

Tampa Palms Open Space and Transportation Community Development District

Board of Supervisors

- Lura Leigh Willhite, Chairperson
- Brad van Rooyen, Vice Chairman
- Rick Hamilton, Assistant Secretary
- Leah Black, Assistant Secretary
- Jay Krause, Assistant Secretary

Mark Vega, District Manager
Scott Steady, District Counsel
Tonja Stewart, District Engineer
Chet Benson, Field Manager

Regular Meeting Agenda

Monday, December 16, 2019 – 5:30 p.m.
Call in 1-800-747-5150; Access code: 2758201

1. Roll Call

2. Public Comments on Agenda Items (3) Minute Time Limit

There are two opportunities for audience comments on any CDD matter during the course of the meeting as noted on the agenda. Additionally, audience comments are permitted on any matter being discussed by the Board. In order to maintain order and in the interest of time and fairness to other speakers, each speaker must be recognized by the District Manager/Secretary and comments are limited to three minutes per person. This time may be extended at the discretion of the District Manager/Secretary. Only one person may speak at a time. Although Supervisors may not necessarily respond to the comments, they will be taken into consideration by the Supervisors.

3. Consent Agenda

- A. Approval of the Minutes of the November 18, 2019 Meeting (**Page 2**)
- B. Acceptance of the October 31, 2019 Financial Report (**Page 6**)

4. Staff Reports

- A. Engineer's Report
- B. Attorney's Report
- C. Manager's Report
- D. Club Manager's Report and Action Items

5. Supervisor Requests/New Business

6. Audience Comment

7. Adjournment

The next Workshop is scheduled for Tuesday, January 7, 2020 at 5:30 p.m.
The next Meeting is scheduled for Monday, January 20, 2020 at 5:30 p.m.

District Office:
Inframark, Infrastructure Management Services
2654 Cypress Ridge Blvd., Suite 101
Wesley Chapel, Florida 33544
813-991-1140

Meeting Location:
West Meadows Community Center
8401 New Tampa Boulevard
Tampa, Florida 33647
813-977-1160

**MINUTES OF MEETING
TAMPA PALMS OPEN SPACE AND TRANSPORTATION
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Tampa Palms Open Space and Transportation Community Development District was held Monday, November 18, 2019, and called to order at 5:33 p.m. at the West Meadows Community Center, located at 8401 New Tampa Boulevard, Tampa, Florida.

Present and constituting a quorum were:

Lura Leigh Willhite	Chairperson
Rick Hamilton	Assistant Secretary
Leah Black	Assistant Secretary

Also present were:

Mark Vega	District Manager
Chet Benson	Field Manager

The following is a summary of the discussions and actions taken at the November 18, 2019 Tampa Palms Open Space and Transportation Community Development District’s Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Vega called the meeting to order. Supervisors and staff introduced themselves, and a quorum was established.

SECOND ORDER OF BUSINESS

**Public Comments on Agenda Items (3)
Minute Time Limit**

None.

38 **THIRD ORDER OF BUSINESS** **Consent Agenda**

- 39 **A. Approval of the Minutes of the October 21, 2019 Meeting**
- 40 **B. Acceptance of the September 30, 2019 Financial Report**
- 41 **C. Motion to Assign Fund Balance**
- 42

43 On MOTION by Mr. Hamilton, seconded by Ms. Black, with all in
 44 favor, the Consent Agenda which includes the Minutes of the
 45 October 21, 2019 Meeting, acceptance of the September 30, 2019
 46 Financial Report and Motion to Assign Fund Balance, was
 47 approved.

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49
50 **FOURTH ORDER OF BUSINESS** **Staff Reports**

- 51 **A. Engineer’s Report**
- 52 None.
- 53 **B. Attorney’s Report**
- 54 None.
- 55 **C. Manager’s Report**
- 56 **i. Audit Committee Selection of Auditor**
- 57 **a. Ranking of Audit Firm Proposals**
- 58 • The following three firms submitted proposals:
- 59 ➤ Berger, Toombs, Elam, Gaines & Frank.
- 60 ➤ Carr, Riggs & Ingram.
- 61 ➤ Grau & Associates.
- 62 • The firm which was ranked the highest was Berger, Toombs, Elam, Gaines &
- 63 Frank.
- 64 **b. Authorization to Enter into a Contract with the Selected Firm**
- 65

66 On MOTION by Ms. Willhite, seconded by Mr. Hamilton, with all
 67 in favor, Berger, Toombs, Elam, Gaines & Frank were selected by
 68 the Audit Committee to serve as the District’s auditing firm.

- 69
- 70 **ii. Reminder – Luis Viera to Attend December 3, 2019 Workshop**
- 71
- 72 **D. Club Manager’s Report and Action Items**
- 73 • Mr. Benson discussed the Oak Trees.
- 74 ➤ The trees in Area 3 are going to cost \$17,000.

75 ➤ Mr. Vega is requesting a motion not to exceed a certain price, as there are
 76 two other firms for which a price may be obtained and presented at the
 77 workshop.

78
 79 On MOTION by Ms. Willhite, seconded by Mr. Hamilton, with all
 80 in favor, trimming of the Oak Trees in Area 3 in an amount not to
 81 exceed the \$17,000 bid was approved, and staff was directed to
 82 obtain quotes from other companies.

83
 84 ➤ The quote for Area 6 is \$19,000 for a level 1 pruning. The original quote
 85 was for \$27,000 for a level 2 pruning. The trees will likely have to be done
 86 next year if the Board selects the cheaper price.

87 ➤ The Board will have to seek funding from Reserves to go with \$27,000.

88 • Pool repairs were discussed in Area 6.

89 ➤ The contractor is refinishing the steps. The pool should open on Friday.

90 ➤ The pool area is currently locked.

91 • Mulching is scheduled for February in Area 6.

92 • Music is being added to the pool deck area in Area 7.

93 ➤ The system costs \$3,850, and work will commence tomorrow.

94 • The pool heater just broke.

95 ➤ Ms. Willhite authorized a repair in the amount of \$3,500.

96 • Monuments and street lights were discussed in Area 6.

97 ➤ Landscaping around monuments needs to be redone.

98 ➤ Money will have to be withdrawn from Monument-Signage, Highwood
 99 street lights and Reserve-Other.

100 ➤ Street lights may be leased from TECO.

101 ➤ Area 6 may require an increase.

102
 103 On MOTION by Mr. Hamilton, seconded by Ms. Willhite, with all
 104 in favor, trimming of Oak Trees in Area 6 in an amount not to exceed
 105 \$27,000, was approved.

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- 109 **FIFTH ORDER OF BUSINESS** **Supervisor Requests/New Business**
- 110 • Mr. Hamilton indicated the roses need to be redone. Weeds were killed and new
- 111 sodding is required.
- 112 • Ms. Black discussed knowledge of CDD versus HOA. Any questions should be
- 113 referred to Mr. Benson.
- 114 • Mr. Hamilton will send letters requesting an appointment to meet commercial
- 115 property owners.
- 116 • Ms. Black discussed the decorative neighborhood street lights. The developer
- 117 installed them.

118

119 **SIXTH ORDER OF BUSINESS** **Audience Comment**

120 None.

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122 **SEVENTH ORDER OF BUSINESS** **Adjournment**

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<p>124 On MOTION by Ms. Black, seconded by Mr. Hamilton, with all in</p> <p>125 favor, the meeting was adjourned at approximately 6:14 p.m.</p>

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133 Lura Leigh Willhite
Chairperson

**Tampa Palms Open Space and Transportation
Community Development District**

Financial Report

October 31, 2019

Prepared by



Tampa Palms Open Space and Transportation

Community Development District

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**Tampa Palms Open Space and Transportation
Community Development District**

Financial Statements

(Unaudited)

October 31, 2019

Balance Sheet
October 31, 2019

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>GENERAL FUND AREA 3</u>	<u>GENERAL FUND AREA 6</u>	<u>GENERAL FUND AREA 7</u>	<u>TOTAL</u>
ASSETS					
Cash - Checking Account	\$ 265,747	\$ -	\$ -	\$ -	\$ 265,747
Accounts Receivable	-	-	-	17,000	17,000
Assessments Receivable	1,074	675	84	234	2,067
Allow-Doubtful Collections	-	(675)	(84)	(234)	(993)
Interest/Dividend Receivables	27,779	-	-	-	27,779
Due From Other Funds	-	1,464,840	439,832	651,504	2,556,176
Investments:					
Certificates of Deposit - 12 Months	207,315	-	-	-	207,315
Certificates of Deposit - Other	754,373	-	-	-	754,373
Money Market Account	1,330,831	-	-	-	1,330,831
Prepaid Items	-	-	-	1,776	1,776
Deposits	-	-	585	-	585
Utility Deposits - TECO	-	8,965	21,255	24,388	54,608
TOTAL ASSETS	\$ 2,587,119	\$ 1,473,805	\$ 461,672	\$ 694,668	\$ 5,217,264

LIABILITIES					
Accounts Payable	\$ -	\$ 3,512	\$ 34,078	\$ 8,286	\$ 45,876
Accrued Expenses	-	-	13,292	23,072	36,364
Accrued Wages Payable	-	-	-	2,910	2,910
Accrued Taxes Payable	-	-	-	331	331
Sales Tax Payable	-	-	-	61	61
Deposits	-	-	366	14,746	15,112
Deferred Revenue	-	318	263	494	1,075
Other Current Liabilities	-	3,652	-	-	3,652
Due To Other Funds	2,556,176	-	-	-	2,556,176
TOTAL LIABILITIES	2,556,176	7,482	47,999	49,900	2,661,557

FUND BALANCES

Nonspendable:

Prepaid Items	-	-	-	1,776	1,776
Deposits	-	8,965	21,840	24,388	55,193

Assigned to:

Operating Reserves	-	110,585	134,019	219,416	464,020
Reserves - Clubhouse/Cabana	-	100,000	8,395	-	108,395
Reserves - Court Amenities	-	-	23,339	21,801	45,140

Balance Sheet
October 31, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	GENERAL FUND AREA 3	GENERAL FUND AREA 6	GENERAL FUND AREA 7	TOTAL
Reserves - Fences	-	-	41,406	-	41,406
Reserves- Irrigation/Landscape	-	38,500	11,464	45,010	94,974
Reserves - Monuments/Signage	-	33,234	20,892	-	54,126
Reserves - Other	-	-	21,716	49,070	70,786
Reserves - Parking Lots	-	-	25,808	-	25,808
Reserves - Playground	-	-	-	47,009	47,009
Reserves - Ponds	-	29,500	11,758	45,010	86,268
Reserves - Highwoods Streetl.	-	-	17,048	-	17,048
Reserves - Swimming Pools	-	-	26,034	103,320	129,354
Unassigned:	30,943	1,145,539	49,954	87,968	1,314,404
TOTAL FUND BALANCES	\$ 30,943	\$ 1,466,323	\$ 413,673	\$ 644,768	\$ 2,555,707
TOTAL LIABILITIES & FUND BALANCES	\$ 2,587,119	\$ 1,473,805	\$ 461,672	\$ 694,668	\$ 5,217,264

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 5,000	\$ 417	\$ 839	\$ 422
Special Assmnts- Tax Collector	339,908	-	-	-
Special Assmnts- Developer	133,528	-	-	-
Special Assmnts- Discounts	(13,596)	-	-	-
TOTAL REVENUES	464,840	417	839	422
EXPENDITURES				
Administration				
P/R-Board of Supervisors	8,000	667	533	134
FICA Taxes	612	51	41	10
ProfServ-Engineering	9,000	750	90	660
ProfServ-Legal Services	5,000	417	-	417
ProfServ-Mgmt Consulting Serv	35,583	2,965	2,979	(14)
Auditing Services	3,993	-	-	-
Postage and Freight	300	25	10	15
Insurance - General Liability	9,772	2,443	2,926	(483)
Printing and Binding	1,623	135	7	128
Legal Advertising	909	76	148	(72)
Miscellaneous Services	2,296	191	93	98
Misc-Assessmnt Collection Cost	6,798	-	-	-
Office Supplies	75	6	-	6
Annual District Filing Fee	55	55	54	1
Total Administration	84,016	7,781	6,881	900
Field				
ProfServ-Field Management	7,463	622	1,255	(633)
Contracts-Landscape	114,000	9,500	10,275	(775)
Electricity - Streetlighting	70,000	5,833	2,326	3,507
Electricity - Fountain	5,700	475	274	201
R&M-Irrigation	7,500	625	-	625
R&M-Landscape Renovations	30,000	2,500	-	2,500
R&M-Ponds	13,750	1,146	640	506
R&M-Street Signs	3,000	250	-	250
Misc-Holiday Decor	10,000	833	2,750	(1,917)
Misc-Contingency	13,043	1,087	-	1,087
Op Supplies - General	1,000	83	689	(606)
Reserve - Clubhouse/Cabana	100,000	100,000	-	100,000
Reserve - Monuments/Signage	10,000	10,000	-	10,000

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Reserve - Ponds	10,000	10,000	-	10,000
Total Field	395,456	142,954	18,209	124,745
TOTAL EXPENDITURES	479,472	150,735	25,090	125,645
Excess (deficiency) of revenues				
Over (under) expenditures	(14,632)	(150,318)	(24,251)	126,067
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(14,632)	-	-	-
TOTAL FINANCING SOURCES (USES)	(14,632)	-	-	-
Net change in fund balance	\$ (14,632)	\$ (150,318)	\$ (24,251)	\$ 126,067
FUND BALANCE, BEGINNING (OCT 1, 2019)	1,490,574	1,490,574	1,490,574	
FUND BALANCE, ENDING	\$ 1,475,942	\$ 1,340,256	\$ 1,466,323	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 2,700	\$ 225	\$ 268	\$ 43
Special Assmnts- Tax Collector	615,334	-	-	-
Special Assmnts- Discounts	(24,613)	-	-	-
TOTAL REVENUES	593,421	225	268	43
EXPENDITURES				
<u>Administration</u>				
P/R-Board of Supervisors	8,000	667	533	134
FICA Taxes	612	51	41	10
ProfServ-Arbitrage Rebate	600	50	-	50
ProfServ-Engineering	9,000	750	68	682
ProfServ-Legal Services	5,000	417	-	417
ProfServ-Mgmt Consulting Serv	27,710	2,309	2,250	59
Auditing Services	3,500	-	-	-
Postage and Freight	128	11	8	3
Insurance - General Liability	9,772	2,443	2,926	(483)
Printing and Binding	1,226	102	6	96
Legal Advertising	687	57	112	(55)
Miscellaneous Services	5,000	417	30	387
Misc-Assessmnt Collection Cost	12,307	-	-	-
Office Supplies	100	8	-	8
Annual District Filing Fee	41	41	41	-
Total Administration	83,683	7,323	6,015	1,308
<u>Field</u>				
Payroll-Pool Monitors	10,000	833	862	(29)
FICA Taxes	765	64	66	(2)
ProfServ-Field Management	16,689	1,391	1,254	137
Contracts-Landscape	97,720	8,143	8,203	(60)
Communication - Telephone	1,200	100	101	(1)
Electricity - Streetlighting	137,300	11,442	11,490	(48)
Utility - Water	7,520	627	1,802	(1,175)
Electricity - Fountain	3,960	330	-	330
R&M-Court Maintenance	7,500	625	-	625
R&M-Equipment	13,300	1,108	120	988
R&M-Irrigation	11,000	917	-	917
R&M-Landscape Renovations	25,000	2,083	-	2,083
R&M-Ponds	14,568	1,214	1,214	-

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2019

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
R&M-Pools	8,000	667	595	72
R&M-Streetlights	7,585	632	-	632
Misc-Holiday Lighting	5,000	417	2,250	(1,833)
Misc-Contingency	70,438	5,870	270	5,600
Op Supplies - General	4,000	333	1,293	(960)
Reserve - Clubhouse/Cabana	2,385	2,385	-	2,385
Reserve - Court Amenities	10,034	10,034	-	10,034
Reserve - Fences	8,937	8,937	-	8,937
Reserve - Irrigation/Landscape	2,594	2,594	-	2,594
Reserve - Monuments/Signage	12,022	12,022	-	12,022
Reserve - Other	21,716	21,716	-	21,716
Reserve - Parking Lot	798	798	-	798
Reserve - Ponds	2,888	2,888	-	2,888
Reserve - Highwoods Streetlights	16,988	16,988	-	16,988
Reserve - Swimming Pools	2,200	2,200	27,342	(25,142)
Total Field	522,107	117,358	56,862	60,496
TOTAL EXPENDITURES				
	605,790	124,681	62,877	61,804
Excess (deficiency) of revenues				
Over (under) expenditures	(12,369)	(124,456)	(62,609)	61,847
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(12,369)	-	-	-
TOTAL FINANCING SOURCES (USES)				
	(12,369)	-	-	-
Net change in fund balance	\$ (12,369)	\$ (124,456)	\$ (62,609)	\$ 61,847
FUND BALANCE, BEGINNING (OCT 1, 2019)	476,282	476,282	476,282	
FUND BALANCE, ENDING	\$ 463,913	\$ 351,826	\$ 413,673	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 4,000	\$ 333	\$ 407	\$ 74
Room Rentals	5,000	417	101	(316)
Special Assmnts- Tax Collector	1,107,092	-	-	-
Special Assmnts- Discounts	(44,284)	-	-	-
Other Miscellaneous Revenues	100	8	8	-
Access Cards	-	-	83	83
TOTAL REVENUES	1,071,908	758	599	(159)
EXPENDITURES				
<u>Administration</u>				
P/R-Board of Supervisors	8,000	667	533	134
FICA Taxes	612	51	41	10
ProfServ-Dissemination Agent	1,000	83	-	83
ProfServ-Engineering	6,000	500	133	367
ProfServ-Legal Services	5,000	417	-	417
ProfServ-Mgmt Consulting Serv	52,448	4,371	4,416	(45)
Auditing Services	5,035	420	-	420
Postage and Freight	500	42	15	27
Insurance - General Liability	12,830	3,208	2,926	282
Printing and Binding	600	50	11	39
Legal Advertising	1,000	83	219	(136)
Miscellaneous Services	1,000	83	45	38
Misc-Assessmnt Collection Cost	22,142	1,845	-	1,845
Office Supplies	250	21	-	21
Annual District Filing Fee	80	80	80	-
Total Administration	116,497	11,921	8,419	3,502
<u>Field</u>				
Payroll-Part Time	87,550	7,296	7,969	(673)
Payroll-Part Time Club Suprvsr	30,900	2,575	-	2,575
Payroll-Site Manager	74,263	6,189	5,414	775
FICA Taxes	14,743	1,229	1,216	13
Life and Health Insurance	6,500	542	615	(73)
Workers' Compensation	9,038	753	-	753
Contracts-Security Services	3,750	313	-	313
Contracts-Landscape	44,800	3,733	3,529	204

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Contracts-Irrigation	6,600	550	-	550
Contracts-Pools	20,100	1,675	1,525	150
Contracts-Lakes	4,500	375	-	375
Contracts-Pest Control	965	81	161	(80)
Communication - Mobile	1,452	121	-	121
Communication - Teleph - Field	4,548	379	510	(131)
Electricity - Streetlighting	242,800	20,233	20,272	(39)
Utility - Water	30,000	2,500	2,839	(339)
Utility - Refuse Removal	11,000	917	1,155	(238)
Electricity - Fountain	4,000	333	-	333
Rentals & Leases	3,120	260	-	260
Rental-Fitness Equipment	18,828	1,569	1,569	-
R&M-General	30,000	2,500	7,240	(4,740)
R&M-Court Maintenance	7,500	625	-	625
R&M-Electrical	8,000	667	130	537
R&M-Gate	2,000	167	-	167
R&M-Irrigation	4,000	333	-	333
R&M-Landscape Renovations	13,000	1,083	-	1,083
R&M-Pest Control	100	8	-	8
R&M-Ponds	7,000	583	353	230
R&M-Pools	23,000	1,917	-	1,917
R&M-Plumbing	4,000	333	60	273
R&M-Painting	10,000	833	-	833
Misc-Access Cards	3,250	271	-	271
Misc-Holiday Lighting	4,000	333	2,000	(1,667)
Misc-Special Events	15,000	1,250	-	1,250
Misc-Clubhouse Activities	4,000	333	-	333
Misc-Contingency	4,754	396	6	390
Misc-Web Hosting	309	26	-	26
Cleaning Supplies	2,500	208	251	(43)
Op Supplies - General	20,000	1,667	1,760	(93)
Reserve - Clubhouse	56,944	56,944	-	56,944
Reserve - Court Amenities	11,361	11,361	-	11,361
Reserve - Other	49,070	49,070	-	49,070

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Reserve - Playground	6,999	6,999	-	6,999
Reserve - Swimming Pools	70,872	70,872	-	70,872
Total Field	977,116	260,402	58,574	201,828
TOTAL EXPENDITURES	1,093,613	272,323	66,993	205,330
Excess (deficiency) of revenues Over (under) expenditures	(21,705)	(271,565)	(66,394)	205,171
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(21,705)	-	-	-
TOTAL FINANCING SOURCES (USES)	(21,705)	-	-	-
Net change in fund balance	\$ (21,705)	\$ (271,565)	\$ (66,394)	\$ 205,171
FUND BALANCE, BEGINNING (OCT 1, 2019)	711,162	711,162	711,162	
FUND BALANCE, ENDING	\$ 689,457	\$ 439,597	\$ 644,768	

**Tampa Palms Open Space and Transportation
Community Development District**

Supporting Schedules

October 31, 2019

**Cash and Investment Report
10/31/2019**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>MATURITY</u>	<u>BALANCE</u>
Checking Account - Operating	Wells Fargo	0.35%	n/a	\$ 263,585
Debit Card Account	BB&T	0.00%	n/a	\$ 2,162
		Subtotal		<u>\$ 265,747</u>
Certificate of Deposit - 12 Months	Bank United	1.55%	01/28/20	207,315
		Subtotal		<u>\$ 207,315</u>
Certificate of Deposit - 37 Months	Valley National	1.75%	11/30/20	250,000
Certificate of Deposit - 37 Months	Valley National	1.75%	11/30/20	250,000
Certificate of Deposit - 37 Months	Valley National	1.75%	11/30/20	254,373
		Subtotal		<u>\$ 754,373</u>
Money Market Account	Bank United	1.35%	n/a	1,330,831
		Subtotal		<u>\$ 1,330,831</u>
		Total		<u><u>\$ 2,558,267</u></u>