

**TAMPA PALMS
COMMUNITY DEVELOPMENT DISTRICT**

Agenda Package

Board of Supervisors Meeting



Some In Tampa Palms Like Weeds

Wednesday, February 12, 2025

6:00 P.M.

Compton Park Recreation Building

16101 Compton Drive

Tampa, Florida

Breeze Management

breeze
Always there for you



TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

CDD Meeting Advanced Package February 12, 2025

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4. Strategic Planning and Capital Projects Planning
 - f. The Focus for 2025
5. January 8, 2025 Minutes
6. Consultant Reports
 - g. ... Around The Neighborhoods
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 - i. Financial Conditions / Cash Management
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Tampa Palms Community Development District

16311 Tampa Palms Blvd W
Tampa, Florida 33647

February 7, 2025

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 12, 2025 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 8, 2025 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 12, 2025 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 8, 2025 Minutes
5. Approval of District Disbursements
6. Consultant Reports
 - Neighborhood Updates
 - Irrigation Update
 - Economy & Investments
 - CDD Employee Manual
7. Other Matters If Introduced
8. Public Comments
9. Supervisor comments
10. Adjourn

Financial Summary
1st Quarter (3 Months) Ending December 31, 2024

The District has \$5.1 million cash balance, net of liabilities, at the end of the first three months of fiscal year 2024-25. The District’s cash planning includes FY 2024-25 budgeted expenses, FY 2025-26 forecast Q1 expenses, along with other contingent liabilities that result in a forecast of an unallocated fund balance of approximately \$ 1,885K at the end of calendar year 2025. (Details provided below.)

Revenue

Assessment revenue collected as of December is net \$1,485 K (40%) which is substantially below this time other years for several reasons; (1) the extension of payment discount period due to Hurricane Milton and (2) the timing of reported receipts for December. During the first week of January (not part of the Dec financial statements) the CDD received \$1.3 Million, a substantial rebound.

Expenses

Normal Operations

Normal Operations overall display a positive variance of \$118 K, mostly the result of timing, holidays and other delays. There are no meaningful negative variances in any line items.

Project Driven

Project Driven lines items display a negative variance of \$103K, primarily due to the hurricane restorations.

Forecast Budget Performance Calendar Year 2025

Sources of Funds (Shown as \$000)

Balance December 31, 2024	\$ 5,124
Jan Collections Not Yet Displayed	1,300
Collections Prior to December 2025 Receipts	334
Total Sources of Funds	\$ 6,758

Uses of Funds

Balance of FY 2024-25 expenses	(\$2,440)	
Weather Damage	(400)	
Community-Wide Wall & Monument	(100)	
Pond Improvements/Restoration	(700)	
1st Qtr FY 2025-26 Expenses Operations	(679)	
Infrastructure Replacement Contingency	(135)	
TP Signature Projects (unspent)	(329)	
Total Uses of Funds		(\$ 4,873)
Projected District Unallocated Balance	December 31, 2025	\$ 1,885

Outlook

The District outlook is consistent with the FY 2024-25 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 maintain reserves for contingencies such as storm damage or pond restorations.

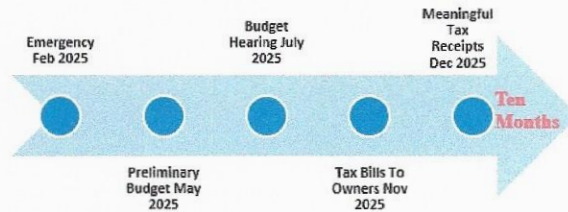
Couldn't an assessment increase meet these needs in a single year?

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, as we saw with Hurricane Milton) 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). There are also funds set aside for “deferred projects” such as the completion of the Signature projects and the replacement of aging assets such as the irrigation management systems.

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

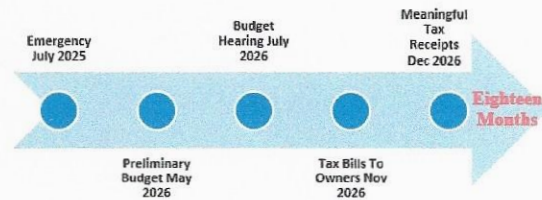
Example #1

If the emergency occurs this month (Feb 2025), funds to address restoration without reserves would not be available until December, 2025 – a full ten months after the emergency event that required restoration.



Example #2

For an emergency occurring this coming July, 2025 after the budget hearing [middle of hurricane season], the funds to address restoration without reserves would not be available until December, 2026 – 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 their own restorations and such an increase would inflict severe hardship on many and not reflect proper stewardship.

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, 2024**

GENERAL

ASSETS:

CASH - Operating Account	\$	146,823
PETTY CASH		500
Wealth Fund Account- South State Bank		2,806,938
ICS Sweep- South State Bank		2,149,962
ACCTS. RECEIVABLE		-
RECEIVABLE FROM TAMPA PALMS HOA		9,860
ASSESSMENTS RECEIVABLE		
RECEIVABLE EXCESS FEES		-
PREPAID ITEMS		11,063
TOTAL ASSETS	\$	<u>5,125,146</u>

LIABILITIES:

ACCOUNTS PAYABLE	\$	249,751
ACCRUED EXPENSES		108,318
DEFERRED REVENUE - ON ROLL ASSESSMENTS		-

FUND BALANCE:

NON-SPENDABLE		11,063
ASSIGNED (See below)		2,343,000
UNASSIGNED		2,413,014
TOTAL LIABILITIES & FUND BALANCE	\$	<u>5,125,146</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>2,343,000</u>

Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the period from October 1, 2024 through December 31, 2024

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
REVENUES				
ASSESSMENTS NON-ADVALOREM	\$ 3,228,609	\$ 1,291,444	\$ 1,557,924	\$ 266,480
EARLY PAY DISCOUNT	(129,144)	(51,658)	(62,616)	(10,958)
ON ROLL ASSESSMENTS-EXCESS FEES	15,000	-	-	-
INTEREST INCOME	60,000	15,000	10,592	(4,408)
INVESTMENTS	100,000	25,000	12,674	(12,326)
MISC. REVENUE	3,000	750	600	(150)
TOTAL REVENUES	3,277,465	1,280,536	1,519,174	238,638
EXPENDITURES				
ADMINISTRATIVE EXPENDITURES:				
SUPERVISORS COMPENSATION	11,000	2,750	1,800	950
MANAGEMENT FEES	70,000	17,500	17,500	-
FUTA/SUTA/PAYROLL FEES	6,073	1,518	350	1,168
FICA	6,906	1,727	1,551	176
AUDITING SERVICES	7,280	-	-	-
ASSESSMENT ROLL SERVICES	10,452	2,613	-	2,613
TAX COLLECTOR FEES-ASSESSMENTS	64,572	25,829	29,906	(4,077)
LEGAL SERVICES	3,640	910	803	107
MISCELLANEOUS ADMIN. SERVICES	12,854	3,214	3,612	(398)
DIRECTORS & OFFICERS INSURANCE	3,952	3,952	3,891	261
TOTAL ADMINISTRATIVE SERVICES	196,729	60,013	59,213	800
FIELD / OPERATIONS SERVICES				
FIELD MANAGEMENT SERVICES				
DISTRICT STAFF S/T ALL POSITIONS	180,405	45,101	46,025	(924)
PARK STAFF - LEASING CO	70,000	17,500	15,293	2,207
PARK PATROL - SECURITY CO	137,924	34,481	32,126	2,355
FIELD MISCELLANEOUS	20,800	5,200	-	5,200
TOTAL FIELD MANAGEMENT SVCS	409,129	102,282	93,444	8,838
GENERAL OVERHEAD:				
P&L INSURANCE	23,000	23,000	21,880	1,120
INFORMATION SYSTEMS (TELEPHONE / SECURITY)	16,380	4,095	3,646	449
WATER - UTILITY	60,176	15,044	8,949	8,095
REFUSE REMOVAL (SOLID WASTE)	11,440	2,860	2,505	355
ELECTRICITY	168,951	42,238	30,717	11,521
STORMWATER FEE	3,514	3,514	3,379	135
MISC. FIELD SERVICES	13,520	3,380	1,200	2,180
TOTAL GENERAL OVERHEAD	296,981	94,131	72,276	21,855
LANDSCAPE MAINTENANCE:				
LANDSCAPING MANAGEMENT FEE	18,900	4,725	4,725	-
LANDSCAPE AND POND MAINTENANCE	1,294,765	323,691	276,237	47,454
LANDSCAPE REPLACEMENT	111,562	27,891	6,800	21,091
TOTAL LANDSCAPE MAINTENANCE	1,425,227	356,307	287,762	68,545
LANDSCAPE MTC NEW & ENHANCED:				
PROPERTY MOWING	85,446	21,362	14,654	6,708
COUNTY POND	5,460	1,365	909	456
NPDES POND PROGRAM	55,071	13,768	14,982	(1,214)
TOTAL LANDSCAPE MTC NEW & ENHANCED	145,978	36,495	30,545	5,950

Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the period from October 1, 2024 through December 31, 2024

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
General Fund (Cont'd)				
Statement of Revenue, Expenditures and Change in Fund Balance				
For the period from October 1, 2024 through January 00, 1900				
FACILITY MAINTENANCE:				
IRRIGATION MAINTENANCE	124,767	31,192	18,076	13,116
R&M FOUNTAIN	29,384	7,346	7,312	34
FACILITY MAINTENANCE	91,010	22,753	23,691	(938)
JANITORIAL/SUPPLIES	3,149	787	582	205
TOTAL FACILITY MAINTENANCE	248,310	62,078	49,661	12,417
TOTAL NORMAL OPERATIONS	2,722,354	711,306	592,901	118,405
PROJECT DRIVEN EXPENSES:				
RENEWAL AND REPLACEMENT & DEFERRED MTC	258,894	64,724	1,440	63,284
NPDES / CLEAN WATER / AGE REPLACEMENTS	70,063	17,516	-	17,516
CAPITAL PROJECTS	226,154	56,539	16,871	39,668
SIGNATURE 2017				
WALL RESTORATION	-	-	75,812	(75,812)
HURRICNE RESTORATION	-	-	150,338	(150,338)
TOTAL PROJECT DRIVEN EXPENSES	555,111	138,779	244,461	(105,682)
TOTAL EXPENDITURES NORMAL OPERATIONS AND PROJECT DRIVEN	3,277,465	850,085	837,362	12,723
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	430,451	681,812	251,361
FUND BALANCE - BEGINNING	-	4,085,265	4,085,265	-
FUND BALANCE - ENDING	\$ -	\$ 4,515,716	\$ 4,767,077	\$ 251,361

**TAMPA PALMS CDD
FINANCIAL SUMMARY OCTOBER 1 THRU DECEMBER 31, 2024
GENERAL FUND**

(Shown in \$)	<u>Normal Operations</u>	<u>Non-Operating Project Driven</u>	<u>Total As Reported</u>
<u>Revenues</u>			
Operating	\$1,227,500		\$1,227,500
<u>Non Operating</u>			
Capital Projects		\$109,106	\$109,106
Renewal & Rel		\$124,901	\$124,901
Signature		\$0	\$0
NPDES		\$33,801	\$33,801
Interest	10,592		10,592
Interest/Wealth Account	12,674		12,674
Misc Rev	\$600		\$600
Total	\$1,251,366	\$ 267,808	\$1,519,174
<u>Expenses</u>			
Operations	\$ 592,901		592,901
<u>Non Operating</u>			
Renewal & Rel		1,440	1,440
NPDES/EPA		0	0
Capital Projects		16,871	16,871
<u>Signature Reserve</u>			0
<i>Hurricane Restoration*</i>		150,338	150,338
<i>Wall Restorations**</i>		<u>75,812</u>	<u>75,812</u>
Total	\$592,901	\$168,649	\$244,461
Total Expenditures			\$837,362

* FEMA application made for reimbursement,

** To be funded by (1) wealth account income or (2) amendment from reserves

**TAMPA PALMS CDD
FINANCIAL OCTOBER 1 THRU DECEMBER 31, 2024
GENERAL FUND**

<u>General Fund</u>	12/31/2024	(\$000)
Cash		147
Cash Equivalent (Excess Cash ICS)		2,150
Insured Investment Account		2,807
Accounts Receivable (TPOA)		10
Prepaid Items		11
Total Assets		\$ 5,125
Less:		
Payables		250
Accrued Expenses		108
Non Spendable A/C Prepaid		11
	Total Assigned and Planned Funds	4,756
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	\$ 2,413

(\$ 000)	2023-24 Fiscal Year		
	<u>Receipts</u>	<u>Expenses</u>	<u>Monthly Bal</u>
Jan			
CDD Operations	1,069	290	
R&R	95	24	
NPDES	109	12	
Signature Projects **	29	45	
Capital Projects	0	15	
Total	1,303	386	\$ 3,329
Feb			
2024-25 Fiscal Year			
CDD Operations	108	260	
R & R	11	11	
NPDES	3	12	
Signature Projects **	0	11	
Capital Projects	10	9	
Total	131	303	\$ 3,157
Mar			
CDD Operations	0	245	
R & R	9	15	
NPDES	0	12	
Signature Projects **	0	19	
Capital Projects	0	9	
Total	9	300	\$ 2,866

** Anticipating hurricane plus final wall. FEMA applications will be made. Will be accounted for and paid vis a Budget Amendme

**TAMPA PALMS CDD
DECEMBER 31, 2024
GENERAL FUND**

(\$000)	Prior Year Collected \$	Prior Year Collected %	Current Year Collected \$	Current Year Collected %	Variance % Fav (Unfav)
October					
November	\$474	16%	\$108	3%	-12%
December	\$2,724	91%	\$1,228	40%	-52%*
January	\$2,810	94%			
February	\$2,849	96%			
March	\$2,874	96%			
April	\$2,947	99%			
May	\$2,959	99.3%			
June	\$2,991	100.4%			
July	\$2,991	100.4%			
August	\$2,991	100.4%			
September	\$2,991	100.4%			
Year End					
Total Assessed (Net Discount)		3,099	* Collection period was extended due to Hurricane Milton. January receipts, not part of this report, rebounded.		

Summary- Project Driven Expenses

	December, 2024
Operating Capital Projects	(\$000)
<u>Sources of Funds</u>	
FY 2024-25 Budget	\$226
<u>Uses of Funds</u>	
Spent Thru 12/31/2024	17
Total Funds Under Consideration	\$0
Budget Available as of 12/31/2024	\$209
 Renewal & Replacement	
<u>Sources of Funds</u>	
FY 2024-25 Budget	259
<u>Uses of Funds</u>	
Spent Thru 12/31/2024	1
Total Funds Under Consideration	\$0
Budget Available as of 12/31/2024	\$258
 TP Signature & Reserve Projects	
<u>Sources of Funds*</u>	
FY 2024-25 Budget	\$0
<u>Uses of Funds</u>	
Wall Repair/Restoration Spent Thru 11/30/2024	\$76
Hurricane Restorations	\$150
Budget Available as of 11/30/2024	
* Assigned Funds \$2,343	

SUMMARY
FY 2024-25 RENEWAL REPLACEMENT PROJECTS

			Original Project	Dec, 2024	Committed To Spend
Infrastructure					
Street Sign Mtc (Amberly Both Sides)				\$1,440.00	
Landscape					
Irrigation					
Lighting (Park & Landscape)					
Other					
Total R&R Projects				\$1,440	\$0

**Capital Projects 2024-25
Budget Monitor**

December, 2024			
(\$000)	Current Projects	Spent 2024-25	Pending Commitments
Tampa Palms Signature Projects			
Consulting Services	-	0	-
Irrigation	-	0	
Main Entry Restorations		0	
Area 2 Pond		0	
Sub-Total Tampa Palms Signature	-		
Sub-Total TP Signature Projects	\$100	\$226,150	\$0
Capital Projects			
Consulting Services			
Irrigation Systems		0	
Parks & Cameras			
Landscape & Lighting		\$0	
Infrastructure (Signs and Lighting)			
Kensington Wall (Replace Pavers)		\$7,525	
Somerset Damaged Monument (50% Dep)		\$4,695	
Granite Cleaning 68 Signs (50%)		4,650	
Sub-Total Capital Projects	\$0	\$0	\$0
Total TP Signature & Standard Capital Projects		\$16,870	\$0

**Capital Projects Signature Projects
Through December 31, 2024**

Tampa Palms Signature Projects	In Progres FY 2024-25	Spent A/O FY 2024-25	Pending Commitments
Consulting Services			
Restoration Designs			
Survey & Staking & MOT			
<i>Sub Total</i>			
Irrigation			
Area 1 & 2 Irrigation (Incl BB Downs)			
<i>Sub Total</i>	0		
Main Entry Restorations			
Area 1 Entry Landscape (Phase II)	50,000		
Area 2 Phase II	50,000		
Area 2 Landscape (TP Blvd & Amberly Phase II)			
	0		
Area 2 Pond Landscape & Wayfinding			
<i>Sub Total</i>	100,000		
Hurricane Restorations			
Littoral Plantings & Noxious Removal		150,338	
<i>Sub Total</i>			
Wall Improvements			
Restoration and Repair w/o Rebuild		75,812	0
<i>Sub Total</i>	0		
Sub-Total Tampa Palms Signature	100,000	\$226,150	
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)			
<i>Sub Total</i>	-	\$0	-
Infrastructure (Signs and Lighting)			
New Sign & Granite Restoration (Deposits)		\$9,345	
Kensington Rebuild 4 Phases (1 FY 23, 3 24, Comp 25)		\$7,525	
<i>Sub Total</i>		\$16,870	
Sub-Total Normal Capital Projects	\$0	\$16,870	
Total TP Signature & Standard Capital Projects		\$243,020	

Tampa Palms Community Development District
Check Register - Operating Account (Acct *1755)
December FY2025

Date	Check No	Vendor Name	Description	Deposit	Disbursement	Acct Balance
11/30/2024						86,705.65
12/2/2024	120224AC	DEPT OF ECONOMIC OPPORTUNITY	FY 2024/2025 Special District Fee		175.00	86,530.65
12/3/2024	303	ADVANCED ENERGY SOLUTIONS LLC	Electrical Repairs		603.70	85,926.95
12/3/2024	304	ARCHITECTURAL FOUNTAINS, INC	R&M Fountain		210.00	85,716.95
12/3/2024	305	CINTAS	Inv 4212351530		83.12	85,633.83
12/3/2024	306	CINTAS	Inv 4213038965		83.12	85,550.71
12/3/2024	307	CLEAN SWEEP SUPPLY COMPANY	Janitorial supplies		352.94	85,197.77
12/3/2024	308	CORE & MAIN LP	Irrigation Repair Supplies		324.42	84,873.35
12/3/2024	309	CORE & MAIN LP	Irrigation Repair Supplies		214.20	84,659.15
12/3/2024	310	FEDEX	Shipping		78.33	84,580.82
12/3/2024	311	FRONTIER COMMUNICATIONS	Act #81397739330707895- Svc Nov 2024		671.26	83,909.56
12/3/2024	312	REPUBLIC SERVICES 696 Inc	Solid Waste pick up - service (12/1-12/31)		772.81	83,136.75
12/3/2024	313	SOLITUDE LAKE MANAGEMENT LLC	annual maint-Oct 2024		303.00	82,833.75
12/3/2024	314	SOLITUDE LAKE MANAGEMENT LLC	annual maint-Dec 2024		303.00	82,530.75
12/3/2024	315	TERMINIX Inc.	Pest Control 09/03/24		96.00	82,434.75
12/3/2024	316	TERMINIX Inc.	Pest Control 09/03/24		129.02	82,305.73
12/3/2024	317	XEROX FINANCIAL SERVICES	Copier Lease		234.79	82,070.94
12/3/2024			Funds Transfer	100,000.00		182,070.94
12/9/2024	2119	Frank McMahon	Plumbing work at Amberly Park and CDD Office		256.00	181,814.94
12/13/2024	318	Wayne Gill'	Amberly Wall Restoration		5,028.00	176,786.94
12/13/2024	319	Wayne Gill'	Amberly Wall Restoration-West		6,705.00	170,081.94
12/13/2024	320	DOUGLAS CLEANING SERVICE	Dec 2024 Cleaning Service		2,000.00	168,081.94
12/13/2024	321	Wayne Gill'	Amberly Drive Wall 3/5 (East side)		5,830.00	162,251.94
12/13/2024	322	Wayne Gill'	Amberly Drive Wall 5/5 (East side)		5,815.00	156,436.94
12/13/2024	323	Wayne Gill'	Amberly Drive Wall 4/5 (East side)		5,835.00	150,601.94
12/13/2024	324	VOID	VOID		-	150,601.94
12/13/2024	325	VOID	VOID		-	150,601.94
12/13/2024	326	M Wilson Consulting	FY2024-25-GM Consultant		10,220.00	140,381.94
12/13/2024	327	Wayne Gill'	Amberly Dr Street Post Hurricane Sign Maint		990.00	139,391.94
12/13/2024	121324AC	Engage PEO	Payroll - Admin Mgr		3,163.16	136,228.78
12/16/2024	328	ADVANCED ENERGY SOLUTIONS LLC	Electrical Repirs		763.00	135,465.78
12/16/2024	329	Arete Industries LLC	Capital projects- Dep Somerset Sign		4,695.50	130,770.28
12/16/2024	330	CINTAS	Inv 4213884052		83.12	130,687.16
12/16/2024	331	CORE & MAIN LP	Irrigation Repair Supplies		187.64	130,499.52
12/16/2024	332	CORE & MAIN LP	Irrigation Repair Supplies		895.18	129,604.34
12/16/2024	333	Crown Information Management	Record Storage		109.00	129,495.34
12/16/2024	334	FEDEX	Shipping		16.21	129,479.13
12/16/2024	335	FEDEX	Shipping		41.63	129,437.50
12/16/2024	336	FLORIDA FOUNTAIN MAINTENANCE, INC.	Dec Reserve		550.00	128,887.50
12/16/2024	337	FLORIDA FOUNTAIN MAINTENANCE, INC.	Dec Tturnbury		180.00	128,707.50
12/16/2024	338	FRONTIER COMMUNICATIONS	Act #813-972-5699-051491-5- Svc 11/28-12/27/24		237.92	128,469.58
12/16/2024	339	HOOVER PUMPING SYSTEMS Corp	Maint/Repair		1,408.31	127,061.27
12/16/2024	340	LOWE'S	Supplies		248.02	126,813.25
12/16/2024	341	SECURITAS SECURITY SERVICES USA, INC.	11/1-11/30/24 Security Rover		4,481.91	122,331.34
12/16/2024	342	SECURITAS SECURITY SERVICES USA, INC.	11/1-11/30/24 Security Hampton		5,785.00	116,546.34
12/16/2024	343	TERMINIX Inc.	Pest Control 11/04/24		129.02	116,417.32
12/16/2024	344	TERMINIX Inc.	Pest Control 11/04/24		96.00	116,321.32
12/17/2024	2116	Wayne Gill'	Amberly Dr post hurricane street sign maintenance- check replacement written local offi		450.00	115,871.32
12/20/2024	345	American AED	Defibrulator Pads		388.00	115,483.32
12/20/2024	346	CINTAS	Inv 5244657106		8.52	115,474.80
12/20/2024	347	CINTAS	Inv 4214595648		83.12	115,391.68
12/20/2024	348	CLEAN SWEEP SUPPLY COMPANY	Janitorial supplies		99.90	115,291.78
12/20/2024	349	CLEAN SWEEP SUPPLY COMPANY	Janitorial supplies		154.85	115,136.93
12/20/2024	350	EEL SECURITY, INC.	Monitoring 1/1/25-3/31/25		89.85	115,047.08
12/20/2024	351	ESD WASTE2WATER, INC.	Clean Cart filter/check hoses & connections		300.00	114,747.08
12/20/2024	352	FLORIDA FOUNTAIN MAINTENANCE, INC.	Reserve Center Fountain Motor		2,265.54	112,481.54
12/20/2024	353	Pinwheel Nursery Inc	Winter Annuals		13,036.08	99,445.46
12/20/2024	354	SiteOne Landscape Supply LLC	Landscape maintenance supplies		190.77	99,254.69
12/20/2024	355	Staples Account	Office Supplies		181.78	99,072.91
12/20/2024	356	Staples Account	Office Supplies		109.56	98,963.35
12/20/2024	357	Straley Robin Vericker	legal Services		35.00	98,928.35
12/20/2024	358	TECO	Acct# 311000040213-combined billing		10,319.15	88,609.20
12/20/2024	359	TERMINIX Inc.	Pest Control 120224		100.40	88,508.80
12/20/2024	360	ABM Landscape & Turf Services LLC	Landscape Maint - Dec 2024 Contractual		76,313.21	12,195.59
12/20/2024			Funds Transfer	150,000.00		162,195.59
12/27/2024	363	Steadfast	FEMA Monitor Svcs		5,600.00	156,595.59
12/27/2024	122724AC	Engage PEO	Payroll - Admin Mgr		3,163.15	153,432.44
12/30/2024	361	MARY-MARGARET WILSON	Reimb for Website Accessibility Widget		490.00	152,942.44
12/30/2024	362	FR LLC Mulch & Soil	Pine Bark Mini Mulch		3,388.00	149,554.44
12/31/2024	748	CITY OF TAMPA UTILITIES	Water payments Dec bank stmt		2,729.79	146,824.65
12/31/2024	749	South State Bank	Paper stmt fee		2.00	146,822.65
12/31/2024				250,000.00	189,883.00	146,822.65

Focus For 2024-25

Re-Presented Feb. 2025



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 January, 2025

	Next Steps	Timing
Tampa Palms Blvd & Community Restorations		
(1) Review Signature Use	Review w/ Board	On-going
(2) Review Long Term & Short Term Blvd Needs	Review With Board	On-going
Monitor Projects in Tampa Palms		
(1) Wetland Destruction	EPC Agreement w/ Developer Plan	On-going
(2) Tampa Palms Blvd	CDD (Landscape /Irrigation/Signs)	Review Monthly
(3) Bike Path Improvements	Report Progress	On-going
Monitor Issues Impacting Tampa Palms		
(1) Monitor Hurricane Restoration	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
CDD Board Matters		
(1) CDD Employee Handbook	Review w/ Board	Annually
(2) Park Manual Clarifications	Review w/ Board	Semi-Annual

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

9 The Regular Meeting of the Board of Supervisors of the Tampa Palms Community
10 Development District was held on Wednesday, January 8, 2025 at 6:15 p.m. at the Compton
11 Park Recreation Building, 16101 Compton Drive, Tampa, Florida.

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FIRST ORDER OF BUSINESS - Welcome & Roll Call

21 Mr. Oneal called the meeting to order.

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

23 Present and constituting were:

24 Gene Field	Chairman*
25 Tracy Falkowitz	Supervisor*
26 Richard Diaz	Supervisor*
27 Don Oneal	Vice Chair*
28 Greg Horvath	Supervisor*

29 * Constituting quorum

30 Also present were:

31 Patricia Thibault	Director, Breeze Management
32 Maggie Wilson	Consultant/Resident
33 Warren Dixon	TPOA Business Consultant
34 Brian Koerber	TPOA Community Director

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

36
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41

Pledge of Allegiance

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

SECOND ORDER OF BUSINESS- Public Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS – Supervisor Comments

Supervisor Diaz discussed the recently released internal audit of the Mobility Dept which detailed numerous failures in processes and planning, particularly associated with the management of stormwater pumps. There were notations about new staff and understaffing.

Supervisor Oneal reiterated the problems of deteriorating impervious paving, especially Tampa Palms Blvd in Area 2.

1 **NOTE The Compton Park Display Was Unavailable and No Visual Presentation Was**
2 **Made During the Meeting**

3
4 **FOURTH ORDER OF BUSINESS – CDD Focus For 2025.**

5 Ms. Wilson briefly reviewed the topics that are front and center for the CDD for 2024-
6 25 which was presented in the Board books for January. There were no changes recommended
7 by the board members.

8
9 **FIFTH ORDER OF BUSINESS – Approval of Minutes**

10
11 On MOTION by Ms. Falkowitz, SECONDED by Mr. Diez WITH ALL IN FAVOR, the Board
12 approved the Minutes of the November 13, 2024 CDD Meeting.

13
14 **SIXTH ORDER OF BUSINESS - Approval of District Disbursements**

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

17 There was discussion regarding the large number of voided checks. These were the result of
18 closing one CDD bank account and opening another due to attempted fraud

19 There was also a discussion regarding the difference in expenditures for October versus
20 November which was attributed to the convergence in timing of a number of end of year
21 expenses, including the annual insurance, annual pump station maintenance, poinsettias and
22 winter annuals.

23 On MOTION by Ms. Falkowitz SECONDED by Mr. Diaz WITH ALL IN FAVOR, the Board
24 approved the Disbursements for the month ending October 31, 2024 in the amount of
25 \$365,922.31.

26
27 On MOTION by Ms. Falkowitz SECONDED by Mr. Field WITH ALL IN FAVOR, the Board
28 approved the Disbursements for the month ending November 30, 2024 in the amount of
29 \$162,524.51.

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

2 ♦ **Neighborhood Updates**

3 Ms. Wilson reported that despite the mess left by Hurricane Milton, Tampa Palms
4 shined for the holidays with the holiday lighting, winter annuals, entry poinsettias.

5 The monthly inspection by OLM was a well-earned 94.5%.

6 Ms. Wilson reported on the work to straighten, clean and repair the street and traffic
7 control signs within Tampa Palms. That work has been completed.

8 She noted that a few signs were faded beyond cleaning support (mostly those regarding “no
9 tricks allowed” and a few speed limit signs). She has contacted the City and the City will
10 provide replacements.
11

12 Ms. Wilson reported on the hurricane restorations noting that it was 70% complete. She
13 noted that the work in progress included handling dangerous trees, retention pond damage
14 and completion of safely restoring the paths in Oak Park.

15 She reported that staff was gathering information and documentation in support of an
16 application to FEMA for reimbursement for some costs associated work on the public ROWs
17 to make them open and safe.
18

19 ♦ **Cash Management Update**

20 Ms. Wilson reviewed the forward looking investment opportunities noting that despite
21 concerns that rates would fall substantially, the Vice Chairman had made her aware that at this
22 time the rates are still hopeful.
23

24 Ms. Wilson reported that \$250K of investments had matured today and would be reinvested
25 under the direction of Mr. Oneal. She stated that the YTD income is approximately \$72,000
26 and that \$1.3 Million will become available in March,
27

28 ♦ **Board Appointment**

29 Ms. Wilson recapped the events whereby due to an issue with the Supervisor of
30 Elections processing the application sent by Supervisor Falkowitz, Ms. Falkowitz was
31 inadvertently left off of the ballot. The first step, as determined by the CDD attorney, was for
32 the Board to vacate the Seat 5 and that was done during the Jan meeting via Resolution 2025-
33 1. She stated that now the Board can by motion appoint someone to fill Seat 5.

1

On MOTION by Mr. Horvath SECONDED by Mr. Field WITH ALL IN FAVOR, the Board the Board appointed Ms. Falkowitz to Seat 5, Tampa Palms CDD.

2

Next Ms. Wilson stated that the Board should reaffirm the Tampa Palms CDD officer positions as presented in Resolution 2025-2.

3

4

On MOTION by Ms. Falkowitz SECONDED by Mr. Diez WITH ALL IN FAVOR, the Board Approved Resolution 2025-2 Election of Officers: Gene Field (Board Member) as Chairman; Don Oneal (Board Member) as Vice Chairman; Tracy Falkowitz (Board Member) as Assistant Secretary; Richard Diaz Jr. (Board Member), as Assistant Secretary; Patricia Thibault as Secretary, Gene Field and Patricia Thibault as Treasurers, Mary-Margaret Wilson as Assistant Secretary.

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

12

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

13

14

15 **EIGHT ORDER OF BUSINESS – Other Matters**

16

There being none, the next item followed.

17

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

19

There being none, the next item followed.

20

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

22

There being none, the next item followed.

23

24 **ELEVENTH ORDER OF BUSINESS - Adjournment**

25

There being no further business,

26

27

On MOTION by Ms. Falkowitz SECONDED by Mr. Horvath with ALL IN FAVOR, the meeting was adjourned.

28

1

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

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

7

8 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a**
9 **publicly noticed meeting held on February 12, 2025.**

10

11

12 **Signature**

Signature

13

14 Patricia Thibault

Donald Oneal, Jr.

15 **Printed Name**

Printed Name

16 **Title:**

Title:

17 **Secretary**

Vice Chairperson

18 **District Manager**

Chairperson

Neighborhood Updates

Overall Appearance



In general, the Tampa Palms landscape is doing well despite the damage from Hurricane Milton and the unusual weather in December and January that paired cold drizzle, several brief freezing events and day after day cloudiness. For the OLM inspection conducted Feb 3rd, the property was rated at a 93%.

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

- Some areas of turf, particularly in low lying areas and places with no tree cover, appear chill-burned and dormant.

Joe Laird is confident that many of these areas will recover as the below freezing temperatures were not long lasting.

- Frequent occasions of high humidity following a chill, have resulted in multiple days of morning fog, which creates the perfect conditions for turf 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. These areas are being actively treated for fungus and should restore.

Color At The Entries

The winter annuals display somehow continued to perform, even with first unseasonably hot weather followed by cold and drizzle and multiple days of gray cloudiness. In part this was because Joe Laird included a mix of types from petunias to snap dragons, alyssum and Dusty Millers.

The pontsettias did their job for the holidays and have been removed in the last week.

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



The base planting planned will be the yellow Antigua marigolds. Antigua marigolds plants are relatively dwarf but the blooms are quite large

Lavender salvia, similar to the red salvia sometimes used in the winter is tall enough to work in the entry beds behind the marigolds.



It should be noted that the providers of annuals are struggling from hurricane nursery damage and weather changes so the types of annuals might change depending on availability.

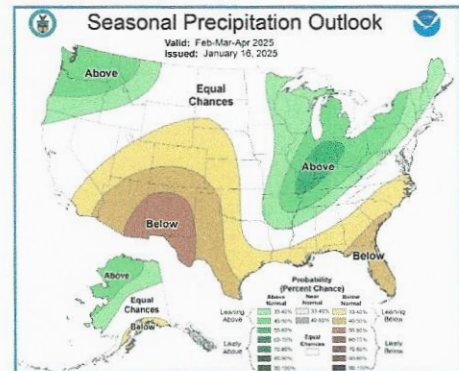
Freshening The Mulch & Preserving Moisture

New mulch has been placed along planting beds, around trees and everywhere that bare soil can be seen. The mulch has two separate missions; first fresh mulch substantially improves the community *look* as one drives along the boulevards and second, very importantly, it serves to retain irrigation moisture.

The Climate Prediction Center's (CPC) three-month weather forecast, as of January 16, 2025, indicates below-normal chances for rainfall in this region during the composite 3-month period from February through April 2025.

The temperature forecast for this same time-period indicates above-normal temperatures are likely to occur.

As best it can, the CDD is taking steps to preserve both irrigation moisture and the limited rainfall.



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.

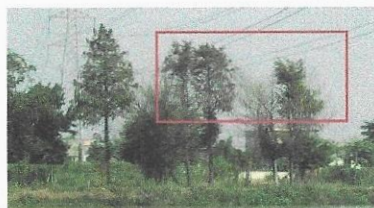
This applies to vegetation that is too tall or even just has the *potential to be too tall*.

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.

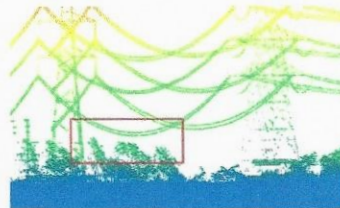
There is also some but less vegetation at the Tampa Palms Blvd crossing.



Duke has sent in a tree company to trim the crape myrtles under their portion of the corridor (100 ft) at Tampa Palms Blvd. Unlike TECO, Duke maintains no communication with Tampa Palms. It is not certain but likely that Duke is taking action to demonstrate that they are entitled to their rate increases which were based on storm protection.



(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

The filtration system on the Reserve entry fountain has finally given up: the other two were replaced previously. The replacement will be a variable speed pump as was done with the others. This will require replumbing and should result in a more reliable operation.



The base of the entry fountain is not in good condition (worn in places to the concrete and heavily chipped). The fountain will be drained and the base first repaired and then repainted. The whole process should take about two weeks.

The Reserve entry is an important focal point along Tampa Palms Blvd and the entry and exit fountains are owned by the CDD. (The CDD cares for the center fountain but it is owned by the Reserve.)



Hurricane / FEMA Update

The work to clear the public areas for health and safety appears to be eligible for some portion of reimbursement by FEMA under the Public Assistance Debris Removal (Category A). The main criteria for eligibility is that the debris must pose a threat to life, public health or safety.

The greatest and most immediate threat to public safety was from debris along the spine roads in Tampa Palms, part because the road way design for Tampa Palms is such that are limited to no alternatives is passage is dangerous and/ or blocked.

The primary work done by the CDD involved clearing the spine roads in Tampa Palms which include



- Tampa Palms Blvd
- Amberly Dr (
- Compton Drive
- A portion of Yardley Way

Further responsibility involved making certain that the swale bottom drains along the spine roads were cleaned in order to avoid street flooding which would make the roads impassable.

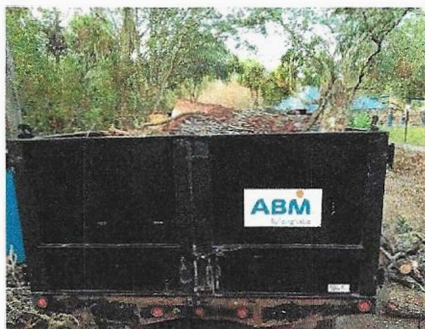
Drains are a CDD requirement under the CDD's NPDES/MS4 permit.

There were public roadways blocked in several villages in Tampa Palms and they were opened for vehicles by the CDD.

The application process is lengthy and requires substantial documentation. In the next pages staff has provided a current summary of work that appears to be FEMA-worthy and the work sheets depicting locations, manhours, and charges for the site work and the debris transport summary work sheets.

The data required for submission includes pictures of each work site and logs for every trip made to dispose of debris, along with copies of each debris ticket from the dump site. The logs are extensive requiring the name of the driver, make, model and carrying capacity of the truck and ownership of the truck and a picture of the truck.

Fortunately, Patricia Thibault has substantial experience with the FEMA processes and taking the lead.



Emergency Restoration- Hurricane Milton

Tampa Palms Expenses Recorded to Date

Correction 2/12/2025

Project Work	Date	Labor Hours	Cubic Yards Debris Removed	\$ Billed To CDD	Notes
<i>On Site Work Clearing Debris and Transporting to Temporary Storage in Tampa Palms</i>					
Site Work Clearing & Removing Debris	October, 2024	1,333.25	N/A	\$62,323.99	Billed On OCT CDD Invoice
Site Work Clearing & Removing Debris	November, 2024	1,262.40	N/A	\$72,139.00	Billed On Nov CDD Invoice
Site Work Clearing & Removing Debris	December, 2024	95.00	N/A	<u>\$22,300.00</u>	Billed On Dec CDD Invoice
		2,690.65		\$156,762.99	ABM Work Oct-Dec
<i>Debris Transport To Final FEMA Disposal Stations</i>					
Debris Disposal Hampton Park Temp Site	November, 2024	N/A	136.4	\$1,874.40	Amount only Reflects Disposal Station Charges
Debris Disposal Amberly Park Temp Site	November, 2024	N/A	40.3	\$1,107.15	Amount only Reflects Disposal Station Charges
Debris Disposal Hampton Park Rear & Rear Mtc Bldg	December, 2024	N/A	398.8	\$5,303.38	Amount only Reflects Disposal Station Charges
Debris Disposal Hampton Park Rear & Rear Mtc ABM	December, 2024	N/A	156.3	<u>\$2,148.86</u>	Amount only Reflects Disposal Station Charges
			731.8	\$10,433.79	
<i>Mosc Debris Management Activities</i>					
FEMA Monitoring	Nov & Dec 2024	N/A	See Above	\$8,800.00	Steadfast Environmental
Grapple Trucks & Drivers	December, 2024	N/A	See Above	\$7,076.20	Suncoast
Pond Tree Removals	January, 2025	N/A		<u>\$6,950.00</u>	Palma Vista Pond
				\$22,826.20	
			Total A/O Jan 2024	\$190,022.98	

Summary Debris Loading - Nov 2024 (Amberly Park TDS)
Daily Logs Attached

Client #
 C_6470698

Nov-24

Temp Disposal Site	Location Site GPS Coordinates
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Amberly Park Overflow 28.092348, -82.396879

Pick-Up Location	Disposal Site	Date	Time	Vehicle Used	Ticket Number	Full Truck Capacity (CY)	Cubic Yards	Charge
Amberly Park Overflow	HCSW-Linebaugh	11/15/2024	9:05	40853	310052813	10 CY	5.18	\$142.45
Amberly Park Overflow	HCSW-Linebaugh	11/15/2024	11:15	40853	310052887	10 CY	3.76	\$103.40
Amberly Park Overflow	HCSW-Linebaugh	11/15/2024	11:00	04801	310052871	22 CY	4.08	\$112.20
Amberly Park Overflow	HCSW-Linebaugh	11/15/2024	1:45	40853	310052971	10 CY	4.98	\$136.95
Amberly Park Overflow	HCSW-Linebaugh	11/16/2024	7:05	04801	310053054	22 CY	4.16	\$114.40
Amberly Park Overflow	HCSW-Linebaugh	11/16/2024	9:35	40853	310053115	10 CY	4.34	\$119.35
Amberly Park Overflow	HCSW-Linebaugh	11/16/2024	9:30	04801	310053142	22 CY	2.92	\$80.30
Amberly Park Overflow	HCSW-Linebaugh	11/18/2024	7:00	04801	310053464	22CY	2.04	\$56.10
Amberly Park Overflow	HCSW-Linebaugh	11/18/2024	9:30	40853	310053471	10 CY	1.72	\$47.30
Amberly Park Overflow	HCSW-Linebaugh	11/18/2024	12:10	40853	310053568	10 CY	2.70	\$74.25
Amberly Park Overflow	HCSW-Linebaugh	11/18/2024	1:20	04801	310053611	22 CY	2.36	\$64.90
Amberly Park Overflow	HCSW-Linebaugh	11/18/2024	2:20	40853	310053659	10 CY	2.02	\$55.55
40.26							\$1,107.15	



Summary Debris Loading - Nov 2024 (Rear Hampton Park TDS)
Daily Logs Attached

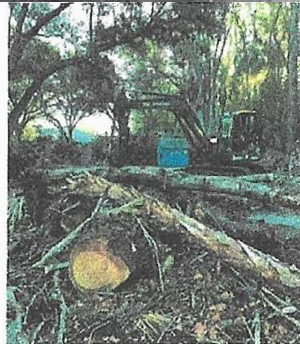
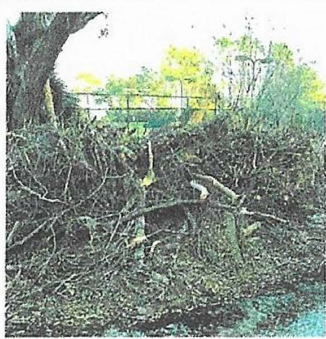
Client #

C_6470698

Nov-24

Temp Disposal Site	Location Site GPS Coordinates
Rear Hampton Park	28.108371, -82.396844

Pick-Up Location	Disposal Site	Date	Time	Vehicle Used	Ticket Number	Full Truck Capacity (CY)	Cubic Yards	Charge
Rear Hampton Park	HCSW-Linebaugh	11/19/2024	8:40	40853	310053792	10 CY	8.70	\$119.90
Rear Hampton Park	HCSW-Linebaugh	11/19/2024	11:10	40853	310053876	10 CY	8.44	\$116.05
Rear Hampton Park	HCSW-Linebaugh	11/20/2024	7:55	40853	310054132	10 CY	9.64	\$132.55
Rear Hampton Park	HCSW-Linebaugh	11/20/2024	8:15	04801	310054152	22 CY	5.88	\$80.85
Rear Hampton Park	HCSW-Linebaugh	11/20/2024	10:30	40853	310054248	10 CY	9.72	\$133.65
Rear Hampton Park	HCSW-Linebaugh	11/20/2024	11:12	40853	310054291	10 CY	8.96	\$123.20
Rear Hampton Park	HCSW-Linebaugh	11/20/2024	12:55	40853	310054348	10 CY	8.98	\$123.75
Rear Hampton Park	HCSW-Linebaugh	11/20/2024	1:25	04801	310054368	22 CY	6.72	\$92.40
Rear Hampton Park	HCSW-Linebaugh	11/22/2024	7:50	04801	310054815	22 CY	10.76	\$147.95
Rear Hampton Park	HCSW-Linebaugh	11/22/2025	9:45	40853	310054860	10 CY	9.80	\$134.75
Rear Hampton Park	HCSW-Linebaugh	11/22/2024	7:05	40853	310055096	10 CY	6.79	\$91.85
Rear Hampton Park	HCSW-Linebaugh	11/23/2024	8:45	04801	310055123	22 CY	11.20	\$154.00
Rear Hampton Park	HCSW-Linebaugh	11/23/2024	9:26	40853	310055149	10 CY	7.56	\$103.95
Rear Hampton Park	HCSW-Linebaugh	11/25/2024	8:00	05090	310055404	10 CY	3.44	\$47.30
Rear Hampton Park	HCSW-Linebaugh	11/25/2024	9:02	40853	310055436	10 CY	4.52	\$62.15
Rear Hampton Park	HCSW-Linebaugh	11/25/2024	10:10	04801	310055485	10 CY	6.80	\$93.50
Rear Hampton Park	HCSW-Linebaugh	11/25/2024	0:00	40853	310055593	10 CY	8.45	\$116.60
							136.36	\$1,874.40



Summary Debris Transport- Dec. 2024 (Part 1)

Client #

Daily Logs Attached

C_6470698

Dec-24

Temporary Collection Site Name	Location Site GPS Coordinates
Rear Hampton Park	28.108371, -82.396844

Collection Site	Disposal Site	Date	Time	Vehicle Used	Ticket Number	Full Truck Capacity (CY)	Cubic Yards	Charge
Rear Hampton Park	HCSW-Linebaugh	12/12/2024	11:06	40853	310059949	10 CY	5.24	\$72.05
Rear Hampton Park	HCSW-Linebaugh	12/13/2024	8:30	40853	310060147	10 CY	5.36	\$73.70
Rear Hampton Park	HCSW-Linebaugh	12/13/2024	11:30	40853	310060269	10 CY	10.12	\$138.60
Rear Hampton Park	HCSW-Linebaugh	12/13/2024	4:00	40853	310060405	10 CY	8.28	\$113.85
Rear Hampton Park	HCSW-Linebaugh	12/14/2024	8:30	40853	310060458	10 CY	6.60	\$90.75
Rear Hampton Park	HCSW-Linebaugh	12/16/2024	8:36	40853	310060688	10 CY	6.76	\$92.95
Rear Hampton Park	HCSW-Linebaugh	12/16/2024	8:00	895-162	310060680	15 CY	16.72	\$229.90
Rear Hampton Park	HCSW-Linebaugh	12/16/2024	9:15	895-162	310060759	15 CY	14.64	\$201.30
Rear Hampton Park	HCSW-Linebaugh	12/16/2024	11:00	40853	310060792	10 CY	5.16	\$70.95
Rear Hampton Park	HCSW-Linebaugh	12/16/2024	1:30	40853	310060884	10 CY	4.88	\$67.10
Rear Hampton Park	HCSW-Linebaugh	12/17/2024	8:00	40853	310061017	10 CY	7.08	\$97.35
Rear Hampton Park	HCSW-Linebaugh	12/17/2024	10:50	40853	310061110	10 CY	7.72	\$106.15
Rear Hampton Park	HCSW-Linebaugh	12/17/2024	4:00	895-162	310061310	15 CY	8.60	\$118.25
Rear Hampton Park	HCSW-Linebaugh	12/18/2024	8:00	40853	310061338	10 CY	6.56	\$90.20
Rear Hampton Park	HCSW-Linebaugh	12/18/2024	11:30	40853	310061453	10 CY	7.32	\$100.65
Rear Hampton Park	HCSW-Linebaugh	12/19/2024	8:00	895-162	310061614	15 CY	10.16	\$139.70
Rear Hampton Park	HCSW-Linebaugh	12/19/2024	8:00	40853	310061618	10 CY	6.16	\$84.70
Rear Hampton Park	HCSW-Linebaugh	12/19/2024	9:00	895-142	310061692	15 CY	7.12	\$97.90
Rear Hampton Park	HCSW-Linebaugh	12/19/2024	10:30	40853	310061695	10 CY	4.44	\$61.05
Rear Hampton Park	HCSW-Linebaugh	12/19/2024	1:00	895-162	310061796	15 CY	9.88	\$135.85
Rear Hampton Park	HCSW-Linebaugh	12/19/2024	1:00	40853	310061800	10 CY	8.12	\$111.65
							156.32	\$2,148.85



* Scale B
** Scale C



Summary Debris Loading - Dec 2024 (Part 2)

Daily Logs Attached

Applicant
Tampa Palms
CDD

Temporary Collection Site Name	Location Site GPS Coordinates
Rear CDD Mtc Facility	28.108304, -82.395675
Rear Hampton Park	28.108371, -82.396844

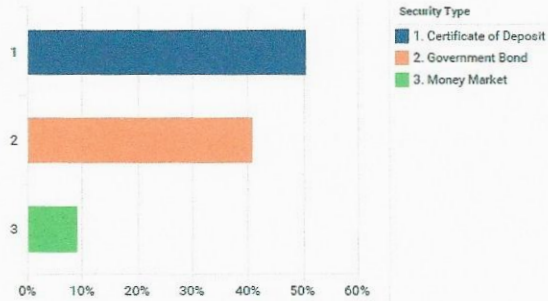
Pick-Up Location	Disposal Site	Date	Time	Vehicle Used	Ticket Number	Full Truck Capacity (CY)	Cubic Yards	Ticket Attached	Charge
Rear Hampton Park	CRR-W&W50thSt	12/19/2024	10:29	BRYANGRAP	44033443	50	51.64	Y	\$568.04
Rear Hampton Park	CRR-W&W50thSt	12/19/2024	12:16	BRYANGRAP	44033464	50	21.08	Y	\$231.88
Rear Hampton Park	CRR-W&W50thSt	12/19/2024	1:55	BRYANGRAP	4433486	50	26.72	Y	\$293.92
Rear Hampton Park	CRR-W&W50thSt	12/19/2024	3:21	BRYANGRAP	44033509	50	22.12	Y	\$243.32
Rear CDD Mtc Facility	CRR-W&W50thSt	12/20/2024	3:24	BRYANGRAP	44033627	50	23.84	Y	\$262.24
Rear CDD Mtc Facility	CRR-W&W50thSt	12/23/2024	10:55	Edwin24	44033768	50	32.04	Y	\$356.40
Rear CDD Mtc Facility	CRR-W&W50thSt	12/23/2024	12:55	Edwin24	44033735	50	26.92	Y	\$296.12
Rear CDD Mtc Facility	CRR-W&W50thSt	12/23/2024	3:07	Edwin24	44033794	50	30.16	Y	\$331.76
Rear Hampton Park	CRR-W&W50thSt	12/24/2024	9:00	Edwin24	44033805	50	20.08	Y	\$308.88
Rear Hampton Park	CRR-W&W50thSt	12/24/2024	10:40	Edwin24	44033819	50	28.76	Y	\$316.36
Rear Hampton Park	CRR-W&W50thSt	12/26/2024	10:53	Edwin24	44033862	50	27.68	Y	\$304.48
Rear Hampton Park	CRR-W&W50thSt	12/26/2024	3:17	Edwin24	44033899	50	34.00	Y	\$374.00
Rear Hampton Park	CRR-W&W50thSt	12/26/2024	4:34	Edwin24	44033908	50	31.04	Y	\$341.44
Rear Hampton Park	CRR-W&W50thSt	12/27/2024	10:56	Edwin24	44033946	50	49.44	Y	\$543.54
Rear CDD Mtc Facility	CRR-W&W50thSt	1/6/2025	10:56	Edwin24	44034557	50	47.20	Y	\$531.00
							398.80		\$5,303.38



Financial Conditions / Cash Management

The national economic picture, which drives the conditions under which the CDD makes investments to increase earnings and reduce assessment requirements, is at best a case study in mixed messages.

There is good news for the CDD in this melee as the rates for investment opportunities have not fallen as drastically as they were predicted to do late last year.



On January 8th the Harbor One Bank CD matured.

The graph to the left depicts the allocation of CDD investment assets by type; CD's, government bonds and money market.

The money market asset (8.9% of the portfolio) represents the proceeds from the maturing CD on 1/8/2025. That asset was reinvested as detailed below.

Vice Chairman Oneal was able to reinvest the proceeds of the matured CD in a Treasury at 4.21% APY which will mature in September of 2025.

At this point the CDD investment profile is as follows:

- The current investments have already created \$76,278 in income.
- \$1,364,544 becomes available in March 2025 for reinvestment, with every expectation that the six month earnings will complete the budget for FY 2024-25
- A final 1,192,506 becomes available in Sept 2025, income to be realized in 2025-26

The chart below displays a full description of the securities on hand including name, cusip number, interest rate, principal and maturity date.

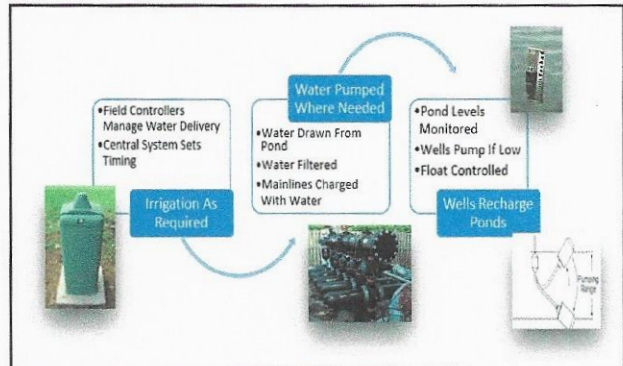
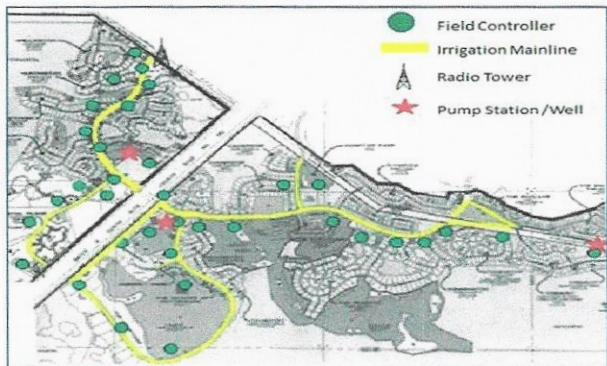
FY 2024-25 Investment Profile							
Issued By	Cusip Number	Maturity Date	Principal (\$)	APY Rate	Interest (\$)	Total Proceeds (\$)	Proceeds Due
Harborone Bank	41166HFK7	1/8/2025	250,000	4.6	2,898.63	252,899	1/8/2025
US Treasury **	912797MM6	3/6/2025	446,650	4.4	8,350	455,000	3/6/2025
US Treasury **	912797MH7	9/4/2025	192,226	3.9	7,774	200,000	9/4/2025
Schwab CD	15987UCZ9	9/2/2025	250,000	4.35	10,875	260,875	9/2/2025
Cathy Bank CD	149159UJ2	3/12/2025	11,000	4.6	250	11,250	3/1/2025
Cathy Bank CD	149159UJ2	3/12/2025	168,000	4.6	3,821	171,821	3/12/2025
Goldman Sachs	38150VXV6	3/17/2025	250,000	4.65	5,746	255,746	3/17/2025
Goldman Sachs	38150VXX2	9/15/2025	250,000	4.25	10,625	260,625	9/15/2025
Santander Bank CD	80280JYG0	9/12/2025	250,000	4.35	10,875	260,875	9/12/2025
US Treasury **	912797MM6	3/6/2025	446,656	4.34	8,344	455,000	3/6/2025
US Treasury **	912797MH7	9/4/2025	250,280	4.21	6,720	257,000	9/4/2025
Total			\$2,764,811.79		\$76,278.65	\$2,841,090.65	

** Treasuries are purchased at a discount - based on the interest guaranteed and then redeemed at full value

Irrigation Update

The irrigation system for Tampa Palms is a relatively complex system with several major component systems:

- The pump stations which use water from the aquifer for irrigation, allowing the CDD to avoid the cost of potable water use which would reasonably exceed a million dollars a year.
- The management system (Toro Sentinel) which provide central radio control of 33 delivery management devices located along the spine roads that allow scheduling and management of the irrigation.



The irrigation systems are absolutely critical to Tampa Palms, as the systems sustain the more than \$2 M CDD investment in major landscape and the additional \$1 M in minor landscape, such as shrubs and turf.

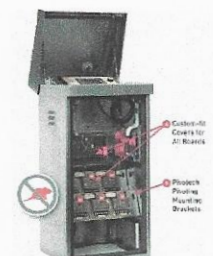
The Sentinel control system has served Tampa Palms well; originally installed in 2002; the average life of water control systems is about 15 years and improvements were made to Tampa Palms system in 2017 with the intention of extending the life. It appears time to extend it again.

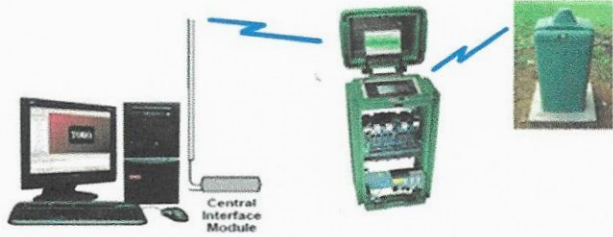
Today the Sentinel system components are being modified by Toro as part of the DXi Central Control, a single hardware platform that wraps around the CDD's Sentinel® Water Management System (and several other Toro systems).

Part of that migration is the improvement of components with advances not interoperable with the older Toro Sentinel. Toro is continuing to support the old Sentinel platform but there are two developing issues:

1. Replacement parts for the Sentinel are not readily available, though Toro, and their supply partner, Site One, are very effective finding (even machining, if necessary) parts but there can be delays, which one can only assume will increase.
2. The Sentinel system is radio controlled, using two FCC licensed frequencies. While no other user is authorized to use the Tampa Palms frequencies, the widespread use of radio frequencies by everyone from hobbyists to corporate users have flooded the airways and frequently block or interfere with CDD transmissions to the controllers.

The technology utilized in the Toro Sentinel upgrade (DXi) is just next generation Sentinel thus the field attachment wiring [not requiring 2-wire connections], concrete pads and the addressing system would not have to be replaced or changed; all of which would be expensive to replace and require non-trivial downtime. There are improvements (in addition to the electronics that more thoroughly illuminate (an aid to technicians) and improved interior protection aka critter control.





Among the enhancements in the DXi is the connection mechanisms between the controllers and the management team.

While the system will support the existing radio connection (which is no longer working well) and ethernet (can we even imagine the cost to lay the cable LOL); it is cellular option that is the most attractive.

The Toro cellular option is provided with 10-year non-subscription cellular service.

The cost for upgrading the entire Tampa Palms irrigation control system will approach \$200K. Staff has asked the Toro technical teams to evaluate interoperability to determine if this can be done in segments, possibly 50% this fiscal year and 50%.

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 each year 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.

The 2025 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 aid 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

