

**TAMPA PALMS
COMMUNITY DEVELOPMENT DISTRICT**

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



Wednesday, March 9, 2022

6:00 P.M.

Compton Park Recreation Building

16101 Compton Drive

Tampa, Florida



DEVELOPMENT PLANNING & FINANCING GROUP, INC.

TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

**CDD Meeting Advanced Package
March 9th, 2022**

**Join Zoom Meeting
<https://us02web.zoom.us/j/2539344102>
Meeting ID: 253 934 4102**

Contents

1. Introduction
2. Agenda
3. Financial Statements
 - a. Financial Analysis
 - b. Financial Statements A/O 1/31/2022
 - c. Monthly Financial Summary
 - d. Project Driven Financial Reports
 - e. Check Registers & Other Disbursements
4. Strategic Planning and Capital Projects Planning
 - f. Strategic Planning
 - g. Significant Events
5. February 2022 Minutes
6. Consultant Reports
 - h. Neighborhood Update
 - i. Modeling Tampa Palms' Future
 - j. Audit Update
 - k. Park Updates
 - l. Supervisor Updates
 - m. Fire Hydrants & Blue Dots On Tampa Palms Roads
 - n. District "Calendar"

Tampa Palms Community Development District

Development Planning and Financing Group
250 International Parkway, Suite 280
Lake Mary , FL 32746

March 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, March 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.

Governor's order waiving physical quorum does not appear to have been extended and even if it were, a video meeting will be held via Zoom with the following access:

Join Zoom Meeting
<https://us02web.zoom.us/j/2539344102>
Meeting ID: 253 934 4102

Enclosed for your review are the minutes of the February 9th, 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,

Ray

Raymond Lotito
DPFG

RL;mmw

cc: Maggie Wilson
DPFG (Record Copy)

Tampa Palms CDD Meeting Agenda

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

Join Zoom Meeting
<https://us02web.zoom.us/j/2539344102>
Meeting ID: 253 934 4102

1. Welcome & Roll Call
2. Strategic Planning
3. Board Member Discussion Items
4. Public Comments
5. Approval of the February, 2022 Minutes
6. Approval of District Disbursements
7. Consultant Reports
 - Neighborhood Information
 - Audit Update
 - Park Information
 - Modeling Tampa Palms Future
 - Supervisor Updates
 - CDD Calendar (Important Dates)
8. Other Matters
9. Public Comments
10. Supervisor comments
11. Adjourn

Financial Summary
4 Months Ending January 31, 2022

The District had a \$ 5.8 million cash balance, net of liabilities, at the end of the first four months of fiscal year 2021-22. The Balance Sheet displays Cash-Operating account as a negative \$ 141 K as the transfer from our main account was in transit.

The District’s cash planning includes FY 2021-2022 budgeted expenses, FY 2022-2023 forecast Q1 expenses, and other contingent liabilities that result in a current forecast of an unallocated fund balance of approximately \$1.6 M at the end of calendar year 2022. (Details disclosed below.)

Normal Operations displays a positive variance of \$66K, a direct result of timing, and other delays. There are meaningful negative variances in several line items, some items of note include.

- The water utility costs from the City of Tampa have increased more than 30% as described in the FAQ in the January report.
- The garbage collection costs have nearly doubled – there are limited options to mitigate.
- The CDD already experienced electricity cost increases from TECO rate filings that went into effect late last year but now TECO has again filed for fuel adjustment increases.

In general, for Project Driven line items there are no unanticipated project expenses and the positive variances displayed are primarily due to timing. No funds were budgeted for Signature projects. If needed the Signature funds which are secured on the balance sheet, will be brought into the budget by amendment.

District cash balance is \$ 5.8 million with the following cash projections for the year:

Sources of Funds (000)

Balance January 31, 2021		\$ 5,755
Projected collections balance of FY 2021-22	154	154
Total Sources of Funds		\$ 5,909

Uses of Funds

Bal FY 2021-22 Expenses	\$ (1,984)	
Weather Damage	(400)	
Community-Wide Wall & Monument	(100)	
Pond Improvements/Restoration	(700)	
1st Qtr FY 2022-23 Expenses Operations	(679)	
Infrastructure Replacement Contingency	(135)	
TP Signature Projects (unspent)	(329)	
Total Uses of Funds		(\$ 4,327)
Projected Funds before December, 2022 receipts		\$ 1,582

Outlook

The District outlook is consistent with the FY 2021-22 budget. There are no known significant budget variances that suggest performing otherwise.

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



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

Is the model binding for decisions in future years?

Financial modeling is the technique used to establish a conceptual financial framework that can be used as a tool in the future planning of District's long-term goals adjusting to different situations that may arise.

The output of a financial model is used for decision making in the preparation of individual budgets and as an aid in making financial decisions for situations that rise from time to time.

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

The model is a tool; there is no commitment encouraged or implied in the provision of the forward-looking financial model for the CDD. Each year the CDD Board thoroughly examines the needs of the District for the coming year and approves a budget that will meet the needs of only that year.

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

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

**Tampa Palms CDD
Balance Sheet
January 31, 2022**

GENERAL

ASSETS:

CASH - Operating Account	\$	(140,986)
PETTY CASH		500
INVESTMENTS:		
Excess Fund Account- South State Bank		5,897,842
ACCTS. RECEIVABLE		344
RECEIVABLE FROM TAMPA PALMS HOA		15,403
 PREPAID ITEMS		 1,589
 TOTAL ASSETS		 <u><u>\$ 5,774,692</u></u>

LIABILITIES:

ACCOUNTS PAYABLE	\$	11,629
ACCRUED EXPENSES		5,761

FUND BALANCE:

NON-SPENDABLE		1,589
RESTRICTED		-
UNASSIGNED:		5,755,712
 TOTAL LIABILITIES & FUND BALANCE		 <u><u>\$ 5,774,692</u></u>

Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the period from October 1, 2021 through January 31, 2022

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
REVENUES				
ASSESSMENTS NON-ADVOLAREM	\$ 2,737,595	2,190,076	\$ 2,576,820	386,744
EARLY PAYMENT DISCOUNT	(109,504)	(87,603)	(102,446)	(14,843)
INTEREST INCOME	20,000	6,667	8,182	1,516
EXCESS FEES	15,000	5,000	-	(5,000)
MISC. REVENUE	1,200	400	1,696	1,296
CARRY FORWARD	115,000	38,333	-	(38,333)
TOTAL REVENUES	2,779,291	2,152,873	2,484,252	331,379
EXPENDITURES				
ADMINISTRATIVE EXPENDITURES:				
PERSONNEL SERVICES				
BOARD OF SUPERVISORS	11,000	3,667	2,800	867
FICA	5,368	1,789	-	1,789
FUTA/SUTA/PAYROLL FEES	5,148	1,716	450	1,266
<i>S/T PERSONNEL SERVICES</i>	21,516	7,172	3,250	3,922
PROFESSIONAL SERVICES				
ATTORNEY'S FEES	3,000	1,000	465	535
ANNUAL AUDIT	6,983	2,328	-	2,328
MANAGEMENT FEES	69,053	23,018	23,018	(0)
TAX COLLECTOR	54,752	49,487	49,487	-
ASSESSMENT ROLL	10,050	3,350	-	3,350
<i>S/T PROFESSIONAL SERVICES</i>	143,838	79,182	72,970	6,213
ADMINISTRATIVE SERVICES				
DIRECTORS & OFFICERS INSURANCE	3,700	3,700	3,121	579
MISC. ADMINISTRATIVE SERVICES	12,000	4,000	4,436	(436)
<i>S/T ADMINISTRATIVE SERVICES</i>	15,700	7,700	7,557	143
TOTAL ADMINISTRATIVE	181,054	94,054	83,777	10,278
FIELD / OPERATIONS SERVICES				
FIELD MANAGEMENT SERVICES				
DISTRICT OPERATING STAFF	179,839	59,946	60,910	(964)
PARK ATTENDANTS	76,875	25,625	25,393	232
PARK PATROLS (Security Co)	83,000	27,667	25,539	2,128
FIELD MANAGEMENT CONTINGENCY	20,800	6,933	-	6,933
<i>S/T FIELD MANAGEMENT SVCS</i>	360,514	120,171	111,842	8,330
GENERAL OVERHEAD:				
INSURANCE	13,342	13,342	15,577	(2,235)
IT (TEL / SECURITY)	25,335	8,445	5,291	3,154
WATER	28,000	9,333	13,980	(4,646)
REFUSE REMOVAL	19,000	6,333	8,015	(1,682)
ELECTRICITY	125,000	41,667	47,399	(5,732)
STORMWATER FEE	4,198	4,198	3,041	1,157
MISC. FIELD SERVICES	13,000	4,333	576	3,758
<i>S/T GENERAL OVERHEAD</i>	227,875	87,652	93,879	(6,227)
LANDSCAPE MAINTENANCE:				
LANDSCAPE & POND MAINTENANCE	1,055,779	351,926	285,111	66,815
LANDSCAPE MONITORING FEE	18,900	6,300	6,300	-
LANDSCAPE & REPLACEMENT	96,432	32,144	7,154	24,990
<i>S/T LANDSCAPE MAINTENANCE</i>	1,171,111	390,370	298,566	91,805
LANDSCAPE MAINTENANCE NEW & ENHANCED:				
PROPERTY MOWING	93,000	31,000	17,176	13,824
COUNTY POND	9,000	3,000	-	3,000
NPDES POND PROGRAM	47,970	15,990	9,030	6,960
<i>S/T LANDSCAPE NEW & ENHANCED</i>	149,970	49,990	26,206	23,784

Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the period from October 1, 2021 through January 31, 2022

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
FACILITY MAINTENANCE:				
IRRIGATION SYSTEM	107,824	35,941	44,898	(8,957)
FOUNTAIN	27,354	9,118	2,437	6,681
FACILITY MAINTENANCE	91,136	30,379	24,392	5,987
JANITORIAL/SUPPLIES	2,772	924	616	308
S/T FACILITY MAINTENANCE	<u>229,086</u>	<u>76,362</u>	<u>72,343</u>	<u>4,019</u>
PROJECT DRIVEN EXPENSES:				
SIGNATURE TP 2017	-	-	-	-
RENEWAL AND REPLACEMENT & DEFERRED MTC	210,000	70,000	68,611	1,389
CAPITAL PROJECTS	190,000	63,333	24,998	38,336
NPDES/CLEAN WATER	59,681	19,894	15,260	4,634
S/T TOTAL PROJECT DRIVEN EXPENSES	<u>459,681</u>	<u>153,227</u>	<u>108,868</u>	<u>44,359</u>
TOTAL EXPENDITURES	<u>2,779,291</u>	<u>971,827</u>	<u>795,480</u>	<u>176,347</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	1,181,046	1,688,772	507,726
FUND BALANCE - BEGINNING	-	-	4,068,529	
FUND BALANCE - ENDING	<u>\$ -</u>	<u>\$ 1,181,046</u>	<u>\$ 5,757,301</u>	<u>\$ 507,726</u>

**TAMPA PALMS CDD
FINANCIAL SUMMARY THRU JANUARY 31, 2021
GENERAL FUND**

(Shown in \$)	<u>Normal Operations</u>	<u>Non-Operating Project Driven</u>	<u>Total As Reported</u>
<u>Revenues</u>			
Operating	\$2,019,583		\$2,019,583
<u>Non Operating</u>			
Capital Projects		\$190,527	\$190,527
Renewal & Rel		\$210,322	\$210,322
Signature 2017		\$0	\$0
NPDES		\$53,943	\$53,943
Excess Fees			-
Interest	8,182		8,182
Misc Rev	\$1,696		1,696
Carry Forward Bal *			
Total	\$ 2,029,461	\$ 454,791	\$2,484,252
<u>Expenses</u>			
Operations	\$ 686,612		686,612
<u>Non Operating</u>			
Renewal & Rel		68,611	68,611
NPDES/EPA		15,260	15,260
Capital Projects		24,998	24,998
TP Signature 2017		<u>0</u>	<u>0</u>
Total	\$686,612	\$108,868	\$108,868
Total Expenditures			\$795,480
Excess Revenue Vs Expenses			\$1,688,772

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

<u>General Fund</u>	1/31/2022	(\$000)
Cash		-141
Cash Equivalent (Excess Cash ICS)		5,898
Due From TPOA		15
Receivable		0
Prepaid Items		2
Total		\$ 5,775
Less:		0
Payables		12
Accrued Expenses		6
Non Spendable A/C Prepaid		
Net Cash 1/31/2022		\$ 5,757
Allocation for:		
Weather Damage		400
Community-Wide Wall & Monument		100
Pond Improvements		700
1st Qtr Expenses		679
Infrastructure Replacement Contingency		135
TP Signature Projects (unspent)		329
Adjusted Net Cash		\$ 3,414

Forecast

(\$ 000)	2021-22 Fiscal Year		Monthly Bal
	<u>Receipts</u>	<u>Expenses</u>	
Feb			
CDD Operations	37	255	
R&R	4	25	
NPDES	1	9	
Signature Projects	0	0	
Capital Projects	3	5	
Total	45	294	\$ 3,165
Mar			
CDD Operations	35	235	
R & R	1	18	
NPDES	0	12	
Signature Projects	0	0	
Capital Projects	1	50	
Total	36	315	\$ 2,886
Apr			
CDD Operations	75	245	
R & R	0	16	
NPDES	0	9	
Signature Projects	0	0	
Capital Projects	0	20	
Total	75	290	\$ 2,672

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

**TAMPA PALMS CDD
JANUARY 31, 2021
GENERAL FUND**

(\$000)	<u>Prioe Year Collected \$</u>	<u>Prior Year Collected %</u>	<u>Current Year Collected \$</u>	<u>Current Year Collected %</u>	<u>Variance % Fav (Unfav)</u>
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%			
March	2,537	97%			
April	2,591	99%			
May	2,606	99%			
June	2,633	100.2%			
July	2,633	100.2%			
August	2,633	100.2%			
September	2,633	100.2%			
Year End					
Total Assessed (Net Discount)		\$2,628			

Summary- Project Driven Expenses

Four Months Ending Jan 31, 2022

Operating Capital Projects (\$000)

Sources of Funds

FY 2021-22 Budget \$190

Uses of Funds

Spent Thru 1/31/2022 25

Total Funds Under Consideration \$50

Budget Available as of 1/31/2022 \$165

Renewal & Replacement

Sources of Funds

FY 2021-22 Budget 210

Uses of Funds

Spent Thru 1/31/2022 69

Total Funds Under Consideration \$0

Budget Available as of 1/31/2022 \$141

TP Signature Projects

Sources of Funds*

FY 2021-22 Budget \$0

Uses of Funds

Spent Thru 1/31/2022 \$0

Total Funds / Projects Under Consideration \$0

Budget Available as of 1/31/2022 \$0

**Capital Projects Signature Projects
2021-22 Through January 31, 2022**

Tampa Palms Signature Projects (BB Downs)	Current Projects	Spent A/O 1/31/2022	Pending Commitments
Consulting Services			
Restoration Designs	9,850		
Survey & Staking & MOT	400		
<i>Sub Total</i>	<u>10,250</u>		
Irrigation			
Area 1 & 2 Irrigation (Incl BB Downs)	20,000		
<i>Sub Total</i>	<u>20,000</u>		
Main Entry Restorations			
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>		
Area 2 Pond			
Littoral Plantings & Noxious Removal			
Area 2 Pond Landscape -Bank Repairs			
<i>Sub Total</i>	<u>0</u>		
Bruce B Downs Improvements			
Wall restorations 4 villages + drainage & additional landscape bufferbuffer	171,577		
<i>Sub Total</i>	<u>171,577</u>		
Sub-Total Tampa Palms Signature	329,340	\$0	
Normal Capital Projects			
	Current		Pending
Irrigation Systems			
New Installation Incl Mainline		7,660	50,000
Transducers		3,416	
<i>Sub Total</i>	<u>0</u>	<u>11,076</u>	
Parks & Cameras			
Bike Stand - Hampton Park		683	-
Benches - Oak Park			
Backboards,Windscreens, Rims & Swing Replacements			
Courts Resurfacing			
<i>Sub Total</i>	<u>0</u>	<u>683</u>	<u>-</u>
Landscape & Lighting			
Bricks & Construction for Sanctuary Wall Bed			
Major Landscape (> 5 Years)		11,680	
Illumination Rear Hampton (Dumpster Area)		1,559	
<i>Sub Total</i>	<u>-</u>	<u>13,239</u>	<u>-</u>
Signs, Infrastructure & Lighting			
Drainage Easement Reconsruction			
Cambridge Fountain Replacement			
Speed Limits Sign(s) & Curbing			
Walls - Reserve & Sanctuary			
<i>Sub Total</i>	<u>0</u>	<u>-</u>	
Sub-Total Normal Capital Projects	\$0	\$24,998	
Total TP Signature & Standard Capital Projects		\$24,998	\$50,000

**Capital Projects 2021-22
Budget Monitor**

31-Jan-22			
(\$000)	Current Projects	Spent 2021-22	Pending Commitments
Tampa Palms Signature Projects (BB Downs)			
Consulting Services	10	0	-
Irrigation	20	0	
Main Entry Restorations	21	0	
Area 2 Pond		0	
Bruce B Downs Improvements	172	0	
Sub-Total TP Signature Projects	\$329	\$0	\$0
Capital Projects			
Consulting Services			
Irrigation Systems		11	
Parks & Cameras		1	
Landscape & Lighting		13	
Signs, Infrastructure & Lighting		0	
Sub-Total Capital Projects	\$0	25	\$0
Total TP Signature & Standard Capital Projects		\$25	\$50

**TAMPA PALMS CDD
CASH REGISTER
FY 2022**

Date	Num	Name	Memo	Receipts	Disbursements	Balance
12/31/2021			EOM BALANCE	275,497.02	134,536.64	150,824.77
01/03/2022	9284	ADVANCED ENERGY SOLUTIONS	Replaced photo cells & Lift Station Start		2,254.50	148,570.27
01/03/2022	9285	CLEAN SWEEP SUPPLY COMPANY	Park Supplies		605.19	147,965.08
01/03/2022	9286	ESD WASTE2WATER, INC.	clean cartidge filter, check hoses & connections		300.00	147,665.08
01/03/2022	9287	FRONTIER COMMUNICATIONS	Act # 91397739330707895		530.97	147,134.11
01/03/2022	9288	HOOVER PUMPING SYSTEMS	Trandducers & disc		4,340.49	142,793.62
01/03/2022	9289		Test Check Never Printed			142,793.62
01/03/2022	9290	OLM, INC.	Landscape Insp Nov		1,575.00	141,218.62
01/03/2022	9291	Pinwheel Nursery	Installed plants		7,349.22	133,869.40
01/03/2022	9292	REDI - ROOTER PLUMBING	Amberly Park - Ladie's bathroom soppage repair		280.00	133,589.40
01/03/2022	9293	REPUBLIC SERVICES 696	VOID: Solid Waste 12/1-12/31/21	0.00		133,589.40
01/03/2022	9294	SECURITAS SECURITY SERVICES USA, INC.	Guard Service		1,401.76	132,187.64
01/03/2022	9295	SEFFNER ROCK & GRAVEL	fill dirt		291.00	131,896.64
01/03/2022	9296	Straley Robin Vericker	Legal Services thru 12/15/21		309.50	131,587.14
01/03/2022	9297	XEROX FINANCIAL SERVICES	Copier Lease - Nov		137.55	131,449.59
01/03/2022			Funds Transfer	100,000.00		231,449.59
01/04/2022		DPFG	VOID: CDD Mgmt - Jan 2022	0.00		231,449.59
01/03/2022	9298	MARY-MARGARET WILSON	VOID: Financial Assessment Roll Consulting & Preparation for FY 21/22	0.00		231,449.59
01/04/2022	9299	DPFG	CDD Mgmt - Jan 2022		5,754.42	225,695.17
01/04/2022	010422ACH	REPUBLIC SERVICES 696	Solid Waste Nov 21 & Dec 21		3,201.41	222,493.76
01/04/2022	9300	DOUGLAS CLEANING SERVICE	Dec- CDD Cleaning		1,520.00	220,973.76
01/14/2022	011422ACH1	DOROTHY COLLINS	12/27-1/9/22- D Collins PR		2,781.52	218,192.24
01/14/2022	011422ACH2	Innovative Employer Solutions	12/27-1/9/22- D Collins PR		1,149.60	217,042.64
01/17/2022	9301	ADVANCED ENERGY SOLUTIONS	Lighting / GF1 repairs		2,900.78	214,141.86
01/17/2022	9302	AT&T	VOID: Long Distance - Dec	0.00		214,141.86
01/17/2022	9303	DIXIE SAFE AND LOCK, INC	lock repair		26.31	214,115.55
01/17/2022	9304	FLORIDA FOUNTAIN MAINTENANCE, INC.	Routine Mtc		1,585.13	212,530.42
01/17/2022	9305	FRONTIER COMMUNICATIONS	Hampton Pk Phone - Dec		146.69	212,383.73
01/17/2022	9306	HAPPINESS FARMS, INC	Aaron Jumbo Caldium bulbs		1,288.00	211,095.73
01/17/2022	9307	IRON MOUNTAIN	11/23-12/21/21 period		389.75	210,705.98
01/17/2022	9308	Lowes Business Acct/ SYNCB	Office Supplies		871.94	209,834.04
01/17/2022	9309	REPUBLIC SERVICES 696	Solid waste		1,612.62	208,221.42
01/17/2022	9310	SECURITAS SECURITY SERVICES USA, INC.	Security Guard - Hampton Park 12/19/21-1/1/22		2,092.83	206,128.59
01/17/2022	9311	TAMPA PALMS OWNERS ASSOCIATION	Park Attendants - FY 2022 1st Quarter		19,641.44	186,487.15
01/17/2022	9312	TECO	Summary Bill		11,657.33	174,829.82
01/17/2022	9313	XEROX FINANCIAL SERVICES	Copier Lease - Dec		276.48	174,553.34
01/17/2022	9314	Zeno Office Solutions, Inc.	Contract ovg charge		33.92	174,519.42
01/17/2022	9315	DIXIE SAFE AND LOCK, INC	VOID: lock repair	0.00		174,519.42
01/17/2022	9316	DIXIE SAFE AND LOCK, INC	lock repair CDD ofc		263.10	174,256.32
01/18/2022	9317	FRONTIER COMMUNICATIONS	Amberly Pk Phone -01/01/22-01/31/22		220.08	174,036.24
01/19/2022	9318	ABM Landscape & Turf Services	Landscape Maint & Performance - Dec 2021		65,408.80	108,627.44
01/19/2022	9319	HOOVER PUMPING SYSTEMS	VOID: flow meter on waste line	0.00		108,627.44
01/19/2022			VOID: Funds Transfer	0.00		108,627.44
01/19/2022	011922ACH	HOOVER PUMPING SYSTEMS	VOID: flow meter on wastewater line	0.00		108,627.44
01/19/2022			Funds Transfer	100,000.00		8,627.44
01/19/2022			Service Charge		30.00	8,597.44
01/19/2022	632	HOOVER PUMPING SYSTEMS	Hoover Pulmbing - - duplicate pd with check 9320 credit below		3,376.05	5,221.39
01/20/2022	9320	HOOVER PUMPING SYSTEMS	flow meter on wastewater line		3,376.05	1,845.34
01/20/2022	9321	ABM Landscape & Turf Services	Landscape Maint & Performance - December 2021		62,138.00	-60,292.66
01/20/2022		FED Return ACH	Deposit	3,336.05		-56,956.61
01/20/2022		Bank	Service Charge		15.00	-56,971.61
01/21/2022		Sunbelt Dupl Bill - Old	Deposit	689.76		-56,281.85
01/24/2022	012422ACH	AT&T	Long Distance - Dec		139.04	-56,420.89
01/24/2022	012422ACH	CINTAS	VOID: active scraper, urinal mat, logo mat, safety mat	0.00		-56,420.89
01/27/2022	9322	MARY-MARGARET WILSON	Consultant Compensation Feb, 2022		9,344.00	-65,764.89
01/27/2022	9323	ABM Landscape & Turf Services	Landscape Maint & Performance		54,354.00	-120,118.89
01/27/2022	9324	ADVANCED ENERGY SOLUTIONS	Ct Lights		2,114.06	-122,232.95
01/27/2022	9325	CLEAN SWEEP SUPPLY COMPANY	tissue, towels, hand soap		164.40	-122,397.35
01/27/2022	9326	OLM, INC.	Landscape Insp jan		1,575.00	-123,972.35
01/27/2022	9327	SECURITAS SECURITY SERVICES USA, INC.	Guard Service		9,152.96	-133,125.31
01/27/2022	9328	Staples Account	Office Supplies		1,037.85	-134,163.16
01/27/2022	9329	TERMINIX	Pest Control: WO # 18312032173		74.00	-134,237.16
01/28/2022	012822ACH1	DOROTHY COLLINS	1/10-1/23/22- D Collins PR		2,413.75	-136,650.91
01/28/2022	012822ACH2	Innovative Employer Solutions	1/10-1/23/22- D Collins PR		1,009.57	-137,660.48
01/31/2022	628	CITY OF TAMPA UTILITIES	Water Utilities - Jan		3,327.46	-140,987.94
01/31/2022			Interest	1.57		-140,986.37
12/31/2021			EOM BALANCE	104,027.38	395,838.52	-140,986.37

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
I. Signature Projects	Deffered Until Further Notice		
II Capital Projects & Restoration Projects			
1) Wayfinding, Walls & Misc. Signs			
a) Sanctuary Wall	Work Sch	Mar	Staff
b) Reserve Wall	Review	Mar	Staff
2) Lake Fountains Review			
a) Board update	Review	Apl	Staff
3) Infrastructure			
a) CDD Lift Station	Report	Mar	Staff
b) ADA Park Review	Discuss w/ Board	Jul	Staff
c) SWFWMD & Irrigation Systems	Review	Mar	Staff
III Landscape Assets			
1) Assessment YTD Weather Impacts	Report To Board	Mar	Staff
2) Village Entry & Blvd Restorations			
a) Plans / Direction	Update	Mar	Staff
b) Palm Tree Pests	Report To Board	Mar	Staff
3) LED Landscape Lighting			
a) Phase III	Future Consideration	TBD	Staff

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
<u>IV Park Reviews</u>			
1) Park Inspections & Restorations			
a) Roving Park Guard	Progress Report	Mar	Staff
b) New Park Handout	Review	Mar	Staff
<u>V. Misc and Local Government</u>			
a) Tampa Palms Blvd	Report To Board	Apl	Staff
b) Multi-Modal Path Repaving [COT]	Report To Board	Apl	Staff
c) Hart Advertising	Report To Board	Mar	Staff
d) City Stormwater Recertification	Report To Board	Mar	Staff
e) 20 Years Stormwater Analysis	Report To Board	June	Staff

Focus For 2022

Re-Presented March, 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 2021-22

	Next Steps	Timing
Tampa Palms Blvd Restoration		
(1) Help Community Communicate Needs	2 nd Public Meeting w/ City	TBD
(2) Hold Balance of Signature	Determine Impact on Entries	On Going
Monitor Projects in Tampa Palms		
(1) Wetland Destruction	EPC Consent Requirements	Monitor
(2) Tampa Palms Blvd	Meeting Re Design	Councilman Scheduling
(3) Bike Path Improvements	Deferred Until TPB Project Designed	Review After TPB Designs
Monitor Issues Impacting Tampa Palms		
(1) Inflation & Personnel Impacts	Review Cash Management w/ Bank	April, 2022
(2) Hart Advertising	TPOA Managing	April, 2022
Monitor County Commission Races Impacting Tampa Palms		
(1) CDD Board Seats 1 & 2		Nov 8, 2022
(2) Tampa Palms' County Commissioner		
(3) Hillsborough County At Large Commissioners (2)		
(4) Numerous State Offices		

1
2
3
4
5
6
7
8
9

**MINUTES OF MEETING
TAMPA PALMS
COMMUNITY DEVELOPMENT DISTRICT**

10 The Regular Meeting of the Board of Supervisors of the Tampa Palms Community
11 Development District was held on Wednesday February 9, 2022 at 6:00 p.m. at the Compton
12 Park Recreation Building, 16101 Compton Drive, Tampa, Florida.

13
14
15
16
17
18
19

FIRST ORDER OF BUSINESS - Welcome & Roll Call

20 Mr. Field called the meeting to order.

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

22
23
24
25
26
27
28
29

Present

Gene Field	Chairman
Don Oneal	Supervisor
Tracy Falkowitz	Supervisor
Michael Gibson	Vice Chair

30
31
32
33
34
35
36
37

Also present were:

Maggie Wilson	Consultant/Resident
Warren Dixon	TPOA Business Consultant
Brian Koerber	TPOA Property Manager
Andrea Braboy	TPOA Amenities Manager
Chris Ferguson	Resident
Joe Esposito	Resident
Richard Diaz	Resident
Raymond Lotito	DPFG

38 Mr. Field established that a quorum was present.

39
40
41
42

Pledge of Allegiance

Mr. Oneal led the recitation of the Pledge of Allegiance.

SECOND ORDER OF BUSINESS – Strategic Planning Review & Annual Review

Mr. Field reviewed the most current Focus 2022, concentrating on those issues which have immediate impact and noting that the Board Book contained the full examination. Then he reviewed the Mission, Direction, Core Values and Assignments of the CDD for 2022. The full strategic plans and 2021-22 Focus and organization information are included in the advance Board Package; a copy of which is attached hereto and made a part of the public record.

1 **THIRD ORDER OF BUSINESS - Supervisor Comments.**

2 Tracy Falkowitz discussed the ground breaking for the Sensory Friendly Park which
3 will be located within the park grounds of the New Tampa Rec Center. She noted that special
4 thanks go to Councilman Luis Viera who worked very hard for this park.

5 She further complimented the design teams on placing this park in a location where it
6 was possible to save on construction costs due to the availability of parking, water and
7 restrooms.

8 Ms. Falkowitz said this park, one with enhanced accessibility will serve a number of
9 needs and is a first for the City of Tampa.

10

11 **FOURTH ORDER OF BUSINESS – Public Comments**

12 Joes Espisito (Tremont) asked questions about people he saw measuring trees along
13 Tampa Palms Blvd.

14 Maggie Wilson had no knowledge of City activities, saying possibly they were
15 engineers sent by the City to determine where the path needed to meander around trees when
16 the path was restored.

17 Andrea Braboy noted that she believed that was a team sent by the Sierra Club –
18 possibly under the mistaken idea that the paving of Tampa Palms Blvd. would eliminate the
19 trees in the medians.

20 Ms. Wilson noted that it was odd that folks would come into the community uninvited
21 and apparently unbriefed to save trees that had never been targeted by the City for removal.

22 Warren Dixon discussed the situation regarding the illegal construction and the EPC
23 activities. Bill Schneider asked a question about the monies spent on TP Blvd.

24

25 **FIFTY ORDER OF BUSINESS - Approval of the November 10, 2021 Minutes**

26

27 On MOTION by Mr. Oneal, SECONDED by Mr. Gibson WITH ALL IN FAVOR, the Board
28 approved the Minutes of the January 12, CDD Board Meeting.

29

30 **SIXTH ORDER OF BUSINESS - Approval of District Disbursements**

31

32 Mr. Field noted that the check register had been reviewed.

1 On MOTION by Ms. Falkowitz SECONDED by Mr. Gibson WITH ALL IN FAVOR, the
2 Board approved the Disbursements for the month ending December 31, 2021 in the amount of
3 \$134,814.28
4

5 A copy of the Board Financial Analysis, Financial Statements and Check Register are attached
6 hereto and made a part of the public record.
7

8 **SEVENTH ORDER OF BUSINESS – Consultant Reports**

9 ♦ **Signature Update**

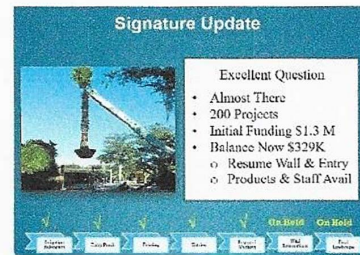
10 Ms. Wilson advised that Chris Cleveland would be leaving Tampa Palms and returning
11 to HOA work to reduce time away from his family.

12 She introduced Ray Lotito from DPFPG who would be stepping into Chris' position
13

14 ♦ **Neighborhood Updates**

15 Ms Wilson provided a detailed review of the Signature
16 projects passed, present and future.

17 She noted that there are remaining projects, specifically
18 wall mediation along BB Downs and landscape of the main
19 entry and they are on old at this time; the wall due to available
20 contractor and product and the entry due both to the 5G installations and awaiting City plans
21 for repaving.
22



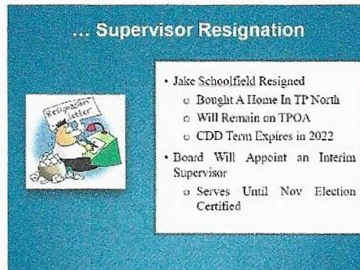
23 ♦ **Supervisor Resignation**

24 Ms. Wilson advised that Supervisor Jake Schoolfield
25 had resigned and a copy of his resignation letter was in the
26 packet. Mr. Schoolfield did so because he sold his home in
27 Tampa Palms.

28 The Board will consider applications from interested
29 residents.

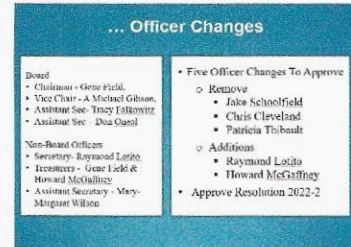
30 Any member appointed by the Board will serve until the Nov elections.
31

32 Ray Lotito asked if a notice had been placed on the website and was told by Ms. Wilson
33 no but that would be done now that the resignation had been announced and accepted by the
34 Board.



1 ♦ **Officer Changes**

2 Ms. Wilson detailed the changes in officers that had
3 occurred in the last month, the departure of not only Jake
4 Schoolfield but also Patricia Thibault (DPFG) and Chris
5 Cleveland (PFG).



... Officer Changes

- Done
- Chairman - Gene Field
- Vice Chair - A. Michael Gibson
- Assistant Sec. - Tracy Falkowitz
- Assistant Sec. - Don Onal
- Non-Board Officers
- Secretary - Raymond Lotito
- Treasurers - Gene Field & Howard McGaffney
- Assistant Secretary - Mary-Margaret Wilson

- Five Officer Changes To Approve
 - Remove
 - Jake Schoolfield
 - Chris Cleveland
 - Patricia Thibault
 - Additions
 - Raymond Lotito
 - Howard McGaffney
- Approve Resolution 2022-2

6 She reviewed the emergency meeting that had taken place

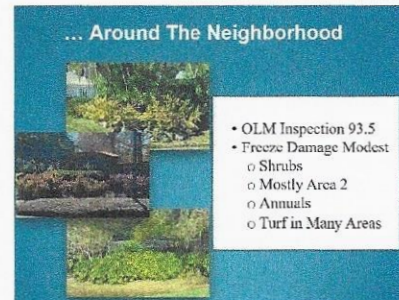
7 the previous week to appoint Howard McGaffney, DPFG VP, as a District Officer so that the
8 financial management provided by DPFG could proceed unimpeded (meeting minutes were
9 provided in the packet) and the addition of Raymond Lotito as District Secretary.

10 Ms. Wilson noted that Resolution 2022-2 was provided to officially certify the changes
11 and confirm all existing officers, both voting Board Members and officers who serve at the
12 Board's pleasure.

13 On MOTION by Mr. Gibson SECONDED by Mr. Onal WITH ALL IN FAVOR, the Board
14 Resolution 2022-2 Election of Officers: Gene Field (Board Member) as Chairman; Mike
15 Gibson (Board Member) as Vice Chairman; Tracey Falkowitz (Board Member) as Assistant
16 Secretary; Donald Onal Jr. (Board Member) as Assistant Secretary; Mary-Margaret Wilson
17 as Assistant Secretary; Raymond Lotito as Secretary; Howard McGaffney & Gene Field as
18 Treasurers.

20 ♦ **Neighborhood News**

21 Ms. Wilson detailed the effects of the recent cold snap,
22 the first actual freezing temperatures that have occurred in more
23 than three years.

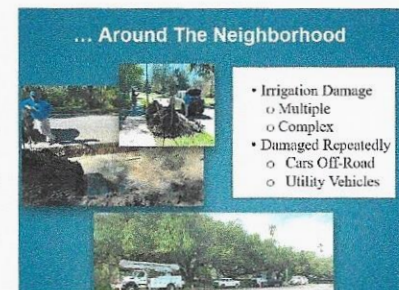


... Around The Neighborhood

- OLM Inspection 93.5
- Freeze Damage Modest
 - Shrubs
 - Mostly Area 2
 - Annuals
 - Turf in Many Areas

24 She noted that the damage was minimal and that steps
25 would be taken to invigorate the turf roots to save turf
26 replacement and cutback shrubs as soon as the threat of
27 additional freezing temperatures had reasonably passed. There will be a greater emphasis on
28 shrub restoration than might have happened in the past due to the limited availability of plants.

29 Ms. Wilson described the irrigation woes associated
30 with continual damage, particularly of mainlines along the
31 boulevards. There is nowhere else to place the mainlines and
32 the vehicles that often cause thw damage have the right to park
33 on the ROW. Ms. Falkowitz noted that parking off the road is
34 safer in this time of texting etc and driver inattention.



... Around The Neighborhood

- Irrigation Damage
 - Multiple
 - Complex
- Damaged Repeatedly
 - Cars Off-Road
 - Utility Vehicles

1 ♦ **Neighborhood Projects**

2 Ms. Wilson detailed the pump station automation project
3 that has been under discussion for two years. (The main project,
4 the automation of the well activation floats was a 2021 project
5 deferred due to Covid limitations on personnel and products.)

6 The proposed project will automate the well fill floats and
7 make the quantities pumped digitally available on the existing
8 Hoover systems which is required by SWFWMD. The upgrades will additionally automate
9 the recording and reading of the pond levels in the two irrigation ponds, one each in Area 1
10 and Area 2. This is also a SWFWMD requirement.

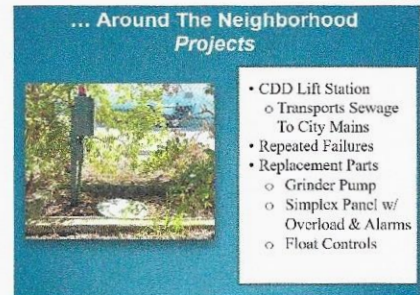
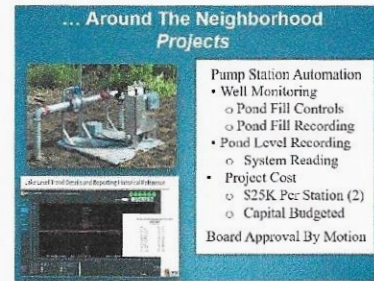
11 Ms Wilson noted that the total cost per station is \$25,000 and is funded in the Capital
12 Projects portion of the budget.

13 On MOTION by Ms. Falkowitz SECONDED by Mr. Gibson WITH ALL IN FAVOR, the
14 Board approved the automation project for the two CDD pump stations in the amount of
15 \$25,000 per station.

16
17 Ms Wilson reported on a repair project that is required
18 for the CDD maintenance center. The lift station has suffered
19 repeated failures due to the need to replace certain critical
20 parts. The company which had previously maintained the
21 system was not able to be located. Staff contacted A&A
22 General Contractors and they will have the system repaired in
23 the next two weeks.

24
25 Ms. Wilson advised that the project to clean and
26 expose the very beautiful brick walls along the Reserve and
27 Kensington is in progress. It is a project that starts and stops
28 based on worker availability.

29 The landscape at the base of these walls is being
30 removed for replacement: this landscape was damaged by the
31 City path restorations and never recovered.



1 Ms. Wilson detailed substantial damage to the walls
2 near Kensington entrance that was discovered. The damage
3 included delamination of the brick from the block wall and
4 separation of the top of the wall, splitting the wall into two
5 segments.

... Around The Neighborhood
Projects

- Brick Continues to Kensington
- Wall Damaged
 - Top Separating
 - Back Falling Off
 - Front Crumbling
- Contractor Engaged

6 A contractor has been contacted to make repairs.

7
8 Separations were discovered by the TPOA Amenities
9 Manager between some of the safety tiles at Hampton Park.
10 These looked as though they were the result of the cold (rubber
11 shrinks) but should not have occurred. The tile company was
12 contacted and they will inspect all parks and make the
13 necessary repairs.

... Around The Neighborhood
Projects

- Hampton Surface
 - Observed By Andi Braboy
 - Separating Tiles
 - Possibly Cold Failure
- Contacted Mgr
 - Will Inspect & Make Corrections
 - Also Inspecting Amberly & Compton

14 Ms. Wilson reported on the granite cleaning for the 75
15 signs within Tampa Palms. It was approximately 50%
16 complete and will be finished by early March.

... Around The Neighborhood
Projects

Locations	Sign Pieces
Main Entry Signs	4
Reserve Entry	2
Welcome Sign	1
Village Entries*	61
Parks	3
Wayfinding signs	9

- Every 2-3 Years
 - Cleaned & Polished
 - Inlay Inspected
- 75 Signs
- 50% Completed
- Finished By March

17 The company is also inspecting the signs for any cracks in the
18 granite or signs of settling/ sinking.

19
20 ♦ **Twenty-Year Stormwater Needs Analysis**

21 Ms. Wilson briefed the Board as to the legislature's
22 requirement that all cities, counties and special districts provide
23 a 20-year stormwater needs analysis complete with funding
24 estimates and funding sources. Tampa Palms participates in
25 only a limited fashion in stormwater management – the
26 retention ponds. The report will be provided by in-house staff.

Legislature Mandated Report
Stormwater Needs Analysis

- Four Topics Required
 1. Current Systems
 2. Maintenance and Ops
 3. Projects (Resiliency etc)
 4. Funding Sources & \$\$\$
 - 5 Past Years
 - Projected 20 Years
- Provided To County
- June 2022 Due Date

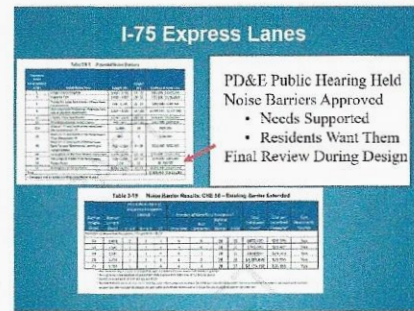
27
28 ♦ **CDD Parks and Employment Manuals**

29 The Board members were provided with with the 2022 versions of the operating
30 manuals and no changes as applies to the CDD were suggested.

31

1 ♦ **I-75 Express Lanes**

2 Ms. Wilson discussed the I-75 Express lanes which are
3 slated to run from just north of the BB Downs / I-75 crossover
4 south to the Riverview area. She noted that it was important
5 that residents show their support for the noise walls along
6 portions of the Tampa Palms boundary with I-75



7
8
9 **Additional Advanced Board Package Materials:**

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

12
13 **EIGHTH ORDER OF BUSINESS – Other Matters**

14 There being none, the next item followed.

15
16 **NINTH ORDER OF BUSINESS – Public Comments**

17 There being none, the next item followed.

18
19 **TENTH ORDER OF BUSINESS - Supervisor Comments**

20 There being none, the next item followed.

21
22 **ELEVENTH ORDER OF BUSINESS - Adjournment**

23 There being no further business,

24
25 On MOTION by Ms. Falkowitz SECONDED by Mr. Gibson, WITH ALL IN FAVOR, the
26 meeting was adjourned.

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

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

1 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a
2 publicly noticed meeting held on March 9, 2022.

3

4

5 **Signature**

6 Raymond J Lotito

7 **Printed Name**

8 **Title:**

9 **Secretary**

10 **DPFG**

Signature

Gene Field

Printed Name

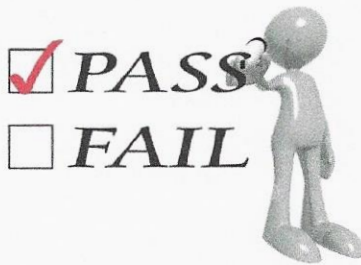
Title:

Vice Chairperson

Chairperson

... Around the Neighborhoods

In general, the Tampa Palms landscape is recovering from an uncertain winter which was marked by some of the highest temperatures on record for the area and many weeks of chilly, even freezing on four occasions, damp weather which led to widespread patches of fungus. The fungus is being treated successfully and now attention turns to turf weed control.



The OLM inspection was completed on March second; the score was 92%. The two items for deduction were turf weeds (which cannot be treated while fungus control is occurring) and annual plantings that were barely recovered from the freeze.

It is important to note that the objective of these inspections is point out deficiencies, not grade *on a curve* even if the deficiencies are outside the control of the landscaper.

Winter Damage Fading

As noted last month and still observable throughout the community, Tampa Palms experienced four days when temperatures fell below freezing resulting in modest damage to shrubs and turf.

The common logic is hold off on cutbacks until the reasonable threat of freezing temperatures as passed which in this area is usually the first two weeks of March. Now it begins.



Turf is a very visible component of the landscape and as mentioned last month, to reduce the amount that needed to be replaced, ABM is taking steps to reinvigorate the root regenerations with low concentration liquid iron. It has begun to produce results in some areas.

Turf saving is important from a financial standpoint as the cost to replace turf in areas which can not be saved adds up. That said and just as important is the fact that available turf is limited in quantity and sometimes when available does not appear healthy and takes time to "settle in".

Joe Laird has been working for weeks with the provider of the annuals. The begonias planned for the spring change are simply not progressing adequately.

At this time Joe's plan is plan is to solely use the yellow marigolds. This has been done before and should look fine.



Median Refreshing Continues

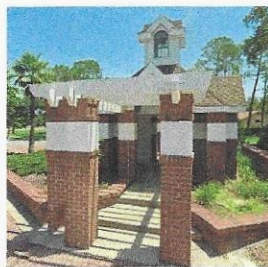
The jasmine is being replaced with shore juniper which has been delayed due to plant availability is finally continuing.

The shore juniper is a low and spreading plant that makes a superb groundcover. Dense blue-green foliage gives a healthy appearance and it does not cycle through the seasons as does the jasmine. It is relative low maintenance and will stay within the curb boundaries much better than the jasmine.



Spring Cleaning Time

As the winter blahs recede it is time to pressure wash, repair wood damage if necessary and repaint if needed the architectural elements in Tampa Palms, including the entry to Huntington, the Area 1 Main Entry "Guard House" and the two faux guard houses on the south end of Tampa Palms. This is done every two years and it is time.



The same is spring cleaning is completed for Amberly and Hampton Parks. All of this work falls into the facility maintenance and R&R categories and is required to keep Tampa Palms looking fresh.

Irrigation Upgrades

Much of the physical work to upgrade the pump stations was completed in the last week. Hoover was very responsive. Some of the equipment looks flat-out spooky.

Now comes the software integration and the first reports.



Five-Year Financial Model
FY 2022-23 to FY 2026-27

Executive Summary

The Financial Model, based on the assumptions detailed below, presents the impact of a forty-year high compound Inflation rate on the District financial resources and historically high assessments required to provide timely action for an average \$ 3.1 M in operating costs and \$ 2.5 M contingent liabilities most likely to occur in the 5-year planning horizon.

The financial safety factor, routinely 6.0 months in recent years, is reduced to \$ 500 K or 2.0 months in the model. In reality, Washington’s fiscal and monetary policies, as well as the impact of geopolitical events are, at best, uncertain.

We will make our future financial decisions one year at a time, hoping for more definitive information to guide us. Kindly view the model as prepared thinking with future surprises highly likely.

Assumptions Employed in Model

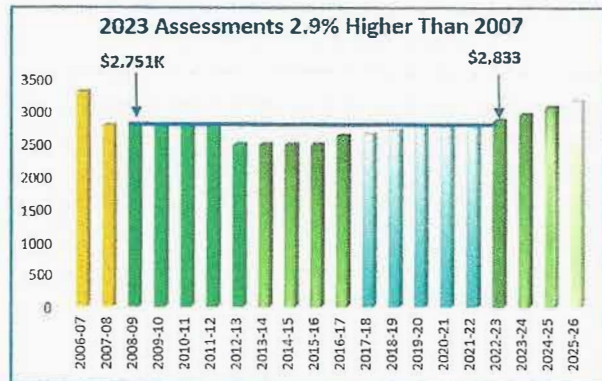
- Assessments modeled at annual 3.5 % increase or a compound rate of 119 % over the period
- Interest Income is modestly forecast at a total \$ 40 K in later years expecting Fed Reserve actions
- General expenses averaging a 3.5 % annual increase
- Landscape maintenance (ABM) CPI adjustment forecast at 6 % first year and 4 % all years beyond
- Electricity a 17 % increase by plan year 5, based on planned utility increases & some forecast
- Staff compensation increasing at 2 % per year, with staff succession planned in FY 2026-27.
- Water rates increasing by 71 % consistent with City of Tampa “Pipes Program”
- Project-Driven expenses to increase 4 % per year or about 22 % over the period.

Next Steps

March Board Book Meeting Discussion

April Board Book Re-visit if Board requires

May Board vote on a FY 2022-23 balanced budget; no further assessment increases permitted. Usually, the first year of the Financial Model, revised if have more definitive information.

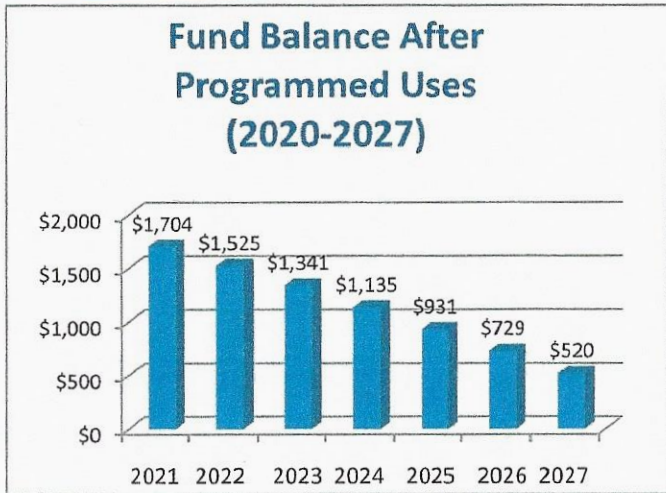
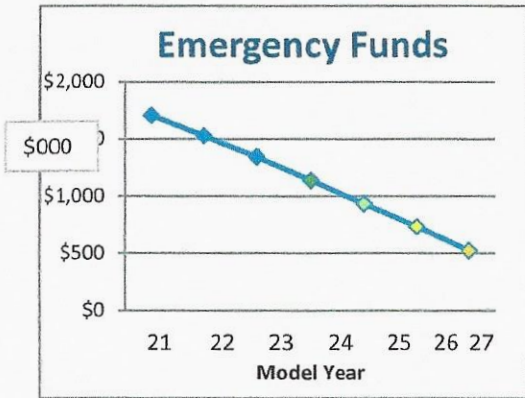


CDD Financial Model - Summary

	Prior	Adopted					
	Model Year 0	Model Year 1	Model Year 2	Model Year 3	Model Year 4	Model Year 5	Model Year 6
	2020	2021	2022	2023	2024	2025	2026
	2021	2022	2023	2024	2025	2026	2027
	Actual	Adopted	Model	Model	Model	Model	Model
I. ANNUAL OPERATIONS							
Revenue							
Net Assessments	2,628	2,628	2,720	2,815	2,914	3,016	3,121
Misc	1	1	2	2	2	2	2
Interest	10	20	0	0	10	10	20
Excess Fees	15	15	15	15	15	15	15
Unallocated Carryward	85	115	0	0	0	0	0
Revenue Total	2,739	2,779	2,737	2,832	2,940	3,042	3,158
Expenses							
Normal Expenses	2,266	2,340	2,426	2,514	2,601	2,679	2,783
Project Driven	466	460	478	497	517	538	559
Total Annual Expenses	\$2,732	\$2,799	\$2,904	\$3,011	\$3,118	\$3,217	\$3,343
Annual Excess Revenue (Deficit)	\$7	(\$20)	(\$167)	(\$179)	(\$178)	(\$175)	(\$185)
II. FUNDS RESERVED							
Reserves Required							
Weather Reserve	(400)	(400)	(400)	(400)	(400)	(400)	(400)
1st Quarter Operations	(679)	(683)	(700)	(726)	(753)	(779)	(804)
Community-Wide Walls	(100)	(200)	(200)	(200)	(200)	(200)	(200)
Pond Restorations	(700)	(700)	(700)	(700)	(700)	(700)	(700)
Balance of Signature	(329)	(329)	(329)	(329)	(329)	(329)	(329)
Infrastructure & Other Contingency	(135)	(135)	(135)	(135)	(135)	(135)	(135)
S/T Annual Retainage- Reserves	\$2,343	\$2,447	\$2,464	\$2,490	\$2,517	\$2,543	\$2,568
	Model Year 0	Model Year 1	Model Year 2	Model Year 3	Model Year 4	Model Year 5	Model Year 6
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
(\$000)	Actual	Adopted	Model	Model	Model	Model	Model
III FUND BALANCE DETAILS							
Multi-Year Fund Balance							
Beginning	4,086	\$ 4,047	3,972	3,805	3,625	3,448	3,273
Less Carryforward Moved To Budget	(85)	(75)		0	0	0	0
FY Ending Revenue (Deficit)	0	0	(167)	(179)	(178)	(175)	(185)
Ending Fund Balance*	4,047	3,972	3,805	3,625	3,448	3,273	3,088
Excess After Required Funds	\$1,704	\$1,525	\$1,341	\$1,135	\$931	\$729	\$520

Signature TP 2017		FY2020-21	
(\$000)			
Revenue- All Sources ¹		436	329
Expenses Budgeted By		0	\$0
Expenses Anticipated FYE		107	\$0
¹ Requires Budget Amendment			
Signature Fund Balance			
	Beginning	436	329
	Ending	329	\$329

← Project Complete Unknown



Multi-Year Financial Model- Current Model Detail

General Expense Incr

3.00%

Revised 2/27/2020 8 am

Insert Percent Below To Model Revenue Increases

CDD Operations

	Prior	↓					
	Model Year 0	Current Year 1	Model Year 2	Model Year 3	Model Year 4	Model Year 5	Model Year 6
	2020	2021	2022	2023	2024	2025	2026
	2021	2022	2023	2024	2025	2026	2027
	Actual	Adopted	Model	Model	Model	Model	Model
Assessment Increase By Year	0.0%	0.0%	3.50%	3.50%	3.50%	3.50%	3.50%
Revenue- All Sources							
Assessments Non-Advalorem	\$ 2,737,595	\$ 2,737,595	\$ 2,833,410	\$ 2,932,580	\$ 3,035,220	\$ 3,141,453	\$ 3,251,404
Early Payment Discount	\$ (109,504)	\$ (109,504)	\$ (113,336)	\$ (117,303)	\$ (121,409)	\$ (125,658)	\$ (130,056)
Net Assessments	\$ 2,628,091	\$ 2,628,091	\$ 2,720,074	\$ 2,815,277	\$ 2,913,811	\$ 3,015,795	\$ 3,121,347
Interest Income	\$ 10,000	\$ 20,000	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 20,000
Excess Fees	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Capital Transfer							
Misc Revenue	1,200	1,200	1,500	1,500	1,500	1,500	1,500
Carry Forward Revenue	85,000	115,000					
	2,739,291	2,779,291	2,736,574	2,831,777	2,940,311	3,042,295	3,157,847

Expenditures

Administrative Expenditures

ADMINISTRATIVE:

SUPERVISORS COMPENSATION	11,000	11,000	11,000	11,000	11,000	11,000	11,000
MANAGEMENT SERVICES	67,369	69,053	71,125	73,258	75,456	77,720	80,051
FUTA/SUTA/WKM/BENEFITS	5,279	5,368	<i>Moved To District Staff See Below</i>				
FICA	5,047	5,149					
AUDITING SERVICES	6,813	6,983	7,192	7,408	7,631	7,859	8,095
ASSESSMENT ROLL SERVICES	10,050	10,050	10,352	10,662	10,982	11,311	11,651
TAX COLLECTOR FEES-ASSMTS	54,752	54,752	56,668	58,652	60,704	62,526	64,401
LEGAL SERVICES	10,000	3,000	3,090	3,183	3,278	3,377	3,478
MISCELLANEOUS ADMIN.SERVICES	12,000	12,000	12,360	12,731	13,113	13,506	13,911
DIRECTORS & OFFICERS INSURANCE	3,685	3,700	3,811	3,925	4,043	4,164	4,289
TOTAL ADMINISTRATIVE	185,995	181,055	175,598	180,819	186,207	191,463	196,877

TP 5 Year Financial Model- Detail

	2020	2021	2022	2023	2024	2025	2026
	2021	2022	2023	2024	2025	2026	2027
Field/ Operations Services	Actual	Adopted	Model	Model	Model	Model	Model
FIELD MANAGEMENT SERVICES:							
ADMIN ASSISTANT	77,380	79,050	81,422	83,050	84,711	86,405	88,133
Admin Reimbursement	(19,338)	(11,351)	(16,284)	(16,610)	(16,942)	(17,281)	(17,627)
CDD Consultant	109,940	112,140	114,383	116,670	119,004	121,384	45,000
New Hire Consultant	-	-	-	-	-	-	90,000
DISTRICT STAFF PAYROLL S/T All POSIT	167,953	179,839	179,520	183,110	186,773	190,508	205,507
PARK STAFF -LEASING CO-	75,000	76,875	79,873	82,269	84,737	87,280	89,898
PARK PATROL- SECURITY CO	71,774	83,000	85,490	88,055	90,696	93,417	96,220
FIELD MISCELLANEOUS	20,800	20,800	20,800	20,800	20,800	20,800	20,800
TOTAL FIELD MANAGEMENT SERVICES	335,527	360,514	365,683	374,234	383,006	392,005	412,424
GENERAL OVERHEAD:							
P & L INSURANCE	13,017	13,342	13,742	14,155	14,579	15,017	15,467
INFORMATION SYSTEMS (TELEPHONE & S	24,717	25,335	26,095	26,878	27,684	28,515	29,370
WATER-UTILITY	21,000	28,000	38,384	42,606	47,293	47,872	53,244
REFUSE REMOVAL (SOLID WASTE)	13,000	19,000	20,330	21,347	21,987	22,647	23,326
ELECTRICITY	110,000	140,000	147,000	154,350	157,437	160,586	163,797
STORMWATER FEE	4,096	4,198	4,324	4,454	4,587	4,725	4,867
MISC. FIELD SERVICES	13,000	13,000	13,390	13,792	14,205	14,632	15,071
TOTAL GENERAL OVERHEAD	198,830	242,875	263,265	277,580	287,773	293,992	305,142
LANDSCAPE MAINTENANCE:							
LANDSCAPING MANAGEMENT FEE	18,900	18,900	18,900	18,900	18,900	18,900	18,900
LANDSCAPE AND POND MAINTENANCE	1,044,980	1,060,800	1,129,200	1,174,368	1,221,343	1,270,196	1,321,004
LANDSCAPE REPLACEMENT	94,080	96,432	99,325	102,305	105,374	105,374	108,535
TOTAL LANDSCAPE MAINTENANCE	1,157,960	1,176,132	1,247,425	1,295,573	1,345,617	1,394,470	1,448,439
LANDSCAPE MTC NEW & ENHANCED							
PROPERTY MOWING	98,426	93,000	79,000	82,160	85,446	85,446	88,864
COUNTY POND	18,517	9,000	9,360	9,734	10,124	10,124	10,529
NPDES POND PROGRAM	46,800	47,970	49,409	50,891	52,418	53,991	55,610
TOTAL LANDSCAPE MTC : NEW	163,743	149,970	137,769	142,786	147,988	149,561	155,003
FACILITY MAINTENANCE:							
IRRIGATION MAINTENANCE	105,194	107,824	111,059	114,390	117,822	121,357	124,998
R&M FOUNTAIN	26,784	27,354	28,175	29,020	29,890	30,787	31,711

	Model Year 0	Model Year 1	Model Year 2	Model Year 3	Model Year 4	Model Year 5	Model Year 6
	2020	2021	2022	2023	2024	2025	2026
	2021	2022	2023	2024	2025	2026	2027
	Actual	Adopted	Model	Model	Model	Model	Model
FACILITY MAINTENANCE	88,913	91,136	93,870	96,686	99,587	102,574	105,652
JANITORIAL/SUPPLIES	2,704	2,772	2,855	2,941	3,029	3,120	3,214
TOTAL FACILITY MAINTENANCE	223,595	229,086	235,959	243,037	250,328	257,838	265,573
Total Normal Operations	2,265,650	2,339,632	2,425,699	2,514,030	2,600,919	2,679,330	2,783,460
Project Driven Expenses							
Renewal and Replacement & Deferred Mtc	207,426	210,000	218,400	227,136	236,221	245,670	255,497
NPDES / Clean Water	59,059	59,681	62,068	64,551	67,133	69,818	72,611
Capital Projects	200,000	190,000	197,600	205,504	213,724	222,273	231,164
Signature 2017	0	0		0	0	0	0
Total Project Driven	466,485	459,681	478,068	497,191	517,079	537,762	559,272
Total Expenses Normal Operations and Project Driven	\$2,732,135	\$2,799,313	\$2,903,767	\$3,011,221	\$3,117,998	\$3,217,091	\$3,342,732
Excess Revenue	7,156	(\$20,022)	(\$167,193)	(\$179,444)	(\$177,687)	(\$174,797)	(\$184,884)
<u>Signature TP Projects</u>							
Revenue Alocated All Sources (\$000)							
Expenses Projected							
Total Revenue - All Sources	\$2,739,291	\$2,779,291	\$2,736,574	\$2,831,777	\$2,940,311	\$3,042,295	\$3,157,847



Audit Update

Staff has been working with both Grau, the CDD's audit management firm, and DPFPG to provide the information needed to complete the audit. As reported last month with regard to the difficulties associated bank approvals, Patricia Thibault determined that she needed to leave DPFPG a month earlier than previously planned and was not there to manage the DPFPG staff's provision of the audit information.

Nothing had been done on the CDD audit for 2021. A member of the DPFPG staff that had provided the financial statements since the departure of the CDD assigned accountant last fall stepped in. Staff contacted Grau and Grau provided access to the Grau audit portal for both the CDD staff and the DPFPG accountant, Sonia Valentin.

Sonia uploaded a substantial amount of information but contacted staff to note that the State-required QPD report for FY 2020-21 was nowhere to be found.

→ See below for specifics on missing information for the audit and steps taken to correct.

Ms. Valentin did what she could but her last day with DPFPG was Feb 18. Staff.

There have been numerous stresses in the preparation of the FY 2020-21 audit for Tampa Palms, financial statements and even supervisor payments. To properly explain those stresses, it is necessary to return to the matter of the shifting status of the company retained by Tampa Palms for governance. DPFPG/Vesta Properties/Associa.

DPFG (headquartered in California) divested itself of the Florida operations. That divestiture was variously described as a merger with or an acquisition by Vesta Properties Services Inc. That acquisition took place over the last two plus years and was completed in 2021.

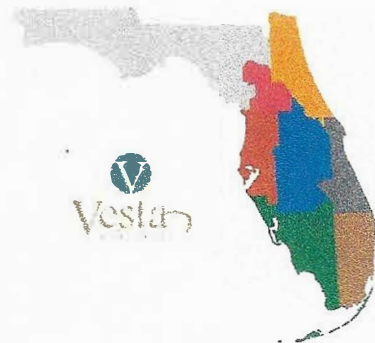
- The name *DPFG* was retained, and the website modified slightly to show DPFPG Management & Consulting (DPFGMC).
- In February of 2020 the filing with the Fla Secretary of State removed the California information from the "ownership" profile and made the official headquarters the address in Lake Mary FL.
- In August of 2020 the official address was changed to Jacksonville FL and the "manager" shown as filing the amendment was the Santa Rosa Island Company (?)
- In Jan of 2022 Fla Sunbiz filing the corporate headquarters was listed as an address in Dallas Tx and four of the corporate officers are in Texas.

Some background on the changes:

Vesta Properties (Vesta) is a property management company focused on the HOA market.

- They have more than 245 properties in Florida, stretched across seven regional offices.
- Vesta provides HOA management and also amenities management.
- At the time of their acquisition of DPFPG Florida, **Vesta did not manage a single community development district**

Vesta created a "special districts" division which is headed by Vesta VP Howard McGaffney (Mac).



Mac is based out of Jacksonville but these days finds himself everywhere. Although he began his property management career in the HOA world with Vesta in 2008, he moved to Wrathell Hunt in 2013 where he was a district manager for CDD's until Mar of 2021, when he returned to Vesta.

Fortunately, Mac has CDD experience, at least from the district management side.

Vesta has appointed Johanna (Skye) Lee as Comptroller for the Special Districts Division. Skye has worked with me to consolidate and provide the information required by the auditors. Skye has been with Vesta since June of 2020 as Assistant Comptroller, Prior to joining Vesta Skye was with Regency Centers, a commercial property management company. Skye was with them from 2003 to 2020 where she moved up from Portfolio Accountant to finally Manager of Financial Services.

Skye is very helpful and very articulate but has no apparent background in government (CDD) accounting and financial requirements.

But there is more....

Vesta Property Services was acquired by Associa Property Management, a large management company out of Dallas Texas. Associa manages HOA's (plus a few utility districts not in FL) They have no CDD background or experience. They say of themselves on their webpage.

As the industry leader in property management for community associations, we proudly serve nearly five million homeowners every day. With a wide array of programs and services ready to fit the specific needs of any HOA, we help bring superior results to your community.



Mac has stated that he anticipates no operational modification with Associa assuming the reigns, "they just acquired Vesta as an asset".

It appears that DPFPG has morphed into a business model that is far different from the CDD governance company that Tampa Palms has used for more than a decade. Mac and others are working very hard to come into line with the needs of Tampa Palms. These are good people giving it their best; time will tell.

→ 2021 Audit Issues

1. No QPD filing available in the DPFPG records.

Staff contacted the Office of Collateral Management to inquire if it had been received and to obtain a copy. Other pieces of missing information included:

- A copy of the QPD certification due 6/1/2021 (filed by DPFPG and not available in the CDD office.)
- The copies of all invoices from the attorneys
- An updated agreements form

The State staff manager, Don Stanford, provided a copy and as you will see, he was more than helpful.

When staff received the copy, it was determined that the bank information provided to the State for Tampa Palms was for two banks **never used by Tampa Palms** – US Bank and Bank United. This constitutes a false filing with the State in Tampa Palms' name.

Alarmed, staff corrected the information, indicated on the form that it had been corrected and by whom (see following) and sent it to the State with an explanation.

There was concern; this form was due in June of 2021. Fortunately, Mr. Stanford accepted the correction without comment about tardiness. It probably didn't hurt that Mr. Stanford had a previous relationship with the Chairman Gene Field on investment matters and was aware that Tampa Palms requires precision in all financial matters.

2. Copies of attorney invoices are required for audit but were not provided to auditors and apparently not readily available in DPFPG records.
 - Staff located all but four invoices in CDD records. (All invoices should have been processed through the district office; four were sent directly to DPFPG who failed to send them to Tampa Palms for confirmation.)
 - Staff contacted the attorney and the missing invoices were provided. Staff provided all invoices to DPFPG for submission to Skye who was to have the invoices uploaded to the auditor portal by a DPFPG team member.
 - It should be noted that DPFPG worked to get the invoices from the attorney as well; they are trying to be helpful.
3. No updated statement of agreements was available.
 - Staff provided the two additional agreements from 2021 to Skye and she was going to have the agreements list updated and uploaded to the auditor portal.
4. No trust statement information was uploaded to the auditor portal.
 - Tampa Palms has no bonds thus no trust statements depicting third party management or reporting of assets is appropriate.
 - All that is needed is a simple form with a statement – *No Trust Statements Apply to Tampa Palms*

The next step after the audit information is fully provided and the audit is presented to the board and approved is the provision to the State of an Annual Financial Report (AFR). Staff will monitor.

Unquestionably the “new” DPFPG nucleus staff is attempting to *get right* the financial, accounting and administrative needs of a unit of State of Fla government such as Tampa Palms. These are good people who Tampa Palms must watch closely as they try to acquire the background, institutional knowledge and protocols to properly serve Tampa Palms.

PUBLIC DEPOSITOR ANNUAL REPORT TO THE CHIEF FINANCIAL OFFICER

For the Period Ended September 30, 2004

List of Qualified Public Depositories for Tampa Palms CDD
Public Depositor's Full Legal Name

Listed below are the FEIN and name for all Qualified Public Depositories at which we have open public deposit accounts, including accounts with zero balances.

FEIN of Qualified Public Depository	Name of Qualified Public Depository
XXXXXXXXXX	BANKUNITED N.A.
XXXXXXXXXX	U.S. BANK N.A.

Revised and corrected to include the correct financial institution (1) for Tampa Palms CDD Submitted by:

59-2979916 South State N.A.

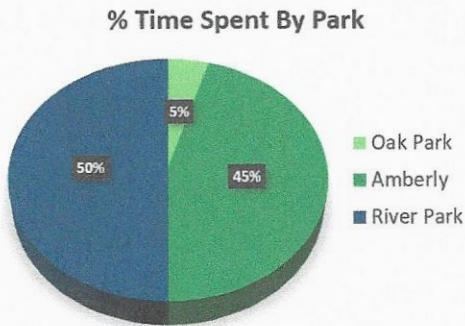
Mary-Margaret Wilson
Mary-Margaret Wilson
Assistant Secretary Tampa Palms CDD
813 977-3933

Park Updates

The community-based roving guard roll-out last October is proving successful as it enters its 6th month.

- Amberly Park is now visited regularly, without the need to have a guard permanently stationed at the site and who was unoccupied for much of the time.
- Oak Park is now inspected (it was not previously visited by Securitas guards).

Andrea Braboy, TPOA Amenities Manager is overseeing the roll-out of the roving guards that serves both the CDD's parks and River Park, a more complex and difficult assignment. The CDD and TPOA each pay their portion of the costs based solely on the hours used. Each entity receives separate billing as the CDD is tax exempt and the TPOA is not.



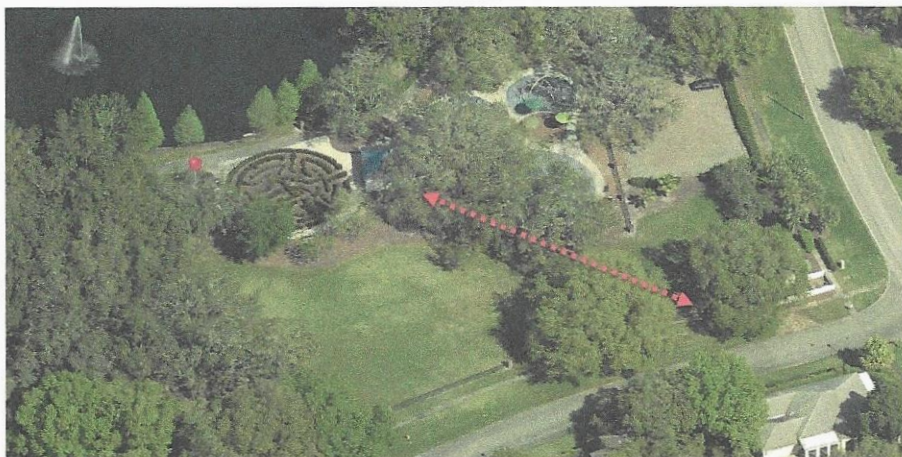
In implementing the community rover mechanism, the CDD has been able to place guards in the park at random intervals, as well as, the ability to respond to emergency situations should they arise.

There is a financial benefit as well: the CDD was stationing a guard in Amberly for 56 hours a week, the rover spends between 38 and 42 hours per week AND even includes a minimal time spent patrolling Oak Park.

Securitas shares the same updraft in salary requirements that every other enterprise is experiencing. It is reasonable that there will be calls to revisit hourly guard pay. The salary for the Hampton guards was set for a year last month and the rover last Fall.

68%	Salary
19%	Taxes
13%	Profit

In other news from the parks, a situation has surfaced at Amberly Park. The toilets over the winter holidays repeatedly were stopped up. This occurred a total of seven times. On some occasions ABM and Irene (cleaning staff for the park) were able to use a plunger to clear them but most of the time it required a plumber. The culprit, at least on one level, were paper towels flushed down the toilets. Paper towels were removed from the bathrooms and replaced with hand dryers.



The clogs stopped for a time and now continue. On Tuesday of this week both the men's and women's. The plumber found gobs (his word) of wipes and even shoe laces.

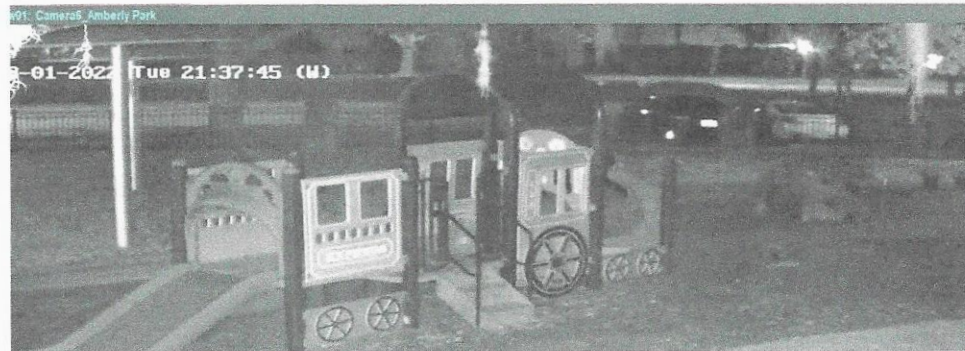
The sewer line runs between the pavilion and the edge of Burchette Rd. It is a 4-inch line and can become clogged blocking both restrooms.

The restrooms at Amberly are back in operation but a solution to the wipes in not evident. Park attendants cannot monitor inside the restrooms. Signs for each restroom says "Do Not Throw Wipes In the Toilets" are next but probably insufficient to stop the behavior. Maybe a newsletter article.

There is one more possibility and that is that sewer line in somehow crimped between the pavilion and city connection. The line is more than 30 years old and varies in the depth (as is needed for a gravity drain) and may have been compromised over the years. The plumbing company will arrange to have the line laser scoped.

If there is damage, the line will have to be replaced.

One last disgusting situation: sometime late Tuesday night a person or persons used the train in the park as a personal restroom. The cameras caught two cars in the park and movement behind the train but not the deed.



Park Manual Clarification

The parks manual contains language indicating that Tampa Palms parks may not be used for commercial purposes. Some tennis players who wish to ban tennis coaches from the parks have indicated that the language could be extended to banning of anyone who coaches because one can **assume** that money changes hands somewhere.

Coaches are important to many of our residents, especially the resident whose life was saved by a coach on a neighboring court last year. A suggested revision to the language follows: Warren Dixon will speak to this at the meeting. (red for omit, blue to add)

Section 5: Commercial use

*Tampa Palms parks are open to the residents of Tampa Palms and the general public for **private and personal** recreational use. The parks are not available for commercial purpose, which is to say that they may not be used by anyone, resident or member, for whom donations or charges **advertising** accepted for activities conducted in the parks.*

- a. Selling merchandise of any type on park property is not allowed. Charges or donations may not be accepted by anyone for activities conducted in the parks.*
- b. Commercial photography of any kind is not allowed on park property without the proper permit and/or written permission from the CDD staff.*
- c. Advertising of any kind, including the distribution of fliers, leaflets or pamphlets either in the park or by placing them on vehicles parked within any park, is not allowed.*
- d. Permits for commercial photography use may be available by calling the CDD staff at 813-977-3933 or the TPOA staff at 977-3337.*

CDD Supervisor Appointment

Last month, February 2022, the Board regrettably accepted the resignation of Supervisor Jake Schoolfield as he has relocated from Tampa Palms and can no longer serve.

The CDD Board members are now tasked with appointing a member to fill the vacancy for Mr. Schoolfield's seat. This is an important and difficult charge as Board excellence starts with members who properly fit the organization.

While the Florida statutes mandate that the remaining Tampa Palms Board will appoint a member to fill Seat 4 until the end of the term, the statutes provide no definitive guidance as to how this selection should be made other than made by Board appointment.

FS 190.006 (4) Members of the board shall be known as supervisors and, upon entering into office, shall take and subscribe to the oath of office as prescribed by s. 876.05. They shall hold office for the terms for which they were elected or appointed and until their successors are chosen and qualified. If, during the term of office, a vacancy occurs, the remaining members of the board shall fill the vacancy by an appointment for the remainder of the unexpired term.

In the past the Board members have stated that generally their decisions are based on:

- Candidates that express interest, rather than are "talked into" participating.
- Candidates with a background and knowledge of the complexities of a complicated community such as Tampa Palms, and one with
- Demonstrated ability to work with groups (prior board memberships, charity organizations, school organizations)

At that time there is a superbly qualified resident who has made his interest known: Richard Diaz, a Sanctuary resident.

Richard is a long-time Tampa resident and native. He is a principal and president of Diaz-Pearson & Associated Engineering, here in Tampa.

Richard brings to the table years of collaborating with State agencies such as FDOT where he is an active member of the Florida Department of Transportation Greenbook Advisory Committee.

Even more interesting, Richard was part of the original team that started Tampa Palms [Deltona] before Tampa Palms was acquired by Ken Good and company.

If it is the will of the Board to appoint Mr. Diaz for the remainder of the term for Tampa Palms CDD Seat 4, it should be done by motion at the meeting.

Note Richard Diaz was present at the February meeting but due to a family engagement will not be present at the March meeting. He does not have to be present in order to be appointed.

Richard Diaz, Jr., P.E.

President at Diaz Pearson & Associates, Inc.

Tampa, Florida, United States 500+ connections

About

Professional Civil Engineer with extensive land development and transportation experience for over 35 years. Recognized expert in residential and commercial land development engineering with over 1000 projects throughout Florida. His notable projects have been recognized for local, state, and national awards. Richard provides consulting engineering services to local and state governmental agencies, and routinely appears before public agencies including testimony at rulemaking hearings in Florida.

Richard is an active seminar presenter and lecturer to various groups and is a continuing education instructor for the International Right-of-Way Association, IRWA, with courses facilitated in Florida, Georgia, Alabama, and California.

Richard is also an active member of the Florida Department of Transportation Greenbook Advisory Committee responsible for the publication of Florida's Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways.

Specialties: Litigation consultant and expert witness in civil and transportation engineering with emphasis in eminent domain; qualified in Municipal, State, and Federal jurisdictions with extensive 50+ trial experience.

Experience

• **Diaz Pearson & Associates, Inc.**

17 years

○ **President**

Feb 2004 - Present 17 years 11 months

Richard manages and directs consulting engineering, design and permitting activities related to commercial, institutional and residential land development. Richard also provides expert witness investigation and testimony in various litigation matters including his eminent domain specialty and personal injury accident cases.

○ **Owner**

2004 - Present 17 years

1200 W. Platt St. Suite 204, Tampa Florida 33606

A consulting civil engineering firm specializing in land development engineering and permitting with a specialization in eminent domain expert witness litigation support.

• **Board Chair Emeritus**

MacDonald Training Center, Inc., Foundation

1986 - Present 35 years

Tampa Florida

A established not-for-profit agency providing adult life skills and job skills training to developmentally disabled individuals

• **Vice President**

[TBE Group, Inc.](#)

1990 - 1999 years
Tampa, Clearwater FLorida

Education

- **University of South Florida**
University of South Florida
Bachelor of Science (BS) Civil Engineering
1968 - 1973
Activities and Societies: Alpha Tau Omega Fraternity
- **T.R. Robinson H.S. Tampa**
Bachelor's degree Civil Engineering
1965 - 1968

Volunteer Experience

- **Board Chair**
MacDonald Training Center, Inc
1983
Various fund raising activities and leadership positions including Board Chair of operating corporation and foundation.

Licenses & Certifications

- **Registered Professional Engineer**
State of Florida
Issued Jun 1977
Credential ID 19855

Languages

- **Spanish**

-

Groups

- **Civil Engineering Central Group**
Civil Engineering Central Group

-



- **Expert Witness Network**
Expert Witness Network

-

- **Florida Engineering and Design Professionals**
Florida Engineering and Design Professionals

-



- **USF College of Engineering**
USF College of Engineering

-

Fire Hydrants & Blue Dots On Tampa Palms Roads

Tampa Palms residents have called the CDD because they saw crews opening fire hydrants and water running into the streets and storm drains and they wondered if these were ABM staff members and why they were wasting water.



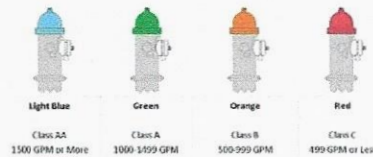
These crews are not ABM workers, not even Tampa Fire Dept teams but rather were members of the Tampa Water Department.

What was observed was the process of periodically "flushing" fire hydrants which is part of a required maintenance program where every fire hydrant is flushed annually for preventative maintenance to ensure proper operation and available flow. Annual hydrant testing involves opening the hydrant enough to ensure there are no restrictions in the hydrant or piping, so that it is ready to use if needed. Flushing for maintenance usually lasts only minutes.

There have also been questions about fire hydrant colors. According to Tampa Fire Rescue per the National Fire Prevention Code, hydrants using public water supply systems should be painted chrome yellow.

The tops of the hydrants are color-coded to tell fire responders what pressure in gallons per minute (GPM) they should expect from the hydrant.

Red: Below 500 GPM
Orange: 500-999 GPM
Green: 1,000-1,499 GPM
Blue 1,500 GPM and above



As an aside located in the road in front of each fire hydrant is a blue plastic square. These *dots* were installed on the streets by the City of Tampa as a safety measure to facilitate the location of hydrants by the fire department in an emergency.



The blue reflectors are very important tools for emergency crews on a call trying to located a hydrant, especially at night, in the rain or foggy conditions.

These markers are especially useful in areas such as Tampa Palms which have abundant landscape along the roads that might tend to obscure the location of hydrants.

Tampa Palms Master Calendar

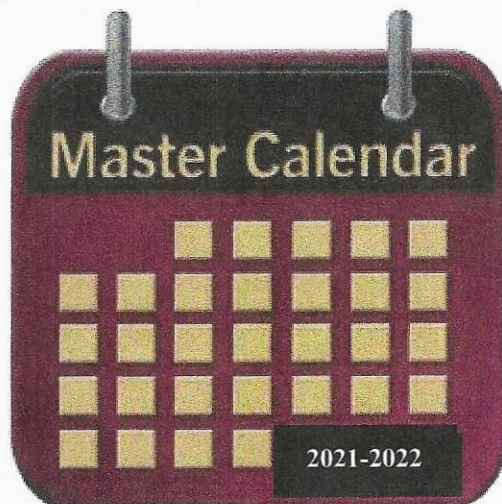
The Tampa Palms Community Development District (“CDD” or “District”) is a special-purpose unit of local government established pursuant to and governed by Chapters 189 and 190, Florida Statutes. The CDD is similar to cities and counties, except that the CDD is an organization of local special-purpose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

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

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

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

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



MASTER CALENDAR TAMPA PALMS CDD

FY 2018-19

Yes Public Notice Required
 Req Required Task - No Notice
 Yes Required If Applicable

DS= District Staff
 DPF-G-F = DPF-G Financial Staff

BOS= Board of Supervisors
 DPF-G-R= DPF-G Recording Staff

Select Month	Topic	Who	Required Notice	Task	Type	Required Monthly	Required Annually	Complete Y/N
--------------	-------	-----	-----------------	------	------	------------------	-------------------	--------------

Oct	Records	DS	No	All Prior FY Recording Files Updated	Local		√	Y
Oct	Budget	DPFG-F	No	Bill District For Assessment Roll	DPFG		√	N
Oct	Reg Plan	DS	Yes	Review If Rules Need Revision For Prior Year	State		√	Def to Aug
Oct	Packets	DS	No	Prepare Financial Reports	Local	√		Y
Oct	Packets	DS	Req	Place Agenda On Website - 7 days B/4 Meeting	Local	√		Y
Oct	Packets	DS	No	Assemble & Deliver Pckts Friday B/4 Mtg	Local	√		Y
Oct	Packets	DS	Req	Place Agenda Pckt On Web Week B/4 Mtg	Local	√		Y
Oct	Packets	DS	No	Place Meeting Presentation On Web	Local	√		Y
Oct	Ponds	DS		Inspect Bi-Weekly	Local	√		Y
Oct	Regulatory	DS	Req	Report Water Use/Pond Levels To SWFWMD	Local	√		Y
Oct	Mtc	DS		Approve Pump Station MtcAgreements	Local		√	Y
Nov	Financial	DPFG-F	Req	Public Depositor Report- Filed w/ CFO	State		√	
Nov	Financial	DS	No	Final Budget Amendments, If Any	Local		√	Y
Nov	Records	DS	No	Review Records Retention	State		√	Y
Nov	Audit	DPFG-F	No	Prepare Records For Auditor	State		√	Y
Nov	Financial	DS	No	Renegotiate CY Banking Plan	Local		√	Y
Nov	Packets	DS	No	Prepare Financial Reports	Local	√		No Meeting
Nov	Packets	DS	Req	Place Agenda On Website - 7 days B/4 Meeting	Local	√		No Meeting
Nov	Packets	DS	No	Assemble & Deliver Pckts Friday B/4 Mtg	Local	√		No Meeting
Nov	Packets	DS	Req	Place Agenda Pckt On Web Week B/4 Mtg	Local	√		No Meeting
Nov	Packets	DS	No	Place Meeting Presentation On Web	Local	√		No Meeting
Nov	Ponds	DS		Inspect Bi-Weekly	Local	√		Y
Nov	Regulatory	DS	Req	Report Water Use/Pond Levels To SWFWMD	Local	√		Y
Nov	Mtc	DS		Inspect District Lighting - Monuments/ Parks/Tennis Courts	Local	√		Y

MASTER CALENDAR - TAMPA PALMS CDD

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

MASTER CALENDAR - TAMPA PALMS CDD

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

MASTER CALENDAR TAMPA PALMS CDD

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

MASTER CALENDAR - TAMPA PALMS CDD

Select Month	Topic	Who	Required Notice	Task	Type	Required Monthly	Required Annually	Complete Y/N
June	Packets	DS	No	Place Meeting Presentation On Web	Local	√		
June	Ponds	DS		Inspect Bi-Weekly	Local	√		
June	Reporting	DS-BOS	Yes	Form 9 Quarterly Gift Disclosures- If Any	State			
June	Regulatory	DS	Req	Report Water Use/Pond Levels To SWFWMD	Local	√		
July	Ethics	DS-BOS	Req	Form 1- All Board Member	State		√	
July	Budget	DS-BOS	Yes	Budget Hearing & Adoption	State		√	
July	Budget	DS-BOS	Req	Proposed Budget on Website 2 Days B/4 Hearing	State			
July	Budget	DS-BOS	Req	Adopted Budget & Assessments on Website w/ 30 Days	State			
July	Packets	DS	No	Prepare Financial Reports	Local	√		
July	Packets	DS	Req	Place Agenda On Website - 7 days B/4 Meeting	Local	√		
July	Packets	DS		Assemble & Deliver Pckts Friday B/4 Mtg	Local	√		
July	Packets	DS	Req	Place Agenda Pckt On Web Week B/4 Mtg	Local	√		
July	Packets	DS	No	Place Meeting Presentation On Web	Local			
July	Ponds	DS		Inspect Bi-Weekly	Local	√		
July	Regulatory	DS	Req	Report Water Use/Pond Levels To SWFWMD	Local	√		
July	Mtc	DS		Inspect District Lighting - Monuments/ Parks/Tennis Courts	Local	√		
Aug	NPDES	DS	No	Prepare Newsletter Articles (3 mths)	State		√	
Aug	Reveue	DS	Req	DR 408 To Tac Collector	State		√	
Aug	Reveue	DPFG-R	Req	Assesment Roll To Property Appraiser	State		√	
Aug	Packets	DS	No	Prepare Financial Reports	Local	√		
Aug	Packets	DS	Req	Place Agenda On Website - 7 days B/4 Meeting	Local	√		
Aug	Packets	DS		Assemble & Deliver Pckts Friday B/4 Mtg	Local	√		
Aug	Packets	DS	Req	Place Agenda Pckt On Web Week B/4 Mtg	Local	√		
Aug	Packets	DS	No	Place Meeting Presentation On Web	Local			
Oct	Reg Plan	DS	Yes	Review If Rules Need Revision For Prior Year	State		√	
Aug	Ponds	DS		Inspect Bi-Weekly	Local	√		

MASTER CALENDAR TAMPA PALMS CDD

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