

**TAMPA PALMS  
COMMUNITY DEVELOPMENT DISTRICT**

*Agenda Package  
Board of Supervisors Meeting*



*Wednesday, November 8, 2017*

*6:00 P.M.*

*Compton Park Recreation Building  
16101 Compton Drive, Tampa, Florida*



# TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

## CDD Meeting Advanced Package November 8, 2017

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4. Strategic Planning and Capital Projects Planning
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6. Consultant Reports
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  - n. Tampa Palms Park Updates
  - o. Commercial Property News
  - p. Cash Management
  - q. Street Flooding / ? Responsibility

# **Tampa Palms Community Development District**

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

November 3, 2017

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

Dear Board Members:

The Board of Supervisors of the Tampa Palms Community Development District Budget Hearing and Board Meeting is scheduled for Wednesday, November 8, 2017 at **6:00 p.m.** at the Compton Park Recreation Building, 16101 Compton Drive, Tampa, Florida. *The advanced copy of the agenda for this meeting is attached.*

Enclosed for your reviews are the minutes of the October, 2017 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,

*Bruce StDenis*

Bruce St Denis  
District Manager

JD:cs

cc: Maggie Wilson  
DPFG (Record Copy)

## **Tampa Palms CDD Meeting Agenda**

**November 8, 2017, 6:00 p.m.  
Compton Park Recreation Building  
16101 Compton Drive, Tampa, FL 33647**

1. Welcome & Roll Call
2. Strategic Planning
3. Board Member Discussion Items
4. Public Comments
5. Approval of the October, 2017 Minutes
6. Approval of District Disbursements
7. Consultant Reports
  - Bruce B Downs Update
  - Community Appearance
  - Tampa Palms Parks
  - December Meeting
  - NPDES Projects
  - 2018 Cash Management
  - Commercial Property Update
8. Other Matters
9. Public Comments
10. Supervisor comments
11. Adjourn

Twelve Months Ending September 30, 2017

Final FY 2016-17 Report

Executive Summary

FY 2016-17 final financial results were \$ 280 K favorable to budget, with \$ 80 K due to delayed projects; monies to be spent later and \$ 200 K representing earned savings accruing to the General Fund balance. As a result the District closed the year with a cash balance of \$ 4.2 million, net of liabilities.

We have specific uses for \$ 2.6 M of this balance , with \$ 1.6 M un-allocated per the below chart.

Budget Variances

Revenues

Fav \$ 29 K

Interest on District Cash was \$ 22 K favorable due to improved rates  
 Net assessments were favorable by \$ 5 K due resident lost discount

Operations

Normal Operating Expenses

Fav \$ 170 K

Landscape Maintenance \$ 80 K fav due mostly to activities not required  
 Property Appraiser \$ 26 K fav due to discontinued cost sharing  
 Park Attendants & Patrol \$ 24 K fav due to turnover and resulting rate savings  
 Electricity \$ 16 K fav due to lower LED lighting energy use  
 Tax Collector \$ 16 K fav budget savings sharing with District

Project-Driven Expenses

Fav \$ 80 K

Delays principally due the Bruce B Downs expansion

Sources, Uses and Allocation of Funds

( \$ 000)

District Cash 9/30/17

\$ 4,231

***FAQ From time to time the balance sheet will indicate “prepaid items” and display them as an asset of the CDD. What are these items and what makes them an asset?***

Prepaid items refer to payments for good or services that have been paid for by the CDD in advance of the period they cover. One way to think of prepaid expenses is as valid costs for the District that have been paid but are not yet due. Until they are due, they are technically an asset.

One example is the FY 2017-18 insurance (property, liability and directors). The insurance payment is due and coverage commences 10-1-17 for FY 2017-18 but the check for the amount due was booked 9-14-17. For the period 9-14-17 until 10-1-17 that payment constitutes a *prepaid item*.

During the year there are many smaller examples, such as the quarterly billing for security/building alarm services, which are billed in advance.

At the end of the fiscal year it is very important that any expense booked for the following fiscal year be called out as a pre-paid item. These are accounted for on the balance sheet under the asset portion.

For the September 2017 financial statements, the balance sheet displays \$14,992.92 for prepaid items. This is a somewhat higher amount than routinely is displayed during the year because in part insurance coverages and the utility bond are due. (The utility bond is a surety bond in lieu of a cash deposit for TECO.)

The prepaid items included on the September financial statements include:

EEI Security – Monitoring 10/17-12/17	\$89.95
Brown and Brown – Insurance FY 2018	\$13,813.00
Republic Services – Solid Waste pick up 10/1-10/31	\$569.97
Florida Municipal Insurance Trust – 10/1/17-10/1/2018 Utility Bond	\$520.00

An adjusting entry prior to issuing the October 2017 financial statements will be created and these paid expenses will no longer appear as pre-paid items.

**Tampa Palms CDD  
Balance Sheet  
September 30, 2017**

**GENERAL**

**ASSETS:**

CASH - Operating Account	\$	76,829
PETTY CASH		500
INVESTMENTS:		
Excess Fund Account- Sunshine Bank		4,205,098
ACCOUNTS RECEIVABLE		-
RECEIVABLE FROM TAMPA PALMS HOA		4,453
PREPAID ITEMS		14,993
<b>TOTAL ASSETS</b>	<b>\$</b>	<b><u><u>4,301,873</u></u></b>

**LIABILITIES:**

ACCOUNTS PAYABLE	\$	39,186
ACCRUED EXPENSES		31,987

**FUND BALANCE:**

NON-SPENDABLE		-
RESTRICTED		-
UNASSIGNED:		4,230,700
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$</b>	<b><u><u>4,301,873</u></u></b>

**Tampa Palms CDD  
General Fund  
Statement of Revenue, Expenditures and Change in Fund Balance  
FY2017 - For the period from October 1, 2016 through September 30, 2017**

		BUDGET	BUDGET	ACTUAL	FAVORABLE (UNFAVORABLE)
		BUDGET	YEAR-TO-DATE	YEAR-TO-DATE	YTD VARIANCE
<b>REVENUES</b>					
SPECIAL ASSESSMENTS ON ROLL (Gross)	93.00%	\$ 2,569,610	\$ 2,569,610	\$ 2,567,787	\$ (1,823)
INTEREST		10,000	10,000	32,253 (a)	22,253
MISCELLANEOUS REVENUE		1,200	1,200	3,387	2,187
DISCOUNT-ASSESSMENTS	4.00%	(102,784)	(102,784)	(96,146)	6,638
<b>TOTAL REVENUES</b>		<b>2,478,026</b>	<b>2,478,026</b>	<b>2,507,281</b>	<b>29,255</b>
<b>EXPENDITURES</b>					
<b>ADMINISTRATIVE:</b>					
PAYROLL - SUPERVISORS COMPENSATION		11,000	11,000	10,200	800
PAYROLL TAXES - FICA		5,810	5,810	6,128	(318)
PAYROLL TAXES - Unempl & W/Comp Ins & Payroll Fee		5,024	5,024	1,900	3,124
CDD MANAGEMENT SERVICES		59,892	59,892	55,373	4,519
AUDITING SERVICES		6,057	6,057	5,800	257
ASSESSMENT ROLL SERVICES		10,050	10,050	10,050	-
TAX COLLECTOR FEES-ASSMTS	2.0%	51,392	51,392	49,474	1,918
PROPERTY APPRAISER'S FEES-ASSMTS	1.0%	25,696	25,696	-	25,696
LEGAL ADVERTISEMENTS		-	-	5,064	(5,064)
LEGAL SERVICES		15,000	15,000	7,205	7,795
MISCELLANEOUS ADMIN.SERVICES (Admin + Filing fees + Bank fees)		11,000	11,000	10,224	776
DIRECTORS & OFFICERS INSURANCE		3,407	3,407	2,818	589
<b>TOTAL ADMINISTRATIVE</b>		<b>204,328</b>	<b>204,328</b>	<b>164,236</b>	<b>40,092</b>
<b>FIELD MANAGEMENT SERVICES:</b>					
ADMIN ASSISTANT		55,446	55,446	52,097	3,349
PARK ATTENDANTS		86,305	86,305	69,542	16,763
PARK PATROL		61,353	61,353	54,202	7,151
FIELD CONSULTANT		99,000	99,000	101,060	(2,060)
FIELD MANAGEMENT CONTINGENCY		20,000	20,000	8,245	11,755
<b>TOTAL FIELD MANAGEMENT SERVICES</b>		<b>322,104</b>	<b>322,104</b>	<b>285,146</b>	<b>36,958</b>
<b>GENERAL OVERHEAD:</b>					
INSURANCE		11,127	11,127	10,277	850
INFORMATION SYSTEMS (TEL & SECURITY)		21,128	21,128	15,858	5,270
WATER-UTILITY		13,000	13,000	15,090	(2,090)
REFUSE REMOVAL (SOLID WASTE)		6,159	6,159	5,506	653
ELECTRICITY		118,000	118,000	102,478	15,522
STREETLIGHTING EXPENSE (Includes City Portion)		-	-	-	-
STORMWATER FEE		3,500	3,500	3,046	454
MISCELLANEOUS FIELD SERVICES		13,000	13,000	8,682	4,318
<b>TOTAL GENERAL OVERHEAD</b>		<b>185,914</b>	<b>185,914</b>	<b>160,938</b>	<b>24,976</b>
<b>LANDSCAPE MAINTENANCE:</b>					
LANDSCAPING MANAGEMENT FEE		18,000	18,000	18,900	(900)
LANDSCAPE AND POND MAINTENANCE		942,943	942,943	886,273	56,670
LANDSCAPE REPLACEMENT		75,712	75,712	62,332	13,380
NPDES PROGRAM		30,149	30,149	19,182	10,967
<b>TOTAL LANDSCAPE MAINTENANCE</b>		<b>1,066,804</b>	<b>1,066,804</b>	<b>986,687</b>	<b>80,117</b>
<b>FACILITY MAINTENANCE:</b>					
IRRIGATION MAINTENANCE		88,576	88,576	105,783	(17,207)
R&M FOUNTAIN		22,895	22,895	16,785	6,110
FACILITY MAINTENANCE		75,712	75,712	73,673	2,039
MOTOR FUEL & LUBRICANTS		4,000	4,000	3,774	226
JANITORIAL/SUPPLIES		1,967	1,967	2,424	(457)



**Tampa Palms CDD  
General Fund  
Statement of Revenue, Expenditures and Change in Fund Balance  
FY2017 - For the period from October 1, 2016 through September 30, 2017**

	<u>BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>FAVORABLE (UNFAVORABLE) YTD VARIANCE</u>
<b>PROJECTS :</b>				
<i>R&amp;R &amp; DEFERRED MTC</i>	188,100	188,100	191,734	(3,634)
<i>NPDES / CLEAN WATER</i>	50,000	50,000	33,522	16,478
<i>SIGNATURE TP 2017</i>	78,526	78,526	29,319	49,207
<i>CAPITAL PROJECTS</i>	188,100	188,100	172,202	15,898
<b>TOTAL FACILITY MAINTENANCE &amp; PROJECTS</b>	<u>697,876</u>	<u>697,876</u>	<u>629,217</u>	<u>68,659</u>
<b>TOTAL EXPENDITURES</b>	<u>2,477,026</u>	<u>2,477,026</u>	<u>2,226,224</u>	<u>250,802</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	1,000	1,000	<b>281,057</b>	<b>280,057</b>
FUND BALANCE - BEGINNING	-	-	3,949,643	3,949,643
<b>FUND BALANCE - ENDING</b>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 4,230,700</u>	<u>\$ 4,229,700</u>

**TAMPA PALMS CDD  
CASH REGISTER  
FY 2017**

Date	Num	Name	Memo	Receipts	Disbursements	Balance
<b>08/31/2017</b>			<b>EOM BALANCE</b>	<b>326,293.90</b>	<b>160,597.79</b>	<b>292,994.14</b>
09/01/2017	ACH09012017	PAYCHEX	8/14-8/27/17 - P/R		864.75	292,129.39
09/01/2017	6902	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - September		5,337.94	286,791.45
09/01/2017	6903	MARY-MARGARET WILSON	Field Mgmt		8,450.00	278,341.45
09/07/2017	6904	GILL, WAYNE	Misc.. Repairs- Amberly		625.00	277,716.45
09/07/2017	6905	ADVANCED ENERGY SOLUTION OF	Misc. Repairs		2,668.93	275,047.52
09/07/2017	6906	AT&T	Long Distance - August		92.35	274,955.17
09/07/2017	6907	DOUGLAS CLEANING SERVICES	9/1-9/12 - CDD Cleaning		430.00	274,525.17
09/07/2017	6908	EI SECURITY	Monitoring - 10/17-12/17		89.85	274,435.32
09/07/2017	6909	FRONTIER COMMUNICATIONS	Hampton Pk - Sept		202.17	274,233.15
09/07/2017	6910	HELENA NOEL	8/25-9/6 - P/R		108.00	274,125.15
09/07/2017	6911	SEFFNER ROCK & GRAVEL	Fill Dirt		276.00	273,849.15
09/07/2017	6912	VERIZON	7/24-8/23 - Phone		106.26	273,742.89
09/07/2017	6913	WESCO TURF, INC	VOID		0.00	273,742.89
09/07/2017	6914	XEROX CORPORATION	Excess Print Charges		34.73	273,708.16
09/08/2017	ACH20170829	PAYCHEX	P/R Fee		51.25	273,656.91
09/08/2017		TAMP PALMS CDD	Park Membership	600.00		274,256.91
09/13/2017	6915	CINTAS	Mats		120.04	274,136.87
09/13/2017	6916	CLEAN SWEEP SUPPLY COMPANY	Supplies		269.36	273,867.51
09/13/2017	6917	ESD WASTE2WASTER, INC	Pump Maint - August		300.00	273,567.51
09/13/2017	6918	FRONTIER COMMUNICATIONS	Amberly Pk FIOS		204.54	273,362.97
09/13/2017	6919	IRON MOUNTAIN	9/1-9/30 - Storage		180.00	273,182.97
09/13/2017	6920	LOWE'S	Supplies		63.46	273,119.51
09/13/2017	6921	SECURITAS SECURITY SERVICES USA, INC	Security		2,416.50	270,703.01
09/13/2017	6922	SUWANEE LUMBER, CO., INC	Mulch		2,780.05	267,922.96
09/13/2017	6923	TAMPA ELECTRIC	Summary Bill - August		8,740.80	259,182.16
09/13/2017	6924	TERMINEX	Pest Control		127.00	259,055.16
09/14/2017	6925	BROWN AND BROWN OF FLORIDA, INC	Ins. FY 2018 _Property & Liability		13,813.00	245,242.16
09/15/2017	ACH09152017	PAYCHEX	P/R Fee		51.25	245,190.91
09/15/2017	15117DD	DOROTHY COLLINS	8/28-9/10 - P/R		2,100.45	243,090.46
09/15/2017	ACH09152017	PAYCHEX	8/28-9/10 - P/R		864.75	242,225.71
09/15/2017	6926	TERMINEX	VOID		0.00	242,225.71
09/19/2017	6927	GILL, WAYNE	Repairs- Hampton Roof & Skylights		2,150.00	240,075.71
09/21/2017	6928	HARDEMAN KEMPTON AND ASSOCIATES, INC	Engineering Design Svcs		5,898.38	234,177.33
09/22/2017	6929	ABM Landscape & Turf Services	Landscape		119,051.80	115,125.53
09/22/2017	6930	ADVANCED ENERGY SOLUTION OF	Misc. Repairs		648.00	114,477.53
09/22/2017	6931	BUCHANAN INGERSOLL & ROONEY	Legal Svcs		617.50	113,860.03
09/22/2017	6932	ESD WASTE2WASTER, INC	Pump Maint		300.00	113,560.03
09/22/2017	6933	FLORIDA FOUNTAIN MAINTENANCE, INC	Fntn Maint		417.38	113,142.65
09/22/2017	6934	OLM, INC	Landscape Insp - September		1,575.00	111,567.65
09/22/2017	6935	STAPLES	Supplies		57.39	111,510.26
09/22/2017	6936	TERMINEX	Pest Control		57.00	111,453.26
09/22/2017	6937	WEX BANK	Fuel - August		466.69	110,986.57
09/22/2017	6938	XEROX CORPORATION	Copier Agreement		111.11	110,875.46
09/22/2017	6939	DOUGLAS CLEANING SERVICES	CDD Cleaning		430.00	110,445.46
09/27/2017	6940	ABM Landscape & Turf Services	Plants/Trees/Handyman		21,904.00	88,541.46
09/27/2017	6941	ADVANCED ENERGY SOLUTION OF	Misc. Repairs		1,280.00	87,261.46
09/27/2017	6942	CINTAS	Mats		60.02	87,201.44
09/27/2017	6943	CITY OF TAMPA CENTRAL CASHIERING	False Alarm		40.00	87,161.44
09/27/2017	6944	FRONTIER COMMUNICATIONS	CDD Phone		519.31	86,642.13
09/27/2017	6945	REDI - ROOTER PLUMBING	Plumbing Repairs		218.60	86,423.53
09/27/2017	6946	SECURITAS SECURITY SERVICES USA, INC	Security		3,507.92	82,915.61
09/27/2017	6947	STAPLES	Supplies		58.72	82,856.89
09/27/2017	6948	SUNSHINE STATE ONE CALL F FLORIDA	Dig Tickets		47.02	82,809.87
09/27/2017	6949	VICTOR STANLEY	Liners- Multi		491.00	82,318.87
09/27/2017	6950	REPUBLIC SERVICES	10/1-10/31 - Solid Waste		569.97	81,748.90
09/27/2017		HARDEMAN KEMPTON AND ASSOCIATES, INC	Refund for Inv 10155 Overpmt	299.28		82,048.18
09/27/2017		TAMP PALMS CDD	Park Membership	300.00		82,348.18
09/28/2017	6951	Florida Municipal Insurance Trust	Utility Payment Bond		520.00	81,828.18
09/29/2017	15120	ADISA GIBSON	BOS Mtg - 9/13/17		184.70	81,643.48
09/29/2017	15118DD	DOROTHY COLLINS	9/11-9/24/17 P/R		2,100.45	79,543.03
09/29/2017	15119	EUGENE R. FIELD	BOS Mtg - 9/13/17		184.70	79,358.33
09/29/2017	15122DD	James P. Soley	BOS Mtg - 9/13/17		184.70	79,173.63
09/29/2017	15121	PATRICIA B. MANEY	BOS Mtg - 9/13/17		184.70	78,988.93
09/29/2017	ACH09292017	PAYCHEX	9/11-9/24/17 P/R & BOS Mtg - 9/13/17		1,036.23	77,952.70
09/30/2017	423	CITY OF TAMPA UTILITIES	Water Utilities pmt - SB Aug-Sep 2017		1,133.88	76,818.82
09/30/2017		SUNSHINE BANK	Interest	10.40		76,829.22
<b>09/30/2017</b>			<b>EOM BALANCE</b>	<b>1,209.68</b>	<b>217,374.60</b>	<b>76,829.22</b>

**TAMPA PALMS CDD  
FINANCIAL SUMMARY THRU SEPTEMBER 30, 2017  
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	\$1,965,930		\$1,965,930
<b><u>Non Operating</u></b>			
Capital Projects		188,467	188,467
Renewal & Rel		188,467	188,467
Signature 2017		78,679	78,679
NPDES		50,099	50,099
Interest	32,252.70		32,253
Misc Rev	3,386.76		3,387
City Payments- Streetlight			-
Carry Forward Bal *			
<b>Total</b>	<b>\$ 2,001,569</b>	<b>\$ 505,712</b>	<b>\$ 2,507,281</b>
<b><u>Expenses</u></b>			
Operations	\$ 1,799,447		1,799,447
<b><u>Non Operating</u></b>			
Renewal & Rel		191,734	191,734
NPDES/EPA		33,522	33,522
Capital Projects		172,202	172,202
TP Signature 2017		<u>29,319</u>	<u>29,319</u>
<b>Total</b>	<b>1,799,447</b>	<b>426,777</b>	<b>2,226,224</b>
Excess Revenue Vs Expenses	<b>202,122</b>	<b>78,935</b>	<b>\$281,058</b>

**TAMPA PALMS CDD  
FINANCIAL SUMMARY THRU SEPTEMBER, 2017  
GENERAL FUND**

<u>General Fund</u>	9/30/2017	(\$000)
Cash		77
Cash Equivalent (Excess Cash ICS)		4,205
Due From TPOA		4
Prepaid Amounts		15
<b>Total</b>		<b>\$ 4,302</b>
Less:		
Payables		39
Accrued Expenses*		32.0
	<b>Net Cash 9/30/2017</b>	<b>\$ 4,231</b>
Allocation for:		
Winter Damage		200
Wind/Hurricane Damage		200
Palm Pests**		200
Deferred Projects***		200
TP Signature 2017		1,195
	<b>Adjusted Net Cash</b>	<b>\$ 2,236</b>
	<b>Forecast</b>	

2017-18 Fiscal Year			
(\$ 000)	<u>Receipts</u>	<u>Expenses</u>	<u>Monthly Bal</u>
<b>Oct</b>			
CDD Operations	0	201	
R&R	0	16	
NPDES	0	12	
Signature 2017	0	125	
Capital Projects	0	0	
<b>Total</b>	0	354	<b>\$ 1,882</b>
<b>Nov</b>			
CDD Operations	417	195	
R & R	36	10	
NPDES	11	4	
Signature 2017		90	
Capital Projects	37	9	
<b>Total</b>	500	308	<b>\$ 2,074</b>
<b>Dec</b>			
CDD Operations	1,834	197	
R & R	157	21	
NPDES	46	9	
Signature 2017		45	
Capital Projects	162	25	
<b>Total</b>	2,200	297	<b>\$ 3,977</b>

\* Expenses received after 10-1 but applicable to FY 2016-17

\*\* Palm Treatment and Replacement Identified as Future Liability

\*\*\* Projects planned but deferred due to three year construction window and other considerations

**TAMPA PALMS CDD  
SEPTEMBER 30, 2017**

**GENERAL FUND**

(\$000)	<u>Prior Year Collected %</u>	<u>Current Year Collected \$</u>	<u>Current Year Collected %</u>	<u>Variance % Fav (Unfav)</u>
October				
November	17%	469	19%	2.0%
December	91%	2211	90%	-1.0%
January	93%	2277	92%	-1.0%
February	94.7%	2337	95%	-
March	95.0%	2369	96%	1.0%
April	98.0%	2428	98.4%	0.4%
May	98.3%	2439	98.9%	0.6%
June	99.7%	2472	100.2%	0.5%
July	99.7%	2472	100.2%	0.5%
August	99.7%	2472	100.2%	0.5%
September *	99.7%	2472	100.2%	.05
<b>Year End</b>				
<b>Total Assessed (Net Discount)</b>		<b>\$2,467</b>		

## Summary- Project Driven Expenses

12 Months Ending September 30, 2017  
**Fiscal Year End**

<b>Operating Capital Projects</b>	<b>(\$000)</b>
<u>Sources of Funds</u>	
FY 2016-17 Budget	\$188
<u>Uses of Funds</u>	
Spent Thru 9/30/2017	172
9/30/2017 Commitments	<u>8</u>
Total Funds Spent & Committed	\$180
<b>Budget Available as of 9/30/2017</b>	<b>\$8</b>
 <b>Renewal &amp; Replacement</b>	
<u>Sources of Funds</u>	
FY 2016-17 Budget	\$188
<u>Uses of Funds</u>	
Spent Thru 9/30/2017	192
9/30/2017 Commitments	<u>0</u>
Total Funds Spent & Committed	\$192
<b>Budget Available as of 9/30/2017</b>	<b>-\$4</b>
 <b>TP Signature 2017 Projects</b>	
<u>Sources of Funds*</u>	
FY 2016-17 Budget	\$79
<u>Uses of Funds</u>	
Spent Thru 9/30/2017	29
9/30/2017 Commitments*	<u>305</u>
Total Funds Spent & Committed	\$335
<b>Budget Available as of 9/30/2017</b>	<b>-\$256</b>

\* Projects approved but not completing until FY 2017-18

## SUMMARY

### FY 2016-17 RENEWAL REPLACEMENT PROJECTS

			Original Project	Spent A/O September 30, 2017	Committed To Spend
<b>Infrastructure</b>					
Hampton Temp Playground Surface Repairs				\$868	
<b>Irrigation</b>					
<b>Landscape</b>					
Dead Tree Removals				\$39,846	
Tree Pruning (Yardley Way) & Landscape				\$8,247	
Amberly Turf & Shrub Restore				\$12,362	
Poinsettia Installation				\$13,440	
Reserve Restoration				\$2,530	
Amberly /Coventry Wall				\$10,325	
Cul de Sac Improvements				\$13,276	
Entry Refresh- Coventry				\$2,642	
Fall Mums				\$14,950	
<b>Lighting (Park &amp; Landscape)</b>					
<b>Newsletter Support (TPOA)</b>				Pd in 2017-18	
			<i>Sub Total R&amp;R Projects</i>	\$118,486	\$0
<b>Palm Tree Protection</b>					
Palm Tree Protection				\$46,728	
Palms Replacements & Transplant				\$26,520	
			<i>Sub Total Restoration Project</i>	\$73,248	
<b>Total R&amp;R Projects</b>				\$191,734	\$0
<b>Financial Reports</b>				Renewal & Replacement	

**Capital Projects 2016-17  
Budget Monitor**

As of 9/30/2017

(\$000)	5 Year Model	Current Projects	Spent 2016-17	Committed To Spend
<b>Tampa Palms Signature Projects (BB Downs)</b>				
Consulting Services	75	-	18	-
Irrigation	80	-	4	9
Main Entry Restorations	615	262	7	296
Area 2 Pond	270			
Bruce B Downs Improvements	155	-	-	-
<b>Sub-Total TP Signature 2017</b>	<b>\$1,195</b>	<b>\$262</b>	<b>\$29</b>	<b>\$305</b>
<b>Capital Projects</b>				
Consulting Services			4	
Irrigation Upgrades	150	10	68	0
Parks	250	150	90	0
Landscape & Lighting	175	90	-	-
Signs, Infrastructure & Lighting	275	145	10	7
<b>Sub-Total Capital Projects</b>	<b>850</b>	<b>\$395</b>	<b>\$172</b>	<b>\$8</b>

\* Five Year Model

\$1,195 Signature TP 2017  
\$850K Capital Projects



**Capital Projects  
Signature 2017  
Through September 30, 2017**

Tampa Palms Signature Projects (BB Downs)	Planning Model	Current Projects	Spent 2016-17	Committed To Spend
<b>Consulting Services</b>	[50-75]			
Prelim BB Downs Designs			17,898	
<i>Sub Total</i>			17,898	-
<b>Irrigation</b>	[50-80]			
Area 1 & 2 Irrigation & Wiring Adjustments			4,121	9,000
<i>Sub Total</i>		-	4,121	9,000
<b>Main Entry Restorations</b>	[475-615]			
Area 1 & 2 Entry Hardscape		120,000		120,000
Area 1 & 2 Landscape & Clean-UP			7,300	-
Amberly Entries (1&2)				
Area 2 Bricks		142,000		142,000
Area 1 & 2 Streetlights		-		34,475
<i>Sub Total</i>		262,000	7,300	296,475
<b>Area 2 Pond</b>	[245-270]			
Littoral Plantings				
Landscape Plus Fence				
Tree Buffer				
Fountain(s)		-		17,000
<i>Sub Total</i>				
<b>Bruce B Downs Improvements</b>	[310-155]			
Landscape- Bridge To Powerlines		-		-
<i>Sub Total</i>		-	-	-
<b>Sub-Total Tampa Palms Signature 2017</b>	<b>[880-1195]</b>	<b>\$ 262,000</b>	<b>\$ 29,319</b>	<b>\$ 305,475</b>
<b>Standard Capital Projects</b>	<b>5 Year Model</b>	<b>Current Projects</b>	<b>Spent 2016-17</b>	<b>Committed To Spend</b>
<b>Consulting Services</b>				
Design Implementation Oversight			4,098	
<i>Sub Total</i>			4,098	
<b>Irrigation Upgrades</b>	[\$150-200]			
Wiring, Upgrades & Additional Zones	150,000	-	10,865	-
Area 1 Pump Station Pond Connections		10,000	3,744	
Toro Sentinel System Upgrade		54,100	53,697	403
<i>Sub Total</i>	150,000	10,000	68,306	403
<b>Parks</b>	[\$200-250]			
Camera Systems (Including CDD)	-	40,000	6,660	-
Amberly Picnic Table/Seats & Trash Cans	-	12,655	1,687	
Amberly Lollipop Umbrellas			41,804	
Waste Disposal (Treated as Hazardous)				
Hampton Safety Surface Replacement		40,000	39,999	
<i>Sub Total</i>	250,000	149,844	90,150	-
<b>Landscape &amp; Lighting</b>	[\$150-200]			
Palm Investments				
<i>Sub Total</i>	175,000	90,000		-
<b>Signs, Infrastructure &amp; Lighting</b>	[\$150-200]			
Amberly Parking Lot & Path				
Misc ROW Sign				-
Monument Structure Enhancements	150,000	-		
Wildlife & Protected Species Signs		20,000	9,649	7,351
<i>Sub Total</i>	\$275,000	\$145,000	\$9,649	\$7,351
<b>Sub-Total Normal Capital Projects</b>	<b>\$850,000</b>	<b>\$394,844</b>	<b>\$172,202</b>	<b>\$7,754</b>
<b>Total TP Signature 2017 &amp; Standard Capital Projects</b>	<b>\$2,045,000</b>	<b>\$656,844</b>	<b>\$201,521</b>	<b>\$313,229</b>
		(\$000)		
	<b>5 Year Model</b>		<b>FY 2016-17</b>	
Signature TP 2017	\$1,195		\$29	
Capital Projects	\$850		\$172	

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
<b>I Bruce B Downs Mitigation Projects- Signature 2017</b>			
<b>1) General Progress &amp; Timeline</b>			
a) Closures & Progress	Report To Board	Nov	Staff
b) County Contract Progress	Report To Board	Nov	Staff
<b>2) Entrance Pond</b>			
a) Littoral Plantings			
Review Options	Board Approval	Nov	Staff/H&K
Schedule Plantings	Hold For County Permission	TBD	Staff/H&K
b) Pond Perimeter			
Initial Planting (Timeline)	Board Approval	Nov	Staff/H&K
Schedule Plantings	Hold For County Go-Ahead	TBD	Staff/H&K
c) Trees & Shrubs (Church Buffer)			
Initial Planting Plans	Board Approval	Jan	Staff/H&K
Schedule Plantings	Hold For County Permission	TBD	Staff/H&K
d) CDD Frontage on BB Downs			
Final Pricing- Irrigation	Board Approval	Jan	Staff/H&K
Schedule Work	Hold For Access	TBD	Staff/H&K
e) Pond Site Fountain(s)			
Installation Work	Hold For Access	TBD	Staff/H&K

**Tampa Palms CDD**

**Strategic Planning**

**November 8, 2017**

**3) Community Entrances**

a) Tampa Palms Blvd - Area 1

Final Approval- Hardscape

Prelim Board Approval

**Nov**

Staff

Installation - Entry Street Lighting

Installation Update

**Nov**

Staff

Update Landscape

Entry Side of Road

Board Review

**Nov**

Staff/H&K

Exit Side of Road

Board Review

**Nov**

Staff/H&K

Median (Timing)

Install Update

**Nov**

Staff/Maney

Pond Site

Board Review

Jan

Staff/Maney

Schedule For Approved Improvements

Update Board

On Going

Staff

b) Tampa Palms Blvd - Area 2

Final Approval- Hardscape

Prelim Board Approval

Feb

Staff/H&K

Final Pricing- Lighting

Board Approval

Feb

Staff

Update Landscape

Entry Side of Road

Board Review

**Nov**

Staff/H&K

Exit Side of Road

Board Review

**Nov**

Staff/H&K

Median (Entry)

Board Review

**Nov**

Staff/H&K

Amberly Pond ROW Landscape

Landscape Design

Board Review

TBD

Staff/Maney

Landscape Budget & Installation

Board Approval

TBD

Staff/Maney

Wayfinding Sign

Board Review

TBD

Staff

Schedule For Approved Improvements

Update Board

On-Going

Staff

## Tampa Palms CDD

## Strategic Planning

November 8, 2017

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
c) Amberly Area 1			
Landscape Clean-up & Prep	Update Board	Nov	Staff/Maney
Landscape Options			
Entry Side of Road	Board Review	Nov	Staff/Maney/H&K
Exit Side of Road	Board Review	Nov	Staff/Maney/H&K
Welcome Monument Area	Board Review	Nov	Staff/Maney/H&K
d) Amberly Area 2			
Landscape Clean-up & Prep	Update Board	Nov	Staff/Maney
Landscape Options			
Entry Side of Road	Board Review	Nov	Staff/Maney/H&K
Exit Side of Road	Board Review	Nov	Staff/Maney/H&K
Monument Area	Board Review	Nov	Staff/Maney/H&K

## II Capital Projects

### 1) Wayfinding & Misc Signs

a) Area 2 Entry (Sig 2017 Area 2 Above)      Board Review      TBD      Staff/Soley

### 2) LED Landscape Lighting

a) Phase III      Future Consideration      TBD      Staff

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
<b>III Landscape Assets</b>			
1) Assessment YTD Weather Impacts	Report To Board	Ongoing	Staff/Maney
2) Landscape Pests/Problems/			
a) Palm Tree Pests	Report To Board	Nov	Staff/Maney
3) Village Entry & Blvd Restorations			
a) Progress	Report To Board	Ongoing	Staff
<b><u>IV Park Reviews</u></b>			
1) Park Updates General	Report To Board	Nov	Staff
2) Wind Sail Replacement	Report To Board	Jan	Staff
3) Amberly Surface	Report To Board	Jan	Staff
<b><u>V NPDES Projects</u></b>			
1) Eagle Scout Pprojec			
a) Submitted Proposed	Board Review	Nov	Staff
2) Year 4 Annual Report	Holding For Approval	Nov	Staff
2) Low Impact Development			
a) Current Projects	Report To Board	Nov	Staff
b) NOI	Holding For Approval	TBD	Staff
<b><u>VI. Multi-Model Paths</u></b>			
a) City Timeline	Report To Board	Jan	Staff

## TP CDD Planning Horizon

Nov 8, 2017

### FY 2017 -18 ( Busy Year Ahead)

- Area 2 Pond Complete & Turned Over (est Dec)
- Amberly Entrance Improvement
- Southern Segment BBD Complete (Oct-Nov)
- Area 1 Entry Median Revitalized
- Area 1 Entry Hardscape Improvements - Commences
- NPDES Renewal (NOI Development)
- Multi-Modal Path Improvements
- Area 1 Entry Hardscape Improvements
- Area 2 Entry Improvements
- Area 2 Pond Improvements
- Amberly Park Safety Surface
- Landscape Renewal Continues (10 Year Cycle)

### FY 2018 -19

- Landscape Renewal Continues (10 Year Cycle)
- City Council / School Board and Mayor Elections
- SWWMD Permit (WUP) Due

## Update BB Downs Mitigation

This report is filed monthly to update the Board Members as to the status of funds - both availability and committed - for the Signature Tampa Palms 2017-18 projects.

**Funds Available A/O November, 2017**

**\$1,195 K**

### Estimated Timing By Project- Nov, 2017

Opening Balance/Available	Priority Level	Prior Years	FY 2016-17 \$1,195,000	FY 2017-18 \$1,195,000	FY 2018-19 \$182,525
ConsultingSvcs			\$25,000	\$55,000	\$24,000
Irrigation Relocation	Complete	\$93,583			
Irrigation- New Install & Repairs	Complete	\$55,000	\$25,000	\$75,000	\$25,000
Area 1- Entry Streetlights	1			→ \$20,000	
Area 1 Pillars, Fencing & Lighting	1			\$110,500	
Area 1- Landscape Entry Median	1			→ \$65,000	
Area 1 Entry - Landscape	1			\$75,000	
Area 2- Entry Streetlights	1			\$14,475	
Area 2 Pillars, Fencing & Lighting	1			\$99,500	
Area 2 Entry - Median Landscape	1			→ \$55,000	
Area 2 Entry - Landscape	1			\$75,000	
Amberly (1 & 2) Entrances	2			\$50,000	\$45,000
Area 2 Entry Pond - Littoral Plantings	2			\$20,000	
Area 2 Entry Pond - Landscape + Fence	2			\$55,000	\$30,000
Area 2 Entry Pond - Tree Buffer	2			\$50,000	
Area 2 Entry Pond - Fountain	2			\$17,000	
Area 1 - Landscape BB Downs	3			\$15,000	\$15,000
Area 2 - Landscape BB D (Non-pond)	3				\$25,000
Area 2- Landscape Amberly To Bridge	4			\$20,000	
Area 1 Optional Lighting	TBD				\$3,525
Area 2 Entry- Roadway Bricks	TBD			→ \$141,000	
Area 2 Optional Lighting	TBD				\$15,000
BB Downs Fencing	Complete	286,897			
<i>S/T By Fiscal Year</i>		<i>\$435,480</i>	<i>0*</i>	<i>\$1,012,475</i>	<i>\$182,525</i>
<b>Total All Projects</b>		<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>

\* FY 2016-17 expenses small and funded within General Fund; no change to available balance

**Cost Figures In Blue Have Been Formally Set-Aside By Board**

Figures highlighted in yellow will commence in FY 2016-17 - completion in 2017-18

Cost Figures In Black Are Estimates of Probable Cost

1  
2  
3  
4

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

5 The Regular Meeting of the Board of Supervisors of the Tampa Palms Community  
6 Development District was held on Wednesday, October 11, 2017 at 6:00 p.m. at the Compton  
7 Park Recreation Building, 16101 Compton Drive, Tampa, Florida.

8  
9 **FIRST ORDER OF BUSINESS - Welcome & Roll Call**

10 Mr. Field called the meeting to order.

11 The Board members introduced themselves for the record.

12  
13 Present and constituting a quorum were:

14 Gene Field	Chairman
15 Jim Soley	Vice Chairperson
16 Patty Maney	Supervisor
17 Mike Gibson	Supervisor
18 Jessica Vaughn	Supervisor

19  
20 Also present were:

21 Bruce St Denis	District Manager
22 Maggie Wilson	Consultant
23 Bud Maney	
24 Warren Dixon	
25 Brian Koerber	
26 Don O'Neal	
27 Bill Schneider	
28 Chris Ferguson	

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

31  
32 **Pledge of Allegiance**

33 Ms. Maney led the recitation of the Pledge of Allegiance.  
34

35 **SECOND ORDER OF BUSINESS- - Strategic Planning**

36 Mr. Field reviewed the most current strategic plans, focusing on those issues which  
37 have immediate impact. The full strategic plans and significant events were included in the  
38 advance Board Package; a copy of which is attached hereto and made a part of the public  
39 record.  
40

41 **THIRD ORDER OF BUSINESS - Board Member Discussion Items**



1           There being none, the next item followed.

2       **FOURTH ORDER OF BUSINESS - Public Comments**

3           There being none, the next item followed.

4

5       **FIFTH ORDER OF BUSINESS - Approval of the September, 2017 Minutes**

6

7       On MOTION by Mr. Gibson, SECONDED by Mr. Soley, WITH ALL IN FAVOR, the  
8       Board approved the Minutes of the September, 2017 Board Meeting

9

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

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

14

15       On MOTION by Mr. Soley, SECONDED by Mr. Gibson WITH ALL IN FAVOR, the Board  
16       approved the Disbursements for the month ending August 31, 2017 in the Amount of  
17       \$160,597.79.

18

19       **SEVENTH ORDER OF BUSINESS - Consultant Reports**

20

21       ◆       **Bruce B Downs Update**

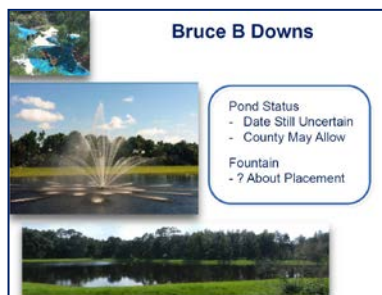
22           Ms. Wilson updated the Board on the Bruce B Downs  
23       progress noting that the recent storms and heavy September  
24       rains had delayed the completion and that there was no date  
25       yet released for that completion.

26           Ms. Wilson returned to the subject of the fountain  
27       placement and using aerial photo's of the pond during

28       construction depicted the areas 120 ft wide circle would reach (the outside spray limits of a  
29       single large fountain) and how that fountain lined up at front intersection portion of the pond.

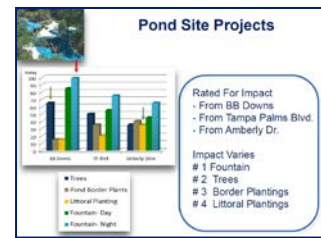
30

31       The aerial photo's also showed home much of the pond was unusable for fountains due to the  
32       depth and how multiple fountains placed in the deep pool portion would appear crowded to  
33       especially to those who were unaware that major portions of what appears to be a pond is  
34       really just a shallow littoral shelf.



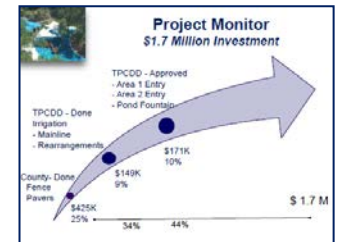
1 Ms. Wilson reviewed the previous work on pond project impacts where Hardiman  
2 Kempton and Supv Maney had rated the importance of the various pending projects from the  
3 perspectives of:

- 4 1. Tampa Palms Blvd
- 5 2. Bruce B Downs
- 6 3. Amberly Drive



8 Ms. Wilson showed a graphic designed to indicate the  
9 various projects, costs and status.

10 Basically, it appears that 44% of the restoration is either  
11 completed or in process.



12  
13 **◆ Community Appearance**

14 Ms. Wilson discussed the OLM rating which continues in  
15 the respectable 90's.

16 The Fall annuals have been planted; the recent hurricane  
17 damaged grower facilities making the providers have to scramble  
18 for acceptable plants.



19 Ms. Wilson discussed a situation that a member of the  
20 community plans to address as well: that of vandalism of entry  
21 lighting at the entrance to Huntington.

22 Lighting has been ripped out of the ground, leaving  
23 exposed wires and kicked over breaking fixtures. This has  
24 happened three or four times; the most recent was the past Monday night. The lighting was  
25 working fine at 10:30 PM per Don O'Neal, president of the Hunting HOA. At 5:30 AM it  
26 had been vandalized making this the work of other than small kids on their way home from  
27 school.



28 Ms. Wilson offered to look into options for cameras and asked if the Board was in  
29 agreement that the CDD would pursue a complaint with the police.

30 Don O'Neal Huntington noted that this happened four or five times and that  
31 Huntington had a similar problem inside the village with someone who did not like  
32 streetlights.

1 Mr. Gilson asked what this had cost the CDD and Ms. Wilson was uncertain: if  
2 destroyed, each light was approximately \$400. Some were repaired.

3 Don O’Neal responded with the fact that he had plans for improved cameras and Ms.  
4 Wilson agreed to work with Mr. O’Neal.

5  
6 ♦ **Tampa Palms Parks**

7 Ms. Wilson noted that there have been numerous incidents where the right to control  
8 access to Tampa Palms parks by park attendants and park guards has been challenged.  
9 Several incidents recently rose to the level of police involvement and many more that were  
10 resolved without the police.

11 Ms. Wilson noted that most situations begin with an outright refusal to show ID.  
12 “You can’t make me, go ahead and call the police.”

- 13 - The incidents are upsetting to other residents
- 14 - These incidents are upsetting to Tampa Palms park and guard staffs
- 15 - These incidents have the ability to diminish the reputation (value) of Tampa Palms,  
16 especially if misrepresented on social media.

17 Ms. Wilson proposed placing signs at the entrance  
18 to Hampton Park that very specifically state the villages  
19 whose residents can use Hampton Park. The latest  
20 incident was only days old and Ms. Wilson did not yet  
21 have a cost for such signs, estimating \$400 plus each.

22 Ms. Wilson noted that she would have costs by the  
23 next meeting but by the time of approval and ordering them, the signs would likely not be  
24 in place until after most of the holiday season.

25 Mr. Field noted that the charter for the CDD was protection of community assets  
26 which include the park but just as or more important - the reputation of the community. If  
27 increasing specificity as to who can use the park will offer protection from those who  
28 might have an agenda to harm the community they are well worth the effort.

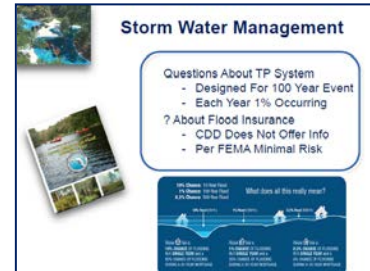
29 Ms. Maney and Mr. Gibson suggested approving \$5,000 but Ms. Wilson said that the  
30 amount would not be in that range and that the field contingency budget would be more  
31 than adequate.



1 On MOTION by Ma. Maney, SECONDED by Mr. Soley WITH ALL IN FAVOR, the Board  
2 approved staff to go forward with the signs as proposed.

3  
4 ♦ **Stormwater Management**

5 Ms. Wilson noted that due in part to the recent storms  
6 there had been many questions about the storm water system in  
7 Tampa Palms. Ms. Wilson explained that the system was  
8 designed for the “100 year event” and she explained what that  
9 meant.



10 ♦ **Staff Reviews**

11 Ms. Wilson excused herself from the meeting. Chairman  
12 Field advised the district’s private-sector business model  
13 produces favorable outcomes come from repeatable, reliable  
14 business systems, processes...and dedicated, capable staff.  
15 Success of the model is built on private-sector initiatives,  
16 experience, broad skill sets and “do-what-it-takes attitude”. Staff  
17 compensation must be competitive with the private sector.



18 Mr. Field reviewed professional compensation trend documentation and made  
19 recommendations for the administrative position of \$ 62,450 salary, with a \$ 10,300 health  
20 insurance and benefit allowance.

21  
22 On MOTION by Mr. Gibson, SECONDED by Mr. Soley WITH ALL IN FAVOR, the Board  
23 approved the annual compensation for the position of Administrative Assistant at the rate of  
24 \$72,750.00 with 75% paid by the CDD and 25% born by the TPOA.

25  
26 Mr. Field noted that the District Consultant is an independent contractor, with no  
27 employment taxes incurred by the Tampa Palms. Accordingly, the proposed compensation  
28 (\$103,440), if recast in private sector terms, would equate to a salary in the range of \$ 80 K,  
29 with payroll tax obligations and benefits in the range of 25 % to 30 %.

30  
31 On MOTION by Mr. Soley, SECONDED by Ms. Maney WITH ALL IN FAVOR, the Board  
32 approved the annual compensation for the position of District Consultant at the rate of  
33 \$103,440.00.

1           ♦       **NPDES NOI and Annual Report**

2           Ms. Wilson reported that the NPDES annual report  
3 for Tampa Palms had been filed and that the NOI (notice of  
4 intent to use the generic permit and levels of commitment)  
5 had been submitted.

6           The District expects feedback in the coming months.



7  
8           ♦       **Storm Damage**

9           Ms, Wilson reported on the storm damage and the clean up to date, noting that there  
10 were many downed trees that would have to be handled but that much progress had been  
11 made already.

12  
13 **Additional Advanced Board Package Materials:**

14  
15           Information regarding financial reports were included in the Advance Board package;  
16 copy of which is attached hereto, made a part of the public record and available online.

17  
18 **EIGHTH ORDER OF BUSINESS – Other Matters**

19  
20           There being none, the next item followed.

21  
22 **NINTH ORDER OF BUSINESS – Public Comments**

23           Don O’Neal noted that the new bricks had been stained by the paving asphalt. Ms.  
24 Wilson stated that Prince would be having them cleaned.

25  
26 **TENTH ORDER OF BUSINESS - Supervisor Comments**

27           Mr. Gibson thanks Maggie Wilson for her service.

28           Ms. Maney noted how professionally the CDD had been run for the past 15 years of  
29 its history and thanked the chair, Gene Field for all he does.

30           Ms. Maney also noted that from her contacts she has learned that many the operations  
31 of many growers of turf, shrubs and trees have been damaged and ift may be a fact that  
32 materials maybe sub-par for quite a while.

33 **ELEVENTH ORDER OF BUSINESS - Adjournment**

1           There being no further business,

2   On MOTION by Ms. Maney, SECONDED by Mr. Soley, WITH ALL IN FAVOR, the  
3   meeting was adjourned.

4  
5   *\*These minutes were done in summary format.*

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

10  
11   **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a**  
12   **publicly noticed meeting held on \_\_\_\_\_.**

13  
14  
15  
16  
17   \_\_\_\_\_  
18   **Signature**

19  
20   \_\_\_\_\_  
21   **Printed Name**

22  
23   **Title:**  
24    Assistant Secretary  
25    District Manager

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
Gene Field  
**Printed Name**

**Title:**  
 Vice Chairperson  
 Chairperson



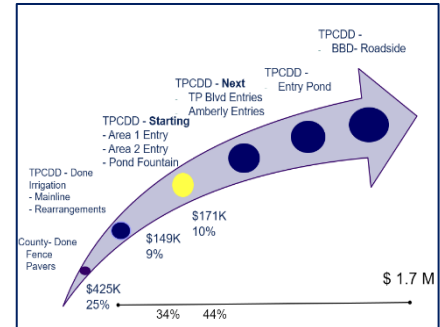
## Bruce B Downs Updates

### General Update

KCI advises that project closure is proceeding on schedule with the single exception of the fencing. Staff does not have, nor need the full story but the contractor has either been fired or walked off the job.

Note this is not the same sub-contractor as is painting the fence for Tampa Palms: that company is on-site and in “good graces”.

Most of Tampa Palms has the proper fencing but there are a few segments missing, including some at the northern end near the Lutheran Church, some isolated portions near Sterling Manor, and segments adjacent to the Cypress Creek Bridge.



### Entry Medians

Restoration and reforestation of the entry medians is underway. Ms. Maney warned, and she was right, Hurricane Irma would affect the price of landscape materials and just as bad or worse – the availability.

The trees were ordered through Tree Mart (broker) and had to be resourced post-Irma. The price was slightly higher BUT the trees for Area 1 have been delivered and (both palm and ligustrum) look great.

The compensating good news is that the carissa holly was determined to be in far better condition than originally thought – with the exception of the hollies at the very ends of the planters – which have been removed. The tree / median project for Area 1 is still on track at \$65K

The Area 2 trees will be delivered next Monday (palms) and Tuesday (ligustrum).

Supv. Maney is waiting until the trees are in place to consider under-story plantings for recommendation. At this time, and with the exception of in front of the guard house and the monument “wings” her inclination is that no plantings are required.



### Breaking News- Entry Median Planter Wall Problems

During the planting process Joe discovered that the brick walls that comprise the planters at the Area 1 entrance were improperly - and even dangerously - constructed.

The “walls” are just concrete block with bricks piled on top of each other. There is no concrete fill in the block cells and no supporting rebar. Many of the blocks had begun to crumble.

These are the walls that make up the low planters, not the monument - which was previously inspected by the engineer (H&K’s engineer) before reconstruction.

Staff called in A&A (Art Carroll) and it was confirmed that the “walls” definitely need rebar reinforced cells filled with concrete, and a filter fabric behind them to ensure dirt doesn’t penetrate should a block crack.

Art was rather surprised that this was not done originally:

- It is and has always been a code requirement
- It was reckless to construct this way, particularly so close to traffic
- The walls are not high but their collapse could send landscape materials into traffic.



Repairs are in-progress and can be accomplished around the planting. Art is checking the other planter walls for the same type of construction.



## Pond Improvements

It is unlikely that the CDD will have direct access to the County's pond before the new year, and possibly even later than that. The area in front of the pond technically belongs to the CDD BUT commencing restoration in that area before construction is complete is risky: only last week there was a "digger" on site and some work being performed at the south end even though it appeared that all the work was complete.

Although the Board of County Commissioners approved the agreement with Tampa Palms which allows Tampa Palms to improve and maintain the pond, the signed agreement has not yet been provided to the District.

Some of the first projects to line up for advancement include:

- Pond water treatment (noxious plants)  
Floating islands of noxious plants are visible already in the pond. The pond service company can address them when access is granted.
- Fountain installation  
The fountain is one of the first improvements that can be made. The fountain will not impact planting, drainage or irrigation.
- Pond border plantings  
The pond is open to view from Tampa Palms Blvd and Amberly Dr. (less so due to elevations from BB Downs). Another early project will be the installation of a border. The designer's vision was a bed of muhly grass along the edge. The bed would also serve as boundary protecting the Toro teams during mowing.
- Additional fill (BB Downs frontage)  
Before revitalization of the front corner can take place, the area will have to be filled and proper drainage created so that it doesn't flood, as it did during the heavy rains, and become a second pond.
- Irrigation installation  
Reforestation and landscaping will require irrigation before any planting can commence.



## Amberly Intersection

There continues to be construction at / near the Amberly intersection, in particular between Cypress Creek and Amberly.

While the east side - welcome sign area - appeared to be complete, only this week there was construction activity in conjunction with the utilities at the nearby bridge.

Hopefully ABM can enter the area for a clean-up and restoration this week. The area is important to Tampa Palms as it is “the front door” to the community.



Across the street and adjacent to Somerset the configuration of the area has changed substantially:

- The roadbed is 3-4 ft higher than before construction.
- The old sidewalk is not connected and useless.
- There is a raised walkway which extends the full length of BB Downs, from Bearss to Cross Creek Blvd.
- There is a bus stop with a “pushed out” concrete platform that is planned for a future bus stop stand.



In this area the fencing has not yet been completed and there continues to be construction work, particularly close to the Amberly intersection.

While it is clear that the vestigial sidewalk should be removed, it is less clear how to properly address the area. The small “guard house” is barely visible and conversations with individual police officers raised concerns about the “hidden” nature of the area.

## Community Appearance

In general, the community presents a respectable view to residents and visitors alike. There are areas where storm-inspired damage waits for restoration such as ruts in the turf along Tampa Palms Blvd and the large tree stump that must be cut-up and removed at the Cambridge pond on Tampa Palms Blvd. This work requires the same crews that are engaged in restoration of the main entries and will commence as soon as the entry restoration is completed - most likely the first week of December.



The City of Tampa will be evaluating the trees along Amberly - Area 1 in the vicinity of Amberly Place & the Hamptons apartments. The drake elms are located along the ROW and have been identified as a hazard to the ROW.

The City has created a director's position to manage the urban forest and recruited a skilled forester to head that area, Eric Muecke. In an ironic twist Mr. Muecke reported to Tampa two weeks before Irma. The forestry crews are still collecting storm debris in other parts of the city.

It is anticipated that the City will deem these ROW trees unsatisfactory and remove them. If that happens the CDD might consider replacement trees, possibly something like the magnolias that are used along Compton Dr.



The magnolias would add to the ambiance of the area without growth damaging to the safety of the roadway or to the adjacent path and sidewalk.

The mums are a colorful addition to the entries, especially in this time of mess near our monuments. They are marginally visible even from Bruce B Downs and transmit a message that notwithstanding the construction and confusion, the community is as "dressed for the fall" as ever.



Despite early worries by Ms. Maney about the fact that there has been limited "chilly" weather until the last week, the mums did their job and budded out with bright colors. The influx of chilly weather this week will serve them well.

The mums will be removed at the end of November and immediately replaced with poinsettias.



Depending on the weather, the plan is to remove the mums the week after Thanksgiving and plant the poinsettias the first week of December.



## Pond Maintenance

The CDD's requirement vis a vis storm water ponds under both state law and the NPDES permit is relatively simple: the ponds must be maintained in a manner that supports their designed mission, that of retaining storm water and releasing it in a controlled manner into wetlands with the ultimate destination for the water of the Hillsborough River.

To do this the ponds should be kept noxious weed-free (for the free-flow of water) and pond bank erosion should be addressed.

It is the policy of the CDD that pond bank landscape will only be provided along the boulevards, where all owners can enjoy the benefits. Owners abutting a pond are free to landscape to the pond edge and are cautioned not to cause erosion or fertilize close to the water's edge.

Pond management is included in the landscape agreement with ABM and provided by LakeMasters who is a subcontractor to ABM. The pond system was mostly well designed requiring mainly trash clean-up, routine weed and algae control and occasional shoreline cutback. ABM handles the shoreline cutback

One pond in particular, the center pond in the Reserve, is difficult to manage for noxious plants control and shoreline erosion. The pond was also poorly designed from a water management standpoint, it is shallow, has numerous "fingers", an island that is covered with undergrowth, as well as



two "isthmuses" covered with vegetation. This is a three-part connected pond that is:

- Long (6,210 ft of shoreline)
- Narrow (no more than 25 ft at some places)
- Exposed to conservation growth for nearly 50% of the perimeter (2,960 ft).



Four years of limited to no winters have created a situation where the conservation perimeters must be cutback for weed control and to stop pond bank erosion.

There is so much area for cut-back and limited access to the pond, LakeMasters will use a dumpster at the main entry bank and a barge to ferry materials to the dumpster. The budget provides for this maintenance, the cost is \$15K.

Some neighbors in the Reserve have expressed concern that the pond does not have the clear appearance of the boulevard ponds. It is the design of this pond, combined with the run-off from the well-manicured yards in the Reserve that exacerbates weed and algae growth.

## Irrigation Update

Based on filter logs which show the length of time since last completed (two years), the pond intake assembly for the Area 2 was inspected and cleaned. This procedure entails the use of a diver who:

- Inspects all underwater pipe, fittings, and joints for leakage.
- Checks and adjusts the suction screen weighting system for correct distance off the lake bed to prevent drawing up of sediment.
- Assesses the positioning of the assembly and relocates, if needed, into deeper or better-quality water with float bags.
- Cleans stainless steel screen.

During the inspection the technician observed that there are rust holes in the galvanized fittings on both RCS (rotating cleaning screen) assemblies.

These require repair of these fittings in order for the system to operate properly, better said in order to make certain that nothing penetrates the screening process and damages the pumps.



## Property Vandalism

Last month staff reported that there has been continue on-going vandalism of the village entry lighting at the Huntington entrance. The report was made without the normal pre-meeting briefing because a serious event (live wires ripped out of the ground which were arching) had occurred the day before the CDD meeting and the village president planned to discuss the matter.

The lighting that has been repeatedly vandalized included:

- Lighting fixtures mounted on the bridge and walls (CDD property)
- Landscape lighting focused on annuals and trees (mixed CDD & Hunting HOA property)



While the cost of repairs is an issue, **the most concerning fact is that often when these fixtures are subject to tampering, live wires are pulled from the ground, exposed and left where they can harm residents and wildlife.**



Since the last meeting there have been two additional occasions when the landscape lighting has been “kicked over”. Huntington president, Don O’Neal, discovered them immediately and made repairs: no dangerous conditions were detected.

The effects of this activity are three-fold:

1. Conditions are created which may have the capacity to harm folks.
2. The beauty - and to some degree value - of Tampa Palms is diminished as this entrance at the northern border goes dark.
3. Residents are reluctant to walk through the entry when the wall fixtures (which provide general safety light to the entry) are dark.

Don O’Neal is upgrading and replacing Huntington’s surveillance system at the entry. At this time the system solely records license plate and gate entry..... and it is old and not doing that well.

Don has offered to allow the CDD to attach cameras to that system that will observe the bridge and landscape lighting. The cameras are slightly less than \$400 each, it appears that two cameras will do the job. If the Board concurs, the cameras could be purchased within budget as field contingency items.

Huntington will provide the DVR and network connections: that equipment will mostly support Huntington needs.

If the person or persons who are committing this dangerous vandalism appear on camera, the police will be engaged and the recordings will be provided to the police.

Depending on which lights are affected the CDD or Huntington would be the complaining party:

- Landscape lights located on the ROW, Huntington
- Light fixtures on the bridge or walls, the CDD.

**The purpose is for this activity to cease.**

## Tampa Palms CDD Website / Reporting Compliance

Each year at this time the Board is provided with what is essentially a compliance document: it is a statement of the State of Florida requirements for Special District websites (not just CDD's) relative to what content must be present on the website and where that information can be found on the Tampa Palms CDD site.

There are a variety of requirements for Special District and they can be found online at Special District Accountability Program - <http://www.floridajobs.org/community-planning-and-development/special-districts/special-district-accountability-program>

The requirements are monitored and non-compliance status reports are generated. They too can be found on line at - <http://www.floridajobs.org/community-planning-and-development/special-districts/special-district-accountability-program/special-district-noncompliance-status-reports>.

Tampa Palms CDD is fully compliant.

The following is a list of what information must be made available through the web page and the links to where that information is available for the Tampa Palms CDD.

Main web addresses (both go to the same main page)  
<http://www.TPOA.Net> (Tampa Palms organizations are most commonly known by this name)

<http://tampapalmscdd.net>



### Website Content Requirements & Information Locations

INFORMATION REQUIRED	WEB LINK
<b>A. General Information:</b>	<a href="http://www.tampapalmscdd.net/">http://www.tampapalmscdd.net/</a> & <a href="http://www.TPOA.Net">http://www.TPOA.Net</a>
1. The special district's full legal name (as cited in creation document).	<a href="http://www.tampapalmscdd.net/CDD.html">http://www.tampapalmscdd.net/CDD.html</a>
2. A public purpose statement.	<a href="http://www.tampapalmscdd.net/CDD.html">http://www.tampapalmscdd.net/CDD.html</a>
3. The special district's boundaries / service area(s) (posting a map may be useful).	<a href="http://www.tampapalmscdd.net/Districtmap.pdf">http://www.tampapalmscdd.net/Districtmap.pdf</a> <a href="http://www.tampapalmscdd.net/Bounds&amp;Metes.pdf">http://www.tampapalmscdd.net/Bounds&amp;Metes.pdf</a>
4. The services provided.	<a href="http://www.tampapalmscdd.net/CDD.html">http://www.tampapalmscdd.net/CDD.html</a>
5. The full text of the special district's charter (creation document), as amended. Community Development Districts may reference <a href="#">Chapter 190, Florida Statutes - Community Development Districts</a> , as the uniform charter, but must include information relating to any grant of special powers.	<a href="http://www.tampapalmscdd.net/More.html">http://www.tampapalmscdd.net/More.html</a>
6. The Regulatory Plan (annual) - applicable to certain special districts with adopted rules - see <a href="#">Making Changes to Special Districts - Reviewing and Revising Rules - The Regulatory Plan</a> .	<a href="http://www.tampapalmscdd.net/More.html">http://www.tampapalmscdd.net/More.html</a>

<p>7. The statute(s) under which the special district operates, if different from the statute(s) under which the special district was established. Include <a href="#">Chapter 189, Florida Statutes - Uniform Special District Accountability Act</a>, since all special districts must comply with this law.</p>	<p><a href="http://www.tampapalmscdd.net/More.html">http://www.tampapalmscdd.net/More.html</a></p>
<p><b>B. General Contact Information:</b></p>	
<p>1. Mailing address</p>	<p><a href="http://www.tampapalmscdd.net/CDD.html">http://www.tampapalmscdd.net/CDD.html</a></p>
<p>2. E-mail address</p>	<p><a href="http://www.tampapalmscdd.net/CDD.html">http://www.tampapalmscdd.net/CDD.html</a></p>
<p>3. Telephone number</p>	<p><a href="http://www.tampapalmscdd.net/CDD.html">http://www.tampapalmscdd.net/CDD.html</a></p>
<p>4. Website address</p>	<p><a href="http://www.tampapalmscdd.net/CDD.html">http://www.tampapalmscdd.net/CDD.html</a></p>
<p>5. Registered agent / registered office (name and address of the registered agent on file with the Special District Accountability Program)</p>	<p><a href="http://www.tampapalmscdd.net/CDD.html">http://www.tampapalmscdd.net/CDD.html</a></p>
<p><b>C. Contact Information for Each Governing Body Member:</b></p>	
<p>1. Name</p>	<p><a href="http://www.tampapalmscdd.net/More.html">http://www.tampapalmscdd.net/More.html</a></p>
<p>2. Official address</p>	<p><a href="http://www.tampapalmscdd.net/More.html">http://www.tampapalmscdd.net/More.html</a></p>
<p>3. Official e-mail address</p>	<p><a href="http://www.tampapalmscdd.net/More.html">http://www.tampapalmscdd.net/More.html</a></p>
<p>4. Term</p>	<p><a href="http://www.tampapalmscdd.net/More.html">http://www.tampapalmscdd.net/More.html</a></p>
<p>5. If applicable, the appointing authority (county, municipality, Governor, etc.)</p>	<p><a href="http://www.tampapalmscdd.net/More.html">http://www.tampapalmscdd.net/More.html</a></p>
<p><b>D. Revenue Information:</b></p>	
<p>1. A listing of all taxes, fees, assessments, or charges imposed and collected.</p>	<p><a href="http://www.tampapalmscdd.net/Assessments.pdf">http://www.tampapalmscdd.net/Assessments.pdf</a></p>
<p>2. The rates or amounts for the current fiscal year.</p>	<p><a href="http://www.tampapalmscdd.net/Assessments.pdf">http://www.tampapalmscdd.net/Assessments.pdf</a></p>
<p>3. The statutory authority for the levy of the tax, fee, assessment, or charge</p>	<p><a href="http://www.tampapalmscdd.net/More.html">http://www.tampapalmscdd.net/More.html</a></p>



<b>E. General Financial Information:</b>	
1. The fiscal year period - most special districts are required to use October 1 - September 30; some housing authorities use January 1 - December 31, April 1 - March 30, and July 1 - June 30.	<a href="http://www.tampapalmscdd.net/Financials.html">http://www.tampapalmscdd.net/Financials.html</a>
2. A link to the <a href="#">Department of Financial Services – Local Government Financial Reporting</a> webpage so the public can view the special district's Annual Financial Report.	<a href="http://www.tampapalmscdd.net/Financials.html">http://www.tampapalmscdd.net/Financials.html</a> links to <a href="https://apps.fldfs.com/LocalGov/Reports">https://apps.fldfs.com/LocalGov/Reports</a>
3. The final, complete audit report for the most recent completed fiscal year, and audit reports required by law or authorized by the governing body of the special district.	<a href="http://www.tpoa.net/2015FINALREPORT.pdf">http://www.tpoa.net/2015FINALREPORT.pdf</a>
<b>F. Budget Information:</b>	
1. The tentative budget, if applicable - post at least two days before the budget hearing held pursuant to <a href="#">Section 200.065, Florida Statutes, Method of fixing millage</a> or other law, to consider such budget; <b>effective October 1, 2016, keep the tentative budget on the website for at least 45 days.</b>	<a href="http://www.tampapalmscdd.net/Financials.html">http://www.tampapalmscdd.net/Financials.html</a>
2. Final adopted budget - post within 30 days after adoption; <b>rule effective October 1, 2016, keep the final adopted budget on the website for at least two years.</b>	<a href="http://www.tampapalmscdd.net/Financials.html">http://www.tampapalmscdd.net/Financials.html</a>
3. Budget amendments in which a resolution is required to adopt such an amendment (see <a href="#">Budget Amendment Procedures</a> ) - post within five days after adoption; <b>effective October 1, 2016, keep budget amendments on the website for at least two years.</b>	<a href="http://www.tampapalmscdd.net/Financials.html">http://www.tampapalmscdd.net/Financials.html</a>
<b>G. Meeting Information (effective Oct 1, 2016):</b>	
1. Regular Public Meeting Schedule (quarterly, semiannually, or annually).	<a href="http://www.tpoa.net/CDDMeetings.html">http://www.tpoa.net/CDDMeetings.html</a>
2. Meeting / workshop agendas - post a least seven days before the event and maintain on the website for at least one year.	<a href="http://www.tpoa.net/CDDMeetings.html">http://www.tpoa.net/CDDMeetings.html</a> <a href="http://www.tpoa.net/CDDMeetingsPrior.html">http://www.tpoa.net/CDDMeetingsPrior.html</a>

<p>3. Meeting materials, when available in an electronic format, excluding confidential and exempt information - post at least seven days before the event and maintain on the website for at least one year</p>	<p><a href="http://www.tpoa.net/CDDMeetings.html">http://www.tpoa.net/CDDMeetings.html</a>  <a href="http://www.tpoa.net/CDDMeetingsPrior.html">http://www.tpoa.net/CDDMeetingsPrior.html</a></p>
<p><b>H. Ethics</b></p>	
<p>a. Code of Ethics, if adopted</p>	<p><a href="http://www.tampapalmscdd.net/More.html">http://www.tampapalmscdd.net/More.html</a></p>
<p>b. A link to generally applicable ethics provisions (visit the Florida Commission on Ethics website and select "Ethics Laws")</p>	<p><a href="http://www.tampapalmscdd.net/More.html">http://www.tampapalmscdd.net/More.html</a>  links to <a href="http://www.ethics.state.fl.us/">http://www.ethics.state.fl.us/</a></p>
<p><b>I. Retirement System Information</b></p>	
<p><i>Not Applicable to the Tampa Palms CDD</i></p>	
<p><b>J. Public Facilities Reports, if applicable (Rule effective October 1, 2016):</b></p>	
<p>1. Public Facilities Initial Report</p>	<p><a href="http://www.tpoa.net/PublicFacilitiesReport.pdf">http://www.tpoa.net/PublicFacilitiesReport.pdf</a></p>
<p>2. Public Facilities Annual Notice of Any Changes</p>	<p><a href="http://www.tpoa.net/PublicFacilitiesReport.pdf">http://www.tpoa.net/PublicFacilitiesReport.pdf</a></p>
<p>3. Public Facilities Update Report</p>	<p><a href="http://www.tpoa.net/PublicFacilitiesReport.pdf">http://www.tpoa.net/PublicFacilitiesReport.pdf</a></p>

## 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 deed restriction and 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 park, taking pavilion reservations for Hampton and Amberly parks and the opening and closing Amberly Park restrooms each day. 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 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.)



## Shared Services

**TPOA  
Provides**      **CDD  
Provides**

### Clerical Support For TPOA Operations

Personnel		√
Pro Rata Salary	√	

### Park Attendant Management CDD Parks

Hiring	√	
Training	√	
Resident Reservations	√	
Scheduling	√	
Staff Salary		√
Opens & Closes Amberly Park	√	

### Irrigation TPOA Park Compton Park

Non-Potable Water (No Cost)		√
Maintenance		√
Timers & Hardware		√

### Snipe Sign Pick-Up Boulevards

Weekdays		√
Weekends	√	

### Community Information Newsletter

Prepared & Printed	√	
Mailed To All Residents	√	
50-50 Cost Sharing	√	√

### Office & Meeting Storage

Meeting Prep	√	
Meeting Media Storage		√
Whiteboard Storage		√

### Holiday Decorations Main Entries & Monuments

Provides Decorations	√	
Provides the Power		√
Provides Storage For Decorations Including Deer		√

## Tampa Palms Community / Municipal Services Matrix

Community/Municipal Service	Provided By					
	City of Tampa	Hills County	Tampa Palms CDD	TPOA (Master Association)	Sub Association	Private Owner
Bike Path Maintenance (Private ROW)						√
Bike Path Maintenance (Public ROW)	√					
Brick Paver Maintenance (Gated Villages)					√	
Brick Paver Repair (Public ROW)	√					
Construction Permitting & Inspection	√					
Curb Maintenance (Gated Villages)					√	
Curb Maintenance (Spine Roads)	√					
Curb Maintenance (Village Roads)	√					
Drinking Water	√					
Fire & EMS	√					
Fountains- Pond/Spine Roads			√			
Fountains- Pond/Gated Villages & TPCClub						√
Irrigation Medians, Parks & Landscape Tracts (Non Potable)			√			
Irrigation Cul de Sac's City-Owned ROW (Potable)			√			
Irrigation Wells (3) SWFWMD WUP			√			
Irrigation Pump Stations (2)			√			
Landscape Lighting (Spine Roads)			√			
Median Landscape Maintenance - CDD Owned			√			
Median Landscape Maintenance - City ROW			√			
Monuments Signs & Lighting (Main Entries)			√			
Monuments Signs & Lighting (Village Entries)			√			
Monument Signs & Lighting (Commercial Bldgs)						√
Monument Signs & Lighting (Community Parks)			√	√		
Mosquito Control		√				
Park Maintenance (Compton & River)				√		
Park Maintenance (Hampton, Oak & Amberly)			√			
Playground Maintenance (Hampton & Amberly Parks)			√			
Playground Maintenance (Compton & River Parks)				√		
Police Protection	√					
Reclaimed Water	None					
Roadside Landscape Maintenance CDD -Owned			√			
Roadside Landscape Maintenance City ROW			√			
Sidewalk Maintenance (Gated Villages)					√	

## Tampa Palms Community / Municipal Services Matrix

Community/Municipal Service	Provided By					
	City of Tampa	Hills County	Tampa Palms CDD	TPOA (Master Association)	Sub Association	Private Owner
Sidewalk Maintenance (Spine Roads)	√					
Sidewalk Maintenance (Village Roads)	√					
Solid Waste & Recycling		√				
Stormwater Conveyances (Gated Villages) <sup>1</sup>					√	
Stormwater Conveyances (Spine Roads)	√					
Stormwater Conveyances (Village Roads)	√					
Stormwater Inlets- Curb & Swale (Gated Villages) <sup>1</sup>					√	
Stormwater Inlets- Curb & Swale (Spine Roads)	√					
Stormwater Inlets- Curb & Swale (Village Roads)	√					
Stormwater Ponds - CDD Owned			√			
Stormwater Ponds - Privately Owned						√
Street Lights Gated Villages					√	
Street Lights Spine Roads	√					
Street Lights Village Roads	√					
Street/Pavement Maintenance (Spine Roads)	√					
Street/Pavement Maintenance (Village Roads)	√					
Street/Pavement Maintenance (Gated Villages)					√	
Street Signs (Decorative) (Spine Roads)			√			
Street Signs (Decorative) (Village Roads)			√			
Street Signs (Decorative) (Gated Villages)					√	
Tennis Court Maintenance & Lights (Compton Pk)				√		
Tennis Court Maintenance & Lights (Hampton Pk)			√			
Traffic Control Signs City ROW Spine Roads			√			
Traffic Control Signs City ROW Village Roads			√			
Traffic Control Signs Gated Villages					√	
Tree Trimming- Gated Villages					√	
Tree Trimming- Spine Roads <sup>3</sup>	√		√			
Tree Trimming- Village Roads	√					
Waste Water (Sewer)	√					

<sup>1</sup>. Stormwater in the gated villages of Huntington and Westover is COT maintained

<sup>2</sup>. Streetlights on public ROW are under contract that transfers to City responsibility at 20 years service- 100% tsfed a/o 2016

<sup>3</sup>. City responsible; CDD maintains over sidewalks.

## December Meeting Discussion

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



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

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

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

## Tampa Palms Park Updates

The park identification signs have been ordered: the cost for the signs is slightly less than \$400 each with another \$200 for those requiring poles.

The plan is to place one sign by the entry gate, one sign by the walkway to the pavilion and one sign by the walkway to the tennis courts. The final sign can be mounted in the pavilion.

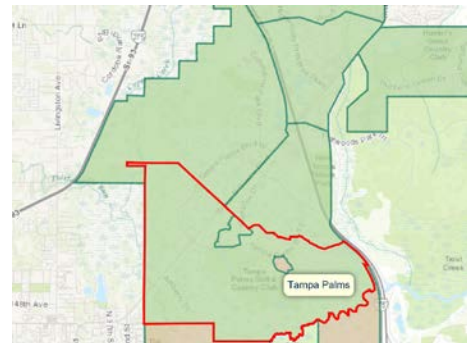


The individual who has required police intervention twice previously at Hampton Park returned again this month and now claims to live in Huntington. He also claims to have no ID except a military ID without an address (he drives a vehicle). He was allowed to stay the one day based on his claim he “moved”. When he left, he drove north on Tampa Palms Blvd, not across to Huntington. The president of Huntington has never seen him nor his vehicle (remember Huntington is gated).

In conversations with some police officers, the proposed signs were heralded as going a long way to help them properly handle folks who are reluctant to leave the parks.

The City is also trying to help identify neighborhoods. They have modified their on-line and interactive map of the City to show actual neighborhoods. When you roll a cursor over the map, an outline of the neighborhood appears in red and the name appears. You can drill down on the map to street level.

The map contains the entire City, to the right is just the immediate area around Tampa Palms. The police have access to this from their vehicles.



It is online at [https://apps.tampagov.net/community\\_webapp/info](https://apps.tampagov.net/community_webapp/info)

Staff placed a link to this map on the Tampa Palms Facebook page.



## Commercial Property News

There have been some changes in the commercial properties in Tampa Palms.

First the good news....

The Hamptons have finally reacquired all of the units and will be returning to full-on apartments. For a number of reasons (such as name confusion with other communities such as the Grand Hamptons and the negative publicity from the white supremacists/ jihadists who briefly stayed at the location and committed murders in a unit).

The new name is The Henley. To the right are depictions on a banner they wish to use prior to reconstruction of the sign and the final sign.

This raises a question about the Bruce B Downs signage. At this time one of the Amberly / BB Downs monuments reads “the Hamptons”.



In the past the CDD has permitted changes to the granite signs if the property owner wished to bear the cost. Staff has inquired of the owners.

More troubling.....

The Shoppes of Amberly are in receivership. It is unclear what is taking place. There had been an expressed desire on the part of the principals to sell, allegedly there were difficulties with the current mortgage holder and the principals decided to just “walk from the project”.

The property is in terrible shape:

- There are MAJOR potholes in the parking lot
- One of the tenants (Crunch Fitness) has papered the property - and occasionally BB Downs - with snipe signs.

Presumably the property is in the process of sale. Staff has received some inquiries on the matter. Like The Hamptons, the Shoppes of Amberly have a monument on BB Downs. Should a sale take place, they may be a candidate for a name change as well.

Further the CDD granted a sign easement to the Shoppes in 2001 which they may choose to keep or restyle.



# Cash Management Plan For CY 2018

Updated 11/6/17

The CY 2017 cash management agreement negotiated with Sunshine Bank expires January, 2018. The chairman oversees review of the cash management plan with the concurrence of the balance of the Board as was approved by the Board at the October 2017 meeting.

As a recap, the Board-established cash management priorities previously used as a basis for this review are as follows:

- 1) Safety of taxpayer funds
- 2) Internal process controls...supporting no-comment audits
- 3) Timely payment of vendors
- 4) Respectable return on working capital



Staff with the help of a Tampa Palms resident with substantial financial / banking acumen and contacts, Jake Schoolfield, explored cash management options for 2018 with the current service provider, Sunshine Bank, and asked for offers from other institutions.

Admittedly there was little enthusiasm for such discussions by both the large, nation-wide institutions and even the local banks. Banks are faced with a dichotomy to wit that while interest rates are creeping up, long-term interest rates forecast to rise only a little by 2018 year's end as inflation evenness combined with tremendous uncertainty in ongoing economic and fiscal policy are predicted to keep those rates from increasing substantially.

Two of the banks have responded with offers., one with "interest".

The Sunshine Bank which is the current provider, offered: (See attached letter)

- 125 basis points on deposits which are fully FDIC insured (QPD)
- 5 basis points on funds maintained in the checking account
- 12 month commitment
- Minimum \$2.5M balance or possible re-negotiation of rate.

Hancock/Whitney Bank a Mississippi headquartered bank which has expanded into the area. They are attempting to increase presence in Florida but lack a robust back-office structure. They offered:

- 120 basis points on deposits which are fully FDIC insured (QPD)
- Back office requirements that do not meet CDD needs vis a vis the Orlando financial staff.

Bank United tentatively suggested they were interested in 125 basis points but the lack the local presence and transition for transitions sake is not good business.

Other banks which were approached did not make offers and showed little interest, even Iberia Bank (which previously held Tampa Palms deposits) offered to review then did not offer options or return calls.

It is staff's recommendation that Tampa Palms proceed with the Sunshine Bank offer, as it best fits the needs of Tampa Palms and represents a 92% increase over 2017.



October 24, 2017

Tampa Palms CDD  
Banking Proposal

Dear Board Members:

Thank you for banking with us and we hope we have satisfied your needs over the last year.

Our 2018 proposal for your banking needs will remain the same as the previous years' terms which I have included below:

Currently the CDD Excess Funds account is placed in an Insured Cash Sweep service sponsored by Promontory Interfinancial Network which gives your organization multi-million-dollar FDIC Insurance. Your Excess Funds account will continue to earn a fixed rate of 1.25% for 12 months, and will require a minimum balance of \$2.5M. Should the account balances fall below \$2.5M, the Bank and customer may re-negotiate the interest rate for the remaining term.

I feel our not-for-profit checking account is tailored for organizations like yours, allowing 500 items per month, and would continue to suit the CDD's needs. This account too will continue to earn 0.05% APY without a minimum balance.

Additionally, our Business Online Banking product is still at your disposal and will give you the opportunity to transfer funds when needed, handle your ACH transactions and view statements and checks processed. Business Online Banking also offers a variety of other needs including stop payments, remote deposit capture, positive pay and wires if the need ever arises.

We are constantly seeking to improve our product and service offerings and should something arise that I feel is better suited to the CDD relationship I will contact you to discuss further. We appreciate your business and look forward to a continued relationship with your organization.

Sincerely,



Tammy Zuknick  
VP/South Region Market Executive

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[mysunshinebank.com](http://mysunshinebank.com)

102 West Baker Street, Plant City FL 33563

## Street Flooding & Community Responsibility

There have been inquiries from both CDD board members and Tampa Palms residents as to if the CDD has responsibility for the storm water system problems, especially the impact on the roadways should they flood, and is the CDD financially prepared.

The CDD has some financial responsibility for a portion of the Tampa Palms storm water systems but that responsibility is limited to the portion actually owned by the CDD - 69 retention ponds. The CDD responsibility wraps around making certain noxious plants do not block the water flow and controlling bank erosion. (See Section M for current projects.)

The storm water drainage system has three parts:

- 1 Inlets to collect water (City of Tampa)
- 2 Pipes to convey the water (a) to the ponds and (b) under the roads to either adjacent ponds or wetlands. (City of Tampa)
- 3 Ponds to retain and act as filtering devices for the storm water from public ROWs. (CDD)

The owner of a ROW (road) is the owner of the inlets that collect storm water and the pipes that convey the storm water. The CDD owns no rights of way (ROW) within Tampa Palms. Most (85%) are owned by the City of Tampa, the balance are owned by the various gated communities.

The City is equipped to handle situations involving the storm water system in Tampa Palms and for this Tampa Palms residents and commercial interests who own property on public roads pay a storm water maintenance fee to the City on their tax bills. Well worth it!

The recent flooding at the entrance to Stonington and along some of the streets within the village was caused by a blocked storm water curbside inlet (entrance) and blocked storm water conveyances under roadway, between ponds (inside the village).

At the village entrance the pipe that connects the curbside inlet with the pond was blocked with several large plastic containers which in turn collected smaller trash and shut down free flow of the storm water.

Within the village the blockage was more complicated. The large center pond equalizes with a small pond on the south side of the village which is designed to overflow into the wetlands which then drain south to the river. Further a second pipe connects the center pond directly with the wetlands. Both of these pipes became blocked (old garbage can lids and more).

When this happened, the large pond filled too high to accept storm water from the inlets and the streets flooded.

**The City of Tampa cleared the obstructions in the pipes at no cost to the CDD.**

