

# TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

## *Agenda Package Board of Supervisors Meeting*



*Wednesday, January 13, 2016*

*6:00 P.M.*

*Compton Park Recreation Building*

*16101 Compton Drive,*



DEVELOPMENT PLANNING & FINANCING GROUP, INC.

*Tampa, Florida*

# TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

## CDD Meeting Advanced Package January 13<sup>th</sup>, 2016

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  - e. Check Registers & Other Disbursements
4. Strategic Planning and Capital Projects Planning
  - f. Strategic Planning
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5. November, 2015 Minutes
6. Consultant Reports
  - i. Forward 2016
  - j. Bruce B Downs Update
  - k. CDD Organization
  - l. Palm Problem Update
  - m. City Council Special Election
  - n. NPDES Audit

# Tampa Palms Community Development District

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

January 8, 2016

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

Dear Board Members:

The Board of Supervisors of the Tampa Palms Community Development District is scheduled for Wednesday, January 13, 2016 at **6:00 p.m.** at the Compton Park Recreation Building, 16101 Compton Drive, Tampa, Florida. *The advanced copy of the agenda for this meeting is attached.*

Enclosed for your reviews are the minutes of the November, 2015 Board meeting and the documents outlined in the table of contents.

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

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

Sincerely,

*Bruce StDenis*

Bruce St Denis  
District Manager

JD:cs

cc: Maggie Wilson  
Carolyn Stewart (Record Copy)

## **Tampa Palms CDD Meeting Agenda**

**January 13, 2016, 6:00 p.m.  
Compton Park Recreation Building  
16101 Compton Drive, Tampa, FL 33647**

1. Welcome & Roll Call
2. Strategic Planning
3. Board Member Discussion Items
4. Public Comments
5. Approval of the November Minutes
6. Approval of District Disbursements
7. Consultant Reports
  - Forward For 2016
  - Bruce B Downs Update
  - Cash Management Update
  - Community Appearance
  - NPDES Audit
8. Other Matters
9. Public Comments
10. Supervisor comments
11. Adjourn

2 months ending November 30, 2015

(Shown as \$ 000)

District cash balance is \$ 3.8 million with the following cash projections for the year:

Sources of Funds

Balance November 30, 2015		\$ 3,814
Actual December collections	1,614	
Projected collections balance of FY 2015-16	298	1,653
Total Sources of Funds		\$ 5,726

Uses of Funds

Balance of FY 2015-16 expenses	( \$2,025)	
BBD Mitigation allocation	( 1,185)	
Weather related reserves	( 400)	
1 <sup>st</sup> Qtr FY 15-16 expenses	( 600)	( \$ 4,210)
Total Uses of Funds		( \$ 4,210)

Projected District Unallocated Balance	September 30, 2016	\$ 1,516
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Calendar 2016 cash management program with Sunshine Bank has been approved with the interest rate of .65%. Sunshine Bank is a State approved Qualified Public Depository Bank (QPD) offering consortium-backed security for the District funds deposited.

Outlook

The District outlook is consistent with the FY 2015-16 budget. There are no known significant budget variances that suggest performing otherwise.

**Tampa Palms CDD  
Balance Sheet  
November 30, 2015**

	<u>GENERAL</u>	<u>STREET- LIGHTING</u>	<u>TOTAL</u>
<b><u>ASSETS:</u></b>			
CASH - Operating Account	\$ 328,223	\$ -	\$ 328,223
PETTY CASH	500	-	500
INVESTMENTS:			
Excess Fund Account	3,576,760	-	3,576,760
State Board Investment Pool A	14,859	-	14,859
ASSESSMENTS RECEIVABLE (Tax Roll )	-	-	-
RECEIVABLE FROM TAMPA PALMS HOA	2,827	-	2,827
RECEIVABLE FROM CITY OF TAMPA	-	884	884
RECEIVABLE FROM OTHER FUNDS	-	3,829 a)	3,829
<b>TOTAL ASSETS</b>	<b><u>\$ 3,923,168</u></b>	<b><u>\$ 4,713</u></b>	<b><u>\$ 3,927,882</u></b>
<b><u>LIABILITIES:</u></b>			
ACCOUNTS PAYABLE	\$ 94,401	\$ -	\$ 94,401
ACCRUED EXPENSES	11,410	-	11,410
DUE TO OTHER FUNDS	3,829 a)	-	3,829
<b><u>FUND BALANCE:</u></b>			
NON-SPENDABLE	-	-	-
RESTRICTED FOR:			
STREETLIGHTING	-	4,713	4,713
UNASSIGNED:	3,813,529	-	3,813,529
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$ 3,923,168</u></b>	<b><u>\$4,713</u></b>	<b><u>\$ 3,927,882</u></b>

a) Net of GF Due to and GF Due from SL (\$10,573 - \$6,743.96 = \$3,829 )

**Tampa Palms CDD**  
**General Fund**  
**Statement of Revenue, Expenditures and Change in Fund Balance**  
**FY2016 - Year To Date thru November 30, 2015**  
**Preliminary**

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
<b>REVENUES</b>				
SPECIAL ASSESSMENTS ON ROLL (Gross)	\$ 2,519,225	\$ 503,845 (a)	\$ 527,342	\$ 23,497
INTEREST	10,000	1,667	3,178	1,511
CLUB MEMBERSHIP FEES	-	-	600	600
MISCELLANEOUS REVENUE	1,200	200	4	(196)
DISCOUNT-ASSESSMENTS	(100,769)	(20,154) (a)	(21,094)	(940)
<b>TOTAL REVENUES</b>	<b>2,429,656</b>	<b>485,558</b>	<b>510,031</b>	<b>24,473</b>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE:</b>				
PAYROLL - SUPERVISORS COMPENSATION	11,000	1,833	1,985	(151)
PAYROLL SERVICES FEE	-	-	214	(214)
PAYROLL TAXES - FICA	5,810	968	1,080	(111)
PAYROLL TAXES - Unemployment & W/Comp Ins	3,824	637	84	554
CDD MANAGEMENT SERVICES	57,588	9,598	9,229	369
AUDITING SERVICES	5,824	971	-	971
ASSESSMENT ROLL SERVICES	10,050	10,050	9,663	387
TAX COLLECTOR FEES-ASSMTS	50,385	-	10,547 (a)	(10,547)
PROPERTY APPRAISER'S FEES-ASSMTS	25,192	5,038 (a)	5,273	(235)
LEGAL SERVICES	26,032	4,339	3,961	378
MISCELLANEOUS ADMIN.SERVICES (Admin + Filing fees + Bank fees)	11,107	1,851	1,368	483
DIRECTORS & OFFICERS INSURANCE	3,276	546	-	546
<b>TOTAL ADMINISTRATIVE</b>	<b>210,088</b>	<b>35,832</b>	<b>43,402</b>	<b>(7,570)</b>
<b>FIELD MANAGEMENT SERVICES:</b>				
ADMIN ASSISTANT	53,314	8,886	12,127	(3,241)
PARK ATTENDANTS	82,985	13,831	11,410	2,421
PARK PATROL	58,993	9,832	8,339	1,493
FIELD CONSULTANT	98,414	16,402	16,403	(1)
FIELD MANAGEMENT CONTINGENCY	19,760	3,293	-	3,293
<b>TOTAL FIELD MANAGEMENT SERVICES</b>	<b>313,466</b>	<b>52,244</b>	<b>48,278</b>	<b>3,966</b>
<b>GENERAL OVERHEAD:</b>				
INSURANCE	10,699	10,699	12,757	(2,058)
INFORMATION SYSTEMS (TEL & SECURITY)	20,316	3,386	3,373	13
WATER-UTILITY	19,760	3,293	1,478	1,816
REFUSE REMOVAL (SOLID WASTE)	5,922	987	880	107
ELECTRICITY	124,800	20,800	19,180	1,620
STORMWATER FEE	1,391	1,391	3,046	(1,655)
STREETLIGHTS - OPERATING TRANSFER-OUT	1,500	-	-	-
MISCELLANEOUS FIELD SERVICES	13,000	2,167	1,447	720
<b>TOTAL GENERAL OVERHEAD</b>	<b>197,388</b>	<b>42,723</b>	<b>42,161</b>	<b>562</b>
<b>LANDSCAPE MAINTENANCE:</b>				
LANDSCAPING MANAGEMENT FEE	18,000	3,000	3,000	-
LANDSCAPE AND POND MAINTENANCE	92,518	153,586	148,837	4,750
LANDSCAPE REPLACEMENT	72,800	12,133	1,536	10,597
NPDES PROGRAM	28,989	4,832	-	4,832
<b>TOTAL LANDSCAPE MAINTENANCE</b>	<b>1,041,307</b>	<b>173,551</b>	<b>153,373</b>	<b>20,179</b>
<b>FACILITY MAINTENANCE:</b>				
IRRIGATION MAINTENANCE	86,131	14,355	12,793	1,562
R&M FOUNTAIN	22,015	3,669	3,681	(12)



**Tampa Palms CDD**  
**General Fund**  
**Statement of Revenue, Expenditures and Change in Fund Balance**  
**FY2016 - Year To Date thru November 30, 2015**  
**Preliminary**

	<u>BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>FAVORABLE (UNFAVORABLE) YTD VARIANCE</u>
<i>FACILITY MAINTENANCE</i>	72,800	12,133	9,452	2,681
<i>MOTOR FUEL &amp; LUBRICANTS</i>	6,116	1,019	475	544
<i>JANITORIAL/SUPPLIES</i>	1,892	315	533	(218)
 <b>PROJECTS :</b>				
<i>R&amp;R &amp; DEFERRED MTC</i>	175,000	29,167	10,344	18,823
<i>NPDES / CLEAN WATER</i>	50,000	8,333	3,993	4,340
<i>SIGNATURE TP 2017</i>	78,455	13,076	6,169	6,907
<i>CAPITAL PROJECTS</i>	175,000	29,167	20,891	8,275
<b>TOTAL FACILITY MAINTENANCE &amp; PROJECTS</b>	<b>667,409</b>	<b>111,235</b>	<b>68,333</b>	<b>42,902</b>
 <b>TOTAL EXPENDITURES</b>	<b>2,429,658</b>	<b>415,585</b>	<b>355,547</b>	<b>60,038</b>
 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(2)</b>	<b>69,973</b>	<b>154,484</b>	<b>84,511</b>
 FUND BALANCE - BEGINNING			3,659,045	3,659,045
 <b>FUND BALANCE - ENDING</b>	<b>\$ (2)</b>	<b>\$ 69,973</b>	<b>\$ 3,813,529</b>	<b>\$ 3,743,556</b>

a) The "Year-to-Date Budget" allocation is calculated as a percentage of the annual budget and is based on actual collections from the prior year.

Actual assessment collections are reported at gross. Assessment discount and county collection fees are estimated pending actual discount and collection information from County.

**Tampa Palms CDD**  
**Streetlighting Fund**  
**Statement of Revenue, Expenditures and Change in Fund Balance**  
**FY2016 - Year To Date thru November 30, 2015**

	<u>BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>FAVORABLE (UNFAVORABLE) YTD VARIANCE</u>
<b>REVENUES</b>				
<i>REIMBURSEMENT - CITY OF TAMPA</i>	\$ 1,000	\$ 167	\$ 221	\$ 54.37
<b>TOTAL REVENUES</b>	<u>1,000</u>	<u>167</u>	<u>221</u>	<u>54</u>
<b>EXPENDITURES</b>				
<i>DISTRICT LIGHTING EXPENSE (Includes City Portion)</i>	2,500	417	613	(196)
<b>TOTAL EXPENDITURES</b>	<u>2,500</u>	<u>417</u>	<u>613</u>	<u>(196)</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	(1,500)	(250)	(392)	(142)
<b>OTHER FINANCING SOURCES (USES)</b>				
<i>TRANSFER-IN (From General Fund)</i>	1,500	-	-	-
<i>TRANSFER-OUT</i>	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>1,500</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	-	(250)	(392)	(142)
FUND BALANCE - BEGINNING	-	-	5,105	5,105
<b>FUND BALANCE - ENDING</b>	<u>\$ -</u>	<u>\$ (250)</u>	<u>\$ 4,713</u>	<u>\$ 4,963</u>

**TAMPA PALMS CDD  
CASH REGISTER  
FY 2016**

Date	Num	Name	Memo	Receipts	Disbursements	Balance
			<b>EOY cash balance 09-30-2015</b>			<b>98,161.02</b>
10/01/2015	50594	DPFG	CDD Mgmt - Oct		5,337.94	92,823.08
10/01/2015	50595	MARY-MARGARET WILSON	Field Mgmt - Oct		8,120.00	84,703.08
10/01/2015	50596	REPUBLIC SERVICES	10/1-10/31 - Solid Waste		440.00	84,263.08
10/02/2015	11000/11001	DOROTHY COLLINS	Payroll w/ bonus		5,209.83	79,053.25
10/02/2015	ACH10022015	PAYCHEX	9/14-9/26/Bonus - D. Collins		1,932.22	77,121.03
10/02/2015	ACH10022015	PAYCHEX	P/R Fees - 10/2/2015		20.20	77,100.83
10/06/2015		Deposit	Membership revenue	300.00		77,400.83
10/09/2015	50597	ABM Landscape & Turf Services	Landscape Maint - Sept		57,837.16	19,563.67
10/09/2015	50598	ADVANCED ENERGY SOLUTION OF	Fountain Repairs		694.11	18,869.56
10/09/2015	50599	ARC FLORIDA	Map copies		33.87	18,835.69
10/09/2015	50600	AT&T	Long distance		88.53	18,747.16
10/09/2015	50601	CINTAS	Mats		56.38	18,690.78
10/09/2015	50602	DPFG	Special Assessment - FY 2016		9,663.00	9,027.78
10/09/2015	50603	IRON MOUNTAIN	Storage - Oct		155.04	8,872.74
10/09/2015	50604	MIRACLE CLEANING SERVICES	10/1-10/13 - CDD Cleaning		430.00	8,442.74
10/09/2015	50605	Network Doctors	On Line Back Up - Oct		115.00	8,327.74
10/09/2015	50606	TAMPA ELECTRIC	8/24-9/23 - Streetlights		304.01	8,023.73
10/09/2015	50607	TERMINEX	Pest Control		68.00	7,955.73
10/09/2015	50608	TURNBURY WOOD HOA	Electricity - July-Sept		706.18	7,249.55
10/09/2015	50609	U.S SECURITY ASSOCIATES, INC	Security		5,333.49	1,916.06
10/09/2015	50610	VERIZON	Phone - Sept		78.74	1,837.32
10/09/2015	50611	WEX BANK	Fuel - Sept		388.05	1,449.27
10/09/2015	50612	XEROX CORPORATION	Meter Usage - 8/20-9/21		27.09	1,422.18
10/09/2015		Deposit	TP HOA refund	8,543.50		9,965.68
10/14/2015		Interfund transfer	Funds Transfer	328,400.00		338,365.68
10/14/2015	50613	ABM Landscape & Turf Services	Landscaping/Misc		55,639.60	282,726.08
10/14/2015	50614	ADVANCED ENERGY SOLUTION OF	Misc. Repairs		2,345.28	280,380.80
10/14/2015	50615	Arete Industries	Palma Vista Sign		155.00	280,225.80
10/14/2015	50616	BAY AREA PLUMBING, INC	Repair Water Fntn		281.50	279,944.30
10/14/2015	50617	CINTAS	Mats		56.38	279,887.92
10/14/2015	50618	ESD WASTE2WASTER, INC	Pump Maint - Sept		300.00	279,587.92
10/14/2015	50619	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual Filing Fee FY 2016		175.00	279,412.92
10/14/2015	50620	FLORIDA FOUNTAIN MAINTENANCE, INC	Fntn Maint		417.38	278,995.54
10/14/2015	50621	LOWE'S	Supplies		361.24	278,634.30
10/14/2015	50622	MIRACLE CLEANING SERVICES	10/16-10/30 - CDD Cleaning		550.00	278,084.30
10/14/2015	50623	SHREDGREEN	Shredding		130.00	277,954.30
10/14/2015	50624	STAPLES	Supplies		84.42	277,869.88
10/14/2015	50625	SUNSHINE STATE ONE CALL F FLORIDA	Dig Tickets		25.17	277,844.71
10/14/2015	50626	TERMINEX	Pest Control		49.00	277,795.71
10/14/2015	50627	VERIZON FLORIDA, LLC	HP Phone/DSL		198.38	277,597.33
10/16/2015	11002	DOROTHY I COLLINS-PETTY CASH CYSTOD	9/28-10/16 - P/R -D. Collins		2,109.58	275,487.75
10/16/2015	ACH10162015	PAYCHEX	9/28-10/16 P/R - D Collins		723.61	274,764.14
10/16/2015	ACH10162015	PAYCHEX	9/28-10/11 - P/R - Fees		20.20	274,743.94
10/22/2015	50628	ADVANCED ENERGY SOLUTION OF	Misc. Repairs		915.00	273,828.94
10/22/2015	50629	ARCHITECTURAL FOUNTAINS, INC	Power Supply/Time Clock - Manchester		1,243.00	272,585.94
10/22/2015	50630	CINTAS	Mats		56.38	272,529.56
10/22/2015	50631	CLEAN SWEEP SUPPLY COMPANY	Paper Products		134.96	272,394.60
10/22/2015	50632	ESD WASTE2WASTER, INC	Pump Maint - Oct		300.00	272,094.60
10/22/2015	50633	FLIGHT OF ANGELS	Courier		42.00	272,052.60
10/22/2015	50634	OLM, INC	Landscape Insp. - Oct		1,500.00	270,552.60
10/22/2015	50635	STAPLES CREDIT PLAN	HP Phone		79.99	270,472.61
10/22/2015	50636	TERMINEX	Pest Control		53.00	270,419.61
10/22/2015	50637	VERIZON FLORIDA, LLC	HP Fios Install		208.29	270,211.32
10/22/2015	50638	WESCO TURF, INC	Sentinel Radio		1,326.90	268,884.42
10/22/2015	50639	XEROX CORPORATION	Copier - Agreement		111.11	268,773.31
10/23/2015		Deposit	Ins refund	60.00		268,833.31
10/27/2015	220	IBERIA BANK	Water utility paid - Oct 2015		1,008.83	267,824.48
10/28/2015	50640	ABM Landscape & Turf Services	Irrigation/Tree Removal/Pruning		13,079.00	254,745.48
10/28/2015	50641	CINTAS	Mats		56.38	254,689.10
10/28/2015	50642	CITY OF TAMPA CENTRAL CASHIERING	False Alarm		40.00	254,649.10
10/28/2015	50643	HARDEMAN KEMPTON AND ASSOCIATES, IN	Legal - Reimbursables		221.22	254,427.88
10/28/2015	50644	VOID			0.00	254,427.88

**TAMPA PALMS CDD  
CASH REGISTER  
FY 2016**

Date	Num	Name	Memo	Receipts	Disbursements	Balance
10/28/2015	50645	REPUBLIC SERVICES	11/1-11/30 - Solid Waste		440.00	253,987.88
10/28/2015	50646	SEFFNER ROCK & GRAVEL	Fill Dirt		276.00	253,711.88
10/28/2015	50647	VERIZON FLORIDA, LLC	Amb Park - Phone		187.97	253,523.91
10/28/2015		Deposit	Membership revenue	300.00		253,823.91
10/30/2015	11003	DOROTHY I COLLINS-PETTY CASH CYSTOD	P/R - 10/12-10/25 - D Collins		2,261.32	251,562.59
10/30/2015	11004	EUGENE R. FIELD	Mtg 10/14/2015		184.70	251,377.89
10/30/2015	11006	James A. Schoolfield	Supervisor Mtg - 10/14/15		184.70	251,193.19
10/30/2015	11008	James P. Soley	Supervisor Mtg - 10/14/15		184.70	251,008.49
10/30/2015	11005	PATRICIA B. MANEY	Supervisor Mtg - 10/14/2015		184.70	250,823.79
10/30/2015	ACH10302015	PAYCHEX	10/12-10/25 - P/R - Supervisors		935.25	249,888.54
10/30/2015	11007	WILLIAM B SHIMER	Supervisor Mtg - 10/14/15		184.70	249,703.84
10/30/2015	ACH10302015	PAYCHEX	10/12-10/25 - Fees		58.96	249,644.88
10/30/2015	221	ADP	ADP Fee - Oct 2015		44.16	249,600.72
10/31/2015		Iberia Bank	Service Charge		10.00	249,590.72
10/31/2015		Iberia Bank	Interest	4.13		249,594.85
<b>EOM Balance 10-31-2015</b>				<b>337,607.63</b>	<b>186,173.80</b>	<b>249,594.85</b>
11/01/2015	50648	MARY-MARGARET WILSON	Field Mgmt - Nov		8,283.00	241,311.85
11/01/2015	50649	DPFG	CDD Mgmt - Nov		5,337.94	235,973.91
11/01/2015	50650	GILL, WAYNE	Repair Bollards		1,600.00	234,373.91
11/04/2015	50651	A & A DEVELOPMENT, INC	Cleaned Pond		1,758.00	232,615.91
11/04/2015	50652	ADVANCED ENERGY SOLUTION OF	Time Clock Motor - Huntington		237.00	232,378.91
11/04/2015	50653	AT&T	Long Distance		85.67	232,293.24
11/04/2015	50654	CINTAS	Mats		56.38	232,236.86
11/04/2015	50655	CLEAN SWEEP SUPPLY COMPANY	Supplies		197.50	232,039.36
11/04/2015	50656	FEDEX	Shipping		31.66	232,007.70
11/04/2015	50657	HOOVER PUMPING SYSTEMS	Pump Maint. Agreement		4,378.00	227,629.70
11/04/2015	50658	Network Doctors	On Line Back Up		115.00	227,514.70
11/04/2015	50659	SUWANEE LUMBER, CO., INC	Mulch		2,780.05	224,734.65
11/04/2015	50660	TAMPA ELECTRIC	Summary Bill - Oct		8,964.71	215,769.94
11/04/2015	50661	U.S SECURITY ASSOCIATES, INC	Security		4,169.60	211,600.34
11/04/2015	50662	VERIZON FLORIDA, LLC	HP - Phone		185.68	211,414.66
11/04/2015	50663	WESCO TURF, INC	Irrigation Repairs		1,536.00	209,878.66
11/04/2015	50664	WEX BANK	Fuel - Oct		229.69	209,648.97
11/04/2015	50665	XEROX CORPORATION	Meter Usage		23.90	209,625.07
11/10/2015		Deposit	Deposit	1,282.85		210,907.92
11/11/2015	50666	ABM Landscape & Turf Services	Landscape Maint/Misc		102,105.16	108,802.76
11/11/2015	50667	ADVANCED ENERGY SOLUTION OF	Electrical Repairs		370.00	108,432.76
11/11/2015	50668	ARC FLORIDA	Copies		47.34	108,385.42
11/11/2015	50669	BUCHANAN INGERSOLL & ROONEY	Legal Svcs - Oct		222.50	108,162.92
11/11/2015	50670	CINTAS	Mats		56.38	108,106.54
11/11/2015	50671	CITY OF TAMPA	Stormwater Fee FY 2015-16 - 1927271C7		3,046.30	105,060.24
11/11/2015	50672	FLIGHT OF ANGELS	Courier		40.00	105,020.24
11/11/2015	50673	FLORIDA FOUNTAIN MAINTENANCE, INC	Fountain Maint - Nov		417.38	104,602.86
11/11/2015	50674	IRON MOUNTAIN	Records Storage - Nov		155.04	104,447.82
11/11/2015	50675	LOWE'S	Supplies		249.47	104,198.35
11/11/2015	50676	MIRACLE CLEANING SERVICES	11/3-11/13 - CDD Cleaning		430.00	103,768.35
11/11/2015	50677	STAPLES	Supplies		130.75	103,637.60
11/11/2015	50678	SUNSHINE STATE ONE CALL F FLORIDA	Dig Tickets		25.17	103,612.43
11/11/2015	50679	SUWANEE LUMBER, CO., INC	Mulch		3,004.05	100,608.38
11/11/2015	50680	TERMINEX	Pest Control		68.00	100,540.38
11/11/2015	50681	VERIZON FLORIDA, LLC	Phone		509.82	100,030.56
11/11/2015	50682	XEROX CORPORATION	Copier Contract		111.11	99,919.45
11/13/2015	11009DD	DOROTHY COLLINS	10/26-11/8 - P/R		2,160.14	97,759.31
11/13/2015	ACH10132015	PAYCHEX	1026-11-8 - P/R		743.62	97,015.69
11/13/2015	ACH11132015	PAYCHEX	10/26-11/16 Payroll Fees		56.80	96,958.89
11/16/2015	50683	VERIZON	Phone		78.70	96,880.19
	50684	Void			0.00	96,880.19
11/18/2015	50685	ADVANCED ENERGY SOLUTION OF	Lighting Repairs		193.02	96,687.17
11/18/2015	50686	CINTAS	Mats		56.33	96,630.84
11/18/2015	50687	HD SUPPLY WATERWORKS, LTD	Irrigation Parts		1,213.34	95,417.50
11/18/2015	50688	OLM, INC	Landscape Insp.		1,500.00	93,917.50
11/18/2015	50689	STAPLES	Supplies		182.86	93,734.64

**TAMPA PALMS CDD  
CASH REGISTER  
FY 2016**

Date	Num	Name	Memo	Receipts	Disbursements	Balance
11/18/2015	50690	TAMPA ELECTRIC	9/23-11/23 - SL		304.01	93,430.63
11/18/2015	50691	TERMINEX	Pest Control		49.00	93,381.63
11/18/2015	50692	VERIZON FLORIDA, LLC	Communications		380.57	93,001.06
11/18/2015	50693	MIRACLE CLEANING SERVICES	11/17-11/27 CDD Cleaning		430.00	92,571.06
11/20/2015	ACH11202015	PAYCHEX	11/20/15 - P/R Fees		56.80	92,514.26
11/20/2015	11010	EUGENE R. FIELD	BOS Mtg - 11/11/15		184.70	92,329.56
11/20/2015	11012DD	James A. Schoolfield	BOS Mtg - 11/11/15		184.70	92,144.86
11/20/2015	11014DD	James P. Soley	BOS Mtg - 11/11/15		184.70	91,960.16
11/20/2015	11011	PATRICIA B. MANEY	BOS Mtg - 11/11/15		184.70	91,775.46
11/20/2015	ACH11202015	PAYCHEX	BOS Mtg - 11/11/15		159.97	91,615.49
11/20/2015	11013	WILLIAM B SHIMER	BOS Mtg - 11/11/15		184.70	91,430.79
11/23/2015		IBERIA BANK - MMK	Funds Transfer	242,450.00		333,880.79
11/23/2015		Deposit	ADP Refund	100.00		333,980.79
11/25/2015	50694	ARCHITECTURAL FOUNTAINS, INC	Fntn Maint/Repairs		780.00	333,200.79
11/25/2015	50695	CLEAN SWEEP SUPPLY COMPANY	Supplies		200.78	333,000.01
11/25/2015	50696	ESD WASTE2WASTER, INC	Pump Maint		300.00	332,700.01
11/25/2015	50697	HD SUPPLY WATERWORKS, LTD	Irrigation Maint.		16.97	332,683.04
11/25/2015	50698	MIRACLE CLEANING SERVICES	Amberly Park Cleaning - Dec 2015		335.00	332,348.04
11/25/2015	50699	STAPLES	Office Supplies		76.85	332,271.19
11/25/2015	50700	TERMINEX	Pest Control		53.00	332,218.19
11/25/2015	50701	ZEE MEDICAL SERVICE	Safety Supplies		52.10	332,166.09
11/27/2015	ACH11272015	PAYCHEX	11/8-11/21 - P/R Fees		56.80	332,109.29
11/27/2015	11015DD	DOROTHY COLLINS	11/8-11/21 - P/R		2,160.15	329,949.14
11/27/2015	ACH11272015	PAYCHEX	11/8-11/21 P/R		739.44	329,209.70
11/30/2015	230	IBERIA BANK	Water utility payments per bank statement		992.23	328,217.47
11/30/2015		IBERIA BANK	Bank Interest	5.72		328,223.19
<b>EOM Balance 11-30-2015</b>				<b>243,838.57</b>	<b>165,210.23</b>	<b>328,223.19</b>

**TAMPA PALMS CDD  
FINANCIAL SUMMARY THRU NOVEMBER 30, 2015  
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	\$ 406,095		\$ 406,095
<b><u>Non Operating</u></b>			
Capital Projects		36,632	36,632
Renewal & Rel		36,632	36,632
Signature 2017		16,423	16,423
NPDES		10,466	10,466
Interest	3,178		3,178
Misc Rev	604		604
Carry Forward Bal *			
<b>Total</b>	<b>\$ 409,877</b>	<b>\$ 100,154</b>	<b>\$ 510,031</b>
<b><u>Expenses</u></b>			
Operations	314,150		314,150
<b><u>Non Operating</u></b>			
Renewal & Rel		10,344	10,344
NPDES/EPA		3,993	3,993
Capital Projects		20,891	20,891
TP Signature 2017		<u>6,169</u>	<u>6,169</u>
<b>Total</b>	<b>314,150</b>	<b>41,398</b>	<b>355,547</b>
Excess Revenue Vs Expenses	<b>95,728</b>	<b>58,756</b>	<b>\$154,484</b>

**TAMPA PALMS CDD  
FINANCIAL SUMMARY THRU NOVEMBER 30, 2015  
GENERAL FUND**

<u>General Fund</u>	11/30/2015	(\$000)
Cash		329
Cash Equivalent (Excess Cash MM)		3,577
Due From TPOA		3
Accounts Receivable (SL PD FROM GF)		0
Prepaid Expense		0
State Board Monies		<u>15</u>
<b>Total</b>		<b>\$ 3,923</b>
Less:		
Payables		94.4
Accrued Expenses		11.4
Due to Streetlights		<u>3.8</u>
	<b>Net Cash 11/30/2015</b>	<b>\$ 3,814</b>
Allocation for:		
Winter Damage		200
Wind/Hurricane Damage		200
TP Signature 2017*		1,185
First Qtr 2016-17 Expenses		<u>600</u>
	<b>Adjusted Net Cash</b>	<b>\$ 1,629</b>

**Forecast**

(\$ 000)	2015-16 Fiscal Year		Monthly Bal
	<u>Receipts</u>	<u>Expenses</u>	
<b>Dec</b>			
CDD Operations	1292	204	
R&R	115	45	
NPDES	33	10	
Signature 2017	52	6	
Capital Projects	119	12	
<b>Total</b>	<b>1,612</b>	<b>277</b>	<b>\$ 2,964</b>
<b>Jan</b>			
CDD Operations	411	160	
R & R	35	25	
NPDES	10	9	
Signature 2017	0	21	
Capital Projects	36	12	
<b>Total</b>	<b>493</b>	<b>227</b>	<b>\$ 3,230</b>
<b>Feb</b>			
CDD Operations	125	165	
R & R	11	13	
NPDES	3	5	
Signature 2017	0	21	
Capital Projects	11	10	
<b>Total</b>	<b>150</b>	<b>214</b>	<b>\$ 3,166</b>

**TAMPA PALMS CDD**  
**November 30, 2015**

**GENERAL FUND**

(\$000)	<u>Prior Year Collected %</u>	<u>Current Year Collected \$</u>	<u>Current Year Collected %</u>	<u>Variance % Fav (Unfav)</u>
October				
November	30.40%	527	22%	-8.6%
December	87.95%			
January	92.77%			
February	94.20%			
March	95.08%			
April	97.91%			
May	98.71%			
June	99.88%			
July	99.97%			
August	100.03%			
September	<b>100.03%</b>			
Year End				
<b>Total Assessed</b>		<b>\$2,418</b>		



## Summary- Project Driven Expenses

2 Months Ending November 30, 2015

### Operating Capital Projects

#### Sources of Funds

FY 2015-16 Budget \$37

#### Uses of Funds

Spent Thru 11/30/15 \$6

11/30/15 Commitments \$25

Total Funds Spent & Committed \$31

**Funds Available as of 11/30/15 \$5**

### Renewal & Replacement

#### Sources of Funds

FY 2015-16 Budget \$37

#### Uses of Funds

Spent Thru 11/30/15 \$10

11/30/15 Commitments \$0

Total Funds Spent & Committed \$10

**Funds Available as of 11/30/15 \$26**

### TP Signature 2017 Capital Projects

#### Sources of Funds\*

FY 2015-16 Budget \$16

#### Uses of Funds

Spent Thru 11/30/15 \$6

11/30/15 Commitments \$0

Total Funds Spent & Committed \$6

**Funds Available as of 11/30/15 \$10**

## SUMMARY

### FY 2015-16 RENEWAL REPLACEMENT PROJECTS

		Original Project	Spent A/O November 30, 2015	Committed To Spend
<b>Infrastructure/</b>				
<b>Irrigation</b>				
<b>Landscape</b>				
Dead Tree Removals			\$3,150	
Hedge & Tree Replacements/ Compton				
Cul de Sac & Blvd Restorations			\$7,194	
Tree Trimming (Blvds)				
<b>Lighting Repairs (Park &amp; Landscape)</b>				
<b>Newsletter Support (TPOA)</b>				
		<i>Sub Total R&amp;R Projects</i>	\$10,344	\$0
<b>Restoration (Winter and/or Storm / or Pest Damage)</b>				
		<i>Sub Total Restoration Projects</i>	\$0	
<b>Total R&amp;R Projects</b>			\$10,344	\$0

**Capital Projects 2015-16  
Budget Monitor**

30-Nov-15

(\$000)	5 Year Model	Current Projects	Spent 2015-16	Committed To Spend
<b>Tampa Palms Signature Projects (BB Downs)</b>				
Consulting Services	80	25	-	25
Main Entry Restorations	895	60	-	89
Irrigation	368	125	6	-
Bruce B Downs Improvements	287	-	\$ -	-
<b>Sub-Total TP Signature 2017</b>	<b>1,630</b>	<b>\$ 210</b>	<b>\$ 6</b>	<b>\$ 25</b>
<b>Capital Projects</b>				
Irrigation Upgrades	150	-	-	-
Parks	250	110	4	35
Landscape & Lighting	175	90	17	0
Signs, Infrastructure & Lighting	275	125		
<b>Sub-Total Capital Projects</b>	<b>850</b>	<b>\$ 325</b>	<b>\$ 21</b>	<b>\$ 40</b>
<b>Total TP Signature &amp; Capital Projects</b>	<b>*</b>	<b>\$ 535</b>	<b>\$ 27</b>	<b>\$ 65</b>

\* Five Year Model

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

**Capital Projects Budget Detail  
Month Ending November 30, 2015**

<b>Tampa Palms Signature Projects (BB Downs)</b>	<b>5 Year Model</b>	<b>Current Projects</b>	<b>Spent 2015-16</b>	<b>Committed To Spend</b>
<b>Consulting Services</b>				
Design Impl Oversight				-
Prelim BB Downs / Area 2 Designs		25,000		25,000
Main Entry Lighting Designs				-
<i>Sub Total</i>	80,000	25,000		25,000
<b>Main Entry Restorations</b>				
Area 1 Pillars, Fencing & Lighting	245,000	-		-
Area 1 & 2 Landscape	475,000	25,000		-
Area 2 Entry (Corner Property + Pond )	175,000	35,000		-
<i>Sub Total</i>	895,000	60,000		-
<b>Irrigation</b>				
Area 1 Main Line Relocation	94,103			-
Area 1 & 2 Irrigation & Wiring Adjustments			6,169	
Irrigation Area 2 Entry/BB Downs	274,000	125,000		
<i>Sub Total</i>	368,103	125,000	6,169	-
<b>Bruce B Downs Improvements</b>				
Pedestrian Fencing	286,897	-		-
<i>Sub Total</i>	286,897			-
<b>Sub-Total Tampa Palms Signature 2017</b>	<b>\$ 1,630,000</b>	<b>\$ 210,000</b>	<b>\$ 6,169</b>	<b>\$ 25,000</b>
<b>Standard Capital Projects</b>				
	<b>5 Year Model</b>	<b>Current Projects</b>	<b>Spent 2015-16</b>	<b>Committed To Spend</b>
<b>Irrigation Upgrades</b> [\$150-200]				
Wiring, Upgrades & Additional Zones	150,000	-		-
Area 1 Pump Station Filters				-
<i>Sub Total</i>	150,000	-	-	-
<b>Parks</b> [\$200-250]				
Amberly Perimeter Fencing Landscape	-	3,699		
Camera Systems (Including CDD)	-	40,000	4,081	6,961
Amberly Picnic Table/Seats	-	12,655		8,775
Hampton Tennis Court Enhancements		37,000		19,200
<i>Sub Total</i>	250,000	109,844	4,081	34,936
<b>Landscape &amp; Lighting</b> [\$150-200]				
Landscape Enhancements	175,000	-	16,810	-
<i>Sub Total</i>	175,000	90,000	16,810	-
<b>Signs, Infrastructure &amp; Lighting</b> [\$150-200]				
LED Upgrades Plus Installation	125,000	125,000		
Misc ROW Sign				-
Monument Structure Enhancements	150,000	-		
<i>Sub Total</i>	\$275,000	\$125,000	\$0	\$5,197
<b>Sub-Total Normal Capital Projects</b>	<b>\$850,000</b>	<b>\$324,844</b>	<b>\$20,891</b>	<b>\$40,133</b>
<b>Total TP Signature 2017 &amp; Standard Capital Projects</b>	<b>\$2,480,000</b>	<b>\$534,844</b>	<b>\$27,060</b>	<b>\$65,133</b>

	<b>5 Year Model</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>
Signature TP 2017	\$1,630	\$380	\$64,738	6,169
Capital Projects	\$850	\$110	\$121,786	\$20,891

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

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
<b><u>1) Signature 2017 - Area 2 Entrance Pond (Cont'd)</u></b>			
e) County Authority To Improve Sample Contract To CDD Legal County Negotiations	Review w/ Board Approval to Proceed	Jan TBD	Staff/Board Staff/ J Rinard
<b><u>1) Signature 2017 - Area 2 General Entrance</u></b>			
a) Area 2 Hardscape (BB Downs Corner)	Consider Options	TBD	Staff/ J Rinard
b) Area 2 Entrance (BB Downs Corner) Landscape Options	Consider Options	TBD	Staff/ J Rinard
c) Area Roadway Bricks Establish Price and Timing Negotiate w/ COT & County	Board Review/Approval Receive Approval	TBD TBD	Staff/ Board Staff
d) Area 2 Entrance (Amberly Corner) Landscape Options	Consider Options	TBD	Staff/ J Rinard
e) Boulevard & Entry Street Lighting	Hold For Final Entry Designs	TBD	Staff/J Rinard

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
<b><u>1) Signature 2017 - Area 1 Entrance</u></b>			
a) Area 1 Exit Side -Taking Area Hardscape Replacement Options Refine & Price Designs	Consider Designs Board Consideration	Feb-Mar TBD	Staff/J Rinard Staff/ J Rinard
b) Area 1 Exit Side -Taking Area Landscape Replacement Options Refine & Price Designs	Consider Designs Board Approval	TBD TBD	Staff/ J Rinard Staff/Board
c) Area 1 Entry Side - Landscape Replacement Options	Consider Designs Refine Designs For Board Consideration	May-Jun TBD	Staff/ J Rinard Staff/ J Rinard
c) Boulevard & Entry Street Lighting	Hold For Final Entry Designs	TBD	Staff/J Rinard
<b><u>1) Signature 2017 - BB Downs / Amberly Entries</u></b>			
a) Landscape Replacement Options	Consider Designs Refine Designs For Board Consideration	TBD TBD	Staff/ J Rinard Staff/ J Rinard
b) Sign Replacements (No Trucks)	Monitor & Report	TBD	Staff

Next Step

Date

Responsible

1) Signature 2017 - BB Downs Pedestrian Fencing

- |                                  |                           |            |       |
|----------------------------------|---------------------------|------------|-------|
| a) Construction Timeline- Area 2 | Monitor Progress & Report | <b>Jan</b> | Staff |
| b) Construction Timeline- Area 1 | Monitor Progress & Report | TBD        | Staff |

2) Capital Projects

- |  |                      |     |                |
|--|----------------------|-----|----------------|
| a) Wayfinding & Misc Signs<br>Area 2 Entry (Sig 2017 Area 2 Above) | Design Options       | TBD | Staff/Soley    |
| b) LED Landscape Lighting<br>Phase III                             | Future Consideration | TBD | Staff/J Rinard |

3) NPDES Projects

- |   |  |                |                           |
|---|--|----------------|---------------------------|
| a) Oak Park Path<br>Possible Pervious Paving                  | Review Options W/ Board                            | Apl            | Staff/J Rinard            |
| b) Control Structure<br>Inspection Project<br>Upgrade Project | Review Options W/ Board<br>Review Options W/ Board | Feb<br>May-Jun | Staff/<br>Staff/T Stewart |
| c) Cgs To NPDES Requirements                                  | Review For Board                                   | <b>Jan</b>     | Staff/Soley               |



Next Step

Date

Responsible

4) Weather Resistant Turf & Landscape

a) Assessment YTD Weather Impacts	Implement cure projects	Ongoing	Maney/Staff
b) Landscape Pests/Problems/ Weather Impacts	Report To Board	Feb	Maney/Staff
Area 1 Entrance	Report To Board	Feb	Maney/Staff
Palm Tree Pests	Report To Board	<b>Jan</b>	Maney/Staff

5) Park Reviews

a) Park Security Review (Twice Yearly)	Report to Board	Apl	Staff
b) Review Rule Making	Report to Board	May	Staff
c) Wind Sail Replacement	Report to Board	Mar	Staff/ J Rinard

## TP CDD Planning Horizon

### Significant Events

January, 2016

#### FY 2015 -16

- Enhanced Website Requirements For CDDs Go Into Effect
- NPDES Audit of District Operations
- County Approval For CDD Area 2 Pond Site Enhancements
- BB Downs Construction – Area 2 Temporary Lanes
- BB Downs Construction – Area 2 Tampa Palms Road Closures
- BB Downs Construction – Area 1 Exit Removals
- BB Downs Construction – Area 1 Lanes Diverted
- BB Downs Construction – Area 1 Road Closures
- Area 2 Entry Improvements
- CDD Elections- Three Seats
- Special Election- City Council For Tampa Palms Area (District 7)
- NPDES Renewal (NOI Development)

#### FY 2016 -17

- Area 2 Pond Complete
- Area 2 Pond Site Enhancements Commence
- Lane and Entry Blockage- Area 1 & 2 BB Downs Construction
- Area 1 Entry Hardscape Improvements
- Southern Segment BBD Complete (All Portions)
- Possible Playground Updates (Hampton)

## Update BB Downs Mitigation

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

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

### Financial Impact Report- Jan, 2016

**Funds Available A/O January, 2016**

**\$1,195 K**

### Estimated Timing By Project- January, 2016

<b>Opening Balance</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>\$1,630,000</b>	<b>\$1,249,520</b>	<b>\$1,184,520</b>	<b>\$974,520</b>	<b>\$429,520</b>
Consulting & Design Svcs		\$11,000	\$25,000	\$35,000	\$9,520
Irrigation Relocation	93,583				
Area 1 Entry- Landscape			\$20,000	\$200,000	\$110,000
Area 1 Pillars, Fencing & Lighting				\$175,000	\$70,000
Irrigation- General & Repairs		\$54,000	\$125,000	\$60,000	\$35,000
Area 2 Entry - Trees & Landscape			\$5,000	\$75,000	\$65,000
Area 2 Entry Fountain			\$35,000		
Area 2 Entry - Littoral Plantings					\$60,000
Area 2 Entry- Roadway Bricks					\$80,000
BB Downs Fencing	286,897				
<b>S/T By Fiscal Year</b>	<b>\$380,480</b>	<b>\$65,000</b>	<b>\$210,000</b>	<b>\$545,000</b>	<b>\$429,520</b>
<b>Total All Projects</b>					<b>\$1,630,000</b>

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

The Regular Meeting of the Board of Supervisors of the Tampa Palms Community Development District was held on Wednesday, November 11, 2015 at 6:00 p.m. at the Compton Park Recreation Building, 16101 Compton Drive, Tampa, Florida.

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

Mr. Field called the meeting to order.

The Board members introduced themselves for the record.

Present and constituting a quorum were:

Gene Field	Chairman
Bill Shimer	Vice Chairperson
Patty Maney	Supervisor
Jim Solely	Supervisor
Jake Schoolfield	Supervisor

Also present were:

Maggie Wilson	Consultant
Bruce St Denis	District Manager
Don Oneal	
Barbara Shimer	
Warren Dixon	
Several Unnamed Residents	

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

**Pledge of Allegiance**

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

**SECOND ORDER OF BUSINESS – Strategic Planning**

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

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

1 Ms. Maney noted that it was Veteran's Day and took a moment to thank those who  
2 had served and those who are serving.

3

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

5 There being none, the next item followed.

6

7 **FIFTH ORDER OF BUSINESS - Approval of the September, 2015 Minutes**

8

9 On MOTION by Mr. Soley, SECONDED by Mr Schoolfield, WITH ALL IN FAVOR, the  
10 Board approved the Minutes of the October, 2015 Board Meeting.

11

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

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

16

17 On MOTION by Mr. Shimer, SECONDED by Ms. Maney, WITH ALL IN FAVOR, the  
18 Board approved the September, 2015 Disbursements in the Amount of \$ 280,041.99

19

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

21

22 ♦ **Bruce B Downs**

23 Ms. Wilson reviewed the progress and problems with the construction, particularly as  
24 relates to

- 25 - Utility Relocations, Mostly Complete
- 26 - Wastewater pipe installation commencing
- 27 - Lane Closures, 9:30 - 4:00 PM M-F

28

29 ♦ **Pond Site Projects**

30 Ms. Wilson noted that there are at least four separate projects associated with the  
31 Area 2 entry pond and the impact of each differs- both by project and by vantage point.

32 Ms. Wilson noted that these improvements will require approval of the County. Ms.  
33 Wilson stated that she has asked the CDD attorney to review an "agreement template"

1 previously provided by the County and make improvements to meet the needs of Tampa  
2 Palms.

3 Ms. Wilson will be meeting with the County in the coming weeks to review the next  
4 steps.

5

6 ♦ **Community Appearance**

7

8 Ms. Wilson and Ms. Maney discussed the hot Fall and early winter and the impact on  
9 the landscape, along with the continuing fusarium problems in the palm trees which is made  
10 more difficult by the age of some of the trees and prior pruning techniques.

11 Ms. Wilson reviewed the construction work at the main entry and cautioned that  
12 while it would not directly conflict with the holiday decorations, it was unlikely that t would  
13 be completed by that time.

14 Ms. Wilson reviewed deterioration of some of the entry “knee” walls at the Reserve  
15 that had been found only the week before. A contractor has been called in to review: if  
16 repairs can be made before the holidays they will; otherwise they will be made after the first  
17 of the year.

18

19 ♦ **Banking Relationship**

20

21 Ms. Wilson reported that the calendar year 2015 cash management agreement negotiated  
22 with Florida Bank expires December 31, 2015. The chairman normally oversees review of  
23 the cash management plan and has done so this time.

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

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

30 Staff reviewed cash management options for 2016 with the current service provider,  
31 Iberia Bank, and five other institutions. There was little enthusiasm for such discussions by  
32 the large, nation-wide institutions. The results of that review are as follows:

33

- 1 - Sunshine Bank - offered 65 basis points on the excess funds (must retain \$2.5M
- 2 deposit) and 5 basis points on the checking account with no minimum checking
- 3 deposit. Sunshine Bank is a QPD and the deposits are insured.
- 4 - BankUnited - offered 60 basis points floor for the excess funds and 15 basis points on
- 5 the checking. BankUnited is a QPD and the deposits are insured.
- 6 - Iberia Bank (formally Florida Bank) - offered a 50 basis points interest floor on
- 7 deposits for 12 months through Dec 31, 2016 which are insured.
- 8 - Jefferson Bank (formerly Bank of Tampa) – offered .25% > \$500K with no floor and
- 9 no guarantee of length of offer. Jefferson is a QPD and the deposits are insured.
- 10 - C1 Bank – is not accepting collateralized deposits at this time.

11 Ms. Wilson recommended that the Board proceed with the Sunshine Bank offer, as it  
12 best fits for the needs of Tampa Palms. Ms. Wilson stated that Sunshine Bank is a local,  
13 Tampa-area based bank with an offer that maximizes the earning power of the CDD's  
14 deposits. (Note: Florida statues actually require placing funds in a QPD that realizes  
15 maximum earnings -- FS17.57 (1)..... It is the duty of the Chief Financial Officer, consistent  
16 with the cash requirements of the state, to keep such money fully invested or deposited as  
17 provided herein in order that the state may realize maximum earnings and benefits.)

18 In as much as Supervisor Schoolfield is employed by Sunshine Bank, Ms. Wilson  
19 inquired of Attorney Erin McCormick as to any proper care that should be taken to  
20 demonstrate that that proper ethics procedures were followed.

21 In an email dated 11/10/2015 Ms. McCormick provided the following information  
22 and suggestions.

23 *“For elected local public officers, subsection 112.3143(3)(a), Florida Statutes provides that*  
24 *the local public officer should not vote in any official capacity on a matter which may result*  
25 *in a special private gain or loss to a principal by which he or she is retained.*

26 *The Supervisor must, prior to the vote being taken, publicly state at the CDD meeting,*  
27 *the Supervisor's interest/employment by the Bank. In addition, within 15 days after the vote*  
28 *occurs, the Supervisor must file a memorandum with the District Manager reflecting his or*  
29 *her employment by the Bank. The District Manager must incorporate this memorandum with*  
30 *the Minutes as a public record.*

31 *I will also note that Subsection 112.313(7) prohibits many public officers from having*  
32 *an employment or contractual relationship with a business entity which is doing business*

1 *with their agency. However this prohibition does not apply to “a certain kind of special*  
2 *district limited specifically to construction, maintaining, managing and financing*  
3 *improvements in the district”, and such relationship is not deemed a conflict per se, but can*  
4 *in some circumstances be deemed a conflict of interest. There is an exemption from this*  
5 *Subsection specifically relating to banks:*

6 *ss. 112,313(12)(g): The fact that a county or municipal officer or member of a public*  
7 *board or body, including a district school officer or an officer of any district within a county,*  
8 *is a stockholder, officer, or director of a bank will not bar such bank from qualifying as a*  
9 *depository of funds coming under the jurisdiction of any such public board or body, provided*  
10 *it appears in the records of the agency that the governing body of the agency has determined*  
11 *that such officer or member of a public board or body has not favored such bank over other*  
12 *qualified banks.*

13 *Based on the above, (1) the Supervisor should abstain from voting on the selection of*  
14 *the Bank; (2) the Supervisor should disclose his/her status as an employee of the Bank at the*  
15 *CDD meeting, before the vote occurs; and (3) within 15 days of the CDD meeting, the*  
16 *Supervisor should file a written memorandum with the District Manager, to be attached to*  
17 *the Meeting Minutes.”*

18 Supervisor Schoolfield advised the Board of his employment with the Sunshine Bank  
19 and further advised that he would abstain from the vote.

20  
21 On MOTION by Mr. Shimer, SECONDED by Mr. Soley, (WITH Mr. Schoolfield  
22 ABSTAINING), the REMAINING FOUR BOARD MEMBERS approved the Sunshine  
23 Bank Offer.

24  
25 **◆ December Meeting**

26  
27 Ms. Wilson stated it has been the policy to cancel the December meeting.

28 It was noted by Ms. Wilson that after proper noticing the Board can call a special  
29 meeting if circumstances requiring one arise.

30  
31 On MOTION by Mr. Shimer, SECONDED by Mr. Schoolfield WITH ALL IN FAVOR, the  
32 Board cancelled the December meeting.



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◆ **NPDES Audit Of Operations**

Ms. Wilson discussed the upcoming audit by FDEP of the NPDES – MS4 requirements for Tampa Palms.

Ms. Wilson further noted that a new “notice of Intent” would be required to use the Generic Permit and that new and more intense requirements were emerging.

**Additional Advanced Board Package Materials:**

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

**EIGHTH ORDER OF BUSINESS – Other Matters**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS – Public Comments**

Warren Dixon of Manchester remarked about recent Halloween Pictures.

**TENTH ORDER OF BUSINESS - Supervisor Comments**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS - Adjournment**

There being no further business,

On MOTION by Mr. Shimer, SECONDED by Ms. Maney, WITH ALL IN FAVOR, the meeting was adjourned.
---

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

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

1 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a  
2 publicly noticed meeting held on \_\_\_\_\_.

3  
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10 \_\_\_\_\_

11 **Signature**

12

13 Bruce St Denis

14 **Printed Name**

15

16 **Title:**

17  Secretary

18  Assistant Secretary

\_\_\_\_\_

**Signature**

Gene Field

**Printed Name**

**Title:**

Vice Chairperson

Chairperson

## 2016 Forward →

### 2016 – A Pivotal Year

In 2016 Tampa Palms completes the move from a twenty-five year old community, long in the tooth, short on amenities, good bones (excellent location) but missing “sparkle”, to a 21<sup>st</sup> century home which is a joy to live in and a place of which to be proud.

### Where Tampa Palms Was

Looking back, the Tampa Palms of today did not just “happen”. It began with the leadership of the CDD recognizing that communities like businesses must compete for owners and to do that effectively requires a hard look in the mirror, performed a SWOT analysis – an evaluation of the strengths, weaknesses, opportunities and threats to Tampa Palms.

The results of that examination were illuminating and they pointed to work needed to renew the image of Tampa Palms.

### What Tampa Palms Did

To sustain and adapt Tampa Palms to meet the challenges of competing communities, in 2007 jointly engaged the TPOA and Tampa Palms CDD engaged to work with the Tampa Palms members to develop a renewed vision for Tampa Palms to meet the realities of the competitive housing environment and the needs and wants of the Tampa Palms members.

To form a basis for evaluating the competitive advantages and the disadvantages of Tampa Palms versus other similar upscale developments, H-K compiled an inventory of amenities in comparable communities in varied locations:

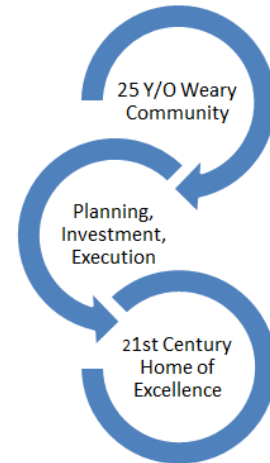
- In the area
- In the region
- In Florida
- In the US

The aspect that each of these communities shares with each other and do not share with Tampa Palms is that they are all newer developments.

It was determined that some new developments included lavish amenities that posed problems to sustain and were in some cases no longer functional.

The most successful communities had several things in common

- Focus on sustainable infrastructure
- Emphasis on community meeting spaces and programed activities



**Inventory**

- Communities selected based upon:
  - Comparable status
  - Geographic adjacency
  - Reputation as successful communities
  - Recent developments by successful developers

Tampa Palms Visioning

It was determined that some new developments included lavish amenities that posed problems to sustain and were in some cases no longer functional.

In public meetings hundreds of community members evaluated potential amenities and improvements and they determined those options which made the most sense in Tampa Palms. The focus was on community aesthetics, meeting and park spaces, while elaborate developer-styled amenities (cigar rooms etc.) were dismissed.

Working with the residents of Tampa Palms and funded jointly by the TPOA and the Tampa Palms CDD, H-K developed a master plan to bring Tampa Palms into the 21st century with amenities consistent with its position as a premier community.

The master plan was divided into two segments:

1. Improvement to the community as a whole (CDD responsibility):
  - Upgrade and update the entry and village monuments ✓
  - Replace and modernize the decorative street signs ✓
  - Upgrade the community parks (Hampton and Amberly) ✓
  - Enhance the spine roads within the community (landscape, fountains, benches, lighting) ✓
2. Improvement to the community center, Compton Park (TPOA responsibility)
  - Provide additional meeting space/ new building ✓
  - Repurpose existing meeting and office space to meet the needs of an active community. ✓

#### Where Tampa Palms Is In 2016

With the completion of the Compton community center(s) and the soon to be completed Compton playground facilities, functionally the master plan for Tampa Palms is in place and operational.



The entry and village monuments, along with their attendant night-time illumination, community parks and signage are up to date and will serve the community for at least another twenty-five years.

#### Sustainability Against a Background of External Pressure

External challenges from the Bruce B Downs widening project will continue to occupy Tampa Palms for at least the next two plus years.

At the same time that the Bruce B Downs project is proceeding, the routine and programmed renewal of Tampa Palms assets must continue to make certain that Tampa Palms stays on the course of the continual improvement expected of a premier community.

In the coming month a more firm timeline of the BB Downs activities will be made available by contractor. (For preliminary dates for some important milestones for the BB Downs project in Tampa Palms, see Section 6. J following.)

Staff and H-K plan to present to the Board in the coming months preliminarily but actionable, cost-included plans to address the issues caused by the widening project. It is understood that these plans cannot be put into play **and may have to be altered to meet changing conditions** but well developed plans will provide the backdrop for:

- Assuring the community that restoration will be handled
- Confirming revenue requirements to meet the needs of the District

In Section 6. K following the organization mission and direction along with the leadership roles accepted by CDD Board members is presented for reconsideration.

## Bruce B Downs Update

### *County Update*

In mid-December Supervisor Soley and staff met with the Hillsborough County Manager in charge of the construction oversight for BB Downs, Thomas Capell, and Eric Rose, manager for KCI. We were joined by Jason Rinard and Christopher Heintz, one of Commissioner Crist's aides and a Tampa Palms resident-as is Commissioner Crist.

The purpose of the meeting was to:

1. Introduce Tom Capell to Tampa Palms and make certain that he understood how Tampa Palms is organized, eg a unit of State of Fla government, not a HOA or ad hoc civic association. (He was not aware of that fact.)
2. Review the preliminary plans for the Area 2 pond, detailing what the CDD would like to accomplish - and how- with the tacit understanding that the CDD must have County permission to do anything.

Jason reviewed the background of the pond project and Tampa Palms, including the fact that the design of the pond had been changed and how, and detailed the improvements the CDD would like to make.

3. Provide to the County a proposal for an agreement between the County and the CDD to formalize permissions and responsibilities for the pond site.

Previously a sample agreement was provided by Reg Alford (based on work with a civic association in South Hillsborough). This template was modified by Erin McCormick for the CDD to more properly identify the realities of this pond and the CDD as a unit of government.

A copy of that sample agreement is attached.

The meeting was very productive: Tom Capell will transmit the plans and proposed agreement to the County's legal department for consideration. He noted that all such plans must ultimately be approved by the Commissioners, as was the case with the pond re-design and the upgraded fencing.

Mr. Capell introduced one new element into the conversation; that of timing. In previously discussions the potential timing for improvements was thought to be solely dependent upon construction schedules and pond filing.

Mr. Capell noted that a further consideration is that of the possible impact of enhancements on the contractor warranties. This is particularly an issue for elements such as the lining for the pond. He will investigate this further: it is possible that no action can be taken regarding the pond itself (planting and water feature) until a year after completion.

Erin McCormick, CDD attorney, will be reaching out to the County legal department to answering any questions and monitor their progress.

**Construction Update**

As indicated by the signs on BB Downs, the Area 2 entry and exit will be closed 1/8 PM - 1/11 AM to permit relocation of utilities.

Utility work continues at the main entry - Area 1 - and will probably continue through mid- January.

Staff requested a high level schedule, one giving general times frames for elements that are important to Tampa Palms.

KCI provided the following “general time frames” based on Prince’s schedule and progress to date. These answers apply only to the area from Cypress Creek to Palm Springs; the work from Cypress Creek to Bearss work will continue on the west side through the year.

<b>Construction Element</b>	<b>Best Estimate- Timing</b>
Completion of gravity walls - west side	End February 2016
Installation of fencing- west side	Unknown not critical so up to contractor – no subcontractor yet
Installation of sidewalk- west side	March/April 2016
Completion of new lanes -west side	Two outermost lanes April 2016, Two inner lanes are not until final phase March 2017
Removal of 56 in abandoned water pipe - east side	Removals will vary greatly by location, will proceed throughout 2016
Demolition of exit Tampa Palms Blvd Area 1 - east side	Tree removal April 2016, actual road widening July 2016
Closure of path along BB Downs -east side	Much of the path remains so small sections to be rebuilt will close intermittently through 2016 although all efforts possible will be made to provide through routes using temporary paths if necessary, KCI will provide updates on any actual closure that may be necessary. There is concern that more of the path than was planned will need to be replaced due to discrepancies in the location of the existing water main that is to be removed. KCI will keep CDD posted on this issue.
Completion of pond 300	Likely to be used for laydown yard by contractor until fall 2016

Several residents have commented that the poinsettias in particular kept the impression of an upscale community, as opposed to a mud hole, from BB Downs.

## POND MAINTENANCE AGREEMENT

This Pond Maintenance Agreement (the “Agreement”) made this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between Hillsborough County, Florida, a political subdivision under the laws of the State of Florida (the “County”) with offices at 601 East Kennedy Boulevard, P.O. Box 1110, Tampa, Florida 33601 and Tampa Palms Community Development District, a community development district established pursuant to Chapter 190, *Florida Statutes*, (the “District”) with offices at 16311 Tampa Palms Boulevard West, Tampa, Florida 33647. The County and the District shall individually be referred to as a “Party” and collectively as the “Parties.”

### WITNESSETH:

**WHEREAS**, in connection with the improvements and widening of Bruce B. Downs Boulevard, the County is constructing a stormwater pond (the “Pond”) located adjacent to the Tampa Palms Boulevard entrance to the Tampa Palms Community (the “Community”); and

**WHEREAS**, the District agrees to pay the costs for the more compatible design, construction, and maintenance of the Pond, to ensure its compatibility with the Community; and

**WHEREAS**, the County, recognizing the desirability of ensuring a Pond design more compatible with the Community than the original design for the Pond set forth in CIP No. 61045-Segment A (“CIP 61045”), has permitted the District to engage the County’s contractor, Parsons Brinkerhoff, to revise the CIP 61045 design and construction plans for the Pond to increase the Pond’s compatibility with the Community, and those revisions have been incorporated; and

**WHEREAS**, to enhance the compatibility of the Pond with the Community, the revisions to the design and construction of the Pond include changes to the shape and layout of the Pond, changes to the slopes of the Pond and removal of fencing, a plantable Littoral Shelf for the Pond and water features; and

**WHEREAS**, the District desires to provide the maintenance of the Pond Area to ensure that it continues to be maintained in a manner which is compatible with the Community; and

**WHEREAS**, it has been deemed to be in the best interest of the County to enter into an agreement with the District setting forth the duties and responsibilities of the respective Parties, and the terms and conditions for the proposed care and maintenance of the Pond, to ensure its compatibility with the Community.

**NOW THEREFORE**, in consideration of the mutual covenants, promises, and representations contained herein, the Parties agree as follows:

## ARTICLE I. SCOPE OF SERVICES

A. The District shall provide or cause to be provided the Pond maintenance services more fully set forth below (the “Services”) within the Pond area:

1. Pond Area

The Pond area is legally described in Exhibit “A”, attached hereto (the “Pond Area”):

Location of Pond Area: The Pond Area is generally located West of Bruce B. Downs Boulevard, South of Tampa Palms Boulevard and East of Amberly Boulevard. The Pond Area to be maintained includes the Littoral Shelf, Littoral Zone, grassed area surrounding the Pond, and the buffer area planted with trees and shrubs, which separates the Pond from the adjacent properties (the “Buffer Area”). See Exhibit “B” attached hereto.

Landscape Materials Anticipated to be Utilized: The Landscape Materials which the District anticipates using are generally described in Exhibit “C”, attached hereto. However, at the District’s discretion, the Landscape Materials to be used may vary from those described in Exhibit “C”.

2. Services

The District shall perform or cause to be performed the care and maintenance of the Pond Area, which may include planting and maintaining the Littoral Shelf and Pond bank with native species, planting and maintaining trees, shrubs and/or sod within the Buffer Area, installing and maintaining water fountain(s), removing weeds, vines and dead or diseased plants and trees:

B. To ensure the compatibility of the Pond with the Community, the District agrees to assume total responsibility and bear the costs of the maintenance of the aquatic vegetation, sod, other landscaping materials, and fountain in the Pond Area.

C. In the event that the District fails to care for an maintain the Pond Area, the County shall notify the District in writing and shall provide sixty (60) days within which the District must perform in accordance with the Agreement or address the issue of noncompliance. If the District does not comply or perform the Services within that time period, the County may terminate the Agreement. If this Agreement is terminated, the County may require the removal of the water fountains(s) by the District within thirty (30) days of receipt of written notice.



D. The County shall not have any obligation to replace any aquatic vegetation, plants, trees, or shrubs, contributed or paid for by the District, which subsequently die.

E. In the event that the Pond Area needs to be adjusted in the future, the Parties shall work together to address the required adjustment in a manner which maximizes the Pond's continued compatibility with the Community.

**ARTICLE II. TERM OF THE AGREEMENT**

The term of this Agreement shall be for twenty (20) years from the date hereinabove set forth and shall be automatically extended for successive twenty (20) periods upon the same terms and conditions hereof unless terminated as set forth herein. In the event the Agreement is terminated in accordance with the provisions hereof, the District shall remove the water fountain(s) if so requested by the County.

**ARTICLE III. INSPECTION**

The County has the right, at all times, to inspect or otherwise evaluate the Pond.

**ARTICLE IV. PERFORMANCE OF SERVICES**

The District will ensure that any contractor it contracts with to perform the care and maintenance of the Pond: (a) has documented the experience and skill necessary to perform the Services set forth in this Agreement and (b) agrees to comply with all applicable federal, state, and local laws, rules, regulations, codes, ordinances, and orders of any public, quasi-public, or other governmental authority in the performance of the Services hereunder.

**ARTICLE V. INDEMNIFICATION**

The District shall indemnify, hold harmless, and defend the County, the Board of County Commissioners, its agents, contractors, and employees from and against any and all liabilities, losses, claims, damages, demands, expenses or actions, either at law or in equity, including court costs and attorney's fees that may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred as a result of any negligent, wrongful, or intentional act or omission of the District during the performance of this Agreement. The extent of this indemnification shall not be limited in any way to the amount or types of damages or compensation payable to the County on account of any insurance limits. The provisions of this paragraph shall survive the termination of this Agreement. The County and the District agree that nothing herein shall constitute or be construed as a waiver of

the District's or the County's sovereign immunity pursuant to Section 768.28, *Florida Statutes*.

## **ARTICLE VI. INSURANCE**

During the entire period of its performance under this Agreement, District shall ensure that any Contractor providing the services hereunder is obligated to procure and maintain the following minimum amounts and types of insurance:

- (i) **Workers' Compensation and Employer's Liability Insurance.** These policies shall be in compliance with applicable worker's compensation and occupational disease statutes and shall include employer's liability. In jurisdictions where all occupational diseases are not compensable under applicable law, insurance for occupational disease is required under the employer's liability section of the policy. Minimum limit of \$100,000 per incident for employer's liability and occupational disease is required.
- (ii) **General Liability insurance.** This policy shall be comprehensive and shall include bodily injury and property damage of at least \$500,000 per occurrence.
- (iii) **Automobile Liability Insurance.** This policy shall be comprehensive and shall include bodily injury and property damage covering all owned, non-owned, hired or leased vehicles used in connection with the performance of this Agreement. Minimum limits of \$200,000 per person, \$500,000 per occurrence for bodily injury, and \$20,000 per occurrence for property damage are required.

Upon request, the District shall require the Contractor to furnish the County with certificates issued by the insurance company or companies issuing the insurance policies required by this provision prior to commencement of Services hereunder.

## **ARTICLE VII. NO ASSUMPTION OF LIABILITY**

The County shall not be responsible for nor shall the County incur any liability for the actions, inactions, omissions, or commissions of the District, or any officers, employees, agents, contractor, or subcontractors of the District in performing the Services under this Agreement.

## **ARTICLE VIII. USE OF CONTRACTOR**

The District will hire a Contractor to provide the Services described in this Agreement. However, the rights and obligations of this Agreement may not be assigned between the Parties.

## **ARTICLE IX. NOTICE**

Any notice or communication required to be given by one Party to the other shall be in writing and may be delivered, mailed by certified mail, postage prepaid, or sent by facsimile or similar telecommunication device and shall be deemed delivered if addressed as follows:

### **Hillsborough County:**

Hillsborough County Public Works Department  
Attn: Director of Public Works  
601 East Kennedy Blvd.  
P.O. Box 1110  
Tampa, Florida 33601  
Tel: (813) 272-5912  
Fax: (813) 272-5811

District

Tampa Palms Community Development District  
16322 Tampa Palms Boulevard West  
Tampa, Florida 33647  
Tel: (813) 977-3933

**ARTICLE X. ENTIRE AGREEMENT**

This Agreement constitutes the entire understanding between the District and the County with respect to the subject matter hereof and supersedes any prior or contemporaneous agreement or understanding between the Parties. The Parties shall not be bound by or be liable for any statement, prior negotiations, correspondence, representation, promise, draft agreements, inducement or understanding of any kind or nature not set forth or provided for herein. No prior course of dealing, usage of trade, or course of performance shall be used to supplement or explain any term, condition, or instruction used in this Agreement.

**ARTICLE XI. APPLICABLE LAW**

This Agreement is entered into in the State of Florida and shall be construed and interpreted in accordance with its laws. In the event litigation is commenced for the enforcement of this Agreement, the Parties hereby agree and stipulate that venue for such action shall be in the Circuit Court for the Thirteenth Judicial Circuit in and for Hillsborough County, Florida.

**ARTICLE XII. MODIFICATION**

No oral explanation or oral information by either of the Parties hereto shall alter the meaning or interpretation of this Agreement. No amendment or change hereof or addition hereto shall be effective or binding on any of the Parties hereto unless reduced to writing and executed by the respective duly authorized representatives of each of the Parties hereto.

**ARTICLE XIII. WAIVER/RESERVATION OF RIGHTS**

Any waiver by the County of any term, condition, or breach of this Agreement shall not be construed or deemed to be a waiver of any other provision or condition of this Agreement, nor a waiver of a subsequent breach of the same or another term or condition and shall not in any way affect, limit, or waive the County's right thereafter to enforce strict compliance with every other term and condition hereof.

**ARTICLE XIV. SEVERABILITY**

In the event any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had not been contained herein.

**ARTICLE XV. CAPTIONS**

Section headings in this Agreement are for convenience or references only and shall be given no effect in the construction or interpretation of this Agreement or any provisions thereof.

**ARTICLE XVI. ACKNOWLEDGMENT**

Both Parties acknowledge that they have had the opportunity to have this Agreement reviewed by legal counsel of their choice, and that they understand the terms and conditions herein.

**IN WITNESS WHEREOF**, the County and the District respectively, have caused this Agreement to be executed by their duly authorized representatives as of the date first set forth above.

HILLSBOROUGH COUNTY, FLORIDA

TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

By: \_\_\_\_\_  
\_\_\_\_\_, Director, Public Works  
Transportation Maintenance Division

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
As: Chair, Board of Supervisors

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

(Corporate Seal)

## CDD Organization Matters

### *Review of Organization Documents*

Each January the Board reviews the CDD organization documents to assure that the documents reflect current thinking and are consistent with the direction the Board is leading the community.

Please find for your review the attached:

- Mission Statement
- Core Values
- Direction Statement
- Board Leadership Roles\*

\* Staff made some minor adjustments better reflecting the actual activities of members. The changes are noted by underlined (added) or strike through (removed).

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.

## Tampa Palms CDD

(1/13/16)

### Core Values

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

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

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

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

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

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

Tampa Palms CDD

CDD Direction Statement

(1/13/16)

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



## Tampa Palms CDD

1/13/16

### Mission Statement

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

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

# Board Leadership Roles

Jan 13, 2016

## Leadership

### Financial Management

### Field

Facilitate Board oversight role by providing:

- Development and analysis of annual operating budgets
- Definitive and actionable interim operating reports
- Balance sheet analysis related to Board decisions
- Cash flow projections related to short and long-term plans
- ~~Banking relationship management~~ (See Jake Schoolfield)
- Oversight of up-to-date five year directional plans
- Analysis of annual audits and internal controls
- Provide financial leadership and direction to the rebranding effort, particularly as relates to Signature 2017 efforts.

## Board Leadership Roles

Jan 13, 2016

### Leadership

Local and State Government Liaison / Parks

Schoolfield

- Monitor CDD mission
- **Oversee banking relationship management**
- **Leadership in assessment methodology development**
- Leadership in resident education of CDD responsibilities vs. TPOA
- Monitor changes to laws regarding CDDs
- Coordinate TP interests with City Council
- Monitor web site adherence to State requirements
- Work with staff and consultants to develop, implement and monitor Board-approved programs to continually enhance parks.
- Provide leadership and direction to the rebranding effort from the perspectives of City-County liaison.

## Board Leadership Roles

Jan 13, 2016

### Leadership

#### Landscaping

#### Maney

- Monitor landscape maintenance performance
- Develop, implement & monitor routine revitalization and improvement plans
- Develop, implement & monitor a community program to evolve the Tampa Palms community to drought-resistant and winter resistant landscape.
- Provide leadership and direction to the rebranding effort (Signature 2017) from a landscape perspective.
- Work with staff and consultants to develop, implement and monitor Board programs to continually revitalize and keep fresh community landscape.

# Board Leadership Roles

Jan 13, 2016

## Leadership

### Irrigation System

### Shimer

- Monitor irrigation system performance and recommend changes
- Monitor preventive maintenance program and respond to problems
- Comply with daily watering restrictions
- Comply with monthly usage restrictions
- Anticipate changes in watering restrictions and make plans to comply
- Design and implement low volume irrigation
- Provide leadership and direction to the rebranding effort from the perspective of the complex irrigation system infrastructure.
- Work with staff and consultants to develop, implement and monitor programs to continually revitalize irrigation

## Board Leadership Roles

Jan 13, 2016

### Leadership

#### Infrastructure and Facility Oversight /

Solely

- Work with staff and consultants to develop, implement and monitor Board-approved programs to continually enhance entrances, community lighting and other infrastructure.
- Identify community infrastructure needs with staff & residents
- Monitor emerging NPDES requirements
- Monitor transportation changes and their impact on Tampa Palms, particularly traffic safety.
- Monitor construction and development activities in and near Tampa Palms to assure best interests of the community are served.
- Assume an overall leadership role in the rebranding of Tampa Palms from a project design perspective.

## More and Serious Palm Problems

Just as the fusarium decline appears to have run its course, a new and far more deadly pest attacked the Tampa Palms palm trees.

This time the problem is an insect, the palmetto weevil.

In mid-November the Joe Laird's team observed some palm deaths in Tampa Palms North that did not appear to be the result of fusarium based on how the palm declined.

Within days some palms in Tampa Palms showed the same effects and examination indicated palmetto weevil infestation.

The palmetto weevil is native to Florida and until recently was the only species of palm weevil in the continental United States. Once, the palmetto weevil was considered a minor pest, attacking only severely wounded and dying trees. However, it is now known to be a pest of stressed nursery and transplanted palms as well as apparently healthy Canary Island date, Bismarck, Washingtonian and Sabal palms in the landscape.

The symptoms of a palmetto infestation vary, but commonly involve a general, irreversible decline beginning with the younger leaves.

In palm species with upright leaves, such as the Canary Island date palm, the older leaves begin to droop during the early stages of infestation but quickly collapse thereafter.

As the infestation progresses, the larval feeding damage and associated rot is so severe that the integrity of the crown is compromised and the top of the palm falls over. This condition is termed "popped neck."

Volatile odors emanating from stressed, (prior poor pruning or lightning), old or dying palms are attractive to palmetto weevil adults.

The exact number and ratios of volatile compounds released from wounded or aging trees are unknown but several compounds, known collectively as "palm esters" have been found to be attractive. In addition, an aggregation pheromone (5-methyl-4-octanol, or "cruentol") produced and released by male weevils attracts other male and female palmetto weevils.

The infestation process is as follows: a palmetto weevil adult male flying amongst many palms locates an attractive odor given off by a suitable palm. He flies upwind towards the odor source and eventually lands on the potential host palm.

As he begins to feed he releases the aggregation pheromone which is



attractive to other weevils at long distances. Other weevils fly towards the pheromone source, and as they get closer, the pheromone/"palm esters" mixture takes over to guide them to the host. As more males land on the host, they also release pheromone attracting even more males and females. Once a population has gathered on the tree, mating and egg laying take place.

Once the palmetto weevil damage becomes visible, there is no hope of recovery even with a subsequent treatment of a strong insecticide drenched into the crown. The damage has been done.

Tampa Palms has a substantial investment in palms. A weevile infestation could virtually wipe out the majority of the palms with considerable detrimental effect on the community:

- Palm trees are an inherent part of both the name and the reputation of Tampa Palms
- City law requires that diseased trees which have to be removed, be replaced: this would be very expensive

***The Plan***

Curative and preventative treatments with systemic insecticides have been shown to save 80% of non-infected trees.

Ms. Maney, together with Joe Laird and Annie Stover, the ABM arborist, have devised a plan to decrease the loss of uninfected palms using systemic insecticides. The most effective method of administration utilizes a port placed in the tree and insecticide “injected” directly into the trunk via that port.

Systemic insecticides trunk injected have numerous advantages over other forms of treatment (such as crown drenches or soil drenches) especially for Tampa Palms:

- Can be used when spraying is not desirable, e.g. along paths or near homes.
- Very low use rates / low environmental risk
- Very low vertebrate exposure / toxicity
- Fast uptake by the tree / better distribution

The process is as follows:

1. Trees are inspected for signs of infestation. If weevils are found, the tree is marked for removal and not treated.
2. A port is inserted into the trunk of healthy trees.
3. A systemic insecticide is injected via the port, into the tree.

If not treated the loss rate is high. The chart to the right depicts a controlled study of a boring insect infestation over a four year period with different application schedules conducted by Ohio State University. Chillingly the loss for untreated trees was overwhelming 90%.

A second group treated once lost 13%, while a third group treated twice – immediately upon identifying the problem and then a year later, lost only 6 %

Treatment	% Canopy Decline			
	2006	2007	2008	2009
Untreated	0	6	51 a	90 a
Tree-age, 2006	0	0	0 b	13 c
Tree-age, 2006 & 2008	0	0	3 b	6 c

Research courtesy Dan Herms, Dept of Entomology, OSU

The cost to treat each tree is approximately \$65.00 per treatment.

At this point Ms. Maney and Joe Laird and team anticipate that the trees will be treated at least twice, one time per year. Mr. Laird notes that a more severe winter than we have experienced so far followed by a cold one next year would aid in eradication of these pests.



Putting aside for a moment the “look”, name and reputation of Tampa Palms and focusing solely on cost, the cost of tree loss is far greater than the cost to prevent loss.

Assuming a shared permit for 10 trees and replacement using only 7 ft Washingtonian palms (many applications would require a taller tree), the cost to remove and replace a dead palm costs the CDD \$452. Treatment for a single palm costs \$130/ for two years.

Tampa Palms has slightly less than 800 palm trees.

---

	<b>Cost Comparison</b>	
	<b>Dead Palm</b>	<b>Treated Palm</b>
Permit*	\$120.00	
Removal	\$190.00	
Replacement- Washingtonian	\$250.00	
Replacement - Tarrow	\$500.00	
Treatment (2 Years)		\$130.00

\* The permit may be shared between many palms at the same location

Realistically the permit cost could be shared between 5-10 palms

- The required City of Tampa permit to remove a dead tree at a location is \$120.00 (several trees at a single location can share a permit).
- The cost to remove a tree is \$190.00 each.
- The cost to replace a Washingtonian Palm, 7-15 ft, is \$250, while the cost for a fountain or a tarrow palm is \$500.... each

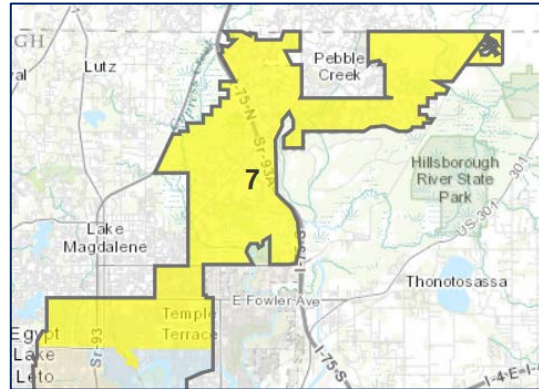
## City Council Election

### ***Organization***

The City of Tampa has a seven member council. Three of the “seats” are district-specific, including District 7 which serves Tampa Palms, New Tampa, and North Tampa as shown on the map to the right. Only the voters in District 7 may vote to elect this councilmember.

The balance of the City is split between the remaining two council members with district-specific seats.

There are four council members who are “at large” and they are elected by the voters for the entire City.



### ***Responsibilities***

The City of Tampa enjoys a strong-mayor form of mayor–council government consisting of a mayor elected by voters, and a unicameral council as the legislative branch. The mayor is given almost total administrative authority and a clear, wide range of political independence, with the power to appoint and dismiss department heads without council approval.

The Tampa City Council is a legislative branch of City Government and is responsible for enacting ordinances and resolutions that the Mayor of Tampa administers as chief executive officer. The mayor prepares and administers the city budget, which must be approved by the council. The Council administers land use and zoning.

### ***Election***

Tampa Palms is currently represented by Lisa Montelione who lives in the District, as required by the City Charter. Ms. Montelione was re-elected in 2015 to a four year term. She ran unopposed.

Ms. Montelione will be resigning her position at some time in the near future. She must do this because she has filed to run for State Representative, District 63.

Because Ms. Montelione’s resignation will leave more than 18 months of the council term unserved, her replacement must be elected at a special election, not appointed by City Council.

One possible candidate reached out to staff to staff in order to “get to know more about New Tampa”. His name is Gene Siudut: he is a sports column writer for La Gaceta. He has been mentioned in the press as a candidate as well <http://www.saintpetersblog.com/archives/245960>.

Mr. Siudut is Chairman of the Hillsborough County Human Relations Board, President of the Ybor City Lions Club and a committee member of the Ybor City Development Corp- a special taxing unit for the City of Tampa (<http://www.tampagov.net/ybor-city-development-corporation>). His information can be found online at <https://www.linkedin.com/in/gene-siudut-226325b>.

In our brief conversation Mr. Siudut noted that he and his wife were considering a move to the Amberly Place Apartments to establish residence in District 7.

Other contenders have been mentioned, including Mark Danish and Luis Viera.

## NPDES Audit

The District's NPDES activities were audited by FDEP in December. The final report indicated that the District had satisfied all requirements of the permit and no remediation steps needed to be taken.

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



The final audit report made two recommendations

1. In the event of the detection of any illicit discharge, the District must keep a copy of ABM's (or Lake Master's) inspection report – along with pictures. (There were no illicit discharge events, this is hypothetical.)
2. The District should keep a copy of ABM's & OLM's inspection reports. (Oddly they were both on hand and part of the materials to be (and were) reviewed.) Staff made no comment on this item.

The letter is attached.

In other news the December NPDES teleconference minutes (attached) give some indication of the direction, and increasing intensity, of required NPDES reporting. Staff has highlighted some areas where the compliance costs may be rising (TMDL monitoring specifically).



# FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

BOB MARTINEZ CENTER  
2600 BLAIRSTONE ROAD  
TALLAHASSEE, FLORIDA 32399-2400

RICK SCOTT  
GOVERNOR

CARLOS LOPEZ-CANTERA  
LT. GOVERNOR

JONATHAN P. STEVERSON  
SECRETARY

December 8, 2015

Bruce St Denis  
District Manager  
Tampa Palms Community Development District  
16311 Tampa Palms Blvd West  
Tampa, FL 33647

Subject: Tampa Palms Community Development District Phase II Municipal Separate Storm  
Sewer System (MS4)  
NPDES Permit ID Number FLR04E070  
Cycle 3 Audit Report

Dear Mr. St Denis:

An audit of Tampa Palms CDD Phase II MS4 Stormwater Management Program (SWMP) was conducted by the Florida Department of Environmental Protection (Department), on **November 23, 2015** under the State's federally approved National Pollutant Discharge Elimination System (NPDES) stormwater program.

Based on the findings in the audit, the Department has determined that Tampa Palms CDD has **satisfied** SWMP elements as required by the *Generic Permit for Discharge of Stormwater from Phase II Municipal Separate Storm Sewer Systems* (Rule 62-621.300(7)(a), F.A.C.) and as specified in your approved Notice of Intent (NOI) for coverage under the generic permit.

The Department has summarized all documentation shown during the audit in the table below.

BMPs	Department Comments/Recommendations
Element 1 – Public Education	Tampa Palms is doing a great job implementing a public educational program. All BMPs were thoroughly presented and documented. The newsletters that is given to all residents provides educational information with multiple different topics of discussion relating to stormwater. The Community's website is easily assessable and has information provided about the stormwater system, protecting water

	<p>resources and how homeowners can watch for and report illegal dumping.</p> <p>No recommendations or required improvements needed.</p>
Element 2 – Public Participation	<p>All public meetings are publicly noticed through the newsletter and in the Tampa Bay Times Newspaper. Documentation shown certifying that they track the amount of attendees that are present at each meeting. The CDD also participates with the local Boy Scout Troop to install storm drain markers. Proof of purchase and photographs in the newspaper of the scouts installing them was identified.</p> <p>No recommendations or required improvements needed.</p>
BMP 3a-b – Illicit Discharge	<p>The CDD’s map is up to date showing all 41 outfalls within the community. There is an aerial of all ponds maintained and a list of all known inventory. The CDD has a document that outlines who is responsible for what structure. The City of Tampa has legal authority to enforce for the community.</p> <p>No recommendations or required improvements needed.</p>
BMP 3c – Illicit Discharge	<p>No Illicit Discharges found during the reporting period. The SOPs states that contractors are required to look for illicit discharge at least twice a year and during dry weather. It outlines the procedures to take if such discharges are found and it provides an inspection sheet that would be used to document the discharge.</p> <p><b>** If an illicit discharge is found the CDD needs to keep a copy of the inspection sheet that is filled out with photos taken by the contractor.</b></p>
BMP 3d – Illicit Discharge	<p>Illicit Discharge educational information is provided to the three target audiences through a newsletter provided to all residents, letters to new tenants in the community and training that is provided to all staff and contractors.</p> <p>No recommendations or required improvements needed.</p>
Element 4 – Construction Site Runoff	<p>The CDD does not have any current construction activities of one or more acres of land, the community is built out as of this audit. The City of Tampa has the legal authority and Tampa Palms has procedures in place if such construction activity were to happen.</p> <p>No recommendations or required improvements needed.</p>
BMP 6a - Maintenance and Good Housekeeping	<p>All maintenance activities are performed through a contractor. The specification of the contractor is detailed to what needs to be performed daily, weekly, monthly. The checklist is done in yes/no format that the contractor and CDD staff sign off on once a month.</p>

	<p>The CDD also has another contracting firm do additional inspections once a month to ensure everything is being performed properly.</p> <p><b>** The CDD needs to start maintaining the inspections form that the contractors use for maintenance activities.</b></p>
<p>BMP 6a - Maintenance and Good Housekeeping Training</p>	<p>Quarterly training occurs with contractor's staff. Certification of what type of training is performed and signed by the area manager, that all staff was in attendance for discussion.</p> <p>No recommendations or required improvements needed.</p>

If you have any questions, please do not hesitate to contact me at (850)-245-7523 or [Candace.Richards@dep.state.fl.us](mailto:Candace.Richards@dep.state.fl.us).

Sincerely,



Candace Richards  
MS4 Phase II Coordinator  
NPDES Stormwater Program

Cc: Maggie Wilson, Assistant Secretary



January 7, 2016

Tampa Palms Community Development District  
Board of Supervisors

Re: Legal Representation of Tampa Palms Community Development District (the  
“District”)

We are writing to inform you that Erin McCormick is leaving Buchanan Ingersoll & Rooney PC and will be joining a new law office, Erin McCormick Law, P.A., commencing on or prior to January 30, 2016.

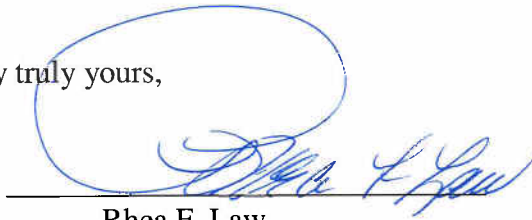
In connection with Erin’s departure, we ask that you provide direction regarding ongoing representation in matters that Erin has been handling for the District.

You may use the enclosed form to indicate your specific directions for the handling of the District's matters. Please complete and sign the form and provide it by fax or email to the addresses listed below. If you would like to discuss these matters, please contact us at the number indicated below.

Very truly yours,



Erin R. McCormick  
(813) 222-1180  
[erin.mccormick@bipc.com](mailto:erin.mccormick@bipc.com)



Rhea F. Law  
(813) 222-1179  
[rhea.law@bipc.com](mailto:rhea.law@bipc.com)

cc: Ms. Maggie Wilson  
Mr. Bruce St. Denis, District Manager



**To:** Buchanan Ingersoll & Rooney PC

**E-mail Transmission:** paul.strosko@bipc.com  
catherine.grosshans@bipc.com

**Date:** \_\_\_\_\_

**Re:** Record transfer request for Tampa Palms Community  
Development District

**CLIENT INSTRUCTIONS**

I direct that the legal representation currently being provided by Buchanan Ingersoll & Rooney PC be handled as indicated below.

Transfer representation to Erin McCormick at Erin McCormick Law, P.A. in all matters / the matters listed below. Such firm has agreed to assume responsibility for the matters indicated: General District Representation

Continue representation by Buchanan Ingersoll & Rooney in all matters / the following matters: General District Representation

Transfer representation to Attorney \_\_\_\_\_ at the law firm \_\_\_\_\_ in all matters / the matters listed below. Such firm has agreed to assume responsibility for the matters indicated:

**If these instructions call for the transfer of legal representation, I acknowledge the District's obligation to pay all amounts due to Buchanan Ingersoll & Rooney for legal services performed and disbursements made. In the future, with prior notice, Buchanan Ingersoll & Rooney may have access to any of the transferred records in order to review them and may make copies at its expense.**

Tampa Palms Community Development District

By (signature): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_