

**PANTHER TRACE
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
NOVEMBER 24, 2009**

**PANTHER TRACE
COMMUNITY DEVELOPMENT DISTRICT AGENDA
November 24, 2009 at 6:30 p.m.**

The Panther Trace Clubhouse
Located at 12515 Bramfield Avenue, Riverview, Florida 33579

District Board of Supervisors	Chairman Vice Chairman Supervisor Supervisor Supervisor	Donna Lee Burke Megan Jones Kenneth Roberts Dennis Steven Mike Staubitz
District Manager	District Management Services, LLC	Brian Lamb
District Attorney	Straley & Robin, P.A.	Mark Straley
District Engineer	WilsonMiller, Inc.	Tonja Stewart

All cellular phones and pagers must be turned off while in the meeting room
The District Agenda is comprised of seven different sections:

The meeting will begin at **6:30 p.m.** with the **Pledge of Allegiance and the Administration of the Oath of Office**. After **the Call to Order**, the meeting will enter the third section, called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The Board will then entertain any **Supervisor Requests and Audience Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to **three (3) minutes** for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT ADMINSTRATOR OUTSIDE THE CONTEXT OF THIS MEETING.** The fifth section is called **Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The sixth and seventh sections are called **Business Items**. The Business Items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. Upon completion of the Business Items, the Board once again hears **Audience Comments and Supervisor Requests**. The meeting will then conclude with the **Adjournment**.

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

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

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

November 17, 2009

Board of Supervisors
Panther Trace
Community Development District

Dear Board Members:

The regular meeting of the **November 24, 2009 at 6:30 p.m.** at the Panther Trace Clubhouse, located at 12515 Bramfield Avenue, Riverview, Florida 33579. Included below is the agenda:

- 1. PLEDGE OF ALLEGIANCE**
- 2. CALL TO ORDER/ROLL CALL**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors Meeting on October 27, 2009Tab 1
 - B. Consideration of Operations and Maintenance Expenditures, November 2009Tab 2
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 1. Financial Statement September 30, 2009Tab 3
 2. Fiscal Year 2010 Budget (For Board Reference)Tab 4
 3. Managers ReportTab i
 4. Recreation Facility Managers Report.....Tab ii
- 5. AUDIENCE COMMENTS & SUPERVISOR REQUESTS**
- 6. BUSINESS ITEMS**
 - A. Discussion of Pool Facility Restoration
 - B. Review of Janitorial Scope of ServicesTab 5
 - C. Update on District Auto InsuranceTab 6
 - D. Consideration of Church Group Repeat Reservation Request.....Tab 7
- 7. AUDIENCE COMMENTS & SUPERVISOR REQUESTS**
- 8. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,



Brian K. Lamb
Secretary