

New Port - Tampa Bay Community Development District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817

Phone 407-723-5900

www.newporttampabaycdd.com

The following is the proposed agenda for the Board of Supervisors Meeting of the New Port Tampa Bay Community Development District ("District"), scheduled to be held on **Thursday, April 17, 2025, at 11:00 a.m. at 1510 W. Cleveland Street, Tampa, Florida, 33606.** The attendance of three Board Members is required to constitute a quorum.

To attend the meeting by phone, please use the below conference call information:

Call in number: 1-844-621-3956

Passcode: 2539 895 0958 #

PROPOSED BOARD OF SUPERVISORS' MEETING AGENDA

Administrative Matters

- Call to Order
- Roll Call to confirm quorum
- Public Comment Period
- 1. **Consideration of Meeting Minutes of the January 16, 2025 Board of Supervisors Meeting**

General Business Matters

2. **Consideration of Resolution 2025-02, Approving a Preliminary Budget for Fiscal Year 2026 and Setting a Public Hearing Date [suggested date of July 17, 2025]**
3. **Consideration of VGlobalTech Fee Increase Letter**
4. **Consideration of PFM Fee Increase Letter**
5. **Consideration of Sunset Park Landscape Re-Design Plans**
6. **Consideration of Traffic Volume Records Request**
7. **Review and Acceptance of the FY2024 Audit Report**
8. **Ratification of Payment Authorizations Nos. 186 – 192**
9. **Review of District Financial Position**

Other Business

- Staff Reports
 - District Counsel
 - District Engineer
 - District Manager
 - Marina Pointe Towers 2&3 - FDEP Wastewater Collection System Applications
 - Site Manager
- Audience Comments
- Supervisors Requests

Adjournment



**NEW PORT – TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT**

**Consideration of the January 16, 2025
Board of Supervisors Meeting Minutes**

MINUTES OF MEETING

NEW PORT - TAMPA BAY COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS' MEETING MINUTES

Thursday, January 16, 2025, at 11:00 a.m.

1510 W. Cleveland Street, Tampa, Florida 33606

Board Members in attendance:

Ron Swickow	Assistant Secretary
Dominic Pickering	Vice Chairperson
Scott Dutton	Assistant Secretary
Don Bodie	Assistant Secretary (via phone)

Also present:

Jane Gaarlandt	PFM	
Venessa Ripoll	PFM	(via phone)
Amy Champagne	PFM	(via phone)
Audrey Ryan	PFM	(via phone)
Vivek Babbar	District Counsel	
Chris Bodie	Site Serve	(via phone)
Craig Carden	Ardurra	(via phone)
Cliff Laborde	Resident	

FIRST ORDER OF BUSINESS

Administrative Matters

Call to Order and Roll Call

Ms. Gaarlandt called the New Port - Tampa Bay Community Development District Board of Supervisors Meeting to order at 11:02 a.m. Those in attendance are outlined above.

Public Comment Period

There were no public comments at this time.

Consideration of Meeting Minutes

- October 17, 2024, Board of Supervisors Meeting
- December 12, 2024, Workshop Meeting

The Board reviewed the Minutes.

On MOTION by Mr. Pickering, seconded by Mr. Dutton, with all in favor, the Board approved the Minutes of the October 17, 2024, Board of Supervisors Meeting and the December 12, 2024, Workshop Meeting.

Consideration of Resolution 2025-01, Election of Officers

Ms. Gaarlandt reviewed the current slate of officers. There was discussion surrounding the roles and expectations of the Board Members and the approval processes.

On MOTION by Mr. Dutton, seconded by Mr. Pickering, with all in favor, the Board approved Resolution 2025-01, Election of Officers with Mr. Noah Breakstone as Chairperson, Mr. Dominic Pickering as Vice Chairperson, Ms. Jane Gaarlandt as Secretary, Mr. Don Bodie, Mr. Ron Swichkow, and Mr. Scott Dutton as Assistant Secretaries, Ms. Jennifer Glasgow as Treasurer, Ms. Amanda Lane, Mr. Rick Montejano, Ms. Verona Griffith, and Ms. Amy Champagne as Assistant Treasurers.

Ms. Gaarlandt acknowledged Mr. Carden joined the meeting via phone at approximately 11:14 a.m.

There was broad discussion and review of the budget process.

SECOND ORDER OF BUSINESS

General Business Matters

Consideration of Proposal for Sunset Park Landscape Replanting

Mr. Bodie confirmed that they had received the proposal in the amount of \$4,500.00 and requested the Board's approval to hire a landscape architect to design the replanting.

Ms. Gaarlandt stated that this would be funded by the Master Association.

There was discussion surrounding how the District would fund the landscaping.

On MOTION by Mr. Pickering, seconded by Mr. Dutton, with all in favor, the Board approved Mr. Bodie's request to proceed with hiring a landscape architect for \$4,500.00.

Discussion

- **CDD Roadway Maintenance Responsibility**
- **Traffic Limitation Signage**

There was lengthy discussion surrounding the responsibilities of the District with regard to the roadways. There were suggestions on ways to limit traffic on the District's streets. There was discussion on the need for a traffic volume study.

On MOTION by Mr. Pickering, seconded by Mr. Swickow, with all in favor, the Board approved a not-to-exceed amount of \$1,000.00 for the District Engineer to initiate public records requests for the traffic volume study.

Ratification of Payment Authorizations Nos. 178 – 185

Ms. Gaarlandt stated that these were all standard District expenses that had been previously approved.

Mr. Swickow inquired on a line item and the timing of the collections.

On MOTION by Mr. Swickow, seconded by Mr. Dutton, with all in favor, the Board ratified Payment Authorization Nos. 178 – 185.

Review of District Financial Position

There was discussion surrounding the financials process.

No action was required by the Board.

FOURTH ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No Report.

District Engineer – No Report.

District Manager – Ms. Gaarlandt noted that the Budget process will begin in April. She stated that District Management provides the agenda approximately one week prior to the meeting.

Mr. Swichkow requested that the budget be circulated to all Board members prior to the next meeting.

There was discussion surrounding the budgetary process.

Upon receipt of the public records information and the traffic study, District staff will schedule a meeting to discuss.

Site Manager – Mr. Bodie stated that they had opened Sunset Park. He provided updates on the damaged light pole.

Mr. Dutton inquired on the patrolling of the area with the fifteen-minute parking signs.

There was discussion surrounding the parking issues.

**Supervisor Requests and
Audience Comments**

There was nothing further to address.

FIFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Dutton, seconded by Mr. Pickering, with all in favor, the Board adjourned the January 16, 2025, Board of Supervisors' Meeting at approximately 12:40 p.m.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

**NEW PORT – TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT**

**Consideration of Resolution 2025-02,
Approving a Preliminary Budget for Fiscal
Year 2026 and Setting a Public Hearing Date
[suggested date of July 17, 2025]**

RESOLUTION 2025-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE NEW PORT-TAMPA BAY COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2025/2026; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (**“Board”**) of the New Port-Tampa Bay Community Development District (**“District”**) prior to June 15, 2025 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2025 and ending September 30, 2026 (**“Proposed Budget”**); and

WHEREAS, the Board has considered the Proposed Budget and desires to approve the Proposed Budget and set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget, including any modifications made by the Board, attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** The public hearing on said Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE: July 17, 2025

HOUR: 11:00 a.m.

LOCATION: The Offices of Straley Robin Vericker
1510 W. Cleveland Street
Tampa, Florida 33606

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to City of Tampa at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, Florida Statutes, the District’s Secretary is further directed to post the Proposed Budget on the District’s website at least 2 days before the budget hearing date and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed by Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED ON APRIL 17, 2025.

Attest:

**New Port-Tampa Bay Community
Development District**

Print Name: _____
☐ Secretary/☐ Assistant Secretary

Print Name: _____
☐ Chair/☐ Vice Chair of the Board of Supervisors

Exhibit A: Proposed Budget for Fiscal Year 2025/2026



New Port Tampa Bay CDD

Proposed FY 2026 Budget

PFM Group Consulting LLC
3501 Quadrangle Blvd
Suite 270
Orlando, FL 32817
407-723-5900

EXHIBIT A
New-Port Tampa Bay Community Development District
Proposed Fiscal Year 2026 Annual Operations & Maintenance Budget

	Actual Through 2/28/25	Anticipated March - Sept.	Anticipated FY 2025 Total	FY 2025 Adopted Budget	FY 2026 Proposed Budget
<u>Revenues</u>					
On-Roll Assessments	\$ 83,151.14	\$ 10,803.86	\$ 93,955.00	\$ 93,955.00	\$ 137,615.00
Interest Income	3,367.73	-	3,367.73	-	-
Net Revenues	\$ 86,518.87	\$ 10,803.86	\$ 97,322.73	\$ 93,955.00	\$ 137,615.00
<u>General & Administrative Expenses</u>					
Public Officials' Liability Insurance	\$ 2,843.00	\$ -	\$ 2,843.00	\$ 3,000.00	\$ 3,300.00
Supervisor Fees	-	1,458.33	1,458.33	2,500.00	2,500.00
General Insurance	5,281.00	-	5,281.00	5,800.00	6,380.00
Trustee Services	1,728.50	2,471.50	4,200.00	4,150.00	4,500.00
District Management Fees	5,333.32	10,666.68	16,000.00	16,000.00	22,500.00
Assessment Administration	10,000.00	-	10,000.00	10,000.00	10,000.00
Reamortization Schedule	-	125.00	125.00	250.00	250.00
Disclosure Agent	1,250.00	3,750.00	5,000.00	5,000.00	5,000.00
Engineering Fees	-	2,566.67	2,566.67	4,400.00	10,000.00
District Counsel	3,035.00	8,750.00	11,785.00	15,000.00	15,000.00
Audit Fees	4,600.00	-	4,600.00	4,600.00	4,800.00
Legal Advertising	511.13	1,166.67	1,677.80	2,000.00	2,000.00
Website Maintenance Fee	850.00	1,670.00	2,520.00	2,580.00	2,700.00
Utilities	4,352.21	9,287.44	13,639.65	16,000.00	16,000.00
Postage/ Shipping	-	-	-	-	200.00
Miscellaneous Charges	2.07	1,458.33	1,460.40	2,500.00	2,300.00
Tax Preparation Fee	-	-	-	-	10.00
Reserve	-	-	-	-	30,000.00
Dues, Licenses & Fees	175.00	-	175.00	175.00	175.00
Total General & Administrative Expenses	\$ 39,961.23	\$ 43,370.62	\$ 83,331.85	\$ 93,955.00	\$ 137,615.00

Current Year Proposed	Net Per Unit	\$ 106.48
1292 Units	Gross per Unit	\$ 113.28
Prior Year Adopted	Net Per Unit	\$ 72.70
1292 Units	Gross per Unit	\$ 77.34

EXHIBIT A
New-Port Tampa Bay Community Development District
Proposed Fiscal Year 2026 Annual Operations & Maintenance Budget

	Actual Through 2/28/25	Anticipated March - Sept.	Anticipated FY 2025 Total	FY 2025 Adopted Budget	FY 2026 Proposed Budget
<u>Revenues</u>					
On-Roll Assessments	\$ 83,151.14	\$ 10,803.86	\$ 93,955.00	\$ 93,955.00	\$ 93,955.00
Carry Forward	-	-	-	-	43,660.00
Interest Income	3,367.73	-	3,367.73	-	-
Net Revenues	\$ 86,518.87	\$ 10,803.86	\$ 97,322.73	\$ 93,955.00	\$ 137,615.00
<u>General & Administrative Expenses</u>					
Public Officials' Liability Insurance	\$ 2,843.00	\$ -	\$ 2,843.00	\$ 3,000.00	\$ 3,300.00
Supervisor Fees	-	1,458.33	1,458.33	2,500.00	2,500.00
General Insurance	5,281.00	-	5,281.00	5,800.00	6,380.00
Trustee Services	1,728.50	2,471.50	4,200.00	4,150.00	4,500.00
District Management Fees	5,333.32	10,666.68	16,000.00	16,000.00	22,500.00
Assessment Administration	10,000.00	-	10,000.00	10,000.00	10,000.00
Reamortization Schedule	-	125.00	125.00	250.00	250.00
Disclosure Agent	1,250.00	3,750.00	5,000.00	5,000.00	5,000.00
Engineering Fees	-	2,566.67	2,566.67	4,400.00	10,000.00
District Counsel	3,035.00	8,750.00	11,785.00	15,000.00	15,000.00
Audit Fees	4,600.00	-	4,600.00	4,600.00	4,800.00
Legal Advertising	511.13	1,166.67	1,677.80	2,000.00	2,000.00
Website Maintenance Fee	850.00	1,670.00	2,520.00	2,580.00	2,700.00
Utilities	4,352.21	9,287.44	13,639.65	16,000.00	16,000.00
Postage/ Shipping	-	-	-	-	200.00
Miscellaneous Charges	2.07	1,458.33	1,460.40	2,500.00	2,300.00
Tax Preparation Fee	-	-	-	-	10.00
Reserve	-	-	-	-	30,000.00
Dues, Licenses & Fees	175.00	-	175.00	175.00	175.00
Total General & Administrative Expenses	\$ 39,961.23	\$ 43,370.62	\$ 83,331.85	\$ 93,955.00	\$ 137,615.00

Current Year Proposed	Net Per Unit	\$72.70
1292 Units	Gross per Unit	\$77.34

Prior Year Adopted	Net Per Unit	\$72.70
1292 Units	Gross per Unit	\$77.34

**NEW PORT – TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT**

**Consideration of VGlobalTech Fee Increase
Letter**

VGlobalTech
636 Fanning Drive
Winter Springs, FL 32708 US
contact@vglobaltech.com
www.vglobaltech.com



Estimate

ADDRESS

New Port Tampa Bay CDD
3501 Quadrangle Boulevard,
Suite 270
Orlando, FL 32817 USA

ESTIMATE # 1048

DATE 03/20/2025

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Web Maintenance:ADA Website Maintenance Ongoing monthly website maintenance, content updates, ADA and WCAG Compliance checks, document conversions.	1	125.00	125.00
	Email:Email Hosting, Inbox Management & Maintenance Email setup, inbox setup and maintenance. Spam filters, virus checks, archival of emails. Support for clients - Included	1	0.00	0.00

Current price since October 2021: \$110 / month

New price from October 2025: \$125 / month

Web & Email hosting, maintenance and same quality service & less than 8 hrs. turnaround time for all tasks.

TOTAL

\$125.00

Accepted By

Accepted Date

**NEW PORT – TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of PFM Fee Increase Letter



April 2, 2025

Mr. Noah Breakstone
Chairman of the Board of Supervisors
New Port - Tampa Bay Community Development District
3501 Quadrangle Boulevard, Suite 270
Orlando, FL 32817

Dear Mr. Breakstone:

pfm

3501 Quadrangle Blvd.
Suite 270
Orlando, FL 32817
407.723.5900

pfm.com

Thank you for the opportunity to continue serving as District Manager to the New Port – Tampa Bay Community Development District (the "District"). The agreement in place between our firm and the District dated February 12, 2019 provides for the review and adjustment annually of our fees pursuant to the District's annual budget process. We are respectfully requesting an increase in our annual fee for District Management services from \$16,000 to \$22,500 for Fiscal Year 2026 as the District is more active.

Please note this change will be effective on the billing for October 2025 in conjunction with the District's new Fiscal Year.

Provided the changes are acceptable, please have an authorized official of the District sign and return a copy of this letter to us to acknowledge the increase.

Sincerely,
PFM GROUP CONSULTING LLC

Senior District Manager

Accepted by:

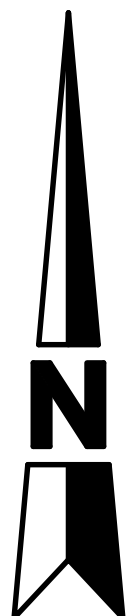
(Signature)

(Print Name)

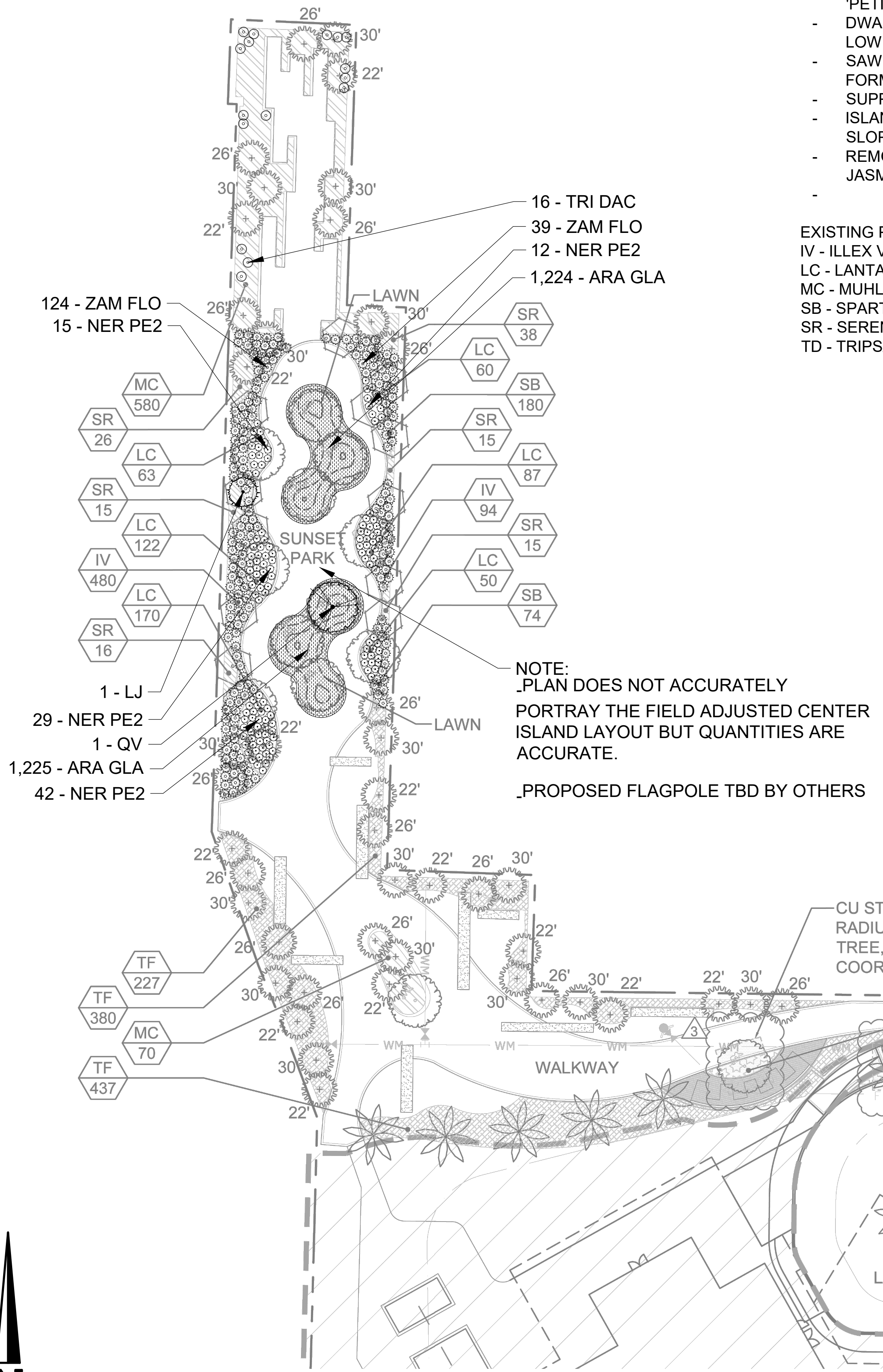
(Date)

**NEW PORT – TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT**

**Consideration of Sunset Park Landscape Re-
Design Plans**



0 15 30 60
SCALE: 1" = 30' 0"



NOTES:

- STRAIGHTEN UP 1 OAK AND 5 SABAL PALMS THAT ARE LEANING DUE TO STORM WINDS.
- EXTENSIVE WEEDING NEEDED
- REPLACE DEAD OAK TREE AND DEAD LIGUSTRUM
- WHITE LANTANA ALL DEAD (REPLACE WITH DWARF OLEANDER 'PETITE PINK')
- DWARF YAUPON HOLLY NOT DOING WELL (REPLACE WITH COONTIE) LOW PLANT TO MAINTAIN VIEWS
- SAW PALMETTO TO REMAIN (CONFIRM STILL EXISTING IN ALL FORMER LOCATIONS, SUPPLEMENT IF NOT)
- SUPPLEMENT FAKAHACHEE GRASS IN SEVERAL AREAS WITH GAPS ISLAND TO BE REGRADED, REMOVE MATERIAL TO CREATE SOFTER SLOPES.
- REMOVE OLD TURF AND INSTALL PERENNIAL PEANUT OR ASIAN JASMINE
-

EXISTING PLANT SYMBOLS:

IV - ILLEX VOMITORIA - DWARF YAUPON HOLLY
LC - LANTANA CAMERA 'WHITE LIGHTNING' - WHITE LANTANA
MC - MUHLENBERGIA CAPILARIS - PINK MUHLY GRASS
SB - SPARTINA BAKERI - SAND CORDGRASS
SR - SERENOA REPENS 'SILVER FOX' - SILVER SAW PALMETTO
TD - TRIPSACUM DACTYLOIDES - DWARF FAKAHACHEE GRASS

GENERAL LANDSCAPE NOTES:

All plant material to be Florida #1 or better quality, as specified in the current edition of the FDACS 'Grades and Standards for Nursery Stock'. Tree caliper measurements shall be taken at six (6") inches above natural grade. Measurements for trees over four (4") inches of caliper shall be taken at twelve (12") above natural grade. Diameter breast height (DBH) measurements to be taken at 4.5 feet above natural grade.

The Plant Material Schedule included with the Plans is provided only for the landscape contractor's convenience; It shall not be construed as to conflict or predominate over the Plans.

In the event of discrepancies in the quantities shown on the Plant Material Schedule/Bid Form and those shown on the Plans, the landscape contractor shall bid the quantity shown on the Plant Material Schedule/Bid Form and provide a note as to the quantity shown on the Plans.

If a conflict between the Plans and the Specifications exists, the Plans shall predominate and be considered the controlling document.

Landscape contractor shall provide documentation of plant 'variety' when specified. Plants specified by Genus and Species alone shall not require documentation.

All materials shall be installed as specified on the Plans. If material and labor do not adhere to the Details and Specifications, they will be rejected by the Landscape Architect. Rejected materials will be replaced by the landscape contractor at no additional cost.

All necessary permits are to be provided by the installing contractor for work shown on the Plans (unless otherwise specifically stated in the Specifications or Bid Documents).

The landscape contractor shall be responsible for verification and protection of all underground and overhead utilities. Plant material shown on the Plans that conflict with the utilities shall be brought to the attention of the Landscape Architect prior to installation.

The General Contractor shall provide site grading to within 0.1 foot of finish grade. The landscape contractor shall provide fine grading to produce a positive drainage condition on the site. Surface water shall be directed to engineered drainage structures/swales with smooth grading transitions. Debris larger than 1.5 inches shall be removed from surface of landscape beds and sodded areas.

All plant material shall be installed and maintained in the highest standard of workmanship and in accordance with the Details and Specifications. Plant material shall be maintained by the landscape contractor until Final Acceptance is granted by the Owner.

All B&B trees shall have strings, twine or rope removed from the top of the basket. All flagging tape, identification tags, and other objects shall be removed from the plant material prior to calling for a Substantial Completion inspection. Mulch shall be Pine Bark mini-nuggets. Sod shall be St. Augustine 'Floratum'.

The landscape contractor shall remove existing vegetation necessary to complete the work shown on the plans. Use of herbicide shall be in accordance to manufacturer's recommendations and supervised by licensed applicators. The landscape contractor is solely responsible for the means to remove existing vegetation and responsible to ensure that re-growth does not occur.

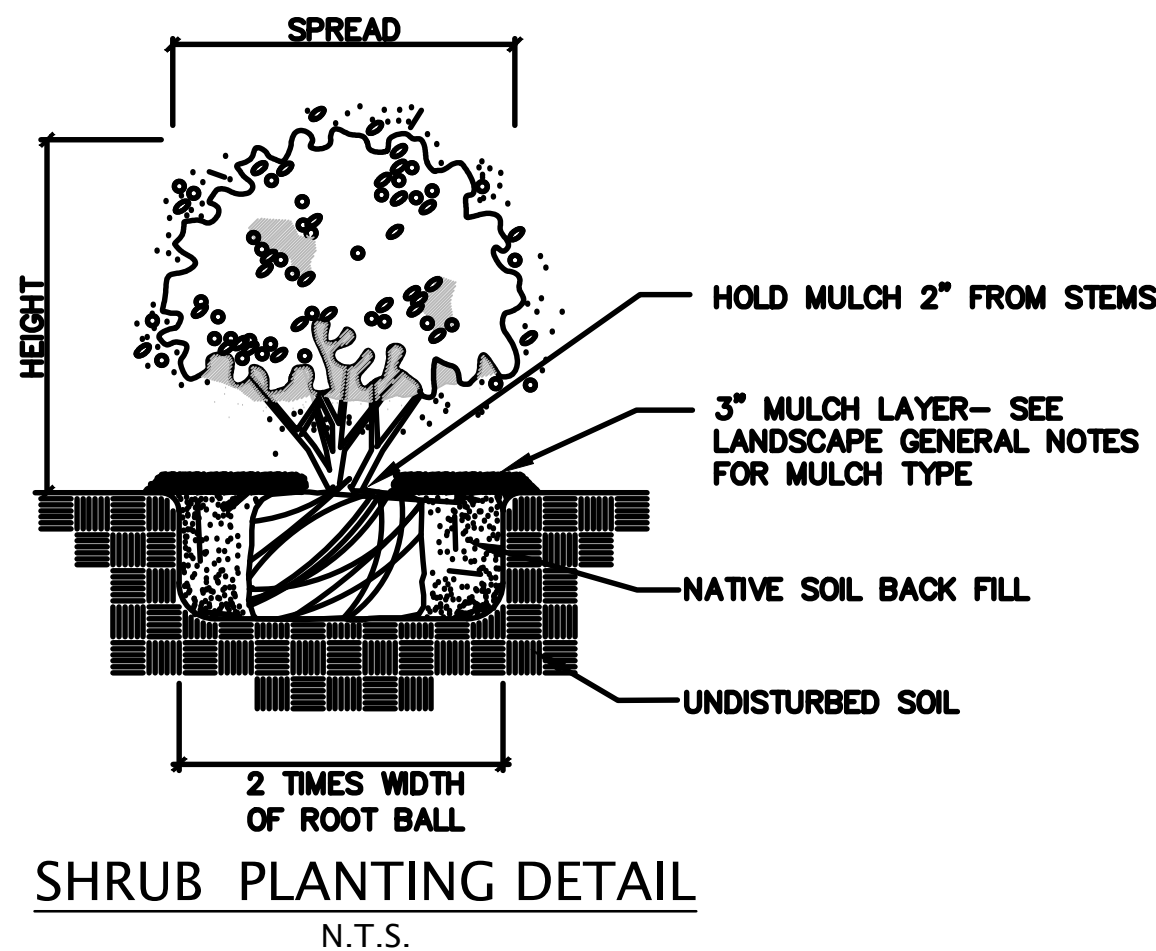
The landscape contractor shall keep a neat and orderly job site. Paved surfaces necessary for egress shall be kept clear of debris. Debris generated by the work shown on the Plans shall be removed from the site.

The landscape contractor shall provide a replacement warranty for trees of one year's duration and shrub/groundcover for three month's duration from Final Acceptance.

Sod shall be laid with tight joints. Sodded areas shall be rolled within three days after installation. Landscape contractor shall apply proper irrigation water quantities prior to rolling to insure proper soil/root contact but not produce indentations from pedestrians.

All questions concerning the Plans, Details, or Specifications shall be directed to the Landscape Architect.

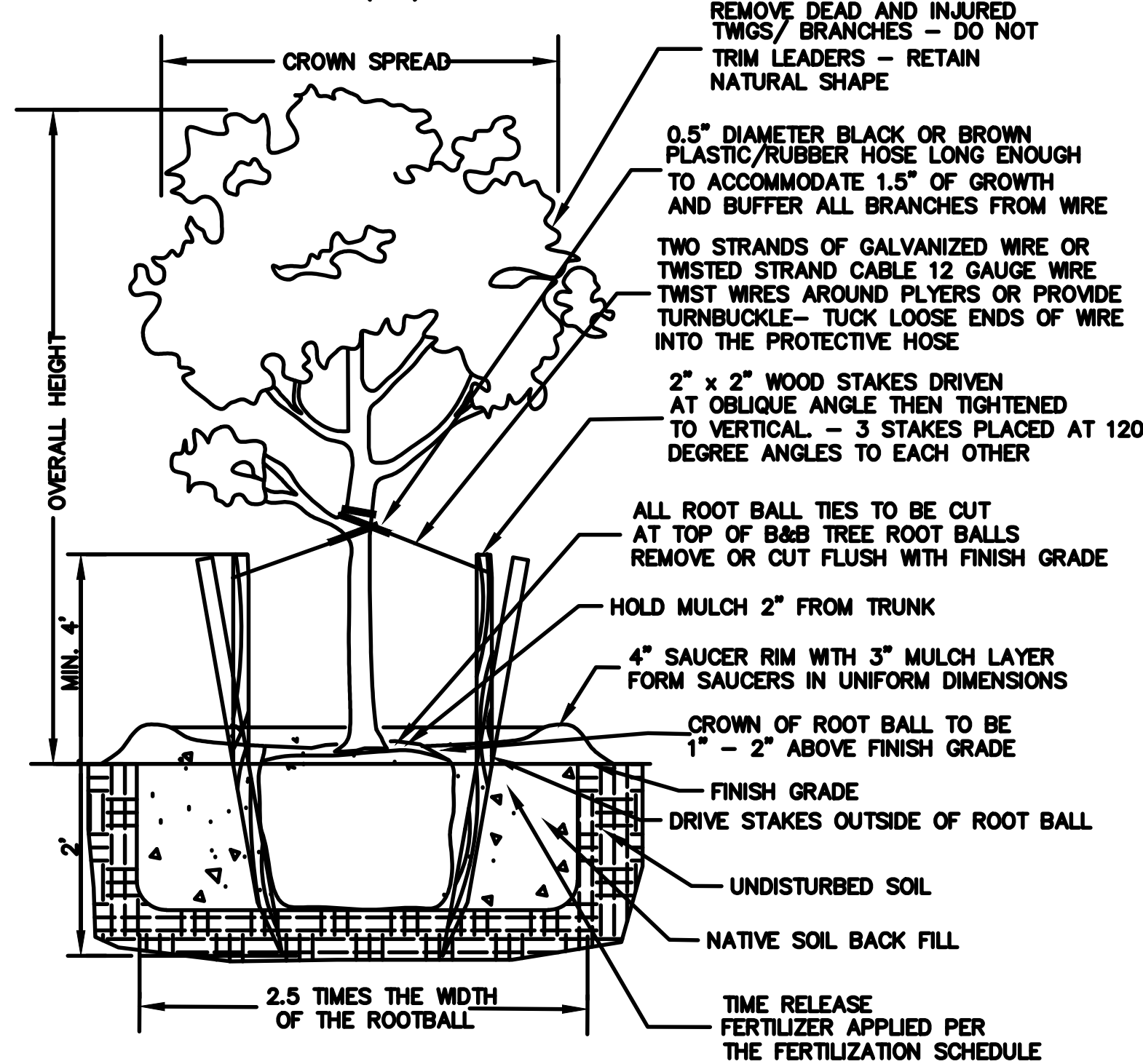
CODE	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	
TREES						
	LJ	1	LIGUSTRUM JAPONICUM	PRIVET	2" CAL.	
	QV	1	QUERCUS VIRGINIANA	SOUTHERN LIVE OAK	3" CAL.	
CODE	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
SHRUBS						
	NER PE2	136	NERIUM OLEANDER 'PETITE PINK'	PETITE PINK OLEANDER	3 GAL.	36" o.c.
	TRI DAC	16	TRIPSACUM DACTYLOIDES NANA	DWARF FAKAHACHEE GRASS	3 GAL.	48" o.c.
	ZAM FLO	198	ZAMIA FLORIDANA	FLORIDA COONTIE	3 GAL.	48" o.c.
GROUND COVERS						
	ARA GLA	2,449	ARACHIS GLABRATA	PERENNIAL PEANUT	4" POTS	12" o.c.



NOTES:

STAKING DETAIL ONLY FOR TREES WITH LESS THAN 3" CALIPER. LANDSCAPE CONTRACTOR SHALL REMOVE STAKING AND GUYING MEASUREMENTS. SEE ALTERNATE STAKING DETAIL FOR MATERIALS AFTER ONE YEAR. 3 INCH OR GREATER CALIPER (LARGE TREE PLANTING/STAKING).

OTHER TREE STAKING SYSTEMS MAY BE ACCEPTABLE IF APPROVED BY THE LANDSCAPE ARCHITECT (727) 343-1809.



CONSULTANTS

OWNER

WESTSHORE MARINA DISTRICT
SUNSET PARK
5201 BRIDGE STREET
TAMPA, FL 33611

SIGNATURE & SEAL



REVISIONS

NO.	COMMENTS	DATE

SHEET INFORMATION

DATE	03/27/2025
JOB NUMBER	178HZ138
DRAWN BY	TM
CHECKED BY	TM

PLANTING PLAN

L1

**NEW PORT – TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT**

**Consideration of Traffic Volume Records
Request**

Traffic Volume Records Request

<https://app.box.com/s/b7w2im5ms2snlf1gy50czut2rkao4cpe>

**NEW PORT – TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT**

**Review and Acceptance of the
FY2024 Audit Report**

**NEW PORT TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT
CITY OF TAMPA, FLORIDA
FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED
SEPTEMBER 30, 2024**

**NEW PORT TAMPA BAY COMMUNITY DEVELOPMENT DISTRICT
CITY OF TAMPA, FLORIDA**

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Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

1001 Yamato Road • Suite 301
Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors
New Port Tampa Bay Community Development District
City of Tampa, Florida

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of New Port Tampa Bay Community Development District, City of Tampa, Florida ("District") as of and for the fiscal year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2024, and the respective changes in financial position thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The District's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information Included in the Financial Report

Management is responsible for the other information included in the financial report. The other information comprises the information for compliance with FL Statute 218.39 (3) (c), but does not include the financial statements and our auditor's report thereon. Our opinions on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 10, 2025, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

February 10, 2025

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of New Port Tampa Bay Community Development District, City of Tampa, Florida ("District") provides a narrative overview of the District's financial activities for the fiscal year ended September 30, 2024. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

FINANCIAL HIGHLIGHTS

- The assets of the District exceeded its liabilities at the close of the most recent fiscal year resulting in a net position balance of \$3,946,406.
- The change in the District's total net position in comparison with the prior fiscal year was \$327,240, an increase. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2024, the District's governmental funds reported combined ending fund balances of \$866,450, an increase of \$82,820 in comparison with the prior fiscal year. The total fund balance is non-spendable for deposits and prepaid items, restricted for debt service and capital projects, and the remainder is unassigned fund balance which is available for spending at the District's discretion.

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as the introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: government-wide financial statements, fund financial statements, and notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the residual amount being reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by special assessment revenues. The District does not have any business-type activities. The governmental activities of the District include the general government (management) and maintenance functions.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: governmental funds.

OVERVIEW OF FINANCIAL STATEMENTS (Continued)

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflow of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains three governmental funds for external reporting. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, debt service fund and capital projects fund, all of which are considered major funds.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, assets exceeded liabilities at the close of the most recent fiscal year.

Key components of the District's net position are reflected in the following table:

NET POSITION SEPTEMBER 30,		
	2024	2023
Assets, excluding capital assets	\$ 883,684	\$ 907,615
Capital assets, net of depreciation	14,401,945	14,385,221
Total assets	15,285,629	15,292,836
Liabilities, excluding long-term liabilities	199,223	308,670
Long-term liabilities	11,140,000	11,365,000
Total liabilities	11,339,223	11,673,670
Net position		
Net investment in capital assets	3,307,487	3,148,072
Restricted	499,685	481,769
Unrestricted	139,234	(10,675)
Total net position	\$ 3,946,406	\$ 3,619,166

GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

The District's net position reflects its investment in capital assets (e.g. land, land improvements, and infrastructure) less any related debt used to acquire those assets that is still outstanding. These assets are used to provide services to residents; consequently, these assets are not available for future spending. Although the District's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The restricted portion of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position may be used to meet the District's other obligations.

The District's net position increased during the most recent fiscal year. The majority of the increase represents the extent to which ongoing program revenues exceeded the cost of operations and depreciation expense.

Key elements of the change in net position are reflected in the following table:

CHANGES IN NET POSITION FOR THE FISCAL YEAR ENDED SEPTEMBER 30,		
	2024	2023
Revenues:		
Program revenues:		
Charges for services	\$ 545,637	\$ 530,318
Operating grants and contributions	263,142	20,035
Capital grants and contributions	202,717	822,946
General revenues:		
Unrestricted interest earnings	8,542	568
Total revenues	1,020,038	1,373,867
Expenses:		
General government	69,074	68,955
Maintenance and operations	183,176	173,181
Interest and other charges	440,548	446,567
Total expenses	692,798	688,703
Change in net position	327,240	685,164
Net position - beginning	3,619,166	2,934,002
Net position - ending	\$ 3,946,406	\$ 3,619,166

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2024 was \$692,798. The costs of the District's activities were primarily funded by program revenues. Program revenues, while comprised primarily of assessments for the current fiscal year, also reflect Developer contributions and grant revenue. The majority of the decrease in program revenues is the result of a decrease in the Developer's contribution towards a dock and the grant from the State of Florida.

GENERAL BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2024.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At September 30, 2024, the District had \$15,107,952 invested in capital assets for its governmental activities. In the government-wide financial statements depreciation of \$706,007 has been taken, which resulted in a net book value of \$14,401,945. More detailed information about the District's capital assets is presented in the notes of the financial statements.

Capital Debt

At September 30, 2024, the District had \$11,140,000 Bonds outstanding for its governmental activities. More detailed information about the District's capital debt is presented in the notes of the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND OTHER EVENTS

For the subsequent fiscal year, the District anticipates that the cost of general operations will remain fairly constant.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, landowners, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact the New Port Tampa Bay Community Development District's Finance Department at 3501 Quadrangle Blvd., Suite 270, Orlando, Florida, 32817.

**NEW PORT TAMPA BAY COMMUNITY DEVELOPMENT DISTRICT
CITY OF TAMPA, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2024**

	<u>Governmental Activities</u>
ASSETS	
Cash	\$ 133,353
Interest receivable	3,051
Deposits and prepaid expenses	10,603
Restricted assets:	
Investments	736,677
Capital assets:	
Nondepreciable	10,112,439
Depreciable, net	<u>4,289,506</u>
Total assets	<u>15,285,629</u>
 LIABILITIES	
Accounts payable and accrued expenses	3,972
Retainage payable	13,262
Accrued interest payable	181,989
Non-current liabilities:	
Due within one year	230,000
Due in more than one year	<u>10,910,000</u>
Total liabilities	<u>11,339,223</u>
 NET POSITION	
Net investment in capital assets	3,307,487
Restricted for debt service	499,685
Unrestricted	<u>139,234</u>
Total net position	<u>\$ 3,946,406</u>

See notes to the financial statements

**NEW PORT TAMPA BAY COMMUNITY DEVELOPMENT DISTRICT
CITY OF TAMPA, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

<u>Functions/Programs</u>	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Primary government:					
Governmental activities:					
General government	\$ 69,074	\$ 69,074	\$ -	\$ -	\$ -
Maintenance and operations	183,176	21,082	221,137	202,717	261,760
Interest on long-term debt	440,548	455,481	42,005	-	56,938
Total governmental activities	692,798	545,637	263,142	202,717	318,698
		General revenues:			
		Net investment earnings			8,542
		Total general revenues			8,542
		Change in net position			327,240
		Net position - beginning			3,619,166
		Net position - ending			\$ 3,946,406

See notes to the financial statements

**NEW PORT TAMPA BAY COMMUNITY DEVELOPMENT DISTRICT
CITY OF TAMPA, FLORIDA
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2024**

	Major Funds			Total
	General	Debt Service	Capital Projects	Governmental Funds
ASSETS				
Cash	\$ 133,353	\$ -	\$ -	\$ 133,353
Investment	-	678,860	57,817	736,677
Interest receivable	-	2,814	237	3,051
Deposits and prepaid items	9,853	-	750	10,603
Total assets	<u>\$ 143,206</u>	<u>\$ 681,674</u>	<u>\$ 58,804</u>	<u>\$ 883,684</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable and accrued expenses	\$ 3,972	\$ -	\$ -	\$ 3,972
Retainage payable	-	-	13,262	13,262
Total liabilities	<u>3,972</u>	<u>-</u>	<u>13,262</u>	<u>17,234</u>
Fund balances:				
Nonspendable:				
Deposits and prepaid items	9,853	-	750	10,603
Restricted for:				
Debt service	-	681,674	-	681,674
Capital projects	-	-	44,792	44,792
Unassigned	129,381	-	-	129,381
Total fund balances	<u>139,234</u>	<u>681,674</u>	<u>45,542</u>	<u>866,450</u>
Total liabilities and fund balances	<u>\$ 143,206</u>	<u>\$ 681,674</u>	<u>\$ 58,804</u>	<u>\$ 883,684</u>

See notes to the financial statements

**NEW PORT TAMPA BAY COMMUNITY DEVELOPMENT DISTRICT
CITY OF TAMPA, FLORIDA
RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
SEPTEMBER 30, 2024**

Fund balance - governmental funds	\$	866,450
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in the governmental funds. The statement of net position includes those capital assets, net of any accumulated depreciation, in the net position of the government as a whole.

Cost of capital assets	15,107,952	
Accumulated depreciation	<u>(706,007)</u>	14,401,945

Liabilities not due and payable from current available resources are not reported as liabilities in the governmental fund statements. All liabilities, both current and long-term, are reported in the government-wide financial statements.

Accrued interest payable	(181,989)	
Bonds payable	<u>(11,140,000)</u>	<u>(11,321,989)</u>

Net position of governmental activities	\$	<u><u>3,946,406</u></u>
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See notes to the financial statements

**NEW PORT TAMPA BAY COMMUNITY DEVELOPMENT DISTRICT
CITY OF TAMPA, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

	Major Funds			Total
	General	Debt Service	Capital Projects	Governmental Funds
REVENUES				
Assessments	\$ 90,156	\$ 455,481	\$ -	\$ 545,637
Developer contributions	-	221,137	-	221,137
State grant	-	-	199,900	199,900
Net investment earnings	8,542	42,005	2,817	53,364
Total revenues	98,698	718,623	202,717	1,020,038
EXPENDITURES				
Current:				
General government	69,074	-	-	69,074
Debt service:				
Principal	-	225,000	-	225,000
Interest	-	443,244	-	443,244
Capital outlay	-	-	199,900	199,900
Total expenditures	69,074	668,244	199,900	937,218
Excess (deficiency) of revenues over (under) expenditures	29,624	50,379	2,817	82,820
OTHER FINANCING SOURCES (USES)				
Transfers in (out)	-	(35,159)	35,159	-
Total other financing sources (uses)	-	(35,159)	35,159	-
Net change in fund balances	29,624	15,220	37,976	82,820
Fund balances - beginning	109,610	666,454	7,566	783,630
Fund balances - ending	\$ 139,234	\$ 681,674	\$ 45,542	\$ 866,450

See notes to the financial statements

**NEW PORT TAMPA BAY COMMUNITY DEVELOPMENT DISTRICT
CITY OF TAMPA, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

Net change in fund balances - total governmental funds	\$ 82,820
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures, however, the cost of capital assets is eliminated in the statement of activities and capitalized in the statement of net position.	199,900
Depreciation on capital assets is not recognized in the governmental fund financial statements but is reported as an expense in the statement of activities.	(183,176)
Repayment of long-term liabilities are reported as expenditures in the governmental fund financial statements but such repayments reduce liabilities in the statement of net position and are eliminated in the statement of activities.	225,000
The change in accrued interest on long-term liabilities between the current and prior fiscal year is recorded in the statement of activities but not in the fund financial statements.	<u>2,696</u>
Change in net position of governmental activities	<u>\$ 327,240</u>

See notes to the financial statements

**NEW PORT TAMPA BAY COMMUNITY DEVELOPMENT DISTRICT
CITY OF TAMPA, FLORIDA
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 – NATURE OF ORGANIZATION AND REPORTING ENTITY

New Port Tampa Bay Community Development District ("District") was established on August 25, 2005, by Ordinance 2005-233 of the City of Tampa, Florida, pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The Act provides among other things, the power to manage basic services for community development, power to borrow money and issue bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure.

The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors ("Board"), which is composed of five members. The Supervisors are elected by the owners of the property within the District. The Board of Supervisors of the District exercise all powers granted to the District pursuant to Chapter 190, Florida Statutes. At September 30, 2024, four of the five Board members are affiliated with the Developer.

The Board has the responsibility for:

1. Assessing and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District is considered to be financially accountable, and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Government-Wide and Fund Financial Statements

The basic financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; operating-type special assessments for maintenance and debt service are treated as charges for services and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not included among program revenues are reported instead as *general revenues*.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement* focus and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Assessments

Assessments are non-ad valorem assessments on benefited lands within the District. Assessments are levied to pay for the operations and maintenance of the District. The fiscal year for which annual assessments are levied begins on October 1 with discounts available for payments through February 28 and become delinquent on April 1. The District's annual assessments for operations and debt service are billed and collected by the County Tax Assessor/Collector. The amounts remitted to the District are net of applicable discounts or fees and include interest on monies held from the day of collection to the day of distribution.

Assessments and interest associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. The portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period.

The District reports the following major governmental funds:

General Fund

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

Debt Service Fund

The debt service fund is used to account for the accumulation of resources for the annual payment of principal and interest on long-term debt.

Capital Projects Fund

This fund accounts for the financial resources to be used for the acquisition or construction of major infrastructure within the District.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

Assets, Liabilities and Net Position or Equity

Restricted Assets

These assets represent cash and investments set aside pursuant to debt covenants or other contractual restrictions.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Deposits and Investments

The District's cash and cash equivalents are considered to be cash on hand and demand deposits (interest and non-interest bearing).

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

Securities listed in paragraphs c and d shall be invested to provide sufficient liquidity to pay obligations as they come due. In addition, surplus funds may be deposited into certificates of deposit which are insured.

The District records all interest revenue related to investment activities in the respective funds. Investments are measured at amortized cost or reported at fair value as required by generally accepted accounting principles.

Inventories and Prepaid Items

Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets, which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the government activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Infrastructure	20 - 30

In the governmental fund financial statements, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported in the governmental fund financial statements.

Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized ratably over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Fund Equity/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

The District can establish limitations on the use of fund balance as follows:

Committed fund balance – Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned fund balance – Includes spendable fund balance amounts established by the Board of Supervisors that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board may also assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Fund Equity/Net Position (Continued)

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

Other Disclosures

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE 3 – BUDGETARY INFORMATION

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year-end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
- b) Public hearings are conducted to obtain public comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriation for annually budgeted funds lapse at the end of the year.

NOTE 4 – DEPOSITS AND INVESTMENTS

Deposits

The District's cash balances were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

NOTE 4 – DEPOSITS AND INVESTMENTS (Continued)

Investments

The District's investments were held as follows at September 30, 2024:

	Amortized cost	Credit Risk	Maturities
U.S. Bank Gcts 0490	\$ 736,677	N/A	N/A
Total Investments	<u>\$ 736,677</u>		

Credit risk – For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

Concentration risk – The District places no limit on the amount the District may invest in any one issuer.

Interest rate risk – The District does not have a formal policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

However, the Bond Indenture limits the type of investments held using unspent proceeds.

Fair Value Measurement – When applicable, the District measures and records its investments using fair value measurement guidelines established in accordance with GASB Statements. The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques.

These guidelines recognize a three-tiered fair value hierarchy, in order of highest priority, as follows:

- *Level 1:* Investments whose values are based on unadjusted quoted prices for identical investments in active markets that the District has the ability to access;
- *Level 2:* Investments whose inputs - other than quoted market prices - are observable either directly or indirectly; and,
- *Level 3:* Investments whose inputs are unobservable.

The fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the entire fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

Money market investments that have a maturity at the time of purchase of one year or less and are held by governments other than external investment pools should be measured at amortized cost. Accordingly, the District's investments have been reported at amortized cost above.

NOTE 5 – INTERFUND TRANSFERS

Interfund transfers for the fiscal year ended September 30, 2024, were as follows:

Fund	Transfer in	Transfer out
Debt service	\$ -	\$ 35,159
Capital projects	35,159	-
Total	<u>\$ 35,159</u>	<u>\$ 35,159</u>

Transfers are used to move revenues from the fund where collection occurs to the fund where funds have been reallocated for use. In the case of the District, transfers from the debt service fund to the capital projects fund were made in accordance with the Bond Indenture.

NOTE 6 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2024, was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
<u>Governmental activities</u>				
Capital assets, not being depreciated				
Infrastructure under construction	\$ 10,112,439		\$ -	\$ 10,112,439
Total capital assets, not being depreciated	10,112,439	-	-	10,112,439
Capital assets, being depreciated				
Infrastructure	4,795,613	199,900	-	4,995,513
Total capital assets, being depreciated	4,795,613	199,900	-	4,995,513
Less accumulated depreciation for:				
Infrastructure	522,831	183,176	-	706,007
Total accumulated depreciation	522,831	183,176	-	706,007
Total capital assets, being depreciated, net	4,272,782	16,724	-	4,289,506
Governmental activities capital assets, net	\$ 14,385,221	\$ 16,724	\$ -	\$ 14,401,945

Prior to issuing the Series 2021 bonds the District had \$3,996,000 in capital assets. The total projected cost of the 2021 project has been estimated at approximately \$10,229,060. These amounts are to be funded with proceeds from Series 2021 Bonds with the remainder funded by the Developer. In addition, upon completion, certain improvements are to be conveyed to other entities for ownership and maintenance.

NOTE 7 – LONG-TERM LIABILITIES

Series 2021

On January 22, 2021, the District issued \$11,580,000 of Capital Improvement Revenue Bonds, Series 2021 consisting of various term bonds with various maturity dates from May 1, 2026, to May 1, 2052, and with fixed interest rates ranging from 2.875% to 4.125%. The Bonds were issued to finance the acquisition and construction of certain improvements for the benefit of the District. Interest is to be paid semiannually on each May 1 and November 1. Principal on the Bonds is to be paid serially commencing May 1, 2023, through May 1, 2052.

The Series 2021 Bonds are subject to redemption at the option of the District prior to their maturity. The Bonds are subject to extraordinary mandatory redemption prior to their selected maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Bond Indenture.

The Bond Indenture established a debt service reserve requirement as well as other restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements. The District was in compliance with the requirements at September 30, 2024.

Long-term Debt Activity

Changes in long-term liability activity for the fiscal year ended September 30, 2024, were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<u>Governmental activities</u>					
Bonds payable:					
Series 2021	\$ 11,365,000	\$ -	\$ 225,000	\$ 11,140,000	\$ 230,000
Total	\$ 11,365,000	\$ -	\$ 225,000	\$ 11,140,000	\$ 230,000

NOTE 7 – LONG-TERM LIABILITIES (Continued)

Long-term Debt Activity (Continued)

At September 30, 2024, the scheduled debt service requirements on the long-term debt were as follows:

Year ending September 30:	Governmental Activities		
	Principal	Interest	Total
2025	\$ 230,000	\$ 436,775	\$ 666,775
2026	235,000	430,163	665,163
2027	245,000	423,406	668,406
2028	255,000	414,831	669,831
2029	260,000	405,906	665,906
2030-2034	1,460,000	1,882,538	3,342,538
2035-2039	1,775,000	1,579,719	3,354,719
2040-2044	2,160,000	1,203,281	3,363,281
2045-2049	2,645,000	723,319	3,368,319
2050-2052	1,875,000	156,750	2,031,750
Total	\$ 11,140,000	\$ 7,656,688	\$ 18,796,688

NOTE 8 – DEVELOPER TRANSACTIONS

The Developer owns a portion of land within the District; therefore, assessment revenues in the general and debt service funds include the assessments levied on those lots owned by the Developer.

NOTE 9 – GRANT

In the current fiscal year, the District received a grant of \$199,900 from the State of Florida to cover a portion of the cost of a dock built by the Developer on behalf of the District. According to the Grant Agreement, the District agreed to dedicate the property to the public as a boating access facility for the use and benefit of the general public for a minimum period of twenty (20) years.

NOTE 10 – CONCENTRATION

A significant portion of the District's activity is dependent upon the continued involvement of the Developer, the loss of which could have a material adverse effect on the District's operations.

NOTE 11 – MANAGEMENT COMPANY

The District has contracted with a management company to perform management advisory services, which include financial and accounting services. Certain employees of the management company also serve as officers of the District. Under the agreement, the District compensates the management company for management, accounting, financial reporting, and other administrative costs.

NOTE 12 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. There were no settled claims during the past three years.

**NEW PORT TAMPA BAY COMMUNITY DEVELOPMENT DISTRICT
CITY OF TAMPA, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - BUDGET AND ACTUAL – GENERAL FUND
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

	Budgeted Amounts Original & Final	Actual Amounts	Variance with Final Budget - Positive (Negative)
REVENUES			
Assessments	\$ 88,855	\$ 90,156	\$ 1,301
Net investment earnings	-	8,542	8,542
Total revenues	88,855	98,698	9,843
EXPENDITURES			
Current:			
General government	88,855	69,074	19,781
Total expenditures	88,855	69,074	19,781
Net change in fund balances	\$ -	29,624	\$ 29,624
Fund balance - beginning		109,610	
Fund balance - ending		\$ 139,234	

See notes to required supplementary information

**NEW PORT TAMPA BAY COMMUNITY DEVELOPMENT DISTRICT
CITY OF TAMPA, FLORIDA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget for the general fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2024.

**NEW PORT TAMPA BAY COMMUNITY DEVELOPMENT DISTRICT
CITY OF TAMPA, FLORIDA
OTHER INFORMATION – DATA ELEMENTS
REQUIRED BY FL STATUTE 218.39(3)(C)
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024
UNAUDITED**

<u>Element</u>	<u>Comments</u>
Number of District employees compensated in the last pay period of the District's fiscal year being reported.	0
Number of independent contractors compensated to whom nonemployee compensation was paid in the last month of the District's fiscal year being reported.	2
Employee compensation	0
Independent contractor compensation	\$35,115.82
Construction projects to begin on or after October 1; (\$65K)	Not applicable
Budget variance report	See the Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - General Fund
Ad Valorem taxes	Not applicable
Non ad valorem special assessments;	
Special assessment rate	Operations and maintenance - \$ 47.91 Debt service - \$1,937.20
Special assessments collected	\$766,775.39
Outstanding Bonds:	see Note 7 for details

Independent contractors is defined as individuals and entities that receive a 1099.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors
New Port Tampa Bay Community Development District
City of Tampa, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of New Port Tampa Bay Community Development District, City of Tampa, Florida ("District") as of and for the fiscal year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our opinion thereon dated February 10, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

February 10, 2025



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

1001 Yamato Road • Suite 301
Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY
RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Supervisors
New Port Tampa Bay Community Development District
City of Tampa, Florida

We have examined New Port Tampa Bay Community Development District, City of Tampa, Florida's ("District") compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2024. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced in Section 218.415, Florida Statutes. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the examination engagement.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2024.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Board of Supervisors of New Port Tampa Bay Community Development District, City of Tampa, Florida and is not intended to be and should not be used by anyone other than these specified parties.

February 10, 2025



**MANAGEMENT LETTER PURSUANT TO THE RULES OF
THE AUDITOR GENERAL FOR THE STATE OF FLORIDA**

To the Board of Supervisors
New Port Tampa Bay Community Development District
City of Tampa

Report on the Financial Statements

We have audited the accompanying basic financial statements of New Port Tampa Bay Community Development District, City of Tampa, Florida ("District") as of and for the fiscal year ended September 30, 2024, and have issued our report thereon dated February 10, 2025.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated February 10, 2025, should be considered in conjunction with this management letter.

Purpose of this Letter

The purpose of this letter is to comment on those matters required by Chapter 10.550 of the Rules of the Auditor General of the state of Florida. Accordingly, in connection with our audit of the financial statements of the District, as described in the first paragraph, we report the following:

- I. Current year findings and recommendations.**
- II. Status of prior year findings and recommendations.**
- III. Compliance with the Provisions of the Auditor General of the State of Florida.**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, as applicable, management, and the Board of Supervisors of New Port Tampa Bay Community Development District, City of Tampa, Florida and is not intended to be and should not be used by anyone other than these specified parties.

We wish to thank New Port Tampa Bay Community Development District, City of Tampa, Florida and the personnel associated with it, for the opportunity to be of service to them in this endeavor as well as future engagements, and the courtesies extended to us.

February 10, 2025

REPORT TO MANAGEMENT

I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS

None

II. PRIOR YEAR FINDINGS AND RECOMMENDATIONS

None

III. COMPLIANCE WITH THE PROVISIONS OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

Unless otherwise required to be reported in the auditor's report on compliance and internal controls, the management letter shall include, but not be limited to the following:

1. A statement as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

There were no significant findings and recommendations made in the preceding annual financial audit report for the fiscal year ended September 30, 2023.

2. Any recommendations to improve the local governmental entity's financial management.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2024.

3. Noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported, for the fiscal year ended September 30, 2024.

4. The name or official title and legal authority of the District are disclosed in the notes to the financial statements.

5. The District has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes.

6. We applied financial condition assessment procedures and no deteriorating financial conditions were noted as of September 30, 2024. It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

7. Management has provided the specific information required by Section 218.39(3)(c) in the Other Information section of the financial statements on page 23.

**NEW PORT – TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT**

**Ratification of Payment Authorizations
Nos. 186 – 192**

NEW PORT TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 186
1/10/2025

PAYMENT AUTHORIZATION ONLY - NO FUNDING NEEDED

Item No.	Payee	Invoice #	FY 2025
1	Business Observer Legal Advertising on 01/10/25	25-00088H	\$ 61.25
2	VGlobaITech Monthly Website Fee: December 2024 Quarter 4 ADA Audit Monthly Website Fee: January 2025	6816 6828 6924	\$ 110.00 \$ 300.00 \$ 110.00
TOTAL			\$ 581.25

Assistant Secretary

Chairman / Vice Chairman

Signed by:

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Dominic Pickering

1/17/2025

vice chairman

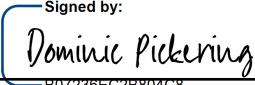
NEW PORT TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 187
1/17/2025

PAYMENT AUTHORIZATION ONLY - NO FUNDING NEEDED

Item No.	Payee	Invoice #	FY 2025
1	Straley Robin Vericker District Counsel Through 11/30/2024	25837	\$ 477.50
2	TECO 4900 Bridge St; 12/06/24-01/07/25 4900 Bridge St; 12/06/24-01/08/25	Acct: 221003010701 Acct: 221003123215	\$ 1,115.46 \$ 43.88
TOTAL			\$ 1,636.84

Assistant Secretary

Signed by:

Chairman / Vice Chairman
Dominic Pickering
1/24/2025


NEW PORT TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 188
2/7/2025

PAYMENT AUTHORIZATION ONLY - NO FUNDING NEEDED

Item No.	Payee	Invoice #	FY 2025
1	Grau and Associates Audit FYE 09/30/2024	26835	\$ 4,600.00
2	PFM Group Consulting District Management Fee: January 2025	DM-01-2025-39	\$ 1,333.33
3	VGlobaITech Monthly Website Fee: February 2025	7000	\$ 110.00
TOTAL			\$ 6,043.33

Assistant Secretary


Signed by:

B07236EC2B804C8...
Chairman / Vice Chairman
Dominic Pickering
2/19/2025

NEW PORT TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 189
2/14/2025

PAYMENT AUTHORIZATION ONLY - NO FUNDING NEEDED

Item No.	Payee	Invoice #	FY 2025
1	Straley Robin Vericker District Counsel Through 12/31/2024	25989	\$ 1,500.00
2	TECO 4900 Bridge St; 01/08/25-02/05/25 4900 Bridge St; 01/09/25-02/05/25	Acct: 221003010701 Acct: 221003123215	\$ 880.63 \$ 45.83
TOTAL			\$ 2,426.46

<hr/> <div>Assistant Secretary</div>	<div>Signed by:  B07236EC2B804C8...</div> <hr/> <div>Chairman / Vice Chairman</div> <div>Dominic Pickering</div> <div>2/19/2025</div>
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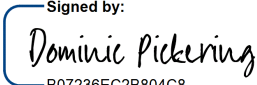
NEW PORT TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 190
2/28/2025

PAYMENT AUTHORIZATION ONLY - NO FUNDING NEEDED

Item No.	Payee	Invoice #	FY 2025
1	PFM Group Consulting District Management Fee: February 2025	DM-02-2025-39	\$ 1,333.33
2	Straley Robin Vericker District Counsel Through 01/31/2025	26066	\$ 1,380.00
TOTAL			\$ 2,713.33

Assistant Secretary

Signed by:

B07236EC2B804C8
Chairman / Vice Chairman
Dominic Pickering
3/10/2025

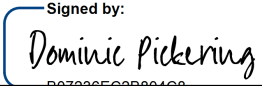
NEW PORT TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 191
3/14/2025

PAYMENT AUTHORIZATION ONLY - NO FUNDING NEEDED

Item No.	Payee	Invoice #	FY 2025
1	PFM Group Consulting		
	Disclosure Fee S2021A: 01/01/25-03/31/25	135462	\$ 1,250.00
	District Management Fee: March 2025	DM-02-2025-39	\$ 1,333.33
2	TECO		
	4900 Bridge St; 02/06/25-03/06/25	Acct: 221003010701	\$ 935.77
	4900 Bridge St; 02/06/25-03/06/25	Acct: 221003123215	\$ 45.83
3	VGlobalTech		
	Monthly Website Fee: March 2025	7080	\$ 110.00
TOTAL			\$ 3,674.93

Assistant Secretary

Signed by:

Chairman / Vice Chairman
Dominic Pickering
3/24/2025


NEW PORT TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 192
3/21/2025

PAYMENT AUTHORIZATION ONLY - NO FUNDING NEEDED

Item No.	Payee	Invoice #	FY 2025
1	Straley Robin Vericker District Counsel Through 02/28/2025	26206	\$ 1,312.50
TOTAL			\$ 1,312.50

Assistant Secretary

Signed by:

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Chairman / Vice Chairman
Dominic Pickering
3/28/2025

NEW PORT – TAMPA BAY COMMUNITY DEVELOPMENT DISTRICT

Review of District Financial Position



New Port Tampa Bay CDD

March 2025 Financial Package

March 31, 2025

PFM Group Consulting LLC
3501 Quadrangle Blvd
Suite 270
Orlando, FL 32817
407-723-5900



New Port Tampa Bay CDD
Statement of Financial Position
As of 3/31/2025

	General	Debt Service S2021 Bond	Capital Projects	General Long- Term Debt	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$ 183,269.24				\$ 183,269.24
Assessments Receivable	10,373.44				10,373.44
Assessments Receivable		\$ 24,417.80			24,417.80
Due From Other Funds		1,334.29			1,334.29
Debt Service Reserve Series 2021		665,971.88			665,971.88
Revenue Series 2021		543,682.24			543,682.24
Acquisition/Construction Series 2021			\$ 58,032.78		58,032.78
Deposits			750.00		750.00
Total Current Assets	\$ 193,642.68	\$ 1,235,406.21	\$ 58,782.78	\$ -	\$ 1,487,831.67
<u>Investments</u>					
Amount Available in Debt Service Funds				\$ 1,209,654.12	\$ 1,209,654.12
Amount To Be Provided				9,930,345.88	9,930,345.88
Total Investments	\$ -	\$ -	\$ -	\$ 11,140,000.00	\$ 11,140,000.00
Total Assets	\$ 193,642.68	\$ 1,235,406.21	\$ 58,782.78	\$ 11,140,000.00	\$ 12,627,831.67
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$ 2,645.83				\$ 2,645.83
Due To Other Funds	1,334.29				1,334.29
Deferred Revenue	10,373.44				10,373.44
Deferred Revenue		\$ 24,417.80			24,417.80
Retainage Payable			\$ 13,262.31		13,262.31
Total Current Liabilities	\$ 14,353.56	\$ 24,417.80	\$ 13,262.31	\$ -	\$ 52,033.67
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$ 11,140,000.00	\$ 11,140,000.00
Total Long Term Liabilities	\$ -	\$ -	\$ -	\$ 11,140,000.00	\$ 11,140,000.00
Total Liabilities	\$ 14,353.56	\$ 24,417.80	\$ 13,262.31	\$ 11,140,000.00	\$ 11,192,033.67
<u>Net Assets</u>					
Net Assets, Unrestricted	\$ 408,418.13				\$ 408,418.13
Net Assets - General Government	(269,184.88)				(269,184.88)
Current Year Net Assets - General Government	40,055.87				40,055.87
Net Assets, Unrestricted		\$ 681,674.06			681,674.06
Current Year Net Assets, Unrestricted		529,314.35			529,314.35
Net Assets, Unrestricted			\$ (232,486.15)		(232,486.15)
Current Year Net Assets, Unrestricted			(22.38)		(22.38)
Net Assets - General Government			278,029.00		278,029.00
Total Net Assets	\$ 179,289.12	\$ 1,210,988.41	\$ 45,520.47	\$ -	\$ 1,435,798.00
Total Liabilities and Net Assets	\$ 193,642.68	\$ 1,235,406.21	\$ 58,782.78	\$ 11,140,000.00	\$ 12,627,831.67



New Port Tampa Bay CDD
Statement of Activities
As of 3/31/2025

	General	Debt Service S2021 Bond	Capital Projects	General Long- Term Debt	Total
<u>Revenues</u>					
On-Roll Assessments	\$ 83,717.99				\$ 83,717.99
On-Roll Assessments		\$ 196,739.53			196,739.53
Off-Roll Assessments		550,121.07			550,121.07
Inter-Fund Group Transfers In		(14,968.19)			(14,968.19)
Inter-Fund Transfers In			\$ 14,968.19		14,968.19
Total Revenues	\$ 83,717.99	\$ 731,892.41	\$ 14,968.19	\$ -	\$ 830,578.59
<u>Expenses</u>					
Public Officials' Liability Insurance	\$ 2,843.00				\$ 2,843.00
Trustee Services	1,728.50				1,728.50
Management	7,999.98				7,999.98
Disclosure Agent	2,500.00				2,500.00
District Counsel	5,727.50				5,727.50
Assessment Administration	10,000.00				10,000.00
Audit	4,600.00				4,600.00
Postage & Shipping	2.07				2.07
Legal Advertising	511.13				511.13
Web Site Maintenance	960.00				960.00
Dues, Licenses, and Fees	175.00				175.00
Electric	5,333.81				5,333.81
General Insurance	5,281.00				5,281.00
Interest Payments		\$ 218,387.51			218,387.51
Capital Expenditures			\$ 16,200.00		16,200.00
Total Expenses	\$ 47,661.99	\$ 218,387.51	\$ 16,200.00	\$ -	\$ 282,249.50
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$ 3,999.87				\$ 3,999.87
Interest Income		\$ 15,809.45			15,809.45
Interest Income			\$ 1,209.43		1,209.43
Total Other Revenues (Expenses) & Gains (Losses)	\$ 3,999.87	\$ 15,809.45	\$ 1,209.43	\$ -	\$ 21,018.75
Change In Net Assets	\$ 40,055.87	\$ 529,314.35	\$ (22.38)	\$ -	\$ 569,347.84
Net Assets At Beginning Of Year	\$ 139,233.25	\$ 681,674.06	\$ 45,542.85	\$ -	\$ 866,450.16
Net Assets At End Of Year	\$ 179,289.12	\$ 1,210,988.41	\$ 45,520.47	\$ -	\$ 1,435,798.00



New Port Tampa Bay CDD
Budget to Actual
For the month ending 03/31/2025

	YTD Actual	YTD Budget	YTD Variance	FY 2025 Adopted Budget	Percentage Spent
<u>Revenues</u>					
On-Roll Assessments	\$ 83,717.99	\$ 46,977.50	\$ 36,740.49	\$ 93,955.00	89.10%
Interest Income	3,999.87	-	3,999.87	-	0.00%
Net Revenues	\$ 87,717.86	\$ 46,977.50	\$ 40,740.36	\$ 93,955.00	93.36%
<u>General & Administrative Expenses</u>					
Public Officials' Liability Insurance	\$ 2,843.00	\$ 1,500.00	\$ 1,343.00	\$ 3,000.00	94.77%
Supervisor Fees	-	1,250.00	(1,250.00)	2,500.00	0.00%
Trustee Services	1,728.50	2,075.00	(346.50)	4,150.00	41.65%
Management	7,999.98	8,000.00	(0.02)	16,000.00	50.00%
Engineering	-	2,200.00	(2,200.00)	4,400.00	0.00%
Disclosure Agent	2,500.00	2,500.00	-	5,000.00	50.00%
District Counsel	5,727.50	7,500.00	(1,772.50)	15,000.00	38.18%
Assessment Administration	10,000.00	5,000.00	5,000.00	10,000.00	100.00%
Reamortization Schedule	-	125.00	(125.00)	250.00	0.00%
Audit	4,600.00	2,300.00	2,300.00	4,600.00	100.00%
Legal Advertising	511.13	1,000.00	(488.87)	2,000.00	25.56%
Miscellaneous	2.07	1,250.00	(1,247.93)	2,500.00	0.08%
Website Fees	960.00	1,290.00	(330.00)	2,580.00	37.21%
Utilities	5,333.81	8,000.00	(2,666.19)	16,000.00	33.34%
Dues, Licenses, and Fees	175.00	87.50	87.50	175.00	100.00%
General Insurance	5,281.00	2,900.00	2,381.00	5,800.00	91.05%
Total General & Administrative Expenses	\$ 47,661.99	\$ 46,977.50	\$ 684.49	\$ 93,955.00	50.73%
Total Expenses	\$ 47,661.99	\$ 46,977.50	\$ 684.49	\$ 93,955.00	
Net Income (Loss)	\$ 40,055.87	\$ -	\$ 40,055.87	\$ -	

**NEW PORT – TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT**

Staff Reports

**NEW PORT – TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT**

District Manager



Florida Department of Environmental Protection

Notification/Application for Constructing a Domestic Wastewater Collection/Transmissions System

Part I - General

Subpart A: Permit Application Type (Check only one)*



Individual permit for a domestic wastewater collection/transmission system serving **10 or greater** equivalent dwelling units (EDU). An EDU is equal to 3.5 persons. Criteria for an individual permit are contained in Rule 62-604.600(7), F.A.C.

Application fee: \$500



Individual permit for a domestic wastewater collection/transmission system serving **less than 10** equivalent dwelling units (EDU). An EDU is equal to 3.5 persons. Criteria for an individual permit are contained in Rule 62-604.600(7), F.A.C.

Application fee: \$300



Minor revision to an individual permit for a domestic wastewater collection/transmission system.

Application fee: \$250



Notice of Intent to use the general permit for a domestic wastewater collection/transmission system. Criteria for a general permit are contained in Rule 62-604.600(6), F.A.C. Projects not meeting the criteria in Rule 62-604.600(6), F.A.C., must apply for an individual permit.

Application fee: \$250

*Note: Each non-contiguous project (i.e., projects that are not interconnected or are not located on adjacent streets or in the same neighborhood) requires a separate application and fee.

Subpart B: Instructions

- (1) This form shall be completed for all public and private domestic wastewater collection/transmission system construction projects as follows:
 - If this is a Notice of Intent to use the general permit, this notification shall be submitted to the Department **at least 30 days prior to initiating construction**.
 - If this is an application for an individual permit, the permit must be obtained prior to initiating construction.
- (2) One copy of the completed form shall be submitted to the appropriate DEP district office or delegated local program along with the appropriate fee, and one copy of the following supporting documents. Checks should be made payable to the Florida Department of Environmental Protection, or the name of the appropriate delegated local program. Forms and documents may be submitted electronically in accordance with the [Wastewater Electronic Document Submission](#) instructions available from DEP's website.
 - If this is a Notice of Intent to use the general permit, attach a site plan or sketch showing the size and approximate location of new or altered gravity sewers, pump stations and force mains; showing the approximate location of manholes and isolation valves; and showing how the proposed project ties into the existing or proposed wastewater facilities. The site plan or sketch shall be signed and sealed by a professional engineer registered in Florida.
 - If this is an application for an individual permit, one set of plans and specifications shall be submitted with this application. The plans and specifications shall include lift station design calculations if a lift station is proposed. Chapters 10 and 20 of *Recommended Standards for Wastewater Facilities*, 2014, provide helpful guidance on the proper preparation of plans and specifications. The plans and specifications shall be signed and sealed by a Professional Engineer registered in Florida.
- (3) All information shall be typed or printed in ink if submitting paper forms. Where attached sheets (or other technical documentation) are utilized in lieu of the blank spaces provided, indicate appropriate cross-references on the form. For Items (1) through (4) of Part II of this application form, if an item is not applicable to your project, indicate "NA" in the appropriate space provided.

Part II – Project Documentation

(1) Collection/Transmission System Permittee

Name _____ Title _____
Company Name New Port Tampa Bay CDD
Address c/o PFM Group Consulting, LLC; 3501 Quadrangle Blvd. Ste. 270
City Orlando State FL Zip 32817
Telephone _____ Cell N/A Fax N/A
Email _____

(2) General Project Information

Project Name Marina Pointe Towers 2 & 3 (UTL-24-0001256)
Project Address 5150 & 5180 MARINA WAY
City TAMPA State FL Zip 33602
County Hillsborough Latitude 27°53'23.91"N Longitude 82°31'58.97"W

Project Description and Purpose (including the total length and material of each diameter of proposed gravity sewers and forcemains, total number of manholes, total number of pump stations, and connections to existing system):

The proposed project will consist of two (2) residential Towers (Towers 2 and 3), seven (7) townhouses and one (1) parking garage. There is a combined total of 276 multi-family residential units within Tower 2 and Tower 3 and the 7 single-family townhouses. The unit type for Tower 2, Tower 3 and the townhouses are as follows; Tower 2 has 153 multi-family condo units, Tower 3 has 116 multi-family condo units and the townhouses have 7 single-family units. Of the total 269 multi-family residential units, Towers 2 and 3 have 87 units (< 1,600 SF), 166 units (between 1,600 SF and 3,000 SF), and 16 units (> 3,000 SF).
The proposed sanitary connection is to be made to an existing private manhole constructed under UTL-19-0001922 along Marina Way. The proposed sanitary system for the proposed project will include three (3) sanitary manholes, 560 LF of 8" PVC gravity sewer line, 56 LF of 6" PVC gravity sewer line.

Estimated date for: Start of construction 1/15/25 Completion of Construction 4/15/26

Number of connections to existing system or treatment plant 1

(3) Project Capacity

Type of Unit	Number of Units	Population Per Unit	Total Population (Number of Units x Population Per Unit)	Per Capita Flow in Gallons per Day (GPD)	Total Average Daily Flow in GPD (Total Population x Per Capita Flow)	Peak hour flow in Gallons Per Minute (GPM)
Single-Family Home	7	300	2100	1	2100	5.73
Mobile Home	NA	NA	NA	NA	NA	
Apartment	87 / 166 / 16	150/240/300	13,050 / 39,840 / 4,800	1	57,690	157.44
Commercial, Institutional, or Industrial Facility*	NA	NA	NA	NA	NA	
Total	NA	NA	NA	NA	59,790	163.17

* Description of commercial, institutional, and industrial facilities and explanation of method used to estimate per capita flow for these facilities:

The average daily flow is based on the State of Florida Department of Health Standards Chapter 64E-6.
The peak factor of 3.93 was obtained using Figure 1 in the Recommended Standards for Wastewater Facilities (Ten State Standards).
The average daily flow calculation is as follows: [7 SF units x 300 gpd] x [87 MF units (< 1,600 SF) x 150 gpd] x [166 MF units (1,600 to 3,000 SF) x 240 gpd] x [16 MF units (> 1,600 SF) x 300 gpd] = 59,790 gpd
The peak hour flow calculation is as follows: [59,790 gpd x 3.93 PF] = [234,974.7 gpd] x [1 day/24hr] x [1hr/60min] = 163.17 gpm

(4) Pump Station Data (attached additional sheets as necessary **N/A**)

Location	Type	Maximum Estimated Flow to the Station (GPD)	Average Estimated Flow to the Station (GPD)	Minimum Estimated Flow to the Station (GPD)	Operating Conditions [GPM @ FT (TDH)]

(5) Collection/Transmission System Design Information

- A. This information must be completed for all projects by the applicant's professional engineer, and if applicable, those professional engineers in other disciplines who assisted with the design of the project. The checklist below shall be used for conventional collection/transmission systems while Attachment I to this form shall be used for low pressure sewer systems, including septic tank effluent pump (STEP) systems, and Attachment II shall be used for vacuum sewer systems (include Attachments I or II with the submittal of this form as applicable). These checklists cover important items but are not necessarily completely comprehensive of collection system construction and do not relieve the engineer from designing the collection system following sound engineering practices.



Complete the tables below (or Attachments I or II as applicable) as follows:

- The engineer shall initial each requirement if the project has been designed to comply with the standard or criteria.
- Mark "NA" if the requirement does not apply to this project and provide an explanation in section (5)B.
- Mark "NC" if the project has not been designed to comply with the requirement and provide an explanation in section (5)B, including any rule references.

Note, if the project has not been designed in accordance with the standards and criteria set forth in Rules 62-604.400(1) and (2), F.A.C., an application for an individual permit shall be submitted. However, if Rules 62-604.400(1) and (2), F.A.C., specifically allow for another alternative that will result in an equivalent level of reliability and public health protection, the project can be constructed using the general permit. Also note that each requirement below and in Attachments I and II includes a reference to guidance or rule for further information. The guidance documents given in the checklists are as follows:

- "RSWF" – Recommended Standards for Wastewater Facilities (2014). Health Research, Inc., Health Education Services Division, P.O. Box 7126, Albany, NY 12224, www.healthresearch.org
- "MOPFD-12" – Alternative Sewer Systems, Manual of Practice No. FD-12. Alternative Sewer Systems (1986). Water Environment Federation, 602 Wythe Street, Alexandria, VA 22314, www.wef.org.
- "FL DSG" – Design and Specification Guidelines for Low Pressure Sewer Systems (1981). Department of Environmental Protection, 2600 Blair Stone Road, MS 3540, Tallahassee, FL 32399-2400, www.floridadep.gov.
- "EPA ACS" - Alternative Wastewater Collection Systems (1991). EPA/625/1-91/024. NTIS# PB93-1162591N2; National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161, www.ntis.gov.


General Requirements

Initials (or "NA" or "NC")	Item Number	Requirement
	1	The project is designed based on an average daily flow of 100 gallons per capita plus wastewater flow from industrial plants and major institutional and commercial facilities unless water use data or other justification is used to better estimate the flow. The design includes an appropriate peaking factor, which covers I/I contributions and non-wastewater connections to those service lines.(Note, see Attachment I for low pressure sewer systems) [RSWF 11.243]
NA	2	Procedures are specified for operation of the collection/transmission system during construction if work is performed on a system currently in operation. [RSWF20.15]
	3	The project is designed to be located on public rights-of-way, land owned by the permittee, or easements and to be located no closer than 100 feet from a public drinking water supply well and no closer than 75 feet from a private drinking water supply well; or documentation is provided in Part II.(5)B., showing that another alternative will result in an






Initials (or "NA" or "NC")	Item Number	Requirement
		equivalent level of reliability and public health protection. [62-604.400(1)(b) and (c), F.A.C.]
CAF	4	The project is designed with no physical connections between a public or private potable water supply system and a sewer or force main and with no water pipes passing through or coming into contact with any part of a sewer manhole. [RSFW 38.1]
CAF	5	The project is designed to preclude the deliberate introduction of storm water, surface water, groundwater, roof runoff, subsurface drainage, swimming pool drainage, air conditioning system condensate water, non-contact cooling water except as provided by Rule 62-610.668(1), F.A.C., and sources of uncontaminated wastewater, except to augment the supply of reclaimed water in accordance with Rule 62-610.472(3)(c), F.A.C. [62-604.400(1)(d), F.A.C.]
CAF	6	The project is designed so that all new or relocated, buried sewers and force mains, are located in accordance with the separation requirements from water mains and reclaimed water lines of Rules 62-604.400(2)(g) and (h), F.A.C. Note, if the criteria of Rules 62-604.400(2)(g) 4. or (2)(h)3., F.A.C., are used, describe in Part II.(5)B. alternative construction features that will be provided to afford a similar level of reliability and public health protection. [62-604.400(2)(g) and (h), F.A.C.; 62-555.314, F.A.C.]

Gravity Sewers

Initials (or "NA" or "NC")	Item Number	Requirement
CAF	7	The project is designed with no public gravity sewer conveying raw wastewater less than 8 inches in diameter. [RSWF 33.1]
CAF	8	The design considers buoyancy of sewers, and appropriate construction techniques are specified to prevent flotation of the pipe where high groundwater conditions are anticipated. [RSWF 33.3]
CAF	9	All sewers are designed with slopes to give mean velocities, when flowing full, of not less than 2.0 feet per second, based on Manning's formula using an "n" value of 0.013; or if it is not practicable to maintain these minimum slopes and the depth of flow will be 0.3 of the diameter or greater for design average flow, the owner of the system has been notified that additional sewer maintenance will be required. The pipe diameter and slope are selected to obtain the greatest practical velocities to minimize solids deposition problems. Oversized sewers are not specified to justify flatter slopes. [RSWF 33.41, 33.42, and 33.43]
CAF	10	Sewers are designed with uniform slope between manholes. [RSWF 33.44]
NA	11	Where velocities greater than 10 fps are designed, provisions to protect against displacement by erosion and impact are specified. [RSWF 33.45]
NA	12	Sewers on 20% slopes or greater are designed to be anchored securely with concrete, or equal, anchors spaced as follows: not over 36 feet center to center on grades 20% and up to 35%; not over 24 feet center to center on grades 35% and up to 50%; and not over 16 feet center to center on grades 50% and over. [RSWF 33.46]
CAF	13	Sewers 24 inches or less are designed with straight alignment between manholes. Where curvilinear sewers are proposed for sewers greater than 24 inches, the design specifies compression joints; ASTM or specific pipe manufacturer's maximum allowable pipe joint deflection limits are not exceeded; and curvilinear sewers are limited to simple curves which start and end at manholes. [RSWF 33.5]
CAF	14	Suitable couplings complying with ASTM specifications are required for joining dissimilar materials. [RSWF 33.7]
CAF	15	Sewers are designed to prevent damage from superimposed loads. [RSWF 33.7]
CAF	16	Appropriate specifications for the pipe and methods of bedding and backfilling are provided so as not to damage the pipe or its joints, impede cleaning operations and future tapping, nor create excessive side fill pressures and ovalation of the pipe, nor seriously impair flow capacity. [RSWF 33.81]
CAF	17	Appropriate deflection tests are specified for all flexible pipe including PVC. Testing is

Initials (or "NA" or "NC")	Item Number	Requirement
		required after the final backfill has been in place at least 30 days to permit stabilization of the soil-pipe system. Testing requirements specify: 1) no pipe shall exceed a deflection of 5%; 2) using a rigid ball or mandrel for the deflection test with a diameter not less than 95% of the base inside diameter or average inside diameter of the pipe, depending on which is specified in the ASTM specification, including the appendix, to which the pipe is manufactured; and 3) performing the test without mechanical pulling devices. [RSWF 33.85]
	18	Leakage tests are specified requiring that: 1) the leakage exfiltration or infiltration does not exceed 100 gallons per inch of pipe diameter per mile per day for any section of the system; 2) exfiltration or infiltration tests be performed with a minimum positive head of 2 feet; and 3) air tests, as a minimum, conform to the test procedure described in ASTM C-828 for clay pipe, ASTM C 924 for concrete pipe, ASTM F-1417 for plastic pipe, and for other materials appropriate test procedures. [RSWF 33.93, 33.94, and 33.95]
NA	19	If an inverted siphon is proposed, documentation of its need is provided in Part II.(5)B. Inverted siphons are designed with: 1) at least two barrels; 2) a minimum pipe size of 6 inches; 3) necessary appurtenances for maintenance, convenient flushing, and cleaning equipment; and 4) inlet and discharge structures having adequate clearances for cleaning equipment, inspection, and flushing. Design provides sufficient head and appropriate pipe sizes to secure velocities of at least 3.0 fps for design average flows. The inlet and outlet are designed so that the design average flow may be diverted to one barrel, and that either barrel may be cut out of service for cleaning. [RSWF 35]

Manholes

Initials (or "NA" or "NC")	Item Number	Requirement
	20	The project is designed with manholes at the end of each line; at all changes in grade, size, or alignment; at all intersections; and at distances not greater than 400 feet for sewers 15 inches or less and 500 feet for sewers 18 inches to 30 inches, except in the case where adequate modern cleaning equipment is available at distances not greater than 600 feet. [RSWF 34.1]
NA	21	Design requires drop pipes to be provided for sewers entering manholes at elevations of 24 inches or more above the manhole invert. Where the difference in elevation between the incoming sewer and the manhole invert is less than 24 inches, the invert is designed with a fillet to prevent solids deposition. Inside drop connections (when necessary) are designed to be secured to the interior wall of the manhole and provide access for cleaning. Design requires the entire outside drop connection be encased in concrete. [RSWF 34.2]
	22	Manholes are designed with a minimum diameter of 48 inches and a minimum access diameter of 24 inches. [RSWF 34.3]
	23	Design requires that a bench be provided on each side of any manhole channel when the pipe diameter(s) are less than the manhole diameter and that no lateral sewer, service connection, or drop manhole pipe discharges onto the surface of the bench. [RSWF 34.5]
	24	Design requires: 1) manhole lift holes and grade adjustment rings be sealed with non-shrinking mortar or other appropriate material; 2) inlet and outlet pipes be joined to the manhole with a gasketed flexible watertight connection or another watertight connection arrangement that allows differential settlement of the pipe and manhole wall; and 3) watertight manhole covers be used wherever the manhole tops may be flooded by street runoff or high water. [RSWF 34.6]
	25	Manhole inspection and testing for water-tightness or damage prior to placing into service are specified. Air testing, if specified for concrete sewer manholes, conforms to the test procedures described in ASTM C-1244. [RSWF 34.7]
NA	26	Electrical equipment specified for use in manholes is consistent with Item 46 of this checklist. [RSWF 34.9]

Stream Crossings

Initials (or "NA" or "NC")	Item Number	Requirement
NA	27	Sewers and force mains entering or crossing streams are designed to be constructed of ductile iron pipe with mechanical joints or so they will remain watertight and free from changes in alignment or grade or constructed of HDPE with fused joints for directional drilling. Appropriate materials which will not readily erode, cause siltation, damage pipe during placement, or corrode the pipe are specified to backfill the trench. [RSWF 36.21]
NA	28	Stream crossings are designed to incorporate valves or other flow regulating devices (which may include pump stations) on the shoreline or at such distances from the shoreline to prevent discharge in the event the line is damaged. [62- 604.400(2)(j)5., F.A.C.]
NA	29	Sewers and force mains entering or crossing streams are designed at a sufficient depth below the natural bottom of the stream bed to protect the line. At a minimum, the project is designed with subaqueous lines to be buried at least three feet below the design or actual bottom, whichever is deeper, of a canal and other dredged waterway or the natural bottom of streams, rivers, estuaries, bays, and other natural water bodies; or if it is not practicable to design the project with less than three-foot minimum cover, alternative construction features (e.g. a concrete cap, sleeve, or some other properly engineered device to insure adequate protection of the line) are described in Part II.C. [62- 604.400(2)(j)1., F.A.C., and RSWF 36.11]
NA	30	Specifications require permanent warning signs be placed on the banks of canals, streams, and rivers clearly identifying the nature and location (including depths below design or natural bottom) of subaqueous crossings and suitably fixed signs be placed at the shore, for subaqueous crossings of lakes, bays, and other large bodies of water, and in any area where anchoring is normally expected. [62-604.400(2)(j)2., F.A.C.]
NA	31	Provisions for testing the integrity of subaqueous lines are specified. [62-604.400(2)(j)4., F.A.C.]
NA	32	Supports are designed for all joints in pipes utilized for aerial crossings and to prevent overturning and settlement. Expansion jointing is specified between above ground and below ground sewers and force mains. The design considers the impact of floodwaters and debris. [RSWF 37]
NA	33	Aerial crossings are designed to maintain existing or required navigational capabilities within the waterway and to reserve riparian rights of adjacent property owners. [62- 604.400(2)(j)3., F.A.C.]

Pump Stations

Initials (or "NA" or "NC")	Item Number	Requirement
NA	34	In areas with high water tables, pump stations are designed to withstand flotation forces when empty. When siting the pump station, the design considers the potential for damage or interruption of operation because of flooding. Pump station structures and electrical and mechanical equipment are designed to be protected from physical damage by the 100-year flood. Pump stations are designed to remain fully operational and accessible during the 25-year flood unless lesser flood levels are appropriate based on local considerations, but not less than the 10-year flood. [62-604.400(2)(e), F.A.C.]
NA	35	Pump stations are designed to be readily accessible by maintenance vehicles during all weather conditions. [RSWF 41.2]
NA	36	Wet well and pump station piping is designed to avoid operational problems from the accumulation of grit. [RSWF 41.3]
NA	37	Dry wells, including their superstructure, are designed to be completely separated from the wet well. Common walls are designed to be gas tight. [RSWF 42.21]
NA	38	The design includes provisions to facilitate removing pumps, motors, and other mechanical and electrical equipment. [RSWF 42.22]
NA	39	The design includes provisions for: 1) suitable and safe means of access for persons wearing self-

Initials (or "NA" or "NC")	Item Number	Requirement
		contained breathing apparatus are provided to dry wells, and to wet wells; 2) stairway access to wet wells more than 4 feet deep containing either bar screens or mechanical equipment requiring inspection or maintenance; 3) for built-in-place pump stations, a stairway to the dry well with rest landings at vertical intervals not to exceed 12 feet; 4) for factory-built pump stations over 15 feet deep, a rigidly fixed landing at vertical intervals not to exceed 10 feet unless a manlift or elevator is provided; and 5) where a landing is used, a suitable and rigidly fixed barrier to prevent an individual from falling past the intermediate landing to a lower level. If a manlift or elevator is provided, emergency access is included in the design. [RSWF 42.23]
NA	40	Specified construction materials are appropriate under conditions of exposure to hydrogen sulfide and other corrosive gases, greases, oils, and other constituents frequently present in wastewater. [RSWF 42.25]
NA	41	Multiple pumps are specified, and each pump has an individual intake. Where only two units are specified, they are of the same size. Specified units have capacity such that, with any unit out of service, the remaining units will have capacity to handle the design peak hourly flow. [RSWF 42.31 and 42.36]
NA	42	Bar racks are specified for pumps handling wastewater from 30 inch or larger diameter sewers. Where a bar rack is specified, a mechanical hoist is also provided. The design includes provisions for appropriate protection from clogging for small pump stations. [RSWF 42.322]
NA	43	Pumps handling raw wastewater are designed to pass spheres of at least 3 inches in diameter. Pump suction and discharge openings are designed to be at least 4 inches in diameter. Note, this provision is not applicable to grinder pumps. [RSWF 42.33]
NA	44	The design requires pumps be placed such that under normal operating conditions they will operate under a positive suction head, unless pumps are suction-lift pumps. [RSWF 42.34]
NA	45	The design requires: 1) pump stations be protected from lightning and transient voltage surges; and 2) pump stations be equipped with lightning arrestors, surge capacitors, or other similar protection devices and phase protection. Note, small pump stations serving a single building are not required to provide surge protection devices if not necessary because the pump station is protected by the surge protection device of the single building. [62-604.400(2)(b), F.A.C.]
NA	46	The design requires 1) electrical systems and components (e.g., motors, lights, cables, conduits, switch boxes, control circuits, etc.) in raw wastewater wet wells, or in enclosed or partially enclosed spaces where hazardous concentrations of flammable gases or vapors may be present, comply with the National Electrical Code requirements; 2) electrical equipment located in wet wells be suitable for use under corrosive conditions; 3) each flexible cable be provided with a watertight seal and separate strain relief; 4) a fused disconnect switch located above ground be provided for the main power feed for all pump stations; 5) electrical equipment exposed to weather to meet the requirements of weatherproof equipment NEMA 3R or 4; 6) a 110 volt power receptacle to facilitate maintenance be provided inside the control panel for pump stations that have control panels outdoors; and 7) ground fault interruption protection be provided for all outdoor outlets. [RSWF 42.35]
NA	47	The design requires a sump pump equipped with dual check valves be provided in dry wells to remove leakage or drainage with discharge above the maximum high water level of the wet well. [RSWF 42.37]
NA	48	Pump/pump station design capacities are based on the peak hourly flow and are adequate to maintain a minimum velocity of 2 feet per second in the force main. [RSWF 42.38]
NA	49	The design includes provisions to automatically alternate the pumps in use. [RSWF 42.4]
NA	50	The design requires: 1) suitable shutoff valves be placed on the suction line of pumps/dry pit pumps; 2) suitable shutoff and check valves be placed on the discharge line of each pump (except on screw pumps); 3) a check valve be located between the shutoff valve and the pump; 4) check valves be suitable for the material being handled; 5) check valves be placed on the horizontal portion of discharge piping (except for ball checks, which may be placed in the vertical run); 6) all valves be capable of withstanding normal pressure and

Initials (or "NA" or "NC")	Item Number	Requirement
		water hammer; and 7) all shutoff and check valves be operable from the floor level and accessible for maintenance. [RSWF 42.5]
NA	51	The effective volume of wet wells is based on design average flows and a filling time not to exceed 30 minutes unless the facility is designed to provide flow equalization. The pump manufacturer's duty cycle recommendations were utilized in selecting the minimum cycle time. [RSWF 42.62]
NA	52	The design requires wet well floors have a minimum slope of 1 to 1 to the hopper bottom and the horizontal area of hopper bottoms be no greater than necessary for proper installation and function of the inlet. [RSWF 42.63]
NA	53	For covered wet wells, the design provides for air displacement to the atmosphere, such as an inverted "J" tube or other means. [RSWF 42.64]
NA	54	The design provides for adequate ventilation at all pump stations. Mechanical ventilation shall be provided where the dry well is below the ground surface. Permanently installed ventilation shall be provided if screens or mechanical equipment requiring maintenance or inspection are located in the wet well. Pump stations are designed with no interconnection between the wet well and dry well ventilation systems. [RSWF 42.71]
NA	55	The design requires all intermittently operated ventilation equipment to be interconnected with the respective pit lighting system and the manual lighting/ventilation switch to override the automatic controls. [RSWF 42.73]
NA	56	The design requires the fan wheels of ventilation systems be fabricated from non-sparking material and automatic heating and dehumidification equipment be provided in all dry wells. [RSWF 42.74]
NA	57	If wet well ventilation is continuous, design provides for at least 12 complete 100% fresh air changes per hour; if wet well ventilation is intermittent, design provides for at least 30 complete 100% fresh air changes per hour; and design requires air to be forced into wet wells by mechanical means rather than solely exhausted from the wet well. [RSWF 42.75]
NA	58	If dry well ventilation is continuous, design provides at least 12 complete 100% fresh air changes per hour; and dry well ventilation is intermittent, design provides for at least 30 complete 100% fresh air changes per hour, unless a system of two speed ventilation with an initial ventilation rate of 30 changes per hour for 10 minutes and automatic switch over to 6 changes per hour is used to conserve heat. [RSWF 42.76]
NA	59	Pump stations are designed and located on the site to minimize adverse effects from odors, noise, and lighting. [62- 604.400(2)(c), F.A.C.]
NA	60	The design requires pump stations be enclosed with a fence or otherwise designed with appropriate features to discourage the entry of animals and unauthorized persons. Posting of an unobstructed sign made of durable weather resistant material at a location visible to the public with a telephone number for a point of contact in case of emergency is specified. [62-604.400(2)(d), F.A.C.]
NA	61	The design requires suitable devices for measuring wastewater flow at all pump stations. Indicating, totalizing, and recording flow measurement are specified for pump stations with a 350 gpm or greater design peak flow. [RSWF 42.8]
NA	62	The project is designed with no physical connections between any potable water supplies and pump stations. If a potable water supply is brought to a station, reduced-pressure principle backflow-prevention assemblies are specified. [RSWF 42.9 and 62-555.30(4), F.A.C.]

Additional Items to be Completed for Suction-Lift Pump Stations

Initials (or "NA" or "NC")	Item Number	Requirement
NA	63	The design requires all suction-lift pumps to be either self-priming or vacuum-priming and the combined total of dynamic suction-lift at the "pump off" elevation and required net positive suction head at design operating conditions not to exceed 22 feet. For self-priming

Initials (or "NA" or "NC")	Item Number	Requirement
		pumps, the design requires: 1) pumps be capable of rapid priming and repriming at the "lead pump on" elevation with self-priming and repriming accomplished automatically under design operating conditions; 2) suction piping not to exceed the size of the pump suction or 25 feet in total length; and 3) priming lift at the "lead pump on" elevation to include a safety factor of at least 4 feet from the maximum allowable priming lift for the specific equipment at design operating conditions. For vacuum-priming pump stations, the design requires dual vacuum pumps capable of automatically and completely removing air from the suction-lift pumps and the vacuum pumps be adequately protected from damage due to wastewater. [RSWF 43.1]
NA	64	The design requires: 1) suction-lift pump equipment compartments to be above grade or offset and to be effectively isolated from the wet well to prevent a hazardous and corrosive sewer atmosphere from entering the equipment compartment; 2) wet well access not to be through the equipment compartment and to be at least 24 inches in diameter; 3) gasketed replacement plates be provided to cover the opening to the wet well for pump units to be remove for service; and 4) no valving be located in the wet well. [RSWF 43.2]

Additional Items to be Completed for Submersible Pump Stations

Initials (or "NA" or "NC")	Item Number	Requirement
NA	65	Submersible pumps and motors are designed specifically for raw wastewater use, including totally submerged operation during a portion of each pump cycle and to meet the requirements of the National Electrical Code for such units. Provisions for detecting shaft seal failure or potential seal failure are included in the design. [RSWF 44.1]
NA	66	The design requires submersible pumps be readily removable and replaceable without dewatering the wet well or disconnecting any piping in the wet well. [RSWF 44.2]
NA	67	In submersible pump stations, electrical supply, control, and alarm circuits are designed to provide strain relief; to allow disconnection from outside the wet well; and to protect terminals and connectors from corrosion by location outside the wet well or through use of watertight seals. [RSWF 44.31]
NA	68	In submersible pump stations, the design requires the motor control center to be located outside the wet well, readily accessible, and protected by a conduit seal or other appropriate measures meeting the requirements of the National Electrical Code, to prevent the atmosphere of the wet well from gaining access to the control center. If a seal is specified, the motor can be removed and electrically disconnected without disturbing the seal. The design requires control equipment exposed to weather to meet the requirements of weatherproof equipment NEMA 3R or 4. [RSWF 44.32]
NA	69	In submersible pump stations, the design requires: 1) pump motor power cords be flexible and serviceable under conditions of extra hard usage and to meet the requirements of the National Electrical Code standards for flexible cords in wastewater pump stations; 2) ground fault interruption protection be used to de-energize the circuit in the event of any failure in the electrical integrity of the cable; and 3) power cord terminal fittings be corrosion-resistant and constructed in a manner to prevent the entry of moisture into the cable, provided with strain relief appurtenances, and designed to facilitate field connecting. [RSWF 44.33]
NA	70	In submersible pump stations, the design requires all shut-off and check valves be located in a separate valve pit. Provisions to remove or drain accumulated water from the valve pit are included in the design. [RSWF 44.4]

Emergency Operations for Pump Stations

Initials (or "NA" or "NC")	Item Number	Requirement
NA	71	Pump stations are designed with an alarm system which activates in cases of power failure, sump pump failure, pump failure, unauthorized entry, or any cause of pump station malfunction. Pump station alarms are designed to be telemetered to a facility that is manned 24 hours a day. If such a facility is not available and a 24-hour holding capacity is not provided, the alarm is designed to be telemetered to utility offices during normal working hours and to the home of the responsible person(s) in charge of the lift station during off-duty hours. Note, if an audio-visual alarm system with a self-contained power supply is provided in lieu of a telemetered system, documentation is provided in Part II.(5)B. showing an equivalent level of reliability and public health protection. [RSWF 46]
NA	72	The design requires emergency pumping capability be provided for all pump stations. For pump stations that receive flow from one or more pump stations through a force main or pump stations discharging through pipes 12 inches or larger, the design requires uninterrupted pumping capability be provided, including an in-place emergency generator. Where portable pumping and/or generating equipment or manual transfer is used, the design includes sufficient storage capacity with an alarm system to allow time for detection of pump station failure and transportation and connection of emergency equipment. [62-604.400(2)(a)1. and 2., F.A.C., and RSWF 47.423 and 47.433]
NA	73	The design requires: 1) emergency standby systems to have sufficient capacity to start up and maintain the total rated running capacity of the station, including lighting, ventilation, and other auxiliary equipment necessary for safety and proper operation; 2) special sequencing controls be provided to start pump motors unless the generating equipment has capacity to start all pumps simultaneously with auxiliary equipment operating; 3) a riser from the force main with rapid connection capabilities and appropriate valving be provided for all pump stations to hook up portable pumps; and 4) all pump station reliability design features be compatible with the available temporary service power generating and pumping equipment of the authority responsible for operation and maintenance of the collection/transmission system. [62-604.400(2)(a)3., F.A.C., and RSWF 47.431]
NA	74	The design provides for emergency equipment to be protected from operation conditions that would result in damage to the equipment and from damage at the restoration of regular electrical power. [RSWF 47.411, 47.417, and 47.432]
NA	75	Where independent substations are used for emergency power, each separate substation and its associated transmission lines is designed to be capable of starting and operating the pump station at its rated capacity. [RSWF 47.44]

Force Mains

Initials (or "NA" or "NC")	Item Number	Requirement
NA	76	Force mains are designed to maintain, at design pumping rates, a cleansing velocity of at least 2 feet per second. The minimum force main diameter specified for raw wastewater is not less than 4 inches. (Not applicable to low pressure sewer systems) [RSWF49.1]
NA	77	The design requires: 1) branches of intersecting force mains be provided with appropriate valves such that one branch may be shut down for maintenance and repair without interrupting the flow of other branches; and 2) stub-outs on force mains, placed in anticipation of future connections, be equipped with a valve to allow such connection without interruption of service. [62-604.400(2)(f), F.A.C.]
NA	78	The design requires air relief valves be placed at high points in the force main to prevent air locking. [RSWF49.2]
NA	79	Specified force main pipe and joints are equal to water main strength materials suitable for design conditions. The force main, reaction blocking, and station piping are designed to withstand water hammer pressures and stresses associated with the cycling of wastewater

Initials (or "NA" or "NC")	Item Number	Requirement
		pump stations. [RSWF 49.4]
NA	80	When the Hazen and Williams formula is used to calculate friction losses through force mains, the value for "C" is 100 for unlined iron or steel pipe for design. For other smooth pipe materials, such as PVC, polyethylene, lined ductile iron, the value for C does not exceed 120 (130 for PVC and HDPE) for design. (Not applicable to low pressure sewer systems) [RSWF 49.61]
NA	81	Where force mains are constructed of material, which might cause the force main to be confused with potable water mains, specifications require the force main to be clearly identified. [RSWF 49.7]
NA	82	Leakage tests for force mains are specified including testing methods and leakage limits. [RSWF 49.8]

Note, if this project is an alternative collection system (i.e. a low pressure sewer system or a vacuum sewer system), complete the checklist items on Attachment I for low pressure sewer systems or Attachment II for vacuum sewer systems. Include the attachment with the submittal. For any items marked "NA" or "NC," provide an explanation in section 5(B).

- B. Explanation for Requirements or Standards Marked "NA" or "NC" in II(5)A above, which includes Attachments I and II (attach additional sheets if necessary):

2. The system will not be operational during construction.

11. No velocity > 10fps.

12 No sewer slopes greater than 20% for this project.

19. No inverted siphon proposed.

21. No drop manhole connections proposed.

26. No electrical equipment proposed in manholes.

27-33. No stream or aerial crossings proposed.

34-82. No pump stations or force mains proposed.

Attachments I and II are not applicable to the proposed sanitary sewer system.

PART III - Certifications

(1) Collection/Transmission System Permittee

I, the undersigned owner or authorized representative* of New Port Tampa Bay CDD
am fully aware that the statements made in this application for a construction permit are true, correct and complete to the best of my knowledge and belief. I agree to retain the design engineer or another professional engineer registered in Florida, to conduct on-site observation of construction, to prepare a certification of completion of construction, and to review record drawings for adequacy. Further, I agree to provide an appropriate operation and maintenance manual for the facilities pursuant to Rule 62-604.500(4), F.A.C., and to retain a professional engineer registered in Florida to examine (or to prepare if desired) the manual. I am fully aware that Department approval must be obtained before this project is placed into service for any purpose other than testing for leaks and testing equipment operation.

Signed _____ Date _____
Name _____ Title _____

**Attach a letter of authorization.*

(2) Owner of Collection/Transmission System

I, the undersigned owner or authorized representative* of New Port Tampa Bay CDD certify that we will be the Owner of this project after it is placed into service. I agree that we will operate and maintain this project** in a manner that will comply with applicable Department rules. Also, I agree that we will promptly notify the Department if we sell or legally transfer ownership of this project.

Signed _____ Date _____
Name _____ Title _____

Company Name New Port Tampa Bay CDD

Address c/o PFM Group Consulting, LLC; 3501 Quadrangle Blvd. Ste. 270

City Orlando State FL Zip 32817

Telephone _____ Cell N/A Fax N/A

Email _____

** Attach a letter of authorization*

****Description of the owner's portion if split** Folio #132427-4258

Second Owner of Collection/Transmission System (if system is divided with different owners)

I, the undersigned owner or authorized representative* of _____ certify that we will be the Owner of this project after it is placed into service. I agree that we will operate and maintain this project in a manner that will comply with applicable Department rules. Also, I agree that we will promptly notify the Department if we sell or legally transfer ownership of this project.

Signed _____ Date _____
Name _____ Title _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Cell _____ Fax _____

Email _____

** Attach a letter of authorization*

****Description of the second owner portion if split** _____

(3) Wastewater Facility Serving Collection/Transmission System**

If this is a Notice of Intent to use a general permit, check here:

☐ The undersigned owner or authorized representative* of the _____ wastewater facility

hereby certifies that the above referenced facility has the capacity to receive the wastewater generated by the proposed collection system; is in compliance with the capacity analysis report requirements of Rule 62-600.405, F.A.C.; is not under a Department order associated with effluent violations or the ability to treat wastewater adequately; and will provide the necessary treatment and disposal as required by Chapter 403, F.S., and applicable Department rules.

If this is an application for an individual permit, check one:

☒ The undersigned owner or authorized representative* of the Howard F. Curren AWTP wastewater facility hereby certifies that the above referenced facility has and will have adequate reserve capacity to accept the flow from this project and will provide the necessary treatment and disposal as required by Chapter 403, F.S., and applicable Department rules.

☐ The undersigned owner or authorized representative* of the Howard F. Curren AWTP wastewater facility hereby certifies that the above referenced facility currently does not have, but will have prior to placing the proposed project into operation, adequate reserve capacity to accept the flow from this project and will provide the necessary treatment and disposal as required by Chapter 403, F.S., and applicable Department rules.

Name of Treatment Plant Serving Project Howard F. Curren AWTP
County Hillsborough City Tampa
DEP Facility ID: FL 0020940
Maximum monthly average daily flow over the last 12 month period 62.2 MGD Month(s) used 1/23 - 12/23
Maximum three-month average daily flow over the last 12 month period 59.95 MGD Month(s) used 1/23 - 12/23
Current permitted capacity 96.0 MGD ☒ AADF ☐ MADF ☐ TMADF
Current outstanding flow commitments (including this project) against treatment plant capacity 1.0 MGD
Signed [Signature] Date 1/15/25
Name Jeff Hilton, P.E. Title Planning Division
Company Name City of Tampa Wastewater Department
Address 2545 Guy N. Verger Boulevard
City Tampa State FL Zip 33605
Telephone 813.274.7844 Cell _____ Fax _____
Email jeff.Hilton@tampagov.net

* Attach a letter of authorization

** If there is an intermediate satellite collection system between the project and the final receiving facility collection system, a letter shall be attached certifying that the intermediate downstream satellite collection system has adequate reserve capacity to accept the flow from this project.

(4) Professional Engineer Registered in Florida

I, the undersigned professional engineer registered in Florida, certify that I am in responsible charge of the preparation and production of engineering documents for this project; that plans and specifications for this project have been completed; that I have expertise in the design of wastewater collection/transmission systems; and that, to the best of my knowledge and belief, the engineering design for this project complies with the requirements of Chapter 62-604, F.A.C.

(Affix Seal)

Signed _____

Date _____

Name _____ Florida Registration No. _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Cell _____ Fax _____

Email _____

Portion of the project for which responsible: _____

Second Engineer (if applicable)

(Affix Seal)

Signed _____

Date _____

Name _____ Florida Registration No. _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Cell _____ Fax _____

Email _____

Portion of the Project for Which Responsible: _____

Third Engineer (if applicable)

(Affix Seal)

Signed _____

Date _____

Name _____ Florida Registration No. _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Cell _____ Fax _____

Email _____

Portion of the Project for Which Responsible: _____

Fourth Engineer (if applicable)

(Affix Seal)

Signed _____

Date _____

Name _____ Florida Registration No. _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Cell _____ Fax _____

Email _____

Portion of the Project for Which Responsible: _____