

Tampa Palms Open Space and Transportation Community Development District

Board of Supervisors

- Brad van Rooyen, Chairperson
- Jay Krause, Vice Chairman
- Fred Pfister, Assistant Secretary
- Leah Black, Assistant Secretary
- Bob Lennon, Assistant Secretary

Mark Vega, District Manager
Vivek Babbar, District Counsel
Scott Steady, Land Use Counsel
Tonja Stewart, District Engineer
Chet Benson, Clubhouse Manager
Ed Sanchez, Assistant Clubhouse Manager

Regular Meeting Agenda

Tuesday, December 19, 2023 – 5:15 p.m.

- 1. Roll Call**
- 2. Public Comments (3) Minute Time Limit**
- 3. Consent Agenda**
 - A. Approval of the Minutes of the October 17, 2023 Meeting (P. 2)
 - B. Approval of the September 2023 Financial Report (P. 5)
 - C. Approval of the October 2023 Financial Report (P. 18)
 - D. Motion for Assigning Fund Balance FY 2023 (P. 30)
 - E. Consideration of Resolution 2024-02, Designating District Counsel's Office as Registered Agent and Registered Office (P. 31)
- 4. Staff Reports**
 - A. Engineer's Report
 - B. Attorney's Report
 - C. Manager's Report
 - D. Clubhouse Manager's Report
- 5. Supervisor Requests/New Business**
- 6. Public Comments (3) Minute Time Limit**
- 7. Adjournment**

The next Meeting is scheduled for Tuesday, January 16, 2024 at 5:15 p.m.

District Office:
Inframark, Community Management Services
210 N. University Drive, Suite 702
Coral Springs, FL 33071
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 Tuesday, October 17, 2023 at 5:15 p.m. at the West Meadows Community Center, located at 8401 New Tampa Boulevard, Tampa, Florida.

Present and constituting a quorum were:

Brad van Rooyen	Chairperson
Jay Krause	Vice Chairman
Fred Pfister	Assistant Secretary
Leah Black	Assistant Secretary
Bob Lennon	Assistant Secretary

Also present were:

Vivek Babbar	District Counsel
Mark Vega	District Manager
Chet Benson	Club Manager
Ed Sanchez	Assistant Club Manager

Following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Vega called the meeting to order. The Supervisors introduced themselves and a quorum was established. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments (3) Minute Time Limit

None.

THIRD ORDER OF BUSINESS

Consent Agenda

- A. Approval of the Minutes of the May 16, 2023, July 18, 2023, August 15, 2023, and September 19, 2023 Meeting**
- B. Approval of the August 2023 Financial Report**
- C. Consideration of Resolution 2024-01, Budget Amendment Fiscal Year 2023**

On MOTION by Mr. Pfister, seconded by Mr. Lennon, with all in favor, the Consent Agenda, comprised of the Minutes of the May 16, 2023, July 18, 2023, August 15, 2023, and September 19, 2023 Meeting, the August 2023 Financial Report, and Resolution 2024 - 01, Budget Amendment Fiscal Year 2023 was approved as presented. 5-0

FOURTH ORDER OF BUSINESS

Staff Reports

A. Engineer’s Report

None.

B. Attorney’s Report

Mr. Babbar discussed his report with the Board prior to the consent agenda.

C. Manager’s Report

None.

D. Club Manager’s Report

Mr. Benson presented his report. He explained that a resident is complaining about a tree that is damaging the resident’s sidewalk and driveway. Discussion ensued regarding the resident’s sidewalk and driveway issue. Counsel stated it is the resident’s tree.

FIFTH ORDER OF BUSINESS

Supervisor Requests/New Business

Mr. Lennon - requested the area 6 park hours be extended from 9pm to 10 pm. The Board is in consensus to extend the hours in Area 6 park.

Mr. Krause – expressed that Area 3 is looking great.

Ms. Black - stated the HOA signs on New Tampa Blvd look bad.

Mr. Pfister - questioned when Santa is coming.

Mr. van Rooyen - questioned when the last time the sidewalks were pressure washed.

Board is in consensus to discuss the architect and project at the next workshop.

SIXTH ORDER OF BUSINESS

Public Comments (3) Minute Time Limit

Audience comments wa received.

SEVENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. van Rooyen, seconded by Mr. Lennon, with all in favor, the meeting was adjourned at 6:10 p.m. 5-0

Mark Vega (Secretary)

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

Financial Report

September 30, 2023

Prepared by

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)

September 30, 2023

Balance Sheet
September 30, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	GENERAL FUND AREA 3	GENERAL FUND AREA 6	GENERAL FUND AREA 7	TOTAL
ASSETS					
Cash - Checking Account	\$ 348,514	\$ -	\$ -	\$ -	\$ 348,514
Accounts Receivable	-	-	-	2,393	2,393
Due From Other Gov'tl Units	-	2,644	5,098	8,707	16,449
Due From Other Funds	-	1,703,604	1,022,784	1,457,923	4,184,311
Investments:					
Money Market Account	3,889,059	-	-	-	3,889,059
Prepaid Items	-	3,250	3,500	-	6,750
Deposits	-	-	585	-	585
Utility Deposits - TECO	-	5,082	20,523	32,960	58,565
TOTAL ASSETS	\$ 4,237,573	\$ 1,714,580	\$ 1,052,490	\$ 1,501,983	\$ 8,506,626
LIABILITIES					
Accounts Payable	\$ -	\$ 18,213	\$ 30,943	\$ 39,052	\$ 88,208
Deposits	-	-	366	14,746	15,112
Due To Other Funds	4,184,311	-	-	-	4,184,311
TOTAL LIABILITIES	4,184,311	18,213	31,309	53,798	4,287,631
FUND BALANCES					
Nonspendable:					
Prepaid Items	-	3,250	3,500	-	6,750
Deposits	-	5,082	21,108	32,960	59,150
Assigned to:					
Operating Reserves	-	115,177	140,351	246,805	502,333
Reserves - Clubhouse	-	-	-	100,592	100,592
Reserves - Clubhouse/Cabana	-	-	2,385	-	2,385
Reserves - Court Amenities	-	-	24,466	11,761	36,227
Reserves - Fences	-	-	68,217	-	68,217
Reserves- Irrigation/Landscape	-	38,500	3,466	90,020	131,986
Reserves - Monuments/Signage	-	14,644	41,618	-	56,262
Reserves - Other	-	-	86,864	196,280	283,144
Reserves - Parking Lots	-	-	28,202	-	28,202
Reserves - Playground	-	-	-	60,876	60,876
Reserves - Ponds	-	354,238	20,422	90,020	464,680
Reserves - Highwoods Streetl.	-	-	68,012	-	68,012
Reserves - Swimming Pools	-	-	5,292	177,900	183,192
Unassigned:	53,262	1,165,476	507,278	440,971	2,166,987
TOTAL FUND BALANCES	\$ 53,262	\$ 1,696,367	\$ 1,021,181	\$ 1,448,185	\$ 4,218,995
TOTAL LIABILITIES & FUND BALANCES	\$ 4,237,573	\$ 1,714,580	\$ 1,052,490	\$ 1,501,983	\$ 8,506,626

Statement of Revenues, Expenditures and Changes in Fund Balances
 For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ 4,100	\$ 4,100	\$ 67,495	\$ 63,395	1646.22%
Interest - Tax Collector	-	-	322	322	0.00%
Special Assmnts- Tax Collector	344,921	344,921	344,921	-	100.00%
Special Assmnts- Developer	135,483	135,483	135,483	-	100.00%
Special Assmnts- Discounts	(13,797)	(13,797)	(12,659)	1,138	91.75%
Other Miscellaneous Revenues	-	-	2,614	2,614	0.00%
TOTAL REVENUES	470,707	470,707	538,176	67,469	114.33%
EXPENDITURES					
Administration					
P/R-Board of Supervisors	8,000	8,000	4,933	3,067	61.66%
FICA Taxes	612	612	377	235	61.60%
ProfServ-Engineering	18,000	18,000	1,544	16,456	8.58%
ProfServ-Legal Services	2,000	2,000	1,435	565	71.75%
ProfServ-Mgmt Consulting	38,983	38,983	38,983	-	100.00%
ProfServ-Special Assessment	8,785	8,785	8,785	-	100.00%
ProfServ-Assessment Methodology	7,500	7,500	-	7,500	0.00%
Auditing Services	3,993	3,993	1,229	2,764	30.78%
Postage and Freight	165	165	1,419	(1,254)	860.00%
Insurance - General Liability	13,007	13,007	11,827	1,180	90.93%
Printing and Binding	100	100	6	94	6.00%
Legal Advertising	1,500	1,500	1,634	(134)	108.93%
Miscellaneous Services	500	500	1,359	(859)	271.80%
Misc-Assessment Collection Cost	6,898	6,898	4,015	2,883	58.21%
Office Supplies	75	75	-	75	0.00%
Annual District Filing Fee	54	54	54	-	100.00%
Total Administration	110,172	110,172	77,600	32,572	70.44%
Field					
Florida Retirement System	6,667	6,667	4,597	2,070	68.95%
ProfServ-Field Management	11,256	11,256	11,774	(518)	104.60%
Contracts-Landscape	133,164	133,164	129,614	3,550	97.33%
Electricity - Streetlights	134,000	134,000	144,673	(10,673)	107.96%
R&M-Irrigation	13,948	13,948	14,564	(616)	104.42%
R&M-Landscape Renovations	8,000	8,000	55,120	(47,120)	689.00%
R&M-Ponds	10,000	10,000	20,841	(10,841)	208.41%
Holiday Decoration	10,000	10,000	6,500	3,500	65.00%
Misc-Contingency	21,000	21,000	27,000	(6,000)	128.57%
Op Supplies - General	2,500	2,500	4,638	(2,138)	185.52%
Reserve - Ponds	10,000	10,000	-	10,000	0.00%
Total Field	360,535	360,535	419,321	(58,786)	116.31%
TOTAL EXPENDITURES	470,707	470,707	496,921	(26,214)	105.57%

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
Excess (deficiency) of revenues					
Over (under) expenditures	-	-	41,255	41,255	0.00%
Net change in fund balance	\$ -	\$ -	\$ 41,255	\$ 41,255	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2022)	1,655,112	1,655,112	1,655,112		
FUND BALANCE, ENDING	\$ 1,655,112	\$ 1,655,112	\$ 1,696,367		

Statement of Revenues, Expenditures and Changes in Fund Balances
 For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ 1,000	\$ 1,000	\$ 57,218	\$ 56,218	5721.80%
Interest - Tax Collector	-	-	322	322	0.00%
Special Assmnts- Tax Collector	667,675	667,675	667,675	-	100.00%
Special Assmnts- Discounts	(26,707)	(26,707)	(24,965)	1,742	93.48%
Other Miscellaneous Revenues	-	-	2,614	2,614	0.00%
TOTAL REVENUES	641,968	641,968	702,864	60,896	109.49%
EXPENDITURES					
Administration					
P/R-Board of Supervisors	8,000	8,000	4,933	3,067	61.66%
FICA Taxes	612	612	377	235	61.60%
ProfServ-Engineering	5,000	5,000	1,166	3,834	23.32%
ProfServ-Legal Services	2,500	2,500	1,214	1,286	48.56%
ProfServ-Mgmt Consulting	29,700	29,700	29,700	-	100.00%
ProfServ-Special Assessment	5,986	5,986	5,986	-	100.00%
Auditing Services	3,500	3,500	1,229	2,271	35.11%
Postage and Freight	150	150	1,072	(922)	714.67%
Insurance - General Liability	13,006	13,006	8,933	4,073	68.68%
Printing and Binding	75	75	4	71	5.33%
Legal Advertising	750	750	1,234	(484)	164.53%
Miscellaneous Services	1,000	1,000	1,232	(232)	123.20%
Misc-Assessment Collection Cost	13,354	13,354	7,742	5,612	57.98%
Office Supplies	99	99	-	99	0.00%
Annual District Filing Fee	41	41	41	-	100.00%
Total Administration	83,773	83,773	64,863	18,910	77.43%
Field					
Payroll-Pool Monitors	10,000	10,000	7,841	2,159	78.41%
FICA Taxes	765	765	601	164	78.56%
Florida Retirement System	6,667	6,667	4,597	2,070	68.95%
ProfServ-Field Management	11,137	11,137	11,774	(637)	105.72%
Contracts-Landscape	106,315	106,315	102,413	3,902	96.33%
Communication - Telephone	2,000	2,000	2,598	(598)	129.90%
Electricity - Streetlights	137,300	137,300	167,857	(30,557)	122.26%
Utility - Water	6,800	6,800	16,463	(9,663)	242.10%
Electricity - Fountain	1,500	1,500	-	1,500	0.00%
R&M-Court Maintenance	30,000	30,000	-	30,000	0.00%
R&M-Irrigation	20,000	20,000	33,433	(13,433)	167.17%
R&M-Landscape Renovations	35,000	35,000	32,425	2,575	92.64%
R&M-Ponds	14,568	14,568	16,825	(2,257)	115.49%
R&M-Pools	8,000	8,000	9,215	(1,215)	115.19%

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
R&M-Streetlights	7,500	7,500	3,057	4,443	40.76%
Misc-Holiday Lighting	5,000	5,000	7,000	(2,000)	140.00%
Misc-Contingency	71,081	71,081	53,662	17,419	75.49%
Op Supplies - General	4,000	4,000	13,971	(9,971)	349.28%
Reserve - Clubhouse/Cabana	2,385	2,385	-	2,385	0.00%
Reserve - Court Amenities	10,034	10,034	28,975	(18,941)	288.77%
Reserve - Fences	8,937	8,937	-	8,937	0.00%
Reserve - Irrigation/Landscape	2,594	2,594	15,780	(13,186)	608.33%
Reserve - Monuments/Signage	12,022	12,022	6,882	5,140	57.25%
Reserve - Other	21,716	21,716	-	21,716	0.00%
Reserve - Parking Lot	798	798	-	798	0.00%
Reserve - Ponds	2,888	2,888	-	2,888	0.00%
Reserve -Highwoods Streetlights	16,988	16,988	-	16,988	0.00%
Reserve - Swimming Pools	2,200	2,200	-	2,200	0.00%
Total Field	558,195	558,195	535,369	22,826	95.91%

TOTAL EXPENDITURES	641,968	641,968	600,232	41,736	93.50%
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Excess (deficiency) of revenues					
Over (under) expenditures	-	-	102,632	102,632	0.00%
Net change in fund balance	\$ -	\$ -	\$ 102,632	\$ 102,632	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2022)	918,549	918,549	918,549		
FUND BALANCE, ENDING	\$ 918,549	\$ 918,549	\$ 1,021,181		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ 1,800	\$ 1,800	\$ 57,215	\$ 55,415	3178.61%
Room Rentals	5,000	5,000	8,551	3,551	171.02%
Interest - Tax Collector	-	-	322	322	0.00%
Special Assmnts- Tax Collector	1,139,060	1,139,060	1,139,060	-	100.00%
Special Assmnts- Discounts	(45,562)	(45,562)	(42,611)	2,951	93.52%
Other Miscellaneous Revenues	3,800	3,800	15,889	12,089	418.13%
Access Cards	1,000	1,000	807	(193)	80.70%
TOTAL REVENUES	1,105,098	1,105,098	1,179,233	74,135	106.71%
EXPENDITURES					
Administration					
P/R-Board of Supervisors	8,000	8,000	4,933	3,067	61.66%
FICA Taxes	612	612	377	235	61.60%
ProfServ-Dissemination Agent	1,000	1,000	-	1,000	0.00%
ProfServ-Engineering	6,000	6,000	2,288	3,712	38.13%
ProfServ-Legal Services	3,000	3,000	1,887	1,113	62.90%
ProfServ-Mgmt Consulting	57,311	57,311	57,311	-	100.00%
ProfServ-Special Assessment	11,631	11,631	11,631	-	100.00%
Auditing Services	5,035	5,035	1,267	3,768	25.16%
Postage and Freight	450	450	2,103	(1,653)	467.33%
Insurance - General Liability	17,077	17,077	20,297	(3,220)	118.86%
Printing and Binding	200	200	9	191	4.50%
Legal Advertising	1,000	1,000	2,422	(1,422)	242.20%
Miscellaneous Services	500	500	1,609	(1,109)	321.80%
Misc-Assessment Collection Cost	22,781	22,781	13,222	9,559	58.04%
Office Supplies	250	250	-	250	0.00%
Annual District Filing Fee	80	80	80	-	100.00%
Total Administration	134,927	134,927	119,436	15,491	88.52%
Field					
Payroll-Part Time	90,000	90,000	120,665	(30,665)	134.07%
Payroll-Part Time Club Suprvsr	40,000	40,000	42,518	(2,518)	106.30%
Payroll-Site Manager	78,786	78,786	74,739	4,047	94.86%
FICA Taxes	15,972	15,972	20,123	(4,151)	125.99%
Florida Retirement System	6,667	6,667	5,136	1,531	77.04%
Life and Health Insurance	10,500	10,500	10,914	(414)	103.94%
Workers' Compensation	9,038	9,038	2,831	6,207	31.32%
Contracts-Security Services	3,750	3,750	5,116	(1,366)	136.43%
Contracts-Landscape	42,345	42,345	47,433	(5,088)	112.02%
Contracts-Irrigation	6,600	6,600	-	6,600	0.00%
Contracts-Pools	20,100	20,100	16,225	3,875	80.72%

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
Contracts-Lakes	4,500	4,500	-	4,500	0.00%
Contracts-Pest Control	965	965	192	773	19.90%
Communication - Mobile	1,200	1,200	-	1,200	0.00%
Communication - Teleph - Field	4,548	4,548	5,688	(1,140)	125.07%
Electricity - Streetlights	245,000	245,000	310,706	(65,706)	126.82%
Utility - Water	28,000	28,000	30,456	(2,456)	108.77%
Utility - Refuse Removal	12,000	12,000	2,040	9,960	17.00%
Electricity - Fountain	3,500	3,500	5,875	(2,375)	167.86%
Rentals & Leases	9,420	9,420	8,313	1,107	88.25%
R&M-General	25,000	25,000	19,252	5,748	77.01%
R&M-Court Maintenance	10,500	10,500	2,444	8,056	23.28%
R&M-Electrical	9,500	9,500	1,281	8,219	13.48%
R&M-Gate	2,000	2,000	1,226	774	61.30%
R&M-Irrigation	4,500	4,500	5,278	(778)	117.29%
R&M-Landscape Renovations	14,000	14,000	22,475	(8,475)	160.54%
R&M-Pest Control	100	100	960	(860)	960.00%
R&M-Ponds	4,236	4,236	4,928	(692)	116.34%
R&M-Pools	15,000	15,000	13,413	1,587	89.42%
R&M-Plumbing	2,500	2,500	4,134	(1,634)	165.36%
R&M-Painting	9,000	9,000	1,600	7,400	17.78%
Misc-Access Cards	2,500	2,500	3,558	(1,058)	142.32%
Misc-Holiday Lighting	4,000	4,000	5,700	(1,700)	142.50%
Special Events	10,000	10,000	18,824	(8,824)	188.24%
Misc-Clubhouse Activities	4,000	4,000	-	4,000	0.00%
Misc-Contingency	8,548	8,548	33,246	(24,698)	388.93%
Misc-Web Hosting	650	650	-	650	0.00%
Cleaning Supplies	2,500	2,500	5,140	(2,640)	205.60%
Op Supplies - General	13,500	13,500	11,283	2,217	83.58%
Reserve - Clubhouse	56,944	56,944	13,088	43,856	22.98%
Reserve - Court Amenities	11,361	11,361	8,650	2,711	76.14%
Reserve - Other	49,070	49,070	9,500	39,570	19.36%
Reserve - Playground	6,999	6,999	-	6,999	0.00%
Reserve - Swimming Pools	70,872	70,872	18,347	52,525	25.89%
Total Field	970,171	970,171	913,297	56,874	94.14%
TOTAL EXPENDITURES	1,105,098	1,105,098	1,032,733	72,365	93.45%
Excess (deficiency) of revenues					
Over (under) expenditures	-	-	146,500	146,500	0.00%
Net change in fund balance	\$ -	\$ -	\$ 146,500	\$ 146,500	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2022)	1,301,685	1,301,685	1,301,685		
FUND BALANCE, ENDING	\$ 1,301,685	\$ 1,301,685	\$ 1,448,185		

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

Supporting Schedules

September 30, 2023

Tampa Palms Open Space & Transportation

Community Development District

**Non Ad Valorem Special Assessments
(Hillsborough County - Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2023**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION		
					Area 3 General Fund Assessments	Area 6 General Fund Assessments	Area 7 General Fund Assessments
Assessments Levied				\$ 2,151,656	\$ 344,921	\$ 667,675	\$ 1,139,060
Allocation %				100%	16.03%	31.03%	52.94%
11/03/22	\$ 27,270	\$ 1,426	\$ 557	\$ 29,253	\$ 4,689	\$ 9,077	\$ 15,486
11/17/22	\$ 173,404	\$ 7,373	\$ 3,539	\$ 184,315	\$ 29,547	\$ 57,194	\$ 97,574
11/22/22	\$ 107,439	\$ 4,568	\$ 2,193	\$ 114,200	\$ 18,307	\$ 35,437	\$ 60,456
11/29/22	\$ 178,179	\$ 7,576	\$ 3,636	\$ 189,391	\$ 30,360	\$ 58,769	\$ 100,261
12/07/22	\$ 1,306,773	\$ 55,554	\$ 26,669	\$ 1,388,684	\$ 222,613	\$ 430,919	\$ 735,152
12/14/22	\$ 34,641	\$ 1,341	\$ 707	\$ 36,689	\$ 5,881	\$ 11,385	\$ 19,423
01/05/23	\$ 83,804	\$ 2,892	\$ 1,710	\$ 88,406	\$ 14,172	\$ 27,433	\$ 46,801
02/02/23	\$ 24,010	\$ 557	\$ 490	\$ 25,057	\$ 4,017	\$ 7,775	\$ 13,265
03/03/23	\$ 15,153	\$ 158	\$ 309	\$ 15,620	\$ 2,504	\$ 4,847	\$ 8,269
04/06/23	\$ 50,507	\$ (23)	\$ 1,031	\$ 51,515	\$ 8,258	\$ 15,985	\$ 27,271
05/08/23	\$ 8,031	\$ (255)	\$ 164	\$ 7,940	\$ 1,273	\$ 2,464	\$ 4,203
06/06/23	\$ 6,874	\$ (204)	\$ 140	\$ 6,810	\$ 1,092	\$ 2,113	\$ 3,605
06/16/23	\$ 13,908	\$ (413)	\$ 284	\$ 13,778	\$ 2,209	\$ 4,275	\$ 7,294
TOTAL	\$ 2,029,992	\$ 80,548	\$ 41,428	\$ 2,151,656	\$ 344,921	\$ 667,675	\$ 1,139,060
% COLLECTED				100.00%	100.00%	100.00%	100.00%
TOTAL OUTSTANDING				\$ -	\$ -	\$ -	\$ -

**Cash and Investment Report
9/30/2023**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>MATURITY</u>	<u>BALANCE</u>
Checking Account - Operating	Valley National	5.25%	n/a	\$ 348,514
		Subtotal		<u>\$ 348,514</u>
Money Market Account	Bank United	5.12%	n/a	3,889,059
		Subtotal		<u>\$ 3,889,059</u>
		Total		<u><u>\$ 4,237,573</u></u>

Be advised BankUnited rate will be in October 5.45%.

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

Financial Report

October 31, 2023

Prepared by

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, 2023

TAMPA PALMS OPEN SPACE AND TRANSPORTATION

Community Development District

Governmental Funds

Balance Sheet October 31, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	GENERAL FUND AREA 3	GENERAL FUND AREA 6	GENERAL FUND AREA 7	TOTAL
ASSETS					
Cash - Checking Account	\$ 498,222	\$ -	\$ -	\$ -	\$ 498,222
Accounts Receivable	-	-	-	2,393	2,393
Due From Other Funds	-	1,663,732	970,580	1,366,317	4,000,629
Investments:					
Money Market Account	3,555,668	-	-	-	3,555,668
Deposits	-	-	585	-	585
Utility Deposits - TECO	-	5,082	20,523	32,960	58,565
TOTAL ASSETS	\$ 4,053,890	\$ 1,668,814	\$ 991,688	\$ 1,401,670	\$ 8,116,062
LIABILITIES					
Accounts Payable	\$ -	\$ 17,786	\$ 22,640	\$ 38,210	\$ 78,636
Deposits	-	-	366	14,746	15,112
Due To Other Funds	4,000,629	-	-	-	4,000,629
TOTAL LIABILITIES	4,000,629	17,786	23,006	52,956	4,094,377
FUND BALANCES					
Nonspendable:					
Deposits	-	5,082	21,108	32,960	59,150
Assigned to:					
Operating Reserves	-	115,177	140,351	246,805	502,333
Reserves - Clubhouse	-	-	-	100,592	100,592
Reserves - Clubhouse/Cabana	-	-	2,385	-	2,385
Reserves - Court Amenities	-	-	24,466	11,761	36,227
Reserves - Fences	-	-	68,217	-	68,217
Reserves- Irrigation/Landscape	-	38,500	3,466	90,020	131,986
Reserves - Monuments/Signage	-	14,644	41,618	-	56,262
Reserves - Other	-	-	86,864	196,280	283,144
Reserves - Parking Lots	-	-	28,202	-	28,202
Reserves - Playground	-	-	-	60,876	60,876
Reserves - Ponds	-	354,238	20,422	90,020	464,680
Reserves - Highwoods Streetl.	-	-	68,012	-	68,012
Reserves - Swimming Pools	-	-	5,292	177,900	183,192
Unassigned:	53,261	1,123,387	458,279	341,500	1,976,427
TOTAL FUND BALANCES	\$ 53,261	\$ 1,651,028	\$ 968,682	\$ 1,348,714	\$ 4,021,685
TOTAL LIABILITIES & FUND BALANCES	\$ 4,053,890	\$ 1,668,814	\$ 991,688	\$ 1,401,670	\$ 8,116,062

Statement of Revenues, Expenditures and Changes in Fund Balances
 For the Period Ending October 31, 2023

<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>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<u>REVENUES</u>					
Interest - Investments	\$ 5,937	\$ 495	\$ 6,192	\$ 5,697	104.30%
Special Assmnts- Tax Collector	197,893	-	-	-	0.00%
Special Assmnts- Developer	36,430	-	-	-	0.00%
Special Assmnts- Discounts	(7,916)	-	-	-	0.00%
TOTAL REVENUES	232,344	495	6,192	5,697	2.67%
<u>EXPENDITURES</u>					
<u>Administration</u>					
P/R-Board of Supervisors	8,000	667	600	67	7.50%
FICA Taxes	612	51	46	5	7.52%
ProfServ-Engineering	12,000	1,000	-	1,000	0.00%
ProfServ-Legal Services	12,000	1,000	339	661	2.83%
ProfServ-Mgmt Consulting	40,152	3,346	3,341	5	8.32%
ProfServ-Special Assessment	9,664	-	-	-	0.00%
Auditing Services	3,993	-	-	-	0.00%
Postage and Freight	165	14	-	14	0.00%
Insurance - General Liability	13,010	13,010	19,595	(6,585)	150.61%
Printing and Binding	100	8	-	8	0.00%
Legal Advertising	1,500	125	798	(673)	53.20%
Miscellaneous Services	500	42	74	(32)	14.80%
Misc-Assessment Collection Cost	3,958	-	-	-	0.00%
Office Supplies	75	6	-	6	0.00%
Annual District Filing Fee	54	54	54	-	100.00%
Total Administration	105,783	19,323	24,847	(5,524)	23.49%
<u>Field</u>					
Florida Retirement System	6,667	556	733	(177)	10.99%
ProfServ-Field Management	12,000	1,000	2,025	(1,025)	16.88%
Contracts-Landscape	139,822	11,652	10,789	863	7.72%
Contracts-Ponds	8,980	748	1,577	(829)	17.56%
Electricity - Streetlights	134,000	11,167	7,504	3,663	5.60%
R&M-Irrigation	13,948	1,162	170	992	1.22%
R&M-Landscape Renovations	8,000	667	-	667	0.00%
Holiday Decoration	6,500	3,250	3,250	-	50.00%
Op Supplies - General	2,500	208	801	(593)	32.04%
Total Field	332,417	30,410	26,849	3,561	8.08%
TOTAL EXPENDITURES	438,200	49,733	51,696	(1,963)	11.80%

Statement of Revenues, Expenditures and Changes in Fund Balances
 For the Period Ending October 31, 2023

<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>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
Excess (deficiency) of revenues					
Over (under) expenditures	(205,856)	(49,238)	(45,504)	3,734	22.10%
<u>OTHER FINANCING SOURCES (USES)</u>					
Contribution to (Use of) Fund Balance	(205,856)	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	(205,856)	-	-	-	0.00%
Net change in fund balance	\$ (205,856)	\$ (49,238)	\$ (45,504)	\$ 3,734	22.10%
FUND BALANCE, BEGINNING (OCT 1, 2023)	1,696,532	1,696,532	1,696,532		
FUND BALANCE, ENDING	\$ 1,490,676	\$ 1,647,294	\$ 1,651,028		

Statement of Revenues, Expenditures and Changes in Fund Balances
 For the Period Ending October 31, 2023

<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>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<u>REVENUES</u>					
Interest - Investments	\$ 20,310	\$ 1,693	\$ 6,190	\$ 4,497	30.48%
Special Assmnts- Tax Collector	676,985	-	-	-	0.00%
Special Assmnts- Discounts	(27,079)	-	-	-	0.00%
Assessments	2,270	-	-	-	0.00%
TOTAL REVENUES	672,486	1,693	6,190	4,497	0.92%
<u>EXPENDITURES</u>					
<u>Administration</u>					
P/R-Board of Supervisors	8,000	667	600	67	7.50%
FICA Taxes	612	51	46	5	7.52%
ProfServ-Engineering	5,000	417	-	417	0.00%
ProfServ-Legal Services	2,500	208	256	(48)	10.24%
ProfServ-Mgmt Consulting	30,591	2,549	2,523	26	8.25%
ProfServ-Special Assessment	6,585	549	-	549	0.00%
Auditing Services	3,500	-	-	-	0.00%
Postage and Freight	150	13	-	13	0.00%
Insurance - General Liability	14,307	14,307	14,799	(492)	103.44%
Printing and Binding	75	6	-	6	0.00%
Legal Advertising	750	63	603	(540)	80.40%
Miscellaneous Services	1,000	83	56	27	5.60%
Misc-Assessment Collection Cost	13,540	-	-	-	0.00%
Office Supplies	99	8	-	8	0.00%
Annual District Filing Fee	41	41	41	-	100.00%
Total Administration	86,750	18,962	18,924	38	21.81%
<u>Field</u>					
P/R-Board of Supervisors	10,000	833	672	161	6.72%
FICA Taxes	765	64	51	13	6.67%
Florida Retirement System	6,667	556	733	(177)	10.99%
ProfServ-Field Management	15,592	1,299	2,025	(726)	12.99%
Contracts-Landscape	114,820	9,568	8,614	954	7.50%
Communication - Telephone	2,000	167	229	(62)	11.45%
Electricity - Streetlights	162,500	13,542	14,231	(689)	8.76%
Utility - Water	15,000	1,250	56	1,194	0.37%
Electricity - Fountain	1,500	125	-	125	0.00%
R&M-Court Maintenance	3,000	250	-	250	0.00%
R&M-Equipment	30,000	2,500	-	2,500	0.00%
R&M-Irrigation	20,000	1,667	4,169	(2,502)	20.85%
R&M-Landscape Renovations	35,000	2,917	1,740	1,177	4.97%
R&M-Ponds	14,568	1,214	1,327	(113)	9.11%

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
R&M-Pools	8,400	700	795	(95)	9.46%
Misc-Holiday Lighting	5,000	3,500	3,500	-	70.00%
Misc-Contingency	71,080	5,923	1,090	4,833	1.53%
Op Supplies - General	4,000	333	1,064	(731)	26.60%
Reserve - Clubhouse/Cabana	2,385	2,385	-	2,385	0.00%
Reserve - Court Amenities	10,034	10,034	-	10,034	0.00%
Reserve - Fences	8,937	8,937	-	8,937	0.00%
Reserve - Irrigation/Landscape	2,594	2,594	-	2,594	0.00%
Reserve - Monuments/Signage	12,022	12,022	-	12,022	0.00%
Reserve - Other	21,716	21,716	-	21,716	0.00%
Reserve - Parking Lot	798	798	-	798	0.00%
Reserve - Ponds	2,888	2,888	-	2,888	0.00%
Reserve - Swimming Pools	2,200	2,200	-	2,200	0.00%
Total Field	583,466	109,982	40,296	69,686	6.91%
TOTAL EXPENDITURES	670,216	128,944	59,220	69,724	8.84%
Excess (deficiency) of revenues					
Over (under) expenditures	2,270	(127,251)	(53,030)	74,221	0.00%
OTHER FINANCING SOURCES (USES)					
Contribution to (Use of) Fund Balance	2,270	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	2,270	-	-	-	0.00%
Net change in fund balance	\$ 2,270	\$ (127,251)	\$ (53,030)	\$ 74,221	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	1,021,712	1,021,712	1,021,712		
FUND BALANCE, ENDING	\$ 1,023,982	\$ 894,461	\$ 968,682		

Statement of Revenues, Expenditures and Changes in Fund Balances
 For the Period Ending October 31, 2023

<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>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<u>REVENUES</u>					
Interest - Investments	\$ 35,789	\$ 2,982	\$ 6,192	\$ 3,210	17.30%
Room Rentals	5,000	417	1,501	1,084	30.02%
Special Assmnts- Tax Collector	1,192,967	-	-	-	0.00%
Special Assmnts- Discounts	(47,719)	-	-	-	0.00%
Other Miscellaneous Revenues	3,800	3,800	28	(3,772)	0.74%
Access Cards	1,000	83	-	(83)	0.00%
TOTAL REVENUES	1,190,837	7,282	7,721	439	0.65%
<u>EXPENDITURES</u>					
<u>Administration</u>					
P/R-Board of Supervisors	8,000	667	785	(118)	9.81%
FICA Taxes	612	51	46	5	7.52%
ProfServ-Dissemination Agent	1,000	-	-	-	0.00%
ProfServ-Engineering	6,000	500	-	500	0.00%
ProfServ-Legal Services	3,000	250	503	(253)	16.77%
ProfServ-Mgmt Consulting	59,030	4,919	4,951	(32)	8.39%
ProfServ-Special Assessment	12,794	12,794	-	12,794	0.00%
ProfServ-Trustee Fees	5,035	-	-	-	0.00%
Postage and Freight	450	38	-	38	0.00%
Insurance - General Liability	22,327	22,327	29,040	(6,713)	130.07%
Printing and Binding	200	17	-	17	0.00%
Legal Advertising	1,000	83	1,183	(1,100)	118.30%
Miscellaneous Services	500	42	110	(68)	22.00%
Misc-Assessment Collection Cost	23,859	-	-	-	0.00%
Office Supplies	250	21	-	21	0.00%
Annual District Filing Fee	80	80	80	-	100.00%
Total Administration	144,137	41,789	36,698	5,091	25.46%
<u>Field</u>					
Payroll-Part Time	120,000	10,000	12,967	(2,967)	10.81%
Payroll-Managers	60,700	5,058	3,296	1,762	5.43%
Payroll-Site Manager	81,500	6,792	5,578	1,214	6.84%
FICA Taxes	20,058	1,672	2,011	(339)	10.03%
Florida Retirement System	6,667	556	733	(177)	10.99%
Life and Health Insurance	10,500	875	1,270	(395)	12.10%
Workers' Compensation	9,038	753	-	753	0.00%
Contracts-Security Services	3,750	313	-	313	0.00%
Contracts-Landscape	44,590	3,716	3,710	6	8.32%
Contracts-Irrigation	6,600	550	-	550	0.00%
Contracts-Pools	21,600	1,800	-	1,800	0.00%

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
Contracts-Lakes	4,500	375	-	375	0.00%
Contracts-Pest Control	965	80	-	80	0.00%
Communication - Mobile	1,200	100	-	100	0.00%
Communication - Teleph - Field	4,548	379	482	(103)	10.60%
Electricity - Streetlights	320,000	26,667	28,156	(1,489)	8.80%
Utility - Water	30,000	2,500	-	2,500	0.00%
Utility - Refuse Removal	2,100	175	-	175	0.00%
Electricity - Fountain	3,500	292	493	(201)	14.09%
Rentals & Leases	9,420	9,420	897	8,523	9.52%
R&M-General	25,000	2,083	1,763	320	7.05%
R&M-Court Maintenance	10,500	875	-	875	0.00%
R&M-Electrical	9,500	792	-	792	0.00%
R&M-Gate	2,000	167	-	167	0.00%
R&M-Irrigation	4,500	375	2,706	(2,331)	60.13%
R&M-Landscape Renovations	30,000	2,500	-	2,500	0.00%
R&M-Pest Control	100	8	192	(184)	192.00%
R&M-Ponds	4,236	353	367	(14)	8.66%
R&M-Pools	15,000	1,250	1,950	(700)	13.00%
R&M-Plumbing	2,500	208	-	208	0.00%
R&M-Painting	9,000	750	-	750	0.00%
Misc-Access Cards	2,500	208	-	208	0.00%
Misc-Holiday Lighting	4,000	333	-	333	0.00%
Special Events	25,000	2,083	100	1,983	0.40%
Misc-Contingency	8,547	712	-	712	0.00%
Misc-Web Hosting	650	54	528	(474)	81.23%
Cleaning Supplies	2,500	208	487	(279)	19.48%
Op Supplies - General	13,500	1,125	2,271	(1,146)	16.82%
Cap Outlay-Machinery and Equip	50,000	50,000	-	50,000	0.00%
Reserve - Court Amenities	11,361	11,361	-	11,361	0.00%
Reserve - Other	49,070	49,070	-	49,070	0.00%
Reserve - Playground	6,000	6,000	-	6,000	0.00%
Total Field	1,046,700	202,588	69,957	132,631	6.68%
TOTAL EXPENDITURES	1,190,837	244,377	106,655	137,722	8.96%
Excess (deficiency) of revenues					
Over (under) expenditures	-	(237,095)	(98,934)	138,161	0.00%
Net change in fund balance	\$ -	\$ (237,095)	\$ (98,934)	\$ 138,161	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	1,448,686	1,448,686	1,448,686		
FUND BALANCE, ENDING	\$ 1,448,686	\$ 1,211,591	\$ 1,349,752		

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

Supporting Schedules

October 31, 2023

**Cash and Investment Report
10/31/2023**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>MATURITY</u>	<u>BALANCE</u>
Checking Account - Operating	Valley National	5.38%	n/a	\$ 498,222
		Subtotal		<u>\$ 498,222</u>
Money Market Account	Bank United	5.45%	n/a	3,555,668
		Subtotal		<u>\$ 3,555,668</u>
		Total		<u><u>\$ 4,053,890</u></u>

**TAMPA PALMS OPEN SPACE & TRANSPORTATION
COMMUNITY DEVELOPMENT DISTRICT**

Motion: Assigning Fund Balance as of 9/30/2023

The Board hereby assigns the FY 2023 Reserves per the September 30, 2023, Balance Sheet as follows:

Fund 003

Operating Reserve	\$ 115,177
Reserves-Irrigation/Landscape	\$ 38,500
Reserves-Monuments/Signage	\$ 14,644
Reserves-Ponds	\$ 354,238

Fund 006

Operating Reserve	\$ 140,351
Reserves-Clubhouse/Cabana	\$ 2,385
Reserves-Court Amenities	\$ 24,466
Reserves-Fences	\$ 68,217
Reserves-Irrigation/Landscape	\$ 3,466
Reserves-Monuments/Signage	\$ 41,618
Reserves-Other	\$ 86,864
Reserves-Parking Lots	\$ 28,202
Reserves-Ponds	\$ 20,422
Reserves-Highwoods Streetlights	\$ 68,012
Reserves-Swimming Pools	\$ 5,292

Fund 007

Operating Reserve	\$ 246,805
Reserves-Clubhouse	\$ 100,592
Reserves-Court Amenities	\$ 11,761
Reserves-Irrigation/Landscape	\$ 90,020
Reserves-Other	\$ 196,280
Reserves-Playground	\$ 60,876
Reserves-Ponds	\$ 90,020
Reserves-Swimming Pools	\$ 177,900

RESOLUTION 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TAMPA PALMS OPEN SPACE & TRANSPORTATION COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND DESIGNATING A REGISTERED AGENT AND A REGISTERED AGENT’S OFFICE FOR THE PURPOSE OF ACCEPTING SERVICE OF PROCESS, NOTICE OR DEMAND ON BEHALF OF THE TAMPA PALMS OPEN SPACE & TRANSPORTATION COMMUNITY DEVELOPMENT DISTRICT.

WHEREAS, the Tampa Palms Open Space & Transportation Community Development District (the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes;

WHEREAS, the District is statutorily required to designate a registered agent and a registered office location for the purposes of accepting any process, notice or demand required or permitted by law to be served upon the District in accordance with Section 189.014(1), Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TAMPA PALMS OPEN SPACE & TRANSPORTATION COMMUNITY DEVELOPMENT DISTRICT:

1. Vivek K. Babbar is hereby designated as registered agent for the Tampa Palms Open Space & Transportation Community Development District.
2. The District’s registered office shall be Straley Robin Vericker, 1510 W. Cleveland Street, Tampa, Florida 33606, and whose telephone number is (813) 223-9400.
3. In accordance with Section 189.014, Florida Statutes, the District’s Secretary is hereby directed to file certified copies of this resolution with the City of Tampa, Florida and the Florida Department of Economic Opportunity.
4. Resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.
5. This Resolution shall take effect immediately upon adoption.

Passed and Adopted on December 19, 2023.

Attest:

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

Assistant Secretary

Brad Van Rooyen
Chair of the Board of Supervisors