

**TAMPA PALMS
COMMUNITY DEVELOPMENT DISTRICT**

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



Wednesday, February 14, 2024

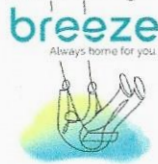
6:00 P.M.

Compton Park Recreation Building

16101 Compton Drive

Tampa, Florida

Breeze Management



TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

CDD Meeting Advanced Package February 14, 2024

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Tampa Palms Community Development District

16311 Tampa Palms Blvd W
Tampa, Florida 33647

February 9, 2024

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 14, 2024 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 10, 2024 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 Agenda**

**February 14, 2024 6:00 p.m.
Compton Park Recreation Building
16101 Compton Drive, Tampa, FL 33647**

1. Welcome & Roll Call
2. Board Member Discussion Items
3. Public Comments
4. Approval of the January 10, 2024 Minutes
5. Approval of District Disbursements
6. Consultant Reports
 - Neighborhood Updates
 - Economy & Investments
 - CDD Board Appointment
 - Irrigation Update
7. Other Matters If Introduced
8. Public Comments
9. Supervisor comments
10. Adjourn

Financial Summary
1st Quarter (3 Months) Ending December 31, 2023

The District had a \$ 6.1 million cash balance, net of liabilities, at the end of the first three months of fiscal year 2023-24. The District’s cash planning includes FY 2023-24 budgeted expenses, FY 2024-25 forecast Q1 expenses, along with other contingent liabilities that result in a forecast of an unallocated fund balance of approximately \$1,775 K at the end of calendar year 2024. (Details provided below.)

Revenue

Assessment revenue collected as of December is net \$2,724 K (91.4%) which is exactly the same percentage of assessments that were collected at the end of the first quarter last year.

Expenses

Normal Operations

Normal Operations overall display a slight positive variance of \$16 K. There are no meaningful negative variances in any of the line items.

Project Driven

For the first quarter Project Driven line items display a negative variance as a group of \$25K. A portion of this is due to timing as during the first quarter each year the holiday poinsettias, tree management especially along ponds takes place and this year the substantial powerline berm improvement was included along with the restoration of numerous damaged sections of the community walls. 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 2024

Sources of Funds (Shown as \$000)

Balance December 31, 2023	\$ 6,137
Collections Prior to December 2024 Receipts	248
Total Sources of Funds	\$ 6,385

Uses of Funds

Balance of FY 2023-24 expenses	(\$2,267)	
Weather Damage	(400)	
Community-Wide Wall & Monument	(100)	
Pond Improvements/Restoration	(700)	
1st Qtr. FY 2024-25 Expenses Operations	(679)	
Infrastructure Replacement Contingency	(135)	
TP Signature Projects (unspent)	(329)	
Total Uses of Funds		(\$ 4,610)
Projected District Unallocated Balance	December 31, 2024	\$ 1,775

Outlook

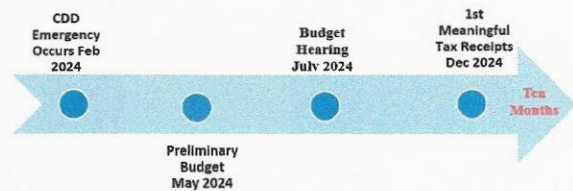
The District outlook is consistent with the FY 2023-24 budget. There are no known significant budget variances that suggest performing otherwise.

FAQ *The question has been posed to the CDD, given the continuing occurrence of unusual weather events that could cause measurable damage to Tampa Palms (with resulting deterioration of owner value) could the CDD issue special assessments as HOA's can in similar situations for restoration?*

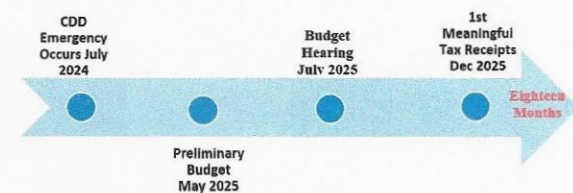
The quick answer is no, CDD's cannot issue special assessments as HOA's are able to do.

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 cycle 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 2024) funds to address restoration without reserves will not be available until December, 2024 – a full ten months after the emergency event that required restoration.



Example #2 For an emergency occurring this coming July, 2024 **after** the budget hearing [middle of hurricane season], the funds to address restoration without reserves would not be available until December, 2025 – eighteen months after the event.



For this reason, 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 aging pond restorations, the need which for which can emerge suddenly and require action in order to prevent street flooding).

These reserved funds are put to work to earning interest to ameliorate the year-over-year increases in the costs of maintaining the community. See section 6. J for more information on how successful this has been.

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, 2023**

GENERAL

ASSETS:

CASH - Operating Account	\$	53,022
PETTY CASH		500
Wealth Fund Account- South State Bank		2,724,850
ICS Sweep- South State Bank		3,312,063
ACCTS. RECEIVABLE		14,412
RECEIVABLE FROM TAMPA PALMS HOA		-
ASSESSMENTS RECEIVABLE		248,315
RECEIVABLE EXCESS FEES		-
PREPAID ITEMS		32,158
TOTAL ASSETS		<u><u>\$ 6,385,320</u></u>

LIABILITIES:

ACCOUNTS PAYABLE	\$	148,915
ACCRUED EXPENSES		86,708
DEFERRED REVENUE - ON ROLL ASSESSMENTS		248,315

FUND BALANCE:

NON-SPENDABLE		32,158
ASSIGNED		2,343,000
UNASSIGNED		3,526,224
TOTAL LIABILITIES & FUND BALANCE		<u><u>\$ 6,385,320</u></u>

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.

Assigned Balance Breakdown:

Weather Damage	\$	400,000
Community-Wide Wall & Monument		100,000
Pond Improvements		700,000
1st Quarter Expenses		679,000
Infrastructure Replacement Contingency		135,000
TP Signature Projects (unspent)		329,000
		<u><u>\$ 2,343,000</u></u>

Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the period from October 1, 2023 through December 31, 2023

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
REVENUES				
ASSESSMENTS NON-ADVALOREM	\$ 3,104,432	\$ 1,241,773	\$ 2,837,968	\$ 1,596,195
ON ROLL ASSESSMENTS-EXCESS FEES	-	-	-	-
EARLY PAY DISCOUNT	(124,177)	(49,671)	(113,631)	(63,960)
INTEREST INCOME-INVESTMENTS OTHER	60,000	15,000	15,059	59
INTEREST INCOME-WEALTH ACCOUNT	-	-	3,299	3,299
UNREALIZED GAIN/LOSS	-	-	-	-
S/T REALIZED GAIN/LOSS	-	-	25,981	25,981
MARKET FLUCTUATION-OTHER	-	-	(11)	(11)
EXCESS FEES	-	-	-	-
MISC. REVENUE	1,500	375	2,368	1,993
CARRY FORWARD	82,729	-	-	-
TOTAL REVENUES	3,124,484	1,207,477	2,771,033	1,563,556
EXPENDITURES				
ADMINISTRATIVE EXPENDITURES:				
PERSONNEL SERVICES				
BOARD OF SUPERVISORS	11,000	2,750	1,400	1,350
FICA	5,824	1,456	1,508	(52)
FUTA/SUTA/PAYROLL FEES	6,624	1,656	350	1,306
S/T PERSONNEL SERVICES	<u>23,448</u>	<u>5,862</u>	<u>3,258</u>	<u>2,604</u>
PROFESSIONAL SERVICES				
ATTORNEY'S FEES	3,500	875	197	679
ANNUAL AUDIT	6,930	6,930	-	6,930
MANAGEMENT FEES	68,000	17,000	16,250	750
TAX COLLECTOR	62,089	54,487	54,487	-
ASSESSMENT ROLL	10,050	10,050	-	10,050
S/T PROFESSIONAL SERVICES	<u>150,569</u>	<u>89,342</u>	<u>70,934</u>	<u>18,409</u>
ADMINISTRATIVE SERVICES				
DIRECTORS & OFFICERS INSURANCE	3,800	3,800	3,691	109
MISC. ADMINISTRATIVE SERVICES	12,360	3,090	6,680	(3,590)
S/T ADMINISTRATIVE SERVICES	<u>16,160</u>	<u>6,890</u>	<u>10,371</u>	<u>(3,481)</u>
TOTAL ADMINISTRATIVE	190,177	102,094	84,563	17,532
FIELD / OPERATIONS SERVICES				
FIELD MANAGEMENT SERVICES				
DISTRICT OPERATING STAFF	174,966	43,742	44,407	(666)
PARK ATTENDANTS	73,935	18,484	17,138	1,346
PARK PATROLS (Security Co)	132,619	33,155	29,391	3,764
FIELD MANAGEMENT CONTINGENCY	20,800	5,200	2,000	3,200
S/T FIELD MANAGEMENT SVCS	<u>402,320</u>	<u>100,580</u>	<u>92,936</u>	<u>7,644</u>
GENERAL OVERHEAD:				
INSURANCE	16,500	16,500	21,880	(5,380)
IT (TEL / SECURITY)	15,750	3,938	2,714	1,224
WATER	54,212	13,553	13,194	359
REFUSE REMOVAL	11,000	2,750	2,549	201
ELECTRICITY	156,436	39,109	37,626	1,483
STORMWATER FEE	3,041	3,041	3,379	(338)
MISC. FIELD SERVICES	13,000	3,250	490	2,760
S/T GENERAL OVERHEAD	<u>269,939</u>	<u>82,141</u>	<u>81,832</u>	<u>309</u>
LANDSCAPE MAINTENANCE:				
LANDSCAPE & POND MAINTENANCE	1,246,033	311,508	315,873	(4,365)
LANDSCAPE MONITORING FEE	18,900	4,725	4,725	-
LANDSCAPE & REPLACEMENT	107,271	26,818	31,203	(4,385)
S/T LANDSCAPE MAINTENANCE	<u>1,372,204</u>	<u>343,051</u>	<u>351,801</u>	<u>(8,750)</u>
LANDSCAPE MAINTENANCE NEW & ENHANCED:				
PROPERTY MOWING	82,160	20,540	22,806	(2,266)
COUNTY POND	5,250	1,313	882	431
NPDES POND PROGRAM	52,953	13,238	11,586	1,652
S/T LANDSCAPE NEW & ENHANCED	<u>140,363</u>	<u>35,091</u>	<u>35,274</u>	<u>(183)</u>

Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the period from October 1, 2023 through December 31, 2023

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
FACILITY MAINTENANCE:				
IRRIGATION SYSTEM	119,968	29,992	30,405	(413)
FOUNTAIN	28,254	7,064	6,406	658
FACILITY MAINTENANCE	87,510	21,878	22,118	(241)
JANITORIAL SUPPLIES	3,028	757	1,194	(437)
<i>S/T FACILITY MAINTENANCE</i>	<u>238,760</u>	<u>59,690</u>	<u>60,123</u>	<u>(433)</u>
PROJECT DRIVEN EXPENSES:				
SIGNATURE TP 2017	-	-	-	-
RENEWAL AND REPLACEMENT & DEFERRED MAINTENANCE	235,872	58,968	85,952	(26,984)
CAPITAL PROJECTS	207,481	51,870	62,647	(10,777)
NPDES CLEAN WATER	67,421	16,855	2,138	14,717
<i>S/T TOTAL PROJECT DRIVEN EXPENSES</i>	<u>510,774</u>	<u>127,694</u>	<u>150,737</u>	<u>(23,044)</u>
TOTAL EXPENDITURES	<u>3,124,537</u>	<u>850,340</u>	<u>857,266</u>	<u>(6,326)</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(53)	357,137	1,913,768	1,556,631
FUND BALANCE - BEGINNING	-	-	3,987,614	
FUND BALANCE - ENDING	<u>\$ (53)</u>	<u>\$ 357,137</u>	<u>\$ 5,901,382</u>	<u>\$ 1,556,631</u>

**Tampa Palms Community Development District
Check Register - Operating Account
December, FY2024**

Date	Check No	Vendor Name	Description	Deposit	Disbursement	Acct Balance
11/30/2023						61,564.56
8/25/2023	1609	CINTAS	VOID: Inv 5172476496	21.28		61,585.84
12/1/2023	120123ACH	Engage PEO	Payroll		3,072.48	58,513.36
12/4/2023	1783	Breeze Connected LLC CDD	Professional Management Services - Monthly fee		5,416.66	53,096.70
12/5/2023			Funds Transfer	75,000.00		128,096.70
12/6/2023	1784	ADB Landscaping Materials, Inc.	Bedding plants and shrubs		8,560.00	119,536.70
12/6/2023	1785	ADVANCED ENERGY SOLUTIONS LLC	Electrical maint/repair		999.20	118,537.50
12/6/2023	1786	CINTAS	Inv 4172903549		81.98	118,455.52
12/6/2023	1787	CINTAS	Inv 4174948582		81.98	118,373.54
12/6/2023	1788	CINTAS	Inv 4175798833		81.98	118,291.56
12/6/2023	1789	FEDEX	Shipping		51.06	118,240.50
12/6/2023	1790	FEDEX	Shipping		43.83	118,196.67
12/6/2023	1791	FRONTIER COMMUNICATIONS	Act #81397739330707895- Svc 11/16-12/15/23 [CDD Ofc]		924.84	117,271.83
12/6/2023	1792	FRONTIER COMMUNICATIONS	Act #81397256990514915- Svc 11/28-12/27 [Hampton Park]		203.25	117,068.58
12/6/2023	1793	FR LLC Mulch & Soil	Pine bark mulch		3,416.00	113,652.58
12/6/2023	1794	FR LLC Mulch & Soil	Pine bark mulch		3,416.00	110,236.58
12/6/2023	1795	OLM, INC.	Landscape inspections --nov 2023		1,575.00	108,661.58
12/6/2023	1796	SECURITAS SECURITY SERVICES USA, INC.	11/1-11/30 Security		5,279.00	103,382.58
12/6/2023	1797	SiteOne Landscape Supply LLC	Pine straw mulch bale		675.00	102,707.58
12/6/2023	1798	SiteOne Landscape Supply LLC	Pine straw mulch bale		366.00	102,341.58
12/6/2023	1799	SiteOne Landscape Supply LLC	Pine bark mulch		4,848.00	97,493.58
12/6/2023	1800	SOLITUDE LAKE MANAGEMENT LLC	Monthly maint-Dec 2023 - Pond 300		294.00	97,199.58
12/6/2023	1801	MARY-MARGARET WILSON	Reimb for Userway Org Inv.		490.00	96,709.58
12/11/2023	1802	Lowes Business Acct/ SYNCB	Office Supplies-statement 11/2/23		459.85	96,249.73
12/15/2023	1803	ADVANCED ENERGY SOLUTIONS LLC	Electrical maint/repair		290.00	95,959.73
12/15/2023	1804	ADVANCED ENERGY SOLUTIONS LLC	Electrical maint/repair		2,487.11	93,472.62
12/15/2023	1805	CINTAS	Inv 4176522572		81.98	93,390.64
12/15/2023	1806	ESD WASTE2WATER, INC.	Clean Cart filter/check hoses & connections		300.00	93,090.64
12/15/2023	1807	FLORIDA FOUNTAIN MAINTENANCE, INC.	Rebuild feature motor-entrance fountain		1,569.00	91,521.64
12/15/2023	1808	FLORIDA FOUNTAIN MAINTENANCE, INC.	Replace sanitation motor-entrance fountain		2,367.00	89,154.64
12/15/2023	1809	FLORIDA FOUNTAIN MAINTENANCE, INC.	Dec Maint-reserve		550.00	88,604.64
12/15/2023	1811	FRONTIER COMMUNICATIONS	Act #81355802910720065- Svc 12/1-12/31		203.82	88,400.82
12/15/2023	1812	IRON MOUNTAIN Corp	Information storage Service -12/1-12/31		624.56	87,776.26
12/15/2023	1813	SECURITAS SECURITY SERVICES USA, INC.	11/1-11/30 Security		3,957.72	83,818.54
12/15/2023	1814	SiteOne Landscape Supply LLC	Pine bark mulch		394.00	83,424.54
12/15/2023	1815	TECO	Summary Bill		13,812.40	69,612.14
12/15/2023	1816	TERMINIX Co.	Pest Control 11/1		122.00	69,490.14
12/15/2023	1817	TERMINIX Co.	Pest Control 11/1		81.32	69,408.82
12/15/2023	1818	DOUGLAS CLEANING SERVICE	Dec 2023 Cleaning Service		1,520.00	67,888.82
12/15/2023	1819	M Wilson Consulting	Consulting mthly		10,625.00	57,263.82
12/15/2023	121523ACH	Engage PEO	Payroll		3,072.48	54,191.34
12/18/2023			VOID: Funds Transfer			54,191.34
12/18/2023	1820	FLORIDA FOUNTAIN MAINTENANCE, INC.	Dec Maint-Turnbury		80.00	54,111.34
12/15/2023	1821	CINTAS	Inv 4177246202		81.98	54,029.36
12/18/2023			Funds Transfer	50,000.00		104,029.36
12/21/2023	1822	CINTAS	Inv 5188267273		48.60	103,980.76
12/21/2023	1823	CITY OF TAMPA	Police Fals Alarms		40.00	103,940.76
12/21/2023	1824	CLEAN SWEEP SUPPLY COMPANY	Janitorial supplies		759.55	103,181.21
12/21/2023	1825	EI SECURITY, INC.	Monitoring CDD Facility		89.85	103,091.36
12/21/2023	1826	FEDEX	Shipping		12.28	103,079.08
12/21/2023	1827	Pinwheel Nursery Inc	Winter annuals		13,036.08	90,043.00
12/21/2023	1828	TERMINIX Co.	Pest Control 12/5/23		95.00	89,948.00
12/28/2023	1843	Breeze Connected LLC CDD	Professional Management Services - Monthly fee		5,416.66	84,531.34
12/29/2023	1829	ADVANCED ENERGY SOLUTIONS LLC	Electrical maint/repair		1,295.74	83,235.60
12/29/2023	1830	ADVANCED ENERGY SOLUTIONS LLC	Electrical maint/repair		700.50	82,535.10
12/29/2023	1831	CINTAS	Inv 4177941014		81.98	82,453.12
12/29/2023	1832	CORE & MAIN LP	Irrigation Repair Supplies		32.20	82,420.92
12/29/2023	1833	FRONTIER COMMUNICATIONS	Act #81397739330707895- Svc 12/16-1/15/24		987.64	81,433.28
12/29/2023	1834	FR LLC Mulch & Soil	Pine bark mulch		3,416.00	78,017.28
12/29/2023	1835	FR LLC Mulch & Soil	Pine bark mulch		3,416.00	74,601.28
12/29/2023	1836	OLM, INC.	Landscape inspections --Dec 2023		1,575.00	73,026.28
12/29/2023	1837	TECO	Summary Bill		13,142.54	59,883.74
12/29/2023	1838	Zeno Office Solutions, Inc.	Copier Lease		25.82	59,857.92
12/29/2023	635	CITY OF TAMPA UTILITIES	Water payments Dec bank stmt		3,761.14	56,096.78
12/29/2023	122923ACH	Engage PEO	PR		3,072.48	53,024.30
12/29/2023	636	South State Bank	Paper statement fee		2.00	53,022.30
12/31/2023				125,021.28	133,563.54	53,022.30

**TAMPA PALMS CDD
FINANCIAL SUMMARY THRU DECEMBER 31, 2023
GENERAL FUND**

(Shown in \$)	<u>Normal Operations</u>	<u>Non-Operating Project Driven</u>	<u>Total As Reported</u>
<u>Revenues</u>			
Operating 1	\$2,250,509		\$2,250,509
<u>Non Operating</u>			
Capital Projects		\$194,449	\$194,449
Renewal & Rel		\$217,947	\$217,947
Signature		\$0	\$0
NPDES		\$61,432	\$61,432
Realized G/L	25,981		25,981
Interest	15,059		15,059
Interest/Wealth Account	3,299		3,299
Misc Rev	\$2,368		\$2,368
Mkt Flux	-\$11		-\$11
Carry Forward Bal *	-		-
Total	\$2,297,216	\$ 473,828	\$2,771,033
<u>Expenses</u>			
Operations	\$ 706,529		706,529
<u>Non Operating</u>			
Renewal & Rel		85,952	85,952
NPDES/EPA		2,138	2,138
Capital Projects		62,647	62,647
TP Signature 2017		<u>0</u>	<u>0</u>
Total	\$706,529	\$150,737	\$150,737
Total Expenditures			\$857,266

**TAMPA PALMS CDD
FINANCIAL SUMMARY THRU DECEMBER 31, 2023
GENERAL FUND**

<u>General Fund</u>	12/31/2023	(\$000)
Cash		53
Cash Equivalent (Excess Cash ICS)		3,312
Insured Investment Account		2,725
Accounts Receivable		14
Prepaid Items		32
Total Assets		\$ 6,137
Less:		
Payables		149
Accrued Expenses		87
Non Spendable A/C Prepaid		32

Total Assigned and Planned Funds **5,869**

Allocation for Assigned:		
Weather Damage		400
Community-Wide Wall & Monument		100
Pond Improvements		700
1st Qtr Expenses		679
Infrastructure Replacement Contingency		135
TP Signature Projects (unspent)		329
		\$ 2,343
	Net Adjusted Cash	\$ 3,526

(\$ 000)	2023-24 Fiscal Year		Monthly Bal
	<u>Receipts</u>	<u>Expenses</u>	
Jan			
CDD Operations	59	217	
R&R	7	11	
NPDES	2	9	
Signature Projects	0	0	
Capital Projects	6	7	
Total	74	244	\$ 3,356
Feb			
CDD Operations	37	220	
R & R	3	18	
NPDES	1	3	
Signature Projects	0	0	
Capital Projects	3	5	
Total	45	246	\$ 3,155
Mar			
CDD Operations	25	251	
R & R	9	9	
NPDES	1	8	
Signature Projects	0	0	
Capital Projects	2	15	
Total	37	283	\$ 2,908

**TAMPA PALMS CDD
DECEMBER 31, 2023
GENERAL FUND**

(\$000)	Prior Year Collected \$	Prior Year Collected %	Current Year Collected \$	Current Year Collected %	Variance % Fav (Unfav)
October					
November	\$850	30.8%	\$474	16%	-15%
December	\$2,522	91.4%	\$2,724	91.4%	0.0%
January	\$2,604	94.4%			
February	\$2,640	96%			
March	\$2,660	96%			
April	\$2,725	99%			
May	\$2,746	99.5%			
June	\$2,768	100.3%			
July	\$2,769	100.3%			
August	\$2,769	100.3%			
September	\$2,769	100.3%			
Year End					
Total Assessed (Net Dis	\$2,980				

Summary- Project Driven Expenses

	December, 2023
Operating Capital Projects	(\$000)
<u>Sources of Funds</u>	
FY 2023-24 Budget	\$207
<u>Uses of Funds</u>	
Spent Thru 12/31/2023	64
Total Funds Under Consideration	\$0
Budget Available as of 12/31/2023	\$143
Renewal & Replacement	
<u>Sources of Funds</u>	
FY 2023-24 Budget	236
<u>Uses of Funds</u>	
Spent Thru 12/31/2023	86
Total Funds Under Consideration	\$0
Budget Available as of 12/31/2023	\$150
TP Signature Projects	
<u>Sources of Funds*</u>	
FY 2023-24 Budget	\$0
<u>Uses of Funds</u>	
Spent Thru 12/31/2023	\$0
Total Funds / Projects Under Consideration	\$0
Budget Available as of 12/31/2023	\$329

SUMMARY
FY 2023-24 RENEWAL REPLACEMENT PROJECTS

			Original Project	Dec 2023	Committed To Spend
Infrastructure					
Wall Projects (Repair & Restore) BB Downs @Amberly-Palm Lake				\$3,300.00	
Drainage Swale Repairs				\$1,183.00	
Powerline Berm Restore (TP Blvd, (Yardley)				\$15,336.00	
Area 2 Wall Restore Projects				\$9,600.00	
Cambridge II Wall Restore Pillars & Repair (2 projects)				\$13,900.00	
Cambridge 1 Wall Restore & Repair (3 projects)				\$16,200.00	
Landscape					
Pointsettias				\$6,400.00	
Tree Work				\$17,799.00	
Cul de Sac Restorations				\$2,234.00	
Irrigation					
Lighting (Park & Landscape)					
Other					
Total R&R Projects				\$85,952	\$0

**Capital Projects 2023-24
Budget Monitor**

Dec, 2023			
(\$000)	Current Projects	Spent 2022-23	Pending Commitments
Tampa Palms Signature Projects (BB Downs)			
Consulting Services	10	0	-
Irrigation	20	0	
Main Entry Restorations	21	0	
Area 2 Pond		0	
Bruce B Downs Improvements	172	0	
Sub-Total TP Signature Projects	\$329	\$0	\$0
Capital Projects			
Consulting Services			
Irrigation Systems			
Parks & Cameras			
Landscape & Lighting		\$20,813	
Infrastructure (Signs and Lighting)		\$43,634	
Sub-Total Capital Projects	\$0	\$64,447	\$0
Total TP Signature & Standard Capital Projects		\$0	\$0

**Capital Projects Signature Projects
2023-24 Through November 30, 2023**

Tampa Palms Signature Projects (BB Downs)	Current Projects	Spent A/O Dec, 2023	Pending Commitments
Consulting Services			
Restoration Designs	9,850		
Survey & Staking & MOT	400		
<i>Sub Total</i>	<u>10,250</u>		
Irrigation			
Area 1 & 2 Irrigation (Incl BB Downs)	20,000		
<i>Sub Total</i>	<u>20,000</u>		
Main Entry Restorations			
Area 1 Entry Landscape (Phase II)	77,513		
Area 2 Phase II	0		
Area 2 Landscape (TP Blvd & Amberly Phase II)	0		
Area 2 Pond Landscape & Wayfinding	50,000		
<i>Sub Total</i>	<u>127,513</u>		
Area 2 Pond			
Littoral Plantings & Noxious Removal			
<i>Sub Total</i>			
Bruce B Downs Improvements			
Wall restorations 4 villages + drainage & additional landscape buffer	171,577		
<i>Sub Total</i>	<u>171,577</u>		
Sub-Total Tampa Palms Signature	329,340	\$0	
Normal Capital Projects			
	Current		Pending
Irrigation Systems			
Pump Station Extending Life			
<i>Sub Total</i>	0		
Parks & Cameras			
Volleyball Removal w/ Irrigation Install			
<i>Sub Total</i>			-
Landscape & Lighting			
Area 1 Entry			
Major Landscape (> 5 Years)		\$20,813	
<i>Sub Total</i>	-	\$20,813	-
Infrastructure (Signs and Lighting)			
Speed Limits Sign(s) & Park Signs			
Walls - Kensington New Wall Phase 2		\$43,634	
<i>Sub Total</i>		\$43,634	
Sub-Total Normal Capital Projects	\$0	\$64,447	
Total TP Signature & Standard Capital Projects		\$64,447	

Focus For 2023-24

Re-Presented February 2024



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.

- 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 which demands seamless care of both publicly-owned property, as well as, Tampa Palms CDD-owned property.

- City-County property 40%
- CDD Property 60%
- City Potable Water Costs 79% / Irrigation City-County Property

Tampa Palms defines the *standard of care* as that which is observed from a vehicle at 35 mph.

Specific considerations A/O February, 2024

	Next Steps	Timing
Tampa Palms Blvd Restoration		
(1) Hold Balance of Signature	Repaving Impacts	TBD
(2) Establish Long Term & Short Term Blvd Needs	Review With Board	Mar
Monitor Projects in Tampa Palms		
(1) Wetland Destruction	EPC Agreement w/ Developer Plan	On-going
(2) Restore Tampa Palms Blvd	CDD (Landscape /Irrigation/Signs)	Review Monthly
(3) Bike Path Improvements	Report Progress	On-going
Monitor Issues Impacting Tampa Palms		
(1) Monitor Impacts of Economy	Update Board	Monthly
(2) Evaluate Investment Options	Chair & Vice Chair to Review W/ Board	On-Going
(3) Monitor & Implement Strategies To Restore Budgeting to Stand-Alone W/O Reserves	Board & Staff Review	On-going

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
I. Signature / Boulevard Projects	Evaluation of Needs ' Post construction	Feb	Staff
II Capital Projects & Restoration Projects			
1) Wayfinding, Walls & Misc. Signs			
a) Report on Signs & Lighting	Post Constriction Eval	Feb	Staff
b) Wayfinding Lighting	Review Improved Options	TBD	
2) Infrastructure			
a) Kensington Wall Rebuild	Report to Board	Feb	Staff
III Keeping Tampa Palms Upscale (Landscape)			
1) Assessment YTD Weather Impacts	Report To Board	On Going	Staff
2) Restoration Projects			
a) Cul de Sacs / Replacement Palms	Report To Board	Apl	Staff
b) Wall Restorations	Update Board	TBD	Staff
c) Monument Lighting Review	Update Board	TBD	Staff
d) Monument Sign Assessment	Update Board	Mar	Staff
3) LED Landscape Lighting	Future Consideration	TBD	Staff

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
<u>IV Park Review</u> a) Inspections & ADA b) Park Operations	Scheduled	Mar - Apl	Staff
	Update Board	Feb	Staff
<u>V. Misc and Lo</u> a) Tampa Palms Blvd b) Multi-Modal Path Repaving [COT] c) Illegal Construction d) City Mobility Report "MOVES" e) NPDES Rporting	ReportSchedule To Board	Feb	Staff
	Report To Board	Mar	Staff
	Report To Board	Mar	TPOA Bus Mgr
	Report To Board	May	Staff
	Report To Board	Mar	Staff
<u>VI Financial C</u> a) Update Conitions	Report To Board	Monthly	Staff & Chairman

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

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12

The Regular Meeting of the Board of Supervisors of the Tampa Palms Community Development District was held on Wednesday, January 10, 2014 at 6:15 p.m. at the Compton Park Recreation Building, 16101 Compton Drive, Tampa, Florida.

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FIRST ORDER OF BUSINESS - Welcome & Roll Call

19
20

Mr. Field called the meeting to order.

21
22

The Board members and staff introduced themselves for the record.

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24
25
26
27

Present and constituting were:

28	Tracy Falkowitz	Supervisor*
29	Richard Diaz	Supervisor*
30	Don Oneal	Vice Chair*

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33

* Constituting quorum

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Also present were:

39	Patricia Thibault	Director, Breeze Management
40	Maggie Wilson	Consultant/Resident
41	Warren Dixon	TPOA Business Consultant
42	Brian Koerber	TPOA Community Director
43	Jimmy Ferguson	Citizen

44
45

Mr. Oneal that a quorum of the Board was present.

46
47
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49
50

Pledge of Allegiance

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

51
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55

SECOND ORDER OF BUSINESS- Public Comments

There being none, the next item followed.

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57
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THIRD ORDER OF BUSINESS – Supervisor Comments

Supervisor Diaz mentioned how impressive the Tampa Palms entries were for the holidays due to the lighting. He also commented on how nice the landscape appeared and how quickly ABM handled storm debris after inclement weather.

Supervisor Oneal second the comments about the removal of storm debris saying that by the time he left the District in the morning, they were well on the way to completion.

1 **FOURTH ORDER OF BUSINESS – CDD Focus For 2023.**

2 Ms. Wilson briefly reviewed the topics that are front and center for the CDD for 2023-
3 24 and noted one addition that came as the result of conversations with Chairman Field who
4 cautioned that the ability to earn sufficiently to stave off use of reserves must be carefully
5 monitored.

6
7 **FIFTH ORDER OF BUSINESS – Approval of Minutes**

8
9 On MOTION by Mr. Diez, SECONDED by Ms. Falkowitz WITH ALL IN FAVOR, the Board
10 approved the Minutes of the November 8, 2023 CDD Meeting.

11
12 **SIXTH ORDER OF BUSINESS - Approval of District Disbursements**

13 Mr. Oneal noted that the checks had been reviewed for consistency and the missing
14 checks appropriately reported as void.

15 On MOTION by Ms. Falkowitz SECONDED by Mr. Diaz WITH ALL IN FAVOR, the Board
16 approved the Disbursements for the month ending October 31, 2023 in the amount of
17 \$297,584.36.

18
19 On MOTION by Ms. Falkowitz SECONDED by Mr. Diaz WITH ALL IN FAVOR, the Board
20 approved the Disbursements for the month ending November 30, 2023 in the amount of \$
21 297,584.36.

22
23 **SEVENTH ORDER OF BUSINESS - Consultant Reports**

24
25 **◆ Neighborhood Updates**

26 Ms. Wilson reported that the general appearance of the
27 entries presented for the winter holidays.



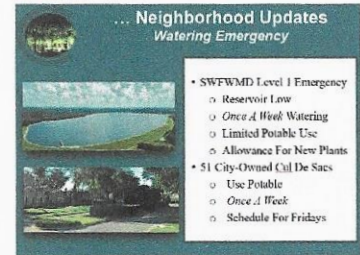
1 Ms. Wilson reviewed the weather challenges that varied
2 from high heat and no rain in the early Fall that led to greater
3 needs for mowing and greater expense followed by chilly
4 condition and cloudy weather resulting in turf fungus. She noted
5 that the fungus is being treated and no turf has been lost.



... Neighborhood Updates
Weather Challenges

- Oct/Nov Record Heat
 - Unseasonable Growing
 - Minimal Rain
- Dec Cloudy / Chilly
 - Humidity & Drizzle
 - Low Ponds
 - Turf Fungus

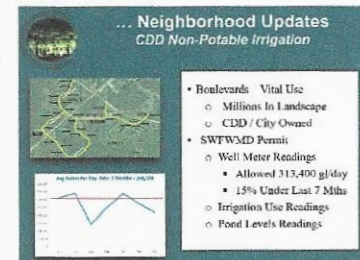
7 Ms. Wilson reported on the Level 1 Water Emergency
8 implemented by SWFWMD due to low rainfall during the rainy
9 season. She stated this primarily affects the landscape on City-
10 Owned cul de sacs which use potable water for irrigation. The
11 irrigation on these cul de sacs have been set to once per week on
12 Friday.



... Neighborhood Updates
Watering Emergency

- SWFWMD Level 1 Emergency
 - Reservoir Low
 - Once A Week Watering
 - Limited Potable Use
 - Allowance For New Plants
- 51 City-Owned Cul De Sacs
 - Use Potable
 - Once A Week
 - Schedule For Fridays

14 Ms. Wilson reviewed the irrigation for the spine roads in Tampa
15 Palms (Tampa Palms Blvd, Compton, Amberly and a portion of
16 Yardley). She noted that the irrigation is provided through non-
17 potable water under the jurisdiction of SWFWMD and she detailed
18 how that is managed and the results.



... Neighborhood Updates
CDD Non-Potable Irrigation

- Boulevards Vital Use
 - Millions In Landscape
 - CDD / City Owned
- SWFWMD Permit:
 - Well Meter Readings
 - Allowed 313,400 gal/day
 - 15% Under Last 7 Mths
 - Irrigation Use Readings
 - Pond Levels Readings

20 Ms. Wilson reviewed the continuing problems with palm
21 tree death. She noted in some cases the loss can be attributed to
22 “aging out”. In others there has been no definitive cause despite
23 reviews of tree specimens by IFAS.




... Neighborhood Updates
Palm Tree Problems

- Palms Failing
 - Tested For Disease
 - Nothing Identified
 - Age May Be A Factor
- Palms Will Be Removed
 - No Immediate Replacement

24 She noted that the trees will be removed and no palms
25 replanted in the same space for several years.

27 Ms. Wilson reviewed the wall projects which is focused on
28 locating and mitigating wall damage to avoid rebuilding which is
29 an important factor not only for cost but safety. The primary
30 objective is to avoid the conditions which occurred at the
31 Kensington wall which actually began to separate and crumble
32 creating a safety hazard for both the sidewalks and adjacent owners.



... Neighborhood Updates
Community Wall Project

- Hidden Deterioration
 - Avoid Rebuilding
 - Cost
 - Safety
- Restore
 - Clean, Repair & Repaint

1 ♦ **Cash Management Update**

2 Ms. Wilson reviewed the impact of the economy on the
3 CDD's financial situation specifically noting that inflation has a
4 greater impact in the Tampa St Pete area than the nationwide
5 average which is often touted on the news.

6 The five year impact of 28% compounded increase was
7 discussed.

8 Ms. Wilson reviewed the Chairman's investment plan for
9 FY 2023-24 and noted that the plan will effectively balance the
10 budget without the necessity to utilize reserve/carryforward
11 monies.

Cash Management Update
Recap Tampa - St Pete CPI

- Nov Tampa CPI 5.2%
 - Nov National Avg. 3.1%
 - Nearly Twice National
- 5-Year Impact Stunning
 - Cumulative 5-Year 28%
- CDD Emphasis
 - Bal Budget
 - Protect Reserves

12 .
13

14 ♦ **Expense Management Update**

15 Ms. Wilson reviewed some of the steps taken to manage
16 / reduce expenses and noted that the Frontier services were
17 upgraded at a reduction in monthly cost. The ability to reduce the
18 telephony and Internet costs for the CDD center and Hampton
19 and Amberly parks was discovered by Andi Brayboy (CDD
20 Admin Mgr) and were the result of the deployment of new
21 technologies by Frontier that are less expensive to clients.

Cash Management Update
FY 2023-24 Plan

	Budget
(5 000 \$)	
Interest Income	\$ 60 K
Wealth Account	0
Carry Forward	83
Total	\$ 143 K

	Forecast
Interest Income	\$ 76 K
Wealth Account	147
Carryforward	0
	\$ 223 K

- Adopted Budget
 - Budget Used \$83 K
- Working Model
 - Operating Interest 3.5%
 - Additional Investments
- Directionally
 - Bal Budget
 - Protected Reserves

22

23 Ms. Wilson also reported that the Xerox five year copier lease was ending and that
24 Andi Brayboy had been working with Xerox to assess replacement options. Ms. Braby also
25 evaluated other company options but found none with the certainty of support of Xerox. (This
26 is the third lease agreement with Xerox.)

Expense Management Update
Cost Reduction Projects

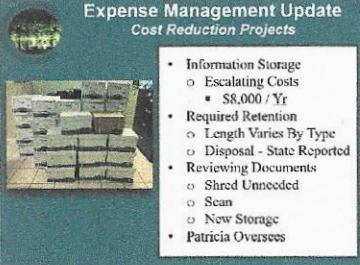
- Copier
 - Ending 3rd 5-Year Lease
 - Replacement
 - Decreased 5 Supplies
 - Monthly Cost \$199.84
- Phones/Internet
 - Upgraded Phones/Internet
 - Increased Speed
 - Reduced Cost 38%

27 The replacement copier / scanner / fax machine is a newer and slightly scaled down
28 version of the current machine. It has a smaller footprint and Ms. Braby removed options in
29 the current machine that served no purpose to the CDD such as stapling, remote printing and
30 copy to thumb drives. She negotiated a higher copy / month count included at no charge for
31 supplies in the lease cost and added color copies included in the lease cost.

1 There are no charges for scanning which is important for the records retention project. He
2 monthly cost for the new lease is \$199.84.

3
4 On MOTION by Ms. Falkowitz SECONDED by Mr. Diaz WITH ALL IN FAVOR, the
5 Board the new five- year lease with Xerox at \$199.84 per month to include all supplies for
6 1,000 black and white copies and 100 color copies per month.

7
8 Ms. Wilson reported on the records management project
9 which seeks to reduce the extraordinary cost of records retention
10 at Iron Mountain (approximate \$8,000 / year and increasing) by
11 first evaluating the materials retained to make certain they are
12 required by the State of Fl and then evaluating less costly storage
13 options.

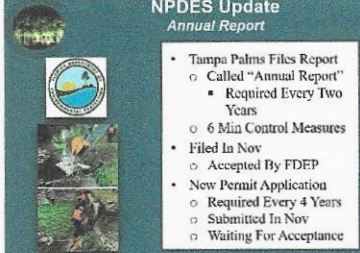


Expense Management Update
Cost Reduction Projects

- Information Storage
 - Escalating Costs
 - \$8,000 / Yr
 - Required Retention
 - Length Varies By Type
 - Disposal - State Reported
- Reviewing Documents
 - Shred Unneeded
 - Scan
 - New Storage
- Patricia Oversees

14
15 ♦ **NPDES MS4 Permit Update**

16 Ms. Wilson reported that FDEP had accepted and filed the
17 “Annual Report” detailing the CDD’s activities in support of the
18 Clean Water Act.



NPDES Update
Annual Report

- Tampa Palms Files Report
 - Called “Annual Report”
 - Required Every Two Years
 - 6 Min Control Measures
- Filed In Nov
 - Accepted By FDEP
- New Permit Application
 - Required Every 4 Years
 - Submitted In Nov
 - Waiting For Acceptance

19 She noted that application for the renewal permit had been
20 made and that FDEP was evaluating the submission,

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 **EIGHT 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 asked if there were any updates as regards the illegal construction which the
3 HCEPC is handling. Mr. Dixon said none at this time.

4

5 **ELEVENTH ORDER OF BUSINESS - Adjournment**

6 There being no further business,

7

8 On MOTION by Ms. Falkowitz SECODED by Mr. Diaz with ALL IN FAVOR, the meeting
9 was adjourned.

10

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

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

16

17 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a**
18 **publicly noticed meeting held on February 14, 2023.**

19

20 _____

21 **Signature**

22

23 Patricia Thibault

24 **Printed Name**

25 **Title:**

26 **Secretary**

27 **District Manager**

Signature

Gene Field

Printed Name

Title:

Vice Chairperson

Chairperson

..... Around the Neighborhood

Overall Appearance

In general, the Tampa Palms landscape is doing well despite a few chilly weather jabs delivered by Mother Nature that promised rain but delivered very little, just chill and humidity that encourages turf disease such as brown patch.



For the OLM inspection conducted Feb 7th, the property was rated at a 95%.

While the community remains 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 which creates the perfect conditions for turf fungus.
- ABM has taken steps to apply fungicides and reduced to a bare minimum irrigation in an effort to control the fungus.



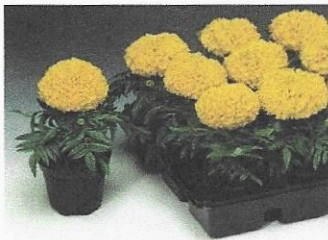
As reflected in the inspection result, the community generally displays the upscale nature of Tampa Palms.

The annuals made a colorful splash throughout the holidays

Commencing now and intensifying in the coming weeks, the major deciduous trees will complete their annual leaf drop. ABM collects and disposes of the leaves.

Spring Annual Installation

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



The base planting are planned for the yellow antigua marigolds. Antigua marigolds are dwarf American marigolds that are early to flower.

The plants themselves are relatively dwarf but their blooms are quite large and show nicely, especially in the annual beds along BB Downs.

The Antigua's were selected for their large boom size.

This year Tampa Palms will not be using the pink flowering begonia due to the ongoing water shortages and the fact that begonia's require modest amount of water.

The second annual will be blue salvia. This is a "spikey" bloom and is in a contrasting color that show nicely. The salvia also requires less water and is more forgiving of temperature variations.



Update: Tampa Palms Ponds

Most of the stormwater ponds are very low. The exception are a few that are recipients of spring waters flowing from adjacent wetlands. The pond levels are directly related to the effects of the semi-drought that has extended since last year's rainy season, which just wasn't very rainy.

The consequences of low rainfall on ponds are multiple including:

- Low pond levels- the most obvious and the most annoying result to residents who expect sparklingly clear water filled to the brim.
- Exposed shoreline which can collect vegetative debris. These exposed shorelines are to be avoided so as not to cause cave-ins or otherwise compromise the pond banks.
- Sediment accumulation from the eroding shoreline, especially if disturbed, which accumulates at the bottom of the pond affecting the depth and reducing the volume that the system is capable of holding over time
- Depleted oxygen which sometimes results in fish kills and is very disturbing to residents.



ABM has been diligently working to cutback tree and vine growth around ponds, especially those which are small and / or adjacent to conservation areas. The work shown below is around the Manchester pond beside Hampton Park.

This is the same pond where two years ago the CDD had multiple piles of dead and rotting leaves removed from the pond. These leaves had accumulated into what almost became a small island where the stormwater inflowed from the neighborhood.



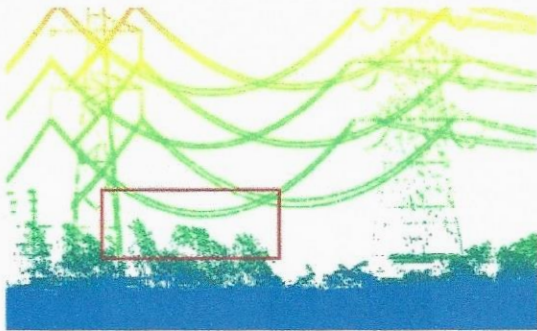
Keeping the Power Corridor Crossings Secure

Each year at this time ABM grooms the berms that lie along Tampa Palms Blvd, Wareham Dr and Fairchild Dr.

This involves weed removal, shrub trimming and by far the most important, making certain that any trees do not exceed the height level established by the power companies to ensure they do not conflict with the connectors.



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.



Adherence to those standards intensified with the planned attacks on power company facilities that were uncovered last year (some even in this area of Florida though not on this corridor).

The recent conflicts internationally have also brought the concern of threats to the power systems;

Some residents have reported observing military helicopters patrolling the Tampa Palms corridor.

The proper maintenance of the corridor 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.

Both TECO and Duke must make certain that this corridor is in compliance or they are fined.

Although none of the actual berm area is in the CDD, because the plantings on these berms are important to the neighborhoods as a shield for view of the corridor and because they restrict to some degree the noise coming from I-75 rolling into the community along the corridor, ABM keeps the plantings within necessary limits so that TECO doesn't have to do so.



This month there was a little excitement on social media when walkers along the Duke property thought that they observed a bulldozer compromising active gopher tortoise holes. In fact, the protocol for working in that area is to precheck for any active holes and not use heavy equipment on the rear of the berm at all.

One ABM operator did slip up in that he drove a tractor on the backside of the berm. Joe was on-site and stopped him. The area was examined by Joe for any possible active holes in the area where the operator drove and there were none. Duke was consulted and as is protocol, the incident was self-reported to FWC by ABM.

CDD Supervisor Appointment

At the end of fiscal year 2023, the Board regretfully accepted the resignation of Supervisor Michael Gibson who resigned to deal with family emergencies and could no longer serve.

The CDD Board members are now tasked with appointing a member to fill the vacancy for Mr. Gibson's seat. This is an important and difficult charge as Board excellence starts with members who properly fit the organization.

While the Florida statutes mandate that the remaining Tampa Palms Board will appoint a member to fill Seat 3 until the end of the term, the statutes provide no definitive guidance as to how this selection should be made other than made by Board appointment. (The announcement that a seat is open is on the Tampa Palms web site.)

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

In the past the Board members have stated that generally their decisions are based on:

- Candidates that express interest in the community, rather than are "talked into" participating.
- Candidates with a background and knowledge of the complexities of a complicated community such as Tampa Palms, and one with
- Demonstrated ability to work with groups (prior board memberships, charity organizations, school organizations)

At that time there is a superbly qualified resident who has made his interest known: Gregory Horvath, a Stonington resident.

Greg is a long-time Tampa Palms resident. Greg's LinkedIn account depicts him as a CEO, *Chief Entertainment Officer* for his family and neighbors since his retirement.

Greg is the TPOA voting rep for Stonington for many years and is a member of the TPOA Covenants, the TPOA Residential / Commercial Modifications and the TPOA Fining Committees.

Greg brings to the table years of financial and corporate management acumen, having served as CFO positions in major corporations from New York to the mid-west.

If it is the will of the Board to appoint Mr. Horvath for the remainder of the term for Tampa Palms CDD Seat 3, it should be done by motion at the meeting.

RESOLUTION 2024-02

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

WHEREAS, the Board of Supervisors of the Tampa Palms Community Development District at the business meeting held on February 14, 2024 desires to appoint the below recited persons to the offices specified.

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

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

<u>Gene Field (Board Member)</u>	Chairman
<u>Donald Oneal (Board Member)</u>	Vice Chairman
<u>Tracy Falkowitz (Board Member)</u>	Assistant Secretary
<u>Richard Diaz (Board Member)</u>	Assistant Secretary
<u>Gregory Horvath (Board Member)</u>	Assistant Secretary
<u>Patricia Thibault</u>	Secretary
<u>Gene Field & Patricia Thibault</u>	Treasurer(s)
<u>Mary-Margaret Wilson</u>	Assistant Secretary

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

Adopted this 14th day of February, 2024

Vice-Chairman

Secretary

OATH OF OFFICE

(Art. II. § 5(b), Fla. Const.)

STATE OF FLORIDA

County of _____

I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the State, and that I will well and faithfully perform the duties of

(Full Name of Office – Abbreviations Not Accepted)

on which I am now about to enter, so help me God.

[NOTE: If you affirm, you may omit the words “so help me God.” See § 92.52, Fla. Stat.]

Signature

(Affix Seal Below)

Sworn to and subscribed before me by means of _____ physical presence

Or _____ online notarization this _____ day of _____, 20____.

Signature of Officer Administering Oath or of Notary Public

Print, Type, or Stamp Commissioned Name of Notary Public

Personally Known or Produced Identification

Type of Identification Produced _____

ACCEPTANCE

I accept the office listed in the above Oath of Office.

Mailing Address: Home Office

Street or Post Office Box

Print Name

City, State, Zip Code

Signature

CDD Financial News & Economy and Investments – Recap

In January the CPI was published for December by the Bureau of Labor Statistics showing a slight increase in the inflation rate from November of +.3, resulting in an annual CPI increase for 2023 of 3.4%.

After not cutting the Fed funds rate as was widely expected in Jan, the Fed Chairman Powell stated that the Fed is trying to balance the risks of leaving rates too high for too long, which could cause an economic slowdown, with that of cutting rates too soon and allowing inflation to settle above the Fed’s 2% goal. He hinted that a rate cut in March even looks unlikely now.

That may be a good thing for Tampa Palms in some ways.

Fed rate cuts are designed to lower interest rates throughout the economy and make it cheaper to borrow money. As a result, newly issued debt securities offer lower interest rates to holders. CDD Chairman Field explained this result of Fed fund rate cuts and explained that it is prudent to consider that earnings opportunities may diminish with such cuts.



This further highlights the critical nature of the board’s work to invest funds safely and wisely to protect reserves from being diminished by use as carryforward revenue to balance the operations budget.

The FY 2023-24 investments at this time are represented below. The chairman has crafted a plan for additional investments to replace those maturing in FY 2023-24. The impact of that plan, along with the increased rate of interest now paid on the excess funds in the ICS account, is displayed below.

(\$ 000 s)	<u>Budget</u>
Interest Income	\$ 60 K
Wealth Account	0
Carry Forward	83
Total	\$ 143 K

As displayed to the left, the FY 2023-24 Budget as adopted included \$83,000 of “Carry Forward” revenue which if used would have reduced the reserves that are needed to safely secure the assets of the community.

By skillfully and safely investing the reserves in the Wealth Account and through negotiation of a more favorable rate on the operating accounts, the use of the Carry Forward revenue is eliminated for FY 2023-24.

	<u>Forecast</u>
Interest Income	\$ 76 K
Wealth Account	147
Carryforward	0
	\$ 223 Fav Variance \$ 80 K*

* In this manner, the requirement to utilize \$83K of reserve funds to balance the budget has been totally eliminated and some funds for future years can be banked. **Of note:** \$11K of these additional earnings are “planned” and will depend on the rates available when the current investments mature and replacements can be negotiated.

The following charts depict the current and planned Wealth Account investments.

Wealth Account Investments In-Place As of February, 2024

Issued By	Cusip Number	Maturity Date	Principal (\$)	Interest Rate	Interest (\$)	Total Proceeds (\$)	Proceeds Due
FY 2023-24							
3 Mth Securities							
	Paid Dec 2023						
City Nat'l	17801DHB5	12/21/2023	\$241,000	5.35	\$3,214	\$244,214	12/21/2023
Total			241,000		3,214	244,214	
6 Mth Securities							
	Maturing March, 2024						
Valley Nat'l	919853KE0	3/21/2024	\$237,000	5.5	\$6,517	\$243,517	3/21/2024
Total			237,000		6,517	243,517	
9 Mth Securities							
	Maturing June 2024						
Bank of America	06051V3C8	6/20/2024	235,000	5.4	12,690	247,690	6/20/2024
Total			235,000		12,690	247,690	
12 Mth Securities							
	Maturing Sept 24						
US Treasury**	912797GL5	9/5/2024	1,226,162	5.377	65,838	1,292,000	9/5/2024
US Treasury**	912797GL5	9/5/2024	243,983	5.379	13,017	257,000	9/5/2024
US Treasury**	912797GL5	9/5/2024	58,984	5.403	3,016	62,000	9/5/2024
Wells Fargo	949764FX7	9/18/2024	232,000	5.45	12,644	244,644	9/18/2024
First Foundation	32026UZ90	9/20/2024	221,000	5.4	11,934	232,934	9/20/2024
US Treasury	912797GL5	9/5/2024	241,073	4.88	7,927	249,000	9/5/2024
Total			2,223,202		114,376	2,337,578	
FY 2023-24 Total			\$2,936,202.04		\$136,796.96	\$3,072,999.00	

Directional Display of Future Wealth Account Investments For FY 2023-24

Issued By	Cusip Number	Maturity Date	Principal (\$)	Interest Rate	Interest (\$)	Total Proceeds (\$)	Proceeds Due
FY 2023-24							
6 Mth Securities							
TBD		Sept 2024	\$237,000	5	\$6,000	\$243,000	Sept 2024
			237,000		6,000	243,000	
Jun-24							
3 Mth Securities							
TBD		Sept 2024	235,000	5	3,000	238,000	Sept 2024
Total			235,000		3,000	238,000	
FY 2023-24 Total Planned,			\$472,000.00		\$9,000.00	\$481,000.00	

Irrigation Updates

The CDD's mainline irrigation systems lie along the spine roads of Tampa Palms Blvd, Compton Dr., Amberly Dr. and a small portion of Yardley Way. They were built by the original developers.

In order to protect the underground facilities, the Tampa Palms CDD has been a registered *utility franchise* with what is known as Sunshine 1 Call for more than 30 years. The CDD receives notification of any and all "dig tickets" issued by anyone for underground work in Tampa Palms. These notifications are sent to Andi Braboy, the CDD's administrative manager, and evaluated by ABM as to if there are conflicts.

Still there are numerous occasions when vehicles leave the road and damage valves causing a free-flow of irrigation water. The one pictured to the right occurred last month along Compton Dr and happened on a Saturday afternoon. The water loss was about 45 gallons per minute.



It was reported Sunday and shut down by ABM after a loss of more than 65,000 gallons of water.



At this time another more serious intrusion has occurred; this time along Tampa Palms Blvd at the entrance to Huntington. This area has suffered through numerous utility problems, in part because of the location the village entrance.

The green dotted line indicates the underground irrigation mainline. Additionally, there is also underground potable water (lower than the irrigation) and stormwater. The red arrows indicate the location of stormwater inlets which have been compromised frequently.

On Feb 1st water was observed on the exit side of Wesley Dr. The irrigation system was already shut down but since there had been no rain, it was assumed that the water was from the irrigation mainline. (There were wide deep tire tracks on both entry and exit sides made by heavy vehicle, most like garbage trucks.)

It was determined that the mainline, which runs in a sleeve under Wesley Dr, was compromised at one point for certain and possibly a second place inside the sleeve. The entry side was also excavated, as the presence of a concrete light pole on the exit side precludes removal of the damaged pipe at the exit. When the entry side was excavated a flow of water was detected, source unknown.

The irrigation pipe was cut to make certain no flow was coming from it. By the time the picture to the right was taken, the water from the weekend was had been pumped out of the hole.

There was concern that since the leverage action of a heavy vehicle on the irrigation valves damaged the mainline at gasketed connections, that might have had the same effect on the potable facility so a request was made of the City to test for chlorine.





If pressure had been applied to the potable sleeve for the cutoff valve (shown above), the pipe below could shift at a gasketed connection resulting in a small leak and any intrusion could be many yards away.

With potable water, unlike stormwater, or irrigation, any intrusion has to be eliminated as a potential health hazard.

The City tested the water with no chlorine in the first test; they are conducting a second test.

A representative of the Water Dept called Joe Laird [ABM] and advised him that ABM must have a permit to do anything in the ROW, from mowing to putting a spade in the ground.

This was not the protocol / necessity from the time the CDD was formed [1982], nor even mentioned in the years since the City accepted the ROW's via dedications published on the public record. This fact was confirmed yesterday by the District Manager who oversaw Tampa Palms operations through the 1990's. Staff also contacted multiple communities in New Tampa with City-owned ROW maintained by the community. Not one community was doing anything remotely similar.

Staff spoke with a manager at the City of Tampa Planning who is knowledgeable and completely trusted; the suggestion was made that a franchise agreement might be the proper form.

The issue of Tampa Palms' upkeep of City-owned ROW goes far beyond the irrigation along the spine roads and includes among other things:

- Landscape maintenance for 52 City-owned cul de sac islands in the villages
 - Potable irrigation water for 52 City-owned cul de sac's
 - Annual maintenance & certification of back-flow devices for 52 City-owned cul de sac's
- Tree maintenance [trimming] along the City-owned spine roads to prevent both tree damage and vehicle damage.
- Mowing the ROW's which are integral to the City's stormwater strategies
- Repair of turf and gravity flow in the stormwater swales along the spine roads.
- Clear rubbish and debris from the swale bottom stormwater inlets along the spine roads
- Daily leaf and rubbish collection along the spine roads.
 - While an aesthetics improvement, far more important is the protection for the City stormwater facilities.

The Infrastructure folks at the City have been contacted and the best mechanisms will be examined to codify the City-CDD partnership in maintaining the City-owned properties consistent with Tampa Palms standards.

More to come....

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. (For instance, at this time Ray Ferreris is no longer employed by the TPOA.)

The 2024 Tampa Palms Employee Handbook follows for your review.

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



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 Manager. 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 Manager 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.

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.

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.

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

