

**TAMPA PALMS
COMMUNITY DEVELOPMENT DISTRICT**

***Agenda Package
Board of Supervisors Meeting***



Wednesday, February 9, 2022

6:00 P.M.

Compton Park Recreation Building

16101 Compton Drive

Tampa, Florida



TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

CDD Meeting Advanced Package February 9, 2021

Join Zoom Meeting
<https://us02web.zoom.us/j/2539344102>
Meeting ID: 253 934 4102

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4. Strategic Planning and Capital Projects Planning
 - f. The Focus for 2022
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6. Consultant Reports
 - h. ... Around The Neighborhoods
 - i. Supervisor Resignation
 - j. District Officer Appointment
 - k. Pump Station Upgrades
 - l. Park Manual With Updates
 - m. Stormwater System 20 Year Needs Assessment
 - n. I-75 Express Lanes
 - o. Employee Manual

Tampa Palms Community Development District

Development Planning and Financing Group
250 International Parkway, Suite 280
Lake Mary, FL 32746

February 4, 2022

Board of Supervisors
**Tampa Palms Community
Development District**

Dear Board Members:

The Board of Supervisors of the Tampa Palms Community Development District Board Meeting is scheduled for Wednesday, February 9, 2022 at **6:00 p.m.** at the Compton Park Recreation Building, 16101 Compton Drive, Tampa, Florida. The advanced copy of the agenda for this meeting is attached.

Governor's order waiving physical quorum does not appear to have been extended and even if it were, a video meeting will be held via Zoom with the following access:

Join Zoom Meeting
<https://us02web.zoom.us/j/2539344102>
Meeting ID: 253 934 4102

Enclosed for your review are the minutes of the January 12, 2022 CDD Board Meeting and the documents outlined in the table of contents.

Any additional support material will be distributed prior to the meeting, and staff will present their reports at the meeting.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Ray

Raymond Lotito
DPFG

RL:mmw

cc: Maggie Wilson
DPFG (Record Copy)

Tampa Palms CDD Meeting Agenda

**February 9, 2022, 6:00 p.m.
Compton Park Recreation Building
16101 Compton Drive, Tampa, FL 33647**

1. Welcome & Roll Call
2. Strategic Planning
3. Board Member Discussion Items
4. Public Comments
5. Approval of the January 2022 Minutes
6. Approval of District Disbursements
7. Consultant Reports
 - Neighborhood News
 - CDD Cash Management 2022
 - Pump Station Upgrades
 - I-75 Express Lanes
 - Employee & Park Manuals
 - CDD District Officer Confirmations
8. Other Matters
9. Public Comments
10. Supervisor comments
11. Adjourn

Financial Summary
1st Quarter (3 Months) Ending December 31, 2021

The District had a \$ 5.8 million cash balance, net of liabilities, at the end of the first three months of fiscal year 2021-22.

The District’s cash planning includes FY 2021-2022 budgeted expenses, FY 2022-2023 forecast Q1 expenses, and other contingent liabilities that result in a current forecast of an unallocated fund balance of approximately \$1,698 at the end of calendar year 2022. (Details disclosed below.)

Normal Operations displays a positive variance of \$62K, a direct result of timing, holidays and other delays. There are meaningful negative variances in several line items, some items of note include.

- Park patrols – the deployment of a community-based roveing guard has had a moderating effect on what had been substantial budget overruns.
- The water utility costs from the City of Tampa have increased more than 30% as described in the FAQ in the January report.
- The garbage collection costs have nearly doubled – there are limited options to mitigate.

In general, for Project Driven line items there are no unanticipated project expenses and the negative variance displayed for R&R projects is due to timing. No funds were budgeted for Signature projects. As needed the Signature funds which are secured on the balance sheet, will be brought into the budget by amendment.

District cash balance is \$ 5.7 million with the following cash projections for the year:

Sources of Funds

Balance December 31, 2021		\$ 5,827
Projected collections balance of FY 2021-22	218	218
Total Sources of Funds		\$ 6,045

Uses of Funds

Bal FY 2021-22 Expenses	\$ (2,122)	
Weather Damage	(400)	
Community-Wide Wall & Monument	(100)	
Palm & Pest Deferred Projects	(200)	
Pond Improvements/Restoration	(700)	
1st Qtr FY 2022-23 Expenses Operations	(679)	
Infrastructure Replacement Contingency	(135)	
TP Signature Projects (unspent)	(329)	
Total Uses of Funds		(\$ 4,665)
Projected Funds before December, 2022 receipts		\$ 1,380

Outlook

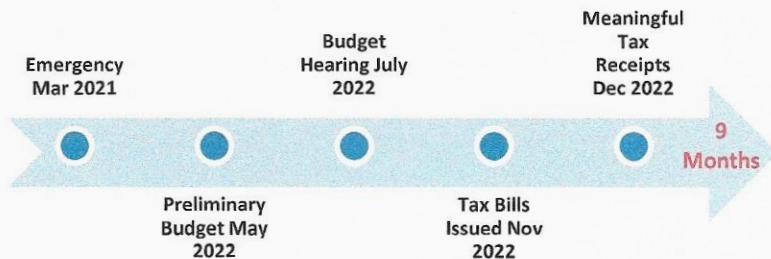
The District outlook is consistent with the FY 2021-22 budget. There are no known significant budget variances that suggest performing otherwise.

FAQ *In the coming months the Board will commence review of proposed budgets and assessments levels. The responsibility of the CDD to create assessments to meet the needs is evident and that has raised the question recently as to the necessity for reserves. Couldn't a simple assessment increase meet these needs.*

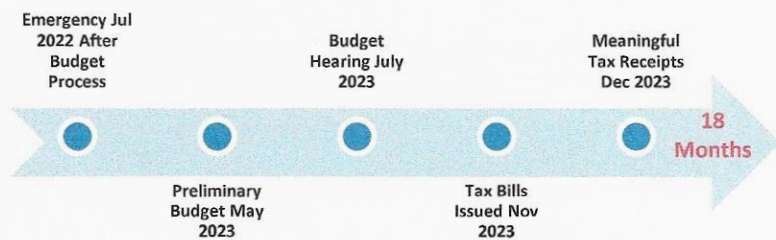
Funds are reserved in order to provide a means for Tampa Palms to recover from events that reasonably may occur (droughts, freezes or even the more serious hurricane or tornado) or future events that are known to be “coming” but are date uncertain (such as aging pond reclamation which this month became a fact for at least one pond and wetland system).

Without a doubt the CDD has assessment responsibility BUT the notice and collection cycle can stretch more than a year, depending on when in the year an emergency occurred. An unplanned event occurring in July of 2021 (after this year’s Budget Hearing) would not result in funds available until the following December of 2022 to even commence restoration. Residents would demand more timely action; property values in Tampa Palms would depend upon it. See timelines below

Example #1 If the emergency occurs this month (Feb 2021) funds to address restoration without reserves will not be available until December, 2021 – ten months after the event.



Example #2 For an emergency occurring this coming July, 2021 **after** the budget hearing [middle of hurricane season], the funds to address restoration without reserves would not be available until December, 202 – eighteen months after the event.



As important as timing, is the consideration of what would be required in way of assessments to effect restoration from even modest emergency, for example \$400K for landscape restoration after a direct hit from a hurricane. To raise \$400K, the CDD would have to increase assessments by 20%. This would be at a time when arguably residents would be dealing with their own restoration expenses.

Reserves, the judicious allocation of resources defined for scope and use to address reasonable future needs (for outlays for capital, or liability accruals such as in emergencies - the inevitable unforeseen event that would trigger a fiscal hardship), provide confidence and peace of mind to the residents of Tampa Palms. They are an essential element of proper governing.

**Tampa Palms CDD
Balance Sheet
December 31, 2021**

GENERAL

ASSETS:

CASH - Operating Account	\$	150,622
PETTY CASH		500
INVESTMENTS:		
Excess Fund Account- South State Bank		5,832,475
ACCTS. RECEIVABLE		344
RECEIVABLE FROM TAMPA PALMS HOA		13,823
PREPAID ITEMS		1,589
TOTAL ASSETS		<u><u>\$ 5,999,353</u></u>

LIABILITIES:

ACCOUNTS PAYABLE	\$	149,071
ACCRUED EXPENSES		21,106

FUND BALANCE:

NON-SPENDABLE		1,589
RESTRICTED		-
UNASSIGNED:		5,827,587
TOTAL LIABILITIES & FUND BALANCE		<u><u>\$ 5,999,353</u></u>

Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the period from October 1, 2021 through December 31, 2021

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
REVENUES				
ASSESSMENTS NON-ADVOLAREM	\$ 2,737,595	1,095,038	\$ 2,510,540	\$ 1,415,502
EARLY PAYMENT DISCOUNT	(109,504)	(43,802)	(100,440)	(56,639)
INTEREST INCOME	20,000	5,000	5,703	703
EXCESS FEES	15,000	3,750	-	(3,750)
MISC. REVENUE	1,200	300	1,696	1,396
CARRY FORWARD	115,000	28,750	-	(28,750)
TOTAL REVENUES	2,779,291	1,089,036	2,417,498	1,328,462
EXPENDITURES				
ADMINISTRATIVE EXPENDITURES:				
PERSONNEL SERVICES				
BOARD OF SUPERVISORS	11,000	2,750	2,800	(50)
FICA	5,368	1,342	-	1,342
FUTA/SUTA/PAYROLL FEES	5,148	1,287	350	937
<i>S/T PERSONNEL SERVICES</i>	21,516	5,379	3,150	2,229
PROFESSIONAL SERVICES				
ATTORNEY'S FEES	3,000	750	465	285
ANNUAL AUDIT	6,983	1,746	-	1,746
MANAGEMENT FEES	69,053	17,263	17,263	(0)
TAX COLLECTOR	54,752	21,901	48,202	(26,301)
ASSESSMENT ROLL	10,050	2,513	-	2,513
<i>S/T PROFESSIONAL SERVICES</i>	143,838	44,172	65,930	(21,758)
ADMINISTRATIVE SERVICES				
DIRECTORS & OFFICERS INSURANCE	3,700	3,700	3,121	579
MISC. ADMINISTRATIVE SERVICES	12,000	3,000	2,206	794
<i>S/T ADMINISTRATIVE SERVICES</i>	15,700	6,700	5,327	1,373
TOTAL ADMINISTRATIVE	181,054	56,251	74,407	(18,155)
FIELD / OPERATIONS SERVICES				
FIELD MANAGEMENT SERVICES				
DISTRICT OPERATING STAFF	179,839	44,960	45,892	(932)
PARK ATTENDANTS	76,875	19,219	17,274	1,945
PARK PATROLS (Security Co)	83,000	20,750	21,207	(457)
FIELD MANAGEMENT CONTINGENCY	20,800	5,200	-	5,200
<i>S/T FIELD MANAGEMENT SVCS</i>	360,514	90,129	84,374	5,755
GENERAL OVERHEAD:				
INSURANCE	13,342	13,342	15,577	(2,235)
IT (TEL / SECURITY)	25,335	6,334	2,816	3,517
WATER	28,000	7,000	10,652	(3,652)
REFUSE REMOVAL	19,000	4,750	4,814	(64)
ELECTRICITY	125,000	31,250	35,057	(3,807)
STORMWATER FEE	4,198	4,198	3,041	1,157
MISC. FIELD SERVICES	13,000	3,250	-	3,250
<i>S/T GENERAL OVERHEAD</i>	227,875	70,124	71,958	(1,834)
LANDSCAPE MAINTENANCE:				
LANDSCAPE & POND MAINTENANCE	1,055,779	263,945	219,703	44,242
LANDSCAPE MONITORING FEE	18,900	4,725	4,725	-
LANDSCAPE & REPLACEMENT	96,432	24,108	7,154	16,954
<i>S/T LANDSCAPE MAINTENANCE</i>	1,171,111	292,778	231,582	61,196
LANDSCAPE MAINTENANCE NEW & ENHANCED:				
PROPERTY MOWING	93,000	23,250	17,176	6,074
COUNTY POND	9,000	2,250	-	2,250
NPDES POND PROGRAM	47,970	11,993	9,030	2,963
<i>S/T LANDSCAPE NEW & ENHANCED</i>	149,970	37,493	26,206	11,287

Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the period from October 1, 2021 through December 31, 2021

	<u>BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>FAVORABLE (UNFAVORABLE) YTD VARIANCE</u>
FACILITY MAINTENANCE:				
IRRIGATION SYSTEM	107,824	26,956	43,315	(16,359)
FOUNTAIN	27,354	6,839	716	6,122
FACILITY MAINTENANCE	91,136	22,784	17,696	5,088
JANITORIAL/SUPPLIES	2,772	693	616	77
S/T FACILITY MAINTENANCE	<u>229,086</u>	<u>57,272</u>	<u>62,344</u>	<u>(5,073)</u>
PROJECT DRIVEN EXPENSES:				
SIGNATURE TP 2017	-	-	-	-
RENEWAL AND REPLACEMENT & DEFERRED MTC	210,000	52,500	67,323	(14,823)
CAPITAL PROJECTS	190,000	47,500	23,399	24,101
NPDES/CLEAN WATER	59,681	14,920	15,260	(340)
S/T TOTAL PROJECT DRIVEN EXPENSES	<u>459,681</u>	<u>114,920</u>	<u>105,981</u>	<u>8,939</u>
TOTAL EXPENDITURES	<u>2,779,291</u>	<u>718,966</u>	<u>656,852</u>	<u>62,114</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	370,071	1,760,647	1,390,576
FUND BALANCE - BEGINNING	-	-	4,068,529	
FUND BALANCE - ENDING	<u>\$ -</u>	<u>\$ 370,071</u>	<u>\$ 5,829,175</u>	<u>\$ 1,390,576</u>

**TAMPA PALMS CDD
CASH REGISTER
DECEMBER FY 2022**

Date	Num	Name	Memo	Receipts	Disbursements	Balance
11/30/2021			EOM BALANCE	175,910.62	167,970.15	9,796.78
12/01/2021	9254	Arete Industries	Down pmt-Cleaning of Granite Signs		4,342.50	5,454.28
12/01/2021	9255	DOUGLAS CLEANING SERVICE	Nov - CDD Cleaning		1,520.00	3,934.28
12/03/2021	120321ACH1	DOROTHY COLLINS	11-15 to 11-28-22- D Collins PR		2,357.03	1,577.25
12/03/2021	120321ACH2	Innovative Employer Solutions	11/15-11/28/21- D Collins PR		895.57	681.68
12/06/2021			Funds Transfer	75,000.00		75,681.68
12/06/2021	9256	DPFG	CDD Mgmt - Dec 2021		5,754.42	69,927.26
12/06/2021	9257	OLM, INC.	Landscape Insp dec		1,575.00	68,352.26
12/07/2021			Deposit - Staples unused awards benefit	464.70		68,816.96
12/08/2021			Funds Transfer	100,000.00		168,816.96
12/08/2021	9258	ABM Landscape & Turf Services	Landscape Maint & Performance - December 2021		65,408.80	103,408.16
12/08/2021	9259	ADB Landscaping Materials, Inc.	red poinsetta, washingtonia palms, plant various		9,580.63	93,827.53
12/08/2021	9260	ADVANCED ENERGY SOLUTIONS	replaced and inspected outlets/photo cells area		3,467.76	90,359.77
11/29/2021	9261	AT&T	Long Distance - Nov		142.42	13,459.78
12/08/2021	9262	CINTAS	Urinal Mats, Logo Mats, Safety Mat		67.61	90,292.16
12/08/2021	9263	FLORIDA FOUNTAIN MAINTENANCE, INC.	Dec Maint-Fountain Reserve & Turnbury		860.13	89,632.03
12/08/2021	9264	FRONTIER COMMUNICATIONS	Hampton Pk Phone - Nov & Amberly Pk Phone - Dec 21		366.97	89,265.06
12/08/2021	9265	HOME DEPOT	Supplies		153.74	89,111.32
12/08/2021	9266	IRON MOUNTAIN	Records Storage - Dec		321.30	88,790.02
12/08/2021	9267	SECURITAS SECURITY SERVICES USA, INC.	Security Guard - Hampton Park 11/07-11/20/21		1,820.70	86,969.32
12/08/2021	9268	TERMINIX	Pest Control - Nov Main Facility (paid \$5 already)		95.00	86,874.32
12/08/2021	9269	Zeno Office Solutions, Inc.	Contract ovg charge		53.51	86,820.81
12/10/2021			Funds Transfer	100,000.00		186,820.81
12/14/2021			Deposit - miscellaneous credits	30.88		186,851.69
12/17/2021	121721ACH1	DOROTHY COLLINS	11/29-12/12/21- D Collins PR		2,357.04	184,494.65
12/17/2021	121721ACH2	Innovative Employer Solutions	11/01-11/14/21- D Collins PR		895.55	183,599.10
12/20/2021	122021ACH	CINTAS	urnial mat, logo mat, 3x5 tampa palm, unimal screen svc		67.61	183,531.49
12/21/2021	9270	MARY-MARGARET WILSON	Field Mgmt -		9,893.00	173,638.49
	9271	VOID				
12/23/2021	9272	DPFG	Sept Billable Expenses		23.16	173,615.33
12/23/2021	9273	ADB Landscaping Materials, Inc.	Live Oak tree replacements		815.00	172,800.33
12/23/2021	9274	ARCHITECTURAL FOUNTAINS, INC	Quaterly (oct-dec) lake fountain services		730.00	172,070.33
12/23/2021	9275	CINTAS	urnial mat, logo mat, 3x5 tampa palm, unimal screen svc		67.61	172,002.72
12/23/2021	9276	EEL SECURITY, INC.	Monitoring - 01-01-22 to 3/31/22		89.85	171,912.87
12/23/2021	9277	ESD WASTE2WATER, INC.	clean cartidge filter, check hoses & connections		300.00	171,612.87
12/23/2021	9278	FEDEX	Shipping		12.76	171,600.11
12/23/2021	9279	Lowe's Business Acct/ SYNCB	Office Supplies		466.12	171,133.99
12/23/2021	9280	SECURITAS SECURITY SERVICES USA, INC.	Security Guard - Hampton Park 11/21-12/4/21		2,106.73	169,027.26
12/23/2021	9281	SEFFNER ROCK & GRAVEL	Fill Dirt-		291.00	168,736.26
12/23/2021	9282	TECO	Summary Bill		11,264.08	157,472.18
12/23/2021	9283	TERMINIX	Pest Control - Dec Amberly Park and Main Facility		239.00	157,233.18
12/27/2021	122721ACH	CINTAS	urnial mat, logo mat, 3x5 tampa palm, unimal screen svc		67.61	157,165.57
12/31/2021	123121ACH1	DOROTHY COLLINS	12/13-12/26/21- D Collins PR		2,357.03	154,808.54
12/31/2021	123121ACH2	Innovative Employer Solutions	11/01-11/14/21- D Collins PR		895.57	153,912.97
12/31/2021	627	CITY OF TAMPA UTILITIES	Water Utilities - Dec		3,292.47	150,620.50
12/31/2021			Interest	1.44		150,621.94
12/31/2021			EOM BALANCE	275,497.02	134,814.28	150,621.94

**TAMPA PALMS CDD
FINANCIAL SUMMARY THRU DECEMBER 31, 2021
GENERAL FUND**

(Shown in \$)	<u>Normal Operations</u>	<u>Non-Operating Project Driven</u>	<u>Total As Reported</u>
<u>Revenues</u>			
Operating	\$2,018,733		\$2,005,409
<u>Non Operating</u>			
Capital Projects		\$167,271	\$167,271
Renewal & Rel		\$184,878	\$184,878
Signature 2017		\$0	\$0
NPDES		\$52,541	\$52,541
Excess Fees			-
Interest	5,703		5,703
Misc Rev	\$1,696		1,696
Carry Forward Bal *			
Total	\$ 2,026,132	\$ 404,690	\$2,417,498
<u>Expenses</u>			
Operations	\$ 550,870		550,870
<u>Non Operating</u>			
Renewal & Rel		67,323	67,323
NPDES/EPA		15,260	15,260
Capital Projects		23,399	23,399
TP Signature 2017		<u>0</u>	<u>0</u>
Total	\$550,870	\$105,981	\$105,981
Total Expenditures			\$656,852
Excess Revenue Vs Expenses			\$1,760,646

**TAMPA PALMS CDD
FINANCIAL SUMMARY THRU DECEMBER 31, 2021
GENERAL FUND**

<u>General Fund</u>	12/31/2021	(\$000)
Cash		151
Cash Equivalent (Excess Cash ICS)		5,832
Due From TPOA		14
Receivable		0
Prepaid Items		2
Total		\$ 5,999
Less:		0
Payables		149
Accrued Expenses		21
Non Spendable A/C Prepaid		
	Net Cash 12/31/2021	\$ 5,829
Allocation for:		
Weather Damage		400
Community-Wide Wall & Monument		100
Tree & Palm Replacement		200
Pond Improvements		700
1st Qtr Expenses		679
Infrastructure Replacement Contingency		135
TP Signature Projects (unspent)		329
	Adjusted Net Cash	\$ 3,286

Forecast

(\$ 000)	2021-22 Fiscal Year		
	<u>Receipts</u>	<u>Expenses</u>	<u>Monthly Bal</u>
Jan			
CDD Operations	50	235	
R&R	5	14	
NPDES	1	12	
Signature Projects	0	0	
Capital Projects	4	5	
Total	60	266	\$ 3,080
Feb			
CDD Operations	42	235	
R & R	4	25	
NPDES	1	7	
Signature Projects	1	0	
Capital Projects	4	50	
Total	51	317	\$ 2,814
Mar			
CDD Operations	7	245	
R & R	1	16	
NPDES	0	9	
Signature Projects	0	0	
Capital Projects	1	20	
Total	9	290	\$ 2,533

* Palm Treatment and Replacement of Both Palms and Trees Identified as Future Liability

**TAMPA PALMS CDD
DECEMBER 31, 2021
GENERAL FUND**

(\$000)	Prioie Year Collected \$	Prior Year Collected %	Current Year Collected \$	Current Year Collected %	Variance % Fav (Unfav)
October					
November	887	34%	\$596	23%	-11%
December	2,343	89%	\$2,410	92%	3%
January	2,476	94%			
February	2,477	94%			
March	2,537	97%			
April	2,591	99%			
May	2,606	99%			
June	2,633	100.2%			
July	2,633	100.2%			
August	2,633	100.2%			
September	2,633	100.2%			
Year End					
Total Assessed (Net Discount)		\$2,628			

Summary- Project Driven Expenses

Two Months Ending Noverber 30, 2021

Operating Capital Projects (\$000)

Sources of Funds

FY 2021-22 Budget \$210

Uses of Funds

Spent Thru 12/31/2021 23

Total Funds Under Consideration \$50

Budget Available as of 12/31/2021 \$187

Renewal & Replacement

Sources of Funds

FY 2021-22 Budget 190

Uses of Funds

Spent Thru 12/31/2021 67

Total Funds Under Consideration \$0

Budget Available as of 12/31/2021 \$123

TP Signature Projects

Sources of Funds*

FY 2021-22 Budget \$0

Uses of Funds

Spent Thru 12/31/2021 \$0

Total Funds / Projects Under Consideration \$0

Budget Available as of 12/31/2021 \$0

**Capital Projects 2021-22
Budget Monitor**

31-Dec-21			
(\$000)	Current Projects	Spent 2021-22	Pending Commitments
Tampa Palms Signature Projects (BB Downs)			
Consulting Services	10	0	-
Irrigation	20	0	
Main Entry Restorations	21	0	
Area 2 Pond		0	
Bruce B Downs Improvements	172	0	
Sub-Total TP Signature Projects	\$329	\$0	\$0
Capital Projects			
Consulting Services			
Irrigation Systems		8	
Parks & Cameras		1	
Landscape & Lighting		15	
Signs, Infrastructure & Lighting		0	
Sub-Total Capital Projects	\$0	23	\$0
Total TP Signature & Standard Capital Projects		\$23	\$50

**Capital Projects Signature Projects
2021-22 Through December 31, 2021**

Tampa Palms Signature Projects (BB Downs)	Current Projects	Spent A/O 12/31/2021	Pending Commitments
Consulting Services			
Restoration Designs	9,850		
Survey & Staking & MOT	400		
<i>Sub Total</i>	<u>10,250</u>		
Irrigation			
Area 1 & 2 Irrigation (Incl BB Downs)	20,000		
<i>Sub Total</i>	<u>20,000</u>		
Main Entry Restorations			
Area 1 Entry Landscape (Phase II)	77,513		
Area 2 Phase II	0		
Area 2 Landscape (TP Blvd & Amberly Phase II)	0		
Area 2 Pond Landscape & Wayfinding	50,000		
<i>Sub Total</i>	<u>127,513</u>		
Area 2 Pond			
Littoral Plantings & Noxious Removal			
Area 2 Pond Landscape -Bank Repairs			
<i>Sub Total</i>	<u>0</u>		
Bruce B Downs Improvements			
Wall restorations 4 villages + drainage & additional landscape bufferbuffer	171,577		
<i>Sub Total</i>	<u>171,577</u>		
Sub-Total Tampa Palms Signature	329,340	\$0	
Normal Capital Projects			
	Current		Pending
Irrigation Systems			
New Installation Incl Mainline		7,660	50,000
<i>Sub Total</i>	<u>0</u>	<u>7,660</u>	
Parks & Cameras			
Bike Stand - Hampton Park		683	-
Benches - Oak Park			
Backboards,Windscreens, Rims & Swing Replacements			
Courts Resurfacing			
<i>Sub Total</i>	<u>0</u>	<u>683</u>	<u>-</u>
Landscape & Lighting			
Bricks & Construction for Sanctuary Wall Bed			
Major Landscape (> 5 Years)		15,056	
Eco Sens Lighting			
<i>Sub Total</i>	<u>-</u>	<u>15,056</u>	<u>-</u>
Signs, Infrastructure & Lighting			
Drainage Easement Reconsruction			
Cambridge Fountain Replacement			
Speed Limits Sign(s) & Curbing			
Walls - Reserve & Sanctuary			
<i>Sub Total</i>	<u>0</u>	<u>-</u>	
Sub-Total Normal Capital Projects	\$0	\$23,399	
Total TP Signature & Standard Capital Projects		\$23,399	\$50,000

Focus For 2022

Re-Presented February, 2022

The Tampa Palms CDD is a unit of State of Florida special-purpose government with limited boundaries and is distinct in both form and function from general purpose government entities including but not limited to the City of Tampa, Hillsborough County etc.

The TP CDD authority is laser-focused and limited in attention to the properties owned by the CDD or shared with the City of Tampa. (Example TP Blvd medians)

- The CDD has no enforcement powers
- The CDD's public funds cannot be spent on private property
- CDD attention and activity is limited to that which occurs within its boundaries.

The majority of the CDD budget addresses community aesthetics - making residents proud of their homes. Tampa Palms defines the standard of care as that which is observed from a vehicle at 35 mph

Specific considerations for 2021-22

	Next Steps	Timing
Tampa Palms Blvd Restoration		
(1) Help Community Communicate Needs	2 nd Public Meeting w/ City	TBD
(2) Hold Balance of Signature	Determine Impact on Entries	On Going
Covid & Tampa Palms		
(1) Protection of Residents	Continue Enhanced Cleaning	On Going
(2) Protection of Workers	Guardhouse Used for Workers Continue Enhanced Cleaning	Re-Evaluate Monthly Re-Evaluate Monthly
Monitor Projects in Tampa Palms		
(1) Wetland Destruction	EPC Consent Requirements	Monitor
(2) Tampa Palms Blvd	Meeting w/ Ayres Engr Re Design	Not Scheduled
(3) Bike Path Improvements	Deferred Until TPB Project Designed	Review After TPB Designs
Monitor Projects Impacting Tampa Palms		
(1) I-75 Transit Lanes	PDE Public Meeting Held	Public Meeting Jan 27, 2021
Monitor County Commission Races Impacting Tampa Palms		
(1) CDD Board Seats 1 & 2		Nov 8, 2022
(2) Tampa Palms' County Commissioner		
(3) Hillsborough County At Large Commissioners (2)		
(4) Numerous State Offices		

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
I. Signature Projects	Deffered Until Further Notice		
II Capital Projects & Restoration Projects			
1) Wayfinding, Walls & Misc. Signs			
a) Sanctuary Wall	Work Sch	Feb	Staff
b) Reserve Wall	Review	Feb	Staff
2) Lake Fountains Review			
a) Board update	Review	Mar-Apr	Staff
3) Infrastructure			
a) CDD Lift Station	Report	Feb	Staff
b) ADA Park Review	Discuss w/ Board	Jul	Staff
c) SWFWMD & Irrigation Systems	Review	Feb	Staff
III Landscape Assets			
1) Assessment YTD Weather Impacts	Report To Board	On Going	Staff
2) Village Entry & Blvd Restorations			
a) Plans / Direction	Update	Feb	Staff
b) Palm Tree Pests	Report To Board	June	Staff
3) LED Landscape Lighting			
a) Phase III	Future Consideration	TBD	Staff

1
2
3 **MINUTES OF MEETING**
4 **TAMPA PALMS**
5 **COMMUNITY DEVELOPMENT DISTRICT**

6 The Regular Meeting of the Board of Supervisors of the Tampa Palms Community
7 Development District was held on Wednesday January 12, 2022 at 6:00 p.m. at the Compton
8 Park Recreation Building, 16101 Compton Drive, Tampa, Florida.

9
10 **FIRST ORDER OF BUSINESS - Welcome & Roll Call**

11 Mr. Field called the meeting to order.

12 The Board members and staff introduced themselves for the record.

13
14 Present

15 Gene Field	Chairman
16 Don Oneal	Supervisor
17 Tracy Falkowitz	Supervisor
18 Michael Gibson	Vice Chair (By Zoom)

19
20 Also present were:

21 Maggie Wilson	Consultant/Resident
22 Warren Dixon	TPOA Business Consultant
23 Brian Koerber	TPOA Property Manager
24 Chris Fetguson	Resident
25 Bill Schneider	Resident
26 Joe Esposito	Resident
27 Raymond Lotito	DPFG
28 Chris Cleveland	DPFG

29
30 Mr. Field established that a quorum was present.

31
32 **Pledge of Allegiance**

33 Mr. Oneal led the recitation of the Pledge of Allegiance.

34
35 **SECOND ORDER OF BUSINESS – Strategic Planning Review & Annual Review**

36
37 Mr. Field reviewed the most current Focus 2022, concentrating on those issues which
38 have immediate impact and noting that the Board Book contained the full examination. Then
39 he reviewed the Mission, Direction, Core Values and Assignments of the CDD for 2022. The
40 full strategic plans and 2021-22 Focus and organization information are included in the
41 advance Board Package; a copy of which is attached hereto and made a part of the public
42 record.

1 **THIRD ORDER OF BUSINESS - Supervisor Comments.**

2 Don Oneal asked a question regarding the Signature Project monies, specifically what
3 happens to the unspent monies and where are they located. Chairman Field explained that they
4 are an allocation of the monies within the carryforward balance and are part of the CDD funds
5 on deposit.

6 Ms. Wilson explained that the Signature projects are suspended for products, labor and
7 “upcoming construction” such as the paving of TP Blvd. She noted that just a portion of the
8 walls along BB Downs had been secured.

9

10 **FOURTH ORDER OF BUSINESS – Public Comments**

11 Joes Espisito (Tremont) asked questions about tree protections and the pruning and
12 cutting of trees along the roads.

13 Ms. Wilson noted that the City owns the trees along the roads and that any pruning or
14 removal needs City permission. Further trees 24” or greater in circumference at chest high
15 require a City permit to even prune on private property.

16 Warren Dixon discussed the situation regarding the illegal construction and the EPC
17 activities. Bill Schneider asked a question about the monies spent on TP Blvd.

18

19 **FIFTY ORDER OF BUSINESS - Approval of the November 10, 2021 Minutes**

20

21 On MOTION by Ms. Falkowitz, SECONDED by Mr. Oneal WITH ALL IN FAVOR, the
22 Board approved the Minutes of the November 10, 2021 CDD Board Meeting.

23

24 **SIXTH ORDER OF BUSINESS - Approval of District Disbursements**

25

26 Mr. Field noted that the check register had been reviewed.

27 On MOTION by Mr. Oneal SECONDED by Ms. Falkowitz WITH ALL IN FAVOR, the Board
28 approved the Disbursements for the month ending October 31, 2021 in the amount of
29 \$227,721.49

30 On MOTION by Ms. Falkowitz SECONDED by Mr. Oneal WITH ALL IN FAVOR, the Board
31 approved the Disbursements for the month ending November 30, 2021 in the amount of

32 \$168,044.96

1 A copy of the Board Financial Analysis, Financial Statements and Check Register are attached
2 hereto and made a part of the public record.

3

4 **SEVENTH ORDER OF BUSINESS – Consultant Reports**

5 **◆ New Team Member**

6 Ms. Wilson advised that Chris Cleveland would be
7 leaving Tampa Palms and returning to HOA work to reduce time
8 away from his family.

9 She introduced Ray Lotito from DPFPG who would be
10 stepping into Chris' position

11

12 **◆ Neighborhood Updates**

13 Ms Wilson reported that the maintaining the proper
14 appearance of Tampa Palms remains a struggle due in part to the
15 changeable weather (very hot, followed by cold with resulting
16 fog) the continuing problems of staffing and the limits on plan
17 availability. Still the OLM rating was a respectable 90%.

18

19 The weather has contributed to substantial brown patch fungus
20 which is being treated with moderate success. Both the weather
21 and the staffing issues have caused the delay of two projects, the
22 vine removal from the brick Reserve walls and the refurbishing
23 of the entry from TPOST 3 at Wyndham. They should both
24 proceed in the coming weeks.

25

26 **◆ Irrigation System Reporting**

27 Ms. Wilson on the complex operation that provides
28 irrigation water for the 150 plus acres of CDD and City or
29 County property maintained by the CDD.

30 She noted that the system was complex but the cost avoidance
31 obtained by using it was significant.

32



New Team Member

Welcome Raymond Lotito

- Chris Cleveland
 - Returning to HOA Mgmt
 - o Less Night Travel
 - o Less Family Impact
- Raymond (Ray) Lotito
 - Both Business & Community Experience
 - o 4 Years DPFPG
 - o Wide Range of Districts



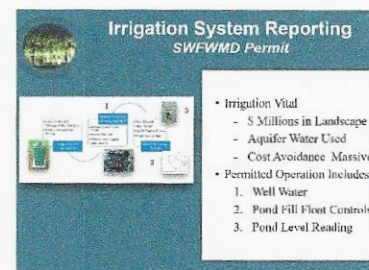
... Neighborhood Update

- Community Look A Struggle
 - Weather
 - Staffing
 - Plant Availability
- Still Tampa Palms Shined For 2021 Holidays
 - OLM Rating 90



... Neighborhood Update
Weather & Staffing Impacts

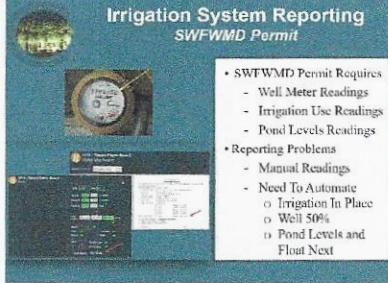
- High Heat/ No Cold / Humidify
 - Turf Fungus
 - Unseasonable Growing
- Projects Delayed
 - Reserve Wall
 - Entry From TPOST 3



Irrigation System Reporting
SWFWMD Permit

- Irrigation Vital
 - 5 Millions in Landscape
 - Aquifer Water Used
 - Cost Avoidance Massive
- Permitted Operation Includes
 1. Well Water
 2. Pond Fill Float Controls
 3. Pond Level Reading

1 Ms. Wilson explained the problems stemming from
2 manual readings and noted that she was working with both
3 Hoover Pumping and SWFWMD to fully automate all
4 readings. This will be done in conjunction with the already
5 planned replacement of the fill management systems.

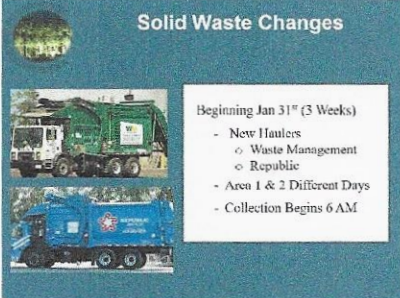


Irrigation System Reporting
SWFWMD Permit

- SWFWMD Permit Requires
 - Well Meter Readings
 - Irrigation Use Readings
 - Pond Levels Readings
- Reporting Problems
 - Manual Readings
 - Need To Automate
 - o Irrigation In Place
 - o Well 50%
 - o Pond Levels and Float Next

6
7 ♦ **Solid Waste Changes**

8 Ms. Wilson reminded everyone that as a result of the
9 county bids last year, new haulers will take over Jan 31, 2022
10 and there will be different haulers and different collection
11 dates for areas 1 & 2.



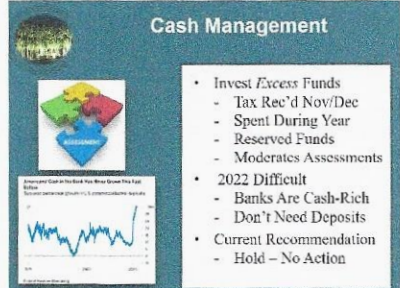
Solid Waste Changes

Beginning Jan 31st (3 Weeks)

- New Haulers
 - o Waste Management
 - o Republic
- Area 1 & 2 Different Days
- Collection Begins 6 AM

12
13 ♦ **Cash Management**

14 Ms. Wilson and the chairman reviewed the cash
15 management objectives, restrictions and the current state of
16 affairs regarding bank cash on hand and the lack of need on
17 the part of the banks for attractive offers for additional
18 deposits . Discussion will be deferred at least until the end of
19 February.

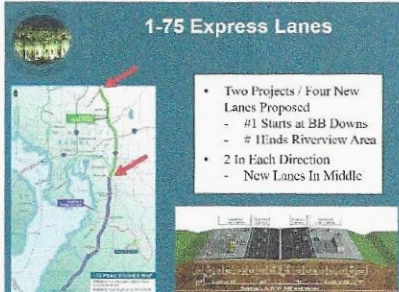


Cash Management

- Invest Excess Funds
 - Tax Rec'd Nov/Dec
 - Spent During Year
 - Reserved Funds
 - Moderates Assessments
- 2022 Difficult
 - Banks Are Cash-Rich
 - Don't Need Deposits
- Current Recommendation
 - Hold – No Action

20 ♦ **I-75 Express Lanes**

21 Ms. Wilson discussed the I-75 Express lanes which are
22 slated to run from just north of the BB Downs / I-75 crossover
23 south to the Riverview area.

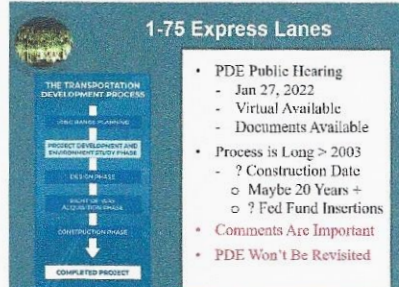


I-75 Express Lanes

- Two Projects / Four New Lanes Proposed
 - #1 Starts at BB Downs
 - #2 Ends Riverview Area
- 2 In Each Direction
 - New Lanes In Middle

24 The preliminary information is that the lanes will be built in
25 the middle of the existing roadway and no land in Tampa Palms
26 will be affected.

27 She noted that there will be a PD&E Public Meeting
28 held on 1/27/22 and that documents regarding the lanes are
29 available at sever locations.



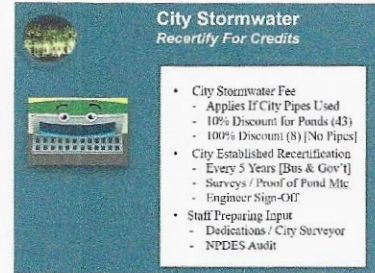
I-75 Express Lanes

- PDE Public Hearing
 - Jan 27, 2022
 - Virtual Available
 - Documents Available
- Process is Long > 2003
 - o ? Construction Date
 - o Maybe 20 Years +
 - o ? Fed Fund Insertions
- Comments Are Important
- PDE Won't Be Revisited

30 Comments are important, as no matter when built, this is the
31 opportunity for citizen input.

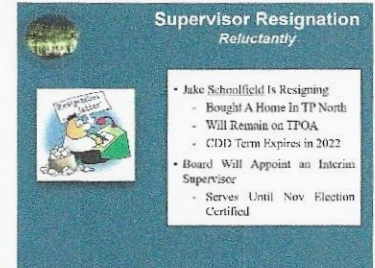
1 ♦ **City Stormwater Project**

2 Ms. Wilson briefed the board on the requirements of the
3 City for recertification of the credits given under the stormwater
4 assessment program. She noted that staff is providing the
5 information as required.



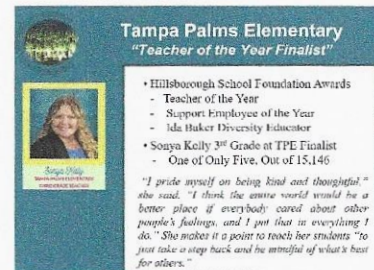
7 ♦ **Supervisor Resignation**

8 Ms. Wilson noted that Supervisor Jake Schoolfield
9 would be resigning from the board due to the fact he was moving
10 to Tampa Palms North. The press of business kept him from
11 attending but his resignation would be forthcoming. The Board
12 can appoint a replacement; this will be an interim replacement as
13 Mr. schoolfield's term ends Nov 2022.



15 ♦ **Tampa Palms Elementary News**

16 Ms. Wilson advised that Sonia Kelly, a third grade
17 teacher has been nominated as a finalist for Hillsborough
18 County Teacher of the Year (one of five out of 15,146 teachers)



20 **Additional Advanced Board Package Materials:**

21 Information regarding financial reports were included in the Advance Board package;
22 copy of which is attached hereto and made a part of the public record.

24 **EIGHTH ORDER OF BUSINESS – Other Matters**

25 There being none, the next item followed.

27 **NINTH ORDER OF BUSINESS – Public Comments**

28 Mr. Schneider questioned as to if vines damage the walls and was advised that they
29 certainly impact the paint but do not damage the concrete blocks.

31 **TENTH ORDER OF BUSINESS - Supervisor Comments**

1 Ms. Falkowitz thanks Chris Cleveland for his service to the district and said that the
2 decision to leave to be more family engaged was certainly something she could and did
3 understand.

4

5 **ELEVENTH ORDER OF BUSINESS - Adjournment**

6 There being no further business,

7

8 On MOTION by Ms. Falkowitz SECONDED by Mr. Oneal, WITH ALL IN FAVOR, the
9 meeting was adjourned.

10 **These minutes were done in summation format, not verbatim.*

11 **Each person who decides to appeal any decision made by the Board with respect to any matter
12 considered at the meeting is advised that person may need to ensure that a verbatim record of
13 the proceedings is made, including the testimony and evidence upon which such appeal is to
14 be based.*

15 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a
16 publicly noticed meeting held on January 12, 2022.**

17

18 _____

19 **Signature**

20 Raymond J Lotito

21 **Printed Name**

22 **Title:**

23 Assistant Secretary

24 DPGF

Signature

Gene Field

Printed Name

Title:

Vice Chairperson

Chairperson

Community Appearance

Overall Appearance

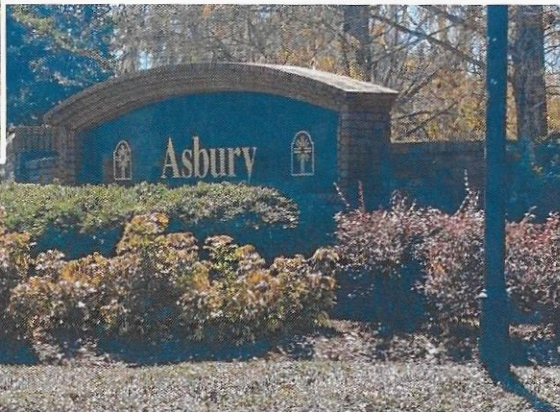
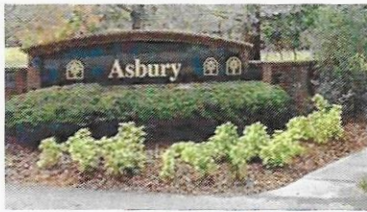
In general, the Tampa Palms landscape is doing well despite a few weather jabs delivered by Mother Nature that left many areas of damaged shrubs, sad looking annuals, spoiled turf in some areas and more brown patch eruptions on areas that had just barely begun to restore.

For the OLM inspection conducted Feb 3rd, the property was rated at a 93.5%



Freeze Damage

Tampa Palms experienced three days when temperatures fell below freezing. The first was a minimal 32-33 degrees for an hour or so; the second was longer and far colder as the temperatures fell to 28-29 degrees for five and a half hours and the third was again 33-34 for several hours.



Landscape damage varied, in some places substantial and in others almost no damage is apparent.... yet.

Shown to the left the arboricola at the Asbury entrance from Tampa Palms Blvd were badly hit. Oddly the same plant in some other places was unharmed.

These plants will be cut way back to determine if they are viable. (New plants have been ordered.) Normally they would just be removed but the difficulty in obtaining plant materials makes it important to see what can be saved.



Plants such as the philodendron along the large pond in front of Westover and the ginger on the banks of that same pond received a cold blast of temperature and wind. The philodendron are beginning to tinge yellow around the leaf edges and most likely those leaves will die.

The leaves on the ginger plants shown below at the same pond are already far gone and will be cut back to the ground.

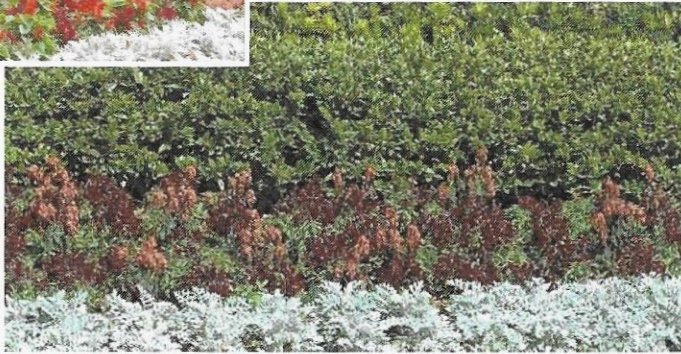


In both cases these are plants that will rejuvenate after pruning without a need to replace, as will some the woody shrubs such as shown to the right. The plants will look like sticks for a short time but with warm weather and sunlight they will bud out quickly.





The annuals are a different story and are a work in progress. The freeze quite predictably did a great deal of harm to the red salvia, which appear a sickly pink in picture to the left of the Area 2 main entry.



Intermixed with the salvia are deep red snap dragons and they may restore. Joe Laird will remove the salvia and spot-in new plants to improve the look.

Since the freeze was region-wide, there were limited replacements are available.

The skillful arrangement of the main annual bed at the Reserve entry somewhat hides the damage due to the use of the Dusty Millers that are quite showy.

Still the salvia did not do well and have to be removed and replaced.

Unlike the Reserve, the Sanctuary lost most of the salvia and the snap dragons, in part due to the cold air the blows straight down Compton Dr.



The turf suffered problems community-wide. Most of the turf should recover without replacement.

The freeze damage was both preceded and followed by high humidity which has only worsened the problems with the brown patch fungus. The fungus kills the blades but leaves the stolens (the roots which are actually spreading stems) alive. Recovery in summer months from small areas of brown patch is easy- the blades are cut, fungicide is applied and the grass restores. In the winter non-growing months, this regeneration process takes longer but the turf many times the turf can and will restore.

Irrigation Damage

The Tampa Palms irrigation system has suffered numerous major breaks and other damage over the last month, an unusual number. These have occurred along all of the boulevards:

- Tampa Palms Blvd (4)
- Amberly Drive (3)
- Compton Drive (1)

Almost 90% of the Tampa Palms mainline irrigation resides in the ROW, in the area between the sidewalk and the road, occasionally inside the sidewalk. This area is also home to other utilities and often visited by technicians working on the utilities and as well as those laying new cables (5G).



Unfortunately, there is no place to which these mainlines can be relocated.



These breaks are both costly and they are very time consuming because in addition to fixing the break, the teams must keep the streets and sidewalks open for safe for passage.

The picture below is an example of the types of equipment that parks on the ROW's and occasionally compromises the irrigation structures. Ironically this was TECO equipment and they were repairing a problem allegedly created by the cable companies.

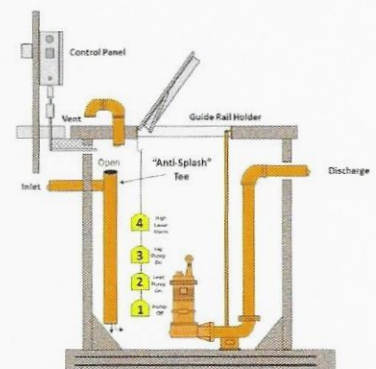


Sewage Lift Stations

Wastewater lift stations are facilities designed to move wastewater from lower to higher elevation, particularly where the elevation of the source is not sufficient for gravity flow to drain to the City systems.

The CDD owns two, one supporting the CDD maintenance building and the other supporting Hampton Park. Both are very old (30+ years) and the CDD maintenance building one has been acting up (stop working) for the last few months due to problems with the grinder and electronic panel.

The company that provided service has seemingly vanished. Spanky (ABM) has been able to keep the system operating while staff searched for both a company to do the work and an evaluation of what is needed.



A&A (Art) has had the station evaluated and that all that is needed is

- to clean the station,
- install new 2 HP 230 volt grinder pump ,
- install a new simplex panel with overload protection and alarm, and 3 new float controls.

It was determined that the basin (the expensive portion) was not in need of any work so the cost is under \$7,000 and is a standard R & R project.

The next step will be to evaluate the Hampton Park station.



Park Service

Andi Brayboy, the TPOA's new Parks and Amenities Manager, noticed separations between some tiles in the Hampton Park safety surface and worried that these might worsen or cause a trip hazard she called them to staff's attention.



Staff has asked two parks' "experts" to take a look and they were not concerned. It is thought that this reflects impact of the cold air on the rubber tiles causing shrinkage

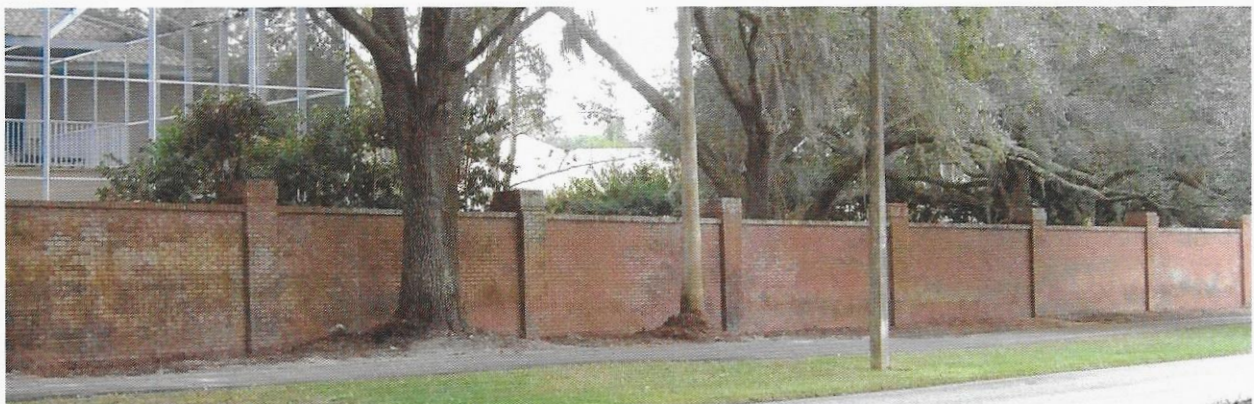
Staff also sent pictures to the manufacture to ask for repairs under warranty.

Improvement Projects

Though lean on people and pestered by uncooperative weather, ABM has begun the improvement project for the Reserve wall.



The vines are being removed along with the tattered ferns at the base and the walls will be pressure washed to reveal the real beauty of the brick.



Annuals

New annuals are scheduled for the second week of March.

Initially Joe Laird (with the advice and consult of Ms. Maney) selected green leaf begonias (with pink blossoms) and Antigua marigolds to give a more "Spring-like" appearance than they typical orange marigolds and the dark bronze leaf begonias used this time of year.

After surveying the "up and coming" stock" at the nurseries that provide the plants to the final growers, there is some doubt that the begonias will be used. Antigua marigolds are dwarf American marigolds that are early to flower in long days. The plants are relatively dwarf but the blooms on these marigolds are quite large.



Board Member Resignation

As mentioned last month, Supervisor Jake Schoolfield has completed the sale of his and Carla's home in Cambridge and their relocation to Tampa Palms North so Jake, with a great deal of sadness, is resigning, as required, from the Tampa Palms CDD

His letter of resignation is attached.

The CDD Board members are now tasked with appointing a member to fill the vacancy left by Jake Schoolfield's resignation from Seat 2. This is an important and difficult charge as Board excellence starts with members who properly fit the organization.



Tampa Palms is unique and understanding the complexities of a DRI-Master Plan community that is 35+ years old is a non-trivial assignment.

While the Florida statutes mandate that the remaining Tampa Palms Board members will appoint a new member to fill Seat 2 until the end of the term in the General Election of Nov 2022, so this will be a short-term appointment. The statutes provide no definitive guidance as to how this selection should be made other than by Board appointment.

FS 190.006 (4) Members of the board shall be known as supervisors and, upon entering into office, shall take and subscribe to the oath of office as prescribed by s. 876.05. They shall hold office for the terms for which they were elected or appointed and until their successors are chosen and qualified. If, during the term of office, a vacancy occurs, the remaining members of the board shall fill the vacancy by an appointment for the remainder of the unexpired term.

Staff has previously reviewed this matter with John Daugirda as District Manager, and his guidance was that the Board alone determines how the replacement process will be conducted. There are no requirements for notice, public or local, and no set pattern or timeframe for replacement. The Board may defer the decision as long as it deems proper, or appoint someone immediately.

When the Board chooses to appoint a new member, that can be done by motion.

From: jake.schoolfield@yahoo.com
To: CDD.Tampa@verizon.net
Sent: 2/1/2022 8:18:46 AM Eastern Standard Time
Subject: Resignation

It is with sadness that I must resign my position as CDD Assistant Secretary. I have enjoyed my years of service on the board, but my family and I have moved outside of the district. We have not moved far so I will enjoy watching the continued good work that the Tampa Palms CDD board provides to the community. My resignation will be effective immediately, but should the board need me to assist with any outstanding items it will be my pleasure to do so. I look forward to seeing you all at Publix and out in the community.

All the best,

Jake

Sent from my iPhone

Tampa Palms Pump Station Automated Operation and Reporting

Tampa Palms enjoys an irrigation system for the boulevards, parks and entries that uses water from the Florida aquifer and allows the CDD to avoid more than \$1.5 Million dollars a year for potable water expense that would be necessary were the aquifer water not available.

The CDD has the authority to use of the aquifer water via a Water Use Permit (WUP) issued by SWFWMD. In exchange for the authority the CDD must accurately report water us and system status as follows:

- Gallons pumped from each well (there are two), reported monthly
- Gallons pumped into the field for irrigation, reported monthly
- The levels of each of the receiving ponds that store the well water for irrigation, reported weekly

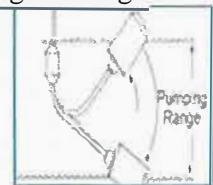
Currently most of this reporting is completed manually with no machine data back-up or data storage. The readings are taken by ABM field personnel, the various gauges are difficult to ready, causing incorrect reading data to be recorded, and in the case of pond levels there is a dependance on binoculars and wading boots to capture the readings.

Moving forward the increasing population, reduction in Florida water assets and attention directed at regulating those entities using the aquifer systems makes it imperative that the CDD automate and accurately report its water uses in conjunction the WUP.

Under the guidance of the late Supervisor Shimer, some of this is already in place. The pumping systems are remotely monitored by a Hoover Pumping FlowGuard System, recording and reporting on system operation and the gallons sent to the field for irrigation.

What is not in place is the automation of the operation of pond fill to include well pumpage readings.

- Floats connected electrically to the start capacitors of the well pumps initiate turn-on and turn-off instructions based on pond levels.
- This had been planned as a 2021 project but the combined shortages of personnel and equipment led to deferring until 2022.

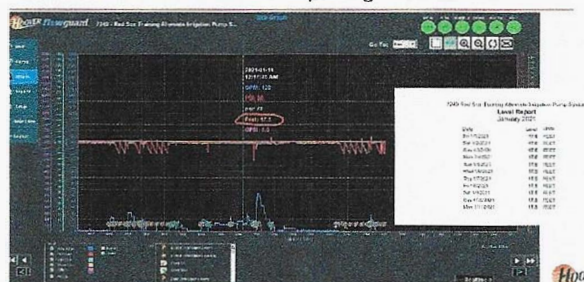


The last piece of automation required for full remote control and reporting involves recording the pond levels for both of the storage ponds for SWFWMD reporting. The levels are measured using staff gauges in both ponds. Integration of the two aspects will allow full automate (and remote) reporting and data storage for referral or tracking.



This operation is in place in other Florida communities and works well. The cost to make these upgrades will be \$25,000 for each of the two stations. This is slightly more per station than was anticipated for the float improvements.... And well worth is as it reduces the probability that the CDD staff will wind up in SWFWMD jail.

Lake Level Trend Details and Reporting Historical Reference



Updating District Officers

Last month DPFG has assigned a new team member for the Tampa Palms operations, Raymond Lotito. With Board concurrence Ray should officially be appointed a Secretary for the District.

Technically Chris Cleveland is still a Secretary for the Tampa Palms CDD until the board members approve a Resolution to remove him. Staff recommends approval of the attached Resolution at the February meeting which will add Ray as an officer, Secretary, and remove Chris, who no longer supports Tampa Palms.

In other news, Patricia Thibault of DPFG who has overseen the operations end of DPFG as it relates to Tampa Palms for many years (and acted as district manager for numerous other CDDs) will be leaving DPFG for a position elsewhere; one that will reduce the travel and night meetings for which she will be responsible.

As the board will doubtless remember, Patricia has been the driving force behind the years and years of non-comment audits for Tampa Palms.

While no one will truly “fill Patricia’s shoes”, Vesta VP Howard “Mac” McGaffney will be stepping in to oversee the operations management features upon which the Tampa Palms CDD depends.

In as much as Patricia and Chairman Field were the only two approved for the Tampa Palms banking accounts, a series of emergency teleconferences were held to approve appointment of Howard McGaffney as Treasurer of the Tampa Palms CDD. The minutes are attached and staff asks that the full board at the February public meeting memorialize that action.

Next the attached Resolution 2022-2 will complete the process of adding Howard MaGaffner as an officer, Treasurer, removing Patricia Thibault and adding Raymond Lotito as Secretary.

Note with the exception of Board Members, CDD “officers”, are not elected and they have no voting powers: they are individuals who serve for the Board and at the pleasure of the Board.

The specific reference in the Statutes that allows the appointment of officers is:

190.006 (6) As soon as practicable after each election or appointment, the board shall organize by electing one of its members as chair and by electing a secretary, who need not be a member of the board, **and such other officers as the board may deem necessary,**

The emergency teleconference meeting minutes and Resolution 2022-2 follow.

RESOLUTION 2022-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT
["DISTRICT"] DESIGNATING THE OFFICERS OF THE DISTRICT

WHEREAS, the Board of Supervisors of the Tampa Palms Community Development District at the business meeting held on February 9, 2022 desires to appoint the below recited persons to the offices specified.

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

1. The following persons were appointed to the offices shown, to wit:

<u>Gene Field (Board Member)</u>	Chairman
<u>A. Michael Gibson (Board Member)</u>	Vice Chairman
<u>J Tracy Falkowitz (Board Member)</u>	Assistant Secretary
<u>Donald Oneal (Board Member)</u>	Assistant Secretary
<u>Raymond Lotito</u>	Secretary
<u>Gene Field & Howard MacGaffney</u>	Treasurer(s)
<u>Marv-Margaret Wilson</u>	Assistant Secretary

2. That this Resolution supersedes all previous resolutions and motions designating, electing or appointing officers adopted by the Board of Supervisors of the Tampa Palms Community Development District and are hereby declared null and void.

Adopted this 9th day of February, 2022

Chairman

Secretary

**MINUTES OF EMERGENCY PHONE MEETING
TAMPA PALMS
COMMUNITY DEVELOPMENT DISTRICT**

An emergency phone conference that included Tampa Palms CDD General Manager and three Members of Board of Supervisors of the Tampa Palms Community Development District (separate conference calls to avoid any Sunshine Law Violations) was held on the morning of Tuesday, January 25, 2022 .

FIRST ORDER OF BUSINESS – Confirm Participants

Participants confirmed

Gene Field	Chairman (Board Member)
Don Oneal	Supervisor (Board Member)
Michael Gibson	Vice Chair (Board Member)
Mary- Margaret Wilson	Assistant Secretary (Non Board Officer)

SECOND ORDER OF BUSINESS – Approval to make Howard McGaffney, DPFG/Vesta Properties, an officer of the Tampa Palms CDD and a signer on the Tampa Palms CDD banking accounts.

Ms. Wilson explained that Patricia Comings Thibault, who has been an officer with Vesta/DPFG for many years and a co-treasurer for the Tampa Palms CDD has resigned her position.

Ms. Thibault was one of two authorized signers on the Tampa Palms CDD Bank Accounts. In order to continue to operate the Tampa Palms CDD, it is necessary to appoint a treasurer from the DPFG/Vesta organization.

Ms. Wilson recommended the approval of Mr. Howard McGaffney, Vice President DPFG/Vesta Properties, as Co-Treasurer for the Tampa Palms CDD and a signer on the Tampa Palms CDD bank accounts.

Ms. Wilson recounted that the Tampa Palms CDD has three accounts with SouthState Bank

1. Demand account ending in 6749
2. Demand account ending in 6595
3. Sweeps account ending in 4672

Ms. Wilson stated that this action was being taken as an emergency measure in order to allow the Tampa Palms CDD continue to operate. She further stated that this emergency action would be further memorialized by the approval of Resolution 2022-2 to include the other new officer at the Tampa Palms CDD public Meeting scheduled for February 9, 2022

On MOTION by Mr. Gibson, SECONDED by Mr. Oneal WITH ALL IN FAVOR, a quorum of the Tampa Palms CDD Board approved the appointment of Mr. Howard McGaffney, Vice President DPFV/Vesta Properties, as Co-Treasurer for the Tampa Palms CDD and a signer on the Tampa Palms CDD bank accounts.

Ms. Wilson thanked everyone for their assistance.

Signature 

Printed Name Mary-Margaret Wilson

Title: Assistant Secretary

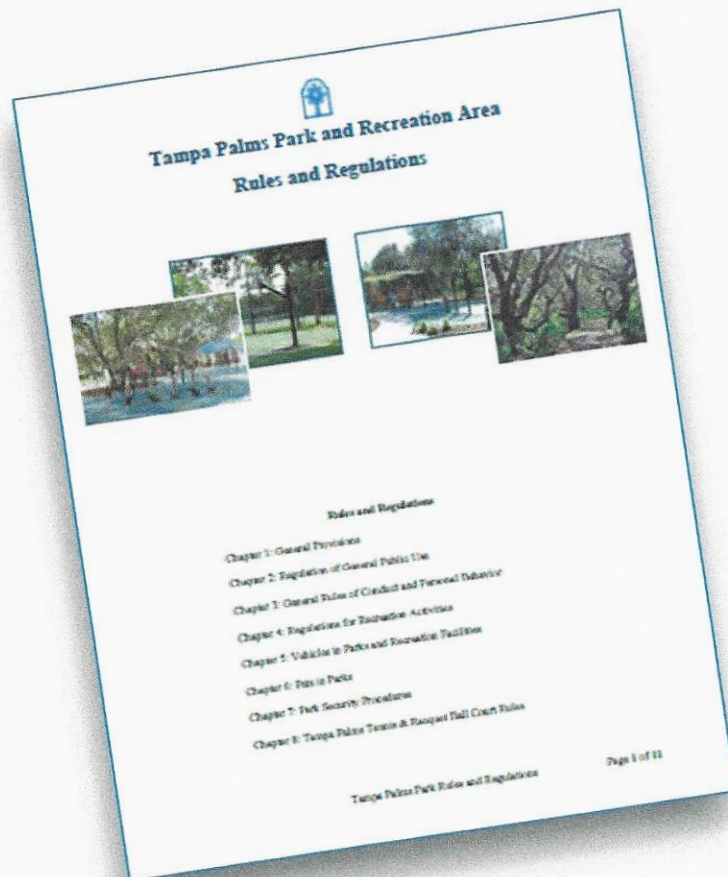
Tampa Palms Park Manual

Twice each year staff provides a copy of the park rules and regulations to the Board for review and consideration of proposed changes, if any. This year staff is not proposing any material modifications (the last was a name change when the "Hamptons" was changed to "Henley".)

These regulations are shared resource with the TPOA in order that residents have a common set of guidelines for the community parks. The sole exception due the consistent rules is that Hampton and Amberly parks allow memberships and the TPOA parks do not.

This year there are some changes proposed for the TPOA relative to the reservation and use of Compton Park; no changes are proposed for the CDD portion.

The regulations are posted on the Tampa Palms website. A copy follows for Board consideration.





Tampa Palms Park and Recreation Area

Rules and Regulations



Rules and Regulations

Chapter 1: General Provisions

Chapter 2: Regulation of General Public Use

Chapter 3: General Rules of Conduct and Personal Behavior

Chapter 4: Regulations for Recreation Activities

Chapter 5: Vehicles in Parks and Recreation Facilities

Chapter 6: Pets in Parks

Chapter 7: Park Security Procedures

Chapter 8: Tampa Palms Tennis & Racquet Ball Court Rules



Chapter 2: Regulation of General Public Use

Section 1: Hours and Access

Tampa Palms parks and recreation facilities are open to everyone who is a resident of the Tampa Palms Areas 1 and 2 (see above) regardless of race, gender, age, creed, national origin, sexual orientation, physical and mental abilities and/or limitations. Non-residents may purchase a park membership for ONLY THE CDD PARKS OF HAMPTON, AMBERLY & OAK, **Compton Park and River Park facilities are reserved for residents of Areas 1 and 2 only and no memberships are available.** ID showing residence in Tampa Palms Areas 1 or 2, or park membership, may be required if a member is not recognized by the staff.

- a. Compton Park is open daily: 8 AM to 9 PM, M-Thur (10 PM Fri & Sat, 8 PM Sun)
- b. River Park is open Summer: Sun - Sat 8 AM -7 PM. Winter: 8 AM-6 PM.
- c. Hampton Park is open 8 AM to 9 P.M. M-Sat, (8 PM Sun) unless otherwise posted, and shall be considered closed after 9 P.M. even if the park does not have gates or barriers which prevent access to the park.

No person should be in Hampton Park between the hours of 9 P.M. and 8 AM unless they are performing maintenance at the direction of the CDD staff.

- d. Amberly park is open from daylight to 6 P.M., unless otherwise posted, and the restroom facilities shall be considered closed after 6 P.M. even if the park does not have gates or barriers which prevent access to the park. No person should be in any park between the hours of 6 P.M. and daylight unless they're walking through the park on the pathway or unless they have written permission from the CDD staff.
- e. Any park or section of park may be closed by the CDD staff at any time, eg inclement weather, site emergencies or holidays. A notice will be posted in any area which is closed.
- f. Individuals who have reserved tennis courts or who are arriving to use tennis courts, should present themselves to the attendant upon arrival to prevent interruption of their game for ID checks.
- g. Duties of the attendants and security personnel at the parks do not permit providing day care for children. Parents must exercise their own judgment as to whether their children are mature enough to be unaccompanied at the parks and playgrounds.

Section 2: Reservations

- a. A reservation is required if any person wants the exclusive use of a specific area, building, or other park facility or for special events of a cultural, educational, political, religious, or recreational nature. Any person with a reservation must follow the RULES AND REGULATIONS listed in this document.
- b. Reservations for exclusive use are issued for the following park facilities



Chapter 3: General Rules of Conduct and Personal Behavior

Section 1: General Conduct

The Tampa Palms CDD and TPOA regulations state that a person may be expelled from a park for a period of 24 hours or longer if there is reasonable cause to believe that person violated the following rules of general conduct by intentionally disrupting the orderly operation of a park, program or event.

A person may also be expelled for an extended period and be reinstated only when there is evidence that the person's presence will no longer threaten the orderly operation of the park.

- a. The following conduct is not allowed on park property: fighting; offensive, abusive or obscene language, gestures or behavior; disturbing, harassing, or interfering with any park employee, another visitor, or their property; intentionally disrupting the orderly operation of the park; and/or disregarding the rights or safety of others.
- b. No person shall interfere with the orderly conduct of games or other recreational activity in a park or park facility.
- c. The high volume use of loudspeakers, car stereos, boom boxes, compact disc players or other loud sound systems is not allowed in and around parks, buildings or ball fields without written permission from the CDD or TPOA staff.
- d. The flying of remote control drones or powered model aircraft in all of the parks, including open fields, is forbidden.
- e. Individuals refusing to show Tampa Palms identification to a park attendant or CDD/TPOA designated security company officer which results in a request for law enforcement assistance, will be asked to leave the park for no less than 24 hours. New residents who have not obtained ID reflecting a valid Tampa Palms Area 1 or 2 address may show a utility bill or other official document addressed to them at an Area 1 or 2 address.

Section 2: General Conduct in Park Facilities

- a. The use of roller skates, in-line skates, skateboards, scooters, bicycles or any other type of propelled vehicle or equipment is not allowed on the playground, the tennis courts, basketball courts or racquet ball facilities.
- b. Resident, members and guests shall enter park facilities only at designated public entrances, and shall only park in the parking spaces provided.
- c. No parking along the maintenance entrance to Hampton Park or along the power line easement shall be allowed without written permission from the CDD staff and then only in situations where the normal parking lot is unavailable.

Section 3: General Conduct on Park Property

- a. Entering into any pond, designated natural area, native plant area or restored natural area is not permitted.
- b. Placing any foreign object, solid or liquid, into the water of any pond, or fountain is not allowed.
- c. Digging holes, cutting trees or plants, attaching signs to trees or damaging any park property is not allowed.
- d. Harassing or otherwise disturbing wildlife in any manner is not allowed. Fishing is not allowed in the parks.
- e. Garbage, bottles, cans, paper, and other refuse shall be placed in designated trash receptacles.
- f. Glass containers are not allowed in any park, except where designated, or where the use is specifically permitted by the CDD staff.



Chapter 4: Regulations for Recreation Activities

Section 1: Picnicking

- a. Picnicking is allowed in designated areas.
- b. Assuming control over a complete pavilion without a reservation is not allowed.
- c. A permit and approval from TPOA Community Director or CDD staff is required for the use of tents, canopies, inflatable's, large games and rides in the parks. Requests for permits will be evaluated on an individual basis with safety of the park the overriding consideration. No motorized (moving) games or rides will be permitted. **Inflatable "bounce houses" will not be permitted at Compton Park.**

Section 2: Grilling and Outdoor Cooking

- a. Grilling and outdoor cooking is allowed in areas designated and equipped for that purpose.
- b. Individuals are not allowed to bring their own grill for outdoor cooking without written permission from the TPOA Community Director or CDD staff.

Section 3: Recreational Fires

- a. Recreational fires are not allowed in the parks.
- b. Fires in the Amberly fireplace shall not be left unattended and must be extinguished no later than 6:00 PM.
- c. Only cut logs and charcoal briquettes are allowed to be burned. The harvesting of live or dead wood from any park area is not allowed.
- d. Portable fire pits are not allowed.

Section 4: Swimming Boating and Fishing

- a. No bathing, wading, or swimming is allowed in ponds or lakes in Tampa Palms CDD parks.
- b. Fishing is not allowed in Tampa Palms parks.
- c. No boats, canoes, rafts or any other flotation device is allowed in Tampa Palms park lakes or ponds.
- d. Canoes may be launched into the Hillsborough River from the TPOA's River Park.

Section 5: Paths and Trails

- a. Designated pathways, trails and surfaces may be used by bicyclists, pedestrians and other users.
- b. Pedestrians shall have the right-of-way at all times. Bicycle riders shall observe and obey all traffic laws, traffic signals and directional signs.
- c. Bicycle riders shall operate in a safe and controlled manner.
- d. Designated bicycle racks are provided for bike parking. Bikes should not be left out where they may endanger other park patrons.
- e. The use of in-line skates, skateboards, roller skates, roller skis, freestyle or mountain and off-road bicycling and self propelled scooters is prohibited in the park playground and court areas.
- f. Permanent and/or temporary pathway or trail markings shall not be placed on any CDD or City pathway or trail without written permission from the respective CDD or TPOA staff.
- g. Motorized vehicles shall not be used on park paths and sidewalks.
- h. People with mobility, circulatory, respiratory, or neurological disabilities may use power devices for mobility such as powered wheelchairs and scooters and other "power-driven mobility devices" (OPDMD).



Chapter 7: Park Security Procedures

Section 1: Access to Parks

Tampa Palms CDD parks are available to residents of the Tampa Palms CDD and those who are members. TPOA-owned parks are available only to residents of Tampa Palms (TPOA Areas 1 and 2).

- a. All individuals entering the parks **may be** requested to show proof that they are Tampa Palms residents or members, unless they are known to the park attendant or CDD security staff member on duty. Even residents and members known to the park attendants will be asked to show ID from time to time.
- b. It is required that those who arrive to use the tennis courts “sign in” with the attendant before beginning their game to avoid interruption in the event the attendant or security personnel require proof of ID.

Section 2. Acceptable forms of ID include

- a. TPOA- issued resident identification
- b. A driver’s license that indicates an address included in the Tampa Palms Area 1 or 2 street list (see attached).
- b. A utility bill or other official correspondence addressed to the individual at a Tampa Palms Area 1 or 2 street address.

Section 3: Residents Without ID

Residents who claim to live in the Tampa Palms but whose driver’s license does not carry a street address within the Tampa Palms and who do not have a TPOA resident ID will:

- a. Be required to fill out a resident card to include name, address, driver’s license number and telephone number.
- b. Will be admitted to the park for a single day (or weekend for River Park)
- c. Be required to contact the CDD (977-3933) or TPOA Community Director (977-3337) for a permanent ID card or confirmation of residency.
- d. All resident cards will be retained and checked when a new request to enter. If an individual has previously claimed residency and been granted temporary access but did not obtain an ID, they will not be admitted.

Section 4. Guest

- a. Each Tampa Palms resident (resident shall mean “household”) may bring two guests to the parks. Residents must sign-in guests (see attached sheet).
- b. Family members under 18, accompanied by a resident, are not considered “guests” for the purpose of establishing only two guests.

Section 5. Non-Residents

Non-residents who come to any park unaware that Tampa Palms parks are private will be treated with respect and greeted as guests of the community.

- a. The TPOA/CDD Park attendant or security officer will explain that the park(s) are private and why [because they are paid for solely by the owners of Tampa Palms property].
- b. The TPOA/CDD park attendant or security officer will ask that the visitor sign in for the day and the visitor will be allowed to remain in the park for the day, though not granted use of the pool, tennis, racquetball or canoe launch facilities. If a non-resident has once been granted temporary access, they will not be readmitted on subsequent days.
- c. The TPOA/CDD park attendant or security officer will provide the visitor with a handout describing public parks in the area, along with directions.



The Villages Of Tampa Palms

Residents of the following villages have access to all Tampa Palms Parks.

Amberly Place	Manchester
Asbury	Mezzo at Tampa Palms
Ashmont	Nottingham
Cambridge	Palma Vista Condominiums
Cambridge II	Palma Vista Townhomes
Cambridge III	Reserve
Canterbury	Sanctuary
Coventry	Sterling Manor
Enclave	Stonington
Estates at River	Tremont
Park	Turnbury Wood
Faircrest	Wellington
Henley	Westover
Huntington	Wyndham
Kensington	

The following villages have access to **ONLY** the CDD parks, Hampton, Amberly and Oak Park.

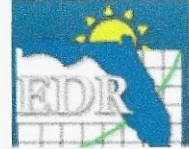
Eagles Point
Landmark at Grayson Park

State Requirement: Twenty Year Stormwater Assessment Plan & Funding

The State of Florida passed legislation last year (Sections 403.9301 and 403.9302) requiring that municipalities, counties, and independent special districts that provide a stormwater management system or program, or wastewater management services, develop a 20-year needs analysis and revisit it every five years.

For the first cycle of reports, local governments (including CDDs) must submit their reports to their respective counties by June 30, 2022.

The counties then must compile the local reports (including their own) and submit them to EDR and the secretary of the Department of Environmental Protection by July 31, 2022. EDR will then publish an analysis of the stormwater and wastewater submissions in the 2023 edition of the Annual Assessments of Florida's Water Resources and Conservation Lands. The next reporting cycle will begin in 2027.



The needs analysis requires information in four areas:

1. Current systems (what, where, how many)
2. Maintenance and operations activities
3. Projects (new construction, replacements, resiliency etc)
4. Funding sources and amounts (going back 5 years and projecting forward 20 years)

Tampa Palms has a stormwater master plan, primarily developed in conjunction with and to support the NPDES MS4 permit requirements. Tampa Palms also has rolling five year financial plan that can be extrapolated to look ahead 20 years (one wonder how useful that will be).

In the coming months staff will provide to the board, for oversight purposes, copies of the stormwater master plan [once amended to included estimated funding], the five-year plan [with look-ahead components grouped in five-year increments] and the template which will be provided to the state via Hillsborough County.

For now, in the attached please find the statute that requires this activity and following that, the template for information provision.

403.9302 Stormwater management projections.—

(1) The Legislature intends for each county, municipality, or special district providing a stormwater management program or stormwater management system to create a 20-year needs analysis.

(2) As used in this section, the term:

(a) “Facility” means any equipment, structure, or other property, including conveyance systems, used or useful in connection with providing a stormwater management program or stormwater management system.

(b) “Stormwater management program” has the same meaning as provided in s. 403.031(15).

(c) “Stormwater management system” has the same meaning as provided in s. 403.031(16).

(3) By June 30, 2022, and every 5 years thereafter, each county, municipality, or special district providing a stormwater management program or stormwater management system shall develop a needs analysis for its jurisdiction over the subsequent 20 years. In projecting such needs, each local government shall include the following:

(a) A detailed description of the stormwater management program or stormwater management system and its facilities and projects.

(b) The number of current and projected residents served calculated in 5-year increments.

(c) The current and projected service area for the stormwater management program or stormwater management system.

(d) The current and projected cost of providing services calculated in 5-year increments.

(e) The estimated remaining useful life of each facility or its major components.

(f) The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components.

(g) The local government’s plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the local government expects to close any projected funding gap.

(4) Upon completing the requirements of subsection (3), each municipality or special district shall submit its needs analysis, as well as the methodology and any supporting data necessary to interpret the results, to the county within which the largest portion of its stormwater management program or stormwater management system is located. Each county shall compile all analyses submitted to it under this subsection into a single document and include its own analysis in the document. The county shall file the compiled document with the Secretary of Environmental

Protection and the coordinator of the Office of Economic and Demographic Research no later than July 31, 2022, and every 5 years thereafter.

(5) The Office of Economic and Demographic Research shall evaluate the compiled documents from the counties for the purpose of developing a statewide analysis for inclusion in the assessment due January 1, 2023, pursuant to s. 403.928.

(6) This section applies to a rural area of opportunity as defined in s. 288.0656 unless the requirements of this section would create an undue economic hardship for the county, municipality, or special district in the rural area of opportunity.

History.—s. 5, ch. 2021-194.

TEMPLATE FOR LOCAL GOVERNMENTS AND SPECIAL DISTRICTS FOR PERFORMING A STORMWATER NEEDS ANALYSIS PURSUANT TO SECTION 5 OF SECTION 403.9302, FLORIDA STATUTES

INTRODUCTION

As part of the 2021 regular session, the Legislature recognized the need for a long-term planning process for stormwater and wastewater. Section 403.9302, Florida Statutes, requires a 20-year needs analysis from the local governments providing stormwater services. Because this planning document is forward-looking, it will necessarily include a large number of assumptions about future actions. These assumptions should be based on any available information coupled with best professional judgment of the individuals completing the document.

Completing this template by June 30, 2022, will fulfill the statutory requirements for the first round of 20-year needs analyses for stormwater. The template was generated by EDR in cooperation with local governments, Special Districts, the Florida Department of Environmental Protection (DEP), the Water Management Districts, the Florida Stormwater Association, private consultants, and others. Use of this tool will help ensure that information is compiled consistently for the Office of Economic & Demographic Research's (EDR) report to the Legislature.

For the purposes of this document, a stormwater management program and a stormwater management system are as defined in statute (s. 403.031(15) and (16), F.S., respectively; language provided here: <https://www.flsenate.gov/Laws/Statutes/2021/403.031>). Plainly speaking, the "program" is the institutional framework whereby stormwater management activities (MS4 NPDES permit activities, and other regulatory activities, construction, operation and maintenance, etc.) are carried out by the public authority. The "system" comprises the physical infrastructure that is owned and/or operated by the local government or special district that specifically is intended to control, convey or store stormwater runoff for treatment and flood protection purposes.

For the purposes of this document, the following guiding principles have been adopted:

- Stormwater systems or facilities owned and operated by any of the following are excluded from reporting requirements for local governments and special districts:
 - o Private entities or citizens
 - o Federal government
 - o State government, including the Florida Department of Transportation (FDOT)
 - o Water Management Districts
 - o School districts
 - o State universities or Florida colleges
- Local government expenditures associated with routine operation and maintenance are fully funded prior to commencing new projects and initiatives.
- Local government submissions will include the activities of dependent special districts. Only independent special districts report separately. For a list of all special districts in the state and their type (*i.e.*, dependent or independent), please see the Department of Economic Opportunity's Official List of Special Districts at the following link: <http://specialdistrictreports.floridajobs.org/webreports/alphalist.aspx>.
- With respect to federal and state statutes and rulemaking, current law and current administration prevails throughout the 20-year period. In other words, the state's present legal framework (*i.e.*, the status quo) continues throughout the period.

Background Information

Please provide your contact and location information, then proceed to the template on the next sheet.

Name of Local Government:	
Name of stormwater utility, if applicable:	
Contact Person	
Name:	
Position/Title:	
Email Address:	
Phone Number:	

Indicate the Water Management District(s) in which your service area is located.

- Northwest Florida Water Management District (NFWWMD)
- Suwannee River Water Management District (SRWMD)
- St. Johns River Water Management District (SJRWMD)
- Southwest Florida Water Management District (SWFWMD)
- South Florida Water Management District (SFWMD)

Indicate the type of local government:

- Municipality
- County
- Independent Special District

Part 1.2 Current Stormwater Program Activities:

Please provide answers to the following questions regarding your stormwater management program.

- Does your jurisdiction have an NPDES Municipal Separate Storm Sewer System (MS4) Permit?

If yes, is your jurisdiction regulated under Phase I or Phase II of the NPDES Program:

- Does your jurisdiction have a dedicated stormwater utility?

If no, do you have another funding mechanism?

If yes, please describe your funding mechanism.

- Does your jurisdiction have a Stormwater Master Plan or Plans?

If Yes:

How many years does the plan(s) cover?

Are there any unique features or limitations that are necessary to understand what the plan does or does not address?

Please provide a link to the most recently adopted version of the document (if it is published online):

- Does your jurisdiction have an asset management (AM) system for stormwater infrastructure?

If Yes, does it include 100% of your facilities?

If your AM includes less than 100% of your facilities, approximately what percent of your facilities are included?

- Does your stormwater operation and maintenance program implement any of the following (answer Yes/No):

Routine mowing of turf associated with stormwater ponds, swales, canal/lake banks, etc. ?	
Debris and trash removal from pond skimmers, inlet grates, ditches, etc. ?	
Invasive plant management associated with stormwater infrastructure?	
Ditch cleaning?	
Sediment removal from the stormwater system (vacator trucks, other)?	
Muck removal (dredging legacy pollutants from water bodies, canal, etc.)?	
Street sweeping?	
Pump and mechanical maintenance for trash pumps, flood pumps, alum injection, etc. ?	
Non-structural programs like public outreach and education?	
Other specific routine activities?	

Part 2. Detailed description of the stormwater management system and its facilities and projects (continued Section 403.9302(3)(a), F.S.)

A stormwater management system, as defined in the Introduction, includes the entire set of site design features and structural infrastructure for collection, conveyance, storage, infiltration, treatment, and disposal of stormwater. It may include drainage improvements and measures to prevent streambank channel erosion and habitat degradation. This section asks for a summary description of your stormwater management system. It is not necessary to provide geospatial asset data or a detailed inventory. For some, it may be possible to gather the required data from your Asset Management (AM) system. For others, data may be gathered from sources such as an MS4 permit application, aerial photos, past or ongoing budget investments, water quality projects, or any other system of data storage/management that is employed by the jurisdiction.

Which of the following green infrastructure best management practices do you use to manage water flow and/or improve water quality (answer Yes/No):

Best Management Practice	Current	Planned
Tree boxes		
Rain gardens		
Green roofs		
Pervious pavement/pavers		
Littoral zone plantings		
Living shorelines		

Other Best Management Practices:

Please indicate which resources or documents you used when answering these questions (check all that apply).

- Asset management system
- GIS program
- MS4 permit application
- Aerial photos
- Past or ongoing budget investments
- Water quality projects

Other(s):

Part 5.0 The current and projected cost of providing services calculated in 5-year increments (Section 403.9302(3)(d), F.S.)

Given the volume of services, jurisdictions should use the template's service groupings rather than reporting the current and projected cost of each individual service. Therefore, for the purposes of this document, "services" means:

1. Routine operation and maintenance (inclusive of the items listed in Part 1.3 of this document, ongoing administration, and non-structural programs)
2. Expansion (that is, improvement) of a stormwater management system.

Expansion means new work, new projects, retrofitting, and significant upgrades. Within the template, there are four categories of expansion projects.

1. Flood protection, addressed in parts 5.2 and 5.3... this includes capital projects intended for flood protection/flood abatement
2. Water quality, addressed in part 5.2 and 5.3... this includes stormwater projects related to water quality improvement, such as BMAPs; projects to benefit natural systems through restoration or enhancement; and stormwater initiatives that are part of aquifer recharge projects
3. Resiliency, addressed in part 5.4... this includes all major stormwater initiatives that are developed specifically to address the effects of climate change, such as sea level rise and increased flood events
4. End of useful life replacement projects, addressed in part 6.0... this includes major expenses associated with the replacement of aging infrastructure

While numbers 3 and 4 have components that would otherwise fit into the first two categories, they are separately treated given their overall importance to the Legislature and other policymakers.

Expansion projects are further characterized as currently having either a committed funding source or no identified funding source. Examples of a committed funding source include the capacity to absorb the project's capital cost within current budget levels or forecasted revenue growth; financing that is underway or anticipated (bond or loan); known state or federal funding (appropriation or grant); special assessment; or dedicated cash reserves for future expenditure.

All answers should be based on local fiscal years (LFY, beginning October 1 and running through September 30). Please use nominal dollars for each year, but include any expected cost increases for inflation or population growth. Please check the EDR website for optional growth rate schedules that may be helpful.

If you have more than 5 projects in a particular category, please use the "Additional Projects" tab. There, you can use dropdown lists to choose the project category and whether there is a committed funding source, then enter the project name and expenditure amounts.

Part 5.1 Routine Operation and Maintenance

Please complete the table below, indicating the cost of operation and maintenance activities for the current year and subsequent five-year increments throughout the 20-year horizon. Your response to this part should exclude future initiatives associated with resiliency or major expenses associated with the replacement of aging infrastructure; these activities are addressed in subparts 5.4 and 6.0. However, do include non-structural programs like public outreach and education in this category.

If specific cost data is not yet available for the current year, the most recent (2020-21) O&M value can be input into the optional growth rate schedules (available on EDR's website as an Excel workbook). The most recent O&M value can be grown using the provided options for inflation, population growth, or some other metric of your choosing. If the growth in your projected total O&M costs is more than 15% over any five-year increment, please provide a brief explanation of the major drivers.

Routine Operation and Maintenance

Expenditures (in \$thousands)

	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
Operation and Maintenance Costs					
Brief description of growth greater than 15% over any 5-year period:					

Part 5.2 Future Expansion (Committed Funding Source)

Please list expansion projects and their associated costs for the current year and subsequent five-year increments throughout the 20-year planning horizon. In this section, include stormwater system expansion projects or portions of projects with a committed funding source. If you include a portion of a project that is not fully funded, the project's remaining cost must be included in part 5.3, Expansion Projects with No Identified Funding Source.

Though many, if not most, stormwater projects benefit both flood protection and water quality, please use your best judgment to either allocate costs or simply select the primary purpose from the two categories below.

5.2.1 Flood Protection (Committed Funding Source): Provide a list of all scheduled new work, retrofitting and upgrades related to flood protection/flood abatement. Include infrastructure such as storage basins, piping and other conveyances, land purchases for stormwater projects, etc. Also include major hardware purchases such as vactor/jet trucks.

5.2.2 Water Quality Projects (Committed Funding Source): Please provide a list of scheduled water quality projects in your jurisdiction, such as treatment basins, alum injection systems, green infrastructure, water quality retrofits, etc., that have a direct stormwater component. The projected expenditures should reflect only those costs.

- If you are party to an adopted BMAP, please include the capital projects associated with stormwater in this table. Include BMAP project number, cost to your jurisdiction, and year(s) that capital improvement costs are to be incurred. For reference, DEP publishes a complete list of adopted BMAP projects as an appendix in their Annual STAR Report.

Expansion Projects with a Committed Funding Source

5.2.1 Flood Protection

Expenditures (in \$thousands)

Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42

5.2.2 Water Quality

Expenditures (in \$thousands)

Project Name (or, if applicable, BMAP Project Number or ProjID)	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42

Please indicate which resources or documents you used to complete table 5.3 (check all that apply).

- Stormwater Master Plan
- Basin Studies or Engineering Reports
- Adopted BMAP
- Adopted Total Maximum Daily Load
- Regional or Basin-specific Water Quality Improvement Plan or Restoration Plan
- Other(s):

Specify:

Part 5.4 Stormwater projects that are part of resiliency initiatives related to climate change

Please list any stormwater infrastructure relocation or modification projects and new capital investments specifically needed due to sea level rise, increased flood events, or other adverse effects of climate change. When aggregating, include O&M costs for these future resiliency projects and investments in this table (not in part 5.1). If your jurisdiction participates in a Local Mitigation Strategy (LMS), also include the expenditures associated with your stormwater management system in this category (for example, costs identified on an LMS project list).

Resiliency Projects with a Committed Funding Source		Expenditures (in \$thousands)			
Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42

Resiliency Projects with No Identified Funding Source		Expenditures (in \$thousands)			
Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42

- Has a vulnerability assessment been completed for your jurisdiction's storm water system?
- If no, how many facilities have been assessed?
- Does your jurisdiction have a long-range resiliency plan of 20 years or more?
- If yes, please provide a link if available:
- If no, is a planning effort currently underway?

Part 7.0 The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components. (Section 403.9302(3)(f), F.S.)

This part of the template also addresses a portion of s. 403.9302(3)(g), F.S., by including historical expenditures. Many local governments refer to these as "actual" expenditures.

Consistent with expenditure projections, the jurisdiction's actual expenditures are categorized into routine O&M, expansion, resiliency projects, and replacement of aging infrastructure. Additionally, the table includes space for reserve accounts. EDR's interpretation of subparagraph 403.9302(3)(f), F.S., is that "capital account" refers to any reserve account developed specifically to cover future expenditures.

Note that for this table:

- Expenditures for local fiscal year 2020-21 can be estimated based on the most current information if final data is not yet available.
- Current Year Revenues include tax and fee collections budgeted for that fiscal year as well as unexpended balances from the prior year (balance forward or carry-over) unless they are earmarked for the rainy day or a dedicated reserve as explained in the following bullets.
- Bond proceeds should reflect only the amount expended in the given year.
- A reserve is a dedicated account to accumulate funds for a specific future expenditure.
- An all-purpose rainy day fund is a type of working capital fund typically used to address costs associated with emergencies or unplanned events.

The sum of the values reported in the "Funding Sources for Actual Expenditures" columns should equal the total "Actual Expenditures" amount. The cells in the "Funding Sources for Actual Expenditures" section will be highlighted red if their sum does not equal the "Actual Expenditures" total.

If you do not have a formal reserve dedicated to your stormwater system, please enter zero for the final two reserve columns.

Part 8.0 The local government's plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the local government expects to close any projected funding gap (Section 403.9302(3)(g), F.S.)

In this template, the historical data deemed necessary to comply with s. 403.9302(3)(g), F.S., was included in part 7.0. This part is forward looking and includes a funding gap calculation. The first two tables will be auto-filled from the data you reported in prior tables. To do this, EDR will rely on this template's working definition of projects with committed funding sources, *i.e.*, EDR assumes that all committed projects have committed revenues. Those projects with no identified funding source are considered to be unfunded. EDR has automated the calculation of projected funding gaps based on these assumptions.

Committed Funding Source	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
Maintenance	0	0	0	0
Expansion	0	0	0	0
Resiliency	0	0	0	0
Replacement/Aging Infrastructure	0	0	0	0
Total Committed Revenues (=Total Committed Projects)	0	0	0	0

No Identified Funding Source	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
Maintenance	0	0	0	0
Expansion	0	0	0	0
Resiliency	0	0	0	0
Replacement/Aging Infrastructure	0	0	0	0
Projected Funding Gap (=Total Non-Committed Needs)	0	0	0	0

For any specific strategies that will close or lessen a projected funding gap, please list them in the table below. For each strategy, also include the expected new revenue within the five-year increments.

Strategies for New Funding Sources	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
Total	0	0	0	0
Remaining Unfunded Needs	0	0	0	0

Update: Changes To I-75 Adjacent to Tampa Palms

The second and probably final PD&E public meeting was held on 1/27/22. There was a virtual option available and apparently a number of Tampa Palms citizens “tuned in” and made their concerns known about the impact of both the construction and the increased traffic will have on the use, enjoyment and value of both individual properties and the community in general.

The project is one that will add four express lanes, two in each direction. The projects will have immeasurable value to those in New Tampa commuting south.

A full and comprehensive array of documents associated with this project have been online since early January 2022. For Tampa Palms the most important is the draft Noise Study Report (NSR) dated December, 2021.

FDOT studied 102 properties in the Enclave, Tremont and Estates of River Park villages of Tampa Palms. They determined that 9 of the 102 properties had projected noise levels post- build of greater than the noise abatement level (NAC). Noise barriers were evaluated for between 8 ft and 22 ft with a positive result for Tampa Palms:

- In the Executive Report (page i and ii) the final statement states *“Based on the results of the evaluation, noise barriers, evaluated five feet within the FDOT’s right-of-way, were determined to potentially be a feasible and reasonable traffic noise abatement method for the locations listed in Table ES-1.”*

Table ES-1 Potential Noise Barriers

Common Noise Environment (CNE)	Subdivision/Area	Length (ft)	Height (ft)	Estimated Total Cost
1	Village of Bloomingdale	2,060 – 2,761	14 – 22	\$865,200 - \$1,822,260
3	Magnolia Park	2,425 – 3,427	10 – 22	\$727,500 - \$2,261,820
5	Tranquility Lakes Apartments, Allegro Palm Condominium	920 – 1,196	16 – 22	\$441,600 - \$789,360
6	Unincorporated Residential, Magnolia Park, Sole at Brandon Apartments	1,024 – 3,205	16 – 22	\$1,494,240 - \$2,115,300
10	Country Trace Apartments	1,178 – 1,578	18 – 22	\$636,120 - \$1,041,480
20	Woodberry Estates, Fisher’s Farm	465 – 977	12 – 22	\$167,400 - \$644,820
32a	West of I-75 and South of the ramp from I-4 to Southbound I-75	1,165 ¹	16	\$559,200
33	West of I-75 and North of the Ramp from I-75 to Westbound I-4	650	8	\$156,000
40	West of I-75 and South of McRae Road, Davis Terrace, Northwoods, Lanrite and Temple Estates	910 – 1,314	8 – 16	\$218,400 - \$630,720
44	Lampighter on the River Mobile Home Park	1,595 – 1,795	14 – 22	\$753,900 - \$1,052,700
54	The Lodge at Hidden River Apartments	928 – 1,350	20 – 22	\$556,800 - \$891,000
56	Tampa Palms	1,726	22	\$1,139,160
57	Buckingham at Tampa Palms	5,511 – 6,111	10 - 22	\$1,833,300 - \$3,637,260
Total				\$7,850,460 - \$16,181,880

¹ Estimated cost to replace existing noise barrier in-kind.

- Elsewhere in the NSR (pages 35 & 36) the report provides an evaluation based on not only addressing the properties without an existing wall and but also properties that would benefit from a 5 dB or more reduction in noise by providing what is described as an “existing barrier extended”.

The following table is found on page 35 of the NSR.

Table 3-19 Noise Barrier Results: CNE 56 – Existing Barrier Extended

Barrier Height (feet)	Barrier Length (feet)	Noise Reduction at Impacted Receptors (dB(A)) ¹			Number of Benefited Receptors ²				Total Estimated Cost ³	Cost per Benefited Property ⁴	Cost Reasonable Yes/No
		5 - 5.9	6 - 6.9	≥7	Impacted	Not Impacted	Behind 14' Barrier	Total			
Number of Impacted Receptors / Properties = 8 / 8											
14	1,601	2	2	1	5	0	28	33	\$672,420	\$20,376	Yes
16	1,546	2	2	1	5	0	28	33	\$742,080	\$22,487	Yes
18	1,546	1	1	4	6	1	28	35	\$834,840	\$23,853	Yes
20	1,776	1	1	4	6	2	28	36	\$1,065,600	\$29,600	Yes
22	1,726	1	1	4	6	3	28	37	\$1,139,160	\$30,788	Yes

¹ This table list the number of properties with a predicted noise level of 66 dB(A) or greater.

² This table lists the number of properties with a predicted reduction of 5 dB(A) or more.

³ Based on a unit cost of \$30 per square foot.

⁴ The FDOT PD&F Manual stipulates that the cost effectiveness criterion is \$42,000 per benefited receptor. Because modeled receptors can represent multiple properties, the number of properties was used to evaluate if the cost of a noise barrier would be above the criterion.

Excerpt from NSR found on page 46.

A noise barrier was evaluated for the eight impacted receptors located west of I-75 in the Tampa Palms subdivision. An existing barrier 14 feet in height is located approximately 5 feet inside the FDOT's right-of-way and in two segments at this location. An evaluation was performed to determine if an extension could be constructed south of the existing noise barrier. For the evaluation, the residences identified in a design phase Noise Study Report Update (April 2009) for the current roadway configuration as being benefited by the existing noise barrier were considered in determining if the cost of the extension would be below the cost-effective criterion. Based on the design phase analysis, 28 residences are benefited by the 14-foot existing barrier. Based on the PD&E phase analysis, an additional five to nine residences would be benefited by the extension. As shown in Table 3-19, when considering the total benefited residences (existing barrier and barrier extension), the minimum noise reduction requirements would be met and the estimated cost of the barrier would be below the cost reasonable criteria for the extension.

A statement of "likelihood" also appears in the NSR (page 38) which shows a few the qualifiers to full certainty that the wall will be built and also holds out the possibility of more public involvement even though the PD&E phase will be complete.

The FDOT is committed to the construction of the noise barriers at the locations identified in this NSR as being a potential abatement measure contingent upon the following:

- *Detailed noise analysis during the final design process supports the need for, and the feasibility and reasonableness of providing the barriers as abatement;*
- *The detailed analysis confirms that the cost of a noise barrier would not exceed the cost effective criteria;*
- *All safety and engineering conflicts or issues related to construction of a noise barrier are resolved; and*
- *The residents / property owners benefited by the noise barrier desire that a noise barrier be constructed.*

Notably, the final recommendation on the construction of a noise barrier will be made during the project's final design phase and the public involvement that will be conducted at that time.

The full NSR is available in the CDD office.

CDD Employee Handbook

The “Tampa Palms Employee Handbook” (Handbook) serves the combined organizations of the TPOA and CDD. The single document is due to the fact that the preponderance of employees are park attendants and are employed by TPOA even if assigned to CDD parks.

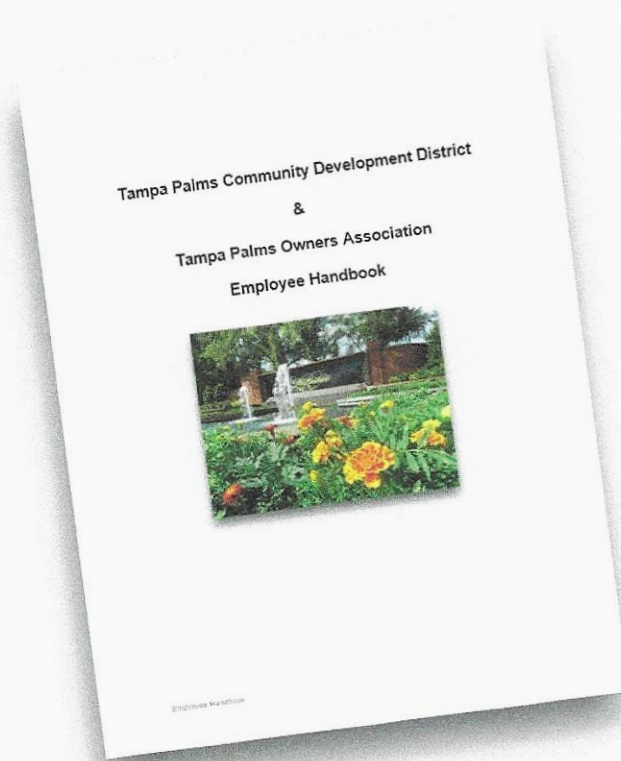
Given the fact that the CDD has exactly one shared full-time employee, it may appear somewhat excessive to have an “employee handbook” but one is required for several reasons:

- Insurance underwriting is making a *handbook* a necessity, the particular interest is the presence in the handbook of a harassment policy and mechanism for reporting any harassment.
- The CDD uses TPOA park staff who are deployed in CDD parks

The Handbook is re-presented from time to time to provide CDD supervisors with an opportunity to review and suggest improvements.

The Handbook is also updated from time to time to address changes in applicable laws or changes in reporting personnel. This year the TPOA made changes relative the number of homes (condo’s changed to apartments) and the new title for the TPOA assets manager (Amenities Manager).

The 2022 Tampa Palms Employee Handbook follows for examination.



Tampa Palms Community Development District
&
Tampa Palms Owners Association
Employee Handbook



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1 INTRODUCTION

This document has been developed by Tampa Palms CDD (CDD) and Tampa Palms Owners Association (TPOA) in order to familiarize employees with Tampa Palms and provide information about working conditions, key policies, procedures, and benefits affecting employment at Tampa Palms.

1.1 Welcome

Welcome to Tampa Palms! We are happy to have you as a new member of our family!

The mission of Tampa Palms is provide for the residents of Tampa Palms a standard of excellence in service, facilities, and programs that serves the needs of the residents and enriches the Tampa Palms community image;

1.2 History

Tampa Palms is an exclusive mix-use, planned community complete with homes, shops, offices, apartment homes, churches, recreational facilities, schools and dining facilities. Designed by engineering team of Post, Buckley, Schuh & Jernigan, Tampa Palms has been awarded the coveted Aurora Award by the Southeast Homebuilders Association and was named "the top master planned community in the US" by the National Association of Homebuilders.

Today, original Tampa Palm includes Tampa Palms 1 & 2.

Tampa Palms 1 & 2, which makes up the Tampa Palms CDD and Tampa Palms Owners Association, includes:

- Twenty-four residential villages with 1,986 homes.
- Three apartment villages with 1,425 apartment homes in the TPOA
- Two apartment villages adjacent to USF (TP CDD only) with 600 homes
- One golf course and country club/resort (private)
- One meeting, swim and tennis center (Compton Park)
- Four office complexes (Somerset, Palm Lake, The Villas at Amberly, Fla Executive Realty, Tampa Palms Offices LLC)
- Five parks, including one on the Hillsborough River with docks and trails.
- Three churches
- One elementary school
- Two shopping and dining centers

1.3 Changes in Policy

While every effort is made to keep the contents of this document current, Tampa Palms reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

3 EMPLOYMENT POLICIES

3.1 Equal Employment Opportunity

Tampa Palms is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

3.2 Americans with Disabilities Act

It is the policy of Tampa Palms to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Tampa Palms will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

3.3 Immigration Law Compliance

All offers of employment are contingent on verification of the candidate's right to work in the United States. On the first day of work, every new employee will be asked to provide original documents verifying his or her right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form.

3.4 Employee Background Check

Prior to making an offer of employment, Tampa Palms may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation and credit check.

3.5 Criminal Records

When appropriate, a criminal record check is performed to protect Tampa Palms interest and that of its employees and residents.

3.6 Anniversary Date

The first day an employee reports to work is his or her official anniversary date. This anniversary date is used to compute the following benefit:

- End of probationary period.

- The TPOA Parks & Amenities Manager will established procedures for closing TPOA buildings and Tampa Palms parks and locking facility gates. At a minimum these procedures will include:
 - Always double-check door locks, set the alarms (if any) , and
 - Lock the parking lot gate when leaving

Employees are not allowed on Tampa Palms property after hours without prior authorization from the CDD Staff Consultant, TPOA Parks & Amenities Manager or any CDD or TPOA Board Member.

3.12 Personal Property

No employee may take responsibility for personal property belonging to a resident or other employee by offering to hold the property, store it in a Tampa Palms building or watch it in a Tampa Palms facility.

The TPOA office at Compton Park maintains a lost system that efficiently tracks lost and found property reports.

Any employee finding lost personal property should notify the CDD Administrative Manager or TPOA Parks & Amenities Manager. Anyone seeking information about lost or found property may do so by contacting the TPOA Parks & Amenities Manager at 977-3337 or the CDD Consultant at 813 977-3393. Tampa Palms assumes no risk for any loss or damage to personal property and recommends that all employees have personal insurance policies covering the loss of personal property left at the office.

3.13 Health-related Issues

Employees who become aware of any health-related issue should notify TPOA Parks & Amenities Manager or CDD Consultant of the health status as soon as possible.

3.14 Employee Requiring Medical Attention

If an employee is hurt or if an employee observes another employee or visitor who is hurt the employee should follow these steps:

1. Provide immediate aide to the injured person
2. Call 9-1-1 if deemed necessary
3. Report all work-related injuries and accidents immediately to TPOA Parks & Amenities Manager or CDD Consultant.

3.15 Visitors in the Workplace

For safety, insurance, and other business considerations, only authorized visitors and residents are allowed in the Tampa Palms CDD workplaces. When making arrangements for visitors, employees should request that visitors contact the CDD Administrative Manager or CDD Consultant.

4 STANDARDS OF CONDUCT

4.1 General Guidelines

All employees are urged to become familiar with Tampa Palms Park Rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting Tampa Palms' business.

4.2 Attendance and Punctuality

Tampa Palms expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete their projects by the end of assigned work hours.

4.3 Work Schedule

Unless otherwise specified, regular full-time employees are expected to work no more than forty (40) hours per workweek. Schedules will be established by the CDD Administrative Manager or TPOA Parks & Amenities Manager.

4.4 Absence and Lateness

From time to time, it may be necessary for an employee to be late or absent from work. Tampa Palms is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact CDD Administrative Manager or TPOA Parks & Amenities Manager if they will be absent or late.

4.5 Unscheduled Absence

Absence from work for three (3) consecutive days without notifying management or the will be considered a voluntary resignation.

4.6 Meal and Break Periods

Tampa Palms encourages employees to take a rest period as needed during both the morning and afternoon work periods.

4.9 Violence in the Workplace

Tampa Palms has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect Tampa Palms or which occur on Tampa Palms or Tampa Palms residents' property, will not be tolerated.

4.10 Confidential Information and Nondisclosure

By continuing employment with Tampa Palms, employees agree that they will not disclose or use any of Tampa Palms' confidential information, either during or after their employment.

This includes but is not limited to resident telephone numbers or emails, details of facility use or any other information obtained while working for Tampa Palms.

Tampa Palms sincerely hopes that its relationship with its employees will be long-term and mutually rewarding. However, employment with Tampa Palms assumes an obligation to maintain confidentiality, even after an employee leaves Tampa Palms' employment.

4.11 Ethical Standards

Tampa Palms insists on the highest ethical standards in conducting its business. Doing the right thing and acting with integrity are the two driving forces behind Tampa Palms' great success story. When faced with ethical issues, employees are expected to make the right professional decision consistent with Tampa Palms' principles and standards.

4.12 Dress Code

Employees of Tampa Palms are expected to present a clean and professional appearance while conducting business, in or outside of the office. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects Tampa Palms' reputation or image is not acceptable.

4.13 Use of Equipment

Tampa Palms will provide employees with the equipment needed to do their job. None of this equipment should be used for personal use, nor removed from the physical confines of Tampa Palms - unless it is approved for a job that specifically requires use of company equipment outside the physical facility.

4.14 Use of Computer, Phone, and Mail

Tampa Palms property, including computers, phones, electronic mail, and voice mail, should be used only for conducting company business. Incidental and occasional personal use of company computers, phones, or electronic mail and voice mail systems is permitted,

4.20 Complaint Procedure

Employees who have a job-related issue, question, or complaint should first discuss it with the Tampa Palms CDD Consultant or TPOA Parks & Amenities Manager. Employees who observe, learn of, or, in good faith, suspect a violation of the Standards of Conduct of Tampa Palms should immediately report the violation in accordance with the following procedures:

1. Contact the CDD Consultant or contact the CDD District Manager... alternatively
2. Contact the TPOA Parks & Amenities Manager or the TPOA President.

4.21 Corrective Procedure

Unacceptable behavior that does not lead to immediate dismissal may be dealt with in any of the following manners: (a) Oral Reminder, (b) Written Warning, (c) Decision-Making Paid Leave/Counseling Session, (d) Termination, (e) Referral To Law Enforcement.

4.22 Crisis Suspension

An employee who commits any serious violation of Tampa Palms policies at minimum will be suspended without pay pending an investigation of the situation. Following the investigation, the employee may be terminated without any previous disciplinary action having been taken.

4.23 Employment Termination/Resignation

After the application of disciplinary steps, if it is determined by management that an employee's performance does not improve, or if the employee is again in violation of Tampa Palms practices, rules, or standards of conduct, following a Decision-Making Leave, employment with Tampa Palms will be terminated.

4.24 Exit Interview

In a voluntary separation situation, Tampa Palms Consultant or TPOA Parks & Amenities Manager would like to conduct an exit interview to discuss the employee's reasons for leaving and any other impressions that the employee may have about Tampa Palms.

4.25 Return of Company Property

Any Tampa Palms property issued to employees, such as keys, parking passes must be returned to Tampa Palms at the time of termination. Employees will be responsible for any lost or damaged items.

5.6 Performance and Salary Reviews

Tampa Palms wants to help employees to succeed in their jobs and to grow. In an effort to support this growth and success, Tampa Palms has a review process for providing performance feedback.

Salary/wage reviews typically occur in conjunction with the performance review process. The calculation and implementation of changes in base salary/wage depend on both TPOA and CDD needs and personal performance and will typically occur in either Oct or Nov; whichever most closely follows the review cycle.

7 TIME-OFF BENEFITS

7.1 PAID TIME OFF

7.1.1 Vacation Days. Salaried (exempt) Employees shall receive the following paid leave each calendar year:

- Those employed more than six months and less than five full years shall be entitled to two (2) weeks (TEN work days) of paid vacation leave.
- After completion of five years of employment, employees shall be entitled to three (3) weeks (FIFTEEN work days) of paid vacation leave.
- Vacations may be limited at certain times of year for the purpose of maintaining continuity of coverage and consistent support to residents.
- Unused portions of vacation days from a given year, up to one week (FIVE work days) may be carried forward, but will be lost if not used by March 31 of the year following.
- Unused vacation days will be paid on a pro rata basis upon termination of employment by either party.

7.1.2 Personal Days. Salaried (exempt) employees shall receive SIX (6) paid personal days per calendar year during the term of employment. Any unused portion of personal days will not accrue to the next year and will be lost if the days are not used during the calendar year. Unused personal days will not be paid upon termination of employment by either party.

7.1.3 Paid Holidays. New Year's Day, Independence Day, Thanksgiving Day, the day after Thanksgiving (The TPOA offices are closed) and Christmas Day are paid holidays that do not count as vacation days or personal days.

CDD employees (as they are employed by a unit of State of Fla government) receive state-mandated holidays which include; Dr. Martin Luther King's Birthday (Monday mid-January), Memorial Day, Labor Day, and Veteran's day.

These state-mandated holidays are in addition to those shown for the TPOA.

7.1.4 Unpaid leave. Salaried employees who require an absence in excess of remaining vacation days and personal days may request unpaid leave of limited duration. Unpaid leave must be approved by an officer of the Board of the employing organization. Employees who take more vacation days or personal days than authorized, without permission, will be charged unpaid leave.

7.1.5 Compensatory time is not authorized. Time worked in excess of 40 hours per week by exempt employees may not be accrued or taken as vacation days or personal days.

7.1.6 Salaried (exempt) Employees with less than one year of service may take only one week (5 work days) of paid vacation time and two (2) personal days during the first six months of employment. If unused, this time may be carried over to the second half of the

8 EMPLOYEE COMMUNICATIONS

8.1 Open Communication

Tampa Palms encourages employees to discuss any issues they may have with any co-worker directly interfacing with that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the concern, problem, or issue is not properly addressed, employees should contact the CDD District Manager or TPOA Community Manager

Any information discussed in an Open Communication meeting is considered confidential, to the extent possible while still allowing management to respond to the problem. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable.

8.2 Suggestions

Tampa Palms encourages all employees to bring forward their suggestions and good ideas about making Tampa Palms a better place to work and enhancing service to Tampa Palms residents. Any employee who sees an opportunity for improvement is encouraged to talk it over with the TPOA professional staff or the CDD Administrative Consultant. All suggestions are valued.

8.3 Closing Statement

Successful working conditions and relationships depend upon successful communication. It is important that employees stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at Tampa Palms.
