

**TAMPA PALMS  
COMMUNITY DEVELOPMENT DISTRICT**

*Agenda Package  
Board of Supervisors Meeting*



*Wednesday, February 8, 2023  
6:00 P.M.  
Compton Park Recreation Building  
16101 Compton Drive, Tampa, Florida*

**BREEZE MANAGEMENT**



# TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

CDD Meeting Advanced Package  
February 8, 2023

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# Tampa Palms Community Development District

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16311 Tampa Palms Blvd W  
Tampa, Florida 33647

February 3, 2023

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 8, 2023 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.

Enclosed for your review are the minutes of the January 11, 2023 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,

*Maggie*

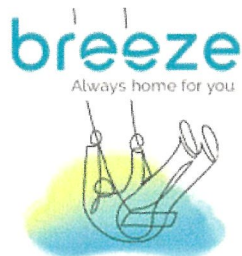
Maggie Wilson  
Tampa Palms

cc: Patricia Thibault  
Breeze

**Tampa Palms CDD Board Meeting  
February 8, 2023 6:00 p.m.  
Compton Park Recreation Building  
16101 Compton Drive, Tampa, FL 33647**

1. Welcome & Roll Call
2. Briefing Provided By FDOT
3. Board Member Discussion Items
4. Public Comments
5. Approval of the January 11, 2023 Minutes
6. Approval of District Disbursements
7. Consultant Reports
  - Community Appearance & Projects
  - Financial Conditions / Cash Management
  - Irrigation Systems Update
  - Park Updates
  - Tampa Palms Blvd & I-75 Updates
8. Other Matters
9. Public Comments
10. Supervisor comments
11. Adjourn

**BREEZE MANAGEMENT**





Financial Summary  
1<sup>st</sup> Quarter (3 Months) Ending December 31, 2022

The District had a \$ 5.3 million cash balance, net of liabilities, at the end of the first three months of fiscal year 2022-23. The District’s cash planning includes FY 2022-23 budgeted expenses, FY 2023-24 forecast Q1 expenses, along with other contingent liabilities that result in a forecast of an unallocated fund balance of approximately \$1,315 K at the end of calendar year 2023. (Details provided below.)

Revenue

Assessment revenue collected as of December is net \$2,522 K (91.4%) which is on par with this same time last year.

Expenses

*Normal Operations*

Normal Operations overall display a positive variance of \$69 K, mostly the result of timing, holidays and other delays. There are meaningful negative variances in several line items that were expected.

- Park patrols & park guards – while both line items continue the trend over budget, operational changes made in Dec should bring the total of both lines into budget limits by year end.
- Management fees reflect final DPFPG billing for Oct and half of Nov.

*Project Driven*

In general, for Project Driven line items there are no extraordinary project expenses and the positive variance for the group displayed (35% under budget) 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.

Forecast Budget Performance Calendar Year 2023

Sources of Funds (Shown as \$000)

Balance December 31, 2022	\$ 5,304
Collections Prior to December 2023 Receipts	237
Total Sources of Funds	\$ 5,541

Uses of Funds

Balance of FY 2022-23 expenses	( \$2,193)	
Weather Damage	(400)	
Community-Wide Wall & Monument	(100)	
Pond Improvements/Restoration	(700)	
1st Qtr FY 2023-24 Expenses Operations	(369)*	
Infrastructure Replacement Contingency	(135)	
TP Signature Projects (unspent)	(329)	
Total Uses of Funds		( \$ 4,226)
Projected District Unallocated Balance	December 31, 2023	\$ 1,315

\* \$468K of 1<sup>st</sup> Qtr. Funding Appears on Balance Sheet & Included In Cash Balance For 12/31/22

Outlook

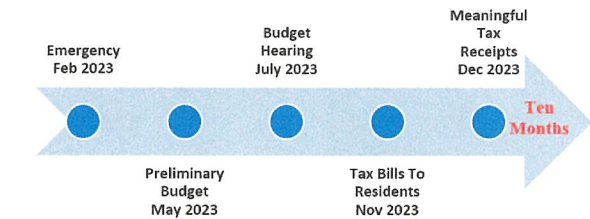
The District outlook is consistent with the FY 2022-23 budget. There are no known significant budget variances that suggest performing otherwise.

**FAQ In the coming months the Board will commence review of proposed budgets and assessments levels. The obligation of the CDD to create assessments to meet the community needs is evident and that has raised the question recently as to why reserves for the smaller contingencies such as storm damage or pond restorations. Couldn't a simple assessment increase meet these needs?**

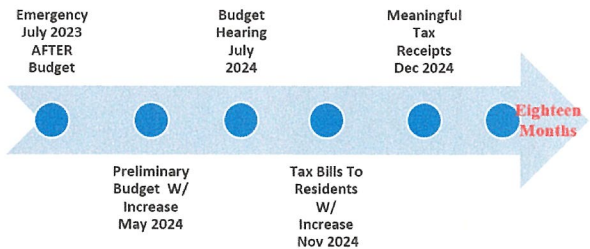
Funds are reserved in order to provide a means for Tampa Palms to recover from events that might reasonably occur (droughts, freezes or even the more serious hurricane or tornado) and future events that are known to be “coming” but are date uncertain (such as aging pond restorations, the need which for which can emerge suddenly and require action in order to prevent street flooding). There are also funds set aside for “deferred projects” such as the completion of the Signature funds for the Area 1 entry that are postponed until Tampa Palms Blvd paving is complete.

Without a doubt the CDD has assessment ability BUT the notice and collection cycle can stretch more than a year, depending on when in the budget year an emergency occurred. This means that response to a critical event can be delayed from ten to eighteen months 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 2023) funds to address restoration without reserves will not be available until December, 2023 – a full ten months after the emergency event that required restoration.



Example #2 For an emergency occurring this coming July, 2023 **after** the budget hearing [middle of hurricane season], the funds to address restoration without reserves would not be available until December, 2024 – eighteen months after the event.



As important as timing, is the consideration of what would be required in way of assessment increase in a single year to effect restoration from even modest emergency such as \$500K for landscape restoration after hurricane or severe freeze damage. To raise \$500K, the CDD would have to increase assessments by 20%. Depending on the emergency, eg a hurricane etc, residents themselves might be engaged in restorations and that would be a poor time for substantial increases.

Reserves, the judicious allocation of resources defined as to scope and use to address reasonable future needs, 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, 2022**

**GENERAL**

**ASSETS:**

CASH - Operating Account	\$	83,342
PETTY CASH		500
INVESTMENTS:		
Excess Fund Account- South State Bank		2,690,765
Investment Account- South State Bank		3,016,399
ACCTS. RECEIVABLE		7,961
RECEIVABLE FROM TAMPA PALMS HOA		-
ASSESSMENTS RECEIVABLE		167,544
RECEIVABLE EXCESS FEES		-
PREPAID ITEMS		30,441

**TOTAL ASSETS**

**\$ 5,996,953**

**LIABILITIES:**

ACCOUNTS PAYABLE	\$	12,479
ACCRUED EXPENSES		15,092
DEFERRED REVENUE - ON ROLL ASSESSMENTS		167,544

**FUND BALANCE:**

NON-SPENDABLE		30,441
1/4 SUBSEQUENT YEAR EXPENDITURE		467,844
UNASSIGNED:		5,303,553

**TOTAL LIABILITIES & FUND BALANCE**

**\$ 5,996,953**

Note: GASB 34 government wide financial statements are available in the annual independent audit of the District. The audit is available on the website and upon request.

**Tampa Palms CDD**  
**General Fund**  
**Statement of Revenue, Expenditures and Change in Fund Balance**  
**For the period from October 1, 2021 through December 31, 2022**

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
<b>REVENUES</b>				
ASSESSMENTS NON-ADVALOREM	\$ 2,874,474	1,437,237	2,670,365	\$ 1,233,128
EARLY PAYMENT DISCOUNT	(114,979)	(57,490)	(148,241)	(90,752)
INTEREST INCOME	20,000	5,000	2,048	(2,952)
EXCESS FEES	-	-	-	-
MISC. REVENUE	1,500	375	2,072	1,697
CARRY FORWARD	139,584	34,896	-	(34,896)
<b>TOTAL REVENUES</b>	<b>2,920,579</b>	<b>1,420,019</b>	<b>2,526,244</b>	<b>1,106,226</b>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE EXPENDITURES:</b>				
<b>PERSONNEL SERVICES</b>				
BOARD OF SUPERVISORS	11,000	2,750	1,800	950
FICA	5,824	1,456	1,030	426
FUTA/SUTA/PAYROLL FEES	6,624	1,656	285	1,371
<i>S/T PERSONNEL SERVICES</i>	<b>23,448</b>	<b>5,862</b>	<b>3,115</b>	<b>2,747</b>
<b>PROFESSIONAL SERVICES</b>				
ATTORNEY'S FEES	3,000	750	1,714	(964)
ANNUAL AUDIT	6,600	1,650	-	1,650
MANAGEMENT FEES	70,098	17,525	24,498	(6,973)
TAX COLLECTOR	56,668	56,101	40,019	16,082
ASSESSMENT ROLL	10,050	10,050	10,050	-
<i>S/T PROFESSIONAL SERVICES</i>	<b>146,416</b>	<b>86,076</b>	<b>76,282</b>	<b>9,794</b>
<b>ADMINISTRATIVE SERVICES</b>				
DIRECTORS & OFFICERS INSURANCE	3,811	3,811	923	2,888
MISC. ADMINISTRATIVE SERVICES	12,360	3,090	3,078	12
<i>S/T ADMINISTRATIVE SERVICES</i>	<b>16,171</b>	<b>6,901</b>	<b>4,000</b>	<b>2,901</b>
<b>TOTAL ADMINISTRATIVE</b>	<b>186,035</b>	<b>98,839</b>	<b>83,397</b>	<b>15,442</b>
<b>FIELD / OPERATIONS SERVICES</b>				
<b>FIELD MANAGEMENT SERVICES</b>				
DISTRICT OPERATING STAFF	182,395	45,599	47,719	(2,120)
PARK ATTENDANTS	79,873	19,968	15,092	4,876
PARK PATROLS (Security Co)	85,490	21,373	24,581	(3,208)
FIELD MANAGEMENT CONTINGENCY	20,800	5,200	6,940	(1,740)
<i>S/T FIELD MANAGEMENT SVCS</i>	<b>368,558</b>	<b>92,140</b>	<b>94,332</b>	<b>(2,192)</b>
<b>GENERAL OVERHEAD:</b>				
INSURANCE	16,500	16,500	3,674	12,826
IT (TEL / SECURITY)	26,095	6,524	3,531	2,993
WATER	44,000	11,000	12,068	(1,068)
REFUSE REMOVAL	20,330	5,083	3,000	2,083
ELECTRICITY	147,000	36,750	37,495	(745)
STORMWATER FEE	3,041	3,041	3,041	-
MISC. FIELD SERVICES	13,000	3,250	-	3,250
<i>S/T GENERAL OVERHEAD</i>	<b>269,966</b>	<b>82,148</b>	<b>62,810</b>	<b>19,338</b>
<b>LANDSCAPE MAINTENANCE:</b>				
LANDSCAPE & POND MAINTENANCE	1,130,000	282,500	278,807	3,693
LANDSCAPE MONITORING FEE	18,900	4,725	4,725	-
LANDSCAPE & REPLACEMENT	99,325	24,831	36,420	(11,589)
<i>S/T LANDSCAPE MAINTENANCE</i>	<b>1,248,225</b>	<b>312,056</b>	<b>319,951</b>	<b>(7,895)</b>
<b>LANDSCAPE MAINTENANCE NEW &amp; ENHANCED:</b>				
PROPERTY MOWING	79,000	19,750	7,104	12,646
COUNTY POND	5,000	1,250	3,874	(2,624)
NPDES POND PROGRAM	49,409	12,352	13,958	(1,606)
<i>S/T LANDSCAPE NEW &amp; ENHANCED</i>	<b>133,409</b>	<b>33,352</b>	<b>24,936</b>	<b>8,416</b>



**Tampa Palms CDD**  
**General Fund**  
**Statement of Revenue, Expenditures and Change in Fund Balance**  
**For the period from October 1, 2021 through December 31, 2022**

	<u>BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>FAVORABLE (UNFAVORABLE) YTD VARIANCE</u>
<b>FACILITY MAINTENANCE:</b>				
IRRIGATION SYSTEM	111,059	27,765	31,979	(4,214)
FOUNTAIN	28,175	7,044	12,816	(5,772)
FACILITY MAINTENANCE	93,870	23,468	19,325	4,142
JANITORIAL/SUPPLIES	2,855	714	790	(76)
S/T FACILITY MAINTENANCE	<u>235,959</u>	<u>58,990</u>	<u>64,910</u>	<u>(5,920)</u>
<b>PROJECT DRIVEN EXPENSES:</b>				
SIGNATURE TP 2017		-	-	-
RENEWAL AND REPLACEMENT & DEFERRED MTC	218,400	54,600	61,290	(6,690)
CAPITAL PROJECTS	197,600	49,400	16,195	33,205
NPDES CLEAN WATER	62,427	15,607	-	15,607
S/T TOTAL PROJECT DRIVEN EXPENSES	<u>478,427</u>	<u>119,607</u>	<u>77,485</u>	<u>42,122</u>
<b>TOTAL EXPENDITURES</b>	<u>2,920,579</u>	<u>797,131</u>	<u>727,821</u>	<u>69,310</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	(0)	622,888	1,798,423	1,036,915
FUND BALANCE - BEGINNING	-	-	4,003,415	
<b>FUND BALANCE - ENDING</b>	<u>\$ 2,192,758</u>	<u>\$ 622,888</u>	<u>\$ 5,801,838</u>	<u>\$ 1,036,915</u>



**Tampa Palms Community Development District  
Check Register - New Operating Account (Oct 2022)  
FY2023**

Date	Check No	Vendor Name	Description	Deposit	Disbursement	New Oper Acct Balance
<b>11/30/2022</b>				<b>200,000.00</b>	<b>272,503.76</b>	<b>74,271.75</b>
12/2/2022			Deposit	300.00		74,571.75
12/2/2022	PAYROLLACH	Engage PEO	Payroll period 11/14/22 thru 11/27/22		2,948.28	71,623.47
12/2/2022	621	South State Bank	Paper stmt fee		2.00	71,621.47
12/6/2022	1143	ARCHITECTURAL FOUNTAINS, INC	Replace one 5HP 230 volt single phase motor, pump and capacitor box.		8,234.00	63,387.47
	1144	VOID				
12/6/2022	1145	CINTAS	Safety supplies - Active scraper, Urinal mat, Logo mat, safety mat		75.77	63,311.70
12/6/2022	1146	CROWELL PLUMBING & HEATING COMPANY	Inspection-Back Flow Testing		69.95	63,241.75
12/6/2022	1147	FLIGHT OF ANGELS	From Southstatebank - 1150 Assembly Dr to 16311 Tampa Palms Blvd.		24.00	63,217.75
12/6/2022	1148	HOME DEPOT	To pay invoice #6014228 purchase made on 11/07/22		213.93	63,003.82
12/6/2022	1149	OLM, INC.	Landscape inspections - October		1,575.00	61,428.82
	1150	VOID				
12/6/2022	1151	Straley Robin Vericker	Professional services rendered through November 15, 2022		676.00	60,752.82
12/12/2022	1152	Artemis Connected LLC CDD	Professional Management Services - November and December		10,833.32	49,919.50
12/13/2022	1153	ADVANCED ENERGY SOLUTIONS	Repairs - Fountains light and cameras at office (Inv#10851) and Make repairs for Christmas lights		2,272.91	47,646.59
12/13/2022	1154	AT&T	Long Distance phone service - Account#0304259775001- November service		143.24	47,503.35
12/13/2022	1155	CINTAS	Safety supplies - Active scraper, Urinal mat, Logo mat, safety mat		75.77	47,427.58
12/13/2022	1156	FRONTIER COMMUNICATIONS	Act # 81397256990514915 - Service 10/28/22-12/27/22		394.51	47,033.07
12/13/2022	1157	FRONTIER COMMUNICATIONS	Act # 81355802910720065 - Service 12/01/22-12/31/22		372.34	46,660.73
12/13/2022	1158	IRON MOUNTAIN	Information storage Service - 12/01/22-12/31/22		472.44	46,188.29
12/13/2022	1159	Lowes Business Acct/ SYNCH	Office Supplies		329.99	45,858.30
12/13/2022	1160	FR LLC Mulch & Soil	Pine brk mini mulch		6,782.00	39,076.30
12/13/2022	1161	REDI - ROOTER PLUMBING	plumbing - Urinal in mens restroom not shutting down.		527.00	38,549.30
12/13/2022	1162	SECURITAS SECURITY SERVICES USA, INC.	Security Patrol - 11/06/22-11/19/22		2,626.42	35,922.88
12/13/2022	1163	TERMINIX	Pest Control: December - Payment invoices 427525139 and 427525543		181.00	35,741.88
12/14/2022	1164	ABM Landscape & Turf Services	Landscape Maint & Performance - November and December - invoices 10778745 and 17698038		146,536.96	-110,795.08
12/14/2022			Funds Transfer	150,000.00		39,204.92
12/16/2022	PayrollACH	Engage PEO	Payroll period 11/14/22 thru 11/27/22		2,948.26	36,256.66
12/20/2022	1165	ADB Landscaping Materials, Inc.	Landscape Maintenance - Replacements		3,331.55	32,925.11
12/20/2022	1166	CINTAS	Safety supplies - Active scraper, Urinal mat, Logo mat, safety mat		75.77	32,849.34
12/20/2022	1167	CLEAN SWEEP SUPPLY COMPANY	Janitorial supplies - Liners, gloves, paper towels, toilet desinfectant, kitchen towels		111.85	32,737.49
12/20/2022	1168	OLM, INC.	Landscape inspections - December		1,575.00	31,162.49
12/20/2022	1169	SECURITAS SECURITY SERVICES USA, INC.	Security Patrol - 11/01/22-11/30/11		4,219.79	26,942.70
12/20/2022	1170	WESCO TURF, INC	Irrigation Parts - Sentinel Hand-held radio		2,951.20	23,991.50
12/20/2022	1171	TECO	Summary Bill - Service from 10/12/2022 to 11/09/2022		12,247.62	11,743.88
12/20/2022	1172	DOUGLAS CLEANING SERVICE	December Cleaning Service		1,520.00	10,223.88
12/20/2022			Funds Transfer	75,000.00		85,223.88
12/21/2022	1173	MARY-MARGARET WILSON	Consultant Compensation January 2023		9,625.00	75,598.88
	1174	VOID				
12/23/2022	620	CITY OF TAMPA UTILITIES	Water payments Dec bank stmt		2,633.81	72,965.07
12/28/2022	1175	ARCHITECTURAL FOUNTAINS, INC	Replaced 56 bulb on cambridge fountain and replace 820 MFD on bruce B downs fountain.		120.00	72,845.07
12/28/2022	1176	ARCHITECTURAL FOUNTAINS, INC	Replaced 56 bulb on cambridge fountain and replace 820 MFD on bruce B downs fountain.		750.00	72,095.07
12/28/2022	1177	CINTAS	Safety supplies - Active scraper, Urinal mat, Logo mat, safety mat		75.77	72,019.30
12/28/2022	1178	CITY OF TAMPA	False alarm - 26th November 2022		40.00	71,979.30
12/28/2022	1179	CINTAS	cabinet organizer, hard surface desinfection , experation dates checked		42.49	71,936.81
12/28/2022	1180	ESD WASTE2WATER, INC.	Clean cartidge filter, check hoses & connections		300.00	71,636.81
12/28/2022	1181	FLORIDA FOUNTAIN MAINTENANCE, INC.	December fountain Service - Reserve		500.00	71,136.81
12/28/2022	1182	FLORIDA FOUNTAIN MAINTENANCE, INC.	December fountain Service - Turnbury		160.13	70,976.68
	1183	VOID				
	1184	VOID				
12/28/2022	1185	REDI - ROOTER PLUMBING	Plumbing - CDD Mtc Ctr		530.00	70,446.68
12/28/2022	1186	SECURITAS SECURITY SERVICES USA, INC.	Security Patrol - 11/20/22-12/03/22		2,446.82	67,999.86
12/28/2022	1187	American AED	AED Management Program - 1 Yr Web Portal Access - Medical direction included		99.00	67,900.86
12/29/2022	1188	CINTAS	Safety supplies - medical office supplies/ - Active scraper, Urinal mat, Logo mat, safety mat		328.80	67,572.06
12/30/2022	ACH123022	Engage PEO	Period 12/12/22-12/25/22		2,948.27	64,623.79
	1189	VOID				
	1190	VOID				
	1191	VOID				
	1192	VOID				
	1193	VOID				
	1194	VOID				
	1195	VOID				
	1196	VOID				
	1197	VOID				
	1198	VOID				
	1199	VOID				
12/22/2022	1200	XEROX FINANCIAL SERVICES	Copier Lease -12/04-1/03		140.52	64,483.27
12/22/2022	1201	CINTAS	Safety supplies - Active scraper, Urinal mat, Logo mat, safety mat		75.77	64,407.50
12/22/2022	1202	CINTAS	Safety supplies - Active scraper, Urinal mat, Logo mat, safety mat		75.77	64,331.73
12/22/2022	1203	FLORIDA FOUNTAIN MAINTENANCE, INC.	Jan 2023 Fountain Service Turnbury/Reserve - Inv 12854/12855		730.00	63,601.73
12/22/2022	1204	Pinwheel Nursery	Snap dragon, dusty miller, allysum clear, installation		12,361.80	51,239.93
12/22/2022	1205	TERMINIX	Pest Control Service - 12/2/22 - Payment for invoices 428534218 and 428533921		181.00	51,058.93
<b>12/31/2022</b>				<b>225,300.00</b>	<b>248,512.82</b>	<b>51,058.93</b>

**TAMPA PALMS CDD  
FINANCIAL SUMMARY THRU DECEMBER 31, 2022  
GENERAL FUND**

(Shown in \$)	<u>Normal Operations</u>	<u>Non-Operating Project Driven</u>	<u>Total As Reported</u>
<b><u>Revenues</u></b>			
Operating	\$2,082,944		\$2,082,944
<b><u>Non Operating</u></b>			
Capital Projects		\$180,500	\$180,500
Renewal & Rel		\$201,656	\$201,656
Signature 2017		\$0	\$0
NPDES		\$57,025	\$57,025
Excess Fees			-
Interest	2,048		2,048
Misc Rev	\$2,072		\$2,072
Carry Forward Bal *			
<b>Total</b>	<b>\$2,087,063</b>	<b>\$ 439,181</b>	<b>\$2,526,244</b>
<b><u>Expenses</u></b>			
Operations	\$ 650,336		<b>650,336</b>
<b><u>Non Operating</u></b>			
Renewal & Rel		61,290	61,290
NPDES/EPA		0	0
Capital Projects		16,195	16,195
TP Signature 2017		<u>0</u>	<u>0</u>
<b>Total</b>	<b>\$650,336</b>	<b>\$77,485</b>	<b>\$77,485</b>
<b>Total Expenditures</b>			<b>\$727,821</b>

**TAMPA PALMS CDD  
FINANCIAL SUMMARY THRU DECEMBER 31, 2022  
GENERAL FUND**

<u>General Fund</u>	12/31/2022	(\$000)
Cash		83
Cash Equivalent (Excess Cash ICS)		2,691
Insured Investment Account		3,016
Accounts Receivable		8
Assessment Receivable		168
Prepaid Items		30
<b>Total Assets</b>		<b>\$ 5,996</b>
Less:		
Payables		12
Accrued Expenses		15
Non Spendable A/C Prepaid		30
Deferred Revenue & Sub Year Allocation From Bal Sheet		635
	<b>Net Cash 12/31/2022</b>	<b>\$ 5,303</b>
Allocation for:		
Weather Damage		400
Community-Wide Wall & Monument		100
Pond Improvements		700
1st Qtr Expenses (Amt Not On Bal Sheet)		369
Infrastructure Replacement Contingency		135
TP Signature Projects (unspent)		329
	<b>Adjusted Net Cash</b>	<b>\$ 3,270</b>
	<b>Forecast</b>	

(\$ 000)	2022-23 Fiscal Year		Monthly Bal
	<u>Receipts</u>	<u>Expenses</u>	
<b>Jan</b>			
CDD Operations	57	265	
R&R	5	16	
NPDES	2	8	
Signature Projects	0	0	
Capital Projects	5	12	
<b>Total</b>	<b>69</b>	<b>301</b>	<b>\$ 3,038</b>
<b>Feb</b>			
CDD Operations	3	220	
R & R	3	21	
NPDES	1	6	
Signature Projects	0	0	
Capital Projects	3	23	
<b>Total</b>	<b>11</b>	<b>270</b>	<b>\$ 2,779</b>
<b>Mar</b>			
CDD Operations	16	240	
R & R	1	9	
NPDES	0	6	
Signature Projects	0	0	
Capital Projects	1	18	
<b>Total</b>	<b>19</b>	<b>273</b>	<b>\$ 2,524</b>

**TAMPA PALMS CDD  
DECEMBER, 2022  
GENERAL FUND**

(\$000)	Prior Year Collected \$	Prior Year Collected %	Current Year Collected \$	Current Year Collected %	Variance % Fav (Unfav)
October					
November	\$596	23%	\$850	30.8%	8%
December	\$2,410	91.7%	\$2,522	91.4%	-0.3%
January	\$2,474	94%			
February	\$2,518	96%			
March	\$2,573	98%			
April	\$2,602	99%			
May	\$2,612	99%			
June	\$2,630	100.1%			
July	\$2,630	100.1%			
August	\$2,630	100.1%			
September	\$2,630	100.1%			
<b>Year End</b>					
Total Assessed (Net Discount)		\$2,759			

## Summary- Project Driven Expenses

	Fiscal Year 2022-23
<b>Operating Capital Projects</b>	(\$000)
<u>Sources of Funds</u>	
FY 2022-23 Budget	\$198
<u>Uses of Funds</u>	
Spent Thru 12/31/2022	16
Total Funds Under Consideration	\$0
<b>Budget Available as of 12/31/2022</b>	<b>\$182</b>
<b>Renewal &amp; Replacement</b>	
<u>Sources of Funds</u>	
FY 2022-23 Budget	218
<u>Uses of Funds</u>	
Spent Thru 12/31/2022	61
Total Funds Under Consideration	\$0
<b>Budget Available as of 12/31/2022</b>	<b>\$157</b>
<b>TP Signature Projects</b>	
<u>Sources of Funds*</u>	
FY 2022-23 Budget	\$0
<u>Uses of Funds</u>	
Spent Thru 12/31/2022	\$0
Total Funds / Projects Under Consideration	\$0
<b>Budget Available as of 12/31/2022</b>	<b>\$329</b>



**SUMMARY**  
**FY 2022-23 RENEWAL REPLACEMENT PROJECTS**

			Original Project	Dec. 31, 2022	Committed To Spend
<b>Infrastructure</b>					
	Hurricane Ian Restoration			\$21,840	
	Holiday Lighting Support			\$2,000	
<b>Landscape</b>					
	Tree management along boulevards and in parks			\$25,850	
	Holiday Pointsettias			\$11,600	
<b>Irrigation</b>					
<b>Lighting (Park &amp; Landscape)</b>					
<b>Other</b>					
<b>Total R&amp;R Projects</b>				\$61,290	\$0

**Capital Projects 2022-23  
Budget Monitor**

31-Dec-22			
(\$000)	Current Projects	Spent 2022-23	Pending Commitments
<b>Tampa Palms Signature Projects (BB Downs)</b>			
Consulting Services	10	0	-
Irrigation	20	0	
Main Entry Restorations	21	0	
Area 2 Pond		0	
Bruce B Downs Improvements	172	0	
<b>Sub-Total TP Signature Projects</b>	<b>\$329</b>	<b>\$0</b>	<b>\$0</b>
<b>Capital Projects</b>			
Consulting Services			
Irrigation Systems		8	
Parks & Cameras			
Landscape & Lighting			
Signs, Infrastructure & Lighting			
<b>Sub-Total Capital Projects</b>	<b>\$0</b>	<b>8</b>	<b>\$0</b>
<b>Total TP Signature &amp; Standard Capital Projects</b>		<b>\$8</b>	<b>\$0</b>

**Capital Projects Signature Projects  
2022-23 Through December 31, 2022**

<b>Tampa Palms Signature Projects (BB Downs)</b>	<b>Current Projects</b>	<b>Spent A/O 12/31/2022</b>	<b>Pending Commitments</b>
<b>Consulting Services</b>			
Restoration Designs	9,850		
Survey & Staking & MOT	400		
<i>Sub Total</i>	<u>10,250</u>		
<b>Irrigation</b>			
Area 1 & 2 Irrigation (Incl BB Downs)	20,000		
<i>Sub Total</i>	<u>20,000</u>		
<b>Main Entry Restorations</b>			
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>		
<b>Area 2 Pond</b>			
Littoral Plantings & Noxious Removal			
<i>Sub Total</i>			
<b>Bruce B Downs Improvements</b>			
Wall restorations 4 villages + drainage & additional landscape buffer	171,577		
<i>Sub Total</i>	<u>171,577</u>		
<b>Sub-Total Tampa Palms Signature</b>	<b>329,340</b>	<b>\$0</b>	
<b>Normal Capital Projects</b>			
	<b>Current</b>		<b>Pending</b>
<b>Irrigation Systems</b>			
Pump Station Overhaul		8	
Completely Rebuild Area 1 - Back Entry Fountain		8	
<i>Sub Total</i>	<u>0</u>	<u>16</u>	
<b>Parks &amp; Cameras</b>			
			-
<i>Sub Total</i>		<u>0</u>	-
<b>Landscape &amp; Lighting</b>			
Area 1 Entry			
Major Landscape (> 5 Years)			
<i>Sub Total</i>	<u>-</u>	<u>0</u>	-
<b>Signs, Infrastructure &amp; Lighting</b>			
Drainage Easement Reconstruction			
Replacement Fountains (4)	40,000		
Speed Limits Sign(s) & Park Signs			
Walls - Reserve & Sanctuary			
<i>Sub Total</i>			
<b>Sub-Total Normal Capital Projects</b>	<b>\$0</b>	<b>\$16</b>	
<b>Total TP Signature &amp; Standard Capital Projects</b>		<b>\$16</b>	



# Focus For 2022-23

Re-Presented Feb, 2023

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 Fiscal Year 2022-23 A/O Jan 2023

	Next Steps	Timing
<b>Tampa Palms Blvd Restoration</b>		
(1) Hold Balance of Signature	Repaving Impact on Entries	Mid-2023
<b>Monitor Projects in Tampa Palms</b>		
(1) Wetland Destruction	EPC Agreement w/ Developer Plan	Report Feb 2023
(2) Possible DRI Changes	Engage City and CDD Counsel	On-going
(3) Repaving Tampa Palms Blvd	Timing and Project Plan	Review Monthly
(3) Bike Path Improvements	Inventory Areas of Significant Danger	Compl B/4 Road Paving
<b>Monitor Issues Impacting Tampa Palms</b>		
(1) Monitor Inflation Impacts	Update Board	Monthly
(2) Evaluate Investment Options	Chairman to Review With Board	On Going
<b>Monitor Major Transportation Projects Impacting Tampa Palms</b>		
(1) FDOT Presentation		Feb CDD Meeting





IV Park Reviews

- a) Inspections & ADA
- b) Park Security

V. Misc and Local Government

- a) Tampa Palms Blvd
- b) Multi-Modal Path Repaving [COT]
- c) Illegal Construction

VI Financial Conditions & Investments

- a) Update Conitions

<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
Scheduled Update Board	April Monthly	Staff Staff
Report Schedule To Board	Feb	Staff
Report To Board	Mar	Staff
Report To Board	Feb	TPOA Bus Mgr
Report To Board	Feb	Staff & Chairman

1  
2  
3  
4  
5  
6

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

7 The Regular Meeting of the Board of Supervisors of the Tampa Palms Community  
8 Development District was held on Wednesday, January 11, 2023 at 6:00 p.m. at the Compton  
9 Park Recreation Building, 16101 Compton Drive, Tampa, Florida.

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 and constituting were:

15 Gene Field	Chairman*
16 Tracy Falkowitz	Supervisor*
17 Richard Diaz	Supervisor*
18 Don Oneal	Supervisor*
19 Mike Gibson	Supervisor*

20  
21 \* Constituting quorum

22  
23 Also present were:

24 Patricia Thibault	Director, Breeze Management
25 Maggie Wilson	Consultant/Resident
26 Warren Dixon	TPOA Business Consultant
27 Brian Koerber	TPOA Property Manager

28  
29 Mr. Field established that a quorum of the Board was present.  
30

31 **Pledge of Allegiance**

32 Mr. Diaz led the recitation of the Pledge of Allegiance.  
33

34 **SECOND ORDER OF BUSINESS- Strategic Focus**

35 Mr. Field conducted the review of the Tampa Palms CDD adopted organizational  
36 documents/statements that serve to establish the purpose of the organization the Mission,  
37 Direction, Core Values and Assignments of the CDD for 2023. He concentrated in particular  
38 on current economic conditions affecting the CDD and the community and highlighted both  
39 the plans to moderate impact as much as can be done and effects of the actions already taken.  
40 The full strategic plans and 2022-23 Focus and organization information are included in the

1 advance Board Package; a copy of which is attached hereto and made a part of the public  
2 record.

3

4 **THIRD ORDER OF BUSINESS - Public Comments.**

5 Warren Dixon, TPOA Business Manager, discussed the progress made by the EPC  
6 noting that the EPC had ordered full restoration and that the illegal developers had now  
7 engaged FDEP in formulating their final proposal.

8

9 **FOURTH ORDER OF BUSINESS - Board Member Discussion Items**

10 Supervisor Falkowitz briefed the Board members on the recent opening of the All  
11 Abilities Park which is located at the New Tampa Rec Center. She commented on what an  
12 outstanding amenity this is and how the New Tampa Councilman Luis Viera is largely  
13 responsible for making it happen.

14 There was general discussion of the new pickleball, basketball and covered play areas  
15 that are being provided at the same location in conjunction with Hillsborough County Schools.

16 Supervisor Falkowitz described how the schools would use the facilities during the  
17 school days but after school they would be available to the public.

18

19 **FIFTH ORDER OF BUSINESS – Approval of Minutes**

20

21 On MOTION by Ms. Falkowitz, SECONDED by Mr. Diaz WITH ALL IN FAVOR, the Board  
22 approved the Minutes of the December 14, 2022 Board Meeting.

23

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

25 Ms. Wilson noted that the financials as received from DPFPG failed to properly include  
26 many of the transactions and that the check register was examined and reconstructed for  
27 consistency with the bank statements. She thanked Patricia Thibault of Breeze for the  
28 exemplary work her team had done to provide actionable information.

29 She noted that there are two approvals for disbursements this month due to no meeting in  
30 December. This occurs each year.

1 She further noted that the October disbursements included a transfer of \$250,000.00 made to  
2 the ICS account during the recovery from the fraud period and although a disbursement from  
3 the operating account, it was not an expense.

4

5 On MOTION by Mr. Gibson SECONDED by Mr. Diaz WITH ALL IN FAVOR, the Board  
6 approved the Disbursements for the month ending October 31, 2022 in the amount of \$  
7 \$524,288.66.

8 On MOTION by Mr. Oneal SECONDED by Mr. Diaz WITH ALL IN FAVOR, the Board  
9 approved the Disbursements for the month ending November 30, 2022 in the amount of  
10 \$ 272,503.76.

11

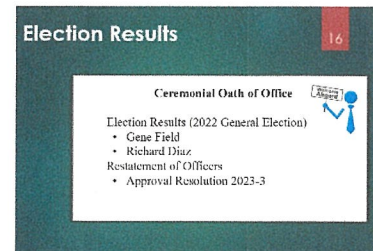
12

13 **SEVENTH ORDER OF BUSINESS - Consultant Reports**

14

15 **◆ Ceremonial Oath of Office**

16 Ms. Wilson explained that although Mr. Field and Mr. Diaz  
17 were effectively elected last summer as they ran unopposed.  
18 They could not technically be sworn in until the election was  
19 certified on 11/11/2022.



20

21 To complete the process required by the certification of the election, which is done by Oath of  
22 Office and mailed to the State, the Board also restated the members and officers by approval  
23 of Resolution 2023-3

24

25 On MOTION by Ms. Falkowitz SECONDED by Mr. Oneal WITH ALL IN FAVOR, the Board  
26 Resolution 2023-3 Election of Officers was approved: Gene Field (Board Member) as  
27 Chairman; Mike Gibson (Board Member) as Vice Chairman; Tracey Falkowitz (Board  
28 Member) as Assistant Secretary; Donald Oneal Jr. (Board Member) as Assistant Secretary;  
29 Richard Diaz Jr. (Board Member) as Assistant Secretary; Mary-Margaret Wilson as Assistant  
30 Secretary; Gene Field & Patricia Thibault as Co-Treasurers; Patricia Thibault as Secretary

31

32

33



1 ♦ **Community Appearance**

2 Ms. Wilson briefed on the impact of the three days of freezing  
3 temperatures that Tampa Palms experienced over the Christmas  
4 holiday weekend, noting the work that was completed to protect  
5 the irrigation and fountain assets.

6  
7 She reviewed the damaged to the landscape and noted that so far  
8 the impact was minimal. Many of the soft shrubs will require  
9 cutbacks and a few poinsettias were killed.

10 She reviewed the freeze and fungus effecting the turf and  
11 noted that at this time it appears that most turf damage can be  
12 managed without costly replacements.

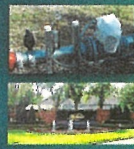
13  
14 Ms. Wilson reviewed the condition of the neighborhood  
15 trees, both on CDD property and along the boulevards, especially  
16 near the paths, with respect to a phenomenon known as “sudden  
17 limb drop” that occurs in older trees. She noted that ABM  
18 watches for potential problems and trims to avoid damage to or  
19 on the paths.

20  
21 Ms. Wilson updated the board on the small projects  
22 underway or newly completed that included the small sitting areas  
23 at the corner of Yardley and Tampa Palms Blvd and several cul  
24 de sacs.

25 She noted that these projects were only minor refreshing of the  
26 areas.


27 Ms. Wilson discussed upcoming projects that are  
28 specifically focused on maintaining the upscale look of the  
29 boulevards, primarily routine wall maintenance to include vine  
30 removal and replanting, pressure washing and painting. In  
31 addition, the repairs to the Kensington wall are being scheduled.

**Around the Neighborhoods** 17



- Experienced First Freeze
  - Temps Hovered 26°-28° For Hours on 3 Days
  - 4<sup>th</sup> Coldest Dec On Record (NWS)
- Irrigation & Fountains Protected
- Jan Inspection Upscale [92.5%]

**Around the Neighborhoods** 18




- Landscape Damage Minimal
  - Some Poinsettias Lost
  - “Soft” Shrubs Cutback
- Turf Damage
  - Freeze & Fungus

**Around the Neighborhoods** 19

Species	“Rural” Life Span	Urban Life Span
Water Oak	30-50	30-45
Live Oak	150-200	175-190
Loblolly Oak	50-70	42-60
Turkey Oak	50-70	42-60

**Vital Tree Maintenance**

- Trees Have Life Spans
  - Some TP Trees Aging
  - Sudden Limb Drop Occurs
  - ABM Inspects & Protects Sidewalks & Paths



Address	Tree	Exam	Stake Age	Include	Photo

**Around the Neighborhoods** 20



**Current Projects**

- Sitting Area @ Enclave
  - New Plants
  - Fresh Mulch
  - Repaired Lighting
- Cul de Sac Improvements
  - Two In Cambridge II
  - One In Enclave

**Around the Neighborhoods** 21



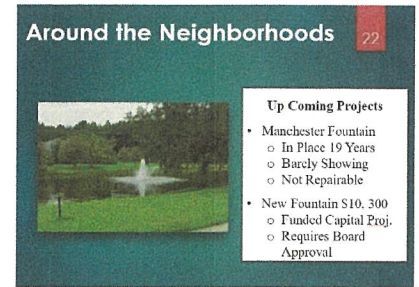
**Up Coming Projects**

- Wall Restoration
  - Remove Vines
  - Pressure Wash
  - Paint
- Kensington Wall Repairs





1 Ms. Wilson reviewed the condition of the Manchester  
2 fountain noting that the fountain had been in place since 2019, had  
3 been repaired many times but was just beyond restoration at this  
4 time.



5 She recommended the replacement of the fountain at the  
6 cost of \$10,300.00 the funding of which was provided for in the  
7 budget of 2022-23. She noted that since this was not a routine maintenance project, it should  
8 be approved by the board.

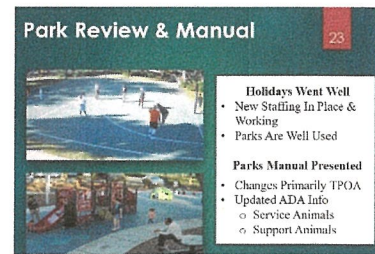
9

10 On MOTION by Ms. Falkowitz SECODED by Mr. Oneal with ALL IN FAVOR, the  
11 replacement of the Manchester fountain at the cost of \$10,300.00 was approved.

12

13 ♦ **Park Updates**

14 Ms. Wilson advised that the revised staffing for  
15 Hampton Park has been in place and is working well so far..



16 She also reported on the revisions to the Parks Manual,  
17 noting that the material changes applied primarily to the TPOA  
18 portion as relates to room reservations. She mentioned that there  
19 were clarifications of the application of ADA service animal and emotional support animals.  
20 She thanks Warren Dixon for his work to update this portion.

21

22 ♦ **Additional Advanced Board Package Materials:**

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

25

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

27 There being none, the next item followed.

28

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

30 There being none, the next item followed.

31

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

2 Mr. Diaz inquired as to if it was known what is the population of Tampa Palms. Ms.  
3 Wilson said that the exact population is not known but it has been estimated at between 6,000  
4 and 8,000. She noted that the exact number of housing units by type [single family, condo and  
5 apartment] is well documented but occupancy is not known.

6 Mr. Oneal mentioned the blue street lights and noted they don't seem to be addressing  
7 them. Ms Wilson reported that the link on the TECO web page to reports streetlights out has a  
8 message that they are replacing them and no need to report.

9

10 **ELEVENTH ORDER OF BUSINESS - Adjournment**

11 There being no further business,

12 On MOTION by Ms. Falkowitz SECODED by Mr. Oneal ALL IN FAVOR, the meeting was  
13 adjourned.

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

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

19

20 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a  
21 publicly noticed meeting held on \_\_\_\_\_.**

22

23 \_\_\_\_\_

24 **Signature**

25

26 Patricia Thibault

27 **Printed Name**

28 **Title:**

29  **Secretary**

30  **District Manager**

\_\_\_\_\_

**Signature**

Gene Field

**Printed Name**

**Title:**

**Vice Chairperson**

**Chairperson**



## Community Appearance

### *Overall Appearance*



In general, the Tampa Palms landscape is doing well despite the unusual weather in 2023 that apart from one nasty cold snap, has been unseasonably warm. For the OLM inspection conducted Feb 3<sup>rd</sup>, the property was rated at a 93.5%.

While the community is reasonably attractive during this mid-winter blah period, there are some challenges:

- Frequent occasions of high humidity following a chill, have resulted in multiple days of morning fog, sometimes even foggy conditions which creates the perfect conditions for turf fungus.
- ABM has taken steps to apply fungicides and to reduce to a bare minimum any irrigation in an effort to control the fungus.



When observed, this fungus looks more like “yellow patch” in the field.) The fungus attacks turf blades close to the soil and stops the flow of nutrients to the blade, eventually killing the affected blades.

### *Annuals*

The winter annuals display was a little disappointing due to the setbacks experienced with the extremely cold weather that occurred almost immediately after the annuals were planted. The unseasonable cold was forecated so Joe Laird took the precaution of not allowing the salvia that was original planned to be included, relying on snap dragons, alyssum and Dusty Millers.



The greatest damage was done to the annuals during the periods when Tampa Palms sustained several hours of high winds causing some plants to blow over.

The installation of the spring annuals will almost be complete in time for the next (March) CDD meeting.

The base planting will be the yellow antigua marigolds. Antigua marigolds are dwarf American marigolds that are early to flower. The plants are relatively dwarf but the blooms are quite large. The Antigua's were selected for their large boom size: there will be marigolds in two colors, yellow and orange.



Ms. Maney had suggested a new flower which will be tried next, the lavender salvia.

It is similar to the red salvia sometimes used in the Winter as it tall enough to work in the entry beds behind the marigolds, but it is shorter than the snapdragons.

This is the first time used in Tampa Palms.



### *Mandated Cutbacks Along Crossings of the Power Corridor*

FERC regulations required TECO and Duke to remove all tall bushes or trees, that are under any of the transmission line connectors. along the power corridor.

This applies to vegetation that is too tall or even just has the *potential to be too tall*.

Both the crossings on Fairchild and Wareham [Tremont] have bushes (viburnum) and a few trees (crape myrtles) that are vital to reducing the noise rolling in from I-75 but can encroach into transmission safety zones. There is also some but less vegetation at the Tam[a Palms Blvd crossing.



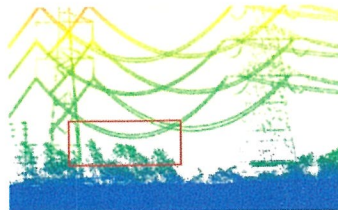
TECO has been super to work with Tampa Palms at all crossings to keep the trees and bushes in line with FERC regulations and avoid the need for complete removal of the planting materials.



ABM has just completed the cutbacks on the crossings in Tampa Palms and while the look is a tad grim at this time, the plants will soon flush out and be safe from more drastic removals.



(a) Photo taken at the clearance anomaly location.



(b) The clearance anomaly location marked in LIDAR point clouds.

The FERC has stringent rules for the power companies relative to making certain that the power grid as it relates to transmission lines is secure. That has intensified with the recent attacks on power company facilities.

It is not just box checking; the power companies are required to survey the areas of their transmission lines and provide aerial [Lidar] photographic proof that they manage vegetation such that trees or plant growth cannot affect the connectors and both TECO and Duke must make certain that this corridor is in compliance or they are fined.



## *Projects- Current*

ABM has been engaged in two major types of projects in the last month

1. Trimming trees along the boulevards
2. Restoring cul de sacs in the villages

Tampa Palms boulevard trees are a priceless characteristic of the community and while most of them located along the public rights of way, the City does not trim them. ABM is selectively trimming those that are in danger of being damaged by trucks and those with limbs that threaten sidewalk safety.



Cul de sacs are literally right at the front doors of many residents and keeping them looking as though they are Tampa Palms quality is important.

This work is a simple refreshing, not complete reconstruction and is primarily limited to:

- Removal of aging plants or plants damaged by the freeze in earlier that no longer contribute to an upscale neighborhood look.
- Replacements are with new plants that better show off the area. These are plants that are chosen to better withstand drought and pest conditions without frequent replacement.
- Installation of new mulch.



Many of these cul de sacs were slated for upgrades last year but the limited availability of plant materials (and outstanding cost for those that were available) delayed the work.



The funds allocated for that work were unspent and remained on the balance sheet.

Tampa Palms is required to replace palms that are removed due to disease and some of that work will commence soon as the areas from which the palms were removed have been treated and left empty as a precaution against recurrence.

The Manchester fountain has been replaced and the response from the community has been an overwhelming show of approval and appreciation.

The picture to the right is slightly dark because of the cloudy and foggy days; the fountain is quite beautiful and certainly a tribute to the neighborhood. At night it really lights up a dark portion of the boulevard.



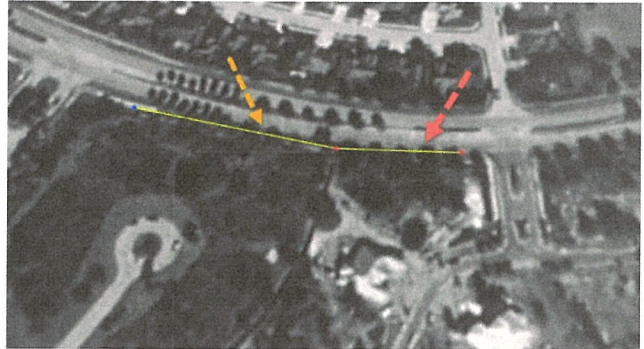


## *Projects Upcoming*

The contractor is prepared to start the project rebuilding the Kensington wall. ABM determined that the wall was separating (it is constructed of two rows of concrete block, faced on the outside and top by brick.)

The wall stretches from the Kensington entrance to a point just east of the Reserve exit fountain, a distance of approximately 187 yards.

The photo on the right, an aerial from 1995 shows the Kensington segment (75 yards- red arrow) and the Reserve segment (112 yards- yellow arrow).



Most but not all of the Kensington segment is leaning precariously in a number of places, due primarily to major roots from adjacent oak trees.



The Reserve portion is in far better shape so only the most damaged sections are being rebuilt at this time.

As seen to the left, at the junction with the Reserve, the wall is virtually level in this area.

There is a wall separating the Reserve from Kensington and that adds support.



Along areas closer to the Kensington entrance, the wall is off plane by 7+ inches; this in addition to the fact that the wall is separating in the middle and that the brick falling off.

The damage stems from the major oak trees, primarily roots which are far too large to cut and remove.

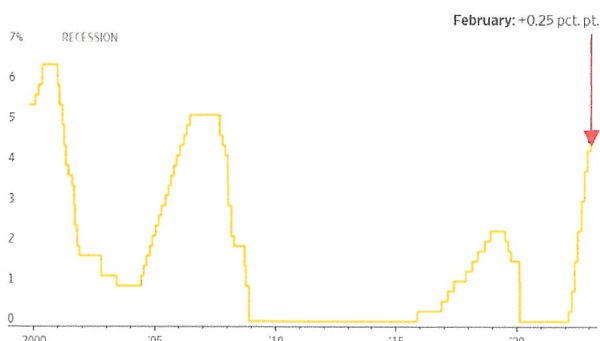
It is this is the portion that will be restored at this time.



## Financial Conditions / Cash Management

Unquestionably the current national, and more important local-Tampa, economic conditions constitute externally-driven changes that effect every resident of Tampa Palms, as well as, the operation of the CDD.

While there are some indications that the economy may be stabilizing, even the most astute economic advisors and “predictors of the future” do not agree even on the short-term outcomes. The tight labor market feeding the continuing wage increases do not spell an immediate end to inflation.



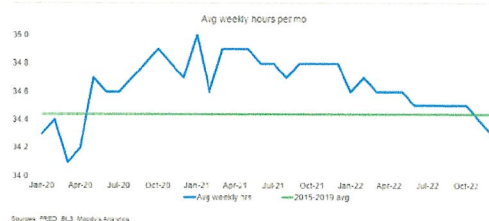
Source: Federal Reserve

Noting indicator improvements, the Federal Reserve increased the short-term interest rate by only 25 basis points to 4.75%.

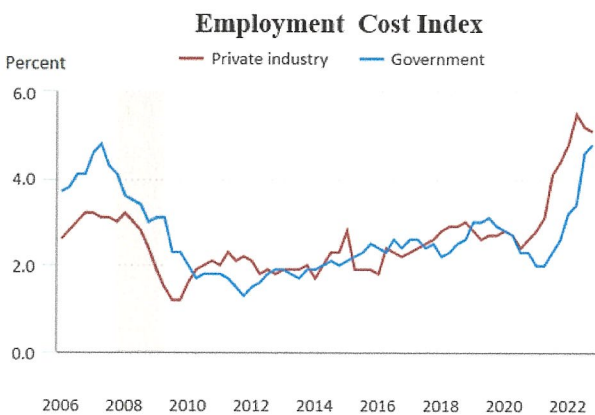
The Fed Chairman speaking as he announced the rate increase on Wednesday (2/1/23) stated that “if inflation follows the course officials expect, the Fed is on track to push the Fed's key rate to the 5% to 5.25% level and then pause. “. That would require two more quarter point hikes -- in March and May.

Accompany inflation are the indicators of a tight labor market graphed by Moody's using BLS figures to the right. The decline in average weekly hours worked is based on data from the Dept of Labor JOLTS Report released on Wednesday showing were are 1.9 job opening for every unemployed person in the US in Dec. A tight labor market feeds compensation cost increases.

After Peaking in 2021, Hours Worked Per Week Has Steadily Descended



Source: FRED, BLS, Moody's Analytics



On Tuesday (1/31/23) BLS issued its report on compensation costs (The Employment Cost Index) which showed that increases in compensation costs in the US continued but that they had slowed in the last quarter of 2022.

The employment cost index for Dec 2022 indicates a decelerating but not elimination of compensation increases for both the private and government sectors. The increase was still 1% for the 4<sup>th</sup> quarter of 2022.

As the CDD Chairman has said frequently, *2022-23 is not business as usual.*

In concert with both the adopted mission and direction statements of the Tampa Palms CDD, which direct activity toward mitigation of external influences, the Board has put in place investment strategies that are designed to at least take a bite out of the impact of these challenging times.

In the following pages are charts that depict the outcomes of these strategies (\$82K income) and funds availability to effectuate them.

1/20/2023

**Cash Flow Model - Operating Account**

Month	Beginning Balance	Revenue & Uses		Investments		Operating Deposits		Financial Position	
		Receipts	Expenses	Investments	Term	Interest Income	Principal	Ending Balance	
	1,348								
Oct			261						1,087
Nov		816	273						1,630
Dec		1,638	263						3,005
Jan		68	241	1,000	3 Month				1,832
Feb		112	241	1,000	6 Month	13 *			832
Mar		92	241						716
Apl		34	241			11	1000		1,371
May			241			4	239		1,130
Jun			241			30 *			1,132
Jul			241			17	761		1,162
Aug			241			7 *			1,699
Sep			245			82			1,458
s/t	1,348	2,760	-2,970	-2,000			2000		1,220

\* Interest transferred from Wealth Account investments



# Wealth Account- Investment Summaries

TP CDD

February, 2023

## Long & Short Term Investments

	Investments		Cash Flow	
	Amount (000)	Term	Net Income	Principal
CY 2022	\$984	6 Mths		
	\$1,708	1 YR/15 Mths		
CY 2023				
Feb			\$13	\$984 **
June			\$30	\$1,464 **
Sept			\$7	\$244 **
<b>Total</b>			<b>\$50 *</b>	<b>\$2,692 **</b>

\* The interest income is transferred to operating account and included in cash flow

\*\* Principal remains in Wealth Account

## Reinvestment Opportunities 2023

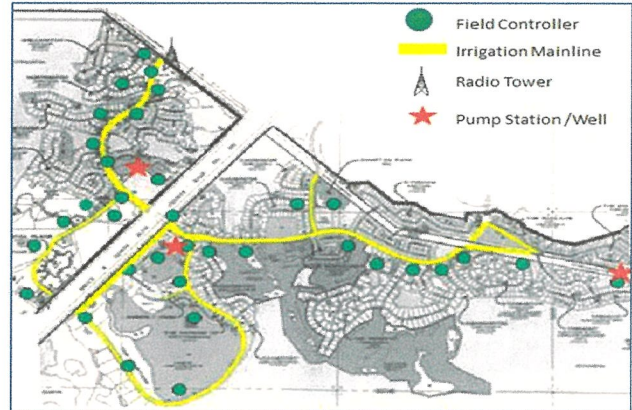
Maturing Investments Date	Type	Investments		Potential Interest Income
		Amt 000 \$	Term & Return	
Feb	Short-Term	\$ 984 K	6 Mths Est 4.4%	\$ 22 K
June	Long Term	\$1,464 K	3 Mths Est 4%	\$ 14K
	Total	\$2,448 K		\$ 46 K

## Irrigation System Updates

In general the irrigation systems have performed well. It is estimated that they save the owners of Tampa Palms more than \$1 million dollars a year for watering the boulevard areas as compared with using potable water from the City of Tampa, as is done for the cul de sacs.

The systems are complicated and include:

- Two pump stations (One in Area 1 and one in Area 2) that withdraw water from the aquifer for use along the boulevards.
- Miles of irrigation mainlines to distribute the water.
- A radio control tower that directs field controllers.
- 33 field controllers that turn on and off water for more than 10,000 spray heads.
- One small well to irrigate the more remote sites off of Yardley Way.



These systems operate in a hostile environment and require ongoing maintenance to continue to operate efficiently.

Last month the Area 1 pump station required the repair of system shut off valve. The valve, which can be operated both manually on-site and electronically by Joe Laird, was observed via the FlowGuard system as not completely closing.



It was rebuilt and is operating correctly at this time.

Additionally during December it was determined that the backflow operations in the filtration system for Area 1 were taking longer than usual and filtration process was being repeated. Earlier last year a substantial amount of muck from the pond area in front of the intake was removed. This "muck" collects from inflow from the storm drains/roads and it was anticipated that this muck could collect on the filters.

An inspection of the disks that are used to filter unwanted particles from the water before the water is sent to the irrigation systems showed that they were dirty and contaminated with muck.

The rings were removed and cleaned with a chlorine solution and returned to service. The pictures below show the system before and after the cleaning and the rings after cleaning before reinstallation.

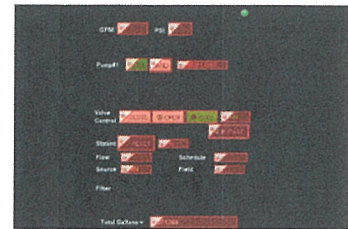




A more troubling event occurred in the Area 2 pump station last week, one attributed to illegal fishing in the irrigation pond in front of Sterling Manor.

On Saturday morning the FlowGuard system sent automatic notifications of power failures and critical low water level conditions in the pond.

These are redlight warnings not to be ignored as if the irrigation pumps began to irrigate in low water conditions, there could have been major damaged to the pumps caused by low/no water and or mud.



ABM had some staff in on Sat and they investigated and found that far from low water, the refill pumps were running full-on and the pond was both full and overflowing, flooding the adjacent wetlands. The irrigations pumps were on stand-by and there was no evidence of any intrusion into the control systems, either intentional or a power anomaly.

Staff communicated with the senior engineering manager from Hoover and he sent a picture to staff and ABM highlighting the manual pond-fill shut off that effectively by-passes the pump controls. The by-pass wasn't necessary, ABM had already killed the power and the refill action was stopped.



Hoover dispatched early Monday morning and what they found was fishing line wrapped around the float connecting the transducer and pump controls, rendering the cut-off float inoperable and the providing the false level information to the pumps resulting in continued pumping.

This mess could have been serious from several perspectives:

- The wetland flooding could have continued into village
- Depending on the severity of the damaged caused by illegal fishing and they time to restore, there could be expensive loss of landscape.

The ponds are posted with no fishing signs at the entry points but for this pond, access is available from Sterling Manor by the gate and the berm effectively hides activity from Tampa Palms Blvd. Further the illegal fishermen routinely remove and steal the no fishing signs. The police respond quickly when called and staff has notified the Sterling Manor Board and asked if they observe anyone fishing that they call the CDD or the police.





## Park Updates

The revisions to staffing in Hampton Park continue to work well. Staff has spoken to a number of “regulars” to see if they had any difficulties or suggestions to offer and there were none.

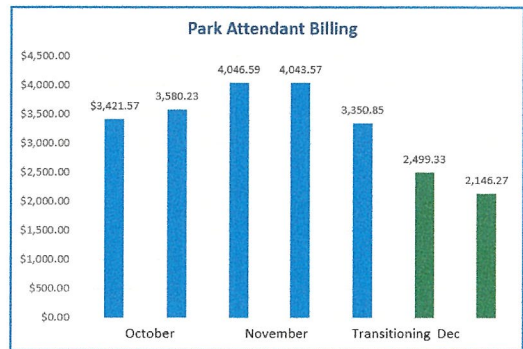
One of the reasons for the success is that M-F a seasoned and experienced attendant, Michael Van Hoose, works the AM shift and oversees the condition of the park. If Securitas staff were to forget to empty the trash for instance, Mike handles it and discusses with CDD staff so that Ray Ferreris, TPOA Amenities Manager, and Securitas management can be made aware and provide guidance.

It is important that he works during the week as if there are situations that need repair or maintenance, ABM staff is on hand and the parks are ready for the weekend visitors. Obviously the CDD cannot count on Michael forever and someday may face the difficult task of replacing him but right now it is working.

Although the primary driver behind this change was the lack of necessity to retain two employees at Hampton Park, the impact on expenses of this arrangement has been positive.

Park attendants are paid biweekly and the chart to the right of the attendant expense for the last quarter demonstrates that the reduction in cost is meaningful.

The costs shown include payroll, FICA and required unemployment costs.



In an effort to keep the parks in tip top shape while minimizing expenditures at this time of non-trivial inflation, the shade sails were pressure washed on both sides. While they show some wear (less brilliant in color than original), after washing they look respectable and should service the park for a few more years.

The pillars and fencing was also cleaned (mold accumulates) and the play equipment and surface were spruced up as well.



In addition, repairs were made to loose flashing around one of the skylights, and the fascia and gutters were cleaned (including removing the small garden that had begun to grow).



## CDD Employee Handbook

The “Tampa Palms Employee Handbook” (Handbook) serves the combined organizations of the TPOA and CDD. There is 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.

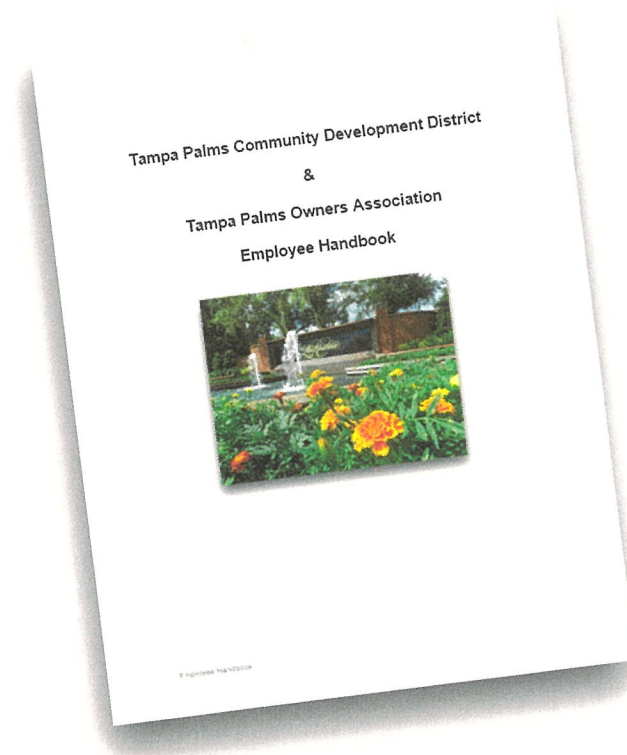
Given the fact that the CDD has exactly one shared full-time employee, it may appear somewhat excessive to have an “employee handbook” but one is required for several reasons:

- 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 Patricia Thibault replaces Chris Cleveland as CDD District Manager and Ray Ferris is added as TPOA Amenities Manager.)

The 2023 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), both hereafter referred to as “Tampa Palms,” 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 to 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 2,277 homes.
- Three apartment villages with 1110 apartment homes in the TPOA
- Two apartment villages adjacent to USF (TP CDD only) with 1000 homes
- One golf course and country club/resort (private)
- Three meeting rooms, swim and tennis center (Compton Park)
- Four office complexes (Somerset, Palm Lake, The Villas at Amberly & 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.



## 2 EMPLOYEE DEFINITION AND STATUS

An “employee” of Tampa Palms is a person who regularly works for Tampa Palms on a salary basis (exempt) or a wage (non-exempt) basis or for either the CDD or the TPOA. An “employee” may receive compensation through a third-party leasing company.

### 2.1 Employment Classification

Employees of Tampa Palms (TPOA or CDD) are classified as either “exempt” or “non-exempt.”

“Exempt” employees are those in professional, administrative or executive positions. Exempt employees do not come under the Fair Labor Standards Act Wage and Hour provisions. They are paid an annual salary, rather than on an hourly basis, and their positions may require work in excess of a 40-hour week. Neither compensatory time nor overtime is authorized for exempt employees.

Non-exempt employees are assigned jobs that are not professional, administrative or executive in nature. By law, non-exempt employees are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek. In addition to the above overtime classifications, every employee is assigned an employment status classification: regular full-time, regular part-time, temporary (full-time or part-time), regular hourly, contingent hourly, etc.

Independent consultants having separately negotiated contracts are not employees.

### 2.2 Probationary Period for New Employees

Tampa Palms monitors and evaluates every new employee’s performance for three months to determine whether further employment in a specific position or with Tampa Palms is appropriate.

### 2.3 THIS HANDBOOK DOES NOT CREATE A CONTRACT

**Employment at Tampa Palms (TPOA or CDD) is “at will” in accordance with Florida law. “At will” employment means that Tampa Palms may terminate an employee without cause; and also that an employee may terminate their employment with Tampa Palms, also without cause. In each case, employment does not create a contractual obligation for either, and no long or short term contract is created or implied by this handbook.**



### **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.

### **3.7 New Employee Orientation**

The formal welcoming process, or “employee orientation,” is conducted by the CDD Staff Consultant or TPOA Facilities & Activities Manager and includes an overview of Tampa Palms and the processes necessary to operate in an environment of a unit of State of Florida government (CDD) or a not-for-profit owners association under FS 720 (TPOA).

### **3.8 Personnel Records and Administration**

The task of handling personnel records and related administration functions at Tampa Palms is managed by the CDD Staff Consultant and/or TPOA Facilities & Activities Manager. Personnel files will be kept confidential at all times and include some or all of the following documents:

- Application and Contact Data
- Any FICA or banking information

### **3.9 Change of Personal Data**

Any change in an employee’s name, address, telephone number, marital status, dependents, or insurance beneficiaries, or a change in the number of tax withholding exemptions, needs to be reported in writing without delay to the TPOA Facilities & Activities Manager or the CDD Staff Consultant.

### **3.10 Safety**

The safety and health of employees is a priority. Tampa Palms makes every effort to comply with all federal and state workplace safety requirements. Tampa Palms’ workplace safety rules and regulations are reviewed periodically and posted for convenience and review.

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities.

### **3.11 Building Security**

Each and every employee must follow the building security rules and regulations listed here:

- Employees furnished with keys to any building must not provide those keys to any other person-not even other employees.
- Any lost key should be reported immediately to the CDD Administrative Manager or TPOA Facilities & Activities Manager.
- The CDD Administrative Manager will established procedures for closing Tampa Palms CDD Building and locking facility gates. At a minimum these procedures will include:
  - Always double-check door locks, set the alarms, and
  - Lock the parking lot gate when leaving.
- The TPOA Facilities & Activities Manager or 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 Facilities & Activities 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 Facilities & Activities Manger. Anyone seeking information about lost or found property may do so by contacting the TPOA Facilities & Activities Manager at 813-977-3337 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 Facilities & Activities 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 must follow these steps:

1. Call 9-1-1 immediately
2. Provide immediate aide to the injured person, if possible.
3. Report all work-related injuries and accidents immediately to TPOA Facilities & Activities 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' workplaces. When making arrangements for visitors, employees should request that visitors contact the TPOA Facilities & Activities Manger or CDD Consultant.

### **3.16 Employment of Relatives**

Tampa Palms is pleased to consider for employment qualified applicants who are related to employees. When Tampa Palms employs more than one member of a family, one family member may not supervise the other. If such a situation should arise and the employees are unable to develop a workable solution, the TPOA Facilities & Activities Manager or CDD Consultant will decide which employee may be transferred.

### **3.17 Weather-related and Emergency-related Closings**

At times, emergencies such as severe weather, fires, or power failures can disrupt Tampa Palms operations. In such instances, the CDD Administrative Manager or CDD Consultant or the TPOA Facilities & Activities Manager will decide on the closure and will provide the official notification to the residents.

---

## **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 Facilities & Activities 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 Facilities & Activities Manager if they will be absent or late.

### **4.5 Unscheduled Absence**

Absence from work for three (3) consecutive days without notifying management 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.



## 4.7 Harassment Policy

Tampa Palms does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

## 4.8 Sexual Harassment Policy

Tampa Palms does not tolerate sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature that creates an offensive, hostile, intimidating working environment, or any act or statement that affects another individual's personal dignity and prevents an individual from effectively performing the duties of their position.

Sexual Harassment is a form of sex discrimination that can occur when:

- The submission to unwelcome physical conduct of a sexual nature, to unwelcome requests for sexual favors, or to other verbal conduct of a sexual nature is made an implicit or explicit term or condition of employment; or
- The submission to or rejection of unwelcome physical conduct of a sexual nature, unwelcome requests for sexual favors, or other verbal conduct of a sexual nature is used as a basis for academic or employment decisions or evaluations; or
- Unwelcome physical acts of a sexual nature, unwelcome requests for sexual favors, or other verbal conduct of a sexual nature have the effect of creating an objectively hostile environment that interferes with employment or affects one's personal dignity on account of sex.

### Reporting

Anyone who believes that he or she has been subjected to a violation of this policy or related retaliation is strongly encouraged to promptly report such behavior to the CDD Staff Consultant or any CDD Board Member or to the TPOA Facilities & Activities Manager or to any TPOA Board member.

- Incidents should be reported as soon as possible after the time of their occurrence to allow the Tampa Palms to take appropriate remedial action. No employee should assume any Tampa Palms official knows about a situation or incident.
- Any official (staff consultant or Board member) who has knowledge of or receives a written or oral report or complaint of a violation of this policy must promptly report it to the District Manager and CDD Board Chairman (CDD only).
- Other persons who suspect a violation of this policy should report it to an appropriate person (district manager, staff consultant or Board member).

### CDD Contact Information:

Patricia Thibault  
Director- District Management Services  
1540 International Parkway Suite 2000  
Lake Mary, FL 32746  
813-564-7847

Gene Field  
Chairman, Tampa Palms CDD  
15834 Sanctuary Drive  
Tampa, Fla 33647  
813 977-1162

TPOA Contact Information:

Ray Ferreris

Tracy Falkowitz

TPOA Facilities & Activities Manager  
16101 Compton Dr  
Tampa, FL 33647  
813-977-3337

TPOA Board of Directors President  
4960 Ebersburg Dr  
Tampa, FL 33647  
813-222-3066

## 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, but information and messages stored in these systems will be treated no differently from other business-related information and messages.

#### **4.15 Use of Internet**

Employees are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must solely be for business purposes and must not interfere with employee productivity.

#### **4.16 Use of Computer Software**

Tampa Palms does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117).

#### **4.17 Smoking & Alcohol Policy**

##### Smoking

No smoking of any kind is permitted inside any Tampa Palms office or pavilion.

##### Alcohol and Substance Abuse

It is the policy of Tampa Palms that the workplace be free of illicit drugs and alcoholic beverages, and free of their use. In addition to damage to respiratory and immune systems, malnutrition, seizures, loss of brain function, liver damage, and kidney damage, the abuse of drugs and alcohol has been proven to impair the coordination, reaction time, emotional stability, and judgment of the user. This could have tragic consequences where demanding or stressful work situations call for quick and sound decisions to be made.



#### **4.18 Gifts**

Advance approval from the CDD Consultant or TPOA Facilities & Activities Manager is required before an employee may accept a gift of any kind from a resident. Employees are not permitted to give unauthorized gifts from the CDD or TPOA to residents.

#### **4.19 Solicitations and Distributions**

Solicitation for any cause during working time and in working areas is not permitted. Employees are not permitted to distribute non-Tampa Palms literature in work areas at any time on Tampa Palms property

#### **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 Facilities & Activities 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 Facilities & Activities 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 Facilities & Activities 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.

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## **5 COMPENSATION POLICIES**

### **5.1 Base Compensation**

It is Tampa Palms' desire to pay all employees, both exempt and non-exempt, wages or salaries that are competitive with other employers in the marketplace and in a way that will be motivational, fair, and equitable. Compensation may vary based on roles and responsibilities, individual, and company performance, and always in compliance with all applicable laws.

### **5.2 Performance Bonuses**

Performance bonuses may be given to Tampa Palms employees at the discretion of TPOA or CDD Board in extraordinary circumstance. There are two factors that typically determine bonus availability and amounts: (a) personal performance, and (b) demonstrated initiative and reliability.

### **5.3 Timekeeping Procedures**

By law, Tampa Palms is obligated to keep accurate records of the time worked by non-exempt employees. Each employee must fill out the appropriate Tampa Palms record of work.

### **5.4 Overtime Pay**

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Tampa Palms does not anticipate assigning more than 40 hours in any week to any non-exempt employees, but should this become necessary, it will be done only under the CDD Consultant's or TPOA Facilities & Activities Manager's direction.

Exempt employees are not paid overtime. Tampa Palms does not anticipate exempt employees working more than 40 hours in any week; however, should the needs of the business require, flexibility in assigned work hours will be permitted. No "flex time" will be accrued or carried from year to year or paid out at the end of employment.

### **5.5 Payroll and Paydays**

Regular full-time salary employees (exempt and non-exempt) are paid bi-weekly. The schedule for compensation receipt is available in from the TPOA office or the CDD District Office.

### **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.



## **6 WORKER'S COMPENSATION AND RELATED BENEFITS**

### **6.1 Benefits Summaries and Eligibility**

Neither the CDD nor the TPOA sponsor a benefits program for employees other than time-off benefits.

### **6.2 Worker's Compensation**

All employees are entitled to Workers' Compensation benefits paid by Tampa Palms. This coverage is automatic and immediate and protects employees from work-related injury or illness. If an employee cannot work due to a work-related injury or illness, Workers' Compensation insurance pays his or her medical bills and provides a portion of his or her income until he or she can return to work.

### **6.3 Unemployment Compensation**

Unemployment compensation is designed to provide a temporary income for those who are out of work through no fault of their own. Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with Tampa Palms. The Division of Unemployment Insurance of each State's Department of Labor determines eligibility for Unemployment Compensation. Tampa Palms pays the entire cost of this program.

### **6.4 Social Security**

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, employees are required by law to contribute a set amount of weekly wages to the trust fund from which benefits are paid. As employer, Tampa Palms is required to deduct this amount from each paycheck an employee receives. In addition, Tampa Palms matches employee contribution dollar for dollar, thereby paying one-half of the cost of employee Social Security benefits.



## 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 workdays) of paid vacation leave.
- After completion of five years of employment, employees shall be entitled to three (3) weeks (FIFTEEN workdays) 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 workdays) 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 CDD and 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 (exempt) 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 workdays) 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 first year of service and combined with remaining vacation time or personal days but may not be carried beyond.

## 7.2 Jury Duty

Tampa Palms is committed to supporting the community in which Tampa Palms operates, including supporting Tampa Palms employees in fulfilling their responsibilities to serve as jurors whenever it is possible. When an employee receives notification regarding upcoming jury duty, it is their responsibility to notify the CDD Consultant or TPOA Facilities & Activities Manger within one business day of receiving the notice.

## 7.3 Military Reserves or National Guard Leaves of Absence

Employees who serve in U.S. military organizations or state militia groups such as the National Guard may take the necessary time off to fulfill this obligation and will retain all their legal rights for continued employment under existing laws.

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## **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 Facilities & Activities Manger.

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.

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## 9 ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Tampa Palms Employment Policies, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding Tampa Palms company policies I should direct them to my manager or the Human Resources Department.

**I acknowledge by my signature below that Tampa Palms policies described in this handbook and other related documents do not form a contract of employment and are not a guarantee by Tampa Palms of the conditions and benefits that are described within them.**

Nevertheless, the provisions of such Tampa Palms company policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that Tampa Palms, at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date



## Tampa Palms Blvd & I 75 Projects

Residents have raised concerns that the delays in paving Tampa Palms Blvd Area 1 (and TPOST 3) are the result of lost funding and that does not appear to be a fact. The funds are in place.

The delays have been attributed to the procurement of proper contractors to complete the work.

Councilman Viera confirmed the following schedule with Jean Duncan, COT Administrator of Infrastructure and Mobility.

Project Start Date February 28, 2023

Construction Completion October 31, 2023



The project is officially described as including:

- Four travel lanes will be maintained with an added 2-foot striped buffer on the outside of each lane (curb and median sides)
- Travel lanes will be reduced to 10-foot widths which will address speeding issues and improve community safety
- Shared lane markings will be added to the outside lane reminding drivers that bicyclists also use these lanes
- Existing crosswalks will be upgraded to special emphasis markings, enhancing pedestrian safety
- Posted speeds will be consistently 35 mph throughout the corridor (today TPOST 3 has posted 40 MPH).

## FDOT & Tampa Palms

FDOT had installed metal stands along portions of I-75 in the area of Tampa Palms, between the noise wall and the roadway.

A number of people called to ask what were the metal frames in front of the noise wall. Staff had no idea, the local FDOT PIO had no idea and even the briefers that will join the CDD meeting on 2/8/23 had no idea.



It turns out the metal frames were / are trellises and will support landscape which is being planted along the area of the noise wall.

In addition to the shrubs that require the trellises, FDOT is also planting groups of palms, which appear to be sabal palms.

Note the plantings are complete and have begun to grow in nicely. These pictures are taken by Google and are about six to eight weeks old.



# Tampa Bay Next

Greg Deese, PE  
FDOT District Seven



February 8, 2023





- More than just interstates
- A program with an emphasis on public involvement, public dialogue and two-way flow of information
- Collaborative, integrated, flexible and multimodal



**TAMPA BAY NEXT**  
THE FUTURE OF TRANSPORTATION

**Gateway Expressway**  
(FPIDs 433880-1, 424501-2 (E7J46))

**Section 2 - I-275 Pinellas Corridor**  
(FPID 449109-1)  
(FPID 449109-2)  
(FPID 424501-7)

**Section 3 - Howard Frankland Bridge**  
(FPIDs 422904-2, 424904-4 (E7R10))

**Section 4 - Tampa's Westshore Interchange**  
Core General Purpose 1 (FPID 447107-2 (E7R30))  
Core General Purpose 2 (FPID 447107-3 (E7R30))  
Core Express Lanes (FPID 447107-4 (E7R30))  
Reo Street Widening (FPID 447615-1)  
Causeway Seawall Trail & SB I-275 (FPID 447634-1 (E7P42))  
Veterans Connection WB SR 60 (FPID 447107-1 (E7R39))  
Veterans Connection EB SR 60 (FPID 447107-5)

**Section 5 - I-275 Corridor**  
I-275 Mainline (FPID 434045-2)  
I-275 Downtown Connection (FPID 434045-3)

**Section 6 - Downtown Tampa Interchange**  
Southbound I-275 to Eastbound I-4 (FPID 445057-1 (E7R70))  
Westbound I-4 to Northbound I-275 (FPID 445056-1 (E7R70))  
Westbound I-4 to Southbound I-275 (FPID 445056-2 (E7R70))

**Section 7 - I-275 North Corridor**  
Phase I (FPIDs 443770-1, 431821-2 (T7472))  
Future Phases (FPIDs 431821-3, 431821-4)

**Section 8 - I-4 Corridor**  
(FPID 431746-3)

**Section 9 - I-75 North Corridor**  
(FPID 419235-6)

**Section 10 - I-75 South Corridor**  
(FPID 419235-5)

**I-75/Dr Martin Luther King, Jr Blvd Interchange**  
(FPID 429251-1 (E7R26))

**I-75/Big Bend Rd Interchange**  
(FPID 424513-3 (E7R21))



All projects have received PD&E study approval except Sections 9 & 10



## Community Engagement



## Projects Under Construction

- Pinellas Gateway Expressway
- Howard Frankland Bridge
- I-275 North of Downtown Tampa
- I-75 at MLK Diverging Diamond Interchange
- I-75 at Big Bend Road Interchange
- Westbound SR 60 (Veterans Connection)
- Early Works Projects in Westshore Area

## Construction to Begin Soon

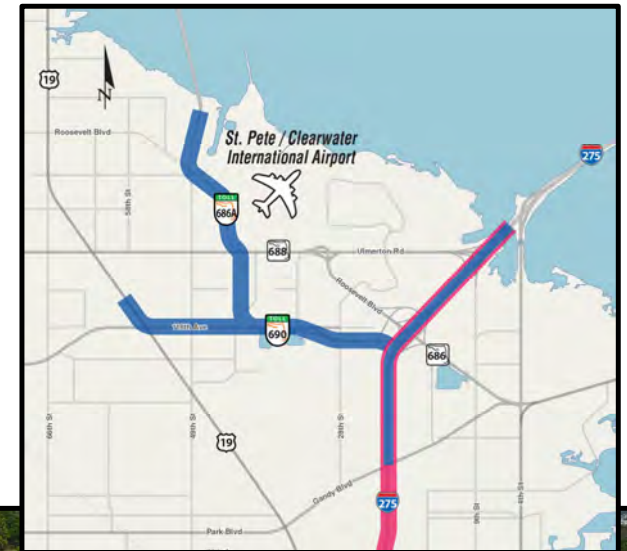
- Downtown Tampa Interchange
- Tampa's Westshore Interchange

## Future Projects

- I-275 Corridor from Westshore to Downtown Tampa
- I-275 Pinellas Corridor
- I-4 Corridor
- I-75 Corridor

## The Gateway Expressway project will create two new 4-lane elevated tolled roadways.

- Constructs 2 new elevated expressways connecting:
  - US 19 to I-275
  - The Bayside Bridge to I-275
- Widen I-275 to add one express lane in each direction along the median
- Future project to add second express lane in each direction
- Construction anticipated to be complete in late 2023





New SR 686A toll road between 118<sup>th</sup> Avenue. N and Ulmerton Road



New SR 686A toll road at Ulmerton Road interchange



- Project will replace the existing NB bridge
- When complete, will provide drivers:
  - 4 general purpose lanes (each direction)
  - 2 tolled express lanes (each direction)
- Includes a shared use path connecting Pinellas and Hillsborough Counties
- Envelope on new bridge is designed to support future premium transit

**Construction Cost: \$865.3 Million**

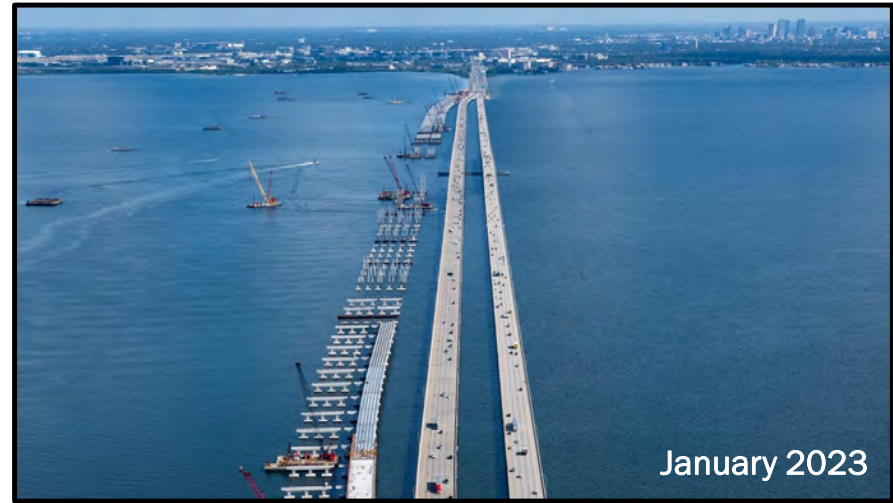
**Construction Began: Spring 2020**

**Estimated Completion: Late 2025**

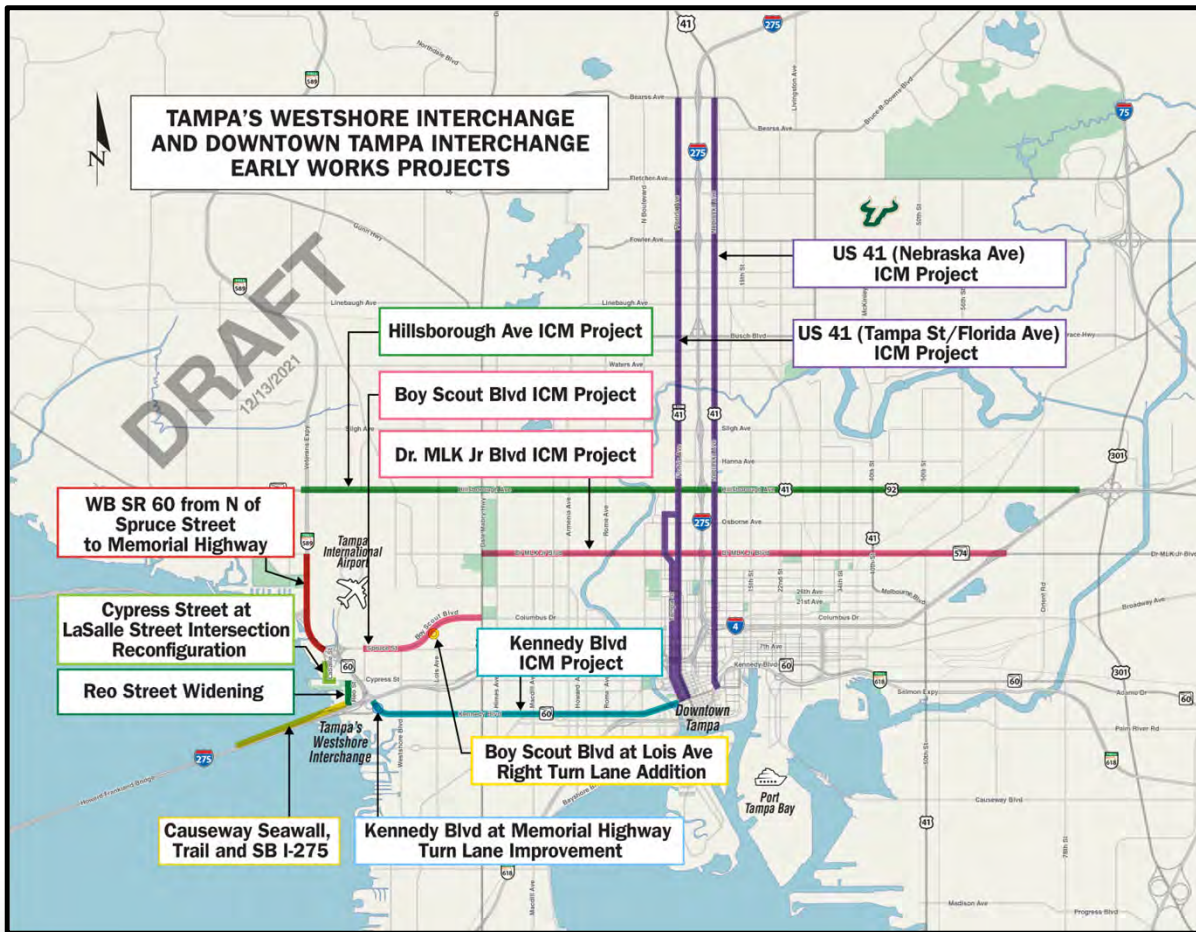




6.4-mile project length = **107 football fields**  
**Largest bridge deck** = 2.66 million SQFT,  
 ~double Skyway Bridge deck  
 3,006 bridge piles = **40 miles if placed end to end**  
 1,727 beams = **48 miles if placed end to end**  
 >172,000 CY of concrete = **697,700,800 lbs.**



- Approx. 80% of all piling have been driven
- 64% of bridge footings are completed
- 62% of bridge columns are completed
- 56% of bridge caps are completed
- 283 of the bridge superstructure beams are placed

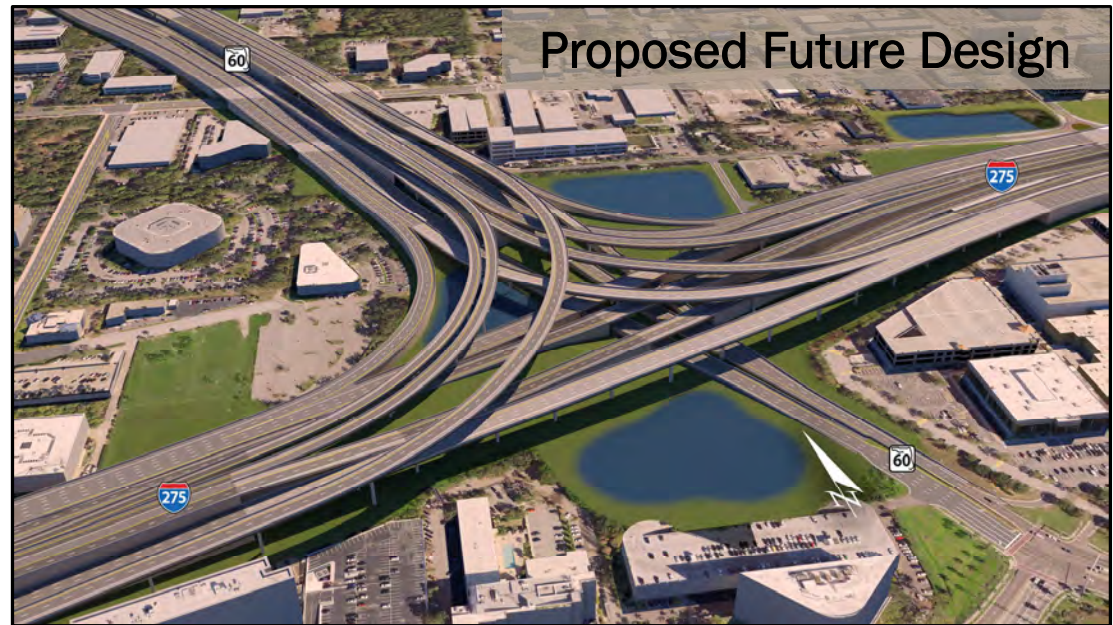


- Maintaining mobility during construction of Tampa's Westshore Interchange and Downtown Tampa's Interchange
- Supporting traffic movement during heavy highway reconstruction
- Integrated Corridor Management (ICM): enhancing arterial roadway technology for real-time, active traffic signal management



# Tampa's Westshore Interchange (I-275/SR 60)

- Fully reconstruct existing interchange
- New 4-level interchange with both general purpose and express lanes and ramps
- Added capacity will enhance safety and provide congestion relief
- Provide connections to the Courtney Campbell Causeway, the Veterans Expressway, Tampa International Airport
- Additional capacity to accept traffic from the expanded Howard Frankland Bridge



**Construction Start: Anticipated 2024**

**Estimated Cost: ~\$1Billion**

## Safety and Operational Improvements

### Southbound I-275 to Eastbound I-4

- Widen the existing single lane exit ramp from SB I-275 to EB I-4 to two lanes where drivers can either access I-4 via the new 2-lane flyover bridge and enter on the left (median) side of the existing roadway, or continue along the existing single lane flyover bridge to access Ybor City/East Tampa via a relocated exit to 14th/15th Streets
  - The relocated exit to 14<sup>th</sup>/15<sup>th</sup> Street will also be accessible to NB I-275 drivers via a new exit located north of Palm Avenue
- Widen EB I-4 existing frontage road (13th Avenue) to 2 lanes, which provides access from the relocated exit at 14th/15th Streets to 21st/22nd Streets

### Westbound I-4 to Northbound I-275

- Widen existing 1 lane ramp from I-4 to NB I-275 to 2 lanes
- Additional merge lane on NB I-275 from the interchange to north of the Dr. Martin Luther King Jr. Boulevard exit

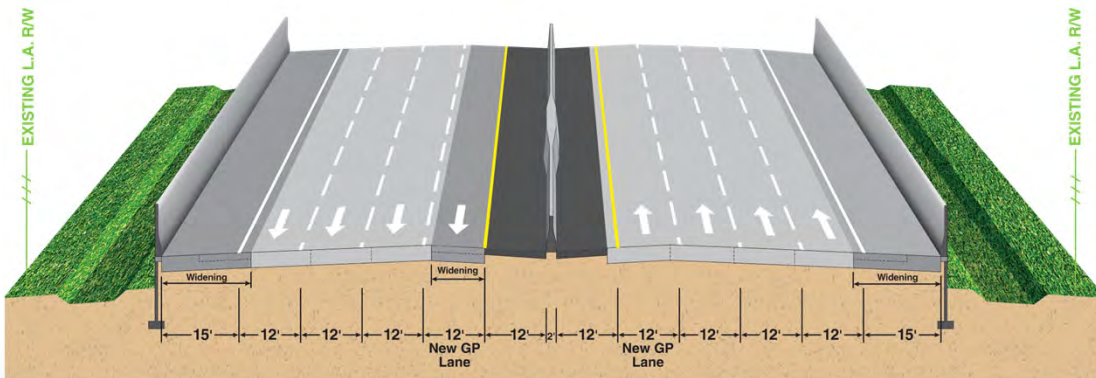
### Westbound I-4 to Southbound I-275

- Widen 2-lane ramp from I-4 to SB I-275 to 3 lanes
- Widen shoulders on SB I-275 from Palm Avenue to Jefferson Street
- Downtown exit ramps shifted to the west





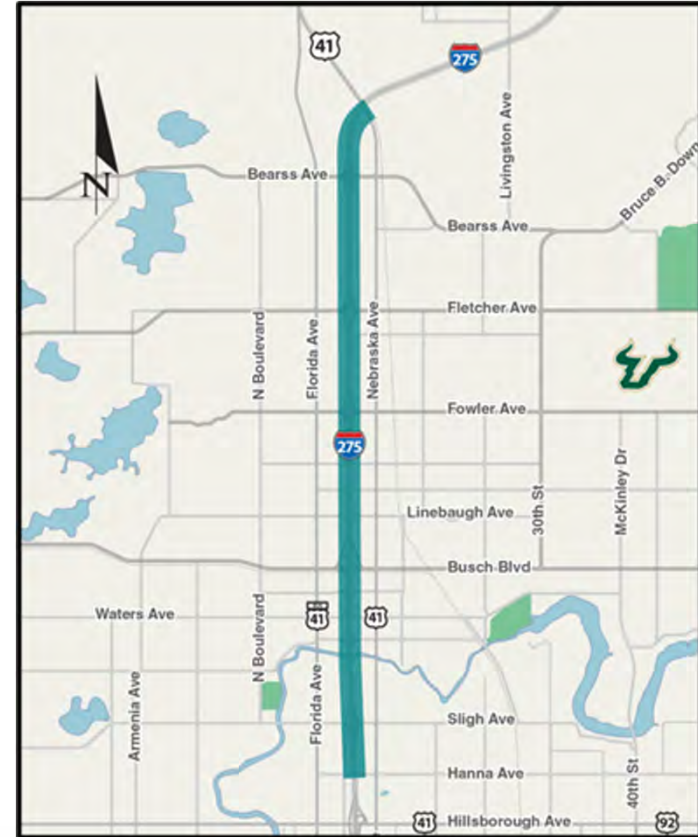
- Estimated completion 2026
- Project is widening I-275 within the existing right-of-way and adding 1 additional lane in each direction
- Wide outside shoulders will accommodate transit
- Noise barriers
- Aesthetics and pedestrian improvements
- New LED lighting at underpasses



To receive construction updates and traffic alerts via email, subscribe at:  
<https://www.fdotampabay.com/>



- Future phase north of Hillsborough Avenue is not currently funded for construction
- Improvements include widening to add 1 additional general-purpose lane in each direction
- Construct wide outside shoulders to accommodate transit
- Construct noise barriers
- No Right-of-Way required

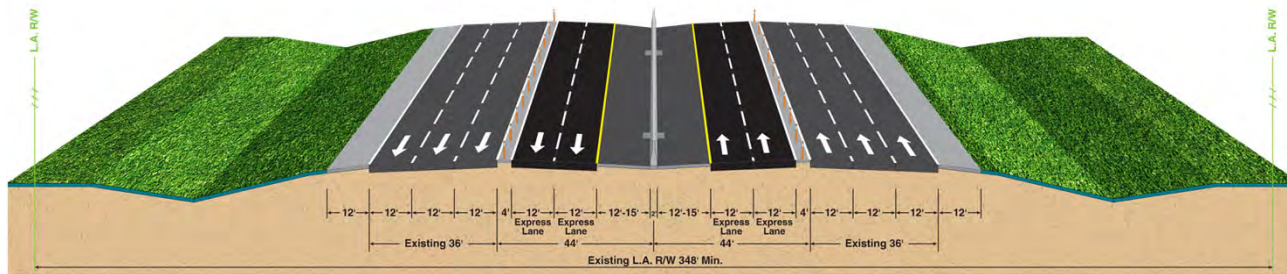




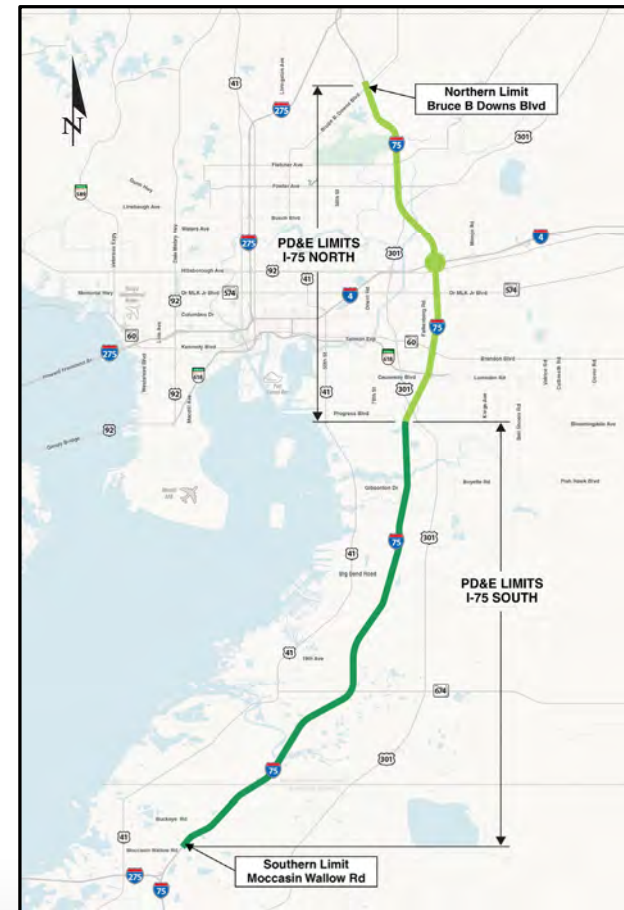
- PD&E study approved in October 2019
- 24.9 miles of interstate widening to construct 2 buffer separated express lanes in each direction with 44' wide transit corridor accommodations
- Not currently funded for construction
- Evaluating segmentation into several projects



- Public hearing held January 2022
- FDOT is evaluating the addition of 2 buffer-separated express lanes in each direction within the median
- Proposed improvements include:
  - Reconfiguring/reconstructing the I-4/I-75 interchange
  - Significant improvements to local interchanges
  - Direct express lane ramps
  - Noise barriers



**Addition of 2 express lanes in each direction**





- The new I-75 interchange at Overpass Road is open to traffic and provides an alternative commuting option
- The interchange includes exit and entrance ramps to NB and SB I-75
- Features a “flyover” ramp for westbound traffic on Overpass entering southbound I-75



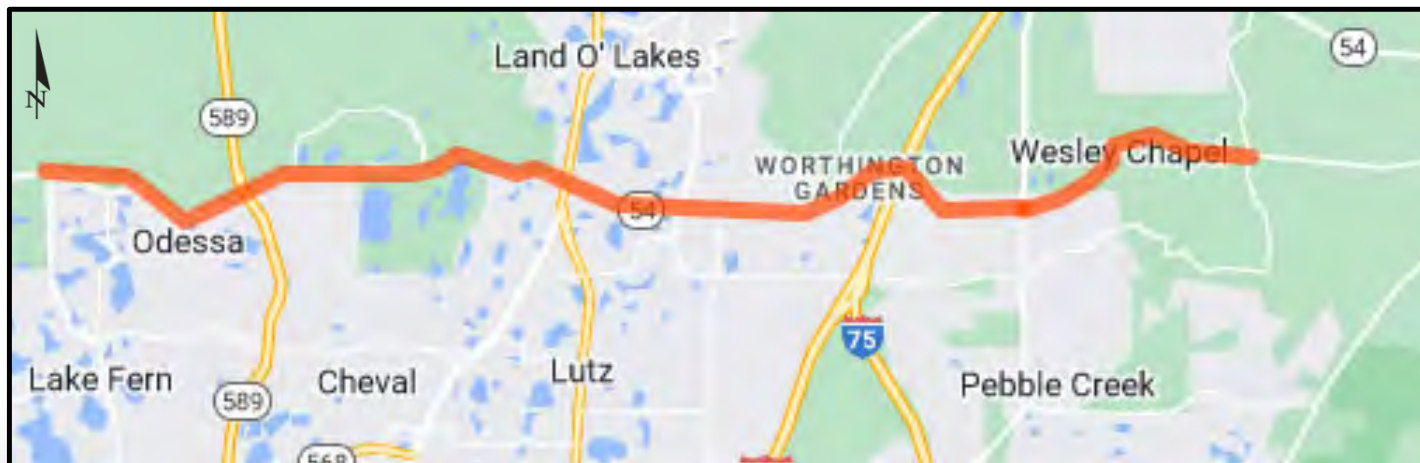
# I-75 from north of Broadway Ave to south of Fowler Ave

- This project will repair or replace concrete pavement on I-75 from Broadway Avenue to Fowler Avenue
- A lane will be added in each direction between the Tampa Bypass Canal and Fowler Avenue
- The bridges will be widened over the Tampa Bypass Canal, Harney Road and US 301
- Construction is anticipated to begin in 2024

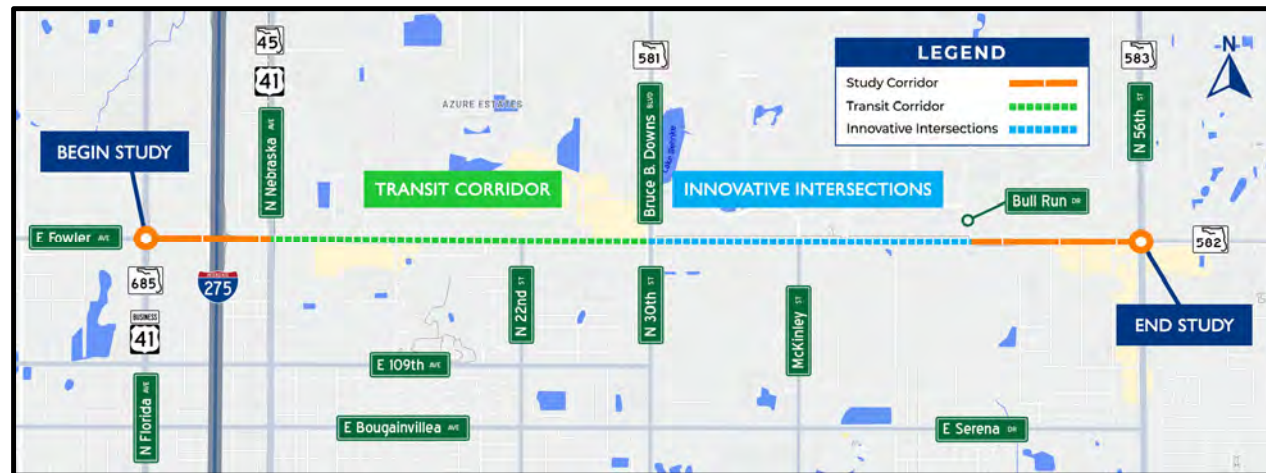




- Project will add traffic signal controller upgrades along the SR 54/56 corridor from Gunn Hwy to Bruce B. Downs Blvd including cameras, fiber optics and other detection components
- New highway lighting will be added along both sides of SR 56 from Willow Oak Drive to Meadow Pointe Blvd
- Construction began in late 2022 and be completed in Fall 2024



- Project is studying safety, reduction of traffic congestion and improvements to provide multimodal accommodations along Fowler Avenue from N Florida Avenue to west of N 56<sup>th</sup> Street
- Improvements being evaluated include innovative intersections and bicycle/ pedestrian facilities
- Evaluating transit alternatives from Nebraska Ave to Bruce B Downs Blvd including a business access & transit (BAT) lane, frontage roads and median guideway



Study Website: <https://www.fdotd7studies.com/projects/fowler-florida-to-56th/>



**FLORIDA LAW**  
**MOVE OVER**  
FOR STOPPED  
EMERGENCY VEHICLES

[flhsmv.gov/moveover](http://flhsmv.gov/moveover)



# Questions?

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For more project information or sign up for alerts visit:  
[www.fdotampabay.com](http://www.fdotampabay.com)