190
<u>Uses of Funds</u>	
Spent Thru 9/30/2022	144
Total Funds Under Consideration	\$0
<b>Budget Available as of 9/30/2022</b>	<b>\$46</b>
<b>Renewal &amp; Replacement</b>	
<u>Sources of Funds</u>	
FY 2021-22 Budget	210
<u>Uses of Funds</u>	
Spent Thru 9/30/2022	208
Total Funds Under Consideration	\$0
<b>Budget Available as of 9/30/2022</b>	<b>\$2</b>
<b>TP Signature Projects</b>	
<u>Sources of Funds*</u>	
FY 2021-22 Budget	\$0
<u>Uses of Funds</u>	
Spent Thru 9/30/2022	\$0
Total Funds / Projects Under Consideration	\$0
<b>Budget Available as of 9/30/2022</b>	<b>\$0</b>

**SUMMARY**  
**FY 2021-22 RENEWAL REPLACEMENT PROJECTS**

	Original Project	Sep 30. 2022	Committed To Spend
<b>Infrastructure</b>			
Amberly Parking Lot Repairs (Accident)			
Park Pavilion Amberly		\$4,150	
Hampton Park Pavilion Repairs - Cleaning - Painting (Incl Racquetball)		\$8,775	
Traffic / Street Sign Replacements			
Wall Repairs/Clean/Paint/ Pressure Wash [Multi]		\$11,700	
Table Restoration (Amberly & Hampton)			
Pressure Wash Granite Signs		\$8,685	
CDD Lift Station Repairs/Motor Replacement		\$6,865	
Huntington Entry - Clean / Repair / Paint		\$4,875	
Pump Station - Repair Filter Leak, Clean Disks		\$1,947	
<b>Landscape</b>			
Main Entry Plants (Winter poinsettias, Summer Caladiums, Fall mums)		\$28,616	
Plant Replacements Medians & Entries		\$12,500	
Tree Work - Blvds		\$42,808	
Median Restoration & Freshening Area 1		\$3,442	
Wellington & Medians			
Cul de Sac			
Demo Cleanup Wyndham Entry & 500 ft TPB Wall		\$20,467	
Storm cleanup and preparations incl trees		\$6,934	
Stonington Landtracts		\$22,820	
<b>Irrigation</b>			
Pressure transducers & HMI replacment		\$2,049	
Pump Station Maintenance Items		\$13,223	
Faulty couplings - suction Area 2 station		\$2,157	
SWFWMD Flow Meter Calibration Area 1		\$2,033	
SWFWMD Flow Meter Calibration Area 2		\$1,893	
<b>Lighting (Park &amp; Landscape)</b>			
Court & Seasonal Lighting		\$1,800	
<b>Other</b>			
TPOA Newsletter (50%)			
<b>Total R&amp;R Projects</b>		<b>\$207,739</b>	<b>\$0</b>

**Capital Projects 2021-22  
Budget Monitor**

30-Sep-22			
(\$000)	Current Projects	Spent 2021-22	Pending Commitments
<b>Tampa Palms Signature Projects (BB Downs)</b>			
Consulting Services	10	0	-
Irrigation	20	0	
Main Entry Restorations	21	0	
Area 2 Pond		0	
Bruce B Downs Improvements	172	0	
<b>Sub-Total TP Signature Projects</b>	<b>\$329</b>	<b>\$0</b>	<b>\$0</b>
<b>Capital Projects</b>			
Consulting Services			
Irrigation Systems		87	
Parks & Cameras		11	
Landscape & Lighting		25	
Signs, Infrastructure & Lighting		21	
<b>Sub-Total Capital Projects</b>	<b>\$0</b>	<b>144</b>	<b>\$0</b>
<b>Total TP Signature &amp; Standard Capital Projects</b>		<b>\$144</b>	<b>\$0</b>



**Capital Projects Signature Projects  
2021-22 Through September 30, 2022**

<b>Tampa Palms Signature Projects (BB Downs)</b>	<b>Current Projects</b>	<b>Spent A/O 9/30/2022</b>	<b>Pending Commitments</b>
<b>Consulting Services</b>			
Restoration Designs	9,850		
Survey & Staking & MOT	400		
<i>Sub Total</i>	<u>10,250</u>		
<b>Irrigation</b>			
Area 1 & 2 Irrigation (Incl BB Downs)	20,000		
<i>Sub Total</i>	<u>20,000</u>		
<b>Main Entry Restorations</b>			
Area 1 Entry Landscape (Phase II)	77,513		
Area 2 Phase II	0		
Area 2 Landscape (TP Blvd & Amberly Phase II)	0		
Area 2 Pond Landscape & Wayfinding	50,000		
<i>Sub Total</i>	<u>127,513</u>		
<b>Area 2 Pond</b>			
Littoral Plantings & Noxious Removal			
<i>Sub Total</i>			
<b>Bruce B Downs Improvements</b>			
Wall restorations 4 villages + drainage & additional landscape bufferbuffer	171,577		
<i>Sub Total</i>	<u>171,577</u>		
<b>Sub-Total Tampa Palms Signature</b>	<b>329,340</b>	<b>\$0</b>	
<b>Normal Capital Projects</b>			
	<b>Current</b>		<b>Pending</b>
<b>Irrigation Systems</b>			
New Installation Incl Mainline		7,660	
Butterfly vales and check valves Area 2 station		17,702	
Pump Station Mtc		12,625	
Pump Station Upgrades		49,086	
<i>Sub Total</i>	0	<u>87,073</u>	
<b>Parks &amp; Cameras</b>			
Bike Stand - Hampton Park		683	-
Benches - Oak Park			
Backboards,Windscreens, Rims & Swing Replacements			
Hand Dryers - Parks & CDD Office		9,975	
<i>Sub Total</i>		<u>10,658</u>	-
<b>Landscape &amp; Lighting</b>			
Bricks & Construction for Sanctuary Wall Bed			
Major Landscape (> 5 Years)		19,432	
New LED Lighting- Entrance Fountains		4,200	
Illumination Rear Hampton (Dumpster Area)		1,559	
<i>Sub Total</i>	-	<u>25,191</u>	-
<b>Signs, Infrastructure &amp; Lighting</b>			
Drainage Easement Reconsruction		8,757	
Cambridge Fountain Replacement			
Speed Limits Sign(s) & Park Signs		7,655	
Walls - Reserve & Sanctuary		4,220	
<i>Sub Total</i>		<u>20,633</u>	
<b>Sub-Total Normal Capital Projects</b>	<b>\$0</b>	<b>\$143,552</b>	
<b>Total TP Signature &amp; Standard Capital Projects</b>		<b>\$143,552</b>	

# Focus For 2022-23

Re-Presented Nov, 2022

The Tampa Palms CDD is a unit of State of Florida special-purpose government with limited boundaries and is distinct in both form and function from general purpose government entities including but not limited to the City of Tampa, Hillsborough County etc.



The TP CDD authority is laser-focused and limited in attention to the properties owned by the CDD or shared with the City of Tampa. (Example TP Blvd medians)

- The CDD has no enforcement powers
- The CDD's public funds cannot be spent on private property
- CDD attention and activity is limited to that which occurs within its boundaries.

The majority of the CDD budget addresses community aesthetics - making residents proud of their homes. Tampa Palms defines the standard of care as that which is observed from a vehicle .... at 35 mph

Specific considerations for Fiscal Year 2022-23

	Next Steps	Timing
<b>Tampa Palms Blvd Restoration</b>		
(1) Hold Balance of Signature	Repaving Impact on Entries	On-Going
<b>Monitor Projects in Tampa Palms</b>		
(1) Wetland Destruction	EPC Order To Restore	Review November
(2) Possible DRI Changes	Engage City and CDD Counsel	On-going
(3) Bike Path Improvements	Deferred Until TPB Project Designed	Review After TPB Designs
<b>Monitor Issues Impacting Tampa Palms</b>		
(1) District Management Transition	Review w/ Board	During Transition
(2) Monitor Inflation Impacts	Update Board	Monthly
<b>Monitor County Commission Races Impacting Tampa Palms</b>		
(1) Review Officials Elected		Nov Elections

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
<b>I. Signature Projects</b>	Deffered Until Further Notice		
<b>II Capital Projects &amp; Restoration Projects</b>			
<b>1) Wayfinding, Walls &amp; Misc. Signs</b>	Deffered Until Further Notice		
a) Report on Signs & Lighting			
<b>2) Infrastructure</b>			
a) Kensington	Report to board	Nov	Staff
b) ADA Park Reviews	Discuss w/ Board	Jan-Feb	Staff
<b>III Keeping Tampa Palms Upscale (Landscape)</b>			
<b>1) Assessment YTD Weather Impacts</b>	Report To Board	On Going	Staff
<b>2) Restoration Projects</b>			
a) Cul de Sacs	Update	Feb	Staff
b) Monument Lighting Assessment	Update Board	Nov	Staff
d) Sign Assessment	Update Board	Nov	Staff
<b>3) LED Landscape Lighting</b>	Future Consideration	TBD	Staff

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
<b><u>IV Park Reviews</u></b>			
a) Inspections & ADA	Update Process	Jan-Feb	Staff
b) Park Security	Update Board	Nov	Staff
<b><u>V. Misc and Local Government</u></b>			
a) Tampa Palms Blvd	Report To Board	Nov	Staff
b) Multi-Modal Path Repaving [COT]	Report To Board	TBD	Staff
c) Illegal Construction	Report To Board	Nov	Staff

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

6 The Regular Meeting of the Board of Supervisors of the Tampa Palms Community  
7 Development District was held on Wednesday, October 12, 2022 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 were:

15 Gene Field	Chairman*
16 Tracy Falkowitz	Supervisor*
17 Richard Diaz	Supervisor*
18 Don Oneal	Supervisor*
19 Mike Gibson	Supervisor*

20  
21 \* Constituting quorum

22  
23 Also present were:

24 Ray Lotito	District Management
25 Maggie Wilson	Consultant/Resident
26 Warren Dixon	TPOA Business Consultant
27 Brian Koerber	TPOA Property Manager
28 Chris Ferguson	Resident
29 Mohammed Baluch	Resident
30 Patricia Thibault	Breeze Management

31  
32  
33 Mr. Field established that a quorum of the Board was present.  
34

35 **Pledge of Allegiance**

36 Mr. Diaz led the recitation of the Pledge of Allegiance.  
37

38 **SECOND ORDER OF BUSINESS- Strategic Focus**

39 Mr. Field reviewed the most current strategic items, focusing on those issues which  
40 have immediate impact and noting that the Board Book contained the full examination. The  
41 full strategic plans and focus events were included in the advance Board Package; a copy of  
42 which is attached hereto and made a part of the public record.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32

**THIRD ORDER OF BUSINESS - Public Comments.**

Warren Dixon, TPOA Business Manager, discussed the progress made by the EPC and noted that the EPC had ordered full restoration of the area. He further reported that those who created the illegal disturbance of the protected lands had noted that they wished to use the lands for mitigation banking and they had made a recommendation to the EPC. Mr. Dixon said there was an upcoming meeting on the subject and he would report on the results. He further noted that he was in the process of examining a record related to the question as to if those lands were under the TPOA deed restrictions and so far, the results were promising.

**FOURTH ORDER OF BUSINESS - Board Member Discussion Items**

Supervisor Diaz asked a question about standing in the matter of the lands and was answered.

Supervisor Oneal complimented the district's grounds maintenance company on the exemplary work done to clean up after Hurrucan Ian. He noted by Friday there was very little sign of and trash or palm fronds anywhere along the boulevards.

**FIFTH ODER OF BUSINESS - Approval of the September 14, 2022 Board Meeting Minutes**

On MOTION by Ms. Falkowitz, SECONDED by Mr. Gibson WITH ALL IN FAVOR, the Board approved the Minutes of the Sept 14, 2022 Board Meeting.

**SIXTH ODER OF BUSINESS - Approval of District Disbursements**

Mr. Field noted that the check register had been audited by him for consistency. Ms. Wilson noted that the check register displayed some missing check numbers and that DPFG was investigating but since the bank account had been closed, there was no security concern, A copy of the Board Financial Analysis, Financial Statements and Check Register are attached hereto and made a part of the public record.

On MOTION by Mr. Gibson SECONDED by Ms. Falkowitz WITH ALL IN FAVOR, the Board approved the Disbursements for the month ending August 31, 2022 in the amount of \$260,215.33

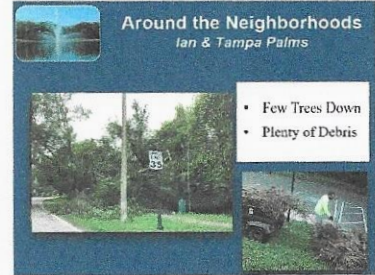
1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32

**SEVENTH ORDER OF BUSINESS - Consultant Reports**

◆ **Around the Neighborhoods**

Ms. Wilson reported that Tampa Palms had fared well during the Ian “pass by”.

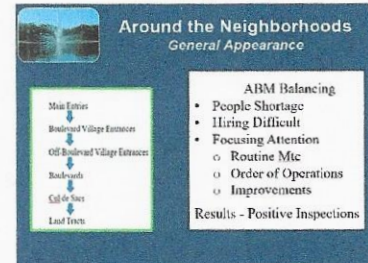
There were a few trees down and lots of small debris and mess along the boulevards and in the parks but no major damage. The gusting winds were intense (55-75 MPH) but no sustained winds in dangerous range.



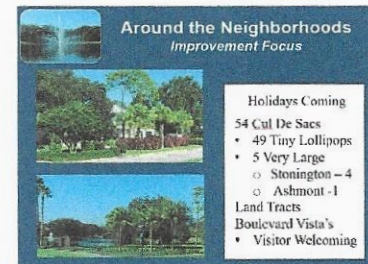
Ms. Wilson reported that the annuals had been installed the week before Ian but were unharmed by the storm. She noted that the Fall mums had just been installed this week, post storm and this year were all yellow in color.



Ms. Wilson reported the OLM inspection was completed the Monday after Ian and that the rating was 91.5, exceptional considering the situation. She noted that even in a time of limited employees, by prioritizing focus on the areas of greatest impact, ABM is able to keep the upscale appearance in place.

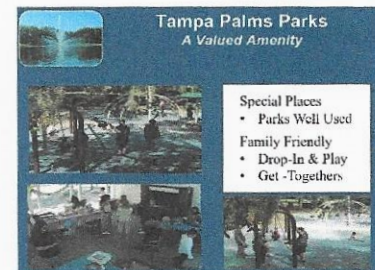


Ms. Wilson reported that with the approaching holidays, the improvement focus is on two areas in particular, the main entries and the cul de sacs. The cul de sacs stand literally at the front door for many homeowners and need to be at their best when family and friends are visiting.

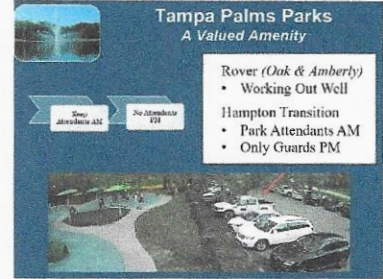


◆ **Park Updates**

Ms. Wilson reported that the parks continue to be a well-used and important amenity for *drop in and play*, quiet walks, athletic events such as racquetball and tennis and for family gatherings.



1 She noted that the roving Securitas guard is working out  
2 well, coving and protecting Amberly and Oak parks, making  
3 residents feels more secure and making certain that the parks are  
4 used properly and used by residents.

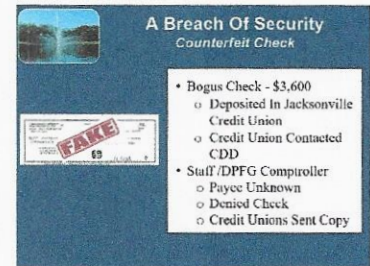


5 Ms. Wilson reported that the change to a single support  
6 in Hampton part was somewhat delayed by Ian but is moving  
7 along.

8 She noted that after consultation with Brian Koerber the decision was made to continue  
9 with a park attendant in the AM and from 1PM to closing to use only a Securitas guard. This  
10 will continue until after the first of the year, when it will be re-evaluated. The Board concurred.

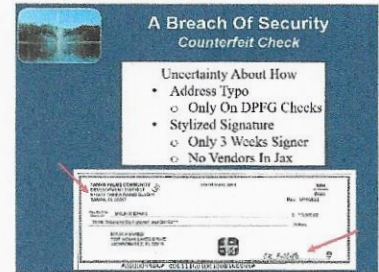
11  
12 ♦ **Security Breach**

13 Ms. Wilson described the attempted breach of the district's  
14 operating account where an unknown payee deposited a check in a  
15 Jacksonville credit union.

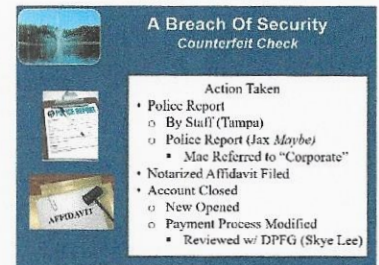


16 Something alerted the credit union who in turn contacted Ms.  
17 Wilson to ascertain if the check was "real".

18  
19 Ms. Wilson reported that the check was bogus but contained  
20 some startling information such as it used an address for the district  
21 which includes a typo only found on DPFPG check stock, a check  
22 number that is part of the DPFPG check stock, a stylized signature of  
23 the chair's – who had only signed checks for less that three weeks.



24  
25 Ms. Wilson described the security measures taken and noted  
26 that a police report was made in Tampa and Howard Mcgaffney  
27 (Mac) , DPFPG VP, was asked to make a report in Jacksonville as  
28 that was the location of (1) the attempted uttering and (2) DPFPG's  
29 corporate offices and he agreed initially.

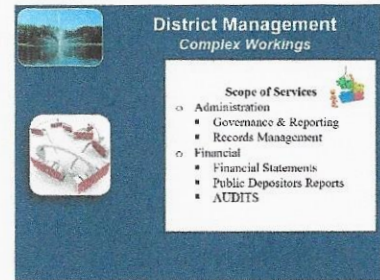


30 When staff inquired as to if there was any determination as to responsibility, Mac advised that  
31 he had made no report and "kicked it to corporate as he was on the account and concerned  
32 about "conflict of interest".

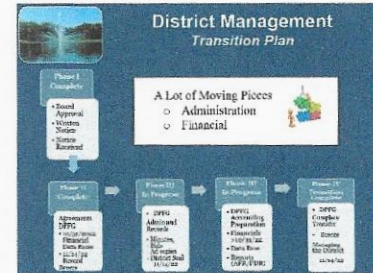


◆ **District Management**

Ms. Wilson reviewed the process for changing district management responsibility from DPFPG to Breeze. She explained that there were many moving parts ranging from the administrative which includes governance, reporting and records management and the most critical, the financial management.



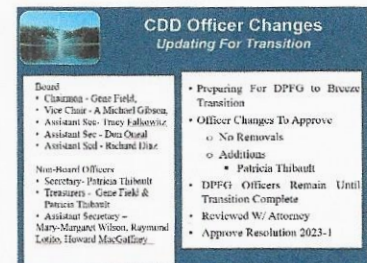
Ms. Wilson explained the piece parts to the transition, the timing for each component and the status at this time.



In particular she complemented Skye Lee, DPFPG Comptroller, for her cooperation and assurance that this transition would be seamless.

◆ **Updating District Officers**

Ms. Wilson noted that while management company operational support for the district will officially transition from DPFPG/Vesta to Breeze on October 31, 2022, it is necessary to take the first steps by adding Breeze management as an officer so they will be in a position to take over operations.



Removal of DPFPG staff no longer associated with the Tampa Palms CDD, will come after the end of contract date as they are managing the transition and disengagement.

Ms. Wilson noted that by statutes the Board may approved those non-board member officers as are needed to operate and so a proposed Resolution to amend and restate the officers of the Tampa Palms CDD was presented.

On MOTION by Ms. Falkowitz SECONDED by Mr. Oneal WITH ALL IN FAVOR, the Board Resolution 2023-1 Election of Officers was approved: Gene Field (Board Member) as Chairman; Mike Gibson (Board Member) as Vice Chairman; Tracey Falkowitz (Board Member) as Assistant Secretary; Donald Oneal Jr. (Board Member) as Assistant Secretary; Richard Diaz Jr. (Board Member) as Assistant Secretary; Mary-Margaret Wilson as Assistant Secretary; Raymond Lotito and Howard McGaffney as Assistant Secretary; Gene Field & Patricia Thibault as Treasurers; Patricia Thibault as Secretary.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31

◆ **Additional Advanced Board Package Materials:**

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

**EIGHTH ORDER OF BUSINESS – Other Matters**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS – Public Comments**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS - Supervisor Comments**

Mr. Field discussed the financial implications on the district of the continuing inflation. He noted in particular that the Tampa Bay area CPI which is computed bi monthly by the Bureau of Labor Statistic and will be available has for this year registered 2 ½ points higher than the national average.

**ELEVENTH ORDER OF BUSINESS - Adjournment**

There being no further business,

On MOTION by Mr. Diaz SECODED by Ms. Falkowitz ALL IN FAVOR, the meeting was adjourned.

*\*These minutes were done in summation format, not verbatim.*

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Patricia Thibault

\_\_\_\_\_  
Gene Field

Printed Name

Printed Name

Title:

Title:

Assistant Secretary

Vice Chairperson

District Manager

Chairperson

## Community Appearance

The main entries into Tampa Palms are displaying nicely and, as they say in the South, “doing us proud”; the begonia’s are less than completely showy, due in part to less than real Fall-like weather including the temperatures in the 80’s and the re-emergence this week of high humidity

The mums are always a colorful addition to the entries, leading visitors right into the community.

Despite the early worries about them by Joe Laird due to the fact that there has been such very limited “chilly” weather, the mums seem to be doing their job and have budded out with full bright color.



The first week of December will be busy: the winter holiday annuals will arrive.

This winter, the same as last winter, the plan is for three different plants, Dusty Millers, salvia and snap dragons.

Joe Laird is arranging to have Dusty Millers planted on the outer edge of the beds. 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. It is for that reason that miniature deep red snap dragons will be intermingled with the salvia.



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 left is from last year.) Hopefully by the end of November, Tampa Palms will enjoy the more seasonable temperatures that the poinsettias require

The berm in front of the Area 2 pond is developing its Fall color providing a welcoming vista in front of the fountain.



## General Maintenance

Mowing continues on full schedule this year despite the fact that this is usually the time when mowing goes to every other week: the reason for continued weekly mowing is that the unseasonable heat continues to produce rapid turf growth. Unfortunately, more than turf grows, weeds likewise enjoy the warm weather.

The entire property was treated two weeks ago (using a large boom sprayer) with a product called Celsius. Celsius is a postemergence, warm-season turf herbicide that handles a broad spectrum of control including the most bothersome, the dollar weed.

Last week the entire property was fertilized and the winter mulch applications are in progress with completion by the end of the month. The high visibility areas (village entries and boulevard medians) are first, followed by beds and areas along the walls.

Most of the palms received still another pruning. Mature (and well fed) palms put out new fronds more than twice a year and when they do, the older fronds are pushed forward and die back.

There are several palms trees that appear to be in trouble along Compton Drive and they are being monitored and will be removed if it is determined that they are failing. (North side of intersection with Wyndover Rd.

There is also a palm that has died along the Wyndham wall, just east of Halsey Rd. and it will be removed in the coming weeks.

## Holiday Lighting



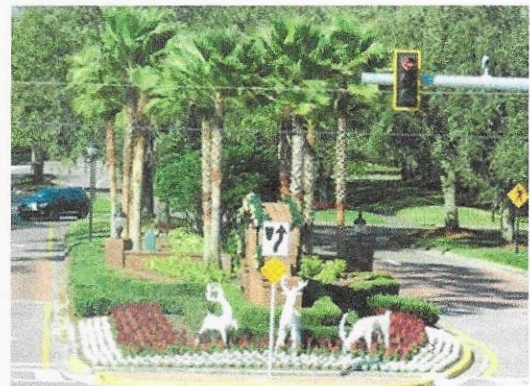
The illumination at the main entries is being installed at this time and is set to “switch on” the weekend after Thanksgiving.

- ABM has trimmed the ligustrum and palms on the entry medians
- The iconic white deer will arrive the following week
- Wreathes will be placed at each village entrance (by the TPOA)

Tampa Palms celebrates the multiplicity of holidays that crowd the datebook at the end of the calendar year and beginning of each new year with lighting displays.

The displays are fashioned to show the joy of the seasons and holidays and are all white in color and adorned with simple green boughs and silver ribbons.

The iconic deer will appear by the first of December. They have been a Tampa Palms staple for more than thirty years.



## Up Coming Project

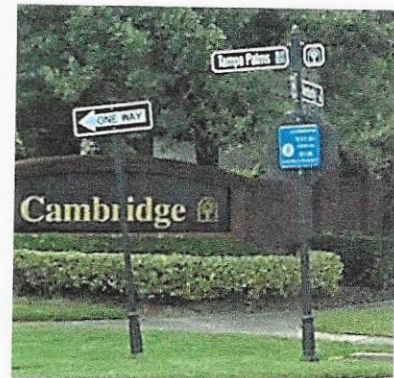
Tampa Palms provides enhanced street and traffic control signage, along with monuments, warnings, and wayfinding signs throughout the community. There are a 340 of these signs of various types.

City Support		
Street Signs	86	
Traffic Control	<u>119</u>	
	s/t	205
Tampa Palms Signs		
Monuments	70	
Wayfinding	4	
Park	4	
No Fishing	35	
Alligator	<u>22</u>	
	s/t	135
Total Signs		340

Time, weather and other factors such as animals and vehicles impact both the look and usefulness of these signs.

In the coming weeks, and it may take months, each sign will be reviewed. Some will be repaired immediately

- Those that are leaning – such as seen below- will be straightened.
- Those with chipped paint will be touched up
- Where new signs are needed (faded) they will be ordered



## Community Organization Cooperation Matrix

### Tampa Palms CDD & TPOA

This “cooperation matrix” is typically presented to the CDD Board from time to time for supervisor background information.

The TPOA and the Tampa Palms CDD serve the same constituency, the owners and residents of Tampa Palms. There are a number of ways that the two organizations cooperatively share responsibilities for the common good of the community.

The most visible facet of that cooperation is reflected in the sharing of clerical staff: the CDD’s administrative assistant provides support to the TPOA property manager in the areas of residential modifications correspondence and negotiates the TPOA’s insurance policies.

These shared services save the TPOA the cost of staffing such a position, and the non-trivial costs of providing space for additional staff.

Other examples of that cooperation include the TPOA staff managing park staff for the CDD’s Hampton, Amberly and Oak parks, taking pavilion reservations for Hampton and Amberly parks and overseeing the roving guards supporting Amberly and Oak parks. These shared services save the CDD the cost of staffing such a position, which would be substantial even on a part-time basis.

The CDD provides irrigation services (including water) for the Compton Park allowing the TPOA to avoid the nontrivial costs of City water to irrigation such a large facility. (With the park plans and the need to relocate the irrigation mainline [which also serves CDD areas] these costs are higher this year than normal.)The CDD also provides the irrigation maintenance, manpower, as well as, hardware including controllers, for the Compton facilities.

In addition, in many ways Tampa Palms is a hybrid community. Tampa Palms is not fully serviced by the City of Tampa for its municipal needs - such as are the communities of Forest Hills, Hyde Park or Seminole Heights- all of which are within the City of Tampa.

Tampa Palms is also not a fully independent gated community – such as are Arbor Greene, Cheval or Hunters Green- where municipal services do not include streets, sidewalks, streetlights or storm water.

Tampa Palms uniquely receives some / many services (streets, water, police, fire, storm water, wastewater, streetlights) through the City of Tampa. Some services are provided by Hillsborough County (most notably garbage collection and BB Downs maintenance), while the CDD provides or augments services such as parks, landscape maintenance on the boulevards and the storm water ponds.

In the following staff put together the attached matrix showing CDD/TPOA shared services, as well as, a display of “who does what” of municipal and community services. (This was originally provided for the City of Tampa staff, many of whom were confused as to which organization has responsibility for services within Tampa Palms.)



<b>Shared Services</b>		<b>TPOA Provides</b>	<b>CDD Provides</b>
<b>Clerical Support For Some TPOA Operations</b>			
Personnel			√
Pro Rata Salary	√		
<b>Park Attendant Management CDD Parks</b>			
Hiring	√		
Training	√		
Resident Reservations	√		
Scheduling	√		
Staff Salary			√
Oversight for Rover at Amberly & Oak Parks	√		
<b>Irrigation TPOA Park Compton Park</b>			
Non-Potable Water (No Cost)			√
Maintenance			√
Timers & Hardware			√
<b>Snipe Sign Pick-Up Boulevards</b>			
Weekdays			√
Weekends (Rover)	√		√
<b>Community Information Newsletter</b>			
Prepared & Printed	√		
Mailed To All Residents	√		
50-50 Cost Sharing	√		√
<b>Office &amp; Meeting Storage</b>			
Meeting Prep	√		
Meeting Media Storage			√
Whiteboard Storage			√
<b>Holiday Decorations Main Entries &amp; Monuments</b>			
Provides Decorations	√		
Provides the Power			√
Provides Storage For Decorations Including Deer			√



## Cash Management / Inflation Impact Report

Closing what can only be described as a difficult the financial year [for the country, the state and Tampa]; the CDD was fortunate to have been able to operate within the budget set for FY 2022 without tapping into the “carryforward” monies from the balance sheet that were part of the FY 2021-22 adopted budget.

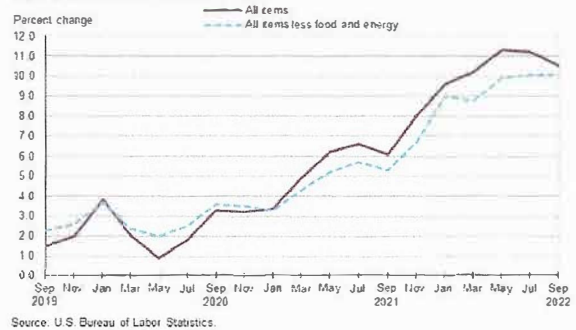
Successfully closing FY 2022 within budget was possible in part due to a number of projects that were delayed, including:

- Restoration of some BB Downs walls (those in critical need were completed in 2021)
- Restoration of certain walls along Tampa Palms Blvd
- Deferral of some aging fountain replacements
- Rescheduling a number of landscape projects

Some of these deferrals and delays, though propitious for Tampa Palms, were partially based on the lack of product availability and this was indeed a mercy because the cost of needed products increased substantially, in fact the inflation affecting this Tampa Bay area is materially higher than nationwide, with the current number pending this week.

Below is another means of stating the inflationary impact, that of viewing a compound three-year view. [Data from Bureau of Labor Statistics, chart below from Chairman Field]

Chart 1. Over-the-year percent change in CPI-U, Tampa-St. Petersburg-Clearwater, FL, September 2019–September 2022



### Tampa-St. Petersburg-Clearwater, FL CPI-U

	Jan	Mar	May	July	Sept	Nov*
3-Year Compound Total Inflation	18.10%	18%	19.30%	20.70%	21.10%	?
2022 Versus 2021	9.60%	10.2	11.3	11.2	10.5	?
2021 Versus 2020	3.4	4.9	6.2	6.6	6.1	?
2020 Versus 2019	3.8	2.1	0.9	1.8	3.2	

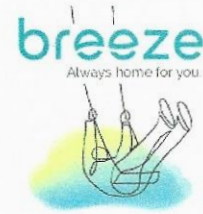
\* Data scheduled for release November 10, 2022

### Looking Ahead

According to a wide range of economists, there is insufficient information to determine if a meaningful reduction in the inflation rate will be a reality or more precisely, when. Inflation is subject to a complex set of interrelating drivers from the more obvious of unfulfilled demand, increasing wages in the face of low unemployment to the more ephemeral drivers such as expectations.

## Management Company Transition

The transition from DPF GMC to Breeze is in progress. The assistance and coordination support from the financial staffs (primarily located in Jacksonville) has been excellent, even when there were issues, they jumped in to advise and correct.



The non-financial file transfer has not gone as well, better said, it uncovered some prior serious failures on the part of DPF G in the last year.

The non-financial materials transferred were organized in folders, much like any windows or Mac PC. The arrangement was entitled "File Structure" and it included 26 file/folder categories, some with sub folders. Unfortunately, many if not most of the folders, were just empty, no files. Initially that was not terribly alarming as the overwhelming preponderance of non-financial files are replicated in the district office, with the exception of notice and advertising information.

Patricia Thibault went directly to the files that were (1) very important for audit purposes and (2) files not prepared or retained within the district. The most significant of these include;

- State certification that all funds are properly placed with QPD's (qualified public depositories)
- Advertising evidence and proofs for events such as the budget hearing and meeting dates

**QPD** .Let start with the good news: the QPD filing form was included as filed. It was signed on October 10, 2022 by Howard McGaffney. Staff and the chairman have relationships with the manager of the department that manages these submission and staff will verify that it has been received.

**Advertising and noticing.** Much more alarming was the fact that the folder that should have carried the advertising and notice proof copies for 2022 was empty. There were three events in 2022 that required advertising:

1. The announcement of the CDD supervisor election
2. The complicated and multiple notices and mailings associated with the budget hearing approved for the July hearing.
3. The annual meeting dates which were approved at the August 2022 meeting for FY 2022-23.

**Supervisor Election** Staff had a copy of the advertisement for the CDD election after requesting it from DPF G earlier in the year. It was correctly placed, though no copy was provided with the transfer.

**Budget Notices & Advertisements** Patricia executed a search of an online compendium of legal notices for Florida, and after finding only a single notice, she contacted the Business Observed. There should have been two budget date notices and one assessment notice. What turned up indicated that the notices had been incorrectly placed.

- The letter to each owner was mailed on schedule.
- The first advertisement displayed a header which referenced another CDD (this was a printer fault). That advertisement properly included
  - The name "Tampa Palms" within the ad
  - The date and time of the meeting
  - The assessments per village
- That notice was placed twice more without the typo but it was not placed correctly in that it should have been run 14 days before the meeting and it ran only 13 days.

DPFG had an obligation to notify the district of these failures and they did not. The district would have engaged counsel and might have rescheduled the meeting.

Patricia engaged district counsel; John Veriker, and explained the situation, asking for what steps the district should take to “make this right”.

After questioning staff as to if there had been any protests at the Budget Hearing (no) and confirming that the letter to each owner was mailed and that the website properly displayed the budget and assessments, Veriker opined that with no protests registered at the meeting, no further action need be taken.

**Advertisements For 2022-23 Meetings** Last but not least, the notice for the 2022-23 meetings was never filed. Patricia engaged John Veriker for direction. She also was able to expedite notice to run this Friday, Nov 4<sup>th</sup> in the Business Observer .

The failure to advertise the meetings for 2022-23 means that the October meeting was never “advertised”. This is more a technical problem, the meetings dates (2<sup>nd</sup> Wed of each month) are listed on the web site, the agenda was placed on the website the week before the meeting and the Sept / Oct newsletter carried the date and the agenda.

The “cure” for this failure is simple; all matters approved at the October meeting will be submitted to the Board for re-approval at the coming Nov. 9<sup>th</sup> meeting.

## Updating District Officers

Management company operational support for the Tampa Palms CDD will officially transition from DPFV/Vesta to Breeze on November 14, 2022 with the termination DPFV/Vesta, consistent with the 60 day disengagement period in the current agreement.

The next step is for the Board to approve a resolution re-defining the officers of the CDD: specifically removing the DPFV staff

The specific reference in the Statutes that allows /requires the appointment of officers is as follows:  
190.006 (6) As soon as practicable after each election or appointment, the board shall organize by electing one of its members as chair and by electing a secretary, who need not be a member of the board, **and such other officers as the board may deem necessary.**

Note with the exception of Board Members, CDD "officers", are not elected and they have no voting powers: they are individuals who serve for the Board and at the pleasure of the Board.

The Board previously elected Gene Field as Chairman. The Vice Chair position is held by Mike Gibson. Unless there is a desire to make a change, those positions can remain as they are.

Staff has created Resolution 2023-2 designating the officers of the District with the only action the removal of the DPFV staff as officers.

A copy of Resolution 2023-2 for Board approval follows.

RESOLUTION 2023- 2

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT [“DISTRICT”] DESIGNATING THE OFFICERS OF THE DISTRICT

WHEREAS, the Board of Supervisors of the Tampa Palms Community Development District at the business meeting held on November 9, 2022 desires to appoint the below recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT:

1. The following persons were appointed to the offices shown, to wit:

<u>Gene Field (Board Member)</u>	Chairman
<u>A. Michael Gibson (Board Member)</u>	Vice Chairman
<u>Tracy Falkowitz (Board Member)</u>	Assistant Secretary
<u>Donald Oneal (Board Member)</u>	Assistant Secretary
<u>Richard Diaz (Board Member)</u>	Assistant Secretary
<u>Patricia Thibault</u>	Secretary
<u>Gene Field &amp; Patricia Thibault</u>	Treasurer(s)
<u>Mary-Margaret Wilson</u>	Assistant Secretary

2. That this Resolution supersedes all previous resolutions and motions designating, electing or appointing officers adopted by the Board of Supervisors of the Tampa Palms Community Development District and are hereby declared null and void.

Adopted this 9th day of November, 2022

\_\_\_\_\_  
Chairman, Tampa Palms CDD

\_\_\_\_\_  
Secretary, Tampa Palms CDD

## 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 possible exception of cash management issues 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. Breeze will adjust the meeting notice appropriately.



## CDD Staff Reviews

In the following pages please find the Chairman's analysis of salary administration for FY 2022-23 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
- 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.

TP CDD

Initial Compensation Review

November 4, 2022

Position: Administrative Assistant

6 months in this position

Tampa Palms Business Model

The District staff of 1.75 associates was created to sustain the Tampa Palms CDD image that is professional, competent, and respected by both the public and private constituencies. These associates perform to a very high private sector standard, while making it look easy.

Administrative Staffing:

Andrea Braboy joined the Tampa Palms CDD in June of 2022 as the Administrative Assistant. "Andi" is an experienced self-starter whose resume, respite with prior accomplishments, depicts an individual with highly developed organizational skills requiring little direction.

See attached for some interesting highlights of her career and education.

This employee's capabilities permit the GM to focus on major projects. The employee's experience permits resolution of a wide variety of community matters without the General Manager as evidenced by her assumption of financial management during this difficult period of management company transition.

The employee negotiates insurance for both the CDD and TPOA and performs other duties for the TPOA. Both Ms. Wilson and Mr. Koerber regard the employee's performance as exemplary.

Administrative Assistant Compensation

	<u>Total</u>
Effective June, 2022	
Total Gross Salary _____	\$ 74,068

The compensation is shared; the CDD 75 % (\$ 55.5 K ) and the TPOA 25 % (\$ 18.5 K )

This compensation level is within the 2022-23 CDD budget.



**Andrea Braboy**

**Career Highlights Between 2001 and 2021**

Deputy Division Chief, *Joint Cyberspace Center (JCC) U.S. Central Command*; Deputy Division Chief, *Joint Cyberspace Center (JCC)*

Board Coordinator *U.S. Central Command*; *Command and Control Communications & Cyber Functional Capabilities*

Deputy Director, *Enterprise Operations Technical Support Office, National Geospatial-Intelligence Agency (NGA), Bethesda, MD*

Staff Assistant for *Joint and Air Force Communications Systems*; *Office of the Assistant Secretary of Defense (ASD) for Networks & Information Integration (NII)*; *Office of the Secretary of Defense (OSD)*

**Formal Education**

*University of Maryland, Master of Science, Cybersecurity, December 2014.*

*University of Colorado at Boulder, Master of Science, Telecommunications, May 1986.*

*University of Maryland, Bachelor of Science, Business Management, June 1979.*

# Andrea Braboy

## Career Summary

- 2012 – 2021 U.S. Central Command Tampa, FL.  
Deputy Division Chief Cyberspace Center  
Coordinator: Communication & Cyber Function Capabilities
- 2006 – 2012 Booze/Allen/Hamilton McLean Va.  
Senior Consultant Modeling, Simulation & Wargaming
- 2006 The MITRE Corporation McLean Va. w/ Northrup Grumman  
Information Systems Engineer
- 2003 – 2005 National Geospatial-Intelligence Agency  
Deputy Director DOD Combat Support
- 1999 – 2001 Department of Defense Pentagon Washington, DC  
Staff Asst and Senior Analyst

## Education Summary

- 2014 University of Maryland MS Cybersecurity
- 1986 University of Colorado MS Telecommunications
- 1979 University of Maryland BS Business Management

TP CDD

Annual Compensation Review

November 9, 2022

Position: District Consultant

General Manager

20 yrs in position

Tampa Palms Business Model & Strategy

The District staff of 1.75 is professional, competent, and respected by public and private constituencies. Staff compensation is private sector based. The District does not have "positions", we have "hands-on" jobs requiring, a "do-what-it-takes" mindset with a very broad skillset.

Compensation Trends

Six compensation and consulting surveys, indicate 2023 salary budgets averaging 3.0 to 4.0 % increases, based on the relative position in the job grade range.

Performance: The community benefits from the multiple relationships the Consultant nurtures as the Tampa Palms leader, respected as a valuable and professional partner by all. The Consultant's leadership routinely achieves costs savings and cost avoidance to offset staff compensation.

Accomplishments: The Tampa Palms leader with the City, County and State critical relationships. Worked with City and councilman Viera to secure funding for re-paving of TP Blvd. Protected TP interests during Vesta acquisition of DPFPG and subsequent absence of internal controls. TP webmaster for all web sites. Twenty-year "no comment" CPA audits.

District Consultant Compensation

Effective Oct. 1, 2018	+ 2.0 %	2,000	\$ 105,440
Oct 1, 2019	+ 2.4 %	2,500	\$ 107,940
Oct. 1, 2020	+ 1.9 %	2,000	\$ 109,940
Oct 1, 2021	+ 2.0 %	2,200	\$ 112,140
Proposal Oct 1, 2022	+ 3.0 %	3,360	\$ 115,500

(The proposal is within FY 2022-23 budget)

Longer-term Perspective

FYE 9/30/2002	Field Operations Mgr.	T. Pisano	\$ 80,500
Proposed Oct. 1, 2022	Consultant		\$ 115,500

Total 20-year Increase \_ Amount: \$ 35,500 Average per year 2.2 %

The Consultant is an independent contractor. TP incurs 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 \$ 20.0 Million in community assets, \$ 3.0 M in annual revenue and expenses and heavily influencing about \$ 1.2 Billion in residential and business property values.