

***TAMPA PALMS
COMMUNITY DEVELOPMENT DISTRICT***

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



Wednesday, November 9, 2016

6:00 P.M.

Compton Park Recreation Building

16101 Compton Drive

Tampa, Florida



TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

CDD Meeting Advanced Package November 9th, 2016

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 - i. Bruce B Downs Update
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 - p. Herbicide Use On Power Corridor
 - q. CDD Sunshine Requirements & Governance
 - r. CDD Web Links
 - s. Recycle Changes/Improvements

Tampa Palms Community Development District

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

November 4, 2016

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

Dear Board Members:

The Board of Supervisors of the Tampa Palms Community Development District is scheduled for Wednesday, November 9, 2016 at **6:00 p.m.** at the Compton Park Recreation Building, 16101 Compton Drive, Tampa, Florida. *The advanced copy of the agenda for this meeting is attached.*

Enclosed for your reviews are the minutes of the October, 2016 Budget and Board meeting(s) and the documents outlined in the table of contents.

Any additional support material will be distributed prior to the meeting, and staff will present their reports at the meeting.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Bruce StDenis

Bruce St Denis
District Manager

JD:cs

cc: Maggie Wilson
Carolyn Stewart (Record Copy)

Tampa Palms CDD Meeting Agenda

**November 9, 2016, 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 September Minutes
6. Approval of District Disbursements
7. Consultant Reports
 - BB Downs Update
 - Community Appearance
 - December Meeting
 - CDD Sunshine & Governance
 - Banking Relationship
 - Recycle Changes/Improvements
8. Other Matters
9. Public Comments
10. Supervisor comments
11. Adjourn

Twelve Months Ending September 30, 2016

Executive Summary

The District had a \$ 4.0 million cash balance, net of liabilities at the end of September.

The District’s proprietary cash planning books Q1 expenses, weather and palm pest reserves, deferred projects, along with TP Signature 2017 needs and presently forecasts an unallocated fund balance of approximately \$ 1.2 million. (Details disclosed below.)

The District has collected \$ 2,412 K, which represents 99.7% of the billed assessments. The District received \$14 K from the tax collector in over-collected of fees. This was received in Oct and will be adjusted back to 2015-16 by the auditor.

Normal operating expense variations continue to trend high favorable and judged to be a function of four factors: (1) project timing for projects that are in-progress but could not be billed for Sept [35 K], (2) delayed billing which will be paid in Oct and adjusted back to FY 2015-16 by the auditor [\$62 K], (3) planned operational reductions due to reduced power demands for LED lighting and water [\$15 K] and (4) favorable variations in legal and property appraiser expenses [\$44 K].

Project-driven expenses continue to appear favorable due primarily to timing, some in progress such as tree work and NPDES control structures (\$45 K) and some delayed but anticipated to complete early in FY 2016-17 (\$75K).

Sources, Uses and Allocation of District Funds (\$000)

District Cash 9/30/16 \$ 3,959

Revenue Cash Collection For FY 2015-16 \$ 14 14

Expenses & Cost Allocations

District Operations 1st Quarter FY 2016-17 \$ 603

Projects 1st Quarter FY 2016-17 303

Reserved: Winter Damage (\$ 200 K) Wind/Hurricane (\$ 200 K) 400
 Deferred Projects Allocation 200
 Palm Pest Survival Program 200 (\$ 1,706)

TP Signature 2017 (BBD mitigation current working model) (\$ 1,195)

December 31, 2016, Forecast Unallocated General Fund Balance \$ 1.072

**Tampa Palms CDD
Balance Sheet
September 30, 2016**

GENERAL

ASSETS:

CASH - Operating Account	\$	333,285
PETTY CASH		500
INVESTMENTS:		
Excess Fund Account- Sunshine Bank		3,750,050
Excess Fund Account- Iberia Bank		79
State Board Investment Pool A		14,936
RECEIVABLE FROM TAMPA PALMS HOA		13,077
PREPAID ITEMS		14,113
TOTAL ASSETS	\$	<u>4,126,040</u>

LIABILITIES:

ACCOUNTS PAYABLE	\$	166,212
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FUND BALANCE:

NON-SPENDABLE		-
RESTRICTED		-
UNASSIGNED:		3,959,828
TOTAL LIABILITIES & FUND BALANCE	\$	<u>4,126,040</u>

**Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
FY2016 - For the period from October 1, 2015 through September 30, 2016**

	<u>BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>FAVORABLE (UNFAVORABLE) YTD VARIANCE</u>
REVENUES				
SPECIAL ASSESSMENTS ON ROLL (Gross)	\$ 2,519,225	\$ 2,504,961 (a)	\$ 2,504,961	\$ -
INTEREST	10,000	10,000	26,034	16,034
SL REIMBURSEMENTS -CITY OF TAMPA	1,000	1,000	552	(448)
MISCELLANEOUS REVENUE	1,200	1,200	3,399	2,199
DISCOUNT-ASSESSMENTS	(100,769)	(100,198) (a)	(92,985)	7,213
TOTAL REVENUES	<u>2,430,656</u>	<u>2,416,963</u>	<u>2,441,961</u>	<u>24,999</u>
EXPENDITURES				
ADMINISTRATIVE:				
PAYROLL - SUPERVISORS COMPENSATION	11,000	11,000	8,785	2,215
PAYROLL SERVICES FEE	-	-	1,676	(1,676)
PAYROLL TAXES - FICA	5,810	5,810	6,115	(305)
PAYROLL TAXES - Unempl & W/Comp Ins	3,823	3,823	447	3,376
CDD MANAGEMENT SERVICES	57,588	57,588	55,373	2,215
AUDITING SERVICES	5,824	5,824	5,600	224
ASSESSMENT ROLL SERVICES	10,050	10,050	9,663	387
TAX COLLECTOR FEES-ASSMTS	50,385	50,385 (a)	48,240	2,145
PROPERTY APPRAISER'S FEES-ASSMTS	25,192	25,192 (a)	-	25,192
LEGAL SERVICES	26,032	26,032	7,525	18,507
MISCELLANEOUS ADMIN.SERVICES (Admin + Filing fees + Bank fees)	11,107	11,107	10,244	863
DIRECTORS & OFFICERS INSURANCE	3,276	3,276	2,480	796
TOTAL ADMINISTRATIVE	<u>210,087</u>	<u>210,087</u>	<u>156,146</u>	<u>53,941</u>
FIELD MANAGEMENT SERVICES:				
ADMIN ASSISTANT	53,314	53,314	52,552	762
PARK ATTENDANTS	82,985	82,985	71,424	11,561
PARK PATROL	58,993	58,993	52,880	6,113
FIELD CONSULTANT	98,414	98,414	99,212	(798)
FIELD MANAGEMENT CONTINGENCY	19,760	19,760	8,560	11,200
TOTAL FIELD MANAGEMENT SERVICES	<u>313,466</u>	<u>313,466</u>	<u>284,628</u>	<u>28,838</u>
GENERAL OVERHEAD:				
INSURANCE	10,699	10,699	10,277	422
INFORMATION SYSTEMS (TEL & SECURITY)	20,316	20,316	16,246	4,070
WATER-UTILITY	19,760	19,760	13,248	6,512
REFUSE REMOVAL (SOLID WASTE)	5,921	5,921	5,280	641
ELECTRICITY	124,800	124,800	116,190	8,610
STREETLIGHTING EXPENSE (Includes City Portion)	2,500	2,500	1,603	897
STORMWATER FEE	1,391	1,391	3,046	(1,655)
MISCELLANEOUS FIELD SERVICES	13,000	13,000	8,682	4,318
TOTAL GENERAL OVERHEAD	<u>198,387</u>	<u>198,387</u>	<u>174,573</u>	<u>23,814</u>
LANDSCAPE MAINTENANCE:				
LANDSCAPING MANAGEMENT FEE	18,000	18,000	18,675	(675)
LANDSCAPE AND POND MAINTENANCE	921,518	921,518	914,330	7,188
LANDSCAPE REPLACEMENT	72,800	72,800	66,715	6,085
NPDES PROGRAM	28,989	28,989	20,442	8,547
TOTAL LANDSCAPE MAINTENANCE	<u>1,041,307</u>	<u>1,041,307</u>	<u>1,020,162</u>	<u>21,145</u>
FACILITY MAINTENANCE:				
IRRIGATION MAINTENANCE	86,131	86,131	60,460	25,671
R&M FOUNTAIN	22,015	22,015	23,583	(1,568)

**Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
FY2016 - For the period from October 1, 2015 through September 30, 2016**

	<u>BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>FAVORABLE (UNFAVORABLE) YTD VARIANCE</u>
<i>FACILITY MAINTENANCE</i>	72,800	72,800	69,490	3,310
<i>MOTOR FUEL & LUBRICANTS</i>	6,116	6,116	3,313	2,803
<i>JANITORIAL/SUPPLIES</i>	1,892	1,892	3,114	(1,222)
PROJECTS :				
<i>R&R & DEFERRED MTC</i>	175,000	175,000	175,755	(755)
<i>NPDES / CLEAN WATER</i>	50,000	50,000	44,825	5,175
<i>SIGNATURE TP 2017</i>	78,455	78,455	34,241	44,214
<i>CAPITAL PROJECTS</i>	175,000	175,000	95,994	79,006
TOTAL FACILITY MAINTENANCE & PROJECTS	667,409	667,409	510,775	156,634
TOTAL EXPENDITURES	2,430,656	2,430,656	2,146,283	284,373
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	(13,693)	295,678	309,371
FUND BALANCE - BEGINNING			3,664,150	3,664,150
FUND BALANCE - ENDING	<u>\$ -</u>	<u>\$ (13,693)</u>	<u>\$ 3,959,828</u>	<u>\$ 3,973,522</u>

a) The "Year-to-Date Budget" allocation is calculated as a percentage of the annual budget and is based on actual collections from the prior year. Actual assessment collections are reported at gross. Assessment discount and county collection fees are estimated pending actual discount and collection information from County.

**TAMPA PALMS CDD
CASH REGISTER
FY 2016**

Date	Num	Name	Memo	Receipts	Disbursements	Balance
09/01/2016	6313	DPFG	CDD Mgmt - September		5,337.94	251,918.60
09/01/2016	6314	MARY-MARGARET WILSON	Field Mgmt - September		8,280.00	243,638.60
09/01/2016	6315	ADVANCED ENERGY SOLUTION OF	Misc. Repairs		5,968.03	237,670.57
09/01/2016	6316	CINTAS	Mats		56.38	237,614.19
09/01/2016	6317	FRONTIER COMMUNICATIONS	HP Fios		138.68	237,475.51
09/01/2016	6318	HOME DEPOT	Supplies		67.05	237,408.46
09/01/2016	6319	MIRACLE CLEANING SERVICES	Amberly Pk Cleaning - Sept 2016		335.00	237,073.46
09/01/2016		SUNSHINE BANK	Deposit	531.78		237,605.24
09/02/2016	ACH09022016	PAYCHEX	P/R Fee		59.10	237,546.14
09/02/2016	15039DD	DOROTHY COLLINS	8/15-8/28 P/R		2,100.05	235,446.09
09/02/2016	ACH09022016	PAYCHEX	8/15-8/28 P/R		803.71	234,642.38
09/08/2016	6320	ABM Landscape & Turf Services	Landscape Maint - August		58,416.00	176,226.38
09/08/2016	6321	AT&T	Long Distance - August		101.54	176,124.84
09/08/2016	6322	CINTAS	Mats		56.38	176,068.46
09/08/2016	6323	CLEAN SWEEP SUPPLY COMPANY	Supplies		101.56	175,966.90
09/08/2016	6324	FLORIDA FOUNTAIN MAINTENANCE, INC	Fountain Maint.		417.38	175,549.52
09/08/2016	6325	FRONTIER COMMUNICATIONS	HP - August		198.75	175,350.77
09/08/2016	6326	IRON MOUNTAIN	Records Storage		159.69	175,191.08
09/08/2016	6327	LOWE'S	Supplies		331.40	174,859.68
09/08/2016	6328	REPUBLIC SERVICES	9/1-9/30 - Solid Waste		440.00	174,419.68
09/08/2016	6329	SUNSHINE STATE ONE CALL F FLORIDA	Dig Tickets - August		54.19	174,365.49
09/08/2016	6330	TAMPA ELECTRIC	Summary Bill - August		8,928.95	165,436.54
09/08/2016	6331	U.S SECURITY ASSOCIATES, INC	Security		4,363.73	161,072.81
09/08/2016	6332	VERIZON	Phone - August		169.14	160,903.67
09/08/2016	6333	WEX BANK	Fuel - August		384.09	160,519.58
09/08/2016	6334	XEROX CORPORATION	Meter Usage		10.16	160,509.42
09/14/2016	6335	ABM Landscape & Turf Services	Landscape		58,255.38	102,254.04
09/14/2016	6336	ADEPT AIR CONDITIONING & HEATING	A/C Repairs		129.00	102,125.04
09/14/2016	6337	CINTAS	Mats		56.38	102,068.66
09/14/2016	6338	FLIGHT OF ANGELS	Courier Svcs		44.00	102,024.66
09/14/2016	6339	FRONTIER COMMUNICATIONS	Amb.Park - FIOS		172.06	101,852.60
09/14/2016	6340	HOOVER PUMPING SYSTEMS	Pump Maint		275.01	101,577.59
09/14/2016	6341	TERMINEX	Pest Control		122.00	101,455.59
09/14/2016	6342	XEROX CORPORATION	Copier Contract		111.11	101,344.48
09/16/2016	ACH09232016	PAYCHEX	P/R Fee		59.10	101,285.38
09/16/2016	15040DD	DOROTHY COLLINS	8/29-9/11 - P/R		2,100.05	99,185.33
09/16/2016	ACH09262016	PAYCHEX	8/29-9/11 - P/R		803.71	98,381.62
09/21/2016	6343	ADVANCED ENERGY SOLUTION OF	Misc.Repairs		927.50	97,454.12
09/21/2016	6344	BROWN AND BROWN OF FLORIDA, INC	Ins. FY 2017		13,428.00	84,026.12
09/21/2016	6345	CINTAS	Mats		56.38	83,969.74
09/21/2016	6346	CLEAN SWEEP SUPPLY COMPANY	Supplies		73.20	83,896.54
09/21/2016	6347	EEL SECURITY	Monitoring - 4th Qtr 2016		89.85	83,806.69
09/21/2016	6348	ESD WASTE2WASTER, INC	Pump Maint - September		300.00	83,506.69
09/21/2016	6349	MIRACLE CLEANING SERVICES	9/2-9/16 - CDD Cleaning		525.00	82,981.69
09/21/2016	6350	OLM, INC	Landscape Insp - September		1,575.00	81,406.69
09/21/2016	6351	TERMINEX	Pest Control		55.00	81,351.69
09/22/2016	6352	TAMPA PALMS OWNERS ASSOCIATION	Park Attendants - July thru Sept 2016		16,050.46	65,301.23
09/22/2016	6353	TAMPA PALMS OWNERS ASSOCIATION	Newsletter		11,000.00	54,301.23
09/23/2016	6354	Florida Municipal Insurance Trust	Utility Bond		520.00	53,781.23
09/23/2016		SUNSHINE BANK	Deposit	300.00		54,081.23
09/23/2016		SUNSHINE BANK	Transfer from Iberia	39,067.16		93,148.39
09/24/2016	1	SUNSHINE BANK	Transf from MMK to Oper.	245,305.00		338,453.39
09/27/2016	6355	CINTAS	Mats		56.38	338,397.01
09/27/2016	6356	DOROTHY I COLLINS-PETTY CASH CYSTOD	Petty Cash - Reimbursement		186.20	338,210.81
09/27/2016	6357	FRONTIER COMMUNICATIONS	CDD Phone		511.59	337,699.22
09/27/2016	6358	MIRACLE CLEANING SERVICES	9/20-9/30 - CDD Cleaning		430.00	337,269.22
09/29/2016	308	SUNSHINE BANK	Water utilities pmt- SB Sep 2016		1,035.89	336,233.33
09/30/2016	ACH09302016	PAYCHEX	P/R Fees		59.10	336,174.23
09/30/2016	15041DD	DOROTHY COLLINS	9/12-9/25 - D. Collins		2,100.06	334,074.17
09/30/2016	ACH09302016	PAYCHEX	9/12-9/25 - D. Collins		799.53	333,274.64
09/30/2016		SUNSHINE BANK	Interest	10.47		333,285.11
EOM Operating Cash Balance 09-30-2016				285,214.41	209,185.84	333,285.11

**TAMPA PALMS CDD
FINANCIAL SUMMARY THRU SEPTEMBER 30, 2016
GENERAL FUND**

(Shown in \$)	<u>Normal Operations</u>	<u>Non-Operating Project Driven</u>	<u>Total As Reported</u>
<u>Revenues</u>			
Operating	\$ 1,934,803		\$ 1,934,803
<u>Non Operating</u>			
Capital Projects		174,531	174,531
Renewal & Rel		174,531	174,531
Signature 2017		78,245	78,245
NPDES		49,866	49,866
Interest	26,034.46		26,034
Misc Rev	3,399.13		3,399
City Payments- Streetlight	552		552
Carry Forward Bal *			
Total	\$ 1,964,237	\$ 477,173	\$ 2,441,961
<u>Expenses</u>			
Operations	1,795,468		1,795,468
<u>Non Operating</u>			
Renewal & Rel		175,755	175,755
NPDES/EPA		44,825	44,825
Capital Projects		95,994	95,994
TP Signature 2017		34,241	<u>34,241</u>
Total	1,795,468	350,815	2,146,283
Excess Revenue Vs Expenses	168,768	126,358	\$295,678

**TAMPA PALMS CDD
FINANCIAL SUMMARY THRU SEPTEMBER 30, 2016
GENERAL FUND**

<u>General Fund</u>	9/30/2016	(\$000)
Cash		333
Cash Equivalent (Excess Cash ICS)		3,750
Due From TPOA		13
Accounts Receivable (SL PD FROM GF)		0
Prepaid Expense *		14
State Board Monies**		<u>15</u>
Total		\$ 4,125
Less:		
Payables		166
	Net Cash 9/30/2016	\$ 3,959
Allocation for:		
Winter Damage		200
Wind/Hurricane Damage		200
Palm Pests***		200
Deferred Projects ****		200
TP Signature 2017		1,195
	Adjusted Net Cash	\$ 1,964

Forecast

(\$ 000)	2015-16 Fiscal Year		Monthly Bal
	Receipts	Expenses	
Oct			
CDD Operations	14	210	
R&R	1	45	
NPDES	0	30	
Signature 2017	1	45	
Capital Projects	1	40	
Total	18	370	\$ 1,612
Nov			
CDD Operations	0	195	
R & R	0	25	
NPDES	0	31	
Signature 2017	0	21	
Capital Projects	0	7	
Total	0	279	\$ 1,333
Ded			
CDD Operations	0	198	
R & R	0	16	
NPDES	0	15	
Signature 2017		21	
Capital Projects	0	15	
Total	0	265	\$ 1,068

* Insurance, phone and monitoring fees paid in Sept due Oct

** **SBA MONIES WERE TRANSFERRED** - Occurred after closing for these statements

*** Palm Treatment and Replacement Identified as Future Liability

**** Projects planned but deferred due to three year construction window

**TAMPA PALMS CDD
SEPTEMBER 30, 2016**

GENERAL FUND

(\$000)	Prior Year <u>Collected %</u>	Current Year <u>Collected \$</u>	Current Year <u>Collected %</u>	Variance % <u>Fav (Unfav)</u>
October				
November	30.4%	527	22%	-8.6%
December	88.0%	2412	100%	11.8%
January	92.8%	2250	93%	0.2
February	94.2%	2291	94.7%	-
March	95.1%	2295	95.0%	-0.1%
April	98.0%	2363	98.0%	0.0%
May	98.7%	2377	98.3%	-0.4%
June	99.9%	2411	99.7%	-0.2%
July	100.0%	2412	99.7%	-0.2%
August	100.0%	2412	99.7%	-0.2%
September *	100.0%	2412	99.7%	-0.2%*
Year End				
* \$14,416 excess fee collection fee returned to District - posted after closing date				
Final Revenue Collected FY 2015-16		\$2,426	100.08%	
Total Assessed		<u>\$2,419</u>		

Summary- Project Driven Expenses

12 Months Ending September 30, 2016

Operating Capital Projects

Sources of Funds

FY 2015-16 Budget \$175

Uses of Funds

Spent Thru 9/30/16 96

9/30/16 Commitments 21

Total Funds Spent & Committed \$117

Funds Available as of 9/30/2016 \$57

Renewal & Replacement

Sources of Funds

FY 2015-16 Budget \$175

Uses of Funds

Spent Thru 9/30/2016 176

9/30/2016 Commitments 0

Total Funds Spent & Committed \$176

Funds Available as of 8/31/2016 -\$1

TP Signature 2017 Capital Projects

Sources of Funds*

FY 2015-16 Budget \$78

Uses of Funds

Spent Thru 9/30/2016 34

9/30/2016 Commitments 0

Total Funds Spent & Committed \$34

Funds Available as of 9/30/2016 \$44

**Capital Projects 2015-16
Budget Monitor**

30-Sep-16

(\$000)	5 Year Model	Current Projects	Spent 2015-16	Committed To Spend
Tampa Palms Signature Projects (BB Downs)				
Consulting Services	80	25	-	25
Main Entry Restorations	895	60	28	89
Irrigation	368	125	6	-
Bruce B Downs Improvements	287	-	\$ -	-
Sub-Total TP Signature 2017				
	1,630	\$ 210	\$ 34	\$ 25
Capital Projects				
Irrigation Upgrades	150	-	-	-
Parks	250	110	65	16
Landscape & Lighting	175	90	24.87	
Signs, Infrastructure & Lighting	275	125	7	
Sub-Total Capital Projects				
	850	\$ 325	\$ 96	\$ 21
Total TP Signature & Capital Projects				
	*	\$ 535	\$ 130	\$ 46

* Five Year Model

\$1,630 Signature TP 2017
\$850K Capital Projects

**Capital Projects Budget Detail
Month Ending September 30, 2016**

Tampa Palms Signature Projects (BB Downs)	5 Year Model	Current Projects	Spent 2015-16	Committed To Spend
Consulting Services				
Design Impl Oversight				-
Prelim BB Downs / Area 2 Designs		25,000		25,000
Main Entry Lighting Designs				-
<i>Sub Total</i>	80,000	25,000		25,000
Main Entry Restorations				
Area 1 Entry (Including Drainage Swale)	245,000	-	28,072	-
Area 1 & 2 Landscape	475,000	25,000		-
Area 2 Entry (Corner Property + Pond)	175,000	35,000		-
<i>Sub Total</i>	895,000	60,000	28,072	-
Irrigation				
Area 1 Main Line Relocation	94,103			-
Area 1 & 2 Irrigation & Wiring Adjustments			6,169	
Irrigation Area 2 Entry/BB Downs	274,000	125,000		
<i>Sub Total</i>	368,103	125,000	6,169	-
Bruce B Downs Improvements				
Pedestrian Fencing	286,897	-		-
<i>Sub Total</i>	286,897			-
Sub-Total Tampa Palms Signature 2017	\$ 1,630,000	\$ 210,000	\$ 34,241	\$ 25,000
Standard Capital Projects				
	5 Year Model	Current Projects	Spent 2015-16	Committed To Spend
Irrigation Upgrades [\$150-200]				
Wiring, Upgrades & Additional Zones	150,000	-		-
Area 1 Pump Station Filters				-
<i>Sub Total</i>	150,000	-	-	-
Parks [\$200-250]				
Amberly Perimeter Fencing Landscape	-	3,699		
Camera Systems (Including CDD)	-	40,000	4,081	6,961
Oak Park Path Paving			41,889	
Amberly Picnic Table/Seats	-	12,655		8,775
Hampton Tennis Court Enhancements		37,000	18,640	560
<i>Sub Total</i>	250,000	109,844	64,610	16,296
Landscape & Lighting [\$150-200]				
Landscape Enhancements	175,000	-	21,265	-
Palm Investments			3,600	
<i>Sub Total</i>	175,000	90,000	24,865	-
Signs, Infrastructure & Lighting [\$150-200]				
LED Upgrades Plus Installation	125,000	125,000		
Misc ROW Sign				-
Monument Structure Enhancements	150,000	-		
Wildlife Signs			6,519	
<i>Sub Total</i>	\$275,000	\$125,000	\$6,519	\$5,197
Sub-Total Normal Capital Projects	\$850,000	\$324,844	\$95,994	\$21,493
Total TP Signature 2017 & Standard Capital Projects	\$2,480,000	\$534,844	\$130,235	\$46,493

	5 Year Model	FY 2013-14	FY 2014-15	FY 2015-16
Signature TP 2017	\$1,630	\$380	\$64,738	\$34,241
Capital Projects	\$850	\$110	\$121,786	\$95,994

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
I Bruce B Downs Mitigation Projects- Signature 2017			
<u>1) Area 2 Entrance Pond</u>			
a) Construction & Structure Design	Monitor Progress & Report	Nov	Staff
Corner Fill & Level	Estimate & Budget Required	TBD	Staff/ J Rinard
Establish Timeline For Planting	Review/ Board	TBD	Staff/ J Rinard
b) Littoral Plantings			
Design Review & Prelim Pricing	Review w/ Board	Jan	Staff/ J Rinard
Preliminary Budget Established	Board Approval	Jan	Supv Maney/Board
Schedule Plantings	Hold for County / Contractor / Water	TBD	Staff/ Contractor
c) Pond Perimeter Plantings			
Design Review & Prelim Pricing	Review w/ Board	Jan	Staff/ J Rinard
Preliminary Budget Established	Board Approval	Jan	Supv Maney/Board
Schedule Irrigation & Plantings	Hold for County / Contractor / Water	TBD	Staff/ Contractor
d) Trees & Shrubs (Church Buffer)			
Design Review & Prelim Pricing	Review w/ Board	Jan	Staff/ J Rinard
Preliminary Budget Established	Board Approval	Jan	Supv Maney/Board
Schedule Irrigation & Planting	Hold for County / Contractor / Water	TBD	Staff/ Contractor

Next Step

Date

Responsible

I Bruce B Downs Mitigation Projects- Signature 2017

1) Area 2 Entrance Pond (Cont'd)

e) County Authority To Improve Sample Contract To CDD Legal County Negotiations	Update Board Approval to Proceed	Jan TBD	Staff/Board Staff/ J Rinard
---	-------------------------------------	------------	--------------------------------

2) Area 2 General Entrance

a) Area 2 Hardscape (BB Downs Corner)	Consider Options	TBD	Staff/ J Rinard
b) Area 2 Entrance (BB Downs Corner) Landscape Options	Consider Options	TBD	Staff/ J Rinard
c) Area Roadway Bricks Establish Price and Timing Negotiate w/ COT & County	Board Review/Approval Receive Approval	Feb Feb	Staff/ Board Staff
d) Area 2 Entrance (Amberly Corner) Landscape Options	Consider Options	Jan	Staff/ J Rinard

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
<u>2) Area 2 General Entrance (cont'd)</u>			
e) Boulevard & Entry Street Lighting	Hold For Final Entry Designs	TBD	Staff/J Rinard
<u>3) Area 1 Entrance</u>			
a) Area 1 Exit Side -Taking Area Hardscape Replacement Options Refine & Price Designs	Hold for const progress Board Consideration	Jan Jan	Staff/J Rinard Staff/ J Rinard
b) Area 1 Exit Side -Taking Area Landscape Replacement Options Refine & Price Designs	Consider Designs Board Approval	Jan Jan	Staff/ J Rinard Staff/Board
c) Area 1 Entry Side - Landscape Replacement Options	Consider Designs Refine Designs For Board Consideration	Jan TBD	Staff/ J Rinard Staff/ J Rinard
c) Boulevard & Entry Street Lighting	Hold For Final Entry Designs	Nov	Staff/J Rinard
<u>3) BB Downs / Amberly Entries</u>			
a) Landscape Replacement Options	Consider Designs	TBD	Staff/ J Rinard

Tampa Palms CDD

Strategic Planning

Nov 9, 2016

Next Step

Date

Responsible

3) BB Downs / Amberly Entries (Cont'd)

b) Sign Replacements (No Trucks)

Monitor & Report

TBD

Staff

4) BB Downs Pedestrian Fencing

a) Construction Timeline- Area 2

Update Board

Nov

Staff

b) Construction Timeline- Area 1

Monitor Progress & Report

Nov

Staff

II Capital Projects

1) Wayfinding & Misc Signs

Area 2 Entry (Sig 2017 Area 2 Above) Design Options

TBD

Staff/Soley

2) LED Landscape Lighting

Phase III

Future Consideration

TBD

Staff/J Rinard

3) Village Entry Restorations

Trees & Age

Update Board

Nov

Maney / Staff

Tampa Palms CDD

Strategic Planning

Nov 9, 2016

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
<u>III NPDES Projects</u>			
1) Control Structure Inspection Project Upgrade Project	Review Options W/ Board	Feb	Staff/
	Review Options W/ Board	Feb	Staff/T Stewart
<u>IV Weather Resistant Turf & Landscape</u>			
1) Assessment YTD Weather Impacts	Implement cure projects	Ongoing	Maney/Staff
2) Landscape Pests/Problems/ Weather Impacts	Report To Board	Nov	Maney/Staff
Area 1 -Amberly	Report To Board	Nov	Maney/Staff
Palm Tree Pests	Report To Board	Nov	Maney/Staff
<u>V. Park Reviews</u>			
1) Park Updates	Report to Board	Nov	Staff
2) Review Rule Making	Report to Board	Mar	Staff
3) Wind Sail Replacement	Report to Board	TBD	Staff/ J Rinard
4) Amberly Improvements	Report to Board	Nov	Staff/Schoolfield
<u>VI. Multi-Model Paths</u>			
1). Options - Design Phase	Report to Board	Oct	Staff/ J. Soley
2. Present to City	Report to Board	Nov	Staff/ J. Soley

TP CDD Planning Horizon

Significant Events

Nov, 2016

FY 2016 -17

- Enhanced Website Requirements For CDDs Go Into Effect
- Area 2 Pond Complete
- Area 2 Pond Site Enhancements Commence
- CDD Elections - Three Seats
- Special Election- City Council For Tampa Palms Area (District 7)
- National Election
- Lane and Entry Blockage- Area 1 & 2 BB Downs Construction
- Area 1 Entry Hardscape Improvements
- Area 2 Entry Improvements
- Amberly Entrance Improvement
- NPDES Renewal (NOI Development)
- Southern Segment BBD Complete (All Portions)
- Possible Playground Updates (Hampton)

FY 2017 -18

- Possible Playground Updates (Amberly)
- CDD Elections- Two Seats

Update BB Downs Mitigation

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

After consultation with the Chairman, an additional \$300 K was included to provide for the mitigation of unforeseen events, the consequence of the widening project.

Financial Impact Report- Nov, 2016

Funds Available A/O Nov, 2016

\$1,195 K

Estimated Timing By Project- Nov, 2016

Opening Balance	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	\$1,630,000	\$1,249,520	\$1,195,520	\$1,090,520	\$415,520
Consulting & Design Services				\$60,000	\$10,520
Irrigation Relocation	93,583				
Area 1 Entry- Landscape			\$20,000	\$110,000	\$65,000
Area 1 Pillars, Fencing & Lighting				\$175,000	\$50,000
Area 2 Pillars, Fencing & Lighting				\$175,000	\$50,000
Irrigation- General & Repairs		\$54,000	\$45,000	\$50,000	\$35,000
Area 2 Entry Landscape			\$5,000		\$65,000
Area 2 Entry Fountain				\$55,000	
Area 2 Entry - Littoral Plantings					\$60,000
Area 2 Pond - Landscape				\$85,000	
Area 2 Entry- Roadway Bricks					\$80,000
BB Downs Fencing	286,897				
S/T By Fiscal Year	\$380,480	\$54,000	\$105,000	\$710,000	\$415,520
Total All Projects					\$1,630,000

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

2 Ms. Vaughn announced that in her opinion the CDD and TPOA were not connected to
3 the community. She expressed a number of complaints.

4 The first was relative to a large tree that had been taken down in Amberly Park. She
5 asked how could that tree just be taken down for no reason. When it was reported that the
6 tree had been in decline for some time she advised that there was no evidence of decline.

7 Ms. Wilson advised that no tree could be removed without the concurrence of arborist
8 and a permit from the City, whose arborist inspects the tree.

9 Ms. Vaughn indicated that she had been in Hampton Park and witnessed a guard
10 asking people to leave who were not residents. She indicated displeasure with that process
11 and asked how long that had been in effect and why.

12 Ms. Wilson said that the park had been turned over to the CDD approximately 1993
13 and had been private for the owners since it was created. She noted that the DRI under which
14 Tampa Palms had been created included specified park space based on number of homes to
15 make certain specific recreation space was provided. Paid memberships had been added later.

16 Mr. Dixon added that since only Tampa Palms owners paid for the parks, only Tampa
17 Palms residents should be using them.

18 Mr. Ferguson said he like the park guards.

19 Ms. Vaughn complained that she received the newsletter after important meetings.
20 Mr. Field noted that there is a two-month calendar in every newsletter and that they are
21 online. Mr. Dixon noted that the newsletter can be sent via email.

22 Ms. Vaughn stated that the meeting times were not convenient. Ms. Vaughn left
23 before there was any significant discussion of timing. Mr. Dixon and Mr. Field noted that
24 earlier time had previously been tried with no difference in attendance.

25
26
27

FIFTH ORDER OF BUSINESS - Approval of the September 14, 2016 Minutes

28 On MOTION by Mr. Gibson, SECONDED by Mr Soley, WITH ALL IN FAVOR, the Board
29 approved the Minutes of the September 14, 2016 Board Meeting.

30
31
32

SIXTH ORDER OF BUSINESS - Approval of District Disbursements

1 A copy of the Board Financial Analysis, Financial Statements and Check Register are
2 attached hereto and made a part of the public record. Mr. Field noted that the check register
3 had been reviewed.
4

5 On MOTION by Mr. Schoolfield SECONDED by Mr. Soley,, WITH ALL IN FAVOR, the
6 Board approved the August , 2016 disbursements in the Amount of Iberia Bank \$10.00, and
7 Sunshine Bank \$ 151,626.09 for total of \$ 151,636.09.
8

9
10 **SEVENTH ORDER OF BUSINESS - Consultant Reports**
11

12 ♦ **Bruce B Downs Update**

13 Ms. Wilson reviewed the project timeline, days
14 complete, work in progress and next steps. She noted that
15 while there were no official requests at this time for added
16 time to the contract, that was always a possibility.
17 .



18 ♦ **Community Appearance**

19
20 Ms. Wilson discussed the general appearance of
21 Tampa Palms, the recent OLM scoring for the community
22 and reviewed the Board and residents how Tampa Palms
23 compares with other similarly circumstanced communities.
24



25 Ms. Wilson reviewed the continued palm loss,
26 including a Canary Island palm at the Huntington pond.
27 The crape myrtle experiment was reviewed. It was judged
28 a success. Two or three trees were lost (may come back)
29 all the other flourished.
30



31 ♦ **Park Guard Services**



1 Ms. Wilson confirmed that the current security company had been terminated as was
2 previously approved.

3 CDD staff and the TPOA Board had reviewed several companies, received proposals from
4 two and examined proposals to other similar communities for two others. Securitas was
5 deemed to be the best mix of technology and training and the hourly rate was within budget
6 scope (\$13.42/ hr current \$14.61 proposed). It was the recommendation that Securitas be
7 retained.

8 Mr. Dixon, TPOA Board Treasurer, spoke in favor of Securitas and noted that the
9 TPOA Board had approved Securitas for Compton Park.

10
11 **On MOTION by Mr. Soley, SECONDED by Mr. Gibson, WITH ALL IN FAVOR, the**
12 **Board approved retaining Securitas for guard services.**
13

14 ♦ **Update- Multi Modal Path**

15 Ms. Wilson updated the Board as to the progress with
16 the path improvements. After a meeting with the City, Jason
17 Rinard with Hardeman Kempton was commissioned to
18 evaluate options and prepare a report for both the City and
19 CDD. That report is due late November.

Update: Multi-Modal Path

Miles of Multi-Modal Paths in Tampa Palms

Year	Miles
2014	0.5
2015	1.0
2016	1.5
2017	2.0
2018	2.5
2019	3.0
2020	3.5
2021	4.0
2022	4.5
2023	5.0

Multi-Modal (Jogging) Path

- Supv. Soley & Staff Met W/ Senior City Staff
- H & K Assessing Options
- Re-Engage City In Nov

20
21 ♦ **NPDES Post Summer Pond Review**

22 Ms. Wilson stated that ABM had been conducting
23 reviews of the control structures and banks of each of the 70
24 ponds, looking for erosion and other heavy rain causing
25 problems.

NPDES: Pond Review

Post Summer Check-Up

- Weed Control
- Assessment In Progress
- Sand Management
- One Pond Requires Attention... So Far

26
27 ♦ **Update: Research Projects**

28 Ms. Wilson stated that the Florida's records
29 management program is mandated by section 257.36, Florida
30 Statutes and applies to public records as defined in
31 119.011(11), F.S..

Update: Records Project

Project Completing

- 28 Years Of Records
 - Properly Sorted
 - Indexed
 - Stored Locally
- Stored On- Site
 - Meeting Records
 - Maps

32 Last year a project was initiated , the end game of which was
33 that:

- 1 1. All records will be recorded in a data base / library that details
- 2 (a) what information is available and
- 3 (b) where that information is stored.
- 4 2. All records will be removed from Ft Lauderdale facility (and other facilities) and
- 5 transferred to a storage facility in Tampa.
- 6 3. Major maps will be stored in easily usable tubes and retained at the district office

7
8 Ms. Wilson stated that Dede Collins has handled this project masterfully!

9 - Ms. Collins has inventoried, repacked more than 200 boxes of records (almost
10 twice the number originally thought to comprise the Tampa Palms records) and the
11 records required for retention are all now stored in the Iron Mountain facility in
12 Tampa.

13 - Ms. Collins has managed the proper disposal of the records no longer required
14 for retention, as required by law.

15

16 Ms. Collins has integrated, indexed and created a single set of the District records of the
17 meetings (fragments were located at the district office and still other portions at the offices of
18 the previous management company). Most of these meeting records have been scanned for
19 digital copies

20

21 ♦ **Wildlife Warning Signs**

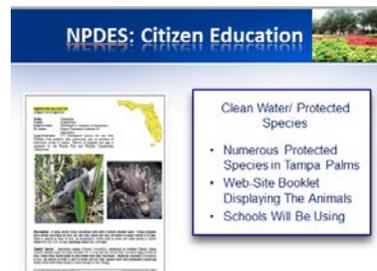
22 Ms. Wilson reviewed the newly installed wildlife
23 warning signs and the protected species signs. The purpose of
24 the signs was described as a means to more clearly indicate the
25 potential dangers in the ponds and to make people aware of the
26 sensitive species that are abundant in some areas.

27

28 ♦ **Citizen Education- Clean Water/Protected Species**

29

30 Ms. Wilson introduced the Guide To Protected Species
31 which details the protected, endangered and sensitive species



1 that are present in Tampa Palms.

2

3 **Additional Advanced Board Package Materials:**

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

6

7 **EIGHTH ORDER OF BUSINESS – Other Matters**

8 There being none, the next item followed.

9

10 **NINTH ORDER OF BUSINESS – Public Comments**

11 Mr. Ferguson mentioned he was very pleased about the guards in the parks.

12

13 **TENTH ORDER OF BUSINESS - Supervisor Comments**

14 There being none, the next item followed.

15

16 **ELEVENTH ORDER OF BUSINESS - Adjournment**

17 There being no further business,

18

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

21

22 **These minutes were done in summary format.*

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

27

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

30

31

32

33

34

35

36

37

1 **Signature**
2
3 Bruce St. Denis
4 **Printed Name**
5
6 **Title:**
7 Assistant Secretary
8 District Manager

Signature
Gene Field
Printed Name
Title:
 Vice Chairperson
 Chairperson

Bruce B Downs Progress Report

There has been no material change in the project progress or direction and little to report: essentially the construction is on schedule, with a few weeks added to the schedule for “rain days” earlier this year. It should wrap up by late Spring of 2017.

The pictures to the right display the “finished product” as the pipes have been buried and the area is being compacted and filled in advance of the lane construction.

Staff has been advised that lane construction moves very quickly: it is the underground structures that take time and move more slowly.

Preparations are being made to install the new masts for the street signs and signals at Tampa Palms Blvd. The old concrete poles were removed earlier this week.

The wide picture at the bottom of the page begins to give perspective on the breath of this roadway and how it will appear at the main Tampa Palms entry.

There are more difficulties in store for the Amberly Dr. intersection. The intersection is difficult to negotiate and poorly marked. Enhanced “Amberly next signal” signs should be installed this week and are late.

Worse, due to problems with the underground piping, the intersection will suffer more closures. As soon as the date has been set, staff will be notified and will notify the Shoppes of Amberly and others.

This construction has been very hard on the stores in the Shoppes: customers are just avoiding the area in general resulting in what was described to staff as a devastating loss of business.



Community Appearance

The mums have been a colorful addition to the entries, especially in this time of mess near our monuments. Despite early worries by Ms. Maney about the fact that there has been limited “chilly” weather, the mums did their job and budded out with bright colors.

There were some irrigation interruptions but Joe Laird’s crew identified them and provided manual watering before the mums were affected.



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

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



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

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



Behind the Dusty’s will be blood red geraniums.

The geraniums were tested for use in Tampa Palms last year and did well, despite the unseasonably warm weather for much of the winter.

The geraniums in red will add a festive look to the displays.



Behind the geraniums, and positioned to add height, red salvia will be used as the final layer in the main annual beds.

Salvia, a native of Brazil, is frequently used in holiday settings in Florida. The one problem is that in the case of hard freezes, they will normally not survive. Positioned behind the sturdier geraniums (and we may not have a freeze) they were worth a try.

The illumination at the main entries is set to begin the weekend after Thanksgiving.

- ABM has cut back the ligustrum as needed
- The deer will arrive the following week
- Wreathes will be placed at each village monument (by the TPOA)



There is an alarming incidence of oak trees that appear in some form of decline. Ms. Maney, calling on resources from the U of F IFAS, Auburn U School of Agriculture and others notes that:

- There are many different types of oaks represented in Tampa Palms, laurel oak, live oak, sand live oak, water oak, and white oak.
- Oak trees in Tampa Palms may not have universally received the proper pruning in their “youth” to make certain solid establishment and proper growth. Their placement was also questionable in many cases.



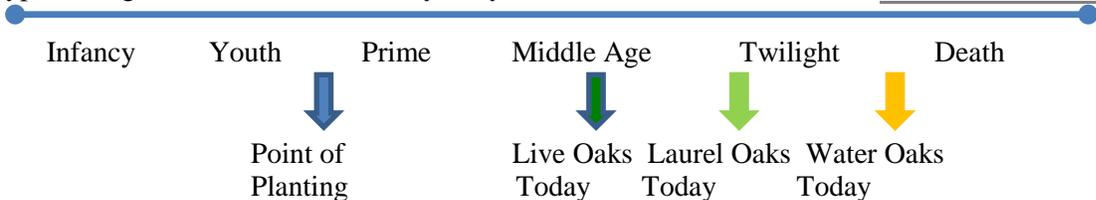
Oak tree lifespan varies by species and by “early treatment” such as proper pruning and “environment” eg crowding, soil compaction and pests.. According to Mary L. Duryea, Ph.D., professor; and Marlene M. Malavasi, Ph.D., former visiting professor, U of F School of Forest Resources, the lifespan of an urban tree (along sidewalks, roads etc) is dramatically reduced from that of a rural tree, reduced as much a 10-15% or more.

The most common oaks in Tampa Palms are the laurel oaks followed by live oaks. The most frequently planted oak was the laurel oak.

As Ms Maney has stated many times in the past, there are very specific stages in the growth of any tree. The average age at planting for most oak trees was 10 years; today those trees re 35-40 years old.

Species	Life Span
Water Oak	30-50
Live Oak	150 - 200
Laurel Oak	50-70
Turkey Oak	50-70

Typical Stages - Individual Trees May Vary



The twilight stage is often determined by branch loss, 10% or more. The oak tree pictured above is a typical specimen displaying the characteristics of approaching twilight. This is a TPOA tree in Compton along the parking lot: there are other similar trees throughout the community. (This tree is safer to photograph than to stop in the middle TP Blvd for pictures.)

Action to take: really none except trim dead dying branches and when branch drop becomes a danger - size and frequency - remove the tree.

One area where tree loss is most likely imminent is Amberly Drive in the vicinity of the apartments with Drake elms reaching maturity

Unlike the oaks, they Drakes are not stable and poor specimens for street trees. Staff has engaged the City (they are City trees) to assess, remove and replace if needed. So far the City has provided pruning and removals.



Finally a tree in a critical location, Amberly Park in the playground, was removed in late September due to the danger it represented to the playground. Shown to the right in 2009 it displays the obvious signs of a tree entering the twilight stage, reduced branches, very minimal leafing.



It was marked for removal but kept with the realization that it would have to be removed ultimately but in the meantime it added interest even if little or no shade.

Ms. Maney and staff do not recommend that this tree be replaced with either a tree or shrubs for a number of reasons:

- The site is wrong for a young tree, its growth will be hampered by the park and “young roots” will cause park damage.
- There is significant tree cover on all sides of the playground area, in particular to the south west as seen to the right.
- Shrubs (and to some degree a young tree) will attract stinging insects; something to be avoided in a playground.



As a landscape solution does not appear to meet the needs of the park, the baton of oversight passes from Supervisor Maney [landscape] to Supervisor Schoolfield [parks].

It should be noted that the tree recently lost is not the only tree displaying characteristics of the late mature / early twilight stage. There are two along the parking area are showing signs of limited leaf production and spindly branching.

These trees show evidence of either no pruning or poor pruning in their “youth” as they display ground level dual trunking and large but low main branches that should have been taken off to promote upright growth. These trees are being monitored. Unlike the tree in the center of the playground, should they fail, they can be replaed with large specimin quality trees.



Irrigation Updates

Irrigation problems seem to come in waves: for a time there were no system problems and now suddenly a group of problems.... almost all of them can be traced to construction work by others along the ROW.

There have been major mainline breaks along Amberly Area 1 (general park area). These breaks follow TECO work completed in the ROW (you may have seen the large trucks parked along the side of the road).

Other mainline problems include:

- Compton at the park entrance
- TP Blvd between the two Manchester's
- Amberly near Turnbury Wood

The process is to dig out the area, isolate problem structures (most of the time the pipes, often valves and occasionally stress blocks). Next they remove the water and allow the area to dry, followed by repair of the broken components after which the system is reenergized and the tested. If all goes well, the area is re-sodded.



Multi-Modal Path

Jason Rinard is finishing up the last portion of his evaluation / recommendation phase for the paths in Tampa Palms. While there are many solutions, ranging from meandering paths, some tree-root pruning and even path relocations, there are some areas where the wrong plant (large oak trees) were planted in the wrong space (between walls and the sidewalk with insufficient space to grow).

To emphasize the problem Jason took Supv Soley and staff to examined the most problem areas, along the south side of Tampa Palms Blvd from the Sanctuary to Stonington, in particular along the Reserve.

Although it is difficult to see in pictures, some of these roots rise 4-6 inches and the drop-off on the side of the paths from piled on asphalt is that high or more. The narrowness of the space and presence of substantial utilities (water, gas, communications and the CDD's irrigation mainline) makes "creative solutions" such as path relocations and pervious paving unlikely, along with board walks and floating walks. Some trees will almost certainly have to go.

A final report is due in several weeks and Supervisor Soley and staff will brief the City.



Park Information

New Guard Service

Securitas is engaged and the date has been set as the week of November 28th as staff estimated at the October meeting. There is a meeting set for Thursday November 10th with the operations officer for Securitas, Supervisor Schoolfield, Jo Ann Conrad, and staff for the purpose of laying out the transition plan, developing the post orders - which will be wrapped around Tampa Palms' special requirements for park protection done in a professional and gentle manner.

Some specific area of discussion will include:

1. The Tampa Palms Park Manual which includes all of the detailed rules that apply to park use.
2. The differences to be observed in applying the "rules of the road" to CDD versus TPOA parks.
The two most striking differences are:
 - a. The allowance of paid memberships for CDD parks versus no memberships allowed in TPOA parks.
 - b. The practice of allowing non-resident visitors with children to the CDD parks for the first time to stay that visit, after explanation that the parks are private versus the TPOA's "no stay and play" rule.

Last year staff produced a handout to be used by the park guards and attendants to show park / recreation alternatives that are in the area and are public so they are available for use by non-resident visitors. That handout will be discussed and made available for distribution. (A copy follows.)

Park Improvements

As discussed in Section J, a tree in the middle of the playground in Amberly had to be removed and by all accounts replacing that tree with another tree or other shrubbery is not a viable solution.

The area stands today it is an empty spot which needs something to "add interest" or the area appears unkempt and unfinished.



A small shade structure may be the perfect solution. Staff and Jason Rinard have examined some possibilities.

One fun and funky option to fill the old tree space is to use these colorful shade “lollipops”. Two or possibly three could be positioned these at varying heights and in varying colors to add some sparkle and just as important, some visual sparkle to the park. (Jason has confirmed that three will fit.)



The posts are steel and the roof segments come in solid or perforated formed sections. The “umbrellas” are available in a number of colors. The recommendation is for perforated, to allow the heat to rise up and out.

The structures are \$7,100 each, plus engineering (estimated at \$1,850, no difference one or three) plus installation and shipping.

- Three structures \$39,000.00
- Two structures \$26,200.00

While pricy, they have an average 15 year life, require minimal maintenance, unlike sail shades, will add shade to the area and will add to the pizzazz of the park.

Jason reviewed these and stated that he considered these same structures when designing the new playground for Compton Park but did not have a place for them. He likes them and thinks they would be a great addition.

For some time this Board has acknowledged that although a relatively small percentage of the homeowners actually (a) have children or (b) regularly use the parks, the parks are a tremendous boost to the value of Tampa Palms in general and as such of importance to all owners. These structures, visible to the neighbors, might enhance that value.

Jason recommends the lollipops.

Some of Jason’s comments are as follows. *While they are not going to provide complete shade they will provide some relief during the day and I think that they work well visually within the space. I also think that their unique look fits better into a play space than the usual square/ rectangular cover.*

Park Memberships

Park memberships have varied between 6 and 10 members for the last several years, prior to that the number was a little larger but some of the dedicated coach/student pairs have moved on to other venues.

For the FY 2015-16 the number of park memberships paid during the year was six until the last month of the fiscal year when two additional members signed up.

All eight members indicated that theirs was a focus on tennis court use.

Park Maintenance

A strip of the safety surface in Hampton Park has separated and requires repair. The surfacing is 8 years old and the surface warranty is (a) 10 years for impact attenuation and (b) a sliding scale on workmanship and installation with between 20-30% remaining.

Staff referred this matter to the manufacturer: the manufacturer is working Tampa Palms into their schedule and hopes to have a confirmed date for evaluation and repair in the next several weeks.

Please note: the split is not something to be allowed but the attenuation is fine and split reveals concrete, the same as surrounds the surface. There does not appear to be a reason to close the area.



Cash Management Plan For CY 2017

The CY 2016 cash management agreement negotiated with Sunshine Bank expires January, 2017. The chairman normally oversees review of the cash management plan with the concurrence of the balance of the Board.

The Board-established cash management priorities previously used as a basis for this review are as follows:

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

The financial markets are experiencing what is described by Bloomberg as *political angst* driving *steady as she goes* economics. The Fed left its benchmark rate unchanged at its meeting this week. It is widely expected that the Fed will raise rates, though minimally, at their December meeting, a move made more likely by the Nov jobs report. Still, there is no rate certainty and with the election and political volatility, banks see a very unclear path to the future.

An unclear path creates uncertainty for banks and inspires more caution when it comes to committing an interest rate for twelve months.

Staff with the help of one of the supervisors reviewed cash management options for 2017 with the current service provider, Sunshine Bank, and asked for offers from five other institutions. There was little enthusiasm for such discussions by both the large, nation-wide institutions and the local banks.

While two bank have yet to provide an answer, it is staff's recommendation that Tampa Palms remain with the current institution which offered a commitment to continue the existing arrangement for the coming twelve months.

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

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

Other banks approached that did not make offers include:

Northside Bank - declined to make an offer at this time but asked to be considered in the future.

Platinum Bank (recently acquired by another bank) appeared to be in the midst of reorganization and did not engage.

Bank of Tampa – did not return calls or emails. (There is speculation that they did not want to engage with Tampa Palms due their sale of the assets associated with the Tampa Palms Owners Association accounts to another bank and “stay away” agreements (which should not affect working with the CDD but banks are cautious.)

Staff is recommending the Board proceed with the Sunshine Bank offer, as it best fits for the needs of Tampa Palms.



October 24, 2016

Tampa Palms CDD
Banking Proposal

Dear Board Members:

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

Our 2017 proposal for your banking needs will remain the same as the previous years' terms which I have included below:

Currently the CDD Excess Funds account is placed in an Insured Cash Sweep service sponsored by Promontory Interfinancial Network which gives your organization multi-million-dollar FDIC Insurance. Your Excess Funds account will continue to earn a fixed rate of 0.65% for 12 months, and will require a minimum balance of \$2.5M. Should the account balances fall below \$2.5M, the Bank and customer may re-negotiate the interest rate for the remaining term.

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

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

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

Sincerely,

A handwritten signature in purple ink that reads "Tammy Zuknick".

Tammy Zuknick
VP/South Region Market Executive
Office: (941) 757-5154
Cell: (941) 713-8523

CDD Business Model & Staff Review

In the following pages please find the CDD Chairman's analysis of the business model under which Tampa Palms operates and recommendations regarding salary administration for FY 2016-17 for the two CDD-compensated positions

- The administrative assistant position
- The consultant position

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

PERFORMANCE REVIEW ADMIN POSITION- ACHIEVEMENTS DURING FY 2015-17

Name Dorothy Collins (Dede)

Position Staff Administrative Assistant

Appointed To Position September 2002 (Severn Trent)

Period Covered October 2015 - September 2016

Rating 5

Remarks

RATING GUIDELINES:

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

The quintessential elements of Dede's performance are commitment and consistency; to be fair they are, followed closely by a calm and pleasing manner, a wealth of institutional knowledge about Tampa Palms and a willingness to jump on any problem.

Those things are very difficult to quantify, and yet they are absolutely irreplaceable.

FY 2015-16 Achievements

I. Irrigation Protection System

The BB Downs construction created a situation where the Sunshine OneCall System was for a major portion of the year generating as many as a hundred or more "dig tickets" per week. Managing more than 4,500 dig tickets over the course of this project was quite an adventure and was accomplished with zero failures for the Tampa Palms irrigation system.

Each ticket had to be

1. Identified as pertinent to Tampa Palms or not
 2. Each ticket had to be examined for (a) dig location, (b) date of proposed intrusion (c) proximity to Tampa Palms irrigation facilities and (d) relationship to other tickets.
 3. Tickets not relevant to Tampa Palms had to be digitally updated to Sunshine OneCall with appropriate explanation-"not TP area"
 4. Tickets within Tampa Palms but not near irrigation facilities had to be updated to Sunshine OneCall with a "not marked, no facilities" report.
 5. Tickets within Tampa Palms and near irrigation facilities were given to ABM for marking.
 - Dede had to follow up w/ ABM staff to make certain area marked
 - She had to update to Sunshine OneCall indicating marking complete
 6. ABM reports of areas where digging was observed but no ticket received had to be reported to Sunshine OneCall for action.
- 100% of the CDD facilities were marked.
 - Zero lost tickets
 - No irrigation intrusions occurred

II. Records Management

Dede consolidated the 30 years of Tampa Palms records; the project took an incredible amount of time as each box had to be sorted and records were not arranged by topic in the boxes, rather just a mix and match with no organization.

There were 243 boxes of records- some in appalling condition (dirty paper and even dead bugs). Dede inventoried each and every piece of paper in every box, repacked more than 200 boxes of records (almost twice the number originally thought to comprise the Tampa Palms records) and the records required for retention are all now stored in the Iron Mountain facility in Tampa.

- Dede has managed the proper disposal of the records no longer required for retention, as required by law.
- Dede has provided the necessary records for the State to report on exactly what records have been destroyed.
- Dede has integrated, indexed and created a single set of the District records of the meetings (fragments were located at the district office and still other portions at the offices of the previous management company). 90% of these meeting records have been scanned for digital copies.

III Payment Processing and Invoice Tracking

1. Dede processes all payment made by the CDD
 - Evaluates statements for accuracy
 - Codes statements for proper accounting
 - Transmits invoices to DPFPG for payment
 - Receives each check register and verifies each entry
 - Receives bank statements each month; copies them and compares them to check registers
 2. Receives and inspects all water bill statements - there are 65 of them received monthly for the cul de sac's and land tracts, along with the parks and CDD building (paid directly)
 - Checks for amounts billed
 - Refers any suspicious usage to Joe Laird for review and repair, if needed
 - Confirms amount billed is amount on bank statements
- Three major leaks found in early stages and repaired.
 - Literally many thousands of gallons of potable water save from waste
 - Potentially thousands of dollars saved for water not wasted.

IV Bank Management & Change

The change of banking institution was managed almost solely by Dede.

1. Change of auto payment of water bills
 - a. The City of Tampa required individual paper applications for change of account billing for all 65 water accounts.
 - b. Each account had to be monitored for change and numerous accounts had to be "redone" and the changes were not worked, or in one case reversed after the change.
2. Change and monitoring of County transfer of funds to new bank accounts
 - 100% of the water accounts were updated, no service interruptions occurred.
 - 100% of the County distributions were received on time.



1. SALARY INCREASE PROJECTIONS

Salary increases are expected to remain stable at 3.0% again in 2017. This marks the seventh consecutive year at this rate, following a period of suppressed salary growth during and immediately after the 2009 economic recession.

A similarly long period of stable wage growth was witnessed in the 1990s, albeit at an annual rate of 4.0% then.

Three percent is the prevailing forecast from those organizations that conduct annual salary budget surveys.

- The Conference Board said it expects this 3% increase to hold steady across all employment categories (nonexempt hourly, nonexempt salaried, exempt and executive) again, equal to the rate they have reported for the previous six years.
- ERI Economic Research Institute is also forecasting a 3% increase for the US in 2017, unchanged from 2016.
- The Hay Group, now a division of Korn Ferry, reports “the 3% base salary increase has become a bit of a broken record during the past several years.” They found consistency across most industries and employee groups with regard to median (50th percentile) pay increase, with 2% being the increase at the 10th percentile and 3% increase at the 90th percentile.
- Willis Towers Watson also projected the continuation of 3% pay raises for 2017. “Given the continued low rates of inflation and the ongoing pressure on profit margins, employers remain cautious when it comes to budgeting salary increases,” their press release reported. Willis Towers Watson also reported that in 2016, employees who received the highest performance ratings received an average salary increase of 4.6%; average performers received 2.6%; and workers with below-average performance ratings received increases of less than 1.0%.
- World at Work reported that actual salary increase budgets for 2016 showed a median of 3.0%. Looking ahead, their survey respondents are again projecting a median 3.0% increase.

So you see, there is no variation among these surveys. The outlook for salary increases in 2017 is, once again, 3.0%, for all employee levels, all employer sizes, and all industries.

Underlying these salary increase trends are several important economic facts. Inflation is low and unemployment has declined, in part due to people dropping out of the labor force. Some economists would expect that lower unemployment would push salaries

higher, but this pressure has not yet been seen. World at Work's analysis of the salary increase data caused their senior practice leader to observe, "Organizations are still planning and awarding salary increases, but the amount of the increases remains flat and is not changing year over year. In the US in particular, this may be related to inflation, which remains low. The demand for larger salary increases just isn't there and low unemployment has not been enough to motivate organizations to increase salary budgets.

At Clear Management, we are seeing anecdotal evidence of larger increases for IT professionals, where severe labor shortages of qualified employees have enabled talented employees to bid up their salaries, either by changing jobs or staying put. Technical professionals are in short supply and there's a huge demand for them. Virtually every company needs technology employees, not just in the high tech industry. According to the US Bureau of Labor Statistics' Occupational Outlook Handbook, computer and IT occupations are projected to grow 12% in ten years, in part due to a greater emphasis on cloud computing, the collection and storage of big data, more everyday items becoming connected to the internet, and the continued demand for mobile computing. In the US, the median annual wage for computer and IT occupations was \$81,430 in May 2015, which was higher than the median annual wage for all occupations of \$36,200.

	Median Salary Increases for All Employees								
	2009	2010	2011	2012	2013	2014	2015	2016	2017 Projected
GEOGRAPHY									
United States	2.0%	2.6%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Eastern US (incl. DC, MD, PA)	2.1%	2.7%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Southeastern US (including VA)	2.1%	2.8%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Baltimore, MD	1.9%	2.5%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Washington DC	2.2%	2.7%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Ft. Lauderdale, FL					3.0%	3.0%	3.0%	3.0%	3.0%

San Diego, CA						3.0%	3.0%	3.0%	3.0%
INDUSTRY									
Continuing Care Retirement	2.5%	2.0%	2.5%	2.9%	3.0%	2.8%	2.8%	2.8%	3.0%
Education	1.9%	2.0%	2.5%	2.6%	2.6%	2.5%	2.6%	3.0%	3.0%
Finance/Banking	2.5%	2.7%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Health Care	2.8%	2.5%	2.5%	2.6%	3.0%	2.5%	2.8%	2.8%	3.0%
Information Technology	1.9%	2.8%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Insurance	2.4%	2.7%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Nonprofit	2.3%	2.8%	2.9%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Public Sector	2.4%	0.0%	0.3%	2.3%	2.6%	2.6%	2.8%	3.0%	3.0%
Service	2.3%	2.8%	2.8%	3.0%	3.0%	2.9%	3.0%	3.0%	3.0%

Using the Salary Increase Projections

Consider these factors in determining your organization's salary increase budget:

- Salary increases expected at other organizations, especially in your industry
- Your relative market position, whether it is strong or needs improvement
- How your organization's salary (or merit) increase matrix operates
- Your organization's strategic business plan for the coming year(s)
- Budgetary capability

December Meeting Discussion

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

This year staff is aware of no major matters requiring board oversight or consideration scheduled to occur in December.

Should a situation come to the forefront 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 during any time of the year.

If it is the wish of the Board to not have the December meeting this year, this action will require a motion.

DPFG will adjust the notices appropriately. Staff will update the website.

Supervisor Approval By Motion Required To Proceed

CDD Meeting Times

CDD meetings times were brought up at the last meeting. In keeping with the policy of listening to all input and examining all issues, staff reviewed the issue from three separate perspectives:

1. Tampa Palms history of meeting times.
2. The times and dates of other similarly circumstanced communities.
3. Input from (a) some of those who happened to call the CDD and (b) solicited input from community leaders.

History

Early meetings during the development years were held during the business day. As the community began to expand to include more residents they were held at 7 PM for the convenience of the district management staff (Gary Moyer) who had to travel to the meetings.

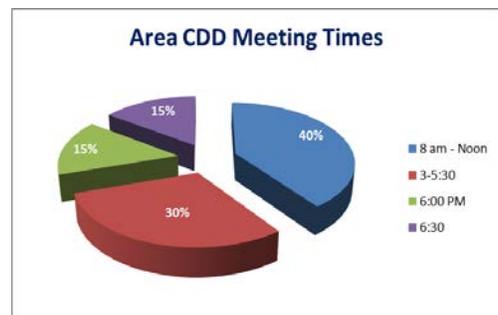
There were complaints about the late hour so in the late 1990's (and with the arrival of the new district manager, John Daugirda) the meetings were moved to 6 PM.

In late 2007 the meetings times were changed to 6:30 PM as an "experiment" with no impact on the number of attendees but some complaints that it made the meetings end too late (these were years with lots of proposed changes). In 2009 the meetings were returned to 6 PM as they had been for the prior ten years.

Other Communities

A review of the community meetings of other similarly circumstanced communities indicates that 70% have business day meetings, 8 AM to 5:30 PM - **40% of those between 8 am and noon** and 30% between 3 pm and 5:30 pm. In separate conversations with three current board members, business day meetings might preclude their ability to serve.

15% of the communities meet at the same time as Tampa Palms meets and 15% meet 30 minutes later. No meeting time was later than 6:30



A list of the CDD's and their posted schedule follows.

Community Input

Staff spoke to a total of twenty people about the CDD meeting times. Most (14) simply did not care when they were held: the important issue was the ability to contact the CDD for assistance or direction. Two stated that if they wanted to address the board they would do so no matter when the meetings were held. One stated mornings would be more convenient for her but she could never imagine going to a meeting. The sample should not be considered NOT scientific.

Conclusion

Staff makes no recommendation for change but does recommend that if the board considers change, that no change to an earlier starting time be made.

The Board can change the time - and date and even frequency - of the meetings and can do so by motion.

Other Communities

Community	Date	Time	Website
Hammocks	2nd Wed	8:00 AM	http://www.thehammockscdd.com/about.html
Lakewood Ranch 1	3rd Thurs	8:30 AM	http://www.lakewoodranchgov.org/x-agenda.php?group=CDD1
Cheval	3rd Thursday	9:00 AM	http://chevalwest.com/cheval_west_calendar.htm
Lakewood Ranch 5	3rd Thurs	9:00 AM	http://www.lakewoodranchgov.org/x-agenda.php?group=CDD5
Lakewood Ranch 2	3rd Thurs	9:00 AM	http://www.lakewoodranchgov.org/x-agenda.php?group=CDD2
Live Oak Preserve 1	3rd Tuesday ¹	10:00 AM	http://www.liveoakno1cdd.com/about.html
Lakewood Ranch 4	3rd Wed	10:15 AM	http://www.lakewoodranchgov.org/x-agenda.php?group=CDD4
Lakewood Ranch 6	3 rd Tues	10:15 AM	http://www.lakewoodranchgov.org/x-agenda.php?group=CDD6
Grand Hampton	2nd Thurs	2:00 PM	http://grandhamptoncdd.org/meetings/
Westchase	1st Tues	4:00 PM	http://www.westchasecdd.com/meetings-financials/notice-of-meetings/
New Port Tampa Bay	2nd Tues	4:00 PM	http://newporttampabaycdd.com/wp-content/uploads/2014/10/FY-2016-2017-Annual-Meeting-Schedule.pdf
Hunters Green HOA	2nd Tues	4:30 PM	http://www.huntersgreen.com/info.php?pnum=42
Easton Park	1 st Tues	4:30 PM	http://eastonparkcdd.org/meetings/
TPOST CDD *	1st Tuesday ³	5:30 PM	http://tpostcdd.com/calendar.html
Cory Lake Isles	3rd Thurs	6:00 PM	http://corylakescdd.net/?IID=100216303
K Bar	3rd Wed ¹	6:00 PM	http://www.kbarcdd.com/
Tampa Palms	2nd Wed	6:00 PM	
Arbor Greene	3rd Tuesday	6:30 PM	http://arborgreene.com/community-development-district/news-information/meetings-events
Heritage Isles	3rd Wed	Alternate mths. 1 PM, 6:30 PM	http://heritageislescdd.org/cdd/meetings.php
Live Oak Preserve 2	3rd Tues ²	Alternate qtrs. 11 AM, 6:30 PM	http://www.liveoakno2cdd.com/meetings.html

¹ Meets every other month

² Meets quarterly

³ TPOST includes West Meadows, Richmond Place & TPOST 3

Herbicide Use On Power Corridor

It was observed by Joe Laird and staff that there were considerable areas of dead plant materials along the power corridor, particularly along and near Oak Park.

Upon examination it appeared that there was targeted spraying of sapling oak trees.

- This was done property not under CDD jurisdiction.
- The work was not completed by the CDD's landscape partner, ABM.

Staff spoke with Duke representative who confirmed that their agents had done the spraying and that it was solely focused on young deciduous trees in the Duke power easement.

Staff spoke at length with TECO representative who suggested that power companies must continually monitor the vegetation on their corridors and treat to eliminate growth that might ever become tall enough to compromise the safety of the lines.

As was discussed in 2013, FERC regulations regarding the care, patrolling and maintenance of power lines, especially transmission corridors, have tightened substantially.

The following is taken from the Duke web site: <https://www.duke-energy.com/community/trees-and-rights-of-way/how-we-manage-trees>.

Duke Energy uses environmentally responsible herbicide applications to control tall-growing incompatible plants within power line rights of way.

Our objective is to promote low-growing vegetation to minimize potential electric power interruptions, which also enhances wildlife habitat.

We use professional contractors to apply herbicide by utilizing different methods including foliar, stump, stem and vine applications. Duke Energy contractors have been trained on the proper, safe and environmentally responsible techniques of managing plant growth.

All products used by Duke Energy are registered by the Environmental Protection Agency and approved by appropriate state agencies.



CDD Sunshine Requirements and TP CDD Governance

Sunshine and Open Meetings/Records Laws

The Tampa Palms CDD Board and officers (appointed) operate under the State-mandated ethics, public meeting and Sunshine laws.

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

- Private telephone conversations between board members to discuss matters which foreseeably will come before that board for action violate the Sunshine Law.
- The Sunshine Law requires boards to meet in public; boards may not take action on or engage in private discussions of board business via written correspondence, e-mails, text messages or other electronic communications.
- Quorum of the board must be physically present at the meeting, though non-present members may join via telephone or video links.
- As a general rule, individual board members “may call upon staff members for factual information and advice without being subject to the Sunshine Law’s requirements.”
- Staff members and others may not act as liaison between board members. Said clearly, no board member may allow a third party to relate anything about a matter that might foreseeably come before the board that was communicated by another board member, verbally, in writing or by any means.

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

Last month staff provided a comprehensive list of the records that must be retained per state statutes. All of the CDD’s records are similarly public.

Tampa Palms CDD Reflective Governance

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

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

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

Tampa Palms CDD

(Last Updated 1/13/16)

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.

Tampa Palms CDD

CDD Direction Statement

(1/13/16)

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

1/13/16

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

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Recycle Changes/Improvements

Hillsborough County is revising its recycle “rules”, somewhat tightening the materials that may be recycled. While not technically a CDD matter, staff is providing this update for supervisor background and discussion within the community.

Previously Hillsborough County had one of the most liberal recycle “menu’s” in Florida. Even with the revisions, it will continue to be a robust recycle offering.

New items that are not recyclable include:

- Plastic grocery bags and plastic film due to the damage they cause to the recycling sorting equipment, lowering the efficiency of the recycling process, and decreasing the overall amount of material recycled.
- Styrofoam™ or polystyrene foam of any type will also no longer be accepted in the blue cart, example Styrofoam™ egg crates and trays.



Apparently from some of the press releases, there have been a lot of things placed in the recycle cart that cannot be recycled. When the drivers observe things falling from the carts into the bins that should not be recycled, the County will begin using “Oops” notification tags on recycling carts that contain items not accepted in the curbside recycling program. That may well create some discussion.

A list of things that cannot be placed in the curbside recycle carts includes:

- Plastic grocery bags or plastic bags of any type (New)
- Tarps, cords, hoses, or chains of any type
- Electronics (accepted at the County’s Community Collection Centers)
- Clothing, Shoes, or Textiles
- Light bulbs
- Batteries
- Shredded paper or soggy paper
- Yard waste (leave at the curb for your separate yard waste collection)
- Pressurized tanks
- Construction or demolition materials
- Cooking ware, dining ware, drinking glasses, ceramics, or cutlery
- Rubber items
- Clothing hangers
- Food waste or items with food residue
- Scrap metal
- Diapers
- Styrofoam™ or expanded polystyrene (New)

The County is also conducting a brief online recycling survey to gather feedback from the public in order to help improve the recycling program. You can go online to [HCFLGov.net/RecyclingSurvey](https://www.hcfl.gov/RecyclingSurvey) to take the survey.

Website Links For Tampa Palms CDD

The State of Florida has requirements for Special Districts (not just CDD's) relative to what content must be present on a website. Oddly when researching community meeting times, it appears that everyone is not yet onboard - but Tampa Palms is compliant.

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

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

<http://tampapalmscdd.net>



Website Content Requirements & Information Locations

INFORMATION REQUIRED	WEB LINK
A. General Information:	http://www.tampapalmscdd.net/ & http://www.TPOA.Net
1. The special district's full legal name (as cited in creation document).	http://www.tampapalmscdd.net/CDD.html
2. A public purpose statement.	http://www.tampapalmscdd.net/CDD.html
3. The special district's boundaries / service area(s) (posting a map may be useful).	http://www.tampapalmscdd.net/Districtmap.pdf http://www.tampapalmscdd.net/Bounds&Metes.pdf
4. The services provided.	http://www.tampapalmscdd.net/CDD.html
5. The full text of the special district's charter (creation document), as amended. Community Development Districts may reference Chapter 190, Florida Statutes - Community Development Districts , as the uniform charter, but must include information relating to any grant of special powers.	http://www.tampapalmscdd.net/More.html
6. The Regulatory Plan (annual) - applicable to certain special districts with adopted rules - see Making Changes to Special Districts - Reviewing and Revising Rules - The Regulatory Plan .	http://www.tampapalmscdd.net/More.html
7. The statute(s) under which the special district operates, if different from the statute(s) under which the special district was established. Include Chapter 189, Florida Statutes - Uniform Special District Accountability Act , since all special districts must comply with this law.	http://www.tampapalmscdd.net/More.html

B. General Contact Information:	
1. Mailing address	http://www.tampapalmscdd.net/CDD.html
2. E-mail address	http://www.tampapalmscdd.net/CDD.html
3. Telephone number	http://www.tampapalmscdd.net/CDD.html
4. Website address	http://www.tampapalmscdd.net/CDD.html
5. Registered agent / registered office (name and address of the registered agent on file with the Special District Accountability Program)	http://www.tampapalmscdd.net/CDD.html
C. Contact Information for Each Governing Body Member:	
1. Name	http://www.tampapalmscdd.net/More.html
2. Official address	http://www.tampapalmscdd.net/More.html
3. Official e-mail address	http://www.tampapalmscdd.net/More.html
4. Term	http://www.tampapalmscdd.net/More.html
5. If applicable, the appointing authority (county, municipality, Governor, etc.)	http://www.tampapalmscdd.net/More.html
D. Revenue Information:	
1. A listing of all taxes, fees, assessments, or charges imposed and collected.	http://www.tampapalmscdd.net/Assessments.pdf
2. The rates or amounts for the current fiscal year.	http://www.tampapalmscdd.net/Assessments.pdf
3. The statutory authority for the levy of the tax, fee, assessment, or charge	http://www.tampapalmscdd.net/More.html
E. General Financial Information:	
1. The fiscal year period - most special districts are required to use October 1 - September 30; some housing authorities use January 1 - December 31, April 1 - March 30, and July 1 - June 30.	http://www.tampapalmscdd.net/Financials.html

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

H. Ethics	
a. Code of Ethics, if adopted	http://www.tampapalmscdd.net/More.html
b. A link to generally applicable ethics provisions (visit the Florida Commission on Ethics website and select "Ethics Laws")	http://www.tampapalmscdd.net/More.html links to http://www.ethics.state.fl.us/
I. Retirement System Information	
<i>Not Applicable to the Tampa Palms CDD</i>	
J. Public Facilities Reports, if applicable (effective October 1, 2016):	
1. Public Facilities Initial Report	http://www.tpoa.net/PublicFacilitiesReport.pdf
2. Public Facilities Annual Notice of Any Changes	http://www.tpoa.net/PublicFacilitiesReport.pdf
3. Public Facilities Update Report	http://www.tpoa.net/PublicFacilitiesReport.pdf