

TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

Agenda Package Board of Supervisors Meeting



Wednesday, November 11, 2020

6:00 P.M.

Compton Park Recreation Building

16101 Compton Drive,

Tampa, Florida



TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

CDD Board & Budget Meeting Advanced Package November 11, 2020

Join Zoom Meeting

<https://us02web.zoom.us/j/2539344102>

Meeting ID: 253 934 4102

Contents

1. Introduction
2. Agenda
3. Financial Statements
 - a. Financial Analysis
 - b. Financial Statements A/O 9/30/2020
 - c. Monthly Financial Summary
 - d. Project Driven Financial Reports
 - e. Check Registers & Other Disbursements
4. Strategic Planning and Capital Projects Planning
 - f. Focus 2020
 - g. Strategic Planning
 - h. Significant Events
 - i. Signature Spending Plan
5. October, 2020 Minutes
6. Consultant Reports
 - j. Covid & Tampa Palms Report
 - k. Community Appearance
 - l. Cash Management
 - m. Budget Amendment
 - n. Park Information Hampton & Oak Parks
 - o. Staff Reviews
 - p. December Meeting
 - q. Irrigation System
 - r. Sunshine Laws

Tampa Palms Community Development District

Development Planning and Financing Group
409 East College Ave, Ruskin FL 33570
Phone: 813-374-9104 X 4306

November 6, 2020

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

Dear Board Members:

The Board of Supervisors of the Tampa Palms Community Development District Board Meeting is scheduled for Wednesday, November 11, 2020 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 may continue to extend and even if it does not, 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 October 14, 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,

Ken

Ken Joines, District Manager
DPFG

KJ;mmw

cc: Maggie Wilson
DPFG (Record Copy)

Tampa Palms CDD Board Meeting & Budget Hearing Agenda

**November 11, 2020 6:00 p.m.
Compton Park Recreation Building
16101 Compton Drive, Tampa, FL 33647**

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

1. Welcome & Roll Call
2. Board Member Discussion Items
3. Public Comments*
4. Approval of the September, 2020 Minutes
5. Approval of District Disbursements
6. Consultant Reports
 - Covid & Tampa Palms
 - Community Appearance & Projects
 - Cash Management
 - Park Information - Oak & Hampton
 - December Meeting
 - Budget Amendment
 - Reviews
7. Other Matters
8. Public Comments
9. Supervisor comments
10. Adjourn

** The Tampa Palms CDD encourages citizen feedback 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.*

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 three minutes each on the issue.

Executive Summary

As of September 30, 2020, the District has cash balances net of liabilities of \$ 4.07 M. The CDD should end the calendar year with about \$839 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 and it will be the November/December negotiations that will provide a more realistic projection of interest income going forward. The FY 2020-21 Budget was drafted to take this into consideration.

FY 2019-20 Budget PerformanceRevenue

Interest income displayed varies favorably by about \$ 2 K; this will increase by \$20K as excess fees were received for FY 2019-20 in October and will be adjusted by the auditors.

ExpensesNormal Operations

District normal expenses show a favorable budget variance of \$201K of which 77% or \$155K is attributable to delays in completion or sometimes billing for routine landscape items [mowing, mulch, entry improvement projects, plantings and facility maintenance]. Much of this work is either underway at this time or completed, not yet billed. Finally aspects of district management are overbudget [notably park patrols, refuse removal and water]; these will be reviewed in the FAQ's on page 2.

Project Driven

The Project Driven line item for Capital Projects displays a favorable variance of about \$63K or 32% of the assigned budget primarily due to projects that were deferred to FY 2020-21 or remain in progress but could not reasonably be completed by end of fiscal year. The Signature Projects display a negative variance as was planned and will be handled with a carryover transfer. It should be noted that substantial projects remain incomplete [BB Downs wall and Area 1 makeover]. They will complete in 2020-21.

Cash Flow Projections for Calendar 2019

(Shown in \$ 000)

Sources of Funds

Cash Balance 9/30/20	\$ 4,071	
Collections prior to December receipts	21	
Total Sources of Funds		\$ 4,092

Uses of Funds

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		(\$ 3,253)
Projected Funds before December, 2020 receipts		\$ 839

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 and waste, the increases will continue and little can be done by the CDD to mitigate those increases. The same is true with water rates.

The increase in refuse removal expense relates to the complex factors associated with (1) reduction in purchase of recyclables, (2) increased costs for landfill operations (3) the cost of manpower and (4) the limited providers in the marketplace. An attempt by both the CDD and the Country (for residential collection and disposal) to rebid these services was halted after all three local providers refused to participate meaningfully in a bid. These costs will continue to increase.



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



1. A new billing element added to every water meter of \$2.00/mth. That alone represents a 10% increase in cost.
2. The water use rates increased by 3% for 2020-21 and 2021-22; as of 2022-23 they will increase 11% for the next three years.

The CDD had proposed a program where meters serving only City-owned cul de sacs be transitioned to City responsibility. With the financial squeeze in place at this time, that program became a non-starter,

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.

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

GENERAL

ASSETS:

CASH - Operating Account	\$ 144,239
PETTY CASH	500
INVESTMENTS:	
Excess Fund Account- Sunshine Bank	3,951,977
ACCOUNTS RECEIVABLE	-
RECEIVABLE FROM TAMPA PALMS HOA	9,082
PREPAID ITEMS	15,491

TOTAL ASSETS

\$ 4,121,289

LIABILITIES:

ACCOUNTS PAYABLE	\$ 10,483
ACCRUED EXPENSES	24,661

FUND BALANCE:

NON-SPENDABLE	15,491
RESTRICTED	-
UNASSIGNED:	4,070,655

TOTAL LIABILITIES & FUND BALANCE

\$ 4,121,289

Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the period from October 1, 2019 through September 30, 2020

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
REVENUES				
SPECIAL ASSESSMENTS ON ROLL (Gross)	\$ 2,737,595	\$ 2,737,595	\$ 2,738,427	\$ 832
DISCOUNT-ASSESSMENTS	(109,504)	(109,504)	(103,655)	5,849
INTEREST	55,000	55,000	56,094	1,094
EXCESS FEES	15,000	15,000	6	(14,994)
MISCELLANEOUS REVENUE	1,200	1,200	10,527	9,327
CARRY FORWARD BALANCE	15,000	15,000	-	(15,000)
TOTAL REVENUES	2,714,291	2,714,291	2,701,399	(12,892)
EXPENDITURES				
ADMINISTRATIVE:				
PERSONNEL SERVICES				
BOARD OF SUPERVISORS	11,000	11,000	9,185	1,815
FICA	5,810	5,810	13,952	(8,142)
FUTA/SUTA + PAYROLL FEES	5,024	5,024	1,617	3,407
S/T PERSONNEL SERVICES	21,834	21,834	24,753	(2,919)
PROFESSIONAL SERVICES				
ATTORNEYS FEES	10,000	10,000	3,442	6,559
ANNUAL AUDIT	6,813	6,813	5,900	913
MANAGEMENT FEES	67,369	67,369	66,523	846
TAX COLLECTOR	54,752	54,752	52,656	2,096
ASSESSMENT ROLL	10,050	10,050	10,050	-
S/T PROFESSIONAL SERVICES	148,984	148,984	138,570	10,415
ADMINISTRATIVE SERVICES				
DIRECTORS AND OFFICER INSURANCE	3,685	3,685	2,649	1,036
MISCELLANEOUS ADMINISTRATIVE SERVICE	12,000	12,000	11,728	272
S/T ADMINISTRATIVE SERVICES	15,685	15,685	14,377	1,308
TOTAL ADMINISTRATIVE	186,503	186,503	177,700	8,804
FIELD/OPERATIONS SERVICES:				
FIELD MANAGEMENT SERVICES:				
DISTRICT OPERATING STAFF	172,343	172,343	159,845	12,498
PARK ATTENDANTS	81,000	81,000	66,475	14,525
PARK PATROL	69,014	69,014	78,601	(9,587)
FIELD MANAGEMENT CONTINGENCY	20,800	20,800	15,040	5,760
S/T FIELD MANAGEMENT SERVICES	343,157	343,157	319,961	23,196
GENERAL OVERHEAD:				
INSURANCE	12,516	12,516	11,121	1,395
INFORMATION SYSTEMS (TEL & SECURITY)	23,766	23,766	17,034	6,732
WATER	14,560	14,560	33,365	(18,805)
REFUSE REMOVAL (SOLID WASTE)	7,280	7,280	11,757	(4,477)
ELECTRICITY	110,000	110,000	96,415	13,585
STORMWATER FEE	3,938	3,938	3,041	897
MISCELLANEOUS FIELD SERVICES	13,000	13,000	8,965	4,035
S/T GENERAL OVERHEAD	185,060	185,060	181,699	3,361
LANDSCAPE MAINTENANCE STANDARD				
LANDSCAPE AND POND MAINTENANCE	1,041,153	1,041,153	953,492	87,661
LANDSCAPE MONITORING FEE	18,720	18,720	18,900	(180)
LANDSCAPE AND REPLACEMENT	93,600	93,600	61,144	32,456
S/T LANDSCAPE MAINTENANCE	1,153,473	1,153,473	1,033,536	119,937
LANDSCAPE MAINTENANCE NEW & ENHANCED				
PROPERTY MOWING	94,640	94,640	85,890	8,750
COUNTY POND	26,000	26,000	7,680	18,320
NPDES POND PROGRAM	45,000	45,000	35,710	9,290
S/T LANDSCAPE NEW & ENHANCED	165,640	165,640	129,280	36,360

Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the period from October 1, 2019 through September 30, 2020

	<u>BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>FAVORABLE (UNFAVORABLE) YTD VARIANCE</u>
FACILITY MAINTENANCE:				
IRRIGATION SYSTEM	101,148	101,148	97,201	3,947
FOUNTAIN	25,754	25,754	27,125	(1,371)
FACILITY MAINTENANCE	85,493	85,493	78,524	6,969
MOTOR FUEL & LUBRICANTS	-	-	-	-
JANITORIAL/PARK SUPPLIES	2,600	2,600	2,452	148
S/T FACILITY MAINTENANCE	<u>214,995</u>	<u>214,995</u>	<u>205,301</u>	<u>9,694</u>
TOTAL FIELD OPERATIONS/SERVICES	<u>2,062,325</u>	<u>2,062,325</u>	<u>1,869,777</u>	<u>192,548</u>
TOTAL NORMAL OPERATIONS	<u>2,248,828</u>	<u>2,248,828</u>	<u>2,047,476</u>	<u>201,352</u>
PROJECT DRIVEN EXPENDITURES				
SIGNATURE TP 2017	18,676	18,676	69,892	(51,216)
RENEWAL AND REPLACEMENT & DEFERRED MTC	195,000	195,000	192,161	2,839
CAPITAL PROJECTS	195,000	195,000	131,735	63,265
NPDES/CLEAN WATER	56,787	56,787	50,284	6,503
TOTAL PROJECT DRIVEN EXPENDITURES	<u>465,463</u>	<u>465,463</u>	<u>444,073</u>	<u>21,390</u>
TOTAL NORMAL OPERATIONS AND PROJECT DRIVEN EXPENDITURES	<u>2,714,291</u>	<u>2,714,291</u>	<u>2,491,549</u>	<u>222,742</u>
	276,158			
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES		-	209,850	209,852
FUND BALANCE - BEGINNING	-	-	3,876,296	3,876,296
FUND BALANCE - ENDING	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,086,146</u>	<u>\$ 4,086,148</u>

**TAMPA PALMS CDD
CASH REGISTER
FY 2020**

Date	Num	Name	Memo	Receipts	Disbursements	Balance
08/31/2020			EOM BALANCE	400,021.61	209,969.90	224,598.53
09/01/2020	8619	ABM Landscape & Turf Services	Landscape Maint - August		62,284.10	162,304.43
09/01/2020	8620	HOOVER PUMPING SYSTEMS	#1 check valve replacement		3,156.95	159,147.47
09/03/2020	8621	Florida Municipal Insurance Trust	Utility Payment Bond 10/1/20-10/1/21		520.00	158,627.47
09/08/2020	8622	ABM Landscape & Turf Services	Landscape Maint		118,372.10	40,255.37
09/08/2020	8623	ADB Landscaping Materials, Inc	Plant materials		5,124.95	35,130.42
09/08/2020	8624	AT&T	Long Distance - Aug		170.49	34,959.93
09/08/2020	8625	CINTAS	Supplies		123.14	34,836.79
09/09/2020	8626	CLEAN SWEEP SUPPLY COMPANY	supplies		155.98	34,680.81
09/09/2020	8627	DOUGLAS CLEANING SERVICES	Cleaning		2,048.00	32,632.81
09/09/2020	8628	FEDEX	Shipping		137.60	32,495.21
09/09/2020	8629	FLIGHT OF ANGELS	Courier Svc 7/27 - 8/5		56.00	32,439.21
09/09/2020	8630	FLORIDA FOUNTAIN MAINTENANCE, INC	Fountain Maint & Repair		3,767.38	28,671.83
09/09/2020	8631	FRONTIER COMMUNICATIONS	Hampton Pk FIOS - 8/22 - 9/21		155.97	28,515.86
09/09/2020	8632	HOME DEPOT	Supplies		95.32	28,420.54
09/09/2020	8633	INSECT I.Q., INC	Insect Removal		325.00	28,095.54
09/09/2020	8634	Pinwheel Nursery	Reserve annuals		3,155.30	24,939.24
09/09/2020	8635	SECURITAS SECURITY SERVICES USA, INC	Security		4,047.70	20,891.54
09/09/2020	8636	Zeno Office Solutions, Inc.	Contract org charge 7/25 - 8/24		84.04	20,807.50
09/11/2020	09112020DD	DOROTHY COLLINS	8/24 - 9/6 - D. Collins P/R		2,308.17	18,499.33
09/11/2020	09112020ACH	Innovative Employer Solutions	8/24 - 9/6 - D. Collins P/R		880.32	17,618.01
09/14/2020		Center State Bank	Funds Transfer	200,000.00		217,618.01
09/14/2020	8637	ADVANCED ENERGY SOLUTION OF	Replaced broken tree light and cap		160.00	217,458.01
09/14/2020	8638	ARCHITECTURAL FOUNTAINS, INC	Fountain Maint		8,260.00	209,198.01
09/14/2020	8639	DPFG	CDD Mgmt - September		6,337.61	202,860.40
09/14/2020	8640	FR LLC Mulch & Soil	Mulch		5,880.00	196,980.40
09/14/2020	8641	FRONTIER COMMUNICATIONS	Amberly Pk Phone - September		222.61	196,757.79
09/14/2020	8642	IRON MOUNTAIN	9/1 - 9/30 - Records Storage		283.35	196,474.44
09/14/2020	8643	LOWE'S	Supplies		328.92	196,145.52
09/14/2020	8644	REDI - ROOTER PLUMBING	Provide and install four metered lavatory faucets in HP		991.00	195,154.52
09/14/2020	8645	SUNSHINE STATE ONE CALL F FLORIDA	Dig Tickets - 08/2020		43.51	195,111.01
09/14/2020	8646	TAMPA ELECTRIC	Summary Bill - August		7,152.73	187,958.28
09/14/2020	8647	TERMINEX	Pest Control		226.00	187,732.28
09/14/2020	8648	TIMES PUBLISHING COMPANY	Legal Ad		469.50	187,262.78
09/18/2020	31	Eugene R. Field	BOS Mtg. 9/19		184.70	187,078.08
09/18/2020	32	Adisa Gibson	BOS Mtg. 9/19		184.70	186,893.38
09/18/2020	09182020DD	James A. Schoelfield	BOS Mtg. 9/19		184.70	186,708.68
09/18/2020	09182020DD	James P. Soley	BOS Mtg. 9/19		184.70	186,523.98
09/18/2020	09182020DD	Jessica B. Vaughn	BOS Mtg. 9/19		184.70	186,339.28
09/18/2020	09182020ACH	Innovative Employer Solutions	BOS Mtg. 9/19		202.00	186,137.28
09/21/2020	8649	ADVANCED ENERGY SOLUTION OF	Camera Repair/Maint		282.40	185,854.88
09/21/2020	8650	CINTAS	Supplies		123.14	185,731.74
09/21/2020	8651	CLEAN SWEEP SUPPLY COMPANY	supplies		159.78	185,571.96
09/21/2020	8652	OLM, INC	Landscape Insp - 9/2		1,575.00	183,996.96
09/21/2020	8653	SECURITAS SECURITY SERVICES USA, INC	Security		3,526.34	180,470.62
09/22/2020	8654	BROWN AND BROWN OF FLORIDA, INC	Ins. FY 2021		13,953.00	166,517.62
09/22/2020		Deposit	Misc. Revenue	189.00		166,706.62
09/23/2020	09232020ACH	TAMPA ELECTRIC	Summary Bill - 9/3 - 9/9		337.33	166,369.29
09/23/2020		Deposit	Misc. Revenue	300.00		166,669.29
09/24/2020		Solitude Lake Mgmt.	Refund	4,785.00		171,454.29
09/25/2020	09252020DD	DOROTHY COLLINS	9/7 - 9/20 - D. Collins P/R		2,308.17	169,046.12
09/25/2020	09252020ACH	Innovative Employer Solutions	9/7 - 9/20 - D. Collins P/R		880.31	168,165.81
09/28/2020	8655	Arete Industries	Brick Monuments with Aluminum Fence		12,606.88	155,558.93
09/28/2020	8656	ESD WASTE/WATER, INC	Pump Maint - September		300.00	155,258.93
09/28/2020	8657	FLORIDA FOUNTAIN MAINTENANCE, INC	Replaced old copper water feed with PVC and added a valve		325.00	154,933.93
09/28/2020	8658	FRONTIER COMMUNICATIONS	CDD Phone - 9/16 - 10/15		537.41	154,396.52
09/28/2020	8659	HOOVER PUMPING SYSTEMS	Flow Meter Verification		800.00	153,596.52
09/28/2020	8660	MARY-MARGARET WILSON	Field Mgmt - October		8,995.00	144,601.52
09/28/2020	8661	REPUBLIC SERVICES	10/1 - 10/31 - Solid Waste		1,018.45	143,583.07
09/28/2020	8662	SECURITAS SECURITY SERVICES USA, INC	Security		3,628.34	139,954.73
09/28/2020	8663	STAPLES	Office Supplies		679.75	139,275.98
09/28/2020	8664	Straley Robin Vericker	Legal Services thru 09/15/2020		762.00	138,513.98
09/29/2020		Deposit	Insurance Payout	9,438.00		147,951.98
09/30/2020	556	CITY OF TAMPA UTILITIES	Water Utilities - Sep		3,758.95	144,193.03
09/30/2020		Center State Bank	Interest	45.24		144,238.27
09/30/2020			EOM BALANCE	214,758.24	295,117.50	144,239.27

TAMPA PALMS CDD
FINANCIAL SUMMARY THRU SEPTEMBER 30, 2020
GENERAL FUND

(Shown in \$)	<u>Normal</u> <u>Operations</u>	<u>Non-Operating</u> <u>Project Driven</u>	<u>Total As</u> <u>Reported</u>
<u>Revenues</u>			
Operating	\$2,186,828		\$2,186,828
<u>Non Operating</u>			
Capital Projects		\$187,619	187,619
Renewal & Rel		\$187,619	187,619
Signature 2017		\$17,969	\$17,970
NPDES		\$54,736	\$54,736
Excess Fees	6		6
Interest	56,094		56,094
Misc Rev	10,527		10,527
Carry Forward Bal *			
Total	\$ 2,253,455	\$ 447,943	\$ 2,701,399
<u>Expenses</u>			
Operations	\$ 2,047,476		2,047,476
<u>Non Operating</u>			
Renewal & Rel		192,161	192,161
NPDES/EPA		50,284	50,284
Capital Projects		131,735	131,735
TP Signature 2017		<u>69,892</u>	<u>69,892</u>
Total	\$2,047,476	\$444,073	\$2,491,549
Excess Revenue Vs Expenses	205,979	3,870	\$ 209,850

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

<u>General Fund</u>	9/30/2020	(\$000)
Cash		144
Cash Equivalent (Excess Cash ICS)		3,952
Due From TPOA		9
Prepaid Amounts		15
Total		\$ 4,121
Less:		
Payables		10
Accrued Expenses		25
	Net Cash 9/30/2020	\$ 4,086
Allocation for:		
Weather Damage		400
Community-Wide Wall & Monument		100
Tree & Palm Replacement		200
Pond Improvements		700
1st Qtr FY 2020-21 Expenses Operations		679
Infrastructure Replacement Contingency		135
TP Signature Projects (unspent)		436
	Adjusted Net Cash	\$ 1,436

Forecast

2019-20 Fiscal Year			
(\$ 000)	<u>Receipts</u>	<u>Expenses</u>	<u>Monthly Bal</u>
Oct			
CDD Operations	17	265	
R&R	1	26	
NPDES	0	5	
Signature Projects	0	80	
Capital Projects	1	21	
Total	21	397	\$ 1,060
Nov			
CDD Operations	0	205	
R & R	0	16	
NPDES	0	10	
Signature Projects	0	75	
Capital Projects	0	20	
Total	0	326	\$ 734
Dec			
CDD Operations	0	195	
R & R	0	16	
NPDES	0	10	
Signature Projects	0	75	
Capital Projects	0	20	
Total	0	316	\$ 418

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

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

(\$000)	Prior Year Collected	Current Year Collected \$	Current Year Collected %	Variance % Fav (Unfav)
October				
November	14%	376	14%	0%
December	92%	2,388	91%	-1%
January	94%	2,475	94%	0.0%
February	96%	2,512	96%	0.0%
March	97%	2,537	97%	0.0%
April	99%	2,579	98%	-0.9%
May	99%	2,606	99%	0.0%
June	100.2%	2,635	100.3%	0.1%
July	100.2%	2,635	100.3%	0.1%
August	100.3%	2,635	100.3%	0.1%
September	100.3%	2,635	100.3%	0.1%
Year End				
Total Assessed (Net Discount)		\$2,628		

Summary- Project Driven Expenses

Twelve Months Ending September 30, 2020

Operating Capital Projects (\$000)

Sources of Funds

FY 2019-20 Budget \$195

Uses of Funds

Spent Thru 9/30/2020 132

Total Funds Under Consideration \$0

Budget Available as of 9/30/2020 \$63

Renewal & Replacement

Sources of Funds

FY 2019-20 Budget 195

Uses of Funds

Spent Thru 8/31/2020 192

Total Funds Under Consideration \$0

Budget Available as of 9/30/2020 \$3

TP Signature Projects

Sources of Funds*

FY 2019-20 Budget \$19

Uses of Funds

Spent Thru 9/30/2020 \$70

Total Funds / Projects Under Consideration \$436

Budget Available as of 9/30/2020* (\$51)

* Additional Signature funds \$487 K available to be brought forward when needed **\$487**

SUMMARY

FY 2019-20 RENEWAL REPLACEMENT PROJECTS

			Original Project	September 30, 2020	Committed To Spend
Infrastructure					
Pressure Wash Parks & Entry Guard				\$1,800	
Repairs to Three Reserve Fountains				\$18,236	
Replace Cypress Planks - Ashmont Cul de dsac				\$1,910	
Huntington Entry Restore				\$4,175	
Granite Cleaning 56 Signs				\$4,343	
Tennis Court Windshields				\$2,101	
GFI & Wiring Main Entry				\$4,916	
Replacement Signs (Stop & Speed)				\$4,343	
Skylights Hampton Park				\$1,175	
Landscape					
Over-grown Ferns TPB Adjacent to Sidewalk				\$8,620	
Plant Replacements Medians & Entries				\$64,531	
Tree Work- Dead Palm Removals				\$54,293	
Tree Root Removals Phase II				\$10,851	
Caladium Bulbs				\$3,289	
Supplemental Watering				\$1,735	
Canary Isle Palm Treatments				\$2,290	
Irrigation					
Clean and Replace Area 1 Filter Discs				\$3,554	
Lighting (Park & Landscape)					
<i>Sub Total R&R Projects</i>				\$192,161	\$0
<i>Sub Total Restoration Projects</i>				\$0	
Total R&R Projects				\$192,161	\$0

**Capital Projects 2019-20
Budget Monitor**

30-Sep-20			
(000)	Current Projects	Spent 2019-20	Pending Commitments
Tampa Palms Signature Projects (BB Downs)			
Consulting Services	31	7	20
Irrigation	20		20
Main Entry Restorations	173	53	119
Area 2 Pond			15
Bruce B Downs Improvements	267		262
Sub-Total TP Signature 2017	\$506	\$70	\$436
Capital Projects			
Consulting Services			
Irrigation Systems		10	
Parks		6	
Landscape & Lighting		105	
Signs, Infrastructure & Lighting		11	
Sub-Total Capital Projects	\$0	132	\$0
Total TP Signature 2017 & Standard Capital Projects		\$202	\$436

**Capital Projects Signature Projects
2019-20 Through September 30, 2020**

Tampa Palms Signature Projects (BB Downs)	Current Projects	Spent A/O 9/30/2020	Pending Commitments
Consulting Services			
Restoration Designs	24,000	10,110	13,890
Survey & Staking	7,000	1,210	5,790
<i>Sub Total</i>	31,000	11,320	19,680
Irrigation			
Area 1 & 2 Irrigation (Incl BB Downs)	20,000		20,000
<i>Sub Total</i>	20,000		20,000
Main Entry Restorations			
Area 1 Entry Landscape (Phase II)	77,513		77,495
Area 2 Landscape Phase II	25,000	25,263	-263
Area 2 Landscape (TP Blvd & Amberly Phase II)	20,000		20,000
Area 2 Pond Landscape & Wayfinding	50,000	27,910	22,090
<i>Sub Total</i>	172,513	53,172	119,341
Area 2 Pond			
Littoral Plantings & Noxious Removal			
Area 2 Pond Landscape -Bank Repairs	15,000	4,785	10,215
<i>Sub Total</i>	15,000		15,000
Bruce B Downs Improvements			
Area 1 Adl Trees	22,000	5,400	16,600
Cypress Creek to Power Corridor (Walls)	245,000		245,000
<i>Sub Total</i>	267,000	5,400	261,600
Sub-Total Tampa Palms Signature	505,513	\$69,892	435,621
Normal Capital Projects			
	Current Projects		Pending Commitments
Irrigation Systems			
VFD Pump Drive Area Area 2		6,924	
Area 1 Pump Station Filter New Discs		2,847	
<i>Sub Total</i>	0	9,771	0
Parks			
Cozy Dome Climber		4,525	-
Benches - Oak Park (3) Deposit		1,596	
<i>Sub Total</i>	0	6,121	-
Landscape & Lighting			
Bricks & Construction for Sanctuary Wall Bed		21,689	
Major Landscape (> 5 Years)		16,953	
Drainage Mgmt - Phase I & 2 TP Blvd		66,421	
<i>Sub Total</i>	-	105,063	-
Signs, Infrastructure & Lighting			
Drainage Easement Reconsruction		7,980	
Feature Pump - Reserve		2,800	
<i>Sub Total</i>	0	10,780	0
Sub-Total Normal Capital Projects	\$0	\$131,735	\$0
Total TP Signature & Standard Capital Projects		\$201,627	\$435,621

Focus For 2020-21

- 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
- Move toward completion of Signature projects restoring and rebranding 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.



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

Tampa Palms CDD

Strategic Plans

November 11, 2020

2) Lake Fountains Review

- a) Board update

III Landscape Assets

1) Assessment YTD Weather Impacts

2) Village Entry & Blvd Restorations

- a) Plans / Direction
- b) Palm Tree Pests

3) LED Landscape Lighting

- a) Phase III

IV Park Reviews

1) Park Inspections & Restorations

- a) Park Status Report
- b) Tennis Court Bid

V. Misc and Local Government

- a) Covid Impacts
- b) Bank Negotiations
- c) Budget Amendment
- d) Multi-Modal Path Repaving [COT]

<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
Review	Jan	Staff/Soley
Report To Board	On Going	Staff
Report To Board	Nov	Staff
Report To Board	Jan	Staff
Future Consideration	TBD	Staff
Report	Jan	Staff
Report	Jan	Staff
Report To Board	Nov	Staff
Approve Chairman	Nov	Staff
Board Approval	Nov	Staff
Report To Board	Future	Staff

TP CDD Planning Horizon

November, 2020

FY 2020-21

- Covid19 Crises
- General Election
- 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)
- Expansion New Tampa Rec Center (In Progress)
- Prepare Covid19 Re-emergence (Winter & Spring)
- New Sensory Friendly Park –? Location
- Additional Jogging Path Repairs
- Repave TP Blvd w/ Complete Streets Design (Monitor)
- ADA Review For CDD Parks
- NPDES Audit

Update Signature Mitigation Projects

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

Funds Available A/O Fiscal Year 2020-21

\$ 436K

Work in Progress or Anticipated A/O November, 2020 Meeting



Opening Balance/Available	FY 2013-14 \$1,330,480	FY 2014-15 \$1,043,490 \$300,000	FY 2016-18 \$1,287,907	FY 2018-19 781762	FY 2019-20 \$505,513	FY 2020-21 \$435,620 In Progress
Consulting Svcs			\$32,005	\$7,809	\$11,320	\$20,000
Irrigation Relocation	\$93,000					
Irrigation- New Install & Repairs		\$55,000	\$95,000	\$19,472		\$20,000
Area 1- Entry Streetlights			\$20,000	Complete		
Area 1 & 2 Pillars, Fencing & Lighting			\$882	\$73,534		
Area 1- Landscape Entry Median (Phase 1)				Complete		
Area 1 Entry - Landscape Phase II)				\$71,632	\$25,263	\$75,000
Area 2- Entry Streetlights			\$14,475	Complete		
Area 2 Pillars, Fencing & Lighting			\$26,323			
Area 2 Entry - Median Landscape (Phase 1)			\$55,000	Complete		
Area 2 Entry - Landscape (Phase II)			\$33,000			\$0
Area 1 & 2 Median Electrical Restoration			\$36,000	Complete		
Area 1 & 2 Wall Replacements/Repairs			\$15,000			\$265,620
Amberly (1) Entrances (Monument Area)			\$55,000	\$47,447		
Area 2 Entry Pond Bank						\$35,000
Area 2 Entry Pond - Landscape Phase 2				\$50,425		
Area 2 Entry Pond - Tree Buffer			\$85,000	Complete	\$5,400	
Area 2 Entry Pond - Fountain & Fountain Lights			\$21,460	Complete		
Area 1 - Landscape & Irr Welcome -Amberly			\$55,000	Complete		
Area 2 - Landscape BB D (Incl Wayfinding)					\$27,910	\$20,000
Area 2- Landscape Amberly To Bridge			\$20,000	\$5,930		
Optional Lights						
Area 2 Entry- Roadway Bricks*			\$142,000	Complete*		
BB Downs Fencing Upgrade (Black)*	193,990					
<i>S/T By Fiscal Year</i>	<i>\$286,990</i>	<i>\$55,583</i>	<i>\$706,145</i>	<i>\$276,249</i>	<i>\$69,893</i>	<i>\$435,620</i>
Total All Projects	Actual	Actual	Actual	Actual	Actual	Estimate

* Actual paver cost \$142K, balance due \$49K a/c of final accounting for fencing resulted in cost reduction

** Estimated \$200K added from forward balance to address BB Downs walls as needed

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 October 14, 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 Jim Soley	Vice Chairman
17 Jessica Vaughn	Supervisor
18 Mike Gibson	Supervisor
19 Jake Schoolfield	Supervisor

20
21 **Also present were:**

22 Maggie Wilson	Consultant/Resident
23 Warren Dixon	TPOA Business Consultant
24 Brian Koerber	TPOA Property Manager
25 Ken Joines	DPFG
26 John Angeli	Resident

27
28 Mr. Field established that a quorum, as modified by the Governor's Executive Order,
29 of the Board was present.

30
31 **Pledge of Allegiance**

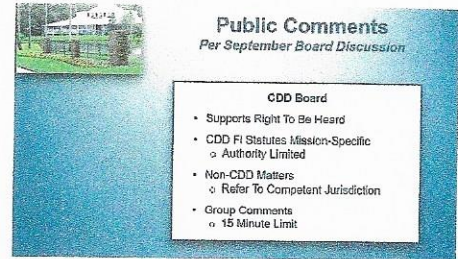
32 Ms. Vaughn led the recitation of the Pledge of Allegiance.

33
34 **SECOND ORDER OF BUSINESS – Strategic Planning Review**

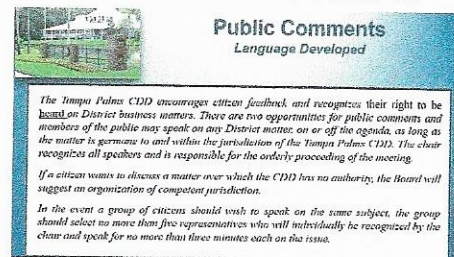
35
36 Mr. Field reviewed the most current strategic plans, focusing on those issues which
37 have immediate impact and noting that the Board Book contained the full examination. The
38 full strategic plans and significant events were included in the advance Board Package; a copy
39 of which is attached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

THIRD ORDER OF BUSINESS - Public Comments.

Ms. Wilson introduced a matter which had been discussed extensively at the September meeting during the final Board Comments - the difficulties stemming from public comments that are on matters outside the control of the CDD. She noted that public comments are an important part of governing and a right for all members of the public. She mentioned important improvements that have come about based on public input such as the boulevard benches suggested by Roger Beaubien.



She she also noted that it was discussed that CDDs are limited purpose governments and have statute-specific responsibilities. When matters outside those responsibilities are brought to the table but not acted upon it can give the incorrect impression that the Board shirks its duties or "doesn't care"



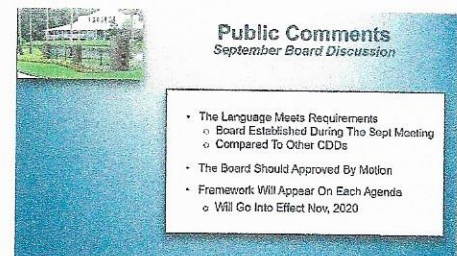
Ms. Wilson provided the language that was proposed for framing public comments, noting that major contributions were made during the meeting by Supervisors Gibson and Vaughn. That language was

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.

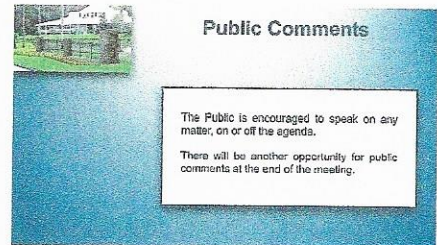
The language was reviewed and discussed and proposed framework is to be provided on agendas going forward as of November 2020.



1 On MOTION by Ms. Vaughn, SECONDED by Mr. Schoolfield WITH ALL IN FAVOR, the
2 Board approved that members of the public may speak on any District matter, on or off the
3 agenda, as long as the matter is germane to and within the jurisdiction of the Tampa Palms
4 CDD. The chair recognizes all speakers and is responsible for the orderly proceeding of the
5 meeting and should wish to speak on the same subject, the group should select no more than
6 five representatives who will individually be recognized by the chair and speak for no more
7 than three minutes each on the issue.

8
9 **THIRD ORDER OF BUSINESS - Public Comments Continued**

10 Mr. Angeli asked to show pictures that he had
11 emailed to the CDD to be provided to the Board. He stated
12 there were four, Ms. Wilson noted she had received three but
13 there was possibly one corrupted file attached. Mr. Angeli
14 stated that the missing picture was of mowing he had done
15 along the power corridor west of Halsey Rd and asked if anyone knew why the path seemed
16 wider and had it been paved recently. No one present was aware of any post-developer paving.



17 He next showed a picture of a swale-based inlet that he located behind a home and
18 asked who was responsible for such inlets.

19 Ms. Wilson said that there were hundreds of such inlets in Tampa Palms; most likely
20 the owner of the location had responsibility for the inlet and she stated that many/most are on
21 public rights of way. She noted that most of the inlets which are located in Tampa Palms are
22 connected to underground conveyances in the public rights of way through a few are on private
23 property where there are normally easements in favor of the City or the CDD for access by the
24 City for maintenance.

25 She stated that the City of Tampa provides exceptional support for the stormwater conveyances
26 and if flooding is ever detected to just call them.

27 Mr. Angeli mentioned that the CDD had warning signs along Oak Park which may be
28 in the corridor. Ms. Wilson said that those had been put in place in conjunction with
29 conversation with TECO, the FWC and with the permission of the then-owner. The signs were
30 a warning for truck and mowers not to damage the gopher tortoise burrows during the
31 installation of the new power lines.

1 Mr. Angeli stated that mowing and even burning of land was good for the tortoises per
2 a FWC fact sheet. Ms. Wilson referred him to specific language of the FWC fact sheet which
3 addresses pine forests which shield out the sun and prevent the vegetation that the gophers
4 need to survive and recommends burns to allow the sun to the forest floor.

5 Mr. Angeli asked if he could borrow CDD equipment to mow the corridor and the
6 Chairman said no. Ms. Wilson noted later that the CDD does not own mowing equipment.

7 Mr. Angeli asked if the CDD knew how to reach the new owner of the area along Oak
8 Park and the answer was no.

9 Mr. Angeli asked that the TPOA cease to include comments about trespassing on the
10 corridor in the TPOA newsletter. The chairman noted that this was not a TPOA meeting and
11 Ms. Wilson remarked that she was unaware of any such comment in the TPOA Newsletter.
12

13 **FOURTH ORDER OF BUSINESS – Supervisor Comments**

14 There being none, the next matter followed.
15

16 **FIFTY ORDER OF BUSINESS - Approval of the September, 2020 Minutes**
17

18 On MOTION by Mr Soley, SECONDED by Ms. Vaughn WITH ALL IN FAVOR, the Board
19 approved the Minutes of the September 12, 2020 CDD Board Meeting.
20

21 **SIXTH ORDER OF BUSINESS - Approval of District Disbursements**
22

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

24 On MOTION by Mr. Schoolfield SECONDED by Mr. Gibson WITH ALL IN FAVOR, the
25 Board approved the Disbursements for the month ending August 31, 2020 in the amount of
26 \$210,554.90.
27

28 A copy of the Board Financial Analysis, Financial Statements and Check Register are attached
29 hereto and made a part of the public record.
30

31 **SEVENTH ORDER OF BUSINESS – Consultant Reports**
32

♦ **Signature Projects**

Ms. Wilson reviewed the continuing story of the wayfinding sign, noting that it had finally be completed and even inspected (passed) and is legal,

She noted other brickwork which were repairs were completed at the same time.

Ms. Wilson reviewed the Area 2 entry pond noting that all the difficulties anticipated by Supervisor Shimer when he saw the littoral shelf design have certainly come true. The pond maintenance company is keeping it relatively free of noxious plants and the berm is doing its job hiding the difficulties with plants.

Ms. Wilson noted that in the continuing saga of signature project difficulties, the railings ran into a snag. The general contractor replaced the concrete with no road blockage and no problem; the railing subcontractor was observed too close to traffic and the county forced the creation of a MOT plan that closes the lane all the way to Sterling Manor. The plan has been devised and approved; the work is scheduled for 10/27.

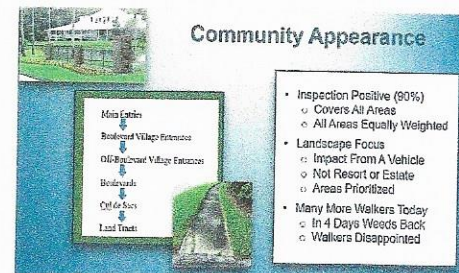


♦ **Community Appearance**

Ms. Wilson discussed the condition of the turf along the boulevards noting an improvement in fungus control and the continuing problem with weeds, especially for those villages, boulevards and non-boulevard entries near the power corridor.

Ms. Wilson stated that the community continues to provide an upscale appearance and that the inspection score reflected that (90%).

She noted that while areas of attention were prioritized and she listed the priorities; the inspection covered all the property and was equally weighted.



Ms. Wilson noted that the fall plantings were in place, both the annuals which are marigolds and geraniums, and the fall mums.

The mums are slow to open, in part due to the unending heat each day.

Ms. Wilson discussed the unusual impact on community appearance in 2020. The first is the continuing heat. In Tampa Palms the average temperature for Sept was one of the three highest in 50 years.

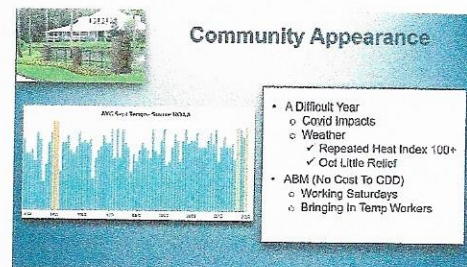
This combined with the Covid crises and the availability of employees put a strain on ABM. She noted that at no cost to the CDD, ABM was bringing in temporary workers and working Saturdays.

Ms. Wilson discussed the aging tree issue and noted that she had reached out to experts (private and government) and the bottom line is that while some trees are in decline, there is no actionable timetable. The key is to observe and remove if dead or dangerous.

Ms. Wilson reviewed the pond performance which operationally has been excellent; the ponds are doing the retention and proper flow as designed.

Multiple years with effective no winter are yielding a bumper crop of weeds. The pond company is addressing the issues.

Ms. Wilson discussed the next steps for entry refreshing. Palma Vista as two entries and it is close to BB Downs making it a major entry. It will be restyled to relieve the crowded look with cleaner lines and smaller plants.



1 ♦ **Supervisor Appointment**

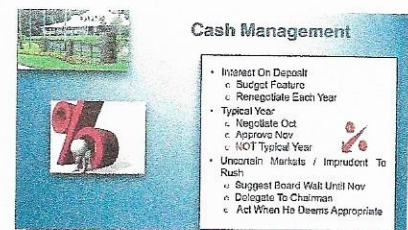
2 Ms. Wilson noted that a part of the documentation for
3 Supervisor Gibson's application to run for his seat fell victim
4 to the Covid crises as the offices were closed and the US Mail
5 failed to deliver his check in time.



6 As required by the statutes, the Board will appoint a replacement within 90 days of the
7 second Tuesday after the election.

8 ♦ **Cash Management**

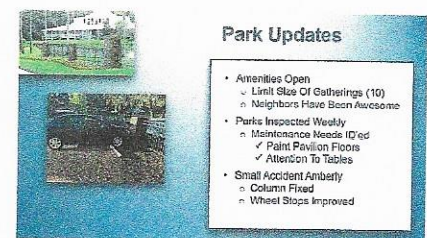
9 Ms. Wilson noted that Covid, the economy and the
10 political situations have created a perfect storm and the time to
11 relook the cash management agreements should probably be
12 after the election.



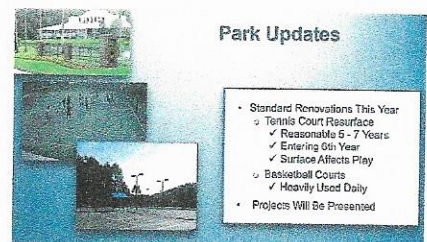
13 Mr. Field noted that the CDD had investigated the use of treasuries for the excess cash
14 but examining that option at this time is not useful as the daily treasury real time yield curve
15 rates are currently negative. This will be revisited in Nov.

16 ♦ **Park Updates**

17 A small accident in Amberly Park was discussed.
18 Someone mistook drive for reverse. The column sustained
19 damage but it was minor and has been repaired.



20 Ms. Wilson reviewed the park improvements which are
21 scheduled for 202, in particular the surfaces for the tennis courts
22 and the basketball courts. She noted that after the first 10 years,
23 court surfaces need to be resurfaced every 5 to 7 years
24 depending on use. The projects would be provided to the board
25 for consideration.



26 Ms. Wilson also spoke to improvements for the volleyball
27 courts which are gaining more use but need to be rebuilt to limit
28 sand erosion. She is investigating options and reviewing with
29 members of the City of Tampa Parks Dept that have been very
30 helpful in the past.



Covid & Tampa Palms Monthly Report

Tampa Palms continues to act to support residents and visitors as reports of increasing Covid infections are made public. The parks are open; pavilion use is limited to promote social distancing. Caution is advised.

According to documentation provided by the CDC Hillsborough County is number 4 in Covid cases in Florida, behind Palm Beach, Broward and Miami-Dade counties.

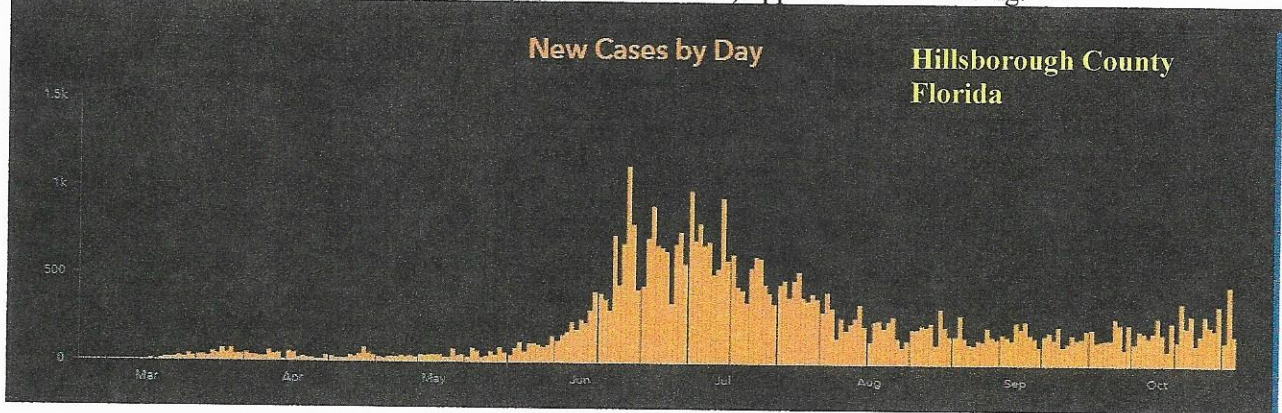
- There have been 48,287 reported cases of Hillsborough County residents
- That number is 6% of the cases in all of Florida
- There have been 812 deaths in Hillsborough County
- The current positivity rate for those tested is 11.7%

United States COVID-19 Cases and Deaths by County

County	Total Cases	Percent of State's Cases	Cases per 100,000	Total Deaths
Miami-Dade	185,891	23.2%	6,842	3,647
Broward	86,235	10.7%	4,416	1,523
Palm Beach	52,447	6.5%	3,504	1,588
Hillsborough	48,287	6%	3,280	816
Orange	46,434	5.8%	3,332	560
Duval	35,256	4.4%	3,681	523
Pinellas	25,986	3.2%	2,665	823

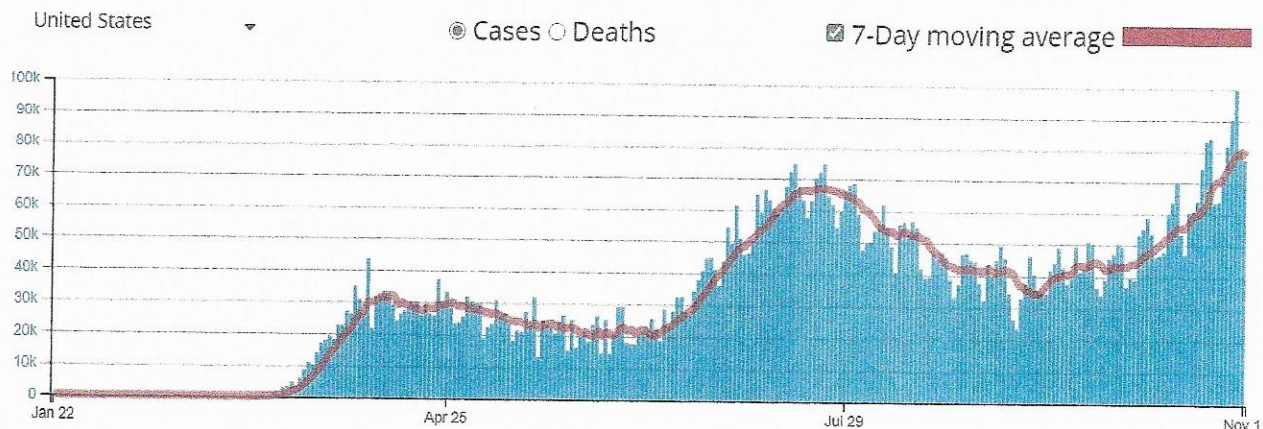
<https://covid.cdc.gov/covid-data-tracker/index.html#county-map>

New cases per day for Hillsborough County (data as of Nov 1) appear to be increasing.



The seven-day moving average nationwide as reported by the CDC is disheartening.

Daily Trends in Number of COVID-19 Cases in the United States Reported to CDC



Community Appearance

The mums have been a colorful addition to the entries. Despite the early worries by Ms. Maney and Joe Laird due to the fact that there has almost no "chilly" weather, the mums seem to be doing their job and have budded out with bright color.



Although the Fall annuals have livened up the main entries, they were a disappointment from a blooming standpoint, particularly the begonia's that never fully blossomed.

The nursery providing the annuals was once a major provider for the Florida wholesale market with prominent clients such as many of the Orlando-based resorts. They seem to have changed their focus and are less able to serve Tampa Palms. ABM trialed Pinwheel Nurseries at the Reserve and was pleased with the outcome. They will provide the winter annuals for all of Tampa Palms.

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

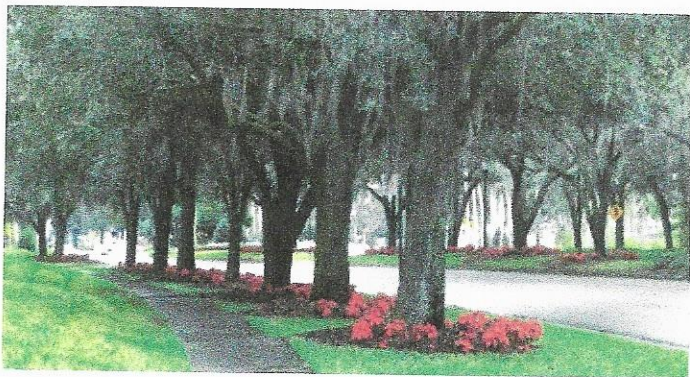
The Dusty Millers (sometimes called "Silver Queens" or "Silver Dust") are a silver/platinum plant that is very effective as a border for the main annual beds. Dusty Millers are relatively cold tollerant.

Behind the Dusty's will be mixed beds of red salvia and deep red snap dragons. Salvia, a native of Brazil, is frequently used in holiday settings in Florida. The one caution is that in the case of hard freezes, salvia may not survive.



For that reason, intermingled with the salvia will be miniature deep red snap dragons.

Snap dragons, once only available in blue or white are now produced in a variety of colors, including red.



Depending on the weather, the plan is to remove the mums the week after Thanksgiving and plant the poinsettias the first week of December. (Picture to the right is from last year.)

Hopefully by the end of November and early December Tampa Palms will enjoy the more seasonable temperatures that the poinsettias require.

General Maintenance

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

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

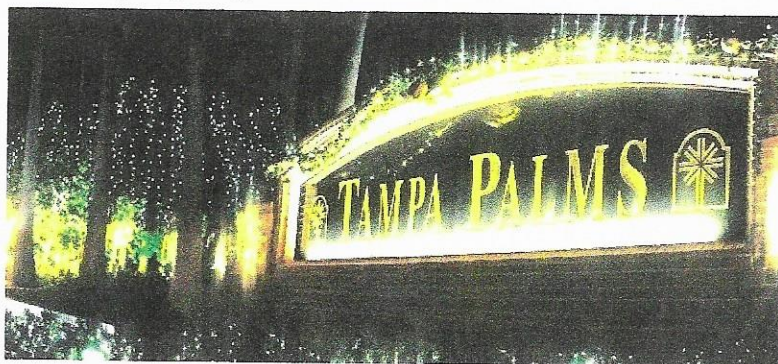
This week and next week the property will be sprayed with Resolute. Resolute provides selective preemergence control of grass and broadleaf weeds in the following:

- established turfgrasses
- container, field-grown, and landscape ornamentals
- established perennial and wildflower plantings such as the medians

The entire property will receive a fresh coat of mulch in time for the holidays. Mulch applications will begin next week with completion by the end of the month. The high visibility areas (village entries and boulevard medians) are first, followed by beds and areas along the walls.

The dead trees will be removed in the coming weeks.

Holiday Lighting



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

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

Cash Management Plan For CY 2021

The CY 2020 cash management agreement negotiated with CenterState Bank expires January, 2021. The chairman normally oversees review of the cash management plan with the concurrence of the balance of the Board and frequently a plan can be acted upon in November.

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



As was detailed by the Chairman in his *Forward-Looking Financial Update* made to the Board earlier this year, there are continuing situations and conditions creating an unfavorable forward financial momentum, such as the Covid crises, political uncertainty and the resulting declining Fed interest rate.

Staff recommends that no action be taken at this time and that the Board by motion approve that the Chairman direct negotiation.

If this is agreeable with the Board, the preliminary cash management decision can be made by the Chairman and memorialized at the January meeting. This action should be approved by motion.

Budget Amendment For FY 2019-20

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.

This is being done because the timing of the completion of Signature Projects is uncertain due to the dependencies on construction, permitting requirements and now the vagaries of work during a Covid crises.

The Signature Projects are those projects focused on the restoration of District assets due to changes to or damage caused by the widening of Bruce B Downs, as well as, the District's assumption of responsibility for the new County pond at the main Area 2 entrance.

The budget 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.

The FY 2019-20 Annual Budget may be amended by resolution approved by the Board. For this purpose Resolution 2020-1 follows.

RESOLUTION 2020-1

**A RESOLUTION AMENDING THE TAMPA PALMS
COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND
BUDGET FOR FISCAL YEAR 2019-20**

WHEREAS, the Board of Supervisors, hereinafter referred to as the "Board", of Tampa Palms Community Development District, hereinafter referred to as "District", adopted a General Fund Budget for Fiscal Year 2019-2020, and

WHEREAS, the Board desires to reallocate funds budgeted to re-appropriate Revenues and Expenses approved during the Fiscal Year.

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

1. The General Fund Budget is hereby amended in accordance with Exhibit "A" attached.
2. This resolution shall become effective this 11th day of November, 2020 and be reflected in the monthly and Fiscal Year End 9/30/2020 Financial Statements and Audit Report of the District.

Maggie Wilson
Assistant Secretary

Eugene Field
Chairman

EXHIBIT A

Tampa Palms Community Development District

Amended Budget
General Fund
FY 2019-20

Adopted Budget 2019-20	Amended Budget FY 2019-20	Current Increase (Decrease)	Final Amended Budget FY 2019-20
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Revenues

Carry Forward Balance	\$15,000	\$66,216	\$51,216	\$66,216
Total Revenues	\$2,714,291	\$2,765,507	\$51,216	\$2,765,507

Expenditures

Signature 2018	\$18,676	\$69,892	\$51,216	\$69,892
Total Expenses	\$2,714,291	\$2,765,507	\$51,216	\$2,765,507

CDD Staff Reviews

In the following pages please find the Chairman's analysis of salary administration for FY 2020-21 for the two CDD-compensated positions; the administrative assistant position and the consultant position.

Included in the attached are:

- The scope of assignment / the scope of what is the Tampa Palms CDD.
- Chairman's analysis for the administrative assistant position, including determination of the proportion of compensation paid by the CDD and the TPOA
- The consultant's assessment of the administrative assistant
- Chairman's analysis for the consultant position, including district value created

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

December Meeting Discussion

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

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

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

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



December 2020

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

Tampa Palms Irrigation System

The Tampa Palms irrigation system is complicated and expensive. From time to time the components are reviewed, particularly if changed. Notable the WUP permit was just renewed for ten years. The following topics are addressed in this document:

- Overview Surface Water Management from Augmented Ponds
- Surface Water Monitoring and Reporting
- Surface Water Delivery Systems

Overview Surface Water Management of Augmented Sources

The CDD utilizes a well to retention pond augmentation system to effect irrigation for the CDD common areas. This system has been in place for many years and no request is made to modify the in-place process.

The CDD draws excess storm water for irrigation purposes from two retention ponds:

- Pond 105, located in Area 1 across from Fla Executive Realty
- Pond 201 located in Area 2 behind City Plaza

Irrigation water is drawn from the retention ponds 105 and 201 by Hoover Pump stations and delivered on site via irrigation mainlines that serve the spine roads and parks in the community including:

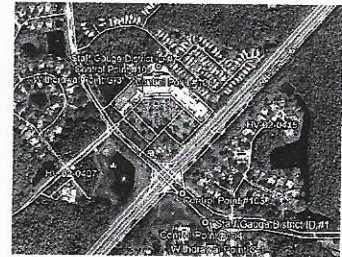
Bruce B Downs
Tampa Palms Blvd
Amberly Drive - East and West
Compton Drive
Yardley (Small portion up to Fairchild- Distal Portion/Separate Well)

Complete as-built's for the irrigation system are maintained at the CDD office.

The volume of the water withdrawal for irrigation is measured by flow meters located at each pond. Readings from each meter are recorded, the results are retained as a record of the CDD and reported monthly to SWFWMD.

The excess storm water in these two retention ponds is augmented, when necessary, by water pumped from two ground wells, one in each retention pond.

Area 1 Pond 105
Area 2 Pond 201



Ground water is never used from these wells to augment the levels of ponds 105 or 201 for aesthetic or any purpose other than irrigation.

Surface Monitoring and Reporting

There are several failsafe protocols in place to monitor surface water levels and irrigation uses with the specific intention of making certain that water use is kept within permit quantities as follows:

1. Tampa Palms CDD reports well pumping (ground water) quantities drawn from each site [District ID G-1 Area 1 Pond 105 and Area 2 Pond 201.
Flow meters which record the quantities pumped by the wells are read by the irrigation technician for the ground's maintenance company retained by the CDD and provided to the CDD's Administrative Manager who submits them monthly online to SWFWMD.

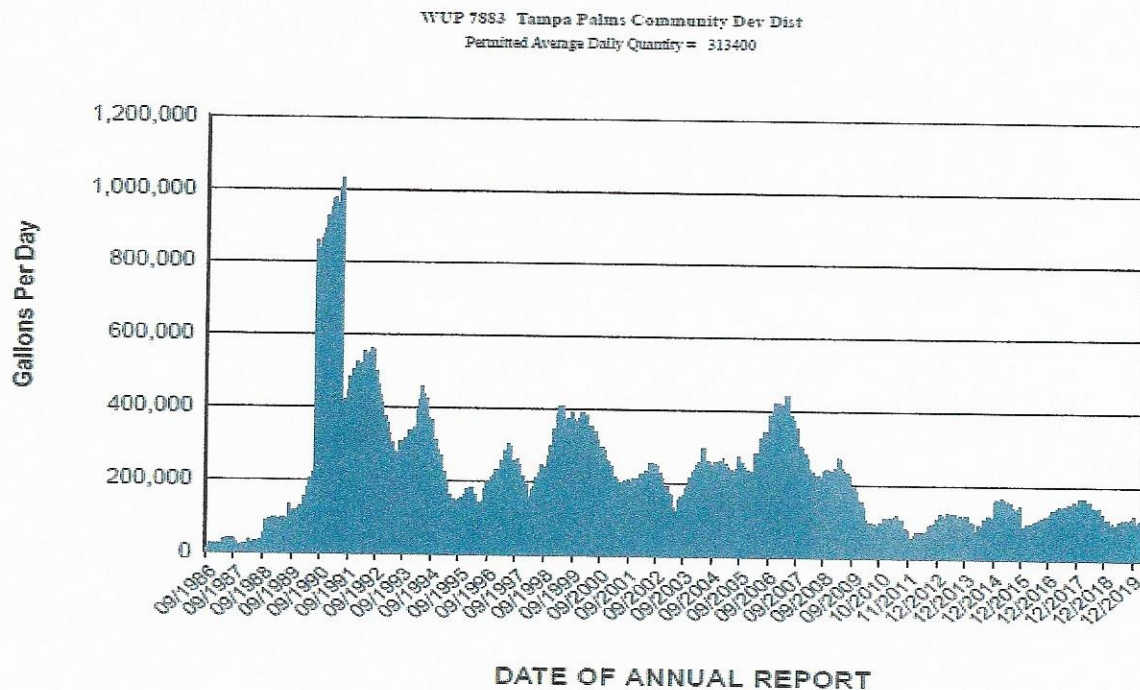
Tampa Palms Irrigation System

2. Likewise, the Tampa Palms CDD reports surface water quantities removed from the augmented stormwater ponds (105 and 201) by the irrigation systems.

Flow meters which record the quantities pumped by the irrigation system are read by the irrigation technician and provided to the CDD's Administrative Manager who submits them monthly online to SWFWMD.

3. The Tampa Palms CDD's staff reviews pumping level reports monthly to make certain that quantities pumped from ground water sources are within permit levels.
4. The Area Manager for the CDD's grounds maintenance company inspects the two irrigation / retention ponds at a minimum three times a week, but more often daily to make certain that the float switches and cut offs are properly working and that the ponds are neither over-filled or improperly drawn down.
5. The levels of each retention pond used for augmentation must be measured each week using staff gauges and reported monthly. This is a new (and time consuming) requirement as of the 2020 WUP renewal.

These monitoring protocols, combined with measures taken to (a) conserve water use and (b) create a more robust system of fault determination to prevent unintended irrigation water loss, have resulted in material reductions in water used by the Tampa Palms CDD. The chart following demonstrates those reductions. This information is shared from time to time with the citizens of Tampa Palms (approx 3,000 households) as a means of contributing to a sense of stewardship and water-use consciousness.



One additional ground well is located at the distal end of Yardley Drive. This well is used for primary irrigation of approximately 1 acre of landscape assets used as a buffer from I 75 and the power line easements in that area. This well does not connect to the CDD irrigation mainlines that serve the majority of CDD landscape assets.

Tampa Palms Irrigation System

Surface Water Delivery Systems

The function of water delivery systems is to convey water from the augmented pond source to landscape assets within the Tampa Palms CDD and do so without excessive loss of water but, in the case of malfunction of any component, send sufficient alarms such that the loss can be contained.

The systems include:

- Pumping stations with the power to reach landscape assets, equipped with local and remoted monitoring systems to detect problems
- Filtration Equipment to keep clear piping and irrigation heads to minimize system intrusion and water loss.
- Control Systems to monitor pumping and set alarms 24 X 7
- Automatic Scheduling Systems to provide the right amount of irrigation at the right place, reducing waste.

Pumps Stations and Filtration Equipment

Filtration System

The Apollo Disc-Kleen Filter has inlet and outlet manifolds with flanged connection ends. The manifolds are made from high density polypropylene. The filter body is made of reinforced polyamide.

The 4" Backflush Valves are made of cast iron. Each backflush valve has a normally closed solenoid installed to its

Area 1 Pump Station

Hoover Centrifugal Pump Station

20HP Centrifugal Jockey Pump w/ sensor

VFD Control Panel with NEMA 4 enclosure

Dual VFD Configuration w/ VFD Jockey

(2) 60 HP Centrifugal Pumps rated 750 GPM each @ 216 TDC

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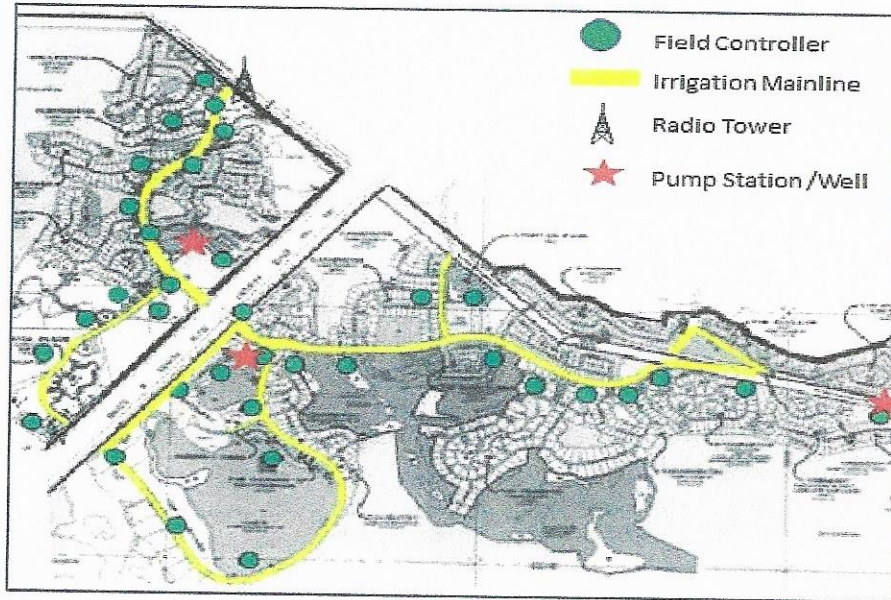
The Area 2 pump station utilizes the same technology as the Area 1 station, though it is slightly smaller. Ground water is pumped from a well into the 205 pond and irrigation water is removed from the pond by the irrigation pump station.

Tampa Palms Irrigation System

Automatic Scheduling Systems

The control portion of the Tampa Palms CDD irrigation is a Toro Sentinel system which includes 35 field controllers. It is the control that directs the watering activities for the entire property.

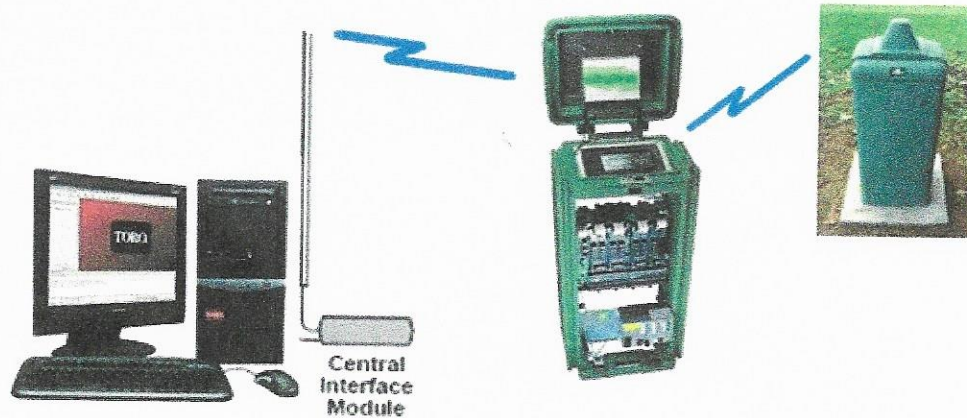
These field controllers are strategically located within the CDD,



The Sentinel operates by scheduling the programs imputed by the central site computer at the CDD facility and then by transmitting those programs by radio or cell service to field units that open /close valves to commence and halt watering.

Once a program has been sent to a field unit, the unit operates on its own without any instruction (unless a program change is needed). In the case of field

problems, the central site is notified to take action.



CDD Sunshine Requirements and TP CDD Governance

Sunshine and Open Meetings/Records Laws

This is just a refresher provided each year as the new fiscal year commences. The Tampa Palms CDD Board members and officers 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 members may not take action on or engage in **private** discussions of board business via written correspondence, e-mails, text messages or other electronic communications with other members.
- A 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.

In part it is for this reason that Tampa Palms CDD Board members forward questions received directly from residents or others to staff for response. In this way limiting the opportunities for accidental Sunshine Law violations that might arise from slightly different answers that are unknowingly shared between supervisors by residents or others.

Additionally, there exists 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 Tampa Palms CDD board has previously adopted, and reviewed each year, a code of conduct (core values). Along with the mission and direction it will be represented in January for Board consideration and modification if deemed necessary by the members.

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.