

TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

Agenda Package Board of Supervisors Meeting



Wednesday, January 13, 2021

6:00 P.M.

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



DEVELOPMENT PLANNING & FINANCING GROUP, INC.

Tampa Palms Community Development District

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

January 8, 2021

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, January 13, 2021 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 November 11, 2020 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,

Patricia

Patricia Thibault,
DPFG

PT:mmw

cc: Maggie Wilson
DPFG (Record Copy)

AGENDA

Tab 2

**Tampa Palms CDD Meeting
Agenda**

**January 13, 2021, 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 November, 2020 Minutes
6. Approval of District Disbursements
7. Consultant Reports
 - Board Member Appointment
 - Community Appearance
 - Focus 2021
 - New District Manager Assignment
 - CDD Cash Management 2021
 - Sign Proposal For Entries
 - Community Damage & Dumping
 - Immigration Status
8. Other Matters
9. Public Comments
10. Supervisor comments
11. Adjourn

FINANCIALS

Tab 3

FINANCIAL ANALYSIS

Tab 3 A

Executive Summary

As of November 30, 2020, the District has cash balances net of liabilities of \$ 4.5 M. The CDD should end the calendar year with about \$1,190 K in presently unallocated funds with which to address future community needs.

Financial Model Risk Alert

Interest income totaling \$ 330 K thru FY 2024-25 was modeled based on five Fed rate increases through Calendar 2020. The economic landscape has changed dramatically; current 2021 negotiations are in progress and the most likely result is that the interest income for 2021 will be at a rate approximately 50% of that enjoyed in 2020. The model will be represented in March.

FY 2020-21 Budget PerformanceRevenue

Interest income displayed varies favorably by about \$ 6 K but this is a result of the calendar year 2020 banking agreement and will expire in Jan 2021. The tax collections are 20% higher than a year ago but that is a result of transfer dates used by the Tax Collector and not deemed meaningful.

Expenses

Normal Operations generally display a positive variance solely due to timing, holidays and other delays.

There are meaningful negative variances in several line items, some expected and some not. They are discussed in the FAQ following

- Park patrols - the increase in park patrols was anticipated as due to the Covid crises, daily staffing was added to Amberly Park.
- The water utility costs from the City of Tampa have increased more than 30% (see FAQ following)
- The garbage collection costs have nearly doubled - with no warning and no discussion (see FAQ following)

Project Driven

There are no unanticipated project expenses; no funds were budgeted for Signature projects. As needed these funds which are secured on the balance sheet, will be brought into the budget by amendment.

Cash Flow Projections for Calendar 2021 (Shown in \$ 000)Sources of Funds

Cash Balance 11/30/20	\$ 4,518	
Collections prior to December 21 receipts	1,741	
Total Sources of Funds		\$ 6,359

Uses of Funds

Bal FY 2020-21 Expenses	\$ (2,519)	
Weather Damage	(400)	
Community-Wide Wall & Monument	(100)	
Palm & Pest Deferred Projects	(200)	
Pond Improvements/Restoration	(700)	
1st Qtr FY 2020-21 Expenses Operations	(679)	
Infrastructure Replacement Contingency	(135)	
TP Signature Projects (unspent)	(436)	
Total Uses of Funds		(\$ 5,169)
Projected Funds before December, 2021 receipts		\$ 1,190

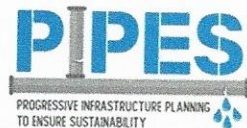
FAQ Several line items display with substantial negative variances, in particular park patrols, refuse removal and water. Will these continue at these levels and can this be managed in any way?

For refuse collection, the increases were initially reported in November and the rates have again increased by an additional 30% in December. The current provider has failed to return five calls made by Dede Collins. The rates went from \$800+ in Oct of 2020, to \$1,018 per month in Nov to \$1,399 in December.



Staff is working with the current hauler to review the increases, without much hope. There are three major haulers in Tampa/Hillsborough County that work for public agencies. One of the three has no routes in the New Tampa area and cannot serve Tampa Palms. Staff is working with the second hauler to evaluate what they can do for Tampa Palms.

The City of Tampa has initiated a program to improve the water and wastewater delivery systems throughout the City. The program is paid for by bonds, payments for which are derived in two ways



- and the CDD suffered a substantial loss of water when a major water line serving Hampton Park and the CDD maintenance facility broke, draining into the nearby pond.
 1. A new billing element added to every water meter of \$2.00/mth. That alone represents a 10% increase in cost.
 2. The CDD suffered a substantial loss of water when a major water line serving Hampton Park and the CDD maintenance facility broke, draining into the nearby pond.

The increase in Park Patrols expense is entirely a function of the increased coverage for Amberly Park that was necessitated primarily by the Covid crises. Prior to the pandemic, Amberly Park had park patrol coverage Friday afternoon and Saturday and Sundays only.

Not only did a requirement emerge to manage group sizes and uses of the playground and pavilion, at the same time “the word went out” apparently to neighboring communities that there was an unmanned park available in Tampa Palms. (This was observed on several social media sites.)



Park patrols now cover Amberly Park from 10 AM to 6 PM every day.

As the Covid crises subsides, the Board will be provided information in order to decide (1) should full coverage continue or (2) should coverage be modified.

FINANCIAL STATEMENTS

Tab 3 B

**Tampa Palms CDD
Balance Sheet
November 30, 2020**

	<u>GENERAL</u>	
<u>ASSETS:</u>		
CASH - Operating Account	\$	100,817
PETTY CASH		500
INVESTMENTS:		
Excess Fund Account- Sunshine Bank		4,449,995
ACCTS. RECEIVABLE		8,344
RECEIVABLE FROM TAMPA PALMS HOA		12,176
PREPAID ITEMS		-
TOTAL ASSETS	\$	<u>4,571,832</u>
<u>LIABILITIES:</u>		
ACCOUNTS PAYABLE	\$	32,721
ACCRUED EXPENSES		21,202
<u>FUND BALANCE:</u>		
NON-SPENDABLE		-
RESTRICTED		-
UNASSIGNED:		4,517,908
TOTAL LIABILITIES & FUND BALANCE	\$	<u>4,571,832</u>

Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the period from October 1, 2020 through November 30, 2020

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
REVENUES				
ASSESSMENTS NON-ADVOLAREM	\$ 2,737,595	821,279	\$ 924,547	\$ 103,268
EARLY PAYMENT DISCOUNT	(109,504)	(32,851)	(37,254)	(4,403)
INTEREST INCOME	10,000	1,667	7,629	5,962
EXCESS FEES	15,000	-	-	-
MISC. REVENUE	1,200	1,200	1,200	-
CARRY FORWARD	85,000	-	-	-
TOTAL REVENUES	2,739,291	791,294	896,121	104,827
EXPENDITURES				
ADMINISTRATIVE EXPENDITURES:				
PERSONNEL SERVICES				
BOARD OF SUPERVISORS	11,000	1,833	1,000	833
FICA	5,810	968	300	669
FUTA/SUTA/PAYROLL FEES	5,024	837	196	641
S/T PERSONNEL SERVICES	21,834	3,639	1,496	2,143
PROFESSIONAL SERVICES				
ATTORNEY'S FEES	10,000	1,667	305	1,362
ANNUAL AUDIT	6,813	1,136	-	1,136
MANAGEMENT FEES	67,369	11,228	10,382	846
TAX COLLECTOR	54,752	17,731	17,731	-
ASSESSMENT ROLL	10,050	10,050	10,050	-
S/T PROFESSIONAL SERVICES	148,984	41,811	38,467	3,344
ADMINISTRATIVE SERVICES				
DIRECTORS & OFFICERS INSURANCE	3,685	614	-	614
MISC. ADMINISTRATIVE SERVICES	12,000	2,000	2,040	(40)
S/T ADMINISTRATIVE SERVICES	15,685	2,614	2,040	575
TOTAL ADMINISTRATIVE	186,503	48,064	42,002	6,062
FIELD / OPERATIONS SERVICES				
FIELD MANAGEMENT SERVICES				
DISTRICT OPERATING STAFF	174,601	29,100	27,235	1,865
PARK ATTENDANTS	75,000	12,500	11,135	1,365
PARK PATROLS (Security Co)	71,774	11,962	13,723	(1,760)
FIELD MANAGEMENT CONTINGENCY	20,800	3,467	-	3,467
S/T FIELD MANAGEMENT SVCS	342,175	57,029	52,092	4,937
GENERAL OVERHEAD:				
INSURANCE	13,017	13,017	13,953	(936)
IT (TEL / SECURITY)	24,717	4,120	2,639	1,480
WATER	21,000	3,500	6,956	(3,456)
REFUSE REMOVAL	13,000	2,167	3,436	(1,270)
ELECTRICITY	110,000	18,333	16,345	1,989
STORMWATER FEE	4,096	3,041	3,041	(0)
MISC. FIELD SERVICES	13,000	2,167	2,167	0
S/T GENERAL OVERHEAD	198,830	46,344	48,538	(2,194)
LANDSCAPE MAINTENANCE:				
LANDSCAPE & POND MAINTENANCE	1,044,980	174,163	126,704	47,459
LANDSCAPE MONITORING FEE	18,900	3,150	3,150	-
LANDSCAPE & REPLACEMENT	94,080	15,680	15,653	27
S/T LANDSCAPE MAINTENANCE	1,157,960	192,993	145,507	47,486
LANDSCAPE MAINTENANCE NEW & ENHANCED:				
PROPERTY MOWING	98,426	16,404	18,405	(2,001)
COUNTY POND	18,517	3,086	4,200	(1,114)
NPDES POND PROGRAM	46,800	7,800	-	7,800
S/T LANDSCAPE NEW & ENHANCED	163,743	27,291	22,605	4,686

Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the period from October 1, 2020 through November 30, 2020

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
FACILITY MAINTENANCE:				
IRRIGATION SYSTEM	105,194	17,532	19,279	(1,747)
FOUNTAIN	26,784	4,464	2,554	1,910
FACILITY MAINTENANCE	88,913	14,819	12,884	1,935
JANITORIAL/SUPPLIES	2,704	451	267	184
S/T FACILITY MAINTENANCE	<u>223,595</u>	<u>37,266</u>	<u>34,984</u>	<u>2,282</u>
PROJECT DRIVEN EXPENSES:				
SIGNATURE TP 2017	-	-	19,450	(19,450)
RENEWAL AND REPLACEMENT & DEFERRED MTC	207,426	34,571	31,769	2,802
CAPITAL PROJECTS	200,000	33,333	22,724	10,609
NPDES/CLEAN WATER	59,059	9,843	-	9,843
S/T TOTAL PROJECT DRIVEN EXPENSES	<u>466,485</u>	<u>77,748</u>	<u>73,943</u>	<u>3,804</u>
TOTAL EXPENDITURES	<u>2,739,291</u>	<u>486,735</u>	<u>419,672</u>	<u>67,063</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	304,559	476,450	
FUND BALANCE - BEGINNING	-	-	4,041,459	4,041,459
FUND BALANCE - ENDING	<u>\$ -</u>	<u>\$ 304,559</u>	<u>\$ 4,517,908</u>	<u>\$ 4,517,908</u>

FINANCIAL SUMMARY

Tab 3 C

**TAMPA PALMS CDD
FINANCIAL SUMMARY THRU NOVEMBER 30, 2020
GENERAL FUND**

(Shown in \$)	<u>Normal Operations</u>	<u>Non-Operating Project Driven</u>	<u>Total As Reported</u>
<u>Revenues</u>			
Operating	\$735,999		\$735,999
<u>Non Operating</u>			
Capital Projects		\$64,823	64,823
Renewal & Rel		\$67,230	67,230
Signature 2017		\$0	\$0
NPDES		\$19,241	\$19,241
Excess Fees			-
Interest	7,629		7,629
Misc Rev	1,200		1,200
Carry Forward Bal *			
Total	\$ 744,828	\$ 151,293	\$ 896,121
<u>Expenses</u>			
Operations	\$ 345,728		345,728
<u>Non Operating</u>			
Renewal & Rel		31,769	31,769
NPDES/EPA		0	0
Capital Projects		22,724	22,724
TP Signature 2017		<u>19,450</u>	<u>19,450</u>
Total	\$345,728	\$73,943	\$419,672
Excess Revenue Vs Expenses	399,099	77,350	\$ 476,449

**TAMPA PALMS CDD
FINANCIAL SUMMARY THRU NOVEMBER 30, 2020
GENERAL FUND**

<u>General Fund</u>	11/30/2020	(\$000)
Cash		101
Cash Equivalent (Excess Cash ICS)		4,450
Due From TPOA		12
Receivable		8
Total		\$ 4,572
Less:		
Payables		33
Accrued Expenses		21
	Net Cash10/30/2020	\$ 4,518
Allocation for:		
Weather Damage		400
Community-Wide Wall & Monument		100
Tree & Palm Replacement		200
Pond Improvements		700
1st Qtr FY 2021-22 Expenses Operations		679
Infrastructure Replacement Contingency		135
TP Signature Projects (unspent)		417
	Adjusted Net Cash	\$ 1,887
	Forecast	

2019-20 Fiscal Year			
(\$ 000)	<u>Receipts</u>	<u>Expenses</u>	<u>Monthly Bal</u>
Dec			
CDD Operations	1,245	220	
R&R	114	26	
NPDES	32	5	
Signature Projects	0	80	
Capital Projects	110	21	
Total	1,501	352	\$ 3,036
Jan			
CDD Operations	808	195	
R & R	70	16	
NPDES	21	10	
Signature Projects	10	10	
Capital Projects	72	35	
Total	980	266	\$ 3,750
Feb			
CDD Operations	21	200	
R & R	2	16	
NPDES	1	10	
Signature Projects	0	75	
Capital Projects	2	20	
Total	25	321	\$ 3,454

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

**TAMPA PALMS CDD
NOVEMBER 30, 2020
GENERAL FUND**

(\$000)	<u>Prior 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	14%	376	887	34%	20%
December	92%	2,388			
January	94%	2,475			
February	96%	2,512			
March	97%	2,537			
April	99%	2,579			
May	99%	2,606			
June	100.2%	2,635			
July	100.2%	2,635			
August	100.3%	2,635			
September	100.3%	2,635			
Year End					
Total Assessed (Net Discount)		\$2,628			

PROJECT DRIVEN REPORTS

Tab 3 D

Summary- Project Driven Expenses

Two Months Ending November 30, 2020

Operating Capital Projects (\$000)

Sources of Funds

FY 2020-21 Budget \$200

Uses of Funds

Spent Thru 11/30/2020 32

Total Funds Under Consideration \$0

Budget Available as of 11/30/2020 \$168

Renewal & Replacement

Sources of Funds

FY 2020-21 Budget 207

Uses of Funds

Spent Thru 11/30/2020 32

Total Funds Under Consideration \$0

Budget Available as of 11/30/2020 \$176

TP Signature Projects

Sources of Funds*

FY 2020-21 Budget \$0

Uses of Funds

Spent Thru 11/30/2020 \$19

Total Funds / Projects Under Consideration \$408

Budget Available as of 11/30/2020* (\$19)

* Additional Signature funds \$435 K available to be brought forward when needed **\$435**

FY 2020-21 RENEWAL REPLACEMENT PROJECTS

			Original Project	November 30, 2020	Committed To Spend
Infrastructure					
Amberly Parking Lot Repairs (Accident)				\$1,500	
Park Pavilion 0 Amberly (Deposit)				\$500	
PArk Pavilion Repairs - Hampton (Deposit)				\$1,500	
Landscape					
Entry Poinsettias				\$6,000	
Plant Replacements Medians & Entries				\$11,269	
Irrigation					
Clean and Replace Area 1 Filter Discs					
Lighting (Park & Landscape)					
Other				\$11,000	
TPOA Newsletter (50%)					
		Sub Total R&R Projects		\$31,769	\$0
		Sub Total Restoration Projects		\$0	
Total R&R Projects				\$31,769	\$0

**Capital Projects 2020-21
Budget Monitor**

30-Nov-20			
(\$000)	Current Projects	Spent 2020-21	Pending Commitments
Tampa Palms Signature Projects (BB Downs)			
Consulting Services	4		-
Irrigation	20		20
Main Entry Restorations	163	0	154
Area 2 Pond			1.562
Bruce B Downs Improvements	245		232
Sub-Total TP Signature 2017	\$436	\$19	\$408
Capital Projects			
Consulting Services			
Irrigation Systems		0	
Parks & Cameras		1	
Landscape & Lighting		6	
Signs, Infrastructure & Lighting		15	
Sub-Total Capital Projects	\$0	23	\$0
Total TP Signature 2017 & Standard Capital Projects		\$42	\$408

**Capital Projects Signature Projects
2020-21 Through November 30, 2020**

Tampa Palms Signature Projects (BB Downs)	Current Projects	Spent A/O 11/30/2020	Pending Commitments
Consulting Services			
Restoration Designs	4,000	4,000	
Survey & Staking & MOT	400	400	
<i>Sub Total</i>	<u>4,400</u>	<u>4,400</u>	
Irrigation			
Area 1 & 2 Irrigation (Incl BB Downs)	20,000		20,000
<i>Sub Total</i>	<u>20,000</u>		<u>20,000</u>
Main Entry Restorations			
Area 1 Entry Landscape (Phase II)	77,513		77,495
Area 2 Landscape Phase II	15,000		15,000
Area 2 Landscape (TP Blvd & Amberly Phase II)	20,000		12,000
Area 2 Pond Landscape & Wayfinding	50,000		50,000
<i>Sub Total</i>	<u>162,513</u>	<u>0</u>	<u>154,495</u>
Area 2 Pond			
Littoral Plantings & Noxious Removal			
Area 2 Pond Landscape -Bank Repairs	3,707	2,145	1,562
<i>Sub Total</i>	<u>3,707</u>		<u>1,562</u>
Bruce B Downs Improvements			
Area 1 Adl Trees			0
Bridge to Power Corridor (Walls & Railings)	245,000	12,905	232,095
<i>Sub Total</i>	<u>245,000</u>	<u>15,050</u>	<u>232,095</u>
Sub-Total Tampa Palms Signature	435,620	\$19,450	408,152
Normal Capital Projects			
	Current Projects		Pending Commitments
Irrigation Systems			
VFD Pump Drive Area Area 2			
Area 1 Pump Station Filter New Discs			
<i>Sub Total</i>	<u>0</u>	<u>0</u>	<u>0</u>
Parks & Cameras			
Cameras		1,192	-
Benches - Oak Park (3) Deposit			
<i>Sub Total</i>	<u>0</u>	<u>1,192</u>	<u>-</u>
Landscape & Lighting			
Bricks & Construction for Sanctuary Wall Bed		6,263	
Major Landscape (> 5 Years)			
<i>Sub Total</i>	<u>-</u>	<u>6,263</u>	<u>-</u>
Signs, Infrastructure & Lighting			
Drainage Easement Reconsruction		8,080	
Speed Limits Sign(s)		1,664	
Entry Wall - Reserve		5,525	
<i>Sub Total</i>	<u>0</u>	<u>15,269</u>	<u>0</u>
Sub-Total Normal Capital Projects	\$0	\$22,724	\$0
Total TP Signature & Standard Capital Projects		\$42,174	\$408,152

CHECK REGISTER

Tab 3 E

**TAMPA PALMS CDD
CASH REGISTER
FY 2021**

Date	Num	Name	Memo	Receipts	Disbursements	Balance
09/30/2020			EOY BALANCE			144,239.27
10/05/2020	8665	DOUGLAS CLEANING SERVICES	September- CDD Cleaning		1,520.00	142,719.27
10/06/2020	8666	ADB Landscaping Materials, Inc	Plant materials		6,000.00	136,719.27
10/06/2020	8667	ADVANCED ENERGY SOLUTION OF	Camera Repair/Maint		1,681.38	135,037.89
10/06/2020	8668	AT&T	Long Distance - Sept		194.15	134,843.74
10/06/2020	8669	CINTAS	Supplies		123.14	134,720.60
10/06/2020	8670	CLEAN SWEEP SUPPLY COMPANY	supplies		111.31	134,609.29
10/06/2020	8671	FEDEX	Shipping		70.74	134,538.55
10/06/2020	8672	FRONTIER COMMUNICATIONS	Hampton Pk FIOS - 9/21 - 10/21		155.97	134,382.58
10/06/2020	8673	SECURITAS SECURITY SERVICES USA, INC	Security		1,188.95	133,193.63
10/06/2020	8674	Verizon	Voided Chk.		0.00	133,193.63
10/06/2020	8675	XEROX FINANCIAL SERVICES	Copier Lease - September		136.35	133,057.28
10/06/2020	8676	Zeno Office Solutions, Inc.	Contract ovg charge 8/25 - 9/24		27.43	133,029.85
10/06/2020	8677	EEI SECURITY	Monitoring -4th Qtr - 2020		89.85	132,940.00
10/06/2020	8678	TAMPA PALMS OWNERS ASSOCIATION	Park Attendant/News Letter		27,194.67	105,745.33
10/06/2020		Deposit	Misc. Revenue	300.00		106,045.33
10/07/2020	ACH100620	VERIZON	7/23-8/24, 8/25-9/24		224.12	105,821.21
10/08/2020	8679	ABM Landscape & Turf Services	Lawn Maint		66,742.88	39,078.33
10/09/2020	10092020DD	DOROTHY COLLINS	9/21- 10-5 - D. Collins P/R		2,309.18	36,769.15
10/09/2020	10092020AC	Innovative Employer Solutions	9/21- 10-5 - D. Collins P/R		880.30	35,888.85
10/12/2020	8680	ARCHITECTURAL FOUNTAINS, INC	July/August/September - Qtrly Maint (rcvd 10/12/20)		500.00	35,388.85
10/12/2020	8681	CINTAS	Safety Mats 10/5		61.57	35,327.28
10/12/2020	8682	FLORIDA FOUNTAIN MAINTENANCE, INC	Ftnn Maint - October Reserve Maint		500.00	34,827.28
10/12/2020	8683	FRONTIER COMMUNICATIONS	Phones		437.23	34,390.05
10/12/2020	8684	IRON MOUNTAIN	10/1 -10/31 - Records Storage		283.35	34,106.70
10/12/2020	8685	SUNSHINE STATE ONE CALL F FLORIDA	Dig Tickets - 9/20		43.51	34,063.19
10/12/2020	8686	TERMINEX	Pest Control		156.00	33,907.19
10/23/2020	8687	DOROTHY I COLLINS-PETTY CASH CYSTOC	Petty Cash Reimbursements		322.65	33,584.54
10/23/2020	8688	Tampa Palms Office LLC	Reimbursement for 3 meeters that were billed TP LLC		2,648.87	30,935.67
10/23/2020	10232020DD	DOROTHY COLLINS	10/5 - 10/18 - D. Collins P/R		2,309.16	28,626.51
10/23/2020	34	Adisa Gibson	BOS Mtg. 10/14		184.70	28,441.81
10/23/2020	33	Eugene R. Field	BOS Mtg. 10/14		184.70	28,257.11
10/23/2020	10232020DD	James A. Schoolfield	BOS Mtg. 10/14		184.70	28,072.41
10/23/2020	10232020DD	Jessica B. Vaughn	BOS Mtg. 10/14		184.70	27,887.71
10/23/2020	10232020DD	James P. Soley	BOS Mtg. 10/14		184.70	27,703.01
10/23/2020	10232020AC	Innovative Employer Solutions	BOS Mtg.10/14 10/5 - 10/18 - D. Collins P/R		1,033.34	26,669.67
10/26/2020		Center State Bank	Funds Transfer	200,000.00		226,669.67
10/26/2020	8689	A & A DEVELOPMENT, INC	Renew and replace		7,025.00	219,644.67
10/26/2020	8690	ABM Landscape & Turf Services	Landscape Maint - October		62,294.10	157,350.57
10/26/2020	8691	ADB Landscaping Materials, Inc	Plant materials		2,176.00	155,174.57
10/26/2020	8692	ADVANCED ENERGY SOLUTION OF	Check sprinkler power supplies 9/9		182.50	154,992.07
10/26/2020	8693	CINTAS	Safety Mats 10/19		61.57	154,930.50
10/26/2020	8694	DPFG	Management Fees		16,324.33	138,606.17
10/26/2020	8695	FLORIDA DEPT OF ECONOMIC OPPORTUNI	Annual Filing - FY 2021		175.00	138,431.17
10/26/2020	8696	HARDEMAN KEMPTON AND ASSOCIATES, I	Professional Services		5,250.00	133,181.17
10/26/2020	8697	Morrow Electric, Inc	Supply and install 2 120 watt bulbs at front entrance		578.00	132,603.17
10/26/2020	8698	OLM, INC	Landscape Insp - 10/7		1,575.00	131,028.17
10/26/2020	8699	Straley Robin Vericker	Legal Services thru 10/15/2020		243.50	130,784.67
10/26/2020	8700	TERMINEX	Pest Control - October Main Facility		70.00	130,714.67
10/26/2020	8701	ZEE MEDICAL SERVICE	Supplies		492.17	130,222.50
10/27/2020	8702	ADVANCED ENERGY SOLUTION OF	Installed 2 new ballast iin office lights		205.76	130,016.74
10/27/2020	8703	ESD WASTE2WASTER, INC	Pump Maint - October		300.00	129,716.74
10/27/2020	8704	MARY-MARGARET WILSON	Field Mgmt - November		8,995.00	120,721.74
10/27/2020	8705	SECURITAS SECURITY SERVICES USA, INC	Security		3,566.10	117,155.64
10/28/2020		Deposits	Misc. Revenue	900.00		118,055.64
10/31/2020	560	CITY OF TAMPA UTILITIES	Water Utilities - Oct		4,028.88	114,026.76
10/31/2020		Center State Bank	Interest	28.99		114,055.75

**TAMPA PALMS CDD
CASH REGISTER
FY 2021**

Date	Num	Name	Memo	Receipts	Disbursements	Balance
10/31/2020			EOM BALANCE	201,228.99	231,412.51	114,055.75
11/02/2020	8706	ADVANCED ENERGY SOLUTION OF	Hampton Park Repair tennis court lights		718.98	113,336.77
11/02/2020	8707	Audio Video Calibration Concepts	AltanalPro WEB Cam with Express Delivery		1,192.44	112,144.33
11/02/2020	8708	DOUGLAS CLEANING SERVICES	October CDD Cleaning		1,520.00	110,624.33
11/02/2020	8709	FRONTIER COMMUNICATIONS	CDD Phone - 10/16 - 11/15		5,629.20	104,995.13
11/02/2020	8710	HOME DEPOT	Supplies		21.51	104,973.62
11/02/2020	8711	REPUBLIC SERVICES	11/1 - 11/30 - Solid Waste		1,018.45	103,955.17
11/02/2020	8712	SHREDGREEN	Shredding		117.00	103,838.17
11/02/2020	8713	TAMPA PALMS OWNERS ASSOCIATION	Park Attendants - FY 2019-2020 - 4th Quarter ADTL chrg		147.75	103,690.42
11/02/2020	8714	XEROX FINANCIAL SERVICES	Copier Lease - October		272.70	103,417.72
11/02/2020	8715	Zeno Office Solutions, Inc.	Contract ovg charge 9/25 - 10/24		42.54	103,375.18
11/06/2020	11062020DD	DOROTHY COLLINS	10/19 - 11/1 - D. Collins P/R		2,309.18	101,066.00
11/06/2020	11062020ACH	Innovative Employer Solutions	10/19 - 11/1 - D. Collins P/R		880.30	100,185.70
11/10/2020	8716	ISSUED IN ERROR - REVISED AS A RECEIVABLE- WILL CREDIT IN DEC FINANCIALS			8,000.00	92,185.70
11/17/2020	8717	A & A DEVELOPMENT, INC	Removed existsting damaged railing		12,905.00	79,280.70
11/17/2020	8718	AC Doctor of Tampa Bay Inc	Drinkin fountain repairs		320.00	78,960.70
11/17/2020	8719	ADVANCED ENERGY SOLUTION OF	Install DVR and cameras		2,630.50	76,330.20
11/17/2020	8720	AT&T	Long Distance - October		136.03	76,194.17
11/17/2020	8721	CITY OF TAMPA	Stormwater Fee - FY 2020-2021		3,041.38	73,152.79
11/17/2020	8722	CLEAN SWEEP SUPPLY COMPANY	supplies		112.99	73,039.80
11/17/2020	8723	DPFG	CDD Mgmt - November		6,274.33	66,765.47
11/17/2020	8724	FEDEX	Shipping		228.76	66,536.71
11/17/2020	8725	FLORIDA FOUNTAIN MAINTENANCE, INC	Reserve Fountain Maint		1,255.13	65,281.58
11/17/2020	8726	FRONTIER COMMUNICATIONS	Hampton Pk Phone		438.71	64,842.87
11/17/2020	8727	HOOVER PUMPING SYSTEMS	Annual Service Agreement		5,647.75	59,195.12
11/17/2020	8728	IRON MOUNTAIN	11/1 - 11/30 - Records Storage		283.35	58,911.77
11/17/2020	8729	LOWE'S	Supplies		1,041.15	57,870.62
11/17/2020	8730	POPE'S WATER SYSTEMS, INC	Staff Gaige repairs		1,200.00	56,670.62
11/17/2020	8731	SECURITAS SECURITY SERVICES USA, INC	Security Guard		5,822.85	50,847.77
11/17/2020	8732	SEFFNER ROCK & GRAVEL	Top soil and fill dirt		816.00	50,031.77
11/17/2020	8733	SUNSHINE STATE ONE CALL F FLORIDA	Dig Tickets - 10/20		43.51	49,988.26
11/17/2020	8734	TERMINEX	Pest Control		156.00	49,832.26
11/17/2020	8735	VERIZON	9/24 - 10/23 - Phone		109.56	49,722.70
11/17/2020		Center State Bank	Funds Transfer	200,000.00		249,722.70
11/20/2020	112020DD	DOROTHY COLLINS	11/2 - 11/15 - D. Collins P/R		2,309.18	247,413.52
11/20/2020	11202020ACH	Innovative Employer Solutions	11/2 - 11/15 - D. Collins P/R		880.30	246,533.22
11/30/2020	8736	ABM Landscape & Turf Services	Landscape Maint - November		121,449.10	125,084.12
11/30/2020	8737	ADB Landscaping Materials, Inc	Plant materials		6,242.75	118,841.37
11/30/2020	8738	ADVANCED ENERGY SOLUTION OF	Set DVR and fountain clock time Amberly		120.00	118,721.37
11/30/2020	8739	Arete Industries	Hi Speed		1,664.00	117,057.37
11/30/2020	8740	CINTAS	Safety Mats 11/16		61.57	116,995.80
11/30/2020	8741	ESD WASTE2WASTER, INC	Pump Maint - November		300.00	116,695.80
11/30/2020	8742	FEDEX	Shipping		265.09	116,430.71
11/30/2020	8743	GILL, WAYNE	Pavilion		2,000.00	114,430.71
11/30/2020	8744	MARY-MARGARET WILSON	Field Mgmt - December		8,995.00	105,435.71
11/30/2020	8745	OLM, INC	Landscape Insp - 11/4		1,575.00	103,860.71
11/30/2020	8746	STAPLES CREDIT PLAN	Supplies		25.00	103,835.71
11/30/2020	8747	Straley Robin Vericker	Legal Services thru 011/15/2020		61.00	103,774.71
11/30/2020	8748	TERMINEX	Pest Control - November Main Facility		70.00	103,704.71
11/30/2020	561	City Of Tampa Utilities	Water Utilities - Nov		2,927.35	100,777.36
11/30/2020		Center State Bank	Interest	39.27		100,816.63
11/30/2020			EOM BALANCE	200,039.27	213,278.39	100,816.63

STRATEGIC PLANNING

Tab 4



2021 FOCUS



Tab 4F

Focus For 2020-21

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

To reinforce the legal position of the CDD and limit consideration to those items/issues which legally the CDD can address, in October of 2020 the Board Adopted the following *rules of the road* for public comments and considerations at CDD Board meetings.

The Tampa Palms CDD encourages citizen feedback and recognizes their right to be heard on District business matters. There are two opportunities for public comments and members of the public may speak on any District matter, on or off the agenda, as long as the matter is germane to and within the jurisdiction of the Tampa Palms CDD. The chair recognizes all speakers and is responsible for the orderly proceeding of the meeting.

If a citizen wants to discuss a matter over which the CDD has no authority, the Board will suggest an organization of competent jurisdiction.

In the event a group of citizens should wish to speak on the same subject, the group should select no more than five representatives who will individually be recognized by the chair and speak for no more than three minutes each on the issue.

Specific considerations for 2021

- Secure, as best that can be done, the Tampa Palms community for:
 - the protection of residents in CDD-owned locales during the Covid 19 Crises and,
 - the workers who support Tampa Palms, specifically the ABM staffs in CDD buildings
- Advance and monitor projects critical to Tampa Palms which are dependent on the City of Tampa:
 - Protection of the wetland and securing stormwater flow within the Tampa Palms CDD
 - Repaving of Tampa Palms Blvd. (Design FY 2020-21 / work FY 2021-22).
 - Restoration of additional portions of the bike path w/ in Tampa Palms
- Monitor plans for expansion of I-75 adjacent to Tampa Palms to understand and find means to mitigate any damage to the Tampa Palms community.

STRATEGIC PLANNING

Tab 4G

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

EVENTS

Tab 4H

TP CDD Planning Horizon

January 2021

FY 2020-21

- Covid19 Crises
- NPDES Audit (Completed 12/17/20 - hold for feedback)
- Appointment of Supervisor
- Negotiation of Banking Arrangements
- Landscape Renewal Continues (10 Year Cycle)
- Possible Express Lanes For I-75 Adjacent To Tampa Palms
- Repave TP Blvd w/ Complete Streets Design (Project Design)
- Completion New Tampa Rec Center (In Progress)
- Prepare Covid19 Re-emergence (Spring & Summer)
- New Sensory Friendly Park –? Location
- ADA Review For CDD Parks

SIGNATURE SPENDING PLAN

Tab 41

MINUTES

Tab 5

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

6 The Regular Meeting of the Board of Supervisors of the Tampa Palms Community
7 Development District was held on Wednesday November 11, 2020 at 6:00 p.m. at the Compton
8 Park Recreation Building, 16101 Compton Drive, Tampa, Florida.

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

11 Mr. Field called the meeting to order.

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

13
14 **Present**

15 Gene Field	Chairman
16 Mike Gibson	Supervisor
17 Jake Schoolfield	Supervisor

18
19 **Also present were:**

20 Maggie Wilson	Consultant/Resident
21 Warren Dixon	TPOA Business Consultant
22 Brian Koerber	TPOA Property Manager
23 Don O'Neal	Resident

24
25 Mr. Field established that a quorum, as modified by the Governor's Executive Order,
26 of the Board was present.

27
28 **Pledge of Allegiance**

29 Mr. Schoolfield led the recitation of the Pledge of Allegiance.

30
31 **SECOND ORDER OF BUSINESS – Strategic Planning Review**

32
33 Mr. Field reviewed the most current strategic plans, focusing on those issues which
34 have immediate impact and noting that the Board Book contained the full examination. The
35 full strategic plans and significant events were included in the advance Board Package; a copy
36 of which is attached hereto and made a part of the public record.

37
38 **THIRD ORDER OF BUSINESS - Public Comments.**
39

Don O'Neal of Huntington thanked the Board for having the trees on the city-owned Tampa Palms Blvd. trimmed.

FOURTH ORDER OF BUSINESS – Supervisor Comments

There being none, the next matter followed.

FIFTY ORDER OF BUSINESS - Approval of the October 14, 2020 Minutes

On MOTION by Mr. Schoolfield, SECONDED by Mr. Gibson WITH ALL IN FAVOR, the Board approved the Minutes of the October 14, 2020 CDD Board Meeting.

SIXTH ORDER OF BUSINESS - Approval of District Disbursements

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

On MOTION by Mr. Schoolfield SECONDED by Mr. Gibson WITH ALL IN FAVOR, the Board approved the Disbursements for the month ending September 30, 2020 in the amount of \$295,117.50.

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

SEVENTH ORDER OF BUSINESS – Consultant Reports

♦ **Signature Projects**

Ms. Wilson noted that the Fall flowers did their job and that a few new trees had been added to the entry.

She mentioned that there continues to be a problem sourcing excellent plant material; noting that on several occasions plants had to be returned as not meeting Tampa Palms standards.

She also noted that the wall-work has commenced.

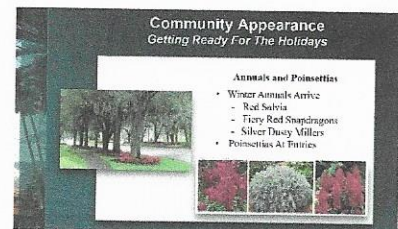


Ms. Wilson reviewed the Area 2 entry pond which due to the huge littoral shelf is less attractive than most Tampa Palms ponds. The pond maintenance company is keeping it relatively free of noxious plants and the berm is doing its job hiding the difficulties with plants.



◆ Community Appearance

Ms. Wilson reported that the winter annuals and poinsettias would soon arrive and again discussed the difficulties in obtaining proper plant materials.

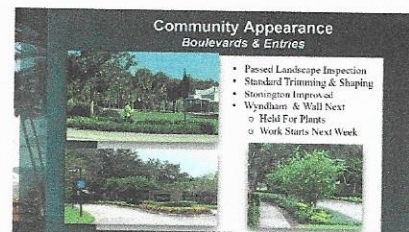


The difficulties stem from two different sources; one the movement of some growers out of the annuals market and into medical marijuana and two, staffing and other possibly Covid-related problems plaguing the remaining

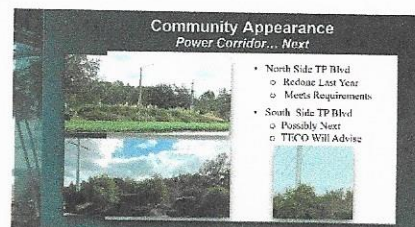
Ms. Wilson noted that the holiday lighting would begin to appear the weekend after Thanksgiving. In keeping with the decades-old community rules, the lights will be white in celebration of all the end of year holidays, as well as, a welcome for the New Year.



Ms. Wilson advised that the OLM landscape inspection took place last week and the community score was 93.5%. Work continued to revitalize the boulevards and entries.



Ms. Wilson reviewed the power corridor crossing at Tampa Palms Blvd. The north side grasses and berm are doing the job of (1) preventing vehicles entry to dump materials or do "wheelies" and (2) making the appearance of the corridor more in keeping with Tampa Palms standards for passersby.



It was discussed that the southside may need revitalization to meet FERC standards and that TECO will keep Tampa Palms apprised of any needs in order to protect the "look" of the area.

♦ **Parks**

Ms. Wilson reviewed the park work that is being completed in advance of the holidays. The primary focus is pressure washing the facilities to clean away the summer "grime". The parks continue to be well used by residents.

Ms. Wilson reminded the board that a resident took issue with the wildlife protection signs along the Oak Park stating in part that since the corridor is not in the district, the CDD should not have placed the signs. Although the signs were placed after consultation with owners of the tract and FWC, Ms. Wilson said that for consistency they would be moved in to the CDD's Oak Park boundary.

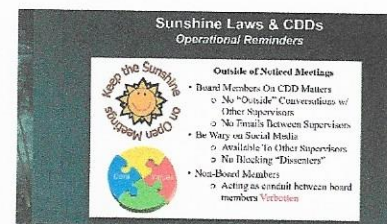
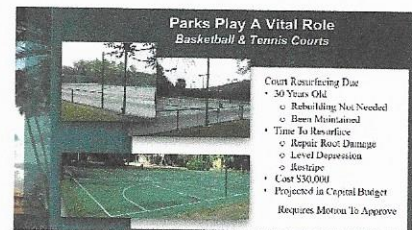
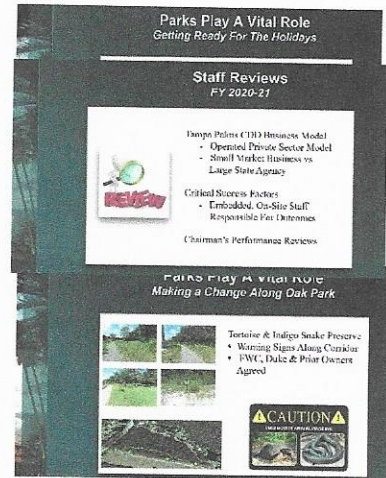
Ms. Wilson presented a proposal to resurface the tennis and basketball courts in Hampton Park. She noted that while many/most courts have to be rebuilt in 20-25 years, these 30+ year courts do not in part because the CDD has been diligent in maintaining them. The cost to refurbish is proposed at \$30,000, which includes mitigating some root intrusion damage and minor depressions.

On MOTION by Mr. Gibson, SECONDED by Mr. Schoolfield WITH ALL IN FAVOR, the Board approved \$30,000 for refurbishing the tennis courts and basketball courts at Hampton Park.

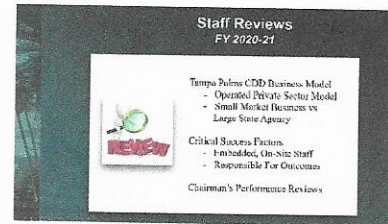
♦ **Sunshine Laws**

Ms. Wilson reviewed the open records / Sunshine Laws that apply to CDDs; specifically that CDD matters may not be discussed between board members except at a noticed meeting.

Further, third parties may not act as conduits between board members and that members should be wary of posting CDD matters on social media.



Ms. Wilson excused herself from the meeting. Chairman Field advised that the district's private-sector business model produces favorable outcomes come from repeatable, reliable business systems, processes...and dedicated, capable staff.



Success of the model is built on private-sector initiatives, experience, broad skill sets and "do-what-it-takes attitude". Staff compensation must be competitive with the private sector.

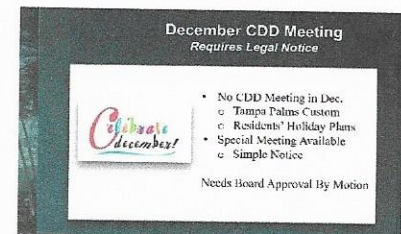
Mr. Field reviewed professional compensation trend documentation and made recommendations for the administrative position a 2.4% increase on the position salary.

Mr. Field reviewed professional compensation trend documentation and made recommendations for the consulting general manager a 1.9% increase on the position compensation.

On MOTION by Mr. Gibson, SECONDED by Mr. Schoolfield WITH ALL IN FAVOR, the Board approved a 2.4% salary increase for the administrative position and a 1.9% increase in compensation payments for the consulting general manager.

◆ December Meeting

Ms. Wilson noted that it has been the practice for the Tampa Palms CDD that the Board does not meet in December. 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.



On MOTION by Mr. Gibson, SECONDED by Mr. Schoolfield WITH ALL IN FAVOR, the Board approved cancellation of the December 2020 meeting.

◆ Budget Amendment

Ms. Wilson noted that As previously planned by the Board, reviewed at the Budget Hearing and reflected in both the District's five-year plan and the annual budgets, monies for the Signature Projects are reserved in the fund balance and moved from the fund balance to

the Adopted Budget by amendment on an as needed/as completed basis. The budget is then amended to reflected that transfer in of monies as needed.

The amendment presented for Fiscal Year 2019-20 will make changes to the Revenue and the Expenditures as follows:

1. Revenue

- Carryforward revenue will increase by \$51,216 from \$15,000 in the Adopted Budget to \$66,216 for the Amended Budget.
- Total revenue for FY 2019-20 will increase from \$2,714,291 in the Adopted Budget to \$2,765,507 for the Amended Budget.

2. Expenditures

- Budget for TP Signature projects will increase by \$51,216 from \$18,696 for the Adopted Budget to the actual expenditure of \$69,892 for the Amended Budget.
- Total expenditures for FY 2019-20 will increase from \$2,714,291 for the Adopted Budget to \$2,765,507 for the Amended Budget.

To approve this change the Board should approve Resolution 2021-1.

On MOTION by Mr. Schoolfield, SECONDED by Mr. Gibson WITH ALL IN FAVOR, the Board approved Resolution 2021-1, the Budget Amendment for FY 2019-20, increasing carryforward revenue by \$51,216 and increasing the Signature Projects expense line item by \$51,216, confirming a balanced budget.

Additional Advanced Board Package Materials:

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

EIGHTH ORDER OF BUSINESS – Other Matters

There being none, the next item followed.

NINTH ORDER OF BUSINESS – Public Comments

Warren Dixon on behalf of the TPOA advised the members of the extensive renovations that are under way at River Park.

Don O'Neal commented that the restored railings on BB Downs looked beautiful and certainly made a difference.

He questioned when the wayfinding sign would be completed, in particular would there be landscape. Ms. Wilson stated that it would be fully landscaped and that the plants were ordered and expected to be installed as soon as the lighting arrived, which has been ordered and in the process of installation, all completed in the coming weeks.

TENTH ORDER OF BUSINESS - Supervisor Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS - Adjournment

There being no further business,

On MOTION by Mr. Gibson SECONDED by Mr. Schoolfield, WITH ALL IN FAVOR, the meeting was adjourned.

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

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

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on November 11, 2020.

Signature

Mary-Margaret Wilson

Printed Name

Title:

☐ Assistant Secretary

☒ District Manager

Signature

Gene Field

Printed Name

Title:

☐ Vice Chairperson

☒ Chairperson

CONSULTANT REPORTS

Tab 6

..Around the Neighborhoods

Tab 6J

... Around The Neighborhoods

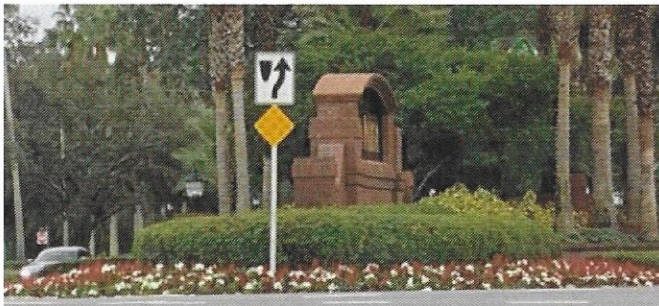
General Landscape



The Tampa Palms landscape was inspected by OLM in this week and scored a 94. OLM is a professional landscape / contract management company that inspects and grades the landscape each month but just as important, or more important, provides a check list of items that need attention or suggestions of upcoming needs. The grade and evaluation sheet is attached for review.

Over-all, the community fared well through the holidays despite unseasonable heat (the Tampa area recorded its hottest December ever in 2020) and high humidity from September through the middle of December, followed by several cool snaps.

Anticipating the problems that occur with unseasonable weather and the use of annuals that



usually perform solely in either heat or cool, ABM selected a mix including both heat tolerant and semi-cold tolerant plantings which seemed to perform well.

The heat, humidity, shorter days with less sunlight which were followed by cooler weather have created a situation in which turf fungus thrives. Tampa Palms has had several cold snaps followed by days with temperatures reaching 70+ degrees and modestly high humidity.)

The fungus appears as yellow circles in the turf and is visible in many places along the boulevards, particularly in areas not tree-protected.

Pictured to the right are areas along Compton Drive which are affected. There are other areas, usually smaller due to tree cover, along Amberly, Tampa Palms Blvd and the far end of Yardley

The fungus is not attractive and gives some of the appearance of turf that has been damaged by lack of water or vehicle damage but it is neither; in fact, it is high humidity that contributes significantly to the spread.

The turf will usually recover and fortunately does not require replacement. The presence of fungus complicates irrigation as the elimination of watering sometimes conflicts with the needs of the non-turf landscape in the same areas.



The fungus is treated with a variety of products including:

- **Protect-** used on a regular protective spray program to minimize the risk of fungus damage and can generally be accomplished with lower rates and less frequent fungicide applications.
- **Heritage** - a preventative and post-emergent fungicide that works by inhibiting the mitochondria of the fungi from respirating, stopping their growth and killing them. Heritage works on ornamental plants as well as the turf
- **Clearys-** a dry flowable fungicide and is a coordination product of zinc ion and manganese ethylenebisdithiocarbamate which can be used on turf and ornamentals – especially when fungi are resistant as it is in some places in Tampa Palms.
- **Armada** - used to target take-all root rot which plagues warm-season turf species like St Augustine. Damage often appears as thin, irregularly-shaped patches that are yellowish in color.

The objective of these treatments is the protection of the turf rhizome (root) so that the turf has a chance for recovery. Untreated most turf will die. Tampa Palms North and TPOST, along with much of the New Tampa Area, shows widespread - and possibly permanent - fungus damage. OLM should be credited with working with Joe Laird to vary the treatments to obtain the best outcome.

Winter Plantings & Decorations

Appearance this time of year in Tampa Palms to the residents is mostly about the holiday flowers, holiday lighting and the reindeer, all of which made their normal appearance.

The annual flowers struggled a bit with the heat and the late-December rains, especially the snap dragons, but in the end, they seem to be faring well. As mentioned above, several plant types were used to provide some fall-back in case of extreme cold or hot weather.



The poinsettia's at the entrance added the normal color and continue dress up the main entry. Typically they should last several more weeks and be removed. The holiday decorations, the tree light wrappings (palm and oak), along with the deer, are gone. The decorations are removed to the CDD maintenance building, inventoried and stored for the next year.

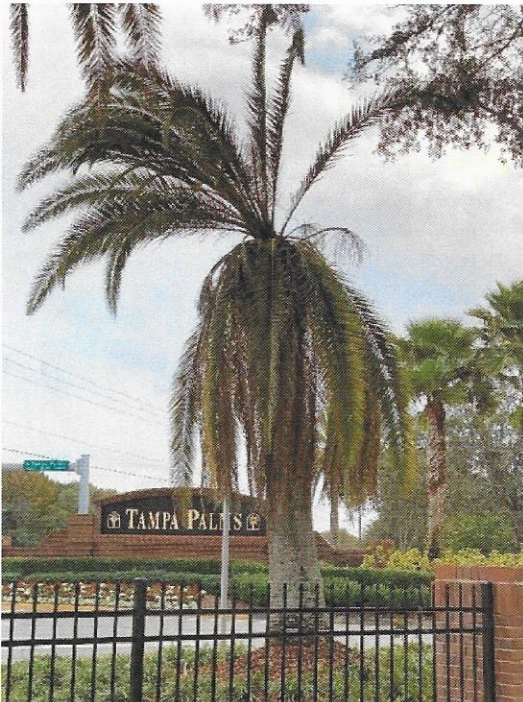
Tampa Palms Trees

Without a question the trees in Tampa Palms are THE major contributor to the general upscale look of the community – both along the boulevards and in the villages.

During the holiday a problem occurred with two of the entry palms; one is located at the Area 1 entry median, just in front of the guard house. That palm, shown to the right was nearly dead a week ago, and by now is fully gone.

The palm will be removed soon. The symmetry of look for the entry requires a replacement as soon as possible.

As soon as the palm is out, ABM will take soil samples from the area. There are questions as to whether possible seepage or other chemical intrusion from the guardhouse could be possible explanation as to palm loss. (This is not the first to die in that area.)



The second palm is - or was - a massive Canary Isle palm in front of SunTrust Bank at the Area 2 entry.

While still marginally alive, it will not survive and will be removed in the coming weeks.

This palm, along with two on the Area 2 exit side and one other on the Area 2 entry were not expected to survive the construction. The creation of new lanes and curbs resulted in massive root exposures and root cuts.

Oddly they seemed to stabilize; then last year one large Canary Isle palm was lost from the exit and two Washingtonian palms were recently removed - one from the exit and one from the entry, just before the turn into Public.

It does not appear that these palms died from the palm weevils that have plagued other palms or from Ganoderma which has virtually wiped out the Canary Isle palms in Tampa Palms. It may just be a slow demise from the root damage caused by the construction.

No action was taken during the holidays but these palms should be removed as soon as possible. These palms are VERY important to the look - even the name - of the community. The plan at this time is to:

- Remove the dead palms- both sides
- Removed as much dirt as can safely be removed without destabilizing the entire Area 1 planter
- Replace the dirt with clean and treated dirt
- Replace the Area 1 palm.

The Area 2 Canary Isle Palm will not be replaced due in part to the suspension of planting these types of palms in Tampa Palms, an area that is known for Ganoderma. More than 100 Canary Isle palms (each costing between \$8-\$10 K) have died and had to be removed.

When/if the second Canary Isle at this entry dies, smaller and less costly palms can be tried such as the Tarrow palms.

Another example of a dead tree that needs attention from the CDD is an old oak along BB Downs, in front of the Mezzo Apartments. Although there is mixed property ownership along this portion of BB Downs, this tree is definitely on a segment owned by the CDD. Staff has a concern relative to the proximity of the tree to the power lines.



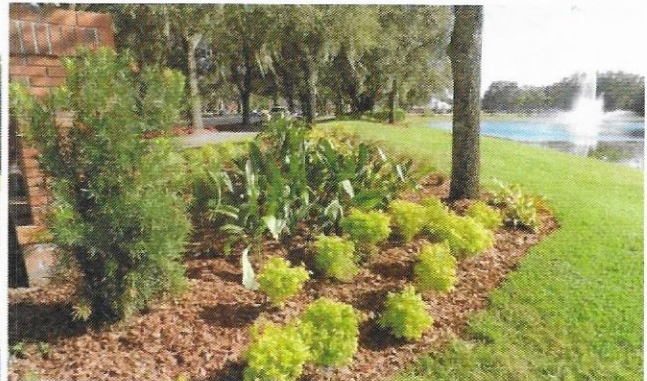
Rather than have the ABM tree crews, who have limited experience with above ground power do this removal, staff has reached out to Mid-Florida Tree Service.

This is the company who did the tree pruning for the City in Asbury and the removals for the City along the Sanctuary wall a few years ago. They are properly insured and have the expertise to safely handle this tree.



Landscape Improvements

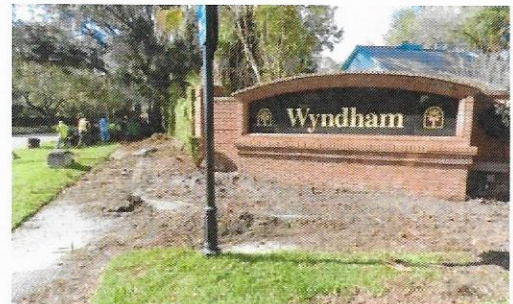
First and foremost, the Area 2 wayfinding sign landscape was completed. As soon as the trenching for the power for the lighting was finished, the landscape was installed.



As previously reviewed with the Board, all display landscape has a definitive life span and must be refreshed from time to time to keep the community looking well-kept.

Landscape material have been difficult to obtain in the both the quantities and of the standard that Tampa Palms requires. That has slowed the work to refurbish some of the locations that need to be refreshed.

ABM has started the work on the Wyndham entry at Farringham and will complete in the coming week.



Work on the Tampa Palms Roadways

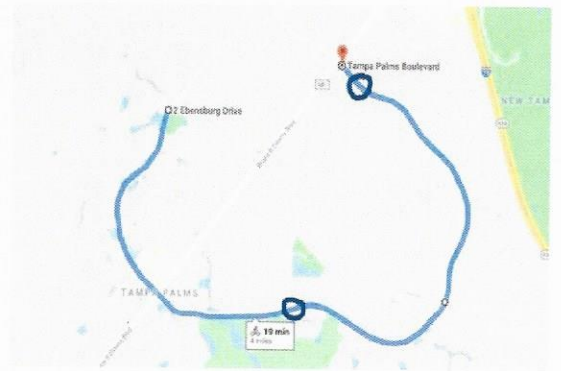
Many neighbors have noticed and questioned the presence of survey teams at work along Tampa Palms Blvd from Wellington on the west to in front of Tampa Palms Elementary and the Reserve on the east.

This activity is actually very good news because these are the City teams that are busy with the pre-construction work in advance of the project to repave Tampa Palms Blvd.

As promised the design for for Tampa Palms Blvd would be completed in FY 2020-21 and the actual construction in FY 2021-22

The City project includes Improvements include:

- Operational improvements to both of the Compton Drive intersections in Tampa Palms and the Compton intersection in TPOST 3.
- Roadway and Signing & Pavement Marking improvements to entire 4-mile loop to accommodate bicycle and pedestrian facilities including enhanced crosswalks & sidewalks.
- Corridor-wide speed reduction from 40-mph to 35 or 30-mph.
- Pavement resurfacing for the entire length.



The City has also responded to the safety concerns of many regarding wrong-way traffic at the Area 2 entrance. Two very prominent signs have been installed.

Wrong-way traffic exiting City Plaza has been responsible for a number of accidents and many close calls.

The most dangerous situation is one where someone comes out of City Plaza the wrong way and a car is turning left into Area 2 from BB Downs.

ABM is also working to remove leaves from the medians and roadside. The City does this on an average of every 60 days but with so many trees, the leaves need more attention.

Teams blow the leaves from the roadsides, medians and along the streets into piles which are collected using a tractor and placed in dump trucks for disposal.



Cash
Management
CY 2021

Tab 6K

Cash Management Plan For CY 2021

Updated 1/8/21

The CY 2020 cash management agreement negotiated with CenterState Bank expires January, 2021. 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 2020 meeting.

Note the CDD receives the majority of its funds in the December / January timeframe and then spends down the balances during the fiscal year. Additionally, the CDD has monies earmarked for known or anticipated requirements in order to make certain that there are no owner surprises, special or increased assessments or borrowing.

These funds remain on deposit until used. It makes good financial sense to place them where they can earn the maximum interest.

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- fully insured**
- 2) Internal process controls...supporting no-comment audits
- 3) Timely payment of vendors
- 4) Respectable return on working capital



Staff with the guidance of the CDD Chairman and the DPF Senior Financial Manager explored cash management options for 2021 with the current service provider, CenterState Bank, and explored possibilities with other institutions such as SunTrust (in the middle of a merger), and PNC.

Offers have been slow to come, actually non-existent except for CenterState Bank, which is in the process of preparing a proposal.

Brandy Langley, Centerstate Bank, is obtaining approvals at this time for an offer. While not confirmed, staff is of the impression that the offer will be approximately one half of the rate enjoyed in 2020; but will provide more than twice the interest revenue that the CDD budgeted for 2021.

As soon as staff receives the proposal, it will be reviewed with the chairman and then the board. Hopefully this can be provided to everyone before the January 13th meeting.

Board Member Appointment

Tab 6L

CDD Supervisor Appointment

Due to complications stemming from the Covid crises and its impact on the US Mail, the Supervisor of Elections was unable to place Supervisor Gibson's name on the November ballot. (They received all his documentation which was provided online but the small check that is required never appeared.)

No other Tampa Palms eligible elector showed interest in the position, so no one else appeared on the ballot for Seat 3.

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

Several sitting Board Members have inquired of staff what criteria must be applied to make the decision to appoint a supervisor to this seat.

While the Florida statutes mandate that the remaining Tampa Palms Board will appoint a member to fill Seat 5 until the end of the term, the statutes provide no definitive guidance as to how this selection should be made other than by Board appointment.

FS 190.006 (4) b) If no elector qualifies for a seat to be filled in an election, a vacancy in that seat shall be declared by the board effective on the second Tuesday following the election. Within 90 days thereafter, the board shall appoint a qualified elector to fill the vacancy. Until such appointment, the incumbent board member in that seat shall remain in office.

Staff was able to convey to those supervisors making inquiry that upon the resignations of Andy Miller, Randy Marlowe and Patty Maney, all of whom resigned due relocations, the Board stated that their decision was based on:

- Presence at and participation in the Tampa Palms community (committee's, sub-association boards, City of Tampa projects related to Tampa Palms etc)
- Attendance at community meetings (CDD & TPOA, as well as sub-associations if appropriate)
- Demonstrated ability to work with groups (prior board memberships, charity organizations, school organizations)

It should be noted that both Andy Miller and Randy Marlowe recommended their own replacements using the criteria above.

At this time there are two qualified electors who have made their interest known:

- Michael Gibson, current supervisor for Seat 5, has indicated that he wishes to be considered by the Board for appointment.
- A second resident has offered his services **but stated he will be a candidate if, and only if, Michael Gibson does not wish to be considered.** He did not even want his name mentioned.

Announcement of this pending vacancy was made during the TPOA Annual Meeting in September and appears in the TPOA Newsletter for Oct and Nov and was discussed at both the Oct and Nov CDD meetings.

Mr. Gibson meets the criteria previously used and stated above. If it is the will of the Board to appoint Mr. Gibson for the remainder of the term for Tampa Palms CDD Seat 5, it should be done by motion at the meeting.

Note; despite the fact that State Law indicates Mr. Gibson shall remain in the seat until a successor takes office, it has been suggested by the CDD attorney, John Veriker, that Mr. Gibson should excuse himself from the meeting for this vote.

Sign Proposal For Entries

Tab 6M

Sign Proposed For Tampa Palms Entries

A member of the SWFWMD staff, Robin Grantham, Lead Communications Coordinator at Southwest Florida Water Management District, contacted Brian Koerber at the TPOA and proposed the installation of signage at the Tampa Palms entries.

She gave the following statement and provided the design to Brian.

The project includes a community entrance sign that will inform residents of turf weekly watering needs of ½" of water per week and will also include remotely updated rainfall data. The premise is that residents will recognize that when we've received enough rainfall, they won't need to run their irrigation system as often or as long.

A design for a "typical" sign designed for use in an association was included.

Timber Pines is a gated, 55 and over association located off a rural road in Spring Hill Fla.

It has (1) private roads (2) only two entrances and (3) minimal traffic.

FRITZ SIGNS 8032 Spring Arbor Rd., P.O. Box 397 • Spring Arbor, MI 49283 • 517-750-1990 • Fax 517-750-9226 • leslio@fritzsigns.com

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT - Rainfall Signage

Customer: Robin Grantham
Address: 2379 Broad St.
Brooksville, FL 34604

Phone: 352-795-7211 ext. 4779
Fax:
Cell: 352-400-8635
Email: Robin.Grantham@swfwmd.state.fl.us

Date: 1-28-20

Quantity: 1 single sided

Background color: white/blue
Text color: blue/white
Logo color: white

File name: S/Southwest Florida Water-Rainfall Signage

\$16,041.30

above cost includes all labor, material and taxes.
5/16 down balance due upon completion.
Remits included, no extra.
Please call with any questions.
NOTE: The colors called out in the rendering do not exactly match the print. To see actual color samples see your sales representative.
Print # 2 Size 36" x 48" 3/4" thickness 1.500
Sales Person Scott Deagere Designer Catherine Salsbery

Subscription for cellular data connectivity \$540.00 year

DESCRIPTION:
Aluminum extruded 6" deep cabinet, primed and painted with Matthews paint with premium cut out vinyl graphics applied to one side of 303 aluminum face. Solar powered, remote monitored LED, CE/FMCA sign, with remote connection. 3" square aluminum posts. Sign handled by others. Shipping quoted separately.

APPROVED BY: _____ DATE: _____

NOTES: THIS IS THE PROPERTY OF THE DISTRICT. IT IS TO BE USED ONLY FOR THE PURPOSES OF THE DISTRICT. IT IS NOT TO BE USED FOR ANY OTHER PURPOSE. IT IS NOT TO BE USED FOR ANY OTHER PURPOSE. IT IS NOT TO BE USED FOR ANY OTHER PURPOSE.



Tampa Palms as a community has always embraced those strategies which will aide in the protection of the very sensitive lands which the community enjoys and increase awareness of environmental stewardship by the residents.

Despite the fact that this proposal has at its base what appears to be excellent purpose, the implementation of this proposal does not appear to be a good fit for Tampa Palms. - at least as presented.

- Tampa Palms entries are located on public rights of way; there exist no gates to cause residents to slow in order to read anything.
- The entries to Tampa Palms are located on an eight-lane highway, a highway that carries 60,000 vehicles per day.
 - A sign of this size would be barely visible at the entries.

- The lettering would not be readable from the roadways. (The largest lettering - the red LED numbers - is only 9.5 inches high)
- The sign as depicted does not meet Tampa Palms design standards.
 - All Tampa Palms entry signage, and even wayfinding signage, is brick-based.
 - This somewhat graceless aluminum pylon sign has the general look of an inexpensive “for sale sign” and would constitute a genuine eye-sore at entries for which Tampa Palms has spent and is spending more than \$1.6 Million dollars.
 - The sign includes a red LED display but no other lighting: one can only imagine the “look” at night.

Alternative locations for this type of display might make the proposal more useful to Tampa Palms residents. If a proper Tampa Palms-quality sign displaying weekly rainfall were located adjacent to the community center at Compton Park the smaller roadway, greater visibility and higher concentration of Tampa Palms residents might accomplish the SWFWMD objectives without compromising the aesthetics of the community.

This is presented for discussion during the upcoming meeting.

Community Damage & Dumping

Tab 6N

Accidents, Dumping and Other CDD-Property Damage

The weekend after Christmas there was a fiery accident on Amberly Drive, a few feet from first entry into Nottingham past the park. The district has not yet received the police report but officers read portions to staff and it appears that at 3:15 AM (so no witnesses) a car hit a light pole while traveling at a high rate of speed and then flipped over and burst into flames.



Fire Dept reports indicate a number of engines (2) and emergency vehicles (2) were dispatched to the scene. According to the officer's report the driver was out of the car and not badly injured.

TECO was notified (the pole was almost pulverized) so that the power could be confirmed to be off before any cleanup commenced. (The area was flooded due to the firefighting and the risk of shock high.)

There was burned turf and damaged irrigation: ABM has secured the irrigation and turf replacement will follow when the weather is better suited to placing turf.

Debris Dumping

At least one resident has been throwing plant / tree debris over the wall from Wyndham onto the area along Tampa Palms Blvd.

Coincidentally on Christmas Eve, while making certain the boulevards were holiday-ready, James Wright [ABM] observed a man with a small dog holding 'a bunch' of debris.

James observed the man toss the debris [I believe from a bag] onto the area in front of the Wyndham monument. Although this was not a substantial amount of debris it still looked messy along a recently cleaned boulevard.

James wisely said nothing to the man, removed the debris and turned his truck around and noted the home to which the man returned.



As James returned to the area about a half hour later, he observed that further along the boulevard, exactly at the rear of the home to which the man had been observed returning, there was now some larger pieces of tree debris.

This area had been clear of any debris when James was there earlier; apparently these limbs had just been thrown over the wall.

James reviewed the matter with Brian Koerber of the TPOA and the gentleman will receive a warning notification from the TPOA stating that he had been observed dumping debris and that is a deed violation, and to please not do that in the future.

There has been other "dumping" of debris materials in Tampa Palms. A resident reported that an owner on Stanton Lane took substantial chunks of concrete paver materials and dumped them on a CDD-owned conservation area on Wareham Drive.

The concrete was removed by ABM and properly disposed.

The following week chunks of what appeared to be the same materials were dumped on the CDD-owned land tract beside the sidewalk along the southern portion of Yardley Way on the way to River Park.



That mess has been cleaned up by ABM. The TPOA will be sending a notification letter to all the residents of Stanton Lane, mentioning that dumping is not allowed and that someone had observed and reported the activity; please do not do this in the future.

But the pre-Christmas fun was not over. At several locations along Yardley Way there is damage to the turf and irrigation caused by folks doing *driving donuts*, rotating the rear or front of the vehicle around the opposite set of wheels in a continuous motion, causing circular skid-marks and when done on both turf and pavement, this can create smoke from the tire friction.

The greatest amount of damage was done just north of the entrance to Tremont. Based on the tracks, the



ABM team suggests that at least one of the vehicles was a truck. The tracks come dangerously close to a TECO ground-based transformer; if hit there could have been deadly consequences for the vehicle occupant(s) and loss of power for the area. Further the road curves in this area and a car coming around the curve and encountering this activity could easily result in a serious accident. The police have been notified and will increase patrols in the area.

There were numerous incidents of damage to the turf from vehicles leaving the road. Many more than normally occurring within the community.

Pictured to the right is a typical example. This accident was just west of the Huntington entry.

From the tracks there was more than one vehicle, though one vehicle appeared to have caused most of the damage and had to be pulled or towed from the area.

The car/truck fortunately did not hit the palm tree, though it came very close.

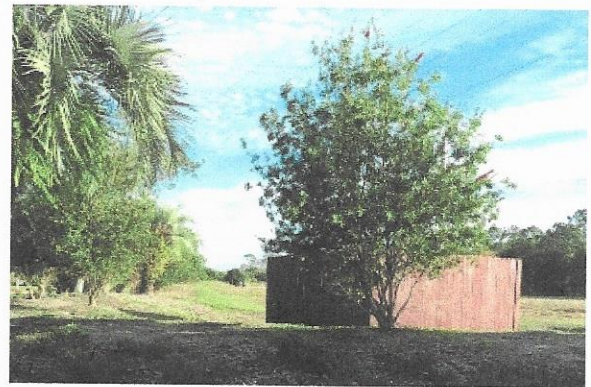


Fire Pits On CDD Property

A neighbor notified the CDD that someone placed a portable fire pit in the area of the remote well station on Yardley.

They reported that a rather substantial blaze was observed. Another neighbor reported seeing the fire pit after it had been used, but with no fire in progress.

A fire on the corridor could have devastating impact (smoke) on the neighboring homes. The pit has been removed and ABM will keep an eye on the area.



New District Manager

Tab 60

District Manager Assigned

As you will remember, several months ago DPFG has assigned a new District Manager for the Tampa Palms operations, Ken Joines.

Ken's primary interest and considerable background was in association management. At the time when Ken was retained, DPFG was considering creating a division with an association-focus which Ken would lead.

In the last few months DPFG has altered that course and joined forces with an association management organization, the very same one for which Ken had previously worked. Ken chose to leave DPFG.

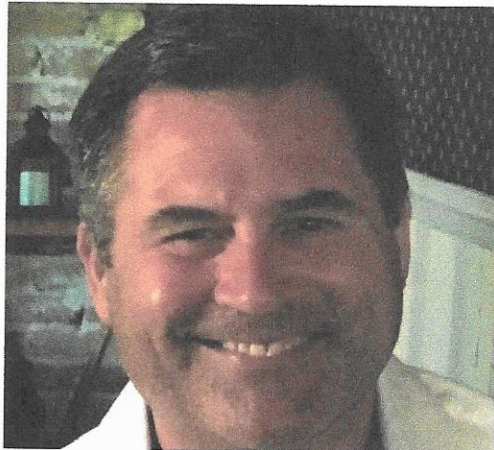
DPFG has assigned a new District Manager to support Tampa Palms, Chris Cleveland.

Chris has substantial background in community management, not just from an association perspective, but also as a District Manager/CAM in the Rizzetta organization.

Chris will join our 1/13/21 meeting and a brief bio for him is attached that was provided by Patricia Thibault-Comings.

Bio of Designated District Manager

Chris Cleveland



EDUCATION, TRAINING & AFFILIATIONS

- CAI Community Association Institute
- Certified Manager of Community Associations (CMCA)
- Association Manager Specialist (AMS)
- CAM Alliance Panama City Beach
- Pasco Hernando (FL) and St. Charles (MO) Community Colleges
- U.S. Marine Corps - NCO Officer Training Academy

PROFESSIONAL PROFILE

Professional association manager with experience in management, budgeting, and project oversight

Specific expertise includes:

- Work closely with Board of Directors to develop and lead the integration of new programs, services and initiatives. Act as liaison to ensure exceptional service is delivered and Board expectations are consistently met.
- Review financial statements and report variances; submit invoices in a timely manner and review invoices for accuracy. Prepare and manage budget for each entity, monitor expenses, initiate cost reduction strategies and negotiate prices with vendors.

- Manage vendor contracts and submit renewals. Prepare bid comparison analysis and use the Request for Proposal (RFP) for bid solicitation.
- Conduct site inspections and identify deficiencies, providing recommendations and action plans. Process and manage violations regularly.
- Oversee construction projects and ensure property maintenance/improvements are completed on time and within budget.

PROFESSIONAL EXPERIENCE

Oct 2015 - Jan 2021

First Service Residential – Winter Garden , FL
DEL WEBB ORLANDO HOMEOWNERS
ASSOCIATION — COMMUNITY ASSOCIATION
MANAGER

Jan. 2013 – May 2015

Laketown Wharf Resort
SENIOR GENERAL MANAGER/ COMMUNITY
ASSOCIATION MANAGER

Aug 2010 – Dec. 2012

Splash Resort
ASSOCIATION MANAGER/ MAINTENANCE
MANAGER

April 2009 – Aug 2010

OceanReef
PROPERTY MANAGER/MAINTENANCE ENGINEER

Jan 2008 – April 2009

US Naval Support Center
BUILDING MANAGER/MAINTENANCE ENGINEER

Tampa Palms Organization

Tab 6P

CDD Organization Matters

Organization Documents

The Tampa Palms CDD adopted organizational documents/statements that serve to establish the purpose of the organization (Mission Statement), define the organizational objectives that reflect and flow naturally from the purpose of the organization (Direction Statement) and those standards which form the foundation on which the Board conducts itself (Core Values). Board Members assume roles that oversee the framework or context within which the District's strategies are formulated (Leadership Roles).

Each year at this time the Board reviews the CDD organization documents, which were developed by the Chairman, to assure that the documents reflect current thinking and are consistent with the direction the Board is leading the community.

This year staff took the liberty of penciling-in Supervisor Falkowitz to the role previously held by Supervisor Vaughn. Further staff left Supervisor Gibson in the role he had played for a number of years, pending his appointment at the January meeting. If there are any changes that more clearly reflect CDD stewardship, please advise staff so that any modifications can be discussed as part of the January meeting Agenda.

The documents following in Section I.

In Section II following, there is a thumbnail sketch developed by the chairman of the areas and assets that make up the Tampa Palms CDD.

Finally, in Section III following The chairman has created a compendium of the district value created for the last fifteen years. It is substantial.

Tampa Palms CDD Perspective & Metrics

The Tampa Palms CDD is a complex organization with widely disparate assets on which the residents of 4,611 housing units depend (single family, condominium, townhomes, and apartment homes).

Tampa Palms CDD Stewardship History

Rigorous adherence to the adopted Mission and Direction for the CDD, framed by the adopted Core Values, has resulted in substantial and measurable value to the owners and residents of Tampa Palms.

Tampa Palms CDD

CDD Direction Statement

Re-Presented
(1/8/21)

Provide timely and effective leadership to protect and preserve the safety and quality of life in Tampa Palms, mitigating the impact of externally-driven changes.

Tampa Palms CDD

Re-Presented
1/8/21

Mission Statement

Provide respected and effective leadership
for the continuous improvement of Tampa
Palms I & II, in statute-authorized CDD
responsibilities:

- assessment and collection of taxes &
revenues
- protection and maintenance of CDD
assets

Tampa Palms CDD

Re-Presented
(1/8/21)

Core Values

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

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

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

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

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

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

Board Leadership Roles

Jan 8, 2021

Leadership

Field

Financial Management

Facilitate Board oversight role by providing:

- Development and analysis of annual operating budgets.
- Definitive and actionable interim account reports.
- Balance sheet analysis related to Board decisions.
- Cash flow projections related to short and long-term plans.
- Oversight of up-to-date five-year directional plans.
- Oversight of district resource allocation.
- Analysis of annual audits and internal controls.
- Provide financial leadership and direction to the treasury management effort, particularly as relates to efforts to achieve maximum (and safe) return on investments.

Board Leadership Roles

Jan 8, 2020

Leadership

Local and State Government Liaison

Falkowitz

- Monitor CDD mission
- Leadership in resident education of CDD responsibilities vs. TPOA
- Monitor changes to laws regarding CDDs
- Coordinate Tampa Palms interests with City Council members.
- Monitor transportation changes and their impact on Tampa Palms, particularly traffic safety and plans for changes to I-75.
- Monitor web site adherence to State requirements
- Co-ordinate staff liaison with TPOST 3 and TP North to assure achievement of common goals.
- Provide leadership and direction to the rebranding effort from the perspectives of Tampa Palms and greater community liaison.

Board Leadership Roles

Jan 8, 2021

Leadership

Landscaping and Community Appearance

? Gibson

- Monitor landscape maintenance performance and coordinate with OLM and ABM.
- Oversee development and implementation of routine improvement activities.
- Develop, implement & monitor a community program to evolve the Tampa Palms community to drought-resistant and winter resistant landscape.
- Provide leadership and direction to the rebranding effort (Signature Projects) from a landscape perspective.
- Work with staff and consultants to develop, implement and monitor Board programs to continually revitalize and keep fresh community landscape.
- Provide leadership and direction to the water conservation effort from the perspective of the complex irrigation system infrastructure.

Board Leadership Roles

Jan 8, 2021

Leadership

Parks & NPDES

Schoolfield

- Work with staff and consultants to develop, implement and monitor Board-approved programs to continually enhance parks.
- Observe irrigation system performance as reported by staff and assume leadership role before Board in the of event failure.
- Monitor preventive maintenance programs (such as Sunshine One Call) and District response to problems.
- Monitor compliance with watering restrictions and annual usage restriction reporting.
- Monitor emerging NPDES requirements.
- Oversee changes in NPDES requirements and the District plans to comply.
- Work with staff and consultants to develop, implement and monitor programs to continually revitalize irrigation.

Board Leadership Roles

Jan 8, 2021

Leadership

Infrastructure and Facility Oversight

Soley

- Work with staff and consultants to develop, implement and monitor Board-approved programs to continually enhance entrances, community lighting and other infrastructure.
- Identify community infrastructure needs such as village entries and boulevard walls with staff & residents
- Monitor construction and development activities in and near Tampa Palms to assure best interests of the community are served.
- Assume an overall leadership role in the rebranding of Tampa Palms from a project design perspective

CDD PERSPECTIVE & METRICS

Section
I

Tampa Palms CDD Perspective

5 Member Board, Elected for Four-Year Terms

Focused Mission..... Empowered by Florida Statutes

Sunshine Laws AKA Open Meeting Laws

Organization Foundation: Written

Mission, Core Values, Direction Statement, Five Year Models

Board Leadership: Shared.... Centers of Excellence

Annual Financial & Internal Audit Control

Seventeen-Years No Comment Audits

Re-presented 13-Jan-21

Tampa Palms CDD Metrics

2,700 Acre Community w/ Conservation Lands

12 million Sq. Ft. (275 Acres) of Turf, Shrub Beds & Pond Surface

70 Retention Ponds

54 cul de sacs

8 Lake Fountains

3 Land Fountains

143 Acres of Maintained Landscape

100,000 Annual Plantings Provided Yearly

3,800 Trees

20 miles of Irrigation Systems

11,000 Sprinkler Heads

600 Lighting Fixtures (Landscape, Monument, Entry)

3 Parks Hampton, Amberly & Oak

3 Pavilions

6 Tennis Courts 1 Racquetball Court

Re-presented 13-Jan-21

TAMPA PALMS STEWARDSHIP HISTORY

Section
II

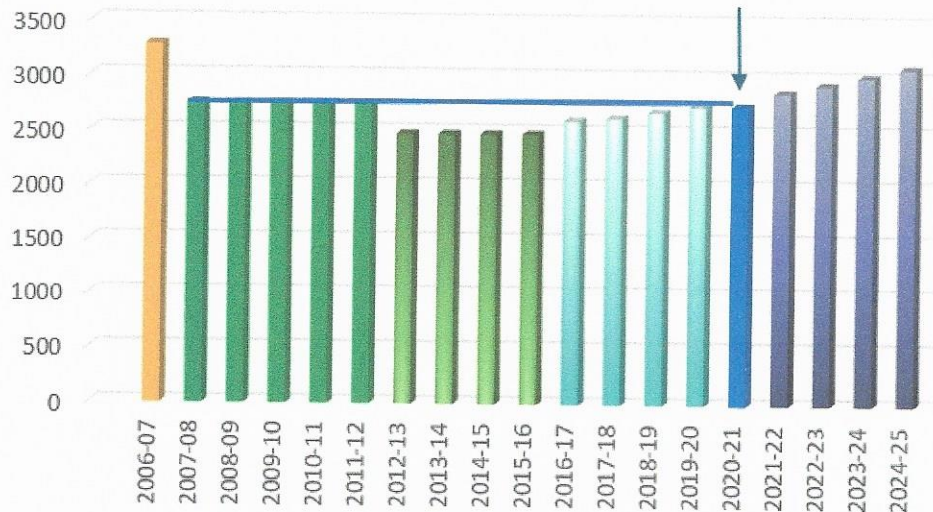
District Value Created 18 Years of Board Stewardship through September 30, 2020

Major high-value area metrics includes, but are not limited to the following....

<u>Board Professionalism And Effectiveness</u>	Advanced Board Book.....Professionally Informed Board Power Point Presentations Improved Meeting Communications
<u>Long-Term Partnerships</u>	<u>Toro Beta Site</u> (Mowing Ended June 2017 Due To Corporate Relocation) Turf maintenance, equipment & irrigation systems & controls Savings: 20 years of Turf mowing costs... Total \$2.0 M One-time irrigation control system & software \$ 100 K OneSource landscape maintenance effective during 2002 Created business systems & processes for effective implementation Preserved \$ 300 K/Yr cost savings by interim negotiation Expense increase limited to compound annual growth rate of less than 2.0 % per year over 18-year period
<u>Retirement of Debt</u>	Retired TP infrastructure debt Annual principal & interest \$ 1.3 M Reduced CDD taxes \$ 650 K per year in aggregate Transitioned TP to 100% non-ad valorem assessments
<u>Restore TP to Premier Community</u>	TP was debt-free 30 Yr old community that looked 30 Yrs old. Retained \$ 650 K of debt service for 5 years Launched \$ 5.0 M Visioning TP 2017 to restore 'Premier' status
<u>Reduced Community Assessments</u>	Visioning TP 2013 completed Reduced assessments 10 % \$ 265 K/Yr For three years Total 3-year reductions \$ 800 K
<u>Financial Stewardship</u>	Private Sector Financial Reporting Standards 3.2 M Budget Major Project financial management & internal controls \$ 9 M Projects 18 years of "No Comment" independent audits Cash Management QPD protection Interest income totals over \$ 350 K Multi-Year Financial Models Longer-term Vision
<u>Maintain District Financial Health</u>	Created Financial Model - no surprises Publicly Examines - history and reasonableness of CDD assessments Provides insight into the future consequences of current financial decisions.

Maintain DistrictFinancial Health (Cont'd)

Increased assessments 2.2 % in FY 2017/18 & 2018-19 to meet needs
 Advised TP probable annual increase of 2.2% - 2.4% for 5 years
 Revised for 2021 assessments due to pandemic impact on residents

2020-21 Assessments 2 % Lower Than 2007

Environmental
Compliance

NPDES (EPA) Plan & Audit District savings \$ 30 K every 5 years
 SWFWMD partnership Water use approval & monitoring
 Alternative to potable water Annual savings \$ 500K / Year
 18 Year Achievement \$ 90M

Conserve
Resources

Resource Conservation Programs
 Water conservation Reduced SWFWMD water allowance by 25 %
 Energy conservation Reduced KWH use by 33 %

Eminent Domain

Florida Gas Transmissiontaking of CDD Property \$ 400 K
 Area I exit to Bruce B Downs....taking of CDD Property \$ 477 K

Non-Ad-Valorem
Assessments

Research: Florida Supreme Court Cases re: Assessment Process
 Developed and Implemented TP Process...for Assessments Savings \$ 30 K

Mitigation
BBD Expansion

Numerous Design Changes...Flagship Corner Pond,
 BBD Fencing Design, Area II Median, etc Cost Avoidance \$ 300-400 K

Research
Priceless

Deed: Grace Church specific Land Use Restrictions
 Avoidance : Cell Tower and Commercial Use of TP Flagship Corner

**Government
Relations**

Initiated and Maintained constructive & co-operative relationships
....with all state, county, & city management and operating constituencies
Secure cooperation to maximize public services for TP CDD

**Project
Management**

Board & staff implemented over \$ 17.0 M to \$18.0 M in community projects
Quoted, sourced, budgeted and controlled all projects
Internal controls 18-Years of successful audits

**Resident
Communication**

Initiated and maintain TP CDD website required by State of Florida
Posts CDD public records to inform interested residents
Provide Board and CDD e-mail & phone contacts to ease communication
Fund TPOA newsletter as communication vehicle to inform residents

**Allocation of
Resources**

Monthly, professional landscape maintenance review with formal rating
Board, staff and OneSource/ABM actively participate
Priorities established for ABM/One Source service 17 Yr total \$14.0 to \$15M

NPDES AUDIT

Tab 4R

NPDES Audit

The CDD's NPDES activities were audited by FDEP in December. The final report has not yet been received but indications are that Tampa Palms has satisfied all requirements of the permit and no remediation steps needed to be taken.

Still common sense suggests that auditors are there to suggest improvements so suggestions are anticipated on the final report.

The auditor stated that while he had no comments based on the review, he would share the results with his team and make any relevant suggestions on the final report.

One item discussed was that the CDD might make informational updates to the actual tenants of the commercial entities. Given that all of the commercial entities are served by stormwater retention owned by the CDD and covered by this permit, and that some of the tenants are operations that have the potential to discharge (restaurant etc), this made sense and will be implemented - even if not suggested on the final report.

The audit requires proof of compliance with all aspects of the permit: the information is rather extensive and fills several containers of information. It is available for inspection.

A copy of the permit is attached.





FLORIDA DEPARTMENT OF Environmental Protection

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, FL 32399-2400

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Noah Valenstein
Secretary

November 18, 2020

Mary-Margaret Wilson
Assistant Secretary Tampa Palms Community Development District (CDD)
Tampa Palms CDD
16311 Tampa Palms Boulevard West
Tampa, FL 33647

Subject: Tampa Palms CDD NPDES Phase II MS4
NPDES Permit ID Number: FLR04E070
Cycle 4 Audit Notification

Dear Mary-Margaret Wilson:

The Florida Department of Environmental Protection (Department) proposes to conduct the **Cycle 4 Year 1 Audit on December 17, 2020** to review the implementation of the State's federally authorized National Pollutant Discharge Elimination System (NPDES) Stormwater Program. The Year 1 audit will cover the activities conducted from **February 19, 2019 through February 18, 2020**. Thank you for working with us to schedule this review.

Date and Time	Activity	Location
December 17, 2020 @ 8:00 am	Record Review and Site Visits	16311 Tampa Palms Blvd West Tampa, FL 33647

The purpose of the meeting is to review the status of your implementation of the Stormwater Management Program (SWMP) as required by the *Generic Permit for Discharge of Stormwater from Phase II Municipal Separate Storm Sewer Systems* (Rule 62-621.300(7)(a), F.A.C.) and as specified in your approved Notice of Intent (NOI) for coverage under the generic permit.

The program review will consist of the following activities:

- **Review of SWMP Legal Authority.** Please be prepared to review the legal authority (i.e., code of ordinances, regulations, and guidelines) for the implementation and enforcement of both the illicit discharge detection and elimination program (SWMP Element 3b) and the construction site stormwater runoff control program (SWMP Element 4a).

- **Review of SWMP Activity Records, Procedures and Results.** The review will require the permittee to make available documentation of the SWMP activities during Year 1 of permit coverage. The review will include, but is not limited to, the following:
 - Public education and outreach materials and activities
 - Public involvement procedures and results
 - MS4 Map & Inventory
 - Illicit discharge proactive inspection program procedures, enforcement, and results
 - Illicit discharge outreach materials and activities
 - Construction site erosion and sedimentation control requirements
 - Construction site waste control requirements
 - Pre-construction site plan review procedures
 - Public comments received regarding the impacts of construction site stormwater runoff
 - Construction site proactive inspection program procedures/SOP, enforcement, and results
 - Municipal operation and maintenance program procedures and results
 - Employee training records
- **Site Visits:** The site visits may include the following:
 - Municipal yard inspections
 - Stormwater projects
 - Proactive illicit discharge inspections
 - Construction site inspections

Please have all your Year 1 documentation ready to be reviewed for the audit. If you have any questions, please do not hesitate to contact me at (850) 245-7568 or email at Jason.Maron@floridadep.gov.

Sincerely,



Jason D. Maron
Phase II MS4 Coordinator
NPDES Stormwater Program
Division of Water Resource Management



FLORIDA DEPARTMENT OF Environmental Protection

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, FL 32399-2400

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Noah Valenstein
Secretary

February 19, 2019

Sent via E-post

Mary-Margaret Wilson
Assistant Secretary Tampa Palms Community Development District (CDD)
Tampa Palms CDD
16311 Tampa Palms Boulevard West
Tampa, FL 33647

Subject: Tampa Palms CDD Phase II Municipal Separate Storm Sewer System (MS4)
NPDES Permit ID Number **FLR04E070** (Cycle 4)
Notice of Renewed Permit Coverage - FINAL

Dear Mary-Margaret Wilson:

The Florida Department of Environmental Protection has received and processed your submittal of the *Notice of Intent to Use Generic Permit for Discharge of Stormwater from Phase II Municipal Separate Storm Sewer Systems* (NOI), Appendix A and the applicable permit processing fee for renewal of coverage under the Phase II MS4 Generic Permit.

This letter serves to acknowledge that your NOI and Appendix A is complete. The determination of a complete NOI means that your MS4 continues to be covered under the Phase II MS4 Generic Permit. **Your renewed coverage under this permit is effective as of February 19, 2019 and will expire on February 18, 2024.** Your permit identification number remains the same.

Coverage under the Phase II MS4 Generic Permit allows your MS4 to discharge stormwater provided that you implement the Stormwater Management Program (SWMP) included as Appendix A of your NOI annually and comply with all requirements of the Phase II MS4 Generic Permit.

The implementation of the SWMP must occur based on the Schedule of Implementation specified in Appendix A of the approved NOI. Annual Reports are due within six months of the anniversary date of permit coverage. Please note that unless the department requires more frequent reports, annual reports summarizing your SWMP implementation efforts are required for Years 2 and 4 of your five-year permit coverage term, as follows:



**NOTICE OF INTENT
TO USE
GENERIC PERMIT FOR DISCHARGE
OF STORMWATER FROM PHASE II
MUNICIPAL SEPARATE STORM SEWER SYSTEMS
(RULE 62-621.300(7)(b), F.A.C.)**

For FDEP Internal Use Only
Permit ID: FLR _____

INSTRUCTIONS:

- This NOI must be completed and submitted to the Department to authorize use of the Generic Permit for Discharge of Stormwater from Phase II Municipal Separate Storm Sewer Systems ("MS4 GP"), provided in Rule 62-621.300(7)(a), F.A.C.
- The type of municipal separate storm sewer system that qualifies for coverage under the MS4 GP and the applicable Phase II MS4 stormwater management program requirements are specified in the permit. You should familiarize yourself with the MS4 GP before completing this NOI.
- Submit this fully completed NOI, permit fee, and required attachments by mail to the address in the box at right. **DO NOT SUBMIT any materials not in the checklist in Section V. of this NOI.**
- Please print or type information in the appropriate areas below and complete each section.

Submit NOI, permit fee, and required attachments to:
NPDES Stormwater Notices Center
M.S. #2510
Florida Department of
Environmental Protection
2600 Blair Stone Road
Tallahassee, FL 32399-2400

SECTION I. PHASE II MS4 OPERATOR INFORMATION

A.	Name of the Phase II MS4 Operator: Tampa Palms Community Development District		
B.	Name of the Phase II MS4 Responsible Authority: Mary-Margaret Wilson		
	Title: Assistant Secretary Tampa Palms CDD		
	Mailing Address: 16311 Tampa Palms Blvd West		
	City: Tampa	Zip Code: 33647	County: Hillsborough
	Telephone Number: 813 977-3933		
C.	Name of the Designated Phase II MS4 Stormwater Management Program Contact: Jim Soley		
	Title: CDD Supervisor (
	Department: Not Applicable		
	Mailing Address: 16311 Tampa Palms Blvd West		
	City: Tampa	Zip Code: 33647	County: Hillsborough
	Telephone Number: 813 977-3933		
	E-mail Address: cdd.tampa@verizon.net Jim@dentelga.com		
D.	Location of the Phase II MS4 (if different than the mailing address in Section I.C. above): Same		
	Street Address: Same		
	City: Same	Zip Code: Same	County: Same
E.	Approximate center of the Phase II MS4:		
	Latitude: 28 ° 5 ' 40 "	Longitude: 82 ° 23 ' 54 "	
F.	Phase II MS4 ownership status (check one): <input checked="" type="checkbox"/> Public <input type="checkbox"/> State <input type="checkbox"/> Federal		
G.	Total resident population of the Phase II MS4: Estimate 7,500		
H.	Name of the urbanized area(s) the Phase II MS4 is located within (if applicable): Tampa/St. Petersburg		
I.	Name of the Water Management District the Phase II MS4 is located within (check all that apply):		
	<input type="checkbox"/> Northwest Florida Water Management District	<input checked="" type="checkbox"/> Southwest Florida Water Management District	
	<input type="checkbox"/> Suwannee River Water Management District	<input type="checkbox"/> St. John's River Water Management District	
	<input type="checkbox"/> South Florida Water Management District		

Received
7/23/2018

Florida Department of
Environmental Protection
NPDES Stormwater Program
Notices Center

SECTION IV. MINIMUM CONTROL MEASURES

- A. Complete the Phase II MS4 Stormwater Management Program (SWMP) Elements Form in Appendix A for each minimum control measure described in Part VI. of the MS4 GP, except the Post-construction Stormwater Management in New Development and Redevelopment minimum control measure if you have chosen the qualifying alternative program option for this measure under Part X. of the permit. If you choose, however, to implement BMPs for the Post-construction measure, please complete a SWMP Elements Form for the measure.

Include in the SWMP Elements Form all best management practices (BMPs) currently in place or planned for each element of each minimum control measure. There is no limit to the number of BMPs you may include. Make copies of the form as necessary to accommodate all of your BMPs. The completed forms, in their entirety, will be considered by the Department to be the outline of your proposed stormwater management program. Attach all completed forms to this NOI.

- B. Provide the total number of pages of SWMP Elements Forms that are attached to this NOI for each minimum control measure:

<u>Minimum Control Measure</u>	<u># of Pages</u>
Public Education and Outreach as to Stormwater Impacts	1
Public Involvement/Public Participation	1
Illicit Discharge Detection and Elimination	4
Construction Site Stormwater Runoff Control	3
Post-construction Stormwater Management in New Development and Redevelopment	1
Pollution Prevention/Good Housekeeping for Municipal Operations	9

SECTION V. MATERIALS TO BE SUBMITTED WITH THIS NOI

Only the following materials are to be submitted to the Department along with your fully completed and signed NOI (check the appropriate box to indicate whether the item is attached or is not applicable):

Attached

N/A



The permit application fee, as prescribed by Rule 62-4.050(4)(d)(6), F.A.C. Make all check and money orders payable to the Florida Department of Environmental Protection.



A fully completed Phase II MS4 Stormwater Management Program Elements Form (see Appendix A) for each minimum control measure except the Post-construction Stormwater Management in New Development and Redevelopment minimum control measure if you have chosen the qualifying alternative program option for this measure under Part X. of the MS4 GP.

X

Additional entities information, as required under the note in Section II.B. of this NOI.

DO NOT SUBMIT ANY OTHER MATERIALS

(such as your complete Stormwater Management Plan, ordinances, storm sewer map, public outreach, etc.)

SECTION VI. CERTIFICATION STATEMENT AND SIGNATURE

The Responsible Authority listed in Section I.B. of this NOI must sign the following certification statement:¹

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based upon my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name of Phase II MS4 Responsible Authority (type or print): Mary-Margaret Wilson

Title: Assistant Secretary, Tampa Palms Community Development District

Signature: Mary-Margaret Wilson

Date: 9/30/17 7-18-18

APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM

SECTION A.I. MINIMUM CONTROL MEASURE (check only one)

- | | | |
|---|---|---|
| <input type="checkbox"/> 1. Public Education and Outreach | <input type="checkbox"/> 3. Illicit Discharge Detection/Elimination | <input type="checkbox"/> 5. Post-construction Stormwater Management |
| <input checked="" type="checkbox"/> 2. Public Involvement/Participation | <input type="checkbox"/> 4. Construction Site Stormwater Runoff Control | <input type="checkbox"/> 6. Pollution Prevention/Control |

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified I

Element ID	BMP Number	A	B	Schedule Implementation
		Description of BMP	Measurable Goal(s)	
2a	01	<p><u>CDD Public Meetings</u></p> <p>Agendas for the public meetings of the CDD (regular & Budget Hearing) display topics for discussion including the storm water system(s) and are posted on the Tampa Palms website one week before each meeting. (Required by Florida statutes)</p> <p>Citizens have multiple opportunities at the meetings to provide comment and input regarding the SWMP and all matters. (Fla statutes require)</p> <p>The annual Budget Hearing (NPDES is a line item) is noticed in the following manner:</p> <ul style="list-style-type: none"> - Public notice in North Tampa newspaper (2 notices one week apart) - Letter to each owner (1st Class US Mail) - Newsletter mailed to each owner. 	1. Document and report the number of meetings held.	Permit Years
			2. Document and report the number of notices placed on the web site.	Permit Years
			3. Document and report the number of attendees.	Permit Years
2a	02	<p><u>Website- Public Opportunities</u></p> <p>Utilizing the TP CDD web space dedicated to the environment, provide timely links to government and educational institution sites announcing or featuring opportunities for public involvement or education on topic of storm water such as City of Tampa, Hillsborough County or IFAS.</p>	1 Document and report number of public notices to websites provided during the reporting period.	Permit Years
			2. Document & report CDD website visits (page views) to links.	Permit Years
2a	03	<p><u>Stormwater Inlet Marking</u></p> <p>The CDD will continue to promote and fund City-owned inlet marking, offering the project to scouts and other groups until all inlets are marked. (Phase 1-3 completed, phase 4 scheduled for Cycle 3 Permit Year 1, phase 5 and beyond not yet defined.)</p>	1. Document and report phase 4 completion.	Permit Year 1
			2. Document and report future phases.	Permit Years
			3. Document the number of inlets marked and number of participants annually by project phase.	Permit Years

APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM

SECTION A.I. MINIMUM CONTROL MEASURE (check only one)

- | | | |
|--|--|---|
| <input type="checkbox"/> 1. Public Education and Outreach | <input checked="" type="checkbox"/> 3. Illicit Discharge Detection/Elimination | <input type="checkbox"/> 5. Post-construction Stormwater Management |
| <input type="checkbox"/> 2. Public Involvement/Participation | <input type="checkbox"/> 4. Construction Site Stormwater Runoff Control | <input type="checkbox"/> 6. Pollution Prevention/Control |

SECTION A.II. BEST MANAGEMENT PRACTICES (BMP's) For The Minimum Control Measure Identified

Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	Schedule Implementation
3a	02	<p><u>Baseline Information- Inventory of Local Conditions</u></p> <p>The CDD's pond systems system discharges into local wetlands (some owned by the CDD, some privately owned but most owned by the City of Tampa.</p> <p>Ultimately makes its way into both Cypress Creek and the Hillsborough River Basin, identified as an impaired water with an adopted BMAP (fecal coliform) and nutrient load totals under development.</p> <p>The CDD was not identified as a pollutant source in the BMAP.</p> <p>The TP CDD will access water quality testing results available from HC EPC for sites in and/or near Tampa Palms. These results will be presented at public meetings to reinforce the need for and results of TP CDD's SWP.</p> <p>The results will be presented in graph form to the CDD Board and made available on-line (web site) and newsletter articles the web site created vis a vis Element ID 1a, 02.</p>	1. Document and report ID number of sample sites used and number of results presented as obtained from the City of Tampa or the HC EPC	Permit Years
			2. Document and report the number of reports made to the CDD Board containing information regarding water quality and or testing results provided by the City of Tampa or the HC EPC.	Permit Years
			3. Document the number of articles which were included in newsletters containing information regarding water quality and or testing results provided by the City of Tampa or the HC EPC, both mailed to residents and placed on the website.	Permit Years

APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM

SECTION A.I. MINIMUM CONTROL MEASURE (check only one)

- | | | |
|--|--|---|
| <input type="checkbox"/> 1. Public Education and Outreach | <input checked="" type="checkbox"/> 3. Illicit Discharge Detection/Elimination | <input type="checkbox"/> 5. Post-construction Stormwater Management |
| <input type="checkbox"/> 2. Public Involvement/Participation | <input type="checkbox"/> 4. Construction Site Stormwater Runoff Control | <input type="checkbox"/> 6. Pollution Prevention/Control |

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A	B	Schedule
		Description of BMP	Measurable Goal(s)	Implementation
3d	01	<p style="text-align: center;"><u>Illicit Discharge-Detection and Reporting - Citizens</u></p> <p>Distribute information to all residential owners regarding the proper use of the storm system(s) along with information on how to report evidence of illicit discharge into the City-owned systems or the CDD-owned ponds, or dumping into the systems, as well as, any information regarding evidence of illicit connections into City-owned storm water systems or the CDD-owned ponds.</p> <p>The City of Tampa storm water hotline number to be provided to report observed misuse of systems. Information distributed via</p> <ul style="list-style-type: none"> - Website information - Newsletter articles mailed to each owner vis US 1st Class Mail 	1. Document & report the manner of information distribution.	Permit Years
			2. Document & report the number of owners receiving newsletters.	Permit Years
			3. Document & report the number of newsletter articles published containing illicit discharge related information.	Permit Years
			4. Document & report the titles of newsletter articles containing illicit discharge related information.	Permit Years
			5. Document the number of visitors to web pages (web views) and Facebook (if available) related to illicit discharge.	Permit Years
3d	02	<p style="text-align: center;"><u>Illicit Discharge-Detection and Reporting - Contractor Training</u></p> <p>Distribute information to the CDD landscape contractor and the pond maintenance contractor, along with business owners within the CDD regarding the proper use of the CDD pond system and information on how to detect and report to the, CDD any evidence observed of illicit discharge or dumping into the City-owned storm water system or the CDD ponds and the hazards of illicit discharges.</p> <p>Information distributed via</p> <ul style="list-style-type: none"> - Reviews w/ contractor management (and CDD employees if any added in the future) - Strategically placed posters at CDD facility - Letters to each business owners 	1. Document and report the number of review meetings held and the number of contractor employees reached.	Permit Years
			2. Document and report the number of illicit discharge reports made by contractors and referred to the City of Tampa.	Permit Years
			3. Document and report the numbers and titles of posters displayed.	Permit Years
			4. Document and report the number of businesses notified how to detect and report illicit discharges and to whom reporting should be / can be made.	Permit Years

APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM

SECTION A.I. MINIMUM CONTROL MEASURE (check only one)

- | | | |
|--|--|---|
| <input type="checkbox"/> 1. Public Education and Outreach | <input type="checkbox"/> 3. Illicit Discharge Detection/Elimination | <input type="checkbox"/> 5. Post-construction Storm |
| <input type="checkbox"/> 2. Public Involvement/Participation | <input checked="" type="checkbox"/> 4. Construction Site Stormwater Runoff Control | <input type="checkbox"/> 6. Pollution Prevention/Good |

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A	B	C
		Description of BMP	Measurable Goal(s)	Sched Implementatic
4c	01	Due to a statutory inability to develop and implement requirements for construction site operators to control waste, building materials, concrete truck washout, chemicals, litter, at the construction site the CDD relies on the City of Tampa.	1. Document and report annually the number of newsletter articles containing cautions regarding construction site waste/ run-off mailed to each owner by US Mail, as well as, posted on the website.	Permit Years 1
		The City of Tampa has incorporated this requirement into its MS4 Phase 1 permit (Permit Number: FLS000008-004 Element 9.b) and reports annually. The CDD will augment City enforcement by providing informational newsletter articles cautioning owners within the CDD to make certain no construction waste is improperly discarded and provide numbers (City and CDD) for owners to report concerns about construction waste problems they may observe.	2. Document annually the number of concerns reported to the CDD and referred to the City of Tampa for investigation and enforcement of construction site waste.	Permit Years 1
4d	01	Due to the statutory inability of the CDD to require construction site plans reviews, as well as, develop and implement procedures for site plan, the CDD relies on the City of Tampa to make certain that water quality impacts are taken into consideration.	1. Document and report annually the number of newsletter articles containing cautions regarding construction site permitting and site reviews mailed to each owner by 1 st Class US Mail.	Permit Years 1
		The City of Tampa has incorporated this into its Phase 1 permit (Permit Number: FLS000008-004) Element 9.a) and reports. The CDD will augment City enforcement by providing informational newsletter articles cautioning owners within the CDD to make certain that all construction is submitted to the City for site plan review. The CDD will appropriately submit to the City for permit and site plan review any CDD construction projects.	2. Document and report annually the number CDD projects submitted for site plan review to the City of Tampa.	Permit Years 1

APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM

SECTION A.I. MINIMUM CONTROL MEASURE (check only one)

- | | | |
|--|--|---|
| <input type="checkbox"/> 1. Public Education and Outreach | <input type="checkbox"/> 3. Illicit Discharge Detection/Elimination | <input type="checkbox"/> 5. Post-construction Storm |
| <input type="checkbox"/> 2. Public Involvement/Participation | <input checked="" type="checkbox"/> 4. Construction Site Stormwater Runoff Control | <input type="checkbox"/> 6. Pollution Prevention/Gc |

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A	B	C
		Description of BMP	Measurable Goal(s)	Sched Implementatic
4f	01	Construction Site Inspections and Enforcement		
		Due to a statutory inability for the CDD to develop and implement procedures for site inspection and enforcement of control measures to control waste, building materials, concrete truck washout, chemicals, litter, at the construction site the, CDD relies on the City of Tampa.	1. Document annually the number of concerns reported to the CDD and referred to the City of Tampa for investigation and enforcement of construction site waste..	Permit Years 1
		The City of Tampa has incorporates this requirement into its MS4 Phase 1 permit (Permit Number: FLS000008-004 Element 9.b) and reports annually.		
		The CDD will augment City enforcement by providing informational newsletter articles cautioning owners within the CDD to make certain no construction waste is improperly discarded and provide numbers (City and CDD) for owners to report concerns about construction waste problems they may observe.		

APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM

- | | | |
|--|---|---|
| <input type="checkbox"/> 1. Public Education and Outreach | <input type="checkbox"/> 3. Illicit Discharge Detection/Elimination | <input type="checkbox"/> 5. Post-construction Stormwater Management |
| <input type="checkbox"/> 2. Public Involvement/Participation | <input type="checkbox"/> 4. Construction Site Stormwater Runoff Control | <input checked="" type="checkbox"/> 6. Pollution Prevention/Control |

SECTION A.II. BEST MANAGEMENT PRACTICES (BMP's) For The Minimum Control Measure Identified

Element ID	BMP Number	A	B	Schedule for Implementation
		Description of BMP	Measurable Goal(s)	
6a	01	<p style="text-align: center;"><u>Swale Maintenance SOP</u></p> <p>Continue to implement SOP for City-owned swale maintenance, inspections and trash removal, revise SOP as needed.</p>	1. Document & report any modifications to SOP as needed by circumstances.	Permit Year 1
	02	<p style="text-align: center;"><u>Swale Maintenance Routines</u></p> <p>Maintain swales by careful mowing, and periodic aeration of the soil to promote percolation rates.</p> <ul style="list-style-type: none"> - Examine 32K ft of swales to make sure mowing does not damage swale blocks, if any, that grass and clippings are not directed into the storm water system and that soil is properly aerated to support percolation. - Patrol swales along boulevards and remove any litter and / or landscape debris found in the swale area. Objective is that swales will be maintained 100% debris-free. - Examine all swales and re-sod if necessary. - Inspect landscape materials growing in or along swales to make certain that there is no interference with gravity drain to swale bottom inlets or any interference with inlet structures. 	<p>1. Document and report number of and frequency of mowing.</p> <p>2. Document and report the number of inspections and estimates as to the CF trash removed.</p> <p>3. Document and report the square ft of sod replaced, if any.</p> <p>4. Document and report gravity drain and landscape improvements, if any.</p>	<p>Permit Years</p> <p>Permit Years</p> <p>Permit Years</p> <p>Permit Years</p>

APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM

SECTION A.I. MINIMUM CONTROL MEASURE (check only one)

- | | | |
|--|---|---|
| <input type="checkbox"/> 1. Public Education and Outreach | <input type="checkbox"/> 3. Illicit Discharge Detection/Elimination | <input type="checkbox"/> 5. Post-construction Stormwater Management |
| <input type="checkbox"/> 2. Public Involvement/Participation | <input type="checkbox"/> 4. Construction Site Stormwater Runoff Control | <input checked="" type="checkbox"/> 6. Pollution Prevention/Control |

SECTION A.II. BEST MANAGEMENT PRACTICES (BMP's) For The Minimum Control Measure Identified

Element ID	BMP Number	A	B	Schedule Implementation
		Description of BMP	Measurable Goal(s)	
6a	05	<u>Wet Retention Pond Maintenance SOP</u> Continue to implement SOP for CDD-owned wet retention ponds maintenance, inspections and trash removal; revise SOP as needed.	1. Document and report all revisions to the SOP, as needed.	Permit Years
			2. Document the number of contractors using this SOP.	Permit Years
6a	06	<u>Wet Retention Pond Maintenance</u> Maintain water quality by: <ul style="list-style-type: none"> - Mowing surrounding areas frequently enough to promote healthy turf. - Making certain that grass clippings are not allowed to litter ponds or pond banks. - Limit fertilizer use around the ponds; no fertilizer within 20 ft of bank, no rainy season fertilizer. - Keeping outfall structures clear of debris and vegetation - Keep noxious plant materials in ponds under control Mow non-conservation areas surrounding ponds. Inspect pond banks in primary mow areas (CDD-owned and non- conservation) to make certain no build-up of grass clippings. Reduce number of annual fertilizer applications on pond land tracts by 40%. Inspect pond control structures for debris build up and remove. Inspect ponds for build-up of noxious weeds and treat if needed.	1. Document and report number and frequency of mowing.	Permit Year 1
			2. Document and report the number of inspections of primary mow areas.	Permit Years
			3. Document and report % achievement of fertilizer reduction.	Permit Years
			4. Document and report inspections for debris removal	Permit Years
			5. Document and report inspections of water quality (noxious weed control) and treatment.	Permit Years

APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM

ACTION A.I. MINIMUM CONTROL MEASURE (check only one)

- | | | |
|--|---|---|
| <input type="checkbox"/> 1. Public Education and Outreach | <input type="checkbox"/> 3. Illicit Discharge Detection/Elimination | <input type="checkbox"/> 5. Post-construction Stormwater Management |
| <input type="checkbox"/> 2. Public Involvement/Participation | <input type="checkbox"/> 4. Construction Site Stormwater Runoff Control | <input checked="" type="checkbox"/> 6. Pollution Prevention/Control |

SECTION A.II. BEST MANAGEMENT PRACTICES (BMP's) For The Minimum Control Measure Identified

Element ID	BMP Number	A	B	Schedule Implementation
		Description of BMP	Measurable Goal(s)	
6a	09	<p style="text-align: center;"><u>Street Cleaning</u></p> <p>There exists demonstrable value to the surface water systems in making certain that the streets are kept clean of dirt and silt and that any particulate matter associated with landscape activities is promptly removed.</p> <p>The Tampa Palms CDD does not own or operate any roadways (City of Tampa property). The CDD does however provide landscape services adjacent to the roadways and will take steps to reduce to the maximum it is able all landscape-based particulate matter that might collect on the roadways.</p> <ul style="list-style-type: none"> - All turf litter caused by mowing will be promptly blown out of the streets so as not to enter the storm drains. - Landscape staff will follow fertilization operations to make certain and stray fertilizer that might collect on the sidewalks or roadways is promptly removed. - During periods of heavy leaf dropping, leaves will be removed from the boulevard roadways. 	1. Document and report the manner and frequency of turf litter removal.	Permit Years
			2. Document and report the manner and frequency of fertilizer removal.	Permit Years
			3. Document the manner and frequency of leaf removal.	Permit Years

APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM

SECTION A.I. MINIMUM CONTROL MEASURE (check only one)

- | | | |
|--|---|---|
| <input type="checkbox"/> 1. Public Education and Outreach | <input type="checkbox"/> 3. Illicit Discharge Detection/Elimination | <input type="checkbox"/> 5. Post-construction Stormwater Management |
| <input type="checkbox"/> 2. Public Involvement/Participation | <input type="checkbox"/> 4. Construction Site Stormwater Runoff Control | <input checked="" type="checkbox"/> 6. Pollution Prevention/Control |

SECTION A.II. BEST MANAGEMENT PRACTICES (BMP's) For The Minimum Control Measure Identified

Element ID	BMP Number	A	B	Schedule Implementation
		Description of BMP	Measurable Goal(s)	
6b	01	<p><u>Subcontractor Training</u></p> <p>All CDD landscape and pond management subcontractor employees will receive training with specific focus on</p> <ul style="list-style-type: none"> ▪ Good housekeeping practices ▪ Material management ▪ Spill detection and reporting <p>The CDD requires semi-annual training and monthly follow-up sessions. To serve as a reminder of this training, environment protection posters will be placed in work areas.</p> <p>CDD landscape subcontractor will be required to utilize appropriate EPA and other posters prominently displayed in work area to remind employees of compliance issues</p> <p>CDD will mandate that landscape monitoring company takes into consideration storm water system when requiring fertilization and other practices so as not to conflict with reduction strategies. This will be reviewed twice a year with the monitoring company.</p>	1. Document and report the number of employees trained and the number of training session completed.	Permit Years
			2. Document and report number and titles of posters used.	Permit Years
			3. Document and report number of reviews with monitoring company and outcomes. The City of Tampa provides street sweeping services on a routine basis but does not have a way to report to the citizens as to the effectiveness of this activity.	Permit Years

Verification of Immigrant Status

Tab 6Q

Verification of Immigration Status

When Governor DeSantis was a candidate in 2018, he promised to mandate the use of E-Verify to the greatest extent possible in Florida. This was controversial and opposed not only by some immigrant advocacy groups, but also by businesses, especially in agriculture, construction and hospitality industries.

E-Verify is a "voluntary" program developed by Homeland Security; it is a free federal electronic database that allows employers to quickly validate documentation presented by new-hires to establish that a new employee is lawfully eligible for employment in the United States.

Commencing this month, every public employer, contractor and subcontractor in Florida must enroll in and use the E-Verify system to confirm the eligibility of all new employees.

FS 448.095 (2)(a) Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

Given the requirement to "register with" stated above, staff is registering the CDD in the E-Verify system.

At this time there is anticipated minimal use of the system as the CDD has only a single employee, Dede Collins: the park attendants are provided by the TPOA via an employee leasing arrangement (and per previous consultation with Atty Veriker) do not constitute employees of the CDD.

Both DPFG and the TPOA will enroll in E-Verify in the coming days.

Additionally, as contracts cannot be entered into without a E-Verify certification, staff is requiring that all contractors doing work for the CDD provide the appropriate documentation for themselves and the any subcontractors who work for them that they are using the E-Verify systems.

Staff is in the process of acquiring confirmation documents from the CDD's partner's vendors: most have used E-Verify for years.