

**TAMPA PALMS  
COMMUNITY DEVELOPMENT DISTRICT**

*Agenda Package  
Board of Supervisors Meeting*



*Wednesday, January 10, 2024*

*6:00 P.M.*

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

**BREEZE MANAGEMENT**



# TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

## CDD Meeting Advanced Package January 10, 2024

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# Tampa Palms Community Development District

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16311 Tampa Palms Blvd W  
Tampa, Florida 33647

January 5, 2023

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

Dear Board Members:

The Board of Supervisors of the Tampa Palms Community Development District Board Meeting is scheduled for Wednesday, January 10, 2024 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 review are the minutes of the November 8, 2023 CDD Board Meeting and also 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,

*Maggie*

Maggie Wilson  
Tampa Palms

cc: Patricia Thibault, Regional Manager Breeze Communities

**Tampa Palms  
CDD Board Meeting Agenda**

**January 10, 2024 6:00 p.m.  
Compton Park Recreation Building  
16101 Compton Drive, Tampa, FL 33647**

1. Welcome & Roll Call
2. Board Member Discussion Items
3. Public Comments
4. Approval of the November 8, 2023 Minutes
5. Approval of District Disbursements
6. Consultant Reports
  - Neighborhood Updates
  - Economy & Investments
  - Annual Organization Review
  - NPDES MS4 Annual Report
  - New Comer Planned for City Plaza
7. Other Matters If Introduced
8. Public Comments
9. Supervisor comments
10. Adjourn



Two Months Ending November 30, 2024

Executive Summary

As of November 30, 2023, the District has cash balances net of liabilities of \$ 4.0 M. The CDD should end the calendar year with about \$1,622 K in presently unallocated funds with which to address future community needs.

Financial Model For 2024

The painfully high inflation genie may be partially back in the bottle but the effects of higher costs for goods and services on which the CDD depends have certainly not receded and are unlikely to in the foreseeable future. It should be noted that despite market glee as nationwide inflation declines, Tampa / St Pete year over year inflation for Nov moderated slightly but still recorded 5.2% .

Additional information regarding cash management can be found in Section 6, Tab J.

Initial Budget Performance

Revenue

Assessment revenue collected as of Nov 30<sup>th</sup> is net \$474 K (16%) which is half of this time last year. That is more the result of how the calendar dates line up (weekends etc.) and not an indication of slow collections. An additional \$2.2 M was collected in December but that is not reflected on the following financial statements as these are November financial statements.

Expenses

*Normal Operations*

Normal expenses are generally unremarkable with negative variances displayed for insurance, which has been reviewed with the board, irrigation which includes the annual pump station maintenance and mowing which is a result of the untimely heat and extended growing season. Changes in the park attendant / security coverage that commenced last fiscal year has substantially addressed the prior overages.

*Project Driven*

Negative variances in the project categories are the result of the Fall plantings (mums, annuals etc), cul de sac and wall improvements, tree management and the Kensington wall rebuild. This is primarily an issue of timing.

Cash Flow Projections for Calendar 2024 (Shown in \$ 000)

Sources of Funds

Cash Balance 11/30/24	\$ 4,022	
Collections prior to December 24 receipts	2,506	
Total Sources of Funds		\$ 6,528

Uses of Funds

Bal FY 2023-24 Expenses	\$ (2,563)	
Weather Damage	(400)	
Community-Wide Wall & Monument	(100)	
Pond Improvements/Restoration	(700)	
1st Qtr FY 2024-25 Expenses Operations	(679)	
Infrastructure Replacement Contingency	(135)	
TP Signature Projects (unspent)	(329)	
Total Uses of Funds		(\$ 4,906)
Projected Funds before December, 2024 receipts		\$ 1,622

***FAQ The November 2023 Balance Sheet reflects a different approach to displaying the as yet uncollected revenue from that which is displayed above in the Financial Summary. To what is the difference attributed and how do they differ?***

While tracked carefully by the Tampa Palms CDD, the assessment collection position is not usually found on CDD balance sheets. (It appears this month both as an Asset and Liability and is effectively financially neutral to the balance sheet.)

On the balance sheet the *assessment receivable* calculation reflects both deferred revenue (as yet uncollected) and expenses for the tax collector for the uncollected revenue (as yet unbilled).

The Financial Summary above does the same thing but displays the revenue and expenses separately, which is the manner in which they are reported monthly on the General Fund for supervisor oversight.

The Financial Summary above displays revenue as follows:

	(\$000)
Assessment 2023-24 Minus	
Early Payment Discount	\$2,980
Collected A/O Nov 2023	<u>\$474</u>
Uncollected Revenue	\$2,506

The Financial Summary above addresses the expenses (which include Tax Collector expenses) as follows:

	(\$000)
Budgeted Expenses For	
Fiscal Year 2023-24	\$3,124
Spent A/O Nov 2023	<u>\$561</u>
Expenses Balance of Year	\$2,563

**Tampa Palms CDD  
Balance Sheet  
November 30, 2023**

	<b>GENERAL</b>
<b><u>ASSETS:</u></b>	
CASH - Operating Account	\$ 61,565
PETTY CASH	500
Wealth Fund Account- South State Bank	2,715,327
ICS Sweep- South State Bank	1,220,639
ACCTS. RECEIVABLE	7,902
RECEIVABLE FROM TAMPA PALMS HOA	-
ASSESSMENTS RECEIVABLE	2,453,257
RECEIVABLE EXCESS FEES	-
PREPAID ITEMS	16,439
<b>TOTAL ASSETS</b>	<b>\$ 6,475,628</b>
<b><u>LIABILITIES:</u></b>	
ACCOUNTS PAYABLE	\$ 20,883
ACCRUED EXPENSES	10,022
DEFERRED REVENUE - ON ROLL ASSESSMENTS	2,453,257
<b><u>FUND BALANCE:</u></b>	
NON-SPENDABLE	16,439
ASSIGNED	2,343,000
UNASSIGNED	1,632,027
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 6,475,628</b>

Note: GASB 34 government wide financial statements are available in the annual independent audit of the District. The audit is available on the website and upon request.

Assigned Balance Breakdown:	
Weather Damage	\$ 400,000
Community-Wide Wall & Monument	100,000
Pond Improvements	700,000
1st Quarter Expenses	679,000
Infrastructure Replacement Contingency	135,000
TP Signature Projects (unspent)	329,000
	<b>\$ 2,343,000</b>



**Tampa Palms CDD**  
**General Fund**  
**Statement of Revenue, Expenditures and Change in Fund Balance**  
**For the period from October 1, 2023 through November 30, 2023**

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
<b>REVENUES</b>				
ASSESSMENTS NON-ADVALOREM	\$ 3,104,432	\$ 310,443	\$ 494,531	\$ 184,088
ON ROLL ASSESSMENTS-EXCESS FEES	-	-	-	-
EARLY PAY DISCOUNT	(124,177)	(12,418)	(20,134)	(7,716)
INTEREST INCOME-INVESTMENTS OTHER	60,000	10,000	6,680	(3,320)
INTEREST INCOME-WEALTH ACCOUNT	-	-	1	1
UNREALIZED GAIN/LOSS	-	-	-	-
S/T REALIZED GAIN/LOSS	-	-	16,538	16,538
MARKET FLUCTUATION-OTHER	-	-	(8)	(8)
EXCESS FEES	-	-	-	-
MISC. REVENUE	1,500	250	2,368	2,118
CARRY FORWARD	82,729	-	-	-
<b>TOTAL REVENUES</b>	<b>3,124,484</b>	<b>308,276</b>	<b>499,977</b>	<b>191,702</b>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE EXPENDITURES:</b>				
<b>PERSONNEL SERVICES</b>				
BOARD OF SUPERVISORS	11,000	1,833	1,400	433
FICA	5,824	971	864	107
FUTA/SUTA/PAYROLL FEES	6,624	1,104	200	904
<b>S/T PERSONNEL SERVICES</b>	<b>23,448</b>	<b>3,908</b>	<b>2,464</b>	<b>1,444</b>
<b>PROFESSIONAL SERVICES</b>				
ATTORNEY'S FEES	3,500	583	197	387
ANNUAL AUDIT	6,930	6,930	-	6,930
MANAGEMENT FEES	68,000	11,333	5,417	5,917
TAX COLLECTOR	62,089	9,488	9,488	-
ASSESSMENT ROLL	10,050	10,050	-	10,050
<b>S/T PROFESSIONAL SERVICES</b>	<b>150,569</b>	<b>38,385</b>	<b>15,101</b>	<b>23,284</b>
<b>ADMINISTRATIVE SERVICES</b>				
DIRECTORS & OFFICERS INSURANCE	3,800	3,800	3,691	109
MISC. ADMINISTRATIVE SERVICES	12,360	2,060	2,939	(879)
<b>S/T ADMINISTRATIVE SERVICES</b>	<b>16,160</b>	<b>5,860</b>	<b>6,630</b>	<b>(770)</b>
<b>TOTAL ADMINISTRATIVE</b>	<b>190,177</b>	<b>48,153</b>	<b>24,194</b>	<b>23,958</b>
<b>FIELD / OPERATIONS SERVICES</b>				
<b>FIELD MANAGEMENT SERVICES</b>				
DISTRICT OPERATING STAFF	174,966	29,161	25,797	3,364
PARK ATTENDANTS	73,935	12,323	8,260	4,062
PARK PATROLS (Security Co)	132,619	22,103	19,964	2,139
FIELD MANAGEMENT CONTINGENCY	20,800	3,467	-	3,467
<b>S/T FIELD MANAGEMENT SVCS</b>	<b>402,320</b>	<b>67,053</b>	<b>54,022</b>	<b>13,032</b>
<b>GENERAL OVERHEAD:</b>				
INSURANCE	16,500	16,500	21,880	(5,380)
IT (TEL / SECURITY)	15,750	2,625	2,179	446
WATER	54,212	9,035	9,433	(397)
REFUSE REMOVAL	11,000	1,833	2,631	(797)
ELECTRICITY	156,436	26,073	24,484	1,589
STORMWATER FEE	3,041	3,041	3,379	(338)
MISC. FIELD SERVICES	13,000	2,167	490	1,677
<b>S/T GENERAL OVERHEAD</b>	<b>269,939</b>	<b>61,274</b>	<b>64,475</b>	<b>(3,200)</b>
<b>LANDSCAPE MAINTENANCE:</b>				
LANDSCAPE & POND MAINTENANCE	1,246,033	207,672	199,462	8,211
LANDSCAPE MONITORING FEE	18,900	3,150	3,150	-
LANDSCAPE & REPLACEMENT	107,271	17,879	12,771	5,108
<b>S/T LANDSCAPE MAINTENANCE</b>	<b>1,372,204</b>	<b>228,701</b>	<b>215,383</b>	<b>13,318</b>
<b>LANDSCAPE MAINTENANCE NEW &amp; ENHANCED:</b>				
PROPERTY MOWING	82,160	13,693	20,272	(6,579)
COUNTY POND	5,250	875	588	287
NPDES POND PROGRAM	52,953	8,826	6,954	1,872
<b>S/T LANDSCAPE NEW &amp; ENHANCED</b>	<b>140,363</b>	<b>23,394</b>	<b>27,814</b>	<b>(4,420)</b>



**Tampa Palms CDD**  
**General Fund**  
**Statement of Revenue, Expenditures and Change in Fund Balance**  
**For the period from October 1, 2023 through November 30, 2023**

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
<b>FACILITY MAINTENANCE:</b>				
IRRIGATION SYSTEM	119,968	19,995	32,429	(12,434)
FOUNTAIN	28,254	4,709	6,146	(1,437)
FACILITY MAINTENANCE	87,510	14,585	13,548	1,037
JANITORIAL/SUPPLIES	3,028	505	435	70
<i>S/T FACILITY MAINTENANCE</i>	<u>238,760</u>	<u>39,793</u>	<u>52,557</u>	<u>(12,763)</u>
<b>PROJECT DRIVEN EXPENSES:</b>				
SIGNATURE TP 2017	-	-	-	-
RENEWAL AND REPLACEMENT & DEFERRED MAINTENANCE	235,872	39,312	71,838	(32,526)
CAPITAL PROJECTS	207,481	34,580	43,634	(9,054)
NPDES CLEAN WATER	67,421	11,237	7,278	3,959
<i>S/T TOTAL PROJECT DRIVEN EXPENSES</i>	<u>510,774</u>	<u>112,237</u>	<u>122,750</u>	<u>3,959</u>
<b>TOTAL EXPENDITURES</b>	<u>3,124,537</u>	<u>468,368</u>	<u>561,194</u>	<u>29,924</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	(53)	(160,093)	(61,217)	221,626
FUND BALANCE - BEGINNING	-	-	4,052,883	
<b>FUND BALANCE - ENDING</b>	<u>\$ (53)</u>	<u>\$ (160,093)</u>	<u>\$ 3,991,466</u>	<u>\$ 221,626</u>

**TAMPA PALMS CDD  
FINANCIAL SUMMARY THRU NOVEMBER 30, 2023  
GENERAL FUND**

(Shown in \$)	<u>Normal Operations</u>	<u>Non-Operating Project Driven</u>	<u>Total As Reported</u>
<b><u>Revenues</u></b>			
Operating 1	\$391,888		\$391,888
<b><u>Non Operating</u></b>			
Capital Projects		\$33,860	\$33,860
Renewal & Rel		\$37,952	\$37,952
Signature		\$0	\$0
NPDES		\$10,697	\$10,697
Realized G/L	16,538		16,538
Interest	6,680		6,680
Interest/Wealth Account	1		1
Misc Rev	\$2,368		\$2,368
Mkt Flux	-\$8		-\$8
Carry Forward Bal *	-		-
<b>Total</b>	<b>\$417,476</b>	<b>\$ 82,509</b>	<b>\$499,977</b>
<b><u>Expenses</u></b>			
Operations	\$ 438,444		<b>438,444</b>
<b><u>Non Operating</u></b>			
Renewal & Rel		71,838	71,838
NPDES/EPA		7,278	7,278
Capital Projects		43,634	43,634
TP Signature 2017		<u>0</u>	<u>0</u>
<b>Total</b>	<b>\$438,444</b>	<b>\$122,750</b>	<b>\$122,750</b>
<b>Total Expenditures</b>			<b>\$561,194</b>



**TAMPA PALMS CDD  
NOVEMBER 30, 2023  
GENERAL FUND**

(\$000)	Prior Year Collected \$	Prior Year Collected %	Current Year Collected \$	Current Year Collected %	Variance % Fav (Unfav)
October					
November	\$850	30.8%	\$474	16%	-15%
December	\$2,522	91.4%			
January	\$2,604	94.4%			
February	\$2,640	96%			
March	\$2,660	96%			
April	\$2,725	99%			
May	\$2,746	99.5%			
June	\$2,768	100.3%			
July	\$2,769	100.3%			
August	\$2,769	100.3%			
September	\$2,769	100.3%			
<b>Year End</b>					
Total Assessed (Net Dis	\$2,980				



## Summary- Project Driven Expenses

	Oct & Nov 2023
<b>Operating Capital Projects</b>	(\$000)
<u>Sources of Funds</u>	
FY 2023-24 Budget	\$207
<u>Uses of Funds</u>	
Spent Thru 11/30/2023	44
Total Funds Under Consideration	\$0
<b>Budget Available as of 11/30/2023</b>	<b>\$163</b>
 <b>Renewal &amp; Replacement</b>	
<u>Sources of Funds</u>	
FY 2023-24 Budget	236
<u>Uses of Funds</u>	
Spent Thru 11/30/2023	72
Total Funds Under Consideration	\$0
<b>Budget Available as of 11/30/2023</b>	<b>\$164</b>
 <b>TP Signature Projects</b>	
<u>Sources of Funds*</u>	
FY 2023-24 Budget	\$0
<u>Uses of Funds</u>	
Spent Thru 11/30/2023	\$0
Total Funds / Projects Under Consideration	\$0
<b>Budget Available as of 11/30/2023</b>	<b>\$329</b>

**SUMMARY**  
**FY 2023-24 RENEWAL REPLACEMENT PROJECTS**

			Original Project	Oct & Nov 2023	Committed To Spend
<b>Infrastructure</b>					
Wall Projects (Repair & Restore Asbury Mon, Asbury wall #1, Sterling Manor))				9,600.00	
Drainage Swale Repairs				1,183.00	
Powerline Berm Restore				6,776.00	
Cul de Sac				2,234.00	
Cambridge II Wall Restore Pillars & Repair				17,100.00	
Cambridge 1 Wall Restore & Repair				16,200.00	
Credit For Prior Damage				(\$6,634)	
<b>Landscape</b>					
Gardem Mums				\$12,800	
Tree Work				\$12,579	
<b>Irrigation</b>					
<b>Lighting (Park &amp; Landscape)</b>					
<b>Other</b>					
<b>Total R&amp;R Projects</b>				<b>\$71,838</b>	<b>\$0</b>

**Capital Projects 2023-24  
Budget Monitor**

	Oct & Nov 2023		
(\$000)	Current Projects	Spent 2022-23	Pending Commitments
<b>Tampa Palms Signature Projects (BB Downs)</b>			
Consulting Services	10	0	-
Irrigation	20	0	
Main Entry Restorations	21	0	
Area 2 Pond		0	
Bruce B Downs Improvements	172	0	
<b><i>Sub-Total TP Signature Projects</i></b>	<b><i>\$329</i></b>	<b><i>\$0</i></b>	<b><i>\$0</i></b>
<b>Capital Projects</b>			
Consulting Services			
Irrigation Systems			
Parks & Cameras			
Landscape & Lighting			
Infrastructure (Signs and Lighting)		43634	
<b><i>Sub-Total Capital Projects</i></b>	<b><i>\$0</i></b>	<b><i>\$43,634</i></b>	<b><i>\$0</i></b>
<b><i>Total TP Signature &amp; Standard Capital Projects</i></b>		<b><i>\$0</i></b>	<b><i>\$0</i></b>



**Capital Projects Signature Projects  
2023-24 Through November 30, 2023**

Tampa Palms Signature Projects (BB Downs)	Current Projects	Spent A/O Oct & Nov 2023	Pending Commitments
<b>Consulting Services</b>			
Restoration Designs	9,850		
Survey & Staking & MOT	400		
<i>Sub Total</i>	<u>10,250</u>		
<b>Irrigation</b>			
Area 1 & 2 Irrigation (Incl BB Downs)	20,000		
<i>Sub Total</i>	<u>20,000</u>		
<b>Main Entry Restorations</b>			
Area 1 Entry Landscape (Phase II)	77,513		
Area 2 Phase II	0		
Area 2 Landscape (TP Blvd & Amberly Phase II)	0		
Area 2 Pond Landscape & Wayfinding	50,000		
<i>Sub Total</i>	<u>127,513</u>		
<b>Area 2 Pond</b>			
Littoral Plantings & Noxious Removal			
<i>Sub Total</i>			
<b>Bruce B Downs Improvements</b>			
Wall restorations 4 villages + drainage & additional landscape buffer	171,577		
<i>Sub Total</i>	<u>171,577</u>		
<b>Sub-Total Tampa Palms Signature</b>	<b>329,340</b>	<b>\$0</b>	
<b>Normal Capital Projects</b>			
	<b>Current</b>		<b>Pending</b>
<b>Irrigation Systems</b>			
Pump Station Extending Life			
<i>Sub Total</i>	0		
<b>Parks &amp; Cameras</b>			
Volleyball Removal w/ Irrigation Install			
<i>Sub Total</i>			-
<b>Landscape &amp; Lighting</b>			
Area 1 Entry			
Major Landscape (> 5 Years)			
New Fountain Manchester			
<i>Sub Total</i>	-		-
<b>Infrastructure (Signs and Lighting)</b>			
Speed Limits Sign(s) & Park Signs			
Walls - Kensington New Wall Phase 2		43,634	45
<i>Sub Total</i>		43,634	
<b>Sub-Total Normal Capital Projects</b>	<b>\$0</b>	<b>\$43,634</b>	
<b>Total TP Signature &amp; Standard Capital Projects</b>		<b>\$43,634</b>	



**Tampa Palms Community Development District  
Check Register - Operating Account  
October & November FY2023=24**

Date	Check No	Vendor Name	Description	Deposit	Disbursement	Acct Balance
<b>09/30/2023</b>						<b>30,646.70</b>
10/31/2023	630	CITY OF TAMPA UTILITIES	Water payments Oct bank stmt		4,150.94	26,495.76
10/31/2023	631	South State Bank	Paper statement fee		2.00	26,493.76
10/2/2023	1663	TAMPA PALMS OWNERS ASSOCIATION	Hampton Park- Attendant payroll		12,527.07	13,966.69
10/5/2023	1664	Wayne Gill'	Wall Projects		3,300.00	10,666.69
10/5/2023	1665	ADVANCED ENERGY SOLUTIONS	Electricmaint/repair		278.22	10,388.47
10/5/2023	1666	CINTAS	Inv 4169361452		81.98	10,306.49
10/5/2023	1667	CORE & MAIN LP	Irrigation Repair Supplies		885.20	9,421.29
10/5/2023	1668	CORE & MAIN LP	Irrigation Repair Supplies		325.96	9,095.33
10/5/2023	1669	FEDEX	Shipping		64.05	9,031.28
10/5/2023	1670	REPUBLIC SERVICES 696	Solid Waste pick up - service (10/1-10/31/23)		791.25	8,240.03
10/5/2023	1671	SOLITUDE LAKE MANAGEMENT	annual maint-Oct 2023		294.00	7,946.03
10/5/2023	1672	SOLITUDE LAKE MANAGEMENT	fish stocking		2,038.00	5,908.03
10/6/2023	1673	Pinwheel Nursery	Fall annuals (marrigold antigua orange, yellow)		13,036.08	(7,128.05)
10/17/2023	1674	VOID			-	(7,128.05)
10/10/2023	1675	Artemis Connected LLC CDD	Professional Management Services - Monthly fee		5,416.66	(12,544.71)
10/18/2023	1676	Lowes Business Acct/ SYNCR	Office Supplies-statement 9/2/23		608.76	(13,153.47)
10/18/2023	1677	FLORIDA FOUNTAIN MAINTENANCE, INC.	Oct Maint-Turnbury		180.00	(13,333.47)
10/18/2023	1678	FLORIDA FOUNTAIN MAINTENANCE, INC.	Oct Maint-Reserve		550.00	(13,883.47)
10/18/2023	1679	DEPT OF ECONOMIC OPPORTUNITY	FY 2021/2022 Special District Fee Invoice/Update Form		175.00	(14,058.47)
10/18/2023	1680	FEDEX	Shipping		127.44	(14,185.91)
10/18/2023	1681	CINTAS	Inv 4170066479		81.98	(14,267.89)
10/18/2023	1682	ABM Landscape & Turf Services	Landscape Maint & Performance -sept 2023		73,506.87	(87,774.76)
10/18/2023	1683	A BA DEVELOPMENT, INC	Balance of Phase 1 Kensington		43,634.00	(131,408.76)
10/18/2023	1684	FRONTIER COMMUNICATIONS	Act #81397256990514915- Svc 9/28-10/27/23		184.10	(131,592.86)
10/18/2023	1685	FRONTIER COMMUNICATIONS	Act #81355802910720065 - Svc 10/1-10/31/23		203.82	(131,796.68)
10/18/2023	1686	IRON MOUNTAIN	Information storage Service -10/1-10/31/23		624.56	(132,421.24)
10/18/2023	1687	Frank McMahon	Plumbing repairs Amberly		115.00	(132,536.24)
10/18/2023	1688	SECURITAS SECURITY SERVICES USA, INC.	9/1-9/30/23 Security		5,728.04	(138,264.28)
10/18/2023	1689	TECO	Summary Bill		12,452.12	(150,716.40)
10/18/2023	1690	TERMINIX	Pest Control:9/5/23		122.00	(150,838.40)
10/18/2023	1691	TERMINIX	Pest Control:9/5/23		81.32	(150,919.72)
10/19/2023	1692	M Wilson Consulting	Consultant FY 2022-23		9,625.00	(160,544.72)
10/19/2023	1693	Donald O'Neal	10-11-23 BOS MTG		200.00	(160,744.72)
10/19/2023	1694	Tracey Falkowitz	10-11-23 BOS MTG		200.00	(160,944.72)
10/19/2023	1695	Richard Diaz	10-11-23 BOS MTG		200.00	(161,144.72)
10/19/2023	1696	Eugene R. Field	10-11-23 BOS MTG		200.00	(161,344.72)
10/19/2023	1697	DOUGLAS CLEANING SERVICE	Oct 2023 Cleaning Service		1,520.00	(162,864.72)
10/19/2023	1698	Wayne Gill'	Wall projects - repair / mtc -Segment 1 Asbury Wall		3,300.00	(166,164.72)
10/19/2023	1699	Wayne Gill'	Wall projects - repair / mtc Asbury Monuments (Entrances)		3,100.00	(169,264.72)
10/20/2023	1700	Wayne Gill'	Wall projects - repair / mtc -Segment 1 Sterling Manor Wall		3,200.00	(172,464.72)
10/25/2023	1701	VOID			-	(172,464.72)
10/25/2023	1702	ABM Landscape & Turf Services	Landscape Maint & Performance -Oct 2023		73,875.32	(246,340.04)
10/25/2023	1703	ADVANCED ENERGY SOLUTIONS	Electrical maint/repair		855.24	(247,195.28)
10/25/2023	1704	ADVANCED ENERGY SOLUTIONS	Electrical maint/repair		400.25	(247,595.53)
10/25/2023	1705	ADVANCED ENERGY SOLUTIONS	Electrical maint/repair		180.00	(247,775.53)
10/25/2023	1706	ARCHITECTURAL FOUNTAINS, INC	Qtrly Lake Fountain Svc (July-Sept 2023)		750.00	(248,525.53)
10/25/2023	1707	CINTAS	Urinal Mats Inv 5180498013		51.31	(248,576.84)
10/25/2023	1708	CINTAS	Urinal Mats Inv 4171464494		81.98	(248,658.82)
10/25/2023	1709	CINTAS	Urinal Mats Inv 4170758178		81.98	(248,740.80)
10/25/2023	1710	CLEAN SWEEP SUPPLY COMPANY	Janitorial supplies		154.85	(248,895.65)
10/25/2023	1711	CORE & MAIN LP	Irrigation Repair Supplies		540.85	(249,436.50)
10/25/2023	1712	FEDEX	Shipping		142.07	(249,578.57)
10/25/2023	1713	ESD WASTE2WATER, INC.	Clean Cart filter/check hoses & connections		300.00	(249,878.57)
10/25/2023	1714	OLM, INC.	Property inspections --Oct 2023		1,575.00	(251,453.57)
10/25/2023	1715	SECURITAS SECURITY SERVICES USA, INC.	9/1-9/30/23 Security		4,560.52	(256,014.09)
10/25/2023	1716	TERMINIX	Pest Control 10/2/23		95.00	(256,109.09)
10/25/2023	1717	SECURITAS SECURITY SERVICES USA, INC.	8/1-8/31/23 Security		4,932.02	(261,041.11)
10/6/2023	100623ACH	Engage PEO	Payroll- Admin		2,948.27	(263,989.38)
10/20/2023	102023ACH	Engage PEO	Payroll- Admin		2,948.28	(266,937.66)
10/5/2023			Funds Transfer	80,000.00		(186,937.66)
10/19/2023			Funds Transfer	50,000.00		(136,937.66)
10/25/2023			Funds Transfer	175,000.00		38,062.34
10/31/2023			Deposit	4,741.00		42,803.34
<b>10/31/2023</b>				<b>309,741.00</b>	<b>297,584.36</b>	<b>42,803.34</b>

**Tampa Palms Community Development District  
Check Register - Operating Account  
October & November FY2023=24**

11/21/2023	0004	ADB Landscaping Materials, Inc.	Landscape Plants ( Check written locally see chk 1719 cancelled)	6,890.00	35,913.34
11/30/2023	628	South State Bank	Paper statement fee	2.00	35,911.34
11/30/2023	629	CITY OF TAMPA UTILITIES	Water payments Nov bank stmt	5,281.64	30,629.70
11/1/2023	1718	4J Irrigation Services LLC	Irrigation Controller Maint/Repair Parts	676.00	29,953.70
11/1/2023	1719	ADB Landscaping Materials, Inc.	CANCELLED: Landscape Monitoring- check never arrived reissued per Andy	-	29,953.70
11/1/2023	1720	ADVANCED ENERGY SOLUTIONS	Electrical maint/repair	540.00	29,413.70
11/1/2023	1721	ADVANCED ENERGY SOLUTIONS	Electrical maint/repair	315.00	29,098.70
11/1/2023	1722	ADVANCED ENERGY SOLUTIONS	Electrical maint/repair	135.00	28,963.70
11/1/2023	1723	CINTAS	Urinal Mats Inv 4172164837	81.98	28,881.72
11/1/2023	1724	CLEAN SWEEP SUPPLY COMPANY	Janitorial supplies	106.60	28,775.12
11/1/2023	1725	CLEAN SWEEP SUPPLY COMPANY	Janitorial supplies	119.80	28,655.32
11/1/2023	1726	CLEAN SWEEP SUPPLY COMPANY	Janitorial supplies	53.30	28,602.02
11/1/2023	1727	CORE & MAIN LP	Irrigation Repair Supplies	1,426.90	27,175.12
11/1/2023	1728	CORE & MAIN LP	Irrigation Repair Supplies	1,460.28	25,714.84
11/1/2023	1729	CORE & MAIN LP	Irrigation Repair Supplies	21.63	25,693.21
11/1/2023	1730	FEDEX	Shipping	121.52	25,571.69
11/1/2023	1731	FRONTIER COMMUNICATIONS	Act #81397739330707895- Svc 10/16-11/15/23	457.92	25,113.77
11/1/2023	1732	HOOVER PUMPING SYSTEMS	Annual Main Fee For Quarterly Inspection	7,961.00	17,152.77
11/1/2023	1733	FR LLC Mulch & Soil	Mulch	3,416.00	13,736.77
11/1/2023	1734	FR LLC Mulch & Soil	Mulch	3,416.00	10,320.77
11/1/2023	1735	REPUBLIC SERVICES 696	Solid Waste pick up - service (11/1-11/30/23)	872.50	9,448.27
11/1/2023	1736	Staples Account	Office Supplies	159.99	9,288.28
11/1/2023	1737	TURNBURY WOOD HOA	Shared Electrical Expense	389.15	8,899.13
11/1/2023	1738	TURNBURY WOOD HOA	Shared Electrical Expense	350.88	8,548.25
11/1/2023	1739	TURNBURY WOOD HOA	Shared Electrical Expense	379.21	8,169.04
11/1/2023	1740	XEROX FINANCIAL SERVICES	Copier Lease -10/4-11/3	140.52	8,028.52
11/1/2023	1741	Zeno Office Solutions, Inc.	Copier supplies	24.87	8,003.65
11/13/2023	1742	CITY OF TAMPA	Storm Water Fee FY23-24	3,379.22	4,624.43
11/13/2023	1743	FEDEX	Shipping	44.01	4,580.42
11/13/2023	1744	FRONTIER COMMUNICATIONS	Act #81397256990514915- Svc 10/28-11/27	185.07	4,395.35
11/13/2023	1745	Wayne Gill'	Wall Projects Cambridge II Part 3	3,200.00	1,195.35
11/13/2023	1746	IRON MOUNTAIN	Information storage Service -11/1-11/30/23	624.56	570.79
11/13/2023	1747	SECURITAS SECURITY SERVICES USA, INC.	10/1-10/31 Security	5,795.35	(5,224.56)
11/13/2023	1748	SOLITUDE LAKE MANAGEMENT	Pond 300- County pond	294.00	(5,518.56)
11/13/2023	1749	Staples Account	Office Supplies	142.64	(5,661.20)
11/13/2023	1750	Straley Robin Vericker	Professional services rendered through 10/15/23	196.50	(5,857.70)
11/13/2023	1751	TERMINIX	Pest Control 10/2/23	122.00	(5,979.70)
11/13/2023	1752	TERMINIX	Pest Control 10/2/23	81.32	(6,061.02)
11/13/2023	1753	TAMPA PALMS OWNERS ASSOCIATION	Hampton Park- Attendant payroll (Revision FY 2022-23 4th qtr )	2,195.49	(8,256.51)
11/17/2023	1754	Eugene R. Field	11-8-23 BOS	200.00	(8,456.51)
11/17/2023	1755	Richard Diaz	11-08-23 BOS MTG	200.00	(8,656.51)
11/17/2023	1756	Donald O'Neal	11-08-23 BOS MTG	200.00	(8,856.51)
11/20/2023	1757	Wayne Gill'	Wall Restore Projects Cambridge 1, Part 1	7,500.00	(16,356.51)
11/20/2023	1758	Wayne Gill'	Wall Restore Projects Cambridge 1, Part 2	2,500.00	(18,856.51)
11/20/2023	1759	Wayne Gill'	Wall Restore Projects, Cambridge 2, Part 2	3,900.00	(22,756.51)
11/20/2023	1760	Wayne Gill'	Wall Restore Projects, Cambridge 2, Part 1	7,500.00	(30,256.51)
11/20/2023	1761	Wayne Gill'	Wall RestoreProjects, Cambridge 1, Part 3	6,200.00	(36,456.51)
11/20/2023	1762	Wayne Gill'	Wall Restore Projects, Cambridge 2, Compton [Small]	2,500.00	(38,956.51)
11/20/2023	1763	DOUGLAS CLEANING SERVICE	Nov 2023 Cleaning Service	1,520.00	(40,476.51)
11/20/2023	1764	M Wilson Consulting	Monthly Consulting FY 2023-24	9,625.00	(50,101.51)
11/20/2023	1765	ADVANCED ENERGY SOLUTIONS	Electrical maint/repair	382.50	(50,484.01)
11/20/2023	1766	CINTAS	Inv 4173625149	78.17	(50,562.18)
11/20/2023	1767	FLORIDA FOUNTAIN MAINTENANCE, INC.	Nov Maint-Reserve	550.00	(51,112.18)
11/20/2023	1768	FLORIDA FOUNTAIN MAINTENANCE, INC.	Nov Maint-Turnbury	180.00	(51,292.18)
11/20/2023	1769	FRONTIER COMMUNICATIONS	Act #81355802910720065 - Svc 11/01-11/30/23	203.82	(51,496.00)
11/20/2023	1770	Lowes Business Acct/ SYNCB	VOID: Office Supplies-statement 11/2/23-VOIDed/Reissued to new address	-	(51,496.00)
11/20/2023	1771	SECURITAS SECURITY SERVICES USA, INC.	10/1-10/31 Security	4,931.93	(56,427.93)
11/20/2023	1772	TERMINIX	Pest Control 11/01/23	95.00	(56,522.93)
11/20/2023	1773	ABM Landscape & Turf Services	Base Landscape Maint	73,875.32	(130,398.25)
11/20/2023	1774	ABM Landscape & Turf Services	Landscape Maint & Projects	61,757.00	(192,155.25)
11/20/2023	1775	TECO	Summary Bill	12,031.45	(204,186.70)
11/27/2023	1776	ADVANCED ENERGY SOLUTIONS	Electrical maint/repair	1,207.93	(205,394.63)
11/27/2023	1777	ADVANCED ENERGY SOLUTIONS	Electrical maint/repair	1,507.92	(206,902.55)
11/27/2023	1778	CINTAS	Inv 4174279140	81.98	(206,984.53)
11/27/2023	1779	CINTAS	Inv 5148276317	12.73	(206,997.26)
11/27/2023	1780	ESD WASTE2WATER, INC.	Clean Cart filter/check hoses & connections	300.00	(207,297.26)
11/27/2023	1781	REPUBLIC SERVICES 696	Solid Waste pick up - service (12/1-12/31/23)	1,758.09	(209,055.35)
11/27/2023	1782	XEROX FINANCIAL SERVICES	Copier Lease -11/4-12/3	328.31	(209,383.66)
11/1/2023	102024ACH	CLEAN SWEEP SUPPLY COMPANY	VOID: Janitorial supplies	-	(209,383.66)
11/3/2023	110323ACH	Engage PEO	Payroll- Admin	2,948.27	(212,331.93)
11/17/2023	111723ACH	Engage PEO	Payroll - Admin Plus FICA etc	3,507.21	(215,839.14)
11/13/2023			Deposit	2,403.70	(213,435.44)
11/16/2023			Funds Transfer	75,000.00	(138,435.44)
11/17/2023			Funds Transfer	150,000.00	11,564.56
11/27/2023			Funds Transfer	50,000.00	61,564.56
11/30/2023				277,403.70	258,642.48
					61,564.56



# Focus For 2023-24

Re-Presented January 2024



The Tampa Palms CDD is a unit of State of Florida special-purpose government with limited boundaries and is distinct in both form and function from general purpose government entities including but not limited to the City of Tampa, Hillsborough County etc.

The TP CDD authority is laser-focused and limited in attention to the properties owned by the CDD or shared with the City of Tampa.

- The CDD has no enforcement powers
- The CDD’s public funds cannot be spent on private property
- CDD attention and activity is limited to that which occurs within its boundaries.

The majority of the CDD budget addresses community aesthetics - making residents proud of their homes which demands seamless care of both publicly-owned property, as well as, Tampa Palms CDD-owned property.

- City-County property 40%
- CDD Property 60%
- City Potable Water Costs 79% / Irrigation City-County Property

Tampa Palms defines the *standard of care* as that which is observed from a vehicle .... at 35 mph.

Specific considerations A/O January, 2024

	Next Steps	Timing
<b>Tampa Palms Blvd Restoration</b>		
(1) Hold Balance of Signature	Repaving Impacts	TBD
(2) Establish Long Term & Short Term Blvd Sign needs	Review With Board	Feb
<b>Monitor Projects in Tampa Palms</b>		
(1) Wetland Destruction	EPC Agreement w/ Developer Plan	On-going
(2) Repaving Tampa Palms Blvd	CDD (Landscape /Irrigation/Signs)	Review Monthly
(3) Bike Path Improvements	Report Progress	On-going
<b>Monitor Issues Impacting Tampa Palms</b>		
(1) Monitor Impacts of Economy	Update Board	Monthly
(2) Evaluate Investment Options	Chairman to Review W/ Board	On-Going
(3) Monitor & Implement Strategies To Restore Budgeting to Stand-Alone W/O Reserves	Board & Staff Review	On-going

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
<b>I. Signature / Boulevard Projects</b>	Evaluation of Needs ' Post construction	Feb	Staff
<b>II Capital Projects &amp; Restoration Projects</b>			
<b>1) Wayfinding, Walls &amp; Misc. Signs</b>			
a) Report on Signs & Lighting	Post Constriction Eval	Feb	Staff
b) Wayfinding Lighting	Review Improved Options	TBD	
<b>2) Infrastructure</b>			
a) Kensington Wall Rebuild	Report to Board	Jan	Staff
<b>III Keeping Tampa Palms Upscale (Landscape)</b>			
<b>1) Assessment YTD Weather Impacts</b>	Report To Board	On Going	Staff
<b>2) Restoration Projects</b>			
a) Cul de Sacs / Replacement Palms	Report To Board	Jan	Staff
b) Wall Restorations	Update Board	TBD	Staff
c) Monument Lighting Review	Update Board	TBD	Staff
d) Sign Assessment	Update Board		
<b>3) LED Landscape Lighting</b>	Future Consideration	TBD	Staff



	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
<u>IV Park Review</u> a) Inspections & ADA b) Park Security	Scheduled	Feb or Mar	Staff
	Update Board	Jan	Staff
<u>V. Misc and Lo</u> a) Tampa Palms Blvd b) Multi-Modal Path Repaving [COT] c) Illegal Construction d) City Mobility Report "MOVES" e) NPDES Rporting	ReportSchedule To Board	Jan	Staff
	Report To Board	Mar	Staff
	Report To Board	Mar	TPOA Bus Mgr
	Report To Board	May	Staff
	Report To Board	Jan	Staff
<u>VI Financial C</u> a) Update Conitions	Report To Board	Monthly	Staff & Chairman

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

9 The Regular Meeting of the Board of Supervisors of the Tampa Palms Community  
10 Development District was held on Wednesday, November 8, 2023 at 6:00 p.m. at the Compton  
11 Park Recreation Building, 16101 Compton Drive, Tampa, Florida.

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

19 Mr. Field called the meeting to order.

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

21 Present and constituting were:

22 Gene Field	Chairman*
23 Richard Diaz	Supervisor*
24 Don Oneal	Supervisor*

25 \* Constituting quorum

26 Also present were:

27 Patricia Thibault	Director, Breeze Management
28 Maggie Wilson	Consultant/Resident
29 Warren Dixon	TPOA Business Consultant
30 Brian Koerber	TPOA Community Director

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

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38

**Pledge of Allegiance**

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

**SECOND ORDER OF BUSINESS- Public Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS – Supervisor Comments**

Supervisor Diaz questioned about activating the crossing lights and found that they were activate today. He also asked about the repairs to the multi-modal path and it was discussed that improvements were being made though not complete and it was noted that this would be discussed under the consultant updates.

1 Supervisor Oneal questioned if there were completion dates for the paving for Area 1  
2 and the answer was that there remain a few “punch list” items which should be completed  
3 soon.

4  
5 **FOURTH ORDER OF BUSINESS – CDD Focus For 2023.**

6 Mr. Field reviewed the topics that are front and center for the CDD for 2023-24 with  
7 discussion to follow on many of the items.

8  
9 **FIFTH ORDER OF BUSINESS – Approval of Minutes**

10  
11 On MOTION by Mr. Diez, SECONDED by Mr. Oneal WITH ALL IN FAVOR, the Board  
12 approved the Minutes of the October 11, 2023 CDD Meeting.

13  
14 **SIXTH ORDER OF BUSINESS - Approval of District Disbursements**

15 Gene Field noted that the checks had been reviewed for consistency and the missing  
16 checks appropriately reported as void.

17  
18 On MOTION by Mr. Diaz SECONDED by Mr. Oneal WITH ALL IN FAVOR, the Board  
19 approved the Disbursements for the month ending September 30, 2023 in the amount of \$  
20 \$252,826.46.

21  
22 **SEVENTH ORDER OF BUSINESS - Consultant Reports**

23  
24 ♦ **Neighborhood Updates**

25 Ms. Wilson reported that the Fall annuals are quite brilliant .

26 The OLM inspection resulted in a confirmation that the  
27 community continues to display an upscale appearance despite lack  
28 of rain and record setting heat that has extended even into the Fall.  
29 The OLM rating was 93%.

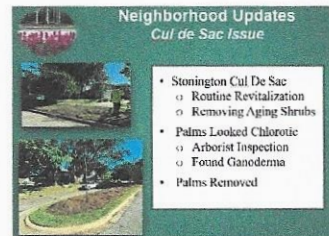




1 Ms. Wilson reported that ABM continues to get ready for the  
2 holidays with improvements to decades old landscape on cul de sacs  
3 and replacement of palms which removed in prior years due to  
4 disease. She noted planting improvements along areas open to the  
5 power corridor.



6 One unfortunate circumstance was reported; while  
7 refurbishing one cul de sac in Stonington the palms looked unwell  
8 and were inspected by the arborist to determine if they needed  
9 additional nutrients. It was found that they were infected by  
10 Ganoderma rot and the palms were immediately removed.



11  
12 It was reported that work has started to get ready for the  
13 winter holidays. The lights are being installed, the winter annuals  
14 which will be a combination of red snap dragons accented by Dusty  
15 Millers and white alyssum are on the way. The poinsettias are being  
16 planted now and will brighten the entrances from BB Downs to  
17 Amberly.



18 The wall rejuvenation project continues. An community-wide  
19 evaluation is in progress and a full report will be made in January. It  
20 is the plan to restore segments that most negatively impact the look  
21 of the community and make any needed repairs before complete  
22 rebuilding is required as such will be costly as seen with the  
23 Kensington walls.



24 Ms. Wilson discussed some technology improvements that  
25 ABM is implementing to address the continuing issues of labor  
26 shortages including new equipment to automatically do edging  
27 along concrete borders and pond bank trimming equipment. She  
28 noted that the edging equipment is already on site.



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1 ♦ **Economy & Investment – Closing FY 2022-23**

2 Ms. Wilson reviewed the impact of the economy on the  
3 CDD’s financial situation and detailed the financial situation as the  
4 district closed FY 2022-23.

**Economy & Investments  
Closing FY 2022-23**

Revenue	Fav/(Unfav)
Net Assessments	\$ 9K
Interest Income	81
Excess Fees	22
Miscellaneous	1
Carryover Fund	(\$ 108 K)
<b>Total Revenue</b>	<b>(\$ 24 K)</b>

Expenses	Fav/(Unfav)
Normal Operations	(\$ 12 K)
Project-Driven	\$ 43 K
<b>Total Expenses</b>	<b>\$ 31 K</b>

- Budgeted Revenue
  - Assessments ↑
  - Interest Income ↑
  - Excess Fees ↑
  - Carryforward ↓
- Expenses
  - Normal Operations ↓
  - Projects ↑
- Final Results Fav \$9K
- Reserves Protected

5 It was discussed that due to the Board’s investment strategies  
6 for FY 2022-23, no carryforward revenue was required to to balance  
7 the budget so the reserves were protected,

9 ♦ **Economy & Investment –FY 2022-23 Outlook**

10 Ms. Wilson reviewed the investments that had been put in  
11 place for FY 2023-24 and improvements made to the interest earned  
12 on excess funds retained .

**Economy & Investments  
FY 2023-24 Outlook**

(\$ 000)	Budget
Interest Income	\$ 60 K
Carry Forward	83
<b>Total</b>	<b>\$ 143 K</b>

(\$ 000)	Forecast
Investments	\$ 125.7 K
Operating Interest	37.8 K
<b>Total</b>	<b>\$ 163.5 K</b>

- FY 2023-24 Improvements
  - Operating Interest
    - Increase 3.5%
    - Est \$37.5K Y/E Earning
- FY 2023-24 Investments
  - \$126 K Earnings
- FY 2023-24 Direction
  - Budget \$143 K
  - Forecast \$163.5 K
  - **\$20.5 K Fav**

13 It was noted that directionally, while the budget was adopted  
14 using \$83K of carryforward revenue, the combined investments and  
15 increased interest earned, should obviate the need to use reserve funds.

17 ♦ **CDD Officer Updates**

18 Ms. Wilson noted that as a result of the resignation of  
19 Supervisor Gibson, it was necessary to update the Tampa Palms CDD  
20 officers by resolution.

**CDD Officer Updates**

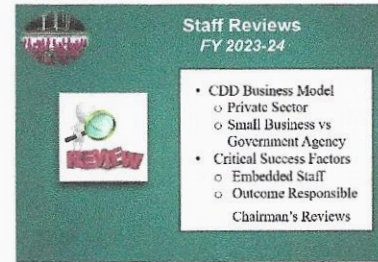
- Resolution 2024-1
  - Supervisor Gibson's Resignation
  - Recap Current Members
    - Board Members (4)
    - Appointed Officers

21 After discussion by the Board, Resolution 2024-1 was presented for  
22 approval.

25 On MOTION by Mr. Diaz SECONDED by Mr. Oneal WITH ALL IN FAVOR, the Board  
26 Approved Resolution 2024-1 Election of Officers: Gene Field (Board Member) as Chairman;  
27 Don Oneal (Board Member) as Vice Chairman; Tracey Falkowitz (Board Member) as  
28 Assistant Secretary; Richard Diaz Jr. (Board Member), as Assistant Secretary; Patricia  
29 Thibault as Secretary, Gene Field and Patricia Thibault as Treasurers, Mary-Margaret Wilson  
as Assistant Secretary.

1 ♦ **Staff Reviews**

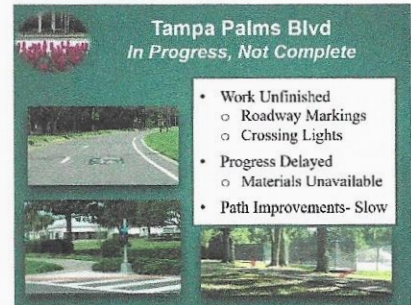
2 Ms. Wilson excused herself from the meeting. Chairman  
3 Field advised that the district's private-sector business model  
4 produces favorable outcomes come from repeatable, reliable  
5 business systems, processes and capable staff. The chairman  
6 recommended a 4% increase for Ms. Braboy, Administrative  
7 Assistant and a 3% increase for Ms. Wilson, GM, commencing Oct 1, with the start of the  
8 fiscal year.



9 On MOTION by Mr. Oneal SECODED by Mr. Diaz ALL IN FAVOR, a 4% increase WAS  
10 APPROVED for Ms. Braboy, Administrative Assistant.  
11 On MOTION by Mr. Diaz SECODED by Mr. Oneal ALL IN FAVOR, a 3% increase WAS  
12 APPROVED for Ms. Wilson, General Manager.

14  
15 ♦ **Tampa Palms Blvd**

16 Ms. Wilson reviewed the progress with the repaving of  
17 Tampa Palms Blvd for Area 1 (and TPOST 3) and noted while  
18 not complete due to delays in some materials needed for marking  
19 crosswalks and a few punch list items, it was close to finished.  
20 There was also discussion regarding the repairs made to the  
21 multi-modal path.



22  
23  
24 ♦ **Additional Advanced Board Package Materials:**

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

27  
28 **EIGHT ORDER OF BUSINESS – Other Matters**

29 There being none, the next item followed.

30  
31 **NINTH ORDER OF BUSINESS – Public Comments**

32 There being none, the next item followed.



1

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

3 There being none, the next item followed.

4

5 **ELEVENTH ORDER OF BUSINESS - Adjournment**

6 There being no further business,

7

8 On MOTION by Mr. Diaz SECODED by Mr. Oneal with ALL IN FAVOR, the meeting was  
9 adjourned.

10

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

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

16

17 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a  
18 publicly noticed meeting held on January 10, 2023.

19

20 \_\_\_\_\_

21 **Signature**

22

23 Patricia Thibault

24 **Printed Name**

25 **Title:**

26  **Secretary**

27  **District Manager**

\_\_\_\_\_

**Signature**

Gene Field

**Printed Name**

**Title:**

**Vice Chairperson**

**Chairperson**

## Neighborhood Updates

### **General Update**

Over-all, the community fared well through the holidays. The holidays are an important time for Tampa Palms as friends and family visiting make the *look* of the community an integral part of the holiday festivities. Both on social media and by calls to the CDD, neighbors have complimented Tampa Palms specifically the appearance and the nighttime holiday displays. Welcome news indeed!

The OLM inspection earlier this week rated the property at a 95 which is an excellent rating considering what the ABM teams had to work with, e.g. holidays and cold.



### **Irrigation Management & Restrictions**

The CDD's pump stations provide irrigation water from the aquifer to The parks (Hampton, Amberly, Compton)

The spin roads in the community:

- Tampa Palms
- Amberly
- Compton
- Yardley (approximately ½ mile to the entrances to Tremont)

The system is complex and expensive to operate BUT it supports millions of dollars of landscape that make Tampa Palms the upscale community that it is and saves the residents an estimated \$3 Million dollars a year by avoiding the use of potable water from the City.

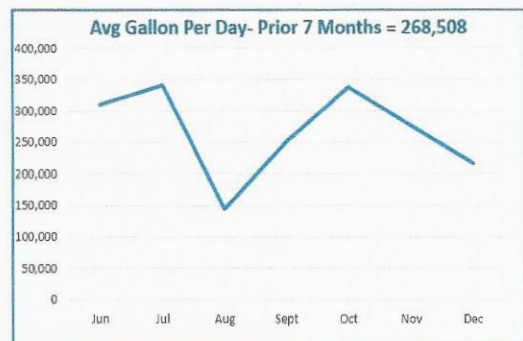


The use of aquifer / well water is permitted by SWFWMD WUP and the CDD is permitted to use an average of 313,400 gallons per day. The SWFWMD permit requires monthly reporting of:

- The amount of water pumped from the wells
- The amount of water used to irrigate
- The level of the ponds that hold the irrigation water (2)

Since late July 2023 the ABM staff is using the automated systems to daily monitor and adjust ground pumping as needed while attending to issues associated with the second initiative, that of stopping water loss from various intrusions.

To get ahead of the water loss issues, ABM has also assigned two technicians to report at 6 AM M-F to drive the spine roads and look for off-road damage, especially near valve boxes, any signs of flooding anywhere and the more mundane, zones stuck on after scheduled shut down. This has been successful



### **Potable Water Use Restricted**



Due to the low rainfall during the 2023 “rainy season” and the reduced levels of the CW Bill Young Reservoir which stores water from the Tampa By-Pass Canal and the Alafia River for use when the Hillsborough River is too low to supply water,



SWFWMD declared a Level 1 Water Emergency which includes restrictions on the use of potable water for irrigation to once per week on specific days corresponding to the property addresses.

The CDD supports the landscape for 59 City-owned cul de sacs and CDD land tracts that cannot be served by the non-potable water so City potable water is used and paid for by the CDD. These cul de sacs are located within the public rights of way (ROW) and do not have addresses. All of the cul de sac irrigation systems have been modified to once per week, and on the schedule established by the City for properties without an address which is Friday.

***Landscape Weather Impacts***

The recent chilly weather, accompanied by a combined high humidity and occasional fog, has dramatically slowed plant and turf growth. This weather is a more than welcome change from the record setting heat that extended well into the late Fall and almost to early Winter.

The change in weather promotes water use savings and reduces mowing frequency. Typically, by October mowing is required only bi-weekly. This year weekly mowing continued through late November.

Unfortunately the cold and humidity with attendant fog provide the right condition for fungus growth. Though referred to as “brown patch”, the fungus appears as yellow circles in the turf.

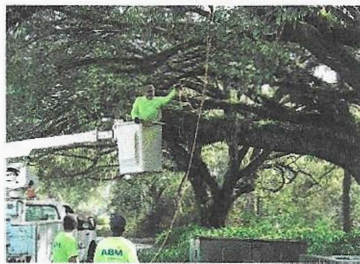
ABM has a number of products to combat brown patch including:

- Protect- used on a regular protective spray program to minimize the risk of fungus damage and can generally be accomplished with lower rates and less frequent applications.
- Heritage - a preventative and post-emergent fungicide that works by inhibiting the mitochondria of the fungi and stopping fungus growth. Heritage is used on ornamental plants as well as the turf.



***Tampa Palms Trees***

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



The most common oaks in Tampa Palms are the laurel oaks followed by live oaks. The most frequently planted oak was the laurel oak, the most frequently naturally occurring is the live oak. The estimated life spans of the various oak trees are as follows:

Species	“Rural” Life Span	Urban Life Span
Water Oak	30-50	30-45
Live Oak	150 - 200	127-170
Laurel Oak	50-70	42-60
Turkey Oak	50-70	42-60

Note: when the trees were planted for Tampa Palms, they were not saplings and were already 10-15 years old.



## *Tampa Palms Palm Trees*

Similarly the trees after which Tampa Palms was named, the palm trees, are in many cases declining and possibly “aging out”.

When dead / dying trees are removed, specimens are sent to IFAS for testing to determine what caused their death. So far no tests have indicated a clinically significant level of any of the biologic agents that cause palm demise such as fusarium wilt, lethal yellowing etc.

There is some thought that these palms are old and they are overly affected by low levels of fusarium etc. which is not detected in the specimens.

These trees will be removed and following the normal protocol, no replacement in the same locations for at least three years.

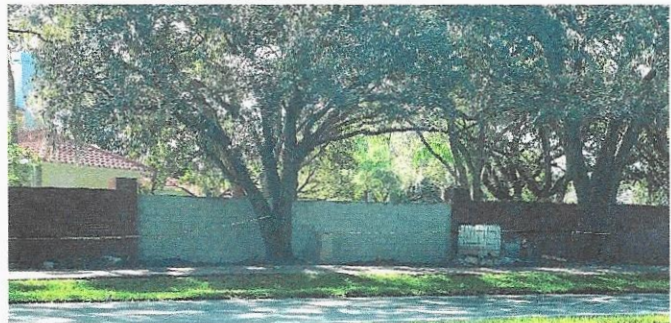


## *Projects - Current*

### Kensington Wall

The fourth segment of the Kensington wall is in progress. The blocks are in place and the bricks (which have caused delays for previous segments).

The Kensington walls are located on owner property with no adjacent CDD-own tract. This is similar to other walls in Tampa Palms such as Wyndham, the Sanctuary and the Reserve.



The Kensington walls unique in two ways from the majority of the walls in Tampa Palms:

1. They are constructed on two rows of concrete block, then faced with bricks.

This is an expensive construction process, and unlike the other walls in Tampa Palms, with the possible exception of some of the Reserve walls. The remaining walls in Tampa Palms are concrete block (single row) with only brick pillars and no brick facing.

2. The “dedications” for Kensington specifically make the CDD responsible for the perpetual care of these walls. That is unlike the dedications for the Sanctuary, Reserve, Wyndham and Nottingham. (Other villages such as the Cambridges, Coventry, Canterbury with walls, the walls are located on CDD-owned landscape tracts.)



## Community-Wide Wall Repair and Maintenance

The ongoing maintenance of the community walls has two important facets:

1. The walls have become dingy with half dead vines in some places that do not speak well of the community as a whole.
2. It is vital to determine if and where any damaged walls exist before the damage reaches the stage where the wall must be rebuilt.

One portion of the Asbury wall along Tampa Palms Blvd was completed on an expedited basis as it was damaged by a tree. It has since been secured and repaired.



This is part of the continual process of keeping Tampa Palms looking upscale without any major investments such as the rebuilding required at Kensington: additionally where the vines have deteriorated and the look is unkempt so the aging vines are removed and the wall segments pressure washed and repainted.

The most visible and most damaged locations have been prioritized, for example across from the Country Club. Occasionally the vine removal causes a problem on the residents' side of the walls due to the fact that when the vines on the tops of the walls are cut, there is insufficient support for the vines on the owner side and the vines fall away. If this happens, ABM steps in and removes the debris.





## ***Expense Reduction Projects***

There are several expense reduction or expense management projects in progress.

### **1. Records Management**



The first of these projects addresses the retention of and storage of information regarding the CDD.

The CDD uses Iron Mountain to store the information that is required by law to be retained.

Several years ago the volume of information warehoused was reduced by auditing the boxes stored and eliminating unneeded documents by shredding them and reporting these actions, as required, to the State.

The CDD reduced the storage by 90 boxes but with the addition of information from the DPF department, there are still more than 50 boxes stored by Iron Mountain. Some of the information stored must be kept forever, such as bond registers, personnell records, maps etc.

A spreadsheet of the retention requirements follows, just to provide a sense of the level detail required. Patricia Thibault will work with staff to retain the proper information.

With rate increases over the last two years, the cost of this storage is more than \$8,000 a year. Staff has sent for thirty-five boxes with the intention culling old or unneeded information. (Picture above) Any information to be discarded will have to be approved by Patricia Thibault and reported to the State by her.

The administrative manager (Andi Braboy) is researching storage options other than Iron Mountain and scanning options. The objective is to reduce the cost of record retention by 70% by mid-year.

### **2. Copier Management**

The CDD uses a Xerox Versalink copier, scanner and fax under standard lease; the current lease is the third of its type, five years each, going back 15 years. The scanning functions in particular are vital to records management.

Andi Braboy researched other options, from other other companies to purchase versus lease options and none made operational or financial sense for the CDD. Andi settled on functionally the same type machine (current vintage) with a five year lease, increased no charge copies and a reduced cost per copy for excess copies.

The average cost per month (lease plus excess & color copies) for the last fiscal year was \$180, the new lease is \$199.84 per month. There are no charges for scanning which is important for the records retention project and Andi has negotiated a color copy allowance (new) that will reduce the color copy charge.





## Communications Support

Andi has just completed negotiations with Frontier to obtain the better rates for the services required for the CDD maintenance center, Hampton Park and Amberly Parks.

There is a relatively new promotional offer that increases the bandwidth (2000/2000 m/s), adds some enhanced security and routing features and reduces the monthly charge by 38%.

Now it is fair to say that Frontie isn't terribly munificent; the facts are that they are using a new and cheaper to operate technology and pricing it to attract clients.

### *New Comer Planning A Coffee Shop In Tampa Palms*

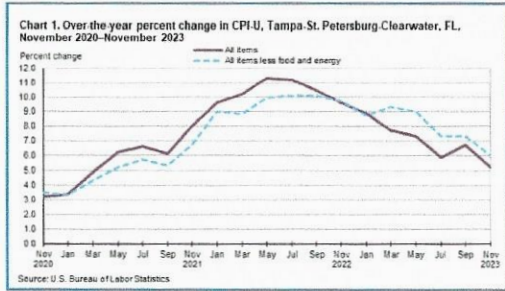
City Plaza (Publix) is planning to add a coffee shop as an out-parcel beside Truist Bank.

The shop will be Scooters Coffee, a national brand but not one in Tampa as of now. There are multiple in Florida, a few in Pinellas County.

The dates are uncertain at this time.



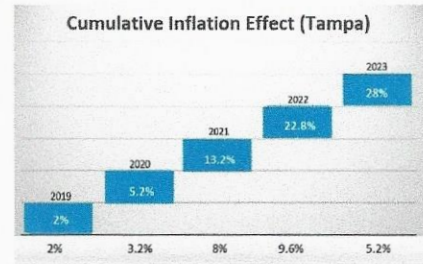
## CDD Financial News & Economy and Investments – Recap



In December the CPI for the Tampa St. Pete MSA was published through November by the Bureau of Labor Statistics showing a two-month slightly lower inflation year-over-year but still a CPI increase of 5.2% .

Florida in general, and Tampa in particular, continues to experience inflation rates that are nearly twice the national average which was 3.1% for the same twelve months ending November, 2023.

While improvements in the rate of inflation increase are obvious and welcome, it cannot be dismissed that Tampa (and therefore the CDD and the Tampa Palms residents) have experienced a cumulative 28% inflation increase since 2019.



During that same time, the CDD has offset the increases in products and services needed for the community by assessment increases of slightly less than half that amount (15.2% over five years) and protected reserves by strategic investment measures.

In its December release the Federal Reserve confirmed that while it seeks to achieve maximum employment and inflation at the rate of 2 percent over the longer run, it has decided to maintain the target range for the federal funds rate at 5-1/4 to 5-1/2 percent and took no action. In addition to holding rates steady for the third month straight, Fed officials forecast a series of interest rate cuts in 2024 citing the fact that inflation has fallen faster than previously expected.

This information further highlights the critical nature of the board’s work to invest funds safely and wisely to protect reserves from being diminished by use as carryforward revenue to balance the operations budget.

The effects of putting the inflation genie *back in the bottle* also signals a concern that with falling Fed funds rates, it is prudent to consider that earnings opportunities may diminish.

The FY 2023-24 investments at this time are represented below. The chairman has crafted a plan for additional investments to replace those maturing in FY 2023-24. The impact of that plan, along with the increased rate of interest now paid on the excess funds in the ICS account, is displayed below.

(\$ 000 s)	<u>Budget</u>		<u>Forecast</u>	
Interest Income	\$ 60 K	Interest Income	\$ 76 K	
Wealth Account	0	Wealth Account	147	
Carry Forward	<u>83</u>	Carryforward	<u>0</u>	
Total	\$ 143 K		\$ 223	Fav Variance \$ 80 K*

\* In this manner, the requirement to utilize \$83K of reserve funds to balance the budget has been totally eliminated and some funds for future years can be banked. **Of note:** \$18K of these additional earnings are “planned” and will depend on the rates available when the current investments mature and replacements can be negotiated.



**Wealth Account Investments In-Place As of December, 2023**

Issued By	Cusip Number	Maturity Date	Principal (\$)	Interest Rate	Interest (\$)	Total Proceeds (\$)	Proceeds Due
<b>FY 2023-24</b>							
<b>3 Mth Securities</b>							
	<b>Paid Dec 2023</b>						
City Nat'l	17801DHB5	12/21/2023	\$241,000	5.35	\$3,214	\$244,214	12/21/2023
<b>Total</b>			<b>241,000</b>		<b>3,214</b>	<b>244,214</b>	
<b>6 Mth Securities</b>							
	<b>Maturing March, 2024</b>						
Valley Nat'l	919853KE0	3/21/2024	\$237,000	5.5	\$6,517	\$243,517	3/21/2024
<b>Total</b>			<b>237,000</b>		<b>6,517</b>	<b>243,517</b>	
<b>9 Mth Securities</b>							
	<b>Maturing June</b>						
Bank of America	06051V3C8	6/20/2024	235,000	5.4	12,690	247,690	6/20/2024
<b>Total</b>			<b>235,000</b>		<b>12,690</b>	<b>247,690</b>	
<b>12 Mth Securities</b>							
	<b>Maturing Sept 24</b>						
US Treasury**	912797GL5	9/5/2024	1,226,162	5.377	65,838	1,292,000	9/5/2024
US Treasury**	912797GL5	9/5/2024	243,983	5.379	13,017	257,000	9/5/2024
US Treasury**	912797GL5	9/5/2024	58,984	5.403	3,016	62,000	9/5/2024
Wells Fargo	949764FX7	9/18/2024	232,000	5.45	12,644	244,644	9/18/2024
First Foundation	32026UZ90	9/20/2024	221,000	5.4	11,934	232,934	9/20/2024
<b>Total</b>			<b>1,982,129</b>		<b>106,449</b>	<b>2,088,578</b>	
<b>FY 2023-24 Total</b>			<b>\$2,695,129.00</b>		<b>\$128,870.00</b>	<b>\$2,823,999.00</b>	

**Directional Display of Future Wealth Account Investments For FY 2023-24**

Issued By	Cusip Number	Maturity Date	Principal (\$)	Interest Rate	Interest (\$)	Total Proceeds (\$)	Proceeds Due
<b>FY 2023-24</b>							
<b>Dec / Jan 2023-24</b>							
<b>9 Mth Securities</b>							
To Be Determined		Sept, 2024	\$241,000	5	\$9,000	\$250,000	Sept 2024
			<b>241,000</b>		<b>9,000</b>	<b>250,000</b>	
<b>Mar-24</b>							
<b>6 Mth Securities</b>							
TBD		Sept 2024	\$237,000	5	\$6,000	\$243,000	Sept 2024
			<b>237,000</b>		<b>6,000</b>	<b>243,000</b>	
<b>Jun-24</b>							
<b>3 Mth Securities</b>							
TBD		Sept 2024	235,000	5	3,000	238,000	Sept 2024
<b>Total</b>			<b>235,000</b>		<b>3,000</b>	<b>238,000</b>	
<b>FY 2023-24 Total Planned,</b>			<b>\$713,000.00</b>		<b>\$18,000.00</b>	<b>\$731,000.00</b>	





# Florida Commission on Ethics

"A Public Office is a Public Trust"

## Financial Disclosure Required By CDD Supervisors Mid-Year

CDD Supervisors are required to file a Form 1, Financial disclosure form, by the first of July each year. Normally the Form 1 is mailed to the CDD Board Supervisors by US Mail.

- Who must file: All independent special district local officers and specified employees must file this report even if no financial interests exist that require disclosure.
- When to file:
  - Within 30 days of the appointment or date of employment.
  - By July 1<sup>st</sup> every year

This year there has been substantial controversy reported in the press regarding changes to the reporting required by the Ethics Commission for *some* elected officials. Essentially the Florida Legislature as of the last session now requires a more intensive Form 6 to be filed by municipal elected officials.

Staff spoke with Kim Holmes of the Ethics Commission and confirmed that the Form 6 is NOT required of CDD elected supervisors.

Kim did confirm that there will be changes in the how the Form 1 will be filed in 2024. The changes include:

- The Ethics Commission will send the Form 1 to be filed directly to each supervisor via email.
- Form 1 filers will file electronically in 2024 via the Electronic Financial Disclosure Management System (EFDMS).
- The Hillsborough County Supervisor of Elections will no longer be involved in the collection of Form 1's, as was the protocol in the past.

The CDD's legal staff will issue additional information as the year progresses.

## CDD Organization Matters

### ***Organization Documents***

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

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

If there are any changes that more clearly reflect CDD stewardship, please advise staff so that any modifications can be discussed as part of the January meeting Agenda.

The documents follow include:

***The Organization Documents for the Tampa Palms CDD***

***Tampa Palms CDD Perspective & Metrics***

Tampa Palms CDD

CDD Direction Statement

Re-Presented  
(1/10/24)

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



Tampa Palms CDD

Re-Presented  
1/10/24

Mission Statement

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

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

## Tampa Palms CDD

Re-Presented  
(1/10/24)

### Core Values

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

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

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

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

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

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

# Board Leadership Roles

Jan 10, 2024

## Leadership

## Field

### Financial Management

Facilitate Board oversight role by providing:

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



# Board Leadership Roles

Jan 10, 2024

## Leadership

### Local and State Government Liaison

Falkowitz

- Monitor CDD mission
- Leadership in resident education of CDD responsibilities vs. TPOA
- Monitor changes to laws regarding CDDs
- Coordinate Tampa Palms interests with City Council members.
- Monitor transportation changes and their impact on Tampa Palms, particularly traffic safety and plans for changes to I-75.
- Monitor web site adherence to State requirements
- Co-ordinate staff liaison with TPOST 3 and TP North to assure achievement of common goals.
- Provide leadership and direction to the continuing branding efforts from the perspectives of Tampa Palms and the greater community. This would include at a minimum the efforts to assure the safety and ambiance of Tampa Palms in such areas as repaving and other projects.

## Board Leadership Roles

Jan 10, 2024

### Leadership

#### Landscaping and Community Appearance

Oneal

- Monitor landscape maintenance performance and coordinate with OLM and ABM.
- Oversee development and implementation of routine improvement activities.
- Develop, implement & monitor a community program to progress the Tampa Palms community to drought-resistant and winter resistant landscape.
- Provide leadership and direction to the continual branding effort from a landscape perspective.
- Work with staff and consultants to develop, implement and monitor Board programs to continually revitalize and keep fresh community landscape.
- Provide leadership and direction to the water conservation effort from the perspective of the complex irrigation system infrastructure and the critical need to reduce to a minimum water use in this time of Level 1 Emergency Water Restrictions.

## Board Leadership Roles

Jan 10, 2024

### Leadership

#### Parks & NPDES

#### Vacant

- Work with staff and consultants to develop, implement and monitor Board-approved programs to continually enhance parks.
- Monitor the effectiveness of park staffing and park asset protection programs.
- Monitor preventive maintenance programs (such as Sunshine One Call) and District response to problems.
- Monitor emerging NPDES requirements
- Oversee changes in NPDES requirements and the District plans to comply.
- Work with staff and consultants to develop, implement and monitor programs to continually revitalize irrigation.



# Board Leadership Roles

Jan 10, 2024

## Leadership

### Infrastructure and Facility Oversight

### Diaz

- Work with staff and consultants to develop, implement and monitor Board-approved programs to continually enhance entrances, community lighting and other infrastructure.
- Observe irrigation system performance as reported by staff and assume leadership role before Board to the complex subject of irrigation, particularly regulatory matters.
- Identify community infrastructure needs such as village entries and boulevard walls with staff & residents
- Monitor construction and development activities in and near Tampa Palms to assure best interests of the community are served.
- Assume an overall leadership role in the ongoing branding of Tampa Palms from a project design perspective.

## Tampa Palms CDD Perspective

5 Member Board, Elected for Four-Year Terms

Focused Mission..... Empowered by Florida Statutes

Sunshine Laws AKA Open Meeting Laws

Organization Foundation: Written

Mission, Core Values, Direction Statement, Five Year Models

Board Leadership: Shared.... Centers of Excellence

Annual Financial & Internal Audit Control

Nineteen-Years No Comment Audits

Re-presented 10-Jan-24

## Tampa Palms CDD Metrics

2,700 Acre Community w/ Conservation Lands

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

70 Retention Ponds

54 cul de sacs

8 Lake Fountains

4 Land Fountains

143 Acres of Maintained Landscape

100,000 Annual Plantings Provided Yearly

3,800 Trees

20 miles of Irrigation Systems

11,000 Sprinkler Heads

600 Lighting Fixtures (Landscape, Monument, Entry)

3 Parks Hampton, Amberly & Oak

3 Pavilions

4 Tennis Courts 1 Racquetball Court

Re-presented 10-Jan-24