

***UNION PARK EAST COMMUNITY
DEVELOPMENT DISTRICT***

Advanced Board Package

Regular Meeting

***Tuesday
November 6, 2018***

9:00 a.m.

***Residence Inn
2101 Northpointe Parkway
Lutz FL***

***Note: The Advanced Board Package is a working document and thus all materials
are considered***

DRAFTS prior to presentation and Board acceptance, approval or adoption.

UNION PARK EAST COMMUNITY DEVELOPMENT DISTRICT AGENDA

Residence Inn
2101 Northpointe Parkway
Lutz, Florida

District Board of Supervisors	Mike Lawson Doug Draper Lori Price Ted Sanders	Chairman Vice Chairman Assistant Secretary Assistant Secretary
District Manager	Paul Cusmano Lore Yeira	DPFG DPFG
District Attorney	Vivek Babbar	Straley Robin Vericker
District Engineer	Tonja Stewart	Stantec Consulting Services, Inc.

All cellular phones and pagers must be turned off during the meeting.

The District Agenda is comprised of six different sections:

The first section which is called **Audience Questions and Comments**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING. The second section is called **Administrative Matters** and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Business Matters**. The business matters section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The fifth section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 374-9105, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

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

UNION PARK EAST COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Tuesday, November 6, 2018
Time: 9:00 a.m.
Location: Residence Inn
2101 Northpointe Parkway
Lutz, Florida 33558

Conference Call No.: (563) 999-2090
Code: 686859#

AGENDA

- I. Roll Call**
- II. Audience Comments**
- III. Consent Agenda**
 - A. Approval of Minutes for September 27, 2018 Meeting** **Exhibit 1**
- IV. Business Matters**
 - A. Consideration and Approval of Resolution 2019-01** **Exhibit 2**
Adopting the Revised Budget Amendment
- IV. Staff Reports**
 - A. District Manager**
 - 1. Aquatic Systems October 2018 Report** **Exhibit 3**
 - B. Attorney**
 - C. District Engineer**
- V. Supervisors Request**
- VI. Audience Questions and Comments on Other Items**
- VII. Adjournment**

Exhibit 1

SEVENTH ORDER OF BUSINESS – Adjournment

Ms. Yeira asked for final questions, comments, or corrections before adjourning the meeting. There being none, Mr. Lawson made a motion to adjourn the meeting.

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adjourned the meeting for the Union Park East Community Development District.

**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.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Signature

Printed Name

Printed Name

Title: ☐ **Secretary** ☐ **Assistant Secretary**

Title: ☐ **Chairman** ☐ **Vice Chairman**

Exhibit 2

RESOLUTION 2019- 01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE UNION PARK EAST COMMUNITY DEVELOPMENT DISTRICT AMENDING ITS BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017, AND ENDING SEPTEMBER 30, 2018; AND PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (the “**Board**”) of the Union Park East Community Development District (the “**District**”) previously adopted its budget for fiscal year 2017/2018;

WHEREAS, the Board desires to relocate funds budgeted to reflect appropriated revenues and expenses approved during the fiscal year;

WHEREAS, the District is empowered by section 189.016, Florida Statutes to adjust the budget based on actual revenues and expenses; and

WHEREAS, the District Manager has submitted a proposed amended budget to reflect appropriated revenues and expenses approved during the fiscal year 2017/2018 (the “**Amended Budget**”), attached hereto as **Exhibit A** and incorporated as a material part of this Resolution by this reference.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

1. **Recitals.** The foregoing recitals are hereby incorporated as the findings of fact of the Board.
2. **Amended Budget.** The Board hereby finds and determines as follows:
 - a. That the Board has reviewed the Amended Budget, a copy of which is on the District’s website, on file with the office of the District Manager, and at the District’s Records Office.
 - b. The Amended Budget is hereby adopted and shall accordingly amend the previously adopted budget for fiscal year 2017/2018.
 - c. That the Amended Budget shall be maintained in the office of the District Manager and at the District’s Records Office and identified as the “Amended Budget for the Union Park East Community Development District for the Fiscal Year Beginning October 1, 2017, and Ending September 30, 2018”.
 - d. The Amended Budget shall be posted by the District Manager on the District’s official website within five (5) days after adoption and remain on the website for at least two (2) years.
3. **Severability.** If any section or part of a section of this Resolution is declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such

other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

4. **Conflicts.** This Resolution is intended to supplement the original resolution adopting the budget for fiscal year 2017/2018, which remain in full force and effect. This Resolution and the original resolution shall be construed to the maximum extent possible to give full force and effect to the provisions of each resolution. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.
5. **Effective Date.** This Resolution shall become effective upon its adoption.

Passed and adopted this 6th day of December 2018.

Attest:

**Union Park East
Community Development District**

Lore Yeira
Assistant Secretary

Chair/ Vice Chair of the Board of Supervisors

Exhibit A: 2017/2018 Amended Budget

STATEMENT 1
UNION PARK EAST COMMUNITY DEVELOPMENT DISTRICT
FY 2018 PROPOSED FY 2018 BUDGET AMENDMENT
GENERAL FUND (O&M)

	FY 2018 ADOPTED BUDGET	FY 2018 Actual 10/01/2017 - 7/31/2018	FY 2018 PROJECTED 08/01-09/30/2018	FY 2018 PROJECTED BUDGET	AMENDMENT	FY 2018 AMENDED BUDGET
I. REVENUE						
OFF ROLL FUNDING (a)	\$ 362,105	\$ 65,028	\$ 39,694	\$ 105,699	\$ (208,142)	105,699
LOT CLOSINGS	-	48,264	-	48,264	-	48,264
INTEREST	-	-	-	-	-	-
TOTAL REVENUE	362,105	113,292	39,694	153,963	(208,142)	153,963
II. EXPENDITURES						
GENERAL ADMINISTRATIVE						
SUPERVISORS COMPENSATION	12,000	5,945	1,200	7,145	(4,855)	7,145
PAYROLL TAXES	918	565	92	657	(261)	657
PAYROLL PROCESSING	660	414	110	524	(136)	524
MANAGEMENT CONSULTING SERVICES	21,000	17,500	3,500	21,000	-	21,000
CONSTRUCTION ACCOUNTING SERVICES	9,000	9,000	-	-	(9,000)	-
PLANNING, COORDINATING & CONTRACT SERVICES	36,000	30,000	6,000	36,000	-	36,000
ADMINISTRATIVE SERVICES	3,500	2,920	580	3,500	-	3,500
BANK FEES	300	192	40	232	(68)	232
MISCELLANEOUS	500	1,980	-	1,980	1,480	1,980
AUDITING	4,500	2,800	-	2,800	(1,700)	2,800
SERVICES TRAVEL	-	1,269	200	1,469	1,469	1,469
PER DIEM	4,000	5,000	-	5,000	1,000	5,000
INSURANCE	175	175	-	175	-	175
REGULATORY AND PERMIT FEES	2,000	632	-	632	(1,368)	632
LEGAL ADVERTISEMENTS	4,000	8,029	-	8,029	4,029	8,029
ENGINEERING SERVICES	7,500	5,575	1,500	7,075	(425)	7,075
LEGAL SERVICES	-	-	-	-	-	-
PERFORMANCE & WARRANTY BOND PREMIUM	720	678	42	720	-	720
WEBSITE HOSTING	-	-	-	-	-	-
ADMINISTRATIVE CONTINGENCY	106,773	92,674	13,264	96,938	(9,835)	96,938
TOTAL GENERAL ADMINISTRATIVE						
DEBT ADMINISTRATION:						
DISSEMINATION AGENT	1,000	-	-	-	(1,000)	-
TRUSTEE FEES	8,000	9,104	-	9,104	1,104	9,104
ARBITRAGE	750	650	-	650	(100)	650
TOTAL DEBT ADMINISTRATION	9,750	9,754	-	9,754	4	9,754
PHYSICAL ENVIRONMENT EXPENDITURES						
FIELD MANAGER	8,781	336	-	336	(8,445)	336
FIELD TRAVEL	1,400	-	-	-	(1,400)	-
STREETPOLE LIGHTING	-	-	-	-	-	-
ELECTRICITY (IRRIGATION & POND PUMPS)	-	229	200	429	429	429
WATER	-	-	-	-	-	-
LANDSCAPING MAINTENANCE	-	7,616	19,710	27,326	27,326	27,326
IRRIGATION MAINTENANCE	-	330	220	550	550	550
POND MAINTENANCE	-	-	6,300	6,300	6,300	6,300
POND BANK MOWING	-	12,330	-	12,330	12,330	12,330
CONTINGENCY FOR PHYSICAL ENVIRONMENT	235,401	-	-	-	(235,401)	-
TOTAL PHYSICAL ENVIRONMENT EXPENDITURES	245,582	20,841	26,430	47,271	(198,311)	47,271
TOTAL EXPENDITURES	362,105	123,269	39,694	153,963	(208,142)	153,963
EXCESS OF REVENUE OVER (UNDER)						
III. EXPENDITURES	-	(9,977)	-	-	-	-
FUND BALANCE - BEGINNING	-	-	-	-	-	-
FUND BALANCE - ENDING	\$ -	\$ (9,977)	\$ -	\$ -	\$ -	\$ -

(a) Off Roll Funding will be provided on an "as needed" basis only and based only on actual expenditures incurred

Exhibit 3



Union Park East CDD Waterway Inspection Report

Reason for Inspection: Routine Scheduled

Inspection Date: 10/24/2018

Prepared for:

Lore Yeira, District Manager
DPFG
15310 Amberly Drive Suite 175
Tampa, FL 33647

Prepared by:

Morgan Melatti, Account Representative/Biologist

Aquatic Systems, Inc. - Wesley Chapel Field Office

Corporate Headquarters

2100 N.W. 33rd Street, Pompano Beach, FL 33069

1-800-432-4302

Site: 1**Comments:** Site looks good

Initial treatments for shoreline grasses within site #1 have had positive results seen during the site inspection. High water levels were observed, connecting the site to the backing wetland. No new algae growth was observed.

Site: 2, 3**Comments:** Normal growth observed

Site #2 (above) was treated for Cattails during the initial maintenance visit. Cattails are still decomposing in the site. Site #3 (top and bottom right) received treatment for Torpedograss and Alligator Weed and the decomposing plant matter has spurred some filamentous algae growth. Filamentous algae will be targeted at an upcoming maintenance visit.

Site: 4

**Comments:** Treatment in progress

Alligator Weed can be seen decomposing as a result of initial maintenance treatments within site #4. Follow-up treatments will target the remaining Alligator Weed in the site (bottom right).

Site: 5

**Comments:** Normal growth observed

Filamentous algae was observed within site #5 and will require treatment at an upcoming maintenance visit. Pond banks require landscaping maintenance (bottom right).

Union Park East CDD Waterway Inspection Report 10/24/2018

Site: 6



Comments: Treatment in progress

Alligator Weed and Torpedograss around the perimeter of site #6 can be seen decomposing as a result of initial maintenance. Southern Water Grass growth will be targeted at an upcoming maintenance visit.

Site: 9



Comments: Treatment in progress

Improved access to site #9 has allowed for initial treatment of the site to occur. Cattails, Carolina Willow, Nutsedge and Sesbania were the primary targets of initial maintenance. Follow-up treatments will be applied as needed to target the taller growth.

Union Park East CDD Waterway Inspection Report | 10/24/2018

Site: 10



Comments: Treatment in progress

Initial treatments have started in site #10 due to the improved access to the site. Cattails, Saltbush, Primrose Willow, Peruvian Primrose and filamentous algae were targeted during the initial visit. Follow-up treatments will be applied routinely.

Site: 23



Comments: Site looks good

Site #23 was seen in good condition and very little nuisance vegetation. High water clarity and some shoreline erosion was observed. Monitoring and maintenance will continue as scheduled.

Union Park East CDD Waterway Inspection Report | 10/24/2018

Site: 24, 22



Comments: Treatment in progress

Site #24 (above) was observed with turbid water during the site visit. New growth of shoreline Cattails and Primrose Willow will be targeted at an upcoming maintenance visit. Site #22 (top and bottom right) was seen with treated Torpedograss.

Management Summary

The Waterway Inspection Report for Union Park East CDD was performed on October 25th, 2018 for ten sites in the community. Sites #1-6 were treated during the initial maintenance visit for Union Park East and are included to mark the progress of the decaying vegetation. When waterway maintenance begins, it is not unusual for sites to require several treatments to get extra vegetative growth within acceptable levels. For example, Site #4, included in the first maintenance visit, will require additional treatments for Alligator Weed.

Sites #9 and 10 have started their initial treatments a bit later than the rest of the waterways due to limited access. The canal that was previously blocking entrance to the two ponds has been filled to create a small bridge. Sites #9 and 10 were seen with many advantageous species that capitalize on disturbed soil and low competition. Cattails, Saltbush, Primrose Willow, Peruvian Primrose, Sesbania and Torpedograss were targeted during initial treatments and follow-up treatments will be applied in the next couple of months to bring the growth to the desired level.

Site #5 was noted with overgrown pond banks, which requires mowing from landscaping (see map attached for location).

Recommendations/Action Items

- Monitor Initial Treatments.
- Site #5 Requires Mowing of Pond Banks.

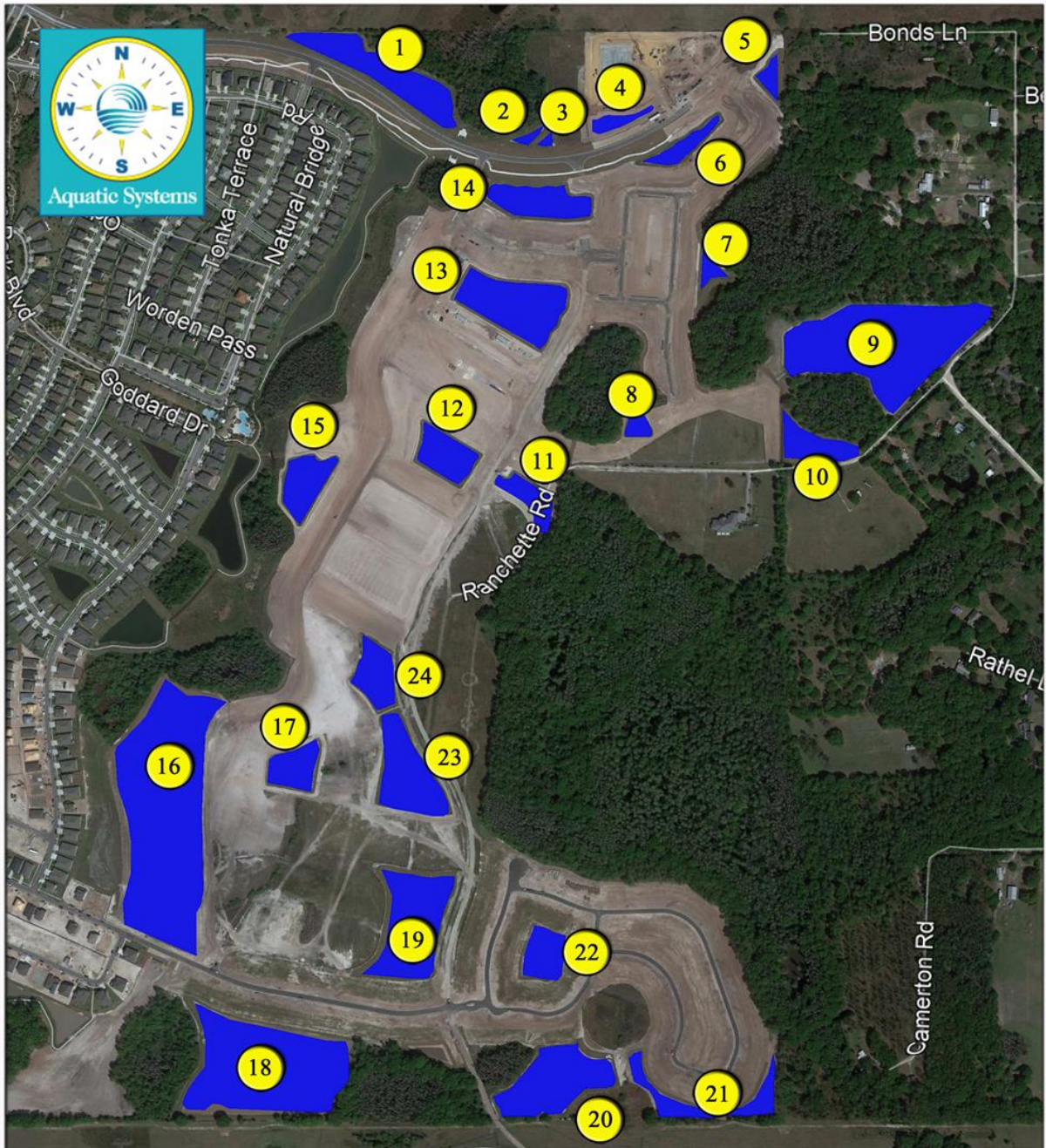
Thank You For Choosing Aquatic Systems, Inc.!



Union Park East CDD

Wesley Chapel, FL

1-800-432-4302



MNM 10/2018