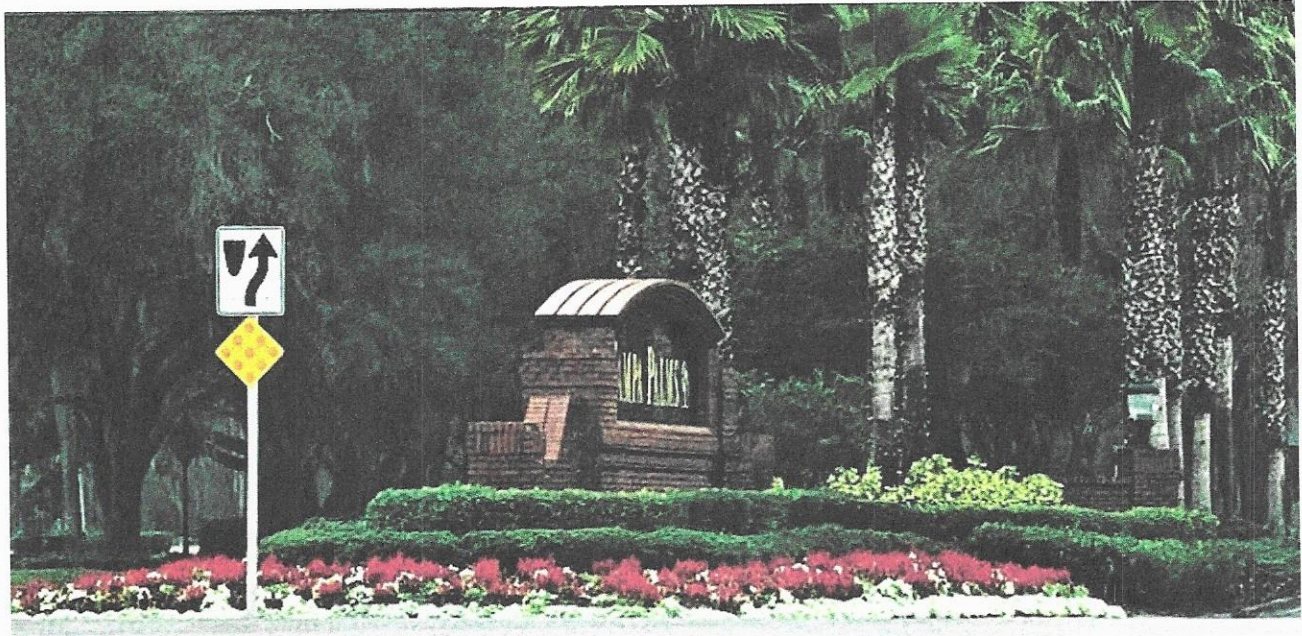


TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

Agenda Package Board of Supervisors Meeting



Wednesday, February 10, 2021

6:00 P.M.

***Compton Park Recreation Building
16101 Compton Drive, Tampa, Florida***

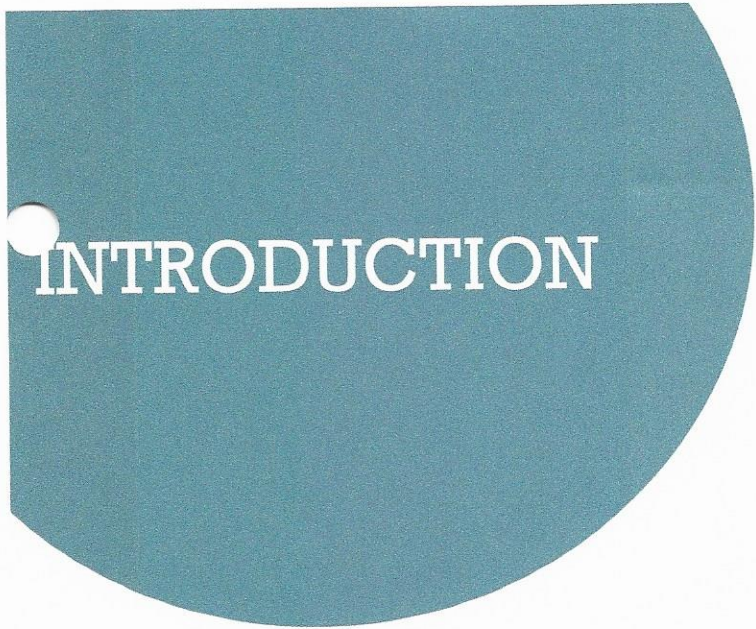


TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

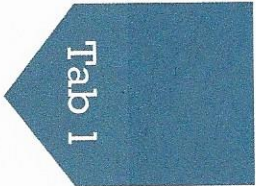
CDD Meeting Advanced Package February 10, 2021

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

1. Introduction
2. Agenda
3. Financial Statements
 - a. Financial Analysis
 - b. Financial Statements A/O 12/31/2020
 - c. Monthly Financial Summary
 - d. Project Driven Financial Reports
 - e. Check Registers & Other Disbursements
4. Strategic Planning and Capital Projects Planning
 - f. The Focus for 2021
 - g. Strategic Planning
 - h. Significant Events
 - i. Signature Projects Spending Plan
5. January 2021 Minutes
6. Consultant Reports
 - j. ... Around The Neighborhoods
 - k. Cash Management Plan CY 2021
 - l. Officer Appointment
 - m. Park Updates
 - n. Ponds and Pond Levels
 - o. Employee Manual
 - p. Tampa Palms Blvd City Project
 - q. City of Tampa PURE Project
 - r. NPDES Audit



INTRODUCTION



Tab 1

Tampa Palms Community Development District

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

February 5, 2021

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 10, 2021 at **6:00 p.m.** at the Compton Park Recreation Building, 16101 Compton Drive, Tampa, Florida. The advanced copy of the agenda for this meeting is attached.

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

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

Enclosed for your review are the minutes of the January 13, 2021, 2020 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,

Chris

Chris Cleveland
DPFG

PT:mmw

cc: Maggie Wilson
DPFG (Record Copy)

AGENDA

Tab 2

**Tampa Palms CDD Meeting
Agenda**

**February 10, 2021, 6:00 p.m.
Compton Park Recreation Building
16101 Compton Drive, Tampa, FL 33647**

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

1. Welcome & Roll Call
2. Strategic Planning
3. Board Member Discussion Items
4. Public Comments
5. Approval of the January 2021 Minutes
6. Approval of District Disbursements
7. Consultant Reports
 - Neighborhood News
 - CDD Cash Management 2021
 - Park Activities
 - Employee & Park Manuals
 - CDD Officer Confirmation
 - Tampa Palms Blvd Project
8. Other Matters
9. Public Comments
10. Supervisor comments
11. Adjourn

FINANCIALS

Tab 3

FINANCIAL ANALYSIS

Tab 3 A

Financial Summary
1st Quarter (3 Months) Ending December 31, 2020

The District had a \$ 5.7 million cash balance, net of liabilities, at the end of the first three months of fiscal year 2020-21,

The District's cash planning includes FY 2020-21 budgeted expenses, FY 2021-2022 forecast Q1 expenses, and other contingent liabilities that result in a current forecast of an unallocated fund balance of approximately \$1,333 at the end of calendar year 2021. (Details disclosed below.)

Normal Operations generally displays a positive variance, a direct result of timing, holidays and other delays. There are meaningful negative variances in several line items, some expected and some not.

- Park patrols - the increase in park patrols was anticipated as a function of increased coverage of Amberly Park due to the Covid-19 crises.
- The water utility costs from the City of Tampa have increased more than 30% as described in the FAQ in January.
- The garbage collection costs have nearly doubled - options to mitigate are under review

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

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

Sources of Funds

Balance December 31, 2020		\$ 5,736
Projected collections balance of FY 2020-21	285	285
Total Sources of Funds		\$ 6,021

Uses of Funds

Bal FY 2020-21 Expenses	\$ (2,076)	
Weather Damage	(400)	
Community-Wide Wall & Monument	(100)	
Palm & Pest Deferred Projects	(200)	
Pond Improvements/Restoration	(700)	
1st Qtr FY 2021-22 Expenses Operations	(679)	
Infrastructure Replacement Contingency	(135)	
TP Signature Projects (unspent)	(398)	
Total Uses of Funds		(\$ 4,688)
Projected Funds before December, 2021 receipts		\$ 1,333

Outlook

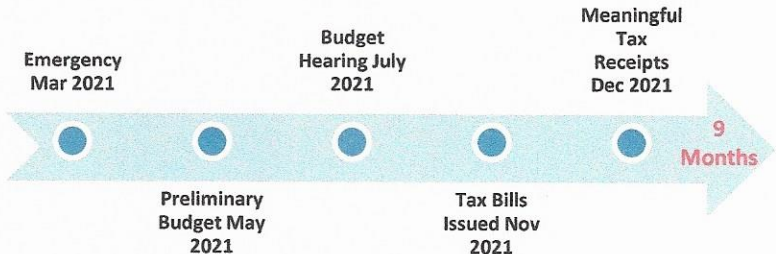
The District outlook is consistent with the FY 2020-21 budget. There are no known significant budget variances that suggest performing otherwise.

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

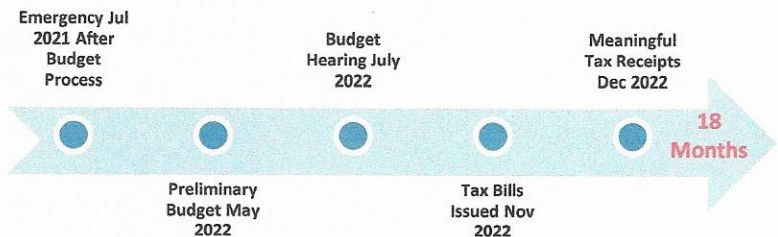
Funds are reserved in order to provide a means for Tampa Palms to recover from events that reasonably may occur (droughts, freezes or even the more serious hurricane or tornado) or future events that are known to be “coming” but are date uncertain (such aging pond reclamation which this month became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

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

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



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



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

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

FINANCIAL STATEMENTS

Tab 3 B

**Tampa Palms CDD
Balance Sheet
December 31, 2020**

GENERAL

ASSETS:

CASH - Operating Account	\$ 127,073
PETTY CASH	500
INVESTMENTS:	
Excess Fund Account- Sunshine Bank	5,682,416
ACCTS. RECEIVABLE	8,344
RECEIVABLE FROM TAMPA PALMS HOA	13,723
PREPAID ITEMS	-
TOTAL ASSETS	<u><u>\$ 5,832,056</u></u>

LIABILITIES:

ACCOUNTS PAYABLE	\$ 11,181
ACCRUED EXPENSES	84,910

FUND BALANCE:

NON-SPENDABLE	-
RESTRICTED	-
UNASSIGNED:	5,735,965
TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 5,832,056</u></u>

Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the period from October 1, 2020 through December 31, 2020

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
REVENUES				
ASSESSMENTS NON-ADVOLAREM	\$ 2,737,595	2,437,287	\$ 2,437,287	\$ -
EARLY PAYMENT DISCOUNT	(109,504)	(93,837)	(93,837)	-
INTEREST INCOME	10,000	2,500	12,974	10,474
EXCESS FEES	15,000	-	-	-
MISC. REVENUE	1,200	1,200	1,500	300
CARRY FORWARD	85,000	-	-	-
TOTAL REVENUES	2,739,291	2,347,150	2,357,924	10,774
EXPENDITURES				
ADMINISTRATIVE EXPENDITURES:				
PERSONNEL SERVICES				
BOARD OF SUPERVISORS	11,000	2,750	1,000	1,750
FICA	5,810	1,453	1,353	100
FUTA/SUTA/PAYROLL FEES	5,024	1,256	1,114	142
S/T PERSONNEL SERVICES	21,834	5,459	3,467	1,991
PROFESSIONAL SERVICES				
ATTORNEY'S FEES	10,000	2,500	366	2,135
ANNUAL AUDIT	6,813	1,703	-	1,703
MANAGEMENT FEES	67,369	16,842	15,573	1,269
TAX COLLECTOR	54,752	46,774	46,774	-
ASSESSMENT ROLL	10,050	10,050	10,050	-
S/T PROFESSIONAL SERVICES	148,984	77,870	72,763	5,107
ADMINISTRATIVE SERVICES				
DIRECTORS & OFFICERS INSURANCE	3,685	921	-	921
MISC. ADMINISTRATIVE SERVICES	12,000	3,000	2,569	431
S/T ADMINISTRATIVE SERVICES	15,685	3,921	2,569	1,352
TOTAL ADMINISTRATIVE	186,503	87,250	78,799	8,451
FIELD / OPERATIONS SERVICES				
FIELD MANAGEMENT SERVICES				
DISTRICT OPERATING STAFF	174,601	43,650	42,280	1,370
PARK ATTENDANTS	75,000	18,750	16,628	2,122
PARK PATROLS (Security Co)	71,774	17,944	20,494	(2,550)
FIELD MANAGEMENT CONTINGENCY	20,800	5,200	3,142	2,058
S/T FIELD MANAGEMENT SVCS	342,175	85,544	82,544	3,000
GENERAL OVERHEAD:				
INSURANCE	13,017	13,017	13,953	(936)
IT (TEL / SECURITY)	24,717	6,179	4,340	1,840
WATER	21,000	5,250	10,645	(5,395)
REFUSE REMOVAL	13,000	3,250	3,436	(186)
ELECTRICITY	110,000	27,500	25,569	1,931
STORMWATER FEE	4,096	3,041	3,041	(0)
MISC. FIELD SERVICES	13,000	3,250	3,250	0
S/T GENERAL OVERHEAD	198,830	61,487	64,234	(2,747)
LANDSCAPE MAINTENANCE:				
LANDSCAPE & POND MAINTENANCE	1,044,980	261,245	207,656	53,589
LANDSCAPE MONITORING FEE	18,900	4,725	4,725	-
LANDSCAPE & REPLACEMENT	94,080	23,520	27,041	(3,521)
S/T LANDSCAPE MAINTENANCE	1,157,960	289,490	239,422	50,068
LANDSCAPE MAINTENANCE NEW & ENHANCED:				
PROPERTY MOWING	98,426	24,607	18,405	6,202
COUNTY POND	18,517	4,629	4,200	429
NPDES POND PROGRAM	46,800	11,700	4,000	7,700
S/T LANDSCAPE NEW & ENHANCED	163,743	40,936	26,605	14,331

Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the period from October 1, 2020 through December 31, 2020

	<u>BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>FAVORABLE (UNFAVORABLE) YTD VARIANCE</u>
FACILITY MAINTENANCE:				
IRRIGATION SYSTEM	105,194	26,299	25,124	1,175
FOUNTAIN	26,784	6,696	6,734	(38)
FACILITY MAINTENANCE	88,913	22,228	24,818	(2,590)
JANITORIAL/SUPPLIES	2,704	676	1,054	(378)
S/T FACILITY MAINTENANCE	<u>223,595</u>	<u>55,899</u>	<u>57,730</u>	<u>(1,831)</u>
PROJECT DRIVEN EXPENSES:				
SIGNATURE TP 2017	-	-	38,197	(38,197)
RENEWAL AND REPLACEMENT & DEFERRED MTC	207,426	51,857	46,669	5,188
CAPITAL PROJECTS	200,000	50,000	29,207	20,793
NPDES/CLEAN WATER	59,059	14,765	-	14,765
S/T TOTAL PROJECT DRIVEN EXPENSES	<u>466,485</u>	<u>116,621</u>	<u>114,073</u>	<u>2,548</u>
TOTAL EXPENDITURES	<u>2,739,291</u>	<u>737,226</u>	<u>663,407</u>	<u>73,819</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	1,609,923	1,694,517	(63,045)
FUND BALANCE - BEGINNING	-	-	4,041,449	4,041,449
FUND BALANCE - ENDING	<u>\$ -</u>	<u>\$ 1,609,923</u>	<u>\$ 5,735,965</u>	<u>\$ 3,978,403</u>

FINANCIAL SUMMARY

Tab 3 C

**TAMPA PALMS CDD
FINANCIAL SUMMARY THRU DECEMBER 31, 2020
GENERAL FUND**

(Shown in \$)	<u>Normal Operations</u>	<u>Non-Operating Project Driven</u>	<u>Total As Reported</u>
<u>Revenues</u>			
Operating	\$1,944,028		\$1,944,028
<u>Non Operating</u>			
Capital Projects		\$171,205	171,205
Renewal & Rel		\$177,562	177,562
Signature 2017		\$0	\$0
NPDES		\$50,655	\$50,655
Excess Fees			-
Interest	12,974		12,974
Misc Rev	1,200	1,500	1,500
Carry Forward Bal *			
Total	\$ 1,958,202	\$ 400,922	\$2,357,924
<u>Expenses</u>			
Operations	\$ 549,334		549,334
<u>Non Operating</u>			
Renewal & Rel		46,669	46,669
NPDES/EPA		0	0
Capital Projects		29,207	29,207
TP Signature 2017		38,197	38,197
Total	\$549,334	\$114,073	\$663,407
Excess Revenue Vs Expenses	1,408,868	286,848	\$ 1,694,516

TAMPA PALMS CDD
FINANCIAL SUMMARY THRU DECEMBER 31, 2020
GENERAL FUND

<u>General Fund</u>	12/31/2020	(\$000)
Cash		128
Cash Equivalent (Excess Cash ICS)		5,682
Due From TPOA		14
Receivable		8
Total		\$ 5,832
Less:		
Payables		11
Accrued Expenses		85
	Net Cash 12/31/2020	\$ 5,736
Allocation for:		
Weather Damage		400
Community-Wide Wall & Monument		100
Tree & Palm Replacement		200
Pond Improvements		700
1st Qtr FY 2021-22 Expenses Operations		679
Infrastructure Replacement Contingency		135
TP Signature Projects (unspent)		398
	Adjusted Net Cash	\$ 3,124
	Forecast	

2020-21 Fiscal Year			
(\$ 000)	<u>Receipts</u>	<u>Expenses</u>	<u>Monthly Bal</u>
Jan			
CDD Operations	108	195	
R&R	10	16	
NPDES	3	10	
Signature Projects	0	10	
Capital Projects	10	35	
Total	130	266	\$ 2,988
Feb			
CDD Operations	54	200	
R & R	5	16	
NPDES	1	10	
Signature Projects	1	75	
Capital Projects	5	20	
Total	65	321	\$ 2,733
Mar			
CDD Operations	71	195	
R & R	6	65	
NPDES	2	10	
Signature Projects	1	30	
Capital Projects	6	35	
Total	86	335	\$ 2,483

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

**TAMPA PALMS CDD
DECEMBER 31, 2020
GENERAL FUND**

(\$000)	<u>Prior Year Collected %</u>	<u>Prior Year Collected \$</u>	<u>Current Year Collected \$</u>	<u>Current Year Collected %</u>	<u>Variance % Fav (Unfav)</u>
October					
November	14%	376	887	34%	20%
December	92%	2,388	2,343	89%	-3%
January	94%	2,475			
February	96%	2,512			
March	97%	2,537			
April	99%	2,579			
May	99%	2,606			
June	100.2%	2,635			
July	100.2%	2,635			
August	100.3%	2,635			
September	100.3%	2,635			
Year End					
Total Assessed (Net Discount)		\$2,628			

PROJECT DRIVEN REPORTS

Tab 3 D

Summary- Project Driven Expenses

Three Months Ending December 31, 2020

Operating Capital Projects (\$000)

Sources of Funds

FY 2020-21 Budget \$200

Uses of Funds

Spent Thru 12/31/2020 29

Total Funds Under Consideration \$0

Budget Available as of 12/31/2020 \$171

Renewal & Replacement

Sources of Funds

FY 2020-21 Budget 207

Uses of Funds

Spent Thru 12/31/2020 47

Total Funds Under Consideration \$0

Budget Available as of 12/31/2020 \$161

TP Signature Projects

Sources of Funds*

FY 2020-21 Budget \$0

Uses of Funds

Spent Thru 12/31/2020 \$38

Total Funds / Projects Under Consideration \$400

Budget Available as of 12/31/2020* (38)

* Additional Signature funds \$435 K available to be brought forward when needed **\$438**

FY 2020-21 RENEWAL REPLACEMENT PROJECTS

[illegible]

**Capital Projects 2020-21
Budget Monitor**

31-Dec-20			
(\$000)	Current Projects	Spent 2020-21	Pending Commitments
Tampa Palms Signature Projects (BB Downs)			
Consulting Services	4		-
Irrigation	20		20
Main Entry Restorations	163	19	147
Area 2 Pond			1.562
Bruce B Downs Improvements	245		232
Sub-Total TP Signature 2017	\$436	\$38	\$400
Capital Projects			
Consulting Services			
Irrigation Systems		0	
Parks & Cameras		8	
Landscape & Lighting		6	
Signs, Infrastructure & Lighting		15	
Sub-Total Capital Projects	\$0	29	\$0
Total TP Signature 2017 & Standard Capital Projects		\$67	\$400

**Capital Projects Signature Projects
2020-21 Through December 31, 2020**

Tampa Palms Signature Projects (BB Downs)	Current Projects	Spent A/O 12/31/2020	Pending Commitments
Consulting Services			
Restoration Designs	4,000	4,000	
Survey & Staking & MOT	400	400	
<i>Sub Total</i>	4,400	4,400	
Irrigation			
Area 1 & 2 Irrigation (Incl BB Downs)	20,000		20,000
<i>Sub Total</i>	20,000		20,000
Main Entry Restorations			
Area 1 Entry Landscape (Phase II)	77,513		77,495
Area 2 Phase II	15,000		15,000
Area 2 Landscape (TP Blvd & Amberly Phase II)	20,000	10,914	12,000
Area 2 Pond Landscape & Wayfinding	50,000	7,833	42,167
<i>Sub Total</i>	162,513	18,747	146,662
Area 2 Pond			
Littoral Plantings & Noxious Removal			
Area 2 Pond Landscape -Bank Repairs	3,707	2,145	1,562
<i>Sub Total</i>	3,707	2,145	1,562
Bruce B Downs Improvements			
Area 1 Adl Trees			0
Bridge to Power Corridor (Walls & Railings)			
	245,000	12,905	232,095
<i>Sub Total</i>	245,000	12,905	232,095
Sub-Total Tampa Palms Signature	435,620	\$38,197	400,319
Normal Capital Projects			
	Current Projects		Pending Commitments
Irrigation Systems			
VFD Pump Drive Area Area 2			
Area 1 Pump Station Filter New Discs			
<i>Sub Total</i>	0	0	0
Parks & Cameras			
Cameras		1,192	-
Benches - Oak Park (3) Deposit			
Courts Resurfacing		6,483	
<i>Sub Total</i>	0	7,675	-
Landscape & Lighting			
Bricks & Construction for Sanctuary Wall Bed		6,263	
Major Landscape (> 5 Years)			
<i>Sub Total</i>	-	6,263	-
Signs, Infrastructure & Lighting			
Drainage Easement Reconsruction		8,080	
Speed Limits Sign(s)		1,664	
Walls - Reserve & Sanctuary		5,525	
<i>Sub Total</i>	0	15,269	0
Sub-Total Normal Capital Projects	\$0	\$29,207	\$0
Total TP Signature & Standard Capital Projects		\$67,404	\$400,319

CHECK REGISTER

Tab 3 E

TAMPA PALMS CDD
CASH / Check
REGISTER Dec, 2021

Date	Num	Name	Memo	Receipts	Disbursements	Balance
11/30/2020			EOM BALANCE	200,039.27	213,278.39	100,816.63
12/02/2020	8749	DOUGLAS CLEANING SERVICES	November CDD Cleaning		1,520.00	99,296.63
12/04/2020	12042020DD	DOROTHY COLLINS	11/16 - 11/29 - D. Collins P/R		2,309.17	96,987.46
12/04/2020	12042020ACH	Innovative Employer Solutions	11/16 - 11/29 - D. Collins P/R		880.32	96,107.14
12/08/2020	8750	ABM Landscape & Turf Services	Landscape November		55,115.00	40,992.14
12/08/2020	8751	Voided Chk.	Voided Chk.		0.00	40,992.14
12/08/2020	8752	ADVANCED ENERGY SOLUTION OF	Repairs and Maint		7,624.19	33,367.95
12/08/2020	8753	CINTAS	Safety Mats		123.14	33,244.81
12/08/2020	8754	CLEAN SWEEP SUPPLY COMPANY	supplies		153.90	33,090.91
12/08/2020	8755	FEDEX	Shipping		23.09	33,067.82
12/08/2020	8756	FRONTIER COMMUNICATIONS	Hampton Pk FIOS - 11/22 - 12/21		155.97	32,911.85
12/08/2020	8757	MOT Plans	MOT Drawing 10/9		400.00	32,511.85
12/08/2020	8758	REPUBLIC SERVICES	12/1 - 12/31 - Solid Waste		1,399.46	31,112.39
12/08/2020	8759	SECURITAS SECURITY SERVICES USA, INC	Park Patrols		6,710.88	24,401.51
12/08/2020	8760	The Toro Company	Irrigation System Maint		1,429.86	22,971.65
12/08/2020	8761	VERIZON	10/24 - 11/23 - Phone		114.64	22,857.01
12/08/2020	8762	Zeno Office Solutions, Inc.	Contract ovg charge 10/25 - 11/24		157.40	22,699.61
12/08/2020	8763	ADB Landscaping Materials, Inc	Landscape		6,474.00	16,225.61
12/09/2020		Park Membership	Deposit	300.00		16,525.61
12/14/2020	8764	AT&T	Long Distance - November		129.58	16,396.03
12/14/2020	8765	CINTAS	Safety Mats		184.71	16,211.32
12/14/2020	8766	FLORIDA FOUNTAIN MAINTENANCE, INC	Fountain Maint		877.51	15,333.81
12/14/2020	8767	FRONTIER COMMUNICATIONS	Amberly Pk Phone - December		223.13	15,110.68
12/14/2020	8768	Voided Chk.	Voided Chk.		0.00	15,110.68
12/14/2020	8769	IRON MOUNTAIN	1207 - 12/31 - Records Storage		283.35	14,827.33
12/14/2020	8770	SUNSHINE STATE ONE CALL F FLORIDA	Dig Tickets - 11/30		43.51	14,783.82
12/14/2020	8771	TAMPA ELECTRIC	Electricity Sept & Oct		15,824.70	-1,040.88
12/14/2020	8772	TERMINEX	Pest control		226.00	-1,266.88
12/14/2020	8773	GILL, WAYNE	Repair & Maint		2,900.00	-4,166.88
12/15/2020		Center State Bank	Funds Transfer	200,000.00		195,833.12
12/15/2020	8774	Arete Industries	Signs		2,308.00	193,525.12
12/15/2020	8775	CINTAS	Safety Mats 12/14		61.57	193,463.55
12/15/2020	8776	DPFG	CDD Mgmt - December		6,274.33	187,189.22
12/15/2020	8777	FLORIDA FOUNTAIN MAINTENANCE, INC	Fountain Maint - Dec		660.13	186,529.09
12/15/2020	8778	HOOVER PUMPING SYSTEMS	Shut off valve rebuild, Solenoid replacement		1,436.05	185,093.04
12/15/2020	8779	LOWE'S	Supplies		195.18	184,897.86
12/15/2020	8780	Pinwheel Nursery	Annual Flowers		12,228.30	172,669.56
12/15/2020	8781	TAMPA ELECTRIC	Summary Bill - November		9,224.21	163,445.35
12/18/2020	12182020DD	DOROTHY COLLINS	11/30 - 12/13 - D. Collins P/R		2,309.18	161,136.17
12/18/2020	12182020ACH	Innovative Employer Solutions	11/30 - 12/13 - D. Collins P/R		880.30	160,255.87
12/22/2020	576	CITY OF TAMPA UTILITIES	Water Utilities - Dec		3,688.61	156,567.26
12/28/2020	8782	MARY-MARGARET WILSON	Field Mgmt - January		8,995.00	147,572.26
12/28/2020	8783	ADB Landscaping Materials, Inc	Plants		3,067.25	144,505.01
12/28/2020	8784	ADVANCED ENERGY SOLUTION OF	Managing Camera Systems		195.92	144,309.09
12/28/2020	8785	CLEAN SWEEP SUPPLY COMPANY	supplies		378.68	143,930.41
12/28/2020	8786	DOUGLAS CLEANING SERVICES	December CDD Cleaning		1,520.00	142,410.41
12/28/2020	8787	FEDEX	Shipping		103.39	142,307.02
12/28/2020	8788	FLORIDA FOUNTAIN MAINTENANCE, INC	Replaced worn filter tank gasket		250.00	142,057.02
12/28/2020	8789	OLM, INC	Landscape Insp - 12/2		1,575.00	140,482.02
12/28/2020	8790	Pinwheel Nursery	Area 1 Pilar bed flowers		812.16	139,669.86
12/28/2020	8791	SECURITAS SECURITY SERVICES USA, INC	11/22 - 12/5 - Security Guard - Hampton Park		1,497.14	138,172.72
12/28/2020	8792	STAPLES	Office Supplies		143.49	138,029.23
12/28/2020	8793	STAPLES CREDIT PLAN	Supplies		59.62	137,969.61
12/28/2020	8794	WELCH TENNIS COURTS, INC	Court Resurfacing		6,225.00	131,744.61
12/30/2020	8795	DOUGLAS CLEANING SERVICES	December CDD Cleaning		1,520.00	130,224.61
12/31/2020	12312020DD	DOROTHY COLLINS	12/14 - 12/27 - D. Collins P/R		2,309.18	127,915.43
12/31/2020	12312020ACH	Innovative Employer Solutions	12/14 - 12/27 - D. Collins P/R		880.30	127,035.13
12/31/2020		Center State Bank	Interest	37.52		127,072.65
12/31/2020			EOM BALANCE	200,337.52	174,081.50	127,072.65

STRATEGIC PLANNING

Tab 4

2020 FOCUS

Tab 4F

Focus For 2020-21

Re-presented Feb, 2021

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



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

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

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

To reinforce the legal position of the CDD and limit consideration to those items/issues which legally the CDD can address, in October of 2020 the Board Adopted the following *rules of the road* for public comments and considerations at CDD Board meetings.

The Tampa Palms CDD encourages citizen feedback and recognizes their right to be heard on District business matters. There are two opportunities for public comments and members of the public may speak on any District matter, on or off the agenda, as long as the matter is germane to and within the jurisdiction of the Tampa Palms CDD. The chair recognizes all speakers and is responsible for the orderly proceeding of the meeting.

If a citizen wants to discuss a matter over which the CDD has no authority, the Board will suggest an organization of competent jurisdiction.

In the event a group of citizens should wish to speak on the same subject, the group should select no more than five representatives who will individually be recognized by the chair and speak for no more than three minutes each on the issue.

Specific considerations for 2021

- Secure, as best that can be done, the Tampa Palms community for:
 - the protection of residents in CDD-owned locales during the Covid 19 Crises and,
 - the workers who support Tampa Palms, specifically the ABM staffs in CDD buildings
- Advance and monitor projects critical to Tampa Palms which are dependent on the City of Tampa:
 - Protection of the wetland and securing stormwater flow within the Tampa Palms CDD
 - Repaving of Tampa Palms Blvd. (Design FY 2020-21 / work FY 2021-22).
 - Restoration of additional portions of the bike path w/ in Tampa Palms
- Monitor plans for expansion of I-75 adjacent to Tampa Palms to understand and find means to mitigate any damage to the Tampa Palms community.

STRATEGIC PLANNING

Tab 4C

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
I. Signature Projects			
1) General Progress & Timeline			
a) Progress	Report To Board	Feb	Staff
2) Entrance Pond			
a) Pond Perimeter Platings / Pod Levels	Review Progress	Feb	Staff
3) Community Entrances			
a) Tampa Palms Blvd - Area 1 Propose Planting Plan	Progress	Mar	Staff
b) Cable Intrusions Provide Update	Progress	Feb	Staff/Soley
II Capital Projects			
1) Wayfinding & Misc. Signs			
a) Sanctuary Wall	Update Board	Mar	Staff/Soley

2) Lake Fountains Review

- a) Board update

III Landscape Assets

1) Assessment YTD Weather Impacts

2) Village Entry & Blvd Restorations

- a) Plans / Direction
- b) Palm Tree Pests

3) LED Landscape Lighting

- a) Phase III

IV Park Reviews

1) Park Inspections & Restorations

- a) Park Status Report
- b) Tennis Court Improvements

V. Misc and Local Government

- a) Covid Impacts
- b) Bank Negotiations
- d) Multi-Modal Path Repaving [COT]

<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
Review	Mar	Staff/Soley
Report To Board	On Going	Staff
Report To Board	Feb	Staff
Report To Board	Feb	Staff
Future Consideration	TBD	Staff
Report	Mar	Staff
Report	Feb	Staff
Report To Board	Feb	Staff
Approve Chairman	Feb	Staff
Report To Board	Future	Staff

EVENTS

Tab 4H

TP CDD Planning Horizon

Feb 2021

FY 2020-21

- Covid19 Crises
- NPDES Audit (Completed 12/17/20 - hold for feedback)
- Appointment of Supervisor & Officers
- Negotiation of Banking Arrangements
- Landscape Renewal Continues (10 Year Cycle)
- Possible Express Lanes For I-75 Adjacent To Tampa Palms
- Repave TP Blvd w/ Complete Streets Design (Project Design)
- Completion New Tampa Rec Center (In Progress)
- Prepare Covid19 Re-emergence (Spring & Summer)
- New Sensory Friendly Park –? Location
- ADA Review For CDD Parks

SIGNATURE SPENDING PLAN

Tab 41

Update Signature Mitigation Projects

This report is filed monthly to update the Board Members as to the status of funds - both availability and commitment - for the Signature Tampa Palms projects.

Funds Available A/O Fiscal Year 2020-21

\$ 436K

Work in Progress or Anticipated A/O February, 2021 Meeting



Opening Balance/Available	FY 2013-14 \$1,330,480	FY 2014-15 \$1,043,490 \$300,000	FY 2016-18 \$1,287,907	FY 2018-19 781762	FY 2019-20 \$505,513	FY 2020-21 \$435,620 In Progress
Consulting Svcs			\$32,005	\$7,809	\$11,320	\$20,000
Irrigation Relocation	\$93,000					
Irrigation- New Install & Repairs		\$55,000	\$95,000	\$19,472		\$20,000
Area 1- Entry Streetlights			\$20,000	Complete		
Area 1 & 2 Pillars, Fencing & Lighting			\$882	\$73,534		
Area 1- Landscape Entry Median (Phase I)				Complete		
Area 1 Entry - Landscape Phase II)				\$71,632	\$25,263	\$75,000
Area 2- Entry Streetlights			\$14,475	Complete		
Area 2 Pillars, Fencing & Lighting			\$26,323			
Area 2 Entry - Median Landscape (Phase I)			\$55,000	Complete		
Area 2 Entry - Landscape (Phase II)			\$33,000			\$0
Area 1 & 2 Median Electrical Restoration			\$36,000	Complete		
Area 1 & 2 Wall Replacements/Repairs			\$15,000			\$265,620
Amberly (1) Entrances (Monument Area)			\$55,000	\$47,447		
Area 2 Entry Pond Bank						\$35,000
Area 2 Entry Pond - Landscape Phase 2				\$50,425		
Area 2 Entry Pond - Tree Buffer			\$85,000	Complete	\$5,400	
Area 2 Entry Pond - Fountain & Fountain Lights			\$21,460	Complete		
Area 1 - Landscape & Irr Welcome -Amberly			\$55,000	Complete		
Area 2 - Landscape BB D (Incl Wayfinding)					\$27,910	\$20,000
Area 2- Landscape Amberly To Bridge			\$20,000	\$5,930		
Optional Lights						
Area 2 Entry- Roadway Bricks*			\$142,000	Complete*		
BB Downs Fencing Upgrade (Black)*	193,990					
<i>S/T By Fiscal Year</i>	<i>\$286,990</i>	<i>\$55,583</i>	<i>\$706,145</i>	<i>\$276,249</i>	<i>\$69,893</i>	<i>\$435,620</i>
Total All Projects	Actual	Actual	Actual	Actual	Actual	Estimate

*Actual paver cost \$142K, balance due \$49K a/c of final accounting for fencing resulted in cost reduction

** Estimated \$200K added from forward balance to address BB Downs walls as needed

MINUTES

Tab 5

1
2
3
4
5
6

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

7 The Regular Meeting of the Board of Supervisors of the Tampa Palms Community
8 Development District was held on Wednesday, January 13, 2021 at 6:00 p.m. at the Compton
9 Park Recreation Building, 16101 Compton Drive, Tampa, Florida.

10
11

FIRST ORDER OF BUSINESS - Welcome & Roll Call

12 Mr. Field called the meeting to order.

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

14 Present and constituting were:

15 Gene Field	Chairman*
16 Jim Soley	Vice Chairman*
17 Tracy Falkowitz	Supervisor*
18 Jake Schoolfield	Supervisor*
19 Mike Gibson	Supervisor (via Zoom)

20 * Constituting quorum

21 Also present were:

22 Chris Cleveland	District Management (via Zoom)
23 Maggie Wilson	Consultant/Resident
24 Warren Dixon	TPOA Business Consultant
25 Brian Koerber	TPOA Property Manager

26
27
28
29 Mr. Field established that a quorum of the Board was present.

30
31
32

Pledge of Allegiance

33 Ms. Falkowitz led the recitation of the Pledge of Allegiance.

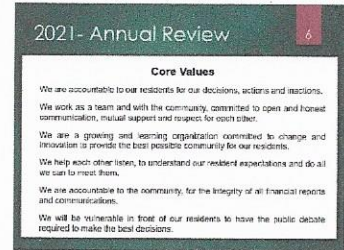
34
35

SECOND ORDER OF BUSINESS- Annual Review

36 Ms. Wilson led the annual discussion of the CDD purpose
37 of the CDD, responsibility for the property of more than 10,000
38 residents with almost a billion dollars in value. It was noted that this
39 has been accomplished with assessments slightly less in 2021 than
in 2007.



1 The Mission and Directions statements were reviewed as
2 they are the “rules of the road for the CDD. Finally the Core Values
3 which constitutes the Board’s commitment to the residents and
4 their commitment to one another.



5 This review is done annually to provide an opportunity for
6 the board to make changes if desired. No changes were made. It was noted that the documents
7 are present on the CDD portion of the Tampa Palms web page.

8 The full strategic plans and significant events were included in the advance Board Package; a
9 copy of which is attached hereto and made a part of the public record.

10
11 **THIRD ORDER OF BUSINESS - Board Member Discussion Items**

12
13 There being none, the next item followed.

14
15 **FOURTH ORDER OF BUSINESS - Public Comments.**

16 Warren Dixon commented on behalf of the TPOA that portions of the employee manual
17 had been revisited to deal with sick leave, noting the new wording differentiated between
18 exempt and non-exempt employees.

19
20 **FIFTH ORDER OF BUSINESS - Approval of the November, 2020 Minutes**

21
22 On MOTION by Mr. Soley, SECONDED by Mr. Schoolfield WITH ALL IN FAVOR, the
23 Board approved the Minutes of the November, 2020 Board Meeting.

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

26 A copy of the Board Financial Analysis, Financial Statements and Check Register are
27 attached hereto and made a part of the public record. Mr. Field noted that the check register
28 had been reviewed. Due to the fact that there was no December meeting, both the October and
29 November registers will be
30

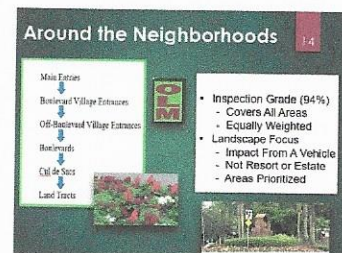
On MOTION by Mr. Schoolfield SECONDED by Mr. Soley WITH ALL IN FAVOR, the Board approved the Disbursements for the month ending October 31, 2020 in the amount of \$231,412.51.

On MOTION by Mr. Schoolfield SECONDED by Ms. Falkowitz WITH ALL IN FAVOR, the Board approved the Disbursements for the month ending November 30, 2019 in the amount of \$213,278.39.

SEVENTH ORDER OF BUSINESS - Consultant Reports

◆ Around the Neighborhood

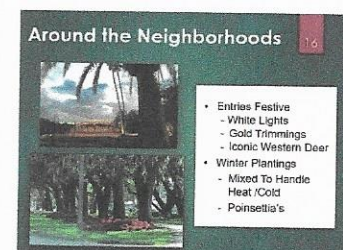
Ms. Wilson updated the Board and visitors as to the inspection of the property for January, explaining that the inspections are performed by OLM, a national contract compliance company. She noted that all areas are inspected and also discussed the priorities for landscape maintenance in Tampa Palms..



Ms. Wilson reviewed the impact on the turf of the fungus which is the indirect result of no high humidity combined with reduced sunlight hours (winter) and complicated by a few minor frosts. She noted that the areas are being treated and at this time loss of turf is anticipated.



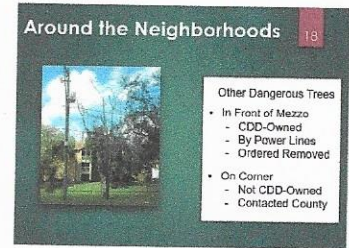
There was a review of the holiday lighting which was a success and the holiday plantings that equally provided a festive look for the community. Ms. Wilson noted that a mixture of annual types were used to respond to either cold weather or unseasonably warm weather.



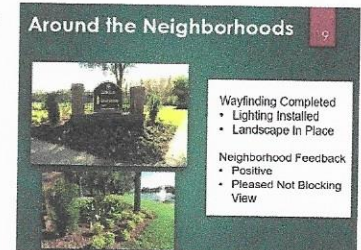
Ms. Wislon reported on more palm problems at the main entries. One Washingtonian palm has died in Area 1 and one of the two Canary Isle palms at the Area 2 entrance is dying. They will both be tissue tested to determine of the cause of death can be determined.



Ms. Wilson discussed a tree on CDD property along BB Downs which is dead and may cause some problems to the overhead power and communications equipment if it falls during a storm. The tree maintenance company used by the City was called to remove it rather than ABM as they work all over the City where there are overhead lines which are not normally present in Tampa Palms.



Ms. Wilson noted that the wayfinding sign at the corner of Tampa Palms Blvd and Amberly, Area 2, was complete. Decorative landscape was added to the surroundings and lighting was installed.



◆ SWFWMD Sign Proposal

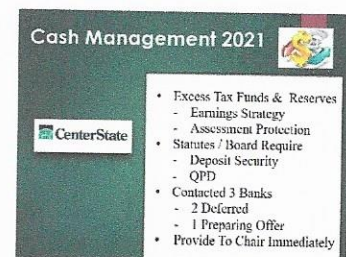
It was discussed that SWFWMD proposed adding a sign to the main entries to display the weekly rainfall to encourage conservation. During the review all agreed that such a sign beside an eight lane highway (BB Downs) would not be effective and possibly dangerous. Ms. Wilson wondered if location at Compton or Hampton parks would be effective.



Supervisor Schoolfield made the suggestion that SWFWMD could post updates on the Tampa Palms website. Ms Wilson and Brian Koerber would discuss with SWFWMD.

◆ Cash Management

Ms. Wilson reported that the calendar year 2020 cash management agreement negotiated with Sunshine Bank expires January 2021. The Board-established cash management priorities previously established by the Board as a basis for the decision were reviewed. A firm offer has not yet been received, in part because of the condition of the financial markets at this time.



◆ Board Member Appointment

Ms. Wilson led the discussion of the need for the Board to appoint a member for Seat 5.



Due to confusions with the US Mail and the Covid crises, a portion of Supervisor Gibson's application to run was never received by the Supervisor of Elections and his name was not on the ballot. No other resident applied to run.

The vacancy must be filled by the Board. The vacancy and situation was announced at the TPOA Annual Meeting, reviewed the Tampa Palms newsletter and discussed at the Oct and Nov 2020 CDD meetings. No other applicant came forward. Mr. Gibson agreed to serve.

On MOTION by Ms. Falkowitz, SECONDED by Mr. Schoolfield, WITH ALL IN FAVOR, the Board appointed Mr. Adisa Michael Gibson to the Unexpired Term of Office of Voting District 5.

♦ **Dumping and Damage in Tampa Palms**

Ms. Wilson detailed a number of incidents where serious accident and even intentional misbehavior had damaged Tampa Palms. Most likely the worst of these was a firey crash on Amberly Drive which took out signs and a light pole and set the area on fire.



♦ **New District Manager Introduced**

Ms. Wilson introduced Chris Cleveland from DPGF, who joined the meeting on Zoom. Chris' extensive background in CDD and HOAs was discussed, along with the fact that he had once worked for the financial consultant, Bill Rizetta, that set up Tampa Palms.



♦ **New State Employment Law**

Ms. Wilson reviewed the new requirement for the immigration status of all persons hired after 1/1/2021 to be confirmed by E-Verify. The CDD will be enrolled, though there is limited application.



Additional Advanced Board Package Materials:

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.

1
2 **EIGHTH ORDER OF BUSINESS – Other Matters**

3 There being none, the next item followed.
4

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

6 Mr. Schneider questioned the reporting status of the new district manager, concerned
7 in part that someone brand new to Tampa Palms would be running the district. It was explained
8 the District Manager's responsibilities were primarily governance and he reported to DPFG
9 which reports to the Board. Mr Schneider inquired would Ms. Wilson report to him and was
10 told no, she reports to the Board.

11 Warren Dixon reported on the on-going steps taken by the TPOA to maintain resident
12 protections from Covid and provide as much access to facilities as is reasonable and safe.
13

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

15 Supervisor Schoolfield noted that he was pleased at the resolution to a temporary power
16 problem that existed for several months and thanked staff for the assistance.

17 Mr. Field discussed the importance of the cash management plan and raised the issue
18 of risk alert, noting that interest income totaling \$ 330 K thru FY 2024-25 was modeled based on
19 projected Fed rate increases through 2020. The Covid crises and general economic tumult are cause
20 for serious reconsideration. The Five-Year Financial Model will be adjusted and represented in the
21 March - April time frame.
22

23 **ELEVENTH ORDER OF BUSINESS - Adjournment**

24 There being no further business,
25

26 On MOTION by Mr. Schoolfield SECONDED by Ms. Falkowitz, WITH ALL IN FAVOR,
27 the meeting was adjourned.
28
29
30

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

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

5
6 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a**
7 **publicly noticed meeting held on _____.**

8
9 _____
10 **Signature**

11
12 _____
13 **Printed Name**

14 **Title:**

15 ☐ **Assistant Secretary**

☐ **Vice Chairperson**

16 ☐ **District Manager**

☒ **Chairperson**

CONSULTANT REPORTS

Tab 6

...AROUND THE NEIGHBORHOODS

Tab 6J

.... Around the Neighborhoods

Overall Appearance

In general, the Tampa Palms landscape is doing well despite the unusual weather that swings between chilly / cold with minor frost (as was experienced this Thursday morning) and seasonably warm. On Wednesday of this week OLM inspected the property and found that the maintenance was excellent (scored at a 93.5%).

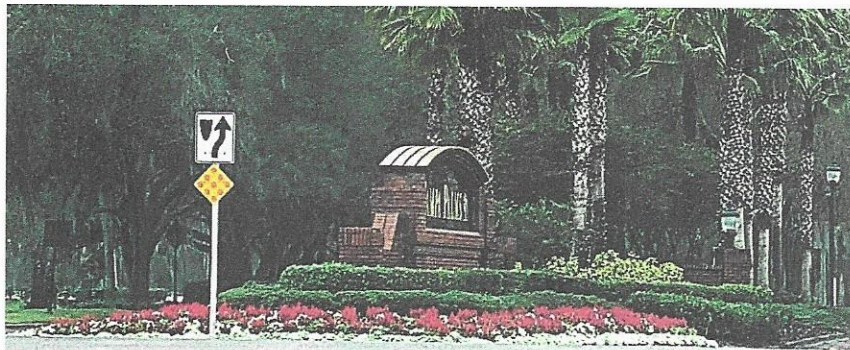
While the community is reasonably attractive during this mid-winter blah period, there are some challenges:

- Thursday morning the area was greeted with a fair amount of frost in some places, primarily in Area 1 east of BB Downs. It will take a full four or five days to determine the amount of unrecoverable damage. The greatest worry is with the annual plantings. More cold weather is forecasted for next week (Feb 13 & 14).
- Frequent occasions of high humidity following a chill, have resulted in multiple days of morning fog, sometimes even foggy conditions for most of the day which creates the perfect conditions for turf fungus.
- ABM has taken steps to apply fungicides and to reduce to a bare minimum any irrigation in an effort to control the fungus as was detailed last month.
- Despite all best efforts, the varying warm weather / cold weather contributes to fungus flares. The fungus attacks turf blades close to the soil and stops the flow of nutrients to the blade, eventually killing the affected blades.



To minimize the opportunity to encourage fungus, ABM has reduced the irrigation property-wide (except the annual plantings and new shrubs or turf) to deliver approximately 4/10 inch of water per week.

Annuals



The winter annuals display was successful, this despite concerns early on about first the unseasonable warm weather, then the moderate winds, followed by off and on cold temperatures in January.

Evaluation of the impact of the recent frost is in progress.

With the prediction of an ultracold blast the weekend of Feb 13 & 14 (even snow predicted for as far south as Orlando and very cold rain forecasted for this area) there are more weather challenges coming for the annuals.

The winter annuals will be removed the end of February and the spring annuals will almost be complete in time for the next (March) CDD meeting. The winter pointsettias have already been removed as they were at the end of their effective showy time and the season for pointsettias had passed.



The base planting will be yellow Antigua marigolds. The Antigua marigolds are dwarf American marigolds that are early to flower.

While the plants are relatively dwarf (not leggy as standard marigolds can appear) the blooms are quite large and showy.

The Antigua's have been used previously and performed well. They are selected for their large boom size and bright color: they will provide substantial visibility particularly at the main entries



To complement the Antigua's Joe Laird selected begonias, a variety with bright eye-catching pink bloom clustered on strong stems with bronze-colored foliage.

These begonias are both modestly heat and humidity tolerant, they are a dwarf plant that will not "outgrow" their areas in the entry beds.

Fortunately, neither of these plants are an odds-on favorite of the deer, as are some other spring bedding plants.

Winter-Weather Cutback



Pruning of the shrubs along the boulevards has commenced. This is done to remove winter die-back from some plants that seem to react to even modest cold and also to rejuvenate and shape the plants for their spring and summer growth.

This is an annual event which is most visible in Area 2 along Tampa Palms Blvd where there are numerous thryallis that can be seen in the medians, especially between Asbury and Westover.

The plants look sad for several weeks as they are little more than sticks but they are root-hardy and will soon return to normal.

Pictured to the left above are the thryallis shrubs as they appear today, fresh from a winter cutback.

To the immediate right are the same thryallis shrubs as they appeared with a healthy mid-April display from last year. They restore quickly.



Less noticeable are the shrub cutbacks along the south end of Yardley Way (which were done in late Dec and in January) and others along the power corridors. The rejuvenation pruning in these areas is less noticeable due to the locations and the fact that shrubs are evergreens so they are not sticks, post pruning.

Wildlife Reports

Tampa Palms continues to teem with wildlife. Sometimes this is a surprise to new residents who are unaware of the literally thousands of acres of upland habitat that exists all around residents.

The picture to the right was taken by long-time resident while driving along Tampa Palms Blvd. (A passenger took the picture.)

Sometimes careless driving and speed combine to make lovely scenes like this end tragically but fortunately this one did not.



Deer, rabbits, raccoons, bobcats, alligators and much more routinely cut through pond sites and even parks as they make their way to and from "homes".

In the picture to the left a bobcat makes his way through Hampton Park early one morning two weeks ago.

She was a real surprise to the attendant opening the park.

Palm Tree Evaluations

Several years ago Tampa Palms was over-run with palm tree weevils. If not treated the loss rate from weevils is high, approaching 95%.

Ms. Maney, together with Joe Laird and the ABM arborist, devised a plan to decrease the loss of uninfected palms using systemic insecticides injected into the uninfected palms.

The most effective method of administration utilizes a port placed in the tree and insecticide "injected" directly into the trunk via that port. The ports were installed in all palms along the boulevards and cul de sacs. The ports remain in the trees today.



Systemic insecticides trunk injected have numerous advantages over other forms of treatment (such as crown drenches or soil drenches) especially for Tampa Palms:

- They can be used when spraying is not desirable, e.g. along paths or near homes.
- They use very low use rates / low environmental risk
- There is very low vertebrate exposure / toxicity
- There is fast uptake by the tree / better distribution

The palms in Tampa Palms will be inspected in March to determine if retreatment is required.

Street Sign & Monument and Wall Inspections

ABM is conducting a street and traffic sign inspection at this time with the goal of making all of the signs appear new, clean and readable. They will:

- Clean the sign faces with a simple spray cleaning product such as Windex
- Touch up paint where wild roving mowers or edger's have damaged the finish
- Adjust signs that are tilting

The stop sign to the right is a perfect example of what doesn't need to be along Tampa Palms boulevards; it is tilting and something has damaged the paint - most likely intentionally.



Landscape Improvements

Minor improvements are in progress at some entries. These are not extensive relandscaping projects but rather freshening old or tired shrubs that are in need of replacement.



where the shrubs that line the fencing were well past their prime. They were replaced with new shrubs and mulch and the look for the entry is much improved.

One such area is the entry to Turnbury Woods



Another work in progress is the median along Amberly between Mezzo and Palma Vista. The confederate jasmine that lined the median was aging and appeared slightly "weedy" and very leggy. It was deeply pruned and heavily fertilized in the fall but did not improve substantially.

The jasmine is being removed and will be replaced with shore juniper that is already present on other medians in the area.

The curving roads and traffic speeds make low, clean landscape a necessity.



CASH MANAGEMENT

Tab 6K

Cash Management Plan For CY 2021

The CY 2020 cash management agreement negotiated with CenterState Bank expires January, 2021. The chairman oversees review of the cash management plan with the concurrence of the balance of the Board, as was approved by the Board at the October 2020 meeting.

As a recap, the Board-established cash management priorities previously used as a basis for this review are as follows:

- 1) **Safety of taxpayer funds- fully insured**
- 2) Internal process controls...supporting no-comment audits
- 3) Timely payment of vendors
- 4) Respectable return on working capital



Staff with the guidance of the CDD Chairman and the DPF Senior Financial Manager explored cash management options for 2021 with the current service provider, CenterState Bank, and asked for offers from other institutions such as SunTrust, Bank of Tampa and Bank United.

As was detailed by the Chairman in his *Forward-Looking Financial Update* previously made to the Board, the Covid-based economic disruptions and resulting FMOC pronouncements, the most recently made last week regarding unemployment and inflation, indicate that the FMOC won't materially raise interest rates for years, perhaps not until 2023, as it attempts to support a convalescing economy.

All of this contributes to the fact that expressed interest in a banking relationship with the CDD by the banking community has been more than a little soft this year.

The CenterState Bank, which is the current banking partner, made an offer which is attractive under the current conditions:

- All funds on deposit are fully FDIC insured (QPD)
- .05% for funds maintained in the insured cash sweep service (QPD)
- 12-month commitment
- Minimum \$2.5M balance or possible re-negotiation of rate.
- .025% for funds in the operating account

Interest paid on deposit is VERY slim these days. Example; the published interest from Citi, Goldman Sachs and a few others on standard savings is same rate as offered (.5%) **BUT only FDIC insured to \$250K per account/ per name and the rate changes daily**. For money-market accounts the rates float between in the range from .01 to .05... talk about a big difference.

The Chairman concurred that Tampa Palms should proceed with the CenterState Bank offer, as it best fits the needs of Tampa Palms at this time. This decision should be confirmed by motion during the meeting.

OFFICER
APPOINTMENT

Tab 6L

Updating District Officers

At the January 2021 meeting the Board welcomed Tracy Falkowitz who officially joined the CDD Board as an elected supervisor. At the same meeting the CDD Board appointed Mike Gibson to the Board for Seat 5. Due to snafu's apparently resulting from Covid-closed offices at the Supervisor of Elections, Mike Gibson's name was left off of the ballot and appointment was necessary to fill the seat.

Further, in January DPFG assigned a new District Manager for the Tampa Palms operations, Chris Cleveland. Chris recently joined DPFG and brings an extensive background in community management for both the HOA and CDD communities.

The next step is for the Board to approve a resolution defining the officers of the CDD:

- Adding the two supervisors
- Adding the new DPFG district manager
- Removing the former DPFG district manager

The specific reference in the Statutes that allows /requires the appointment of officers is as follows:
190.006 (6) As soon as practicable after each election or appointment, the board shall organize by electing one of its members as chair and by electing a secretary, who need not be a member of the board, **and such other officers as the board may deem necessary.**

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

The Board previously elected Gene Field Chairman and Jim Soley Vice Chair; they are recapped on the Resolution 2021-2, along with the other the existing officers and Ms. Falkowitz, Mr. Gibson and Mr. Cleveland are added.

A copy of Resolution 2021-2 for Board approval follows.

RESOLUTION 2021-02

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 10, 2021 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>Jim Soley (Board Member)</u>	Vice Chairman
<u>Jake Schoolfield (Board Member)</u>	Assistant Secretary
<u>Tracy Falkowitz (Board Member)</u>	Assistant Secretary
<u>A. Michael Gibson (Board Member)</u>	Assistant Secretary
<u>Chris Cleveland</u>	Secretary
<u>Gene Field & Patricia Comings-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 10th day of February, 2021

Chairman

Secretary

PARK UPDATES

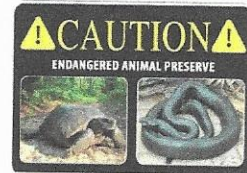
Tab 6M

Park Updates

The five Tampa Palms parks are a unique treasure. CDD owns and has oversight for three parks:

- Oak Park
- Amberly Park
- Hampton Park.

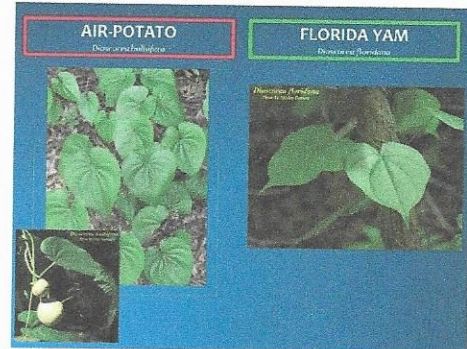
Oak Park is a special conservation area. In the original development plans Oak Park was slated to be mostly cleared, to have a parking lot, roadway and be generally open as are Hampton and Amberly parks. After discussions with the City of Tampa Parks and Rec and the Fla FWC those plans were scrapped in favor of an extended conservancy and upland habitat for many "critters".



The park is home to many species of native plants, trees and vines. The area is left to develop naturally, meaning in part that it is not planted, trimmed, fertilized, weeded and when an old plant/tree dies, it is left in place as is natural.

Every two to three years the park is professionally inspected, in part to make certain that invasive, non-native plants and especially vines have not encroached. This process is done by professionals because sometimes naturally occurring vines can look similar to invasive species

One example is the Florida yam, totally "at home" in the Florida horticulture, and the air-potato, a take-over invasive species. Another is the trumpet honeysuckle (Fla born and bred) versus the Japanese honeysuckle, an invasive species.



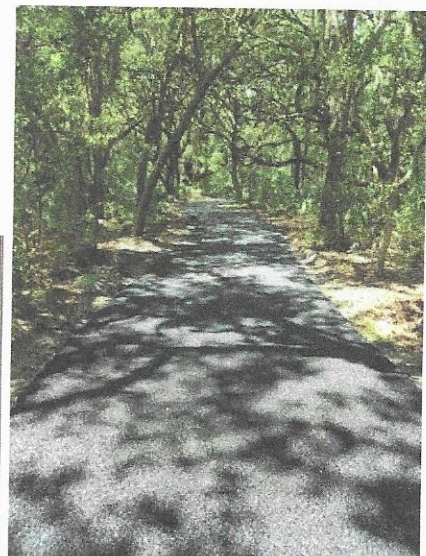
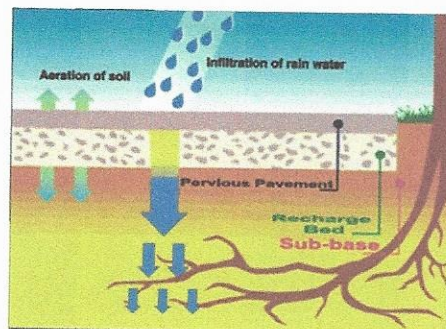
This year Jason Rinard will examine Oak Park for the CDD. If invasive species are detected, they will be handled. (Usually, vines are cut at the base and allowed to die, not ripped from trees which can damage some of the old trees.) The deep action herbicides used by Duke Energy on the adjacent corridor are never used in the park. Thus far there have been minimal invasive species detected in Oak Park



Several years ago, the CDD repaved the internal paths in Oak Park, using a porous paving product with a 30 year + life (in a non-vehicle environment). The paths, there are three, favor the trees by allowing water to run through the pavement to adjacent root systems.

This is a double plus; it is good for the trees and the trees do not disturb the paving so it protects the paths against root damage.

The graphic to the right depicts how the material works and the picture shows the path.



Hampton Park is busy with work: the court restorations (tennis and basketball) are in progress and will complete for reopening by mid to late February.

The courts look a little sad right now; the root intrusions and dips have been handled and the first base coat has been applied.



To get ready for the new year the pavilions of Hampton and Amberly parks are receiving a bit of a make-over, some completed, some in progress:

- The pavilion was pressure washed, inside and out, including the floors and the tables.
- The gutters were cleaned and flushed
- The pavilion itself was painted, inside and out
- The bottoms of the tables were treated for emerging rust then primed and a protective shield installed on the bottoms so that they will not damage the floors when moved.
- The tables were recoated; the structures were sound but the rubberized coating was wearing
- The floors were repaired (concrete floors with some "gouges") and then repainted
- The racquetball courts were pressure washed and painted and the fascia at the entries replaced.
- The interior of the racquetball courts has been repainted and re-stripped.



The parks are well used in these days of Covid-constrained outings. Staff is pleased to report that Patrick Van Hoose, who oversees the parks for Tampa Palms, has been inspecting the parks, reporting any needed improvements, keeping everything shipshape.



PONDS & POND LEVELS

Tab 6N

Ponds and Pond Levels

An unusual situation involving the waterflows in the Compton / Cambridge / Country Club area has been observed.

1. The first and most obvious issue is high water levels in the Compton Park pond. The bases of the cypress trees along the west side of the pond were in the water even though this is the dry season.

This does not pose a problem for the trees (they were planted with high water in mind) but this usually only happens during the heavy rainy season.

2. Next it was observed that the Wyndover Rd pond located in Cambridge II was water-filled. This is a narrow long pond with small basins on the two ends. Typically, this pond is semi dry in the winter as is shown in the picture to the right from several years ago.
3. Finally, the conservation area across from Compton Park which drains during high water into Compton pond but is usually mostly dry, is carrying water that is 15.5" higher than Compton pond.



Staff contacted the City and asked that the conveyance between Compton pond and the Wyndover pond be cleared of any blockage to reduce stress on the Compton pond. They took care of it right away.

- The City found that there was considerable mud in the Wyndover pond; some carried there by the stormwater (especially from Compton) and some from the pond banks themselves.
- They also found root balls near inflow pipes. (There are separate inflows from Cambridge III, Wyndover Rd and Compton pond.)

The mud and root balls are being removed. When complete, the pond will be consistent with the permitted design and can be taken off the table as part of the "high water" being experienced at this point.



In addition to the mud and root systems (one is pictured to the right after it was pulled to the bank) found in the pond, there were chunks of concrete, most likely pieces of old outdoor patio etc dumped there to avoid dump fees or other costs of removal.

The concrete was not builder-debris purposely "hidden" under the pond bottom of the pond during development; it was dropped simply thrown into the mud and possibly fairly recently based on the condition of the material pulled from the mud.



There are some additional steps required to get the Wyndover pond in proper shape but they are mostly uncomplicated:

- The mud taken from the pond is lying on the side of the pond until it dries sufficiently to transport.

Absent substantial rains, this will take a week or so. (FDOT and the City would not take kindly to dirty muddy water dripping from a dump truck on the roads and interstate



- The bank along the rear of the pond needs to be raised slightly. This will return it to the proper configuration as permitted.

It will also reduce inflow of weeds from the wetlands behind the pond. ABM will take care of this portion of the restoration.



- Much of the turf on the pond site needs to be replaced (damaged by the equipment used to clear the pond).
- As this is done, a 10 ft area around the pond bank needs some to be maintained without fertilizer-hungry turf (NPDES and FDEP requirement) so an alternate means will be needed. Plantings have been used in the past but due to the very low banks and fluctuating water levels the plantings died and contributed to both erosion and bank collapse.

Trees have likewise contributed to the problem of bank erosion and collapse because of the small size of this pond and the small / low pond banks.

By the way, to the right is an inspection picture taken March 2017. This picture depicts:

- The low water volume in the winter months prior to the start of the rainy season in June
- The low bank design of this pond.



Most other Tampa Palms ponds are seasonably low, as is normal for Jan - April.

EMPLOYEE MANUAL

Tab 60

CDD Employee Handbook

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

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

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

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

The Handbook is also updated from time to time to address changes in applicable laws or changes in reporting personnel. This year the TPOA made changes relative to some issues for non-exempt employees. The CDD has no non-exempt employees.

The 2021 Tampa Palms Employee Handbook follows for examination.

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



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



TABLE OF CONTENTS

1	INTRODUCTION.....	5
1.1	Welcome	5
1.2	History	5
1.3	Changes in Policy	5
2	EMPLOYEE DEFINITION AND STATUS	6
2.1	Employment Classification.....	6
2.2	Probationary Period for New Employees.....	6
3	EMPLOYMENT POLICIES	7
3.1	Equal Employment Opportunity	7
3.2	Americans with Disabilities Act.....	7
3.3	Immigration Law Compliance	7
3.4	Employee Background Check	7
3.5	Criminal Records	7
3.6	Anniversary Date	7
3.7	New Employee Orientation	8
3.8	Personnel Records and Administration	8
3.9	Change of Personal Data	8
3.10	Safety	8
3.11	Building Security	8
3.12	Personal Property	9
3.13	Health-related Issues	9
3.14	Employee Requiring Medical Attention.....	9
3.15	Visitors in the Workplace	9
3.16	Employment of Relatives	10
3.17	Weather-related and Emergency-related Closings	10

4	STANDARDS OF CONDUCT	11
4.1	General Guidelines	11
4.2	Attendance and Punctuality	11
4.3	Work Schedule	11
4.4	Absence and Lateness	11
4.5	Unscheduled Absence	11
4.6	Meal and Break Periods	11
4.7	Harassment Policy	12
4.8	Sexual Harassment Policy	12
4.9	Violence in the Workplace	13
4.10	Confidential Information and Nondisclosure	13
4.11	Ethical Standards	13
4.12	Dress Code	13
4.13	Use of Equipment	14
4.14	Use of Computer, Phone, and Mail	14
4.15	Use of Internet	14
4.16	Use of Computer Software	14
4.17	Smoking Policy	14
4.18	Alcohol and Substance Abuse	14
4.19	Gifts	15
4.20	Complaint Procedure	15
4.21	Corrective Procedure	15
4.22	Crisis Suspension	15
4.23	Employment Termination/Resignation	15
4.24	Exit Interview	16
4.25	Return of Company Property	16

5	COMPENSATION POLICIES	17
5.1	Base Compensation	17
5.2	Performance Bonuses	17
5.3	Timekeeping Procedures	17
5.4	Overtime Pay	17
5.5	Payroll and Paydays	17
5.6	Performance and Salary Reviews	17
6	GROUP HEALTH AND RELATED BENEFITS.....	19
6.1	Benefits Summaries and Eligibility	19
6.2	Worker's Compensation	19
6.3	Unemployment Compensation	19
6.4	Social Security	19
7	TIME-OFF BENEFITS	20
7.1	Leave Policies.....	20
7.2	Jury Duty.....	21
7.3	Military Reserves or National Guard Leaves of Absence	21
8	EMPLOYEE COMMUNICATIONS	22
8.1	Open Communication	22
8.2	Suggestions	22
9.3	Closing Statement	22
10	ACKNOWLEDGMENT	23

1 INTRODUCTION

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

1.1 Welcome

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

The mission of Tampa Palms is 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 wage (non-exempt) or salary basis (exempt) 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 are classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs 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.

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.

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 should follow these steps:

1. Provide immediate aide to the injured person
2. Call 9-1-1 if deemed necessary
3. Report all work-related injuries and accidents immediately to TPOA 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:

Chris Cleveland

Tampa Palms CDD District Manager
15310 Amberly Drive, Suite 175
Tampa, Florida 33647
813-374-9105

Gene Field

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

TPOA Contact Information:

Patrick Van Hoose

Tracy Falkowitz

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

TPOA Board of Directors President
4960 Ebensburg 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 Manager 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 Manager.

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

8.2 Suggestions

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

8.3 Closing Statement

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

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 know that Tampa Palms policies and other related documents do not form a contract of employment and are not a guarantee by Tampa Palms of the conditions and benefits that are described within them. Nevertheless, the provisions of such Tampa Palms company policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

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

Employee's Printed Name

Position

Employee's Signature

Date

TAMPA PALMS BLVD PROJECT

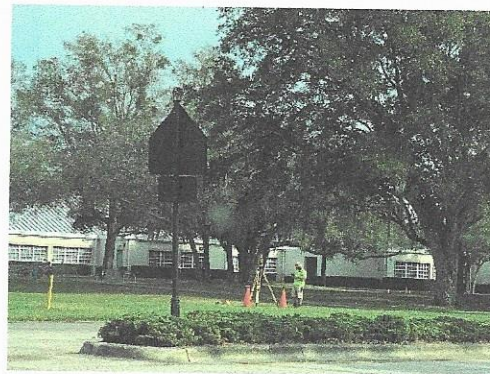
Tab 6P

Tampa Palms Blvd

As promised by the City, the project to improve the conditions on Tampa Palms Blvd has commenced.

In the last months surveyors and survey stakes have been seen up and down the boulevard.

This week a series of traffic counting devices and radio accumulators has also appeared. They stretch from Wellington to the Tampa Palms Blvd exit in TPOST 3 and have even been placed on the private roadway exits from both the CDD and the Sanctuary.



This is a complicated project involving:

- First, the much-needed restoration and re-paving of the failing/failed roadway surface.

The full loop of Tampa Palms in this project is slightly over four miles and includes multiple turn lane additions.

- This project is tagged as a “complete streets” project which means in part that the design criteria will focus on creating a roadway where automobiles, bicycles and pedestrians can share safely.

Sharing is made possible in part by the provision of specialized bicycle lanes sporting shared-lane markings AKA sharrows.

Sharrows constitute a form of traffic calming. The vehicle lanes are narrowed and the markings beside the lanes in the bicycle lane remind drivers that there are pedestrians and bicyclists sharing the same roads.

Studies have demonstrated significant speed reductions; hopefully that happens in Tampa Palms.

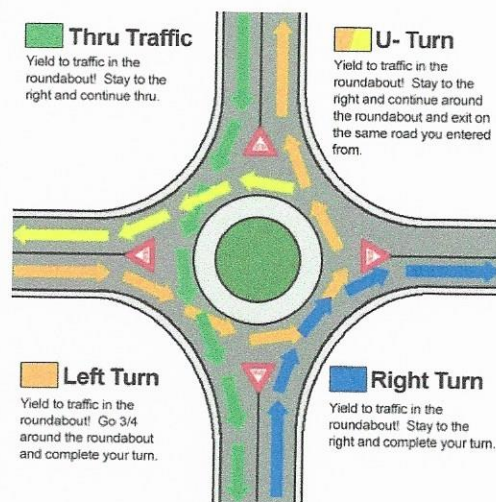


Intersection improvements have been discussed, in particular for the Compton / Tampa Palms intersection near the elementary school.

At a recent impromptu meeting in TPOST 3, a City of Tampa Traffic Engineer, Calvin Hardie, said that there were tentative plans under consideration for a roundabout at this location.

He stressed that this would be a phase 2 consideration, noting that funding and design were future considerations.

Roundabouts can be immensely helpful at locations where there is a lot of turning and u-turning traffic as they provide for continual movement with no stopping for turns and reduces lane conflicts.



People are initially afraid of roundabouts because, particularly in Florida, they are not a familiar traffic device. There are no final designs and pedestrian management and much more lie ahead. There will be a public meeting at Compton Park, Feb 24, 5:30 PM to discuss the project.

TAMPA PURE PROJECT

Tab 6Q

City of Tampa PURE Project

Diminishing water resources combined with an expanding population, emerging environmental impacts and even looming State regulation are critical problems for sensible study and solution.

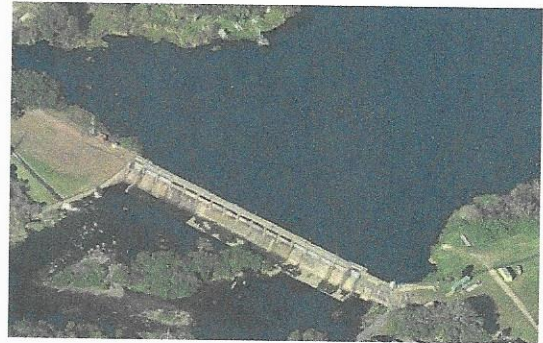
The problems are complicated, with no single resolution and the steps to create a path to solutions are not well understood... and like all things, grabbed by some who would use them for political capital.

The City of Tampa PURE Project, a long-term venture (six years to effective start-up) begins to address some [drinking water withdrawals and river flows, discharge to the bay and increased salinity] but by no means all "water issues". The initial steps were approved this week by City Council.

The Hillsborough River Withdrawal

The Hillsborough River is the primary source for drinking water for the City of Tampa residents and some other users.

Water is taken from the river at the Tippen Water Treatment Plant, which is located above the Lower Hillsborough River Dam. (This dam should not be confused with the dam structure located east of Tampa Palms near the entry to the By-Pass Canal.)



The City can withdraw from what is effectively the *public waters of Florida* under a SWFWMD permit which most likely has a plethora of requirements but certainly includes:

- Maximum average daily withdrawals of no more than 84 MGD (million gallon per day)
- Maintenance of minimum flows for the lower Hillsborough River

During periods of low rainfall / drought and high-water demand, the City augments its drinking water supply by purchasing water from Tampa Bay Water (\$\$\$) and supports the river flows by pumping from Sulphur Springs. During some prior years even these measures were insufficient and the river flows fell dangerously. (To increase the critical nature of this problem, SWFWMD has expressed concerns about the use of Sulphur Springs water due to increasing salinity.)

The PURE Project provides additional water to support the minimum Hillsborough River flows.

Treated Water Discarded Into Hillsborough Bay

Tampa's Current Advanced Water Treatment Plant currently discharges annually an average of 55 MGD of treated water into Hillsborough Bay.

There is ample information that the Florida legislature will this session or soon take action that restricts such discharges. An alternative means of use must be found.

Activists demands to "*provide reclaimed water to all Tampa and make people use it*" are silly if not fiscally irresponsible:

- A consultant review provided information to City Council several years ago the reclaimed water expansion for the entire city would require \$1.3B in capital costs.
- More costly, but less obvious to the casual observer, are the maintenance costs for two unrelated systems of pipes [potable and reclaimed] running to every premise in the city.
- Not considered or discussed is the financial burden to citizens to pay the costs to connect piping on their private property.

The PURE Project provides an alternative to open-bay discharge by routing the water to highly-controlled aquifer storage wells where it can further percolate and be used augment river flows and stave off salt intrusion into the aquifer.

The water will receive additional treatment from that which is currently discharged into Hillsborough Bay and was described by Jean Duncan as "drinking water quality" in memoranda to City Council and environmental groups, specifically the Sierra Club, Friends of the River and the League of Women Voters.

The water used to augment river flows will be discharged downstream well after the inflows to the water treatment facility and **so not to mix with Tampa drinking water.**

Oddly the Sierra Club comments on this subject at City Council this week seemed to be based on an assumption that this water would be incorporated into the drinking water. Further the speaker advocated for expansion of the reclaimed water system (STAR) for the whole city.

A Defense Against Increased Salinity

Another benefit of the PURE Project is the aquifer storage wells will add some protection against salt water intrusion into both the aquifer and Sulphur Springs.

Saltwater intrusion is a potential threat to ground- water quality in the Floridan aquifer in many counties south of the Tampa Bay area and is forecasted to increase as a threat with predicted rising sea levels.

Project Thus Far...

The initial "kick-off" for the PURE Project was approved this week by City Council. It is a minimal entry to include:

- 3rd Party review of the project
- Initial design (30% level) with funds assistance by SWFWMD
- Public outreach and education

Following you will find the presentation on this project used before City Council this week and a letter provided to City Council from Jean Duncan that went to three activist groups seeking information on this project.



City of Tampa

Jane Castor, Mayor

Administrator of Infrastructure and Mobility

Jean W. Duncan, P.E., Administrator

306 East Jackson Street, 8N

Tampa, Florida 33602

Office (813) 274-3101

Fax: (813) 274-8901

February 1, 2021

RE: Response to Environmental Groups regarding Proposed PURE Project

Dear Honorable City Council Members,

This letter is in response to the Sierra Club letter dated January 7, 2021, Friends of the River letter dated January 8, 2021 and League of Women Voters' of Hillsborough County letter dated January 19, 2021, all addressed to Tampa City Council. The letters were regarding the City of Tampa's recently proposed PURE project. The three letters that were received all raised similar concerns about this project concept, so this letter is a combined response. The City staff appreciates the time and interest of each group to participate in this very critical process to find solutions to benefit the Hillsborough River.

The City team met with each group's representatives prior to the January 14, 2021 City Council meeting. During those meetings the groups' requested the following:

1. Each group requested reports that were developed from the prior and now terminated Tampa Augmentation Project (TAP). Staff sent all requested reports.
2. A request was made to conduct a peer review of the water quality and prior TAP Feasibility Final reports.
3. Continued participation was agreed by all groups and City staff. City staff remains committed to an open and transparent dialogue.

In our meeting discussion, City staff expressed the City's interest in developing a sustainable alternative source for minimum flows for the Lower Hillsborough River. It is the City's intent to work collaboratively with all environmental stakeholders, as well as public and other agency stakeholders, including SWFWMD and Tampa Bay Water. Staff explained how the proposed PURE project is not the TAP project. It is not a rebranding or a renaming of TAP. Some core engineering elements of the two projects are similar, however there are significant key differences between the purpose and physical elements of the two projects. The use of the water developed by PURE as well as two major engineering differences, legal framework, and the benefits of the two projects are significantly distinguishable. These distinctions cannot be overstated, especially in light of years of continued need for finding a sustainable and resilient source for minimum flow on the Lower Hillsborough River. The PURE project will incorporate some of the sound engineering studies which were produced previously for the prior TAP

The use of the water developed by PURE as well as two major engineering differences, legal framework, and the benefits of the two projects are significantly distinguishable. These distinctions cannot be overstated, especially in light of years of continued need for finding a sustainable and resilient source for minimum flow on the Lower Hillsborough River.

The PURE project will incorporate some of the sound engineering studies which were produced previously for the prior TAP project. There is another benefit to having this information to start the PURE project with--public funds expended for feasibility of TAP have not been wasted, as some of the information can be repurposed for the PURE concept development.

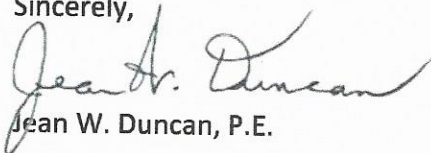
Some other key aspects of the PURE project include the following:

1. The use of the water developed by of PURE is environmental in nature. It will develop a sustainable, freshwater source to meet minimum flow requirements for the Lower Hillsborough River (LHR).
2. PURE has two significant engineering differences from TAP. The first is that the aquifer would be recharged with purified water that meets drinking water standards. The second is that the discharge of the recovered water to the Hillsborough River Reservoir (HRR) is not at the intake of the David L. Tippin Water Treatment Facility (DLTWTF), but downstream of the intake towards the Hillsborough River dam.
3. Currently, Sulphur Springs is the primary source of water used to meet minimum flows. It has become apparent to the City of Tampa that Sulphur Springs is becoming more saline due to continued withdrawals of water for the minimum flow even though these withdrawals are authorized. SWFWMD staff has indicated a significant concern about Sulphur Springs continued use long-term to meet both LHR and Sulphur Springs minimum flow requirements. PURE is intended to minimize or eliminate the use of Sulphur Springs and create a sustainable and environmentally safe alternative to the spring.
4. Simultaneously, because the reservoir will be receiving the water for the minimum flow, this will provide the opportunity to operate the level of the reservoir to allow sufficient water for the City's authorized withdrawals as well as providing water necessary for compliance with the minimum flows. During drought times we have seen the HRR drop to levels that negatively impact the City's ability to provide water to its customers. Even with purchasing the maximum amount of finished water from Tampa Bay Water and implementing severe water use restrictions concurrently, the HRR has reached dangerously low levels, most recently in May 2009.

5. PURE does not conflict with the Tampa Bay Water (TBW) Interlocal Agreement. The City is not developing water for potable use and will remain obligated to purchase water from TBW when the City needs more than 82 MGD annual average for its customers. In initial communications with TBW staff, they have indicated a willingness to discuss and seek opportunities for partnership to achieve regional benefits. We wholeheartedly embrace this regionalism approach and intend to continue to be a partner with the other members of Tampa Bay Water and other regional agencies.

The City appreciates the input provided thus far and looks forward to the opportunity to continue the dialogue with each of the environmental groups regarding PURE in the many months to come. We will work to define and explain the need for this sustainability project to all stakeholders, and we commit to working with a collaborative and consensus building approach. The City is also fully committed to the protection of the Hillsborough River and finding permittable, acceptable and safe solutions to ensure that protection into the future.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jean W. Duncan". The signature is fluid and cursive, with the first name "Jean" and last name "Duncan" clearly distinguishable.

Jean W. Duncan, P.E.

Administrator of Infrastructure and Mobility

CC: Rick Garrity, League of Women Voters of Hillsborough County

John Ovink, Friends of the River

Nancy Stevens, Sierra Club Tampa Bay Group



Securing a Sustainable Water Source For Tampa

January 14, 2021



Preparing For Tomorrow's Challenges

1

Maintaining minimum flows on the Lower Hillsborough River

The water sources that we rely on today to provide water for minimum flows are not sustainable in the long-term.



Photo Credits
Sulphur Springs Weir and Pumping Station, Tampa Water Department

Preparing For Tomorrow's Challenges

2

Securing the drinking water supply in case of drought

Climate change can cause dramatic fluctuations in the availability of water and can exacerbate drought. The City is required to self-supply 82 MGD.

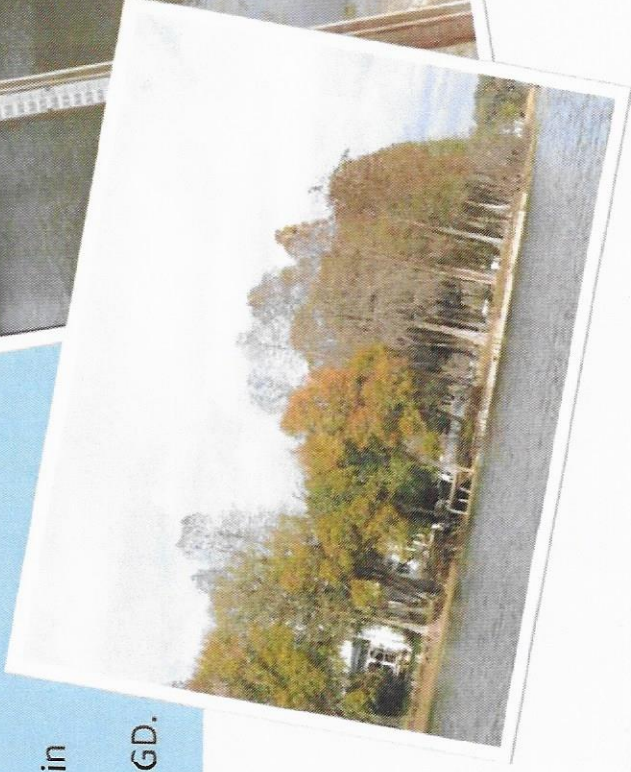


Photo Credits
Water Depth Marker at the Hillsborough River 2009, Tampa Water Department
Hillsborough River 2009, Southwest Florida Water Management District

Preparing For Tomorrow's Challenges

3

Anticipated new legislation may restrict discharges into Hillsborough Bay

The Florida State Legislature is expected to pass new legislation that will require the elimination of wastewater discharges into surface water bodies.

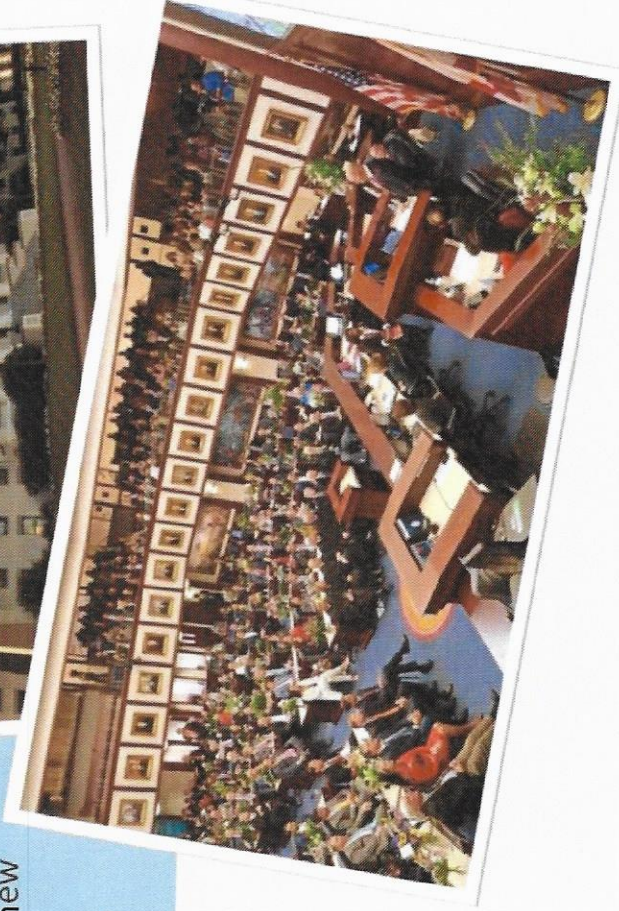
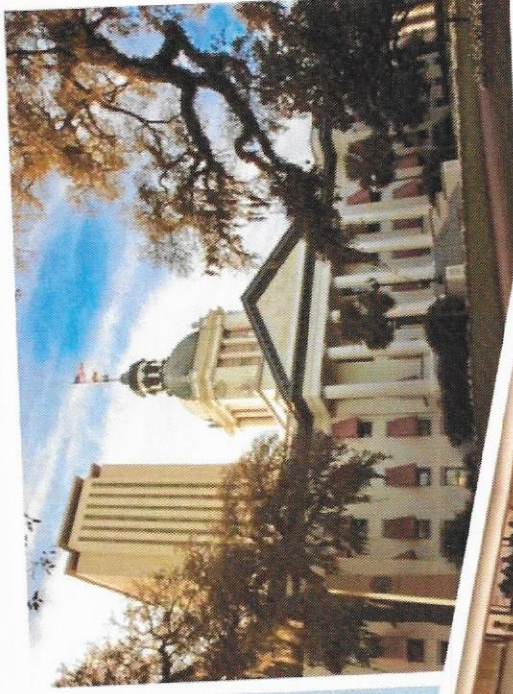


Photo Credits
Florida State Capitol Buildings New and Old, Jacksonville Florida Times-Union
Florida Legislature, Tampa Bay Times

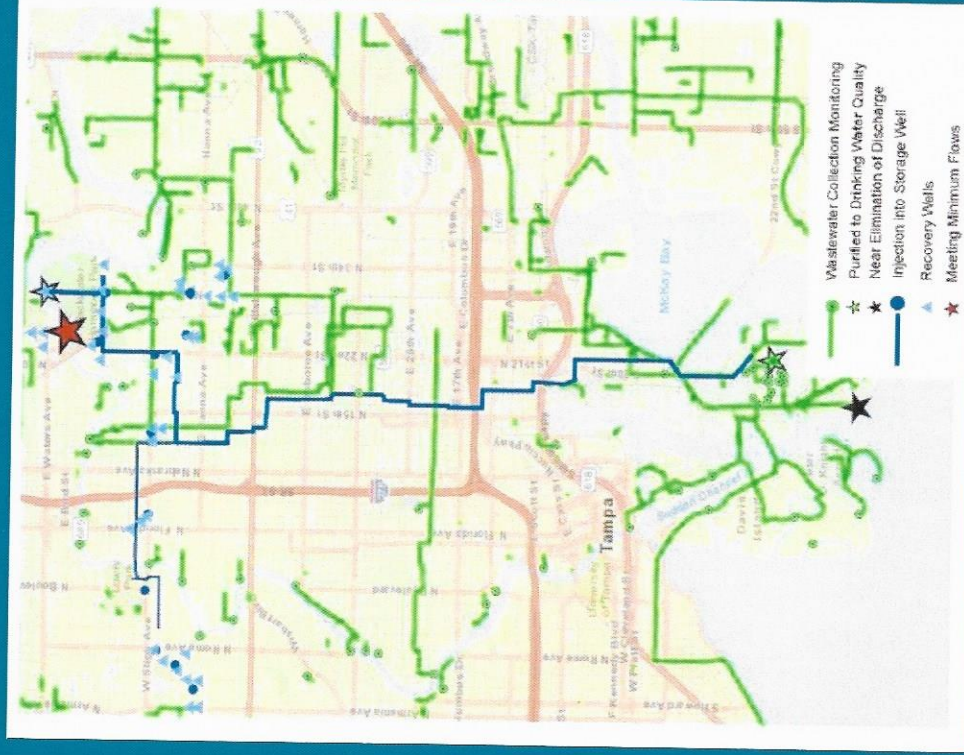
Project Overview



A new project concept designed to:

- Provide ultra-purified water to recharge local aquifers.
- Maintain healthy minimum flow levels on the Lower Hillsborough River.

PURE consists of six core components, as outlined in the map to the right.



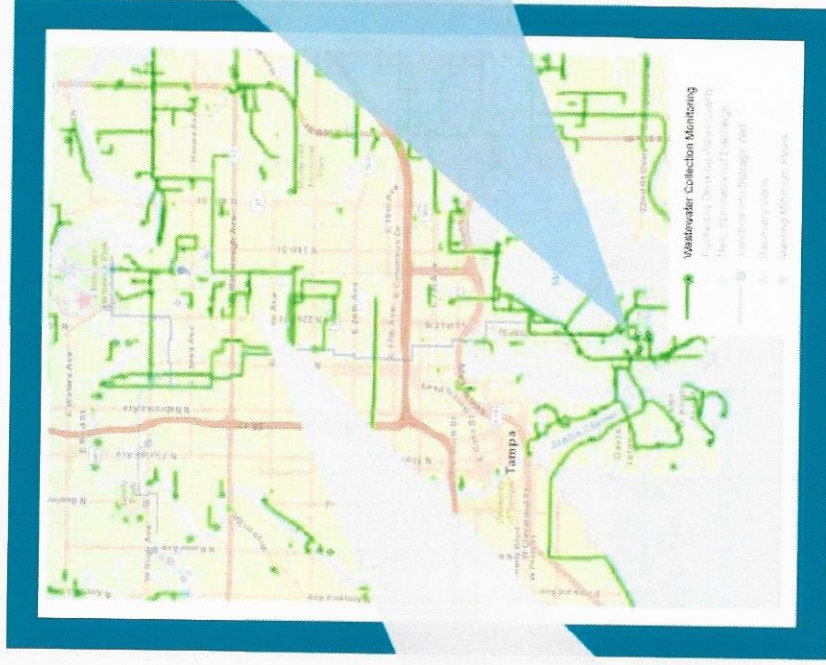
#1: Enhanced Monitoring for Contaminants

The PURE collection process will involve:

Continuous monitoring for contaminants.



Removing contaminants before they can enter the advanced wastewater treatment plant.

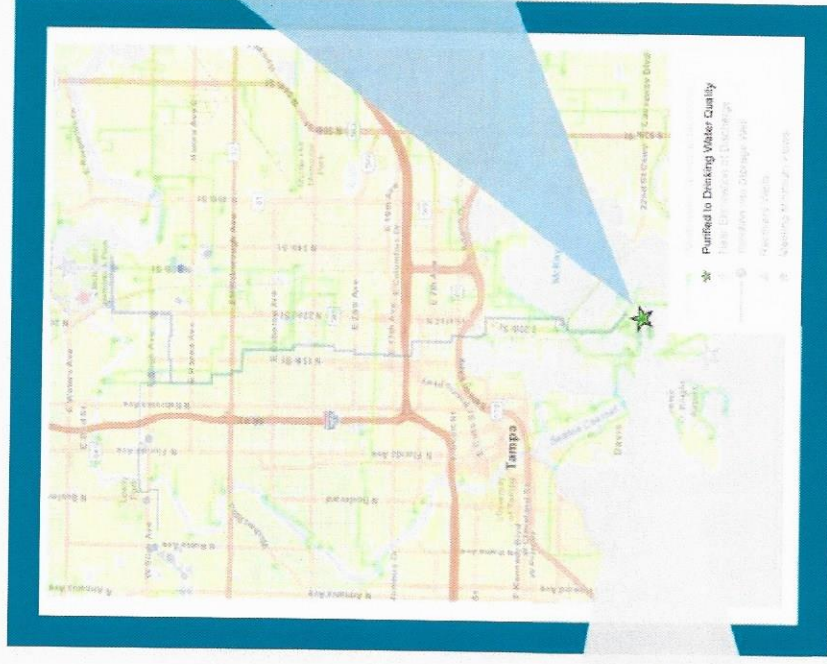


Key Benefit

This preventive measure is a cost effective and efficient solution to manage pre-treatment.

#2: Additional Water Purification Process

PURE will add an additional water treatment stage (UV treatment) to the processes already employed at the Howard F. Curran Advanced Wastewater Treatment Plant.



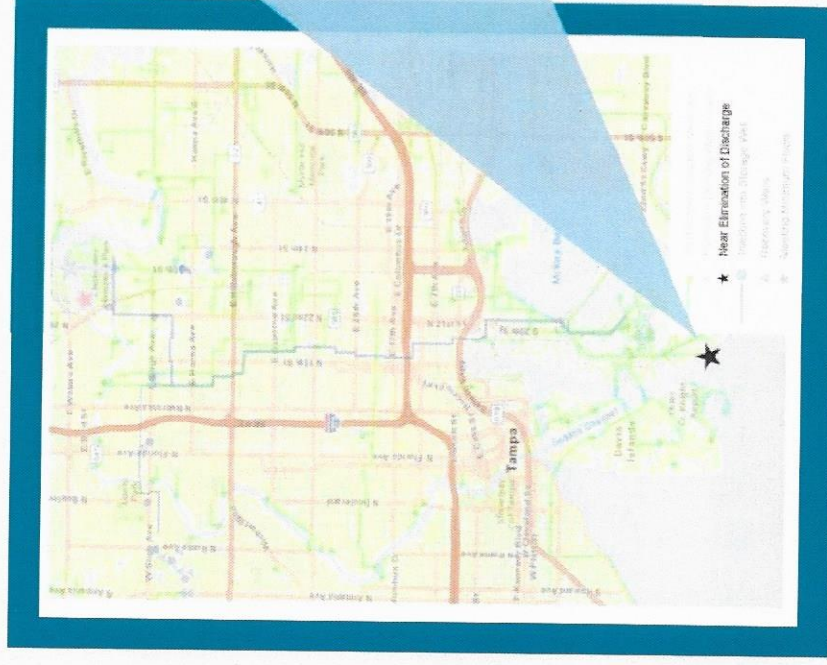
#3: Redirecting Purified Water

PURE will redirect an annual average of nearly 50 million gallons per day of a valuable freshwater resource that is currently being discharged into the bay.

This project will also enable us to comply with anticipated state legislation preventing surface water discharges that may be enacted in the 2021 legislative session.



Key Benefit
Reduce nutrient loading
in the bay.



#4: Injecting Purified Water into Storage Wells

The purified water is pumped 600 to 800 feet underground and contained in multiple highly-controlled aquifer storage wells.

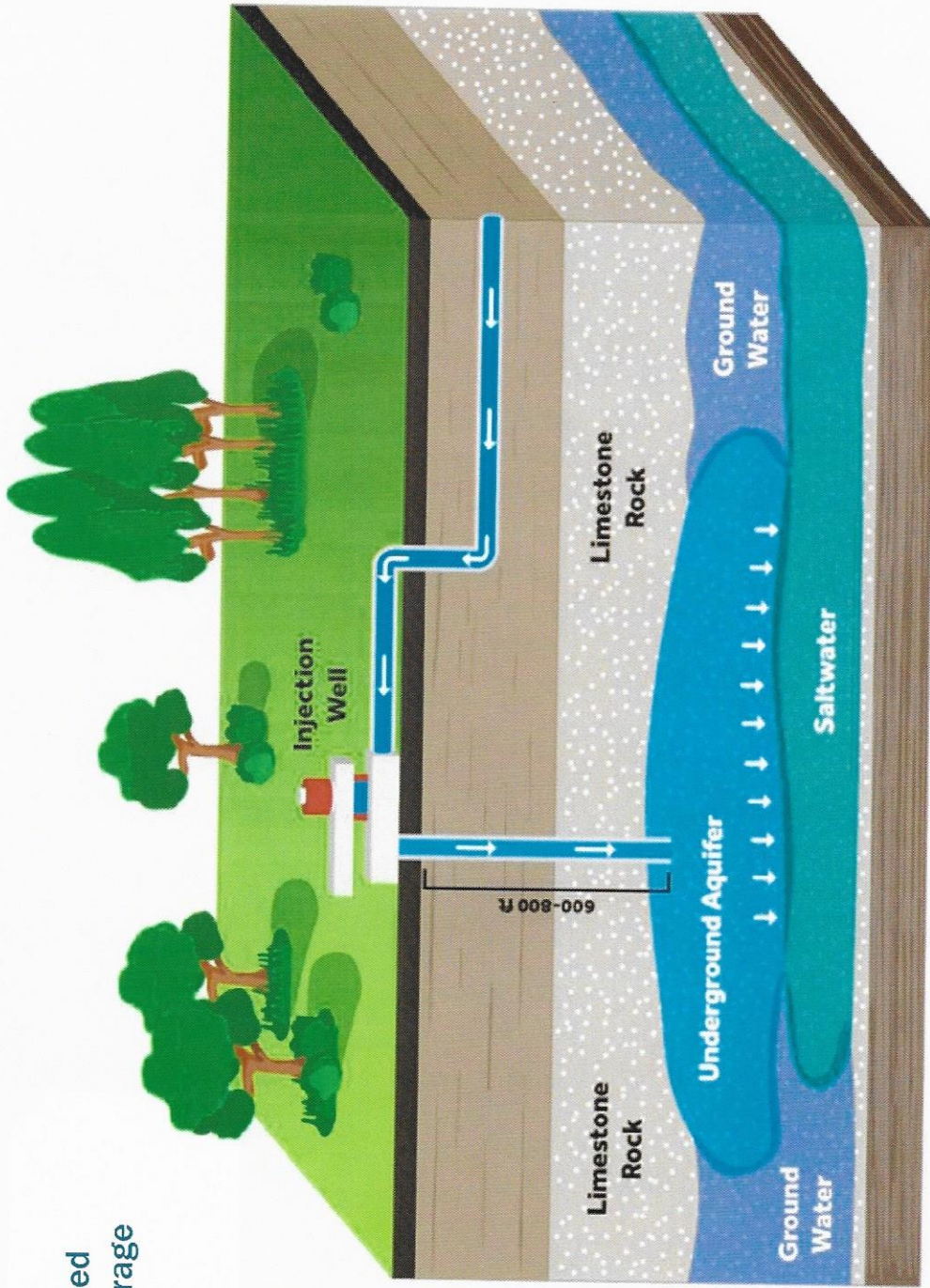


Key Benefit

This freshwater “bubble” in the aquifer creates a buffer against brackish water and saltwater intrusion into the aquifer and Sulphur Springs.



Injecting Purified Water into Storage Wells



#5: Withdrawing Purified Water from Recovery Wells

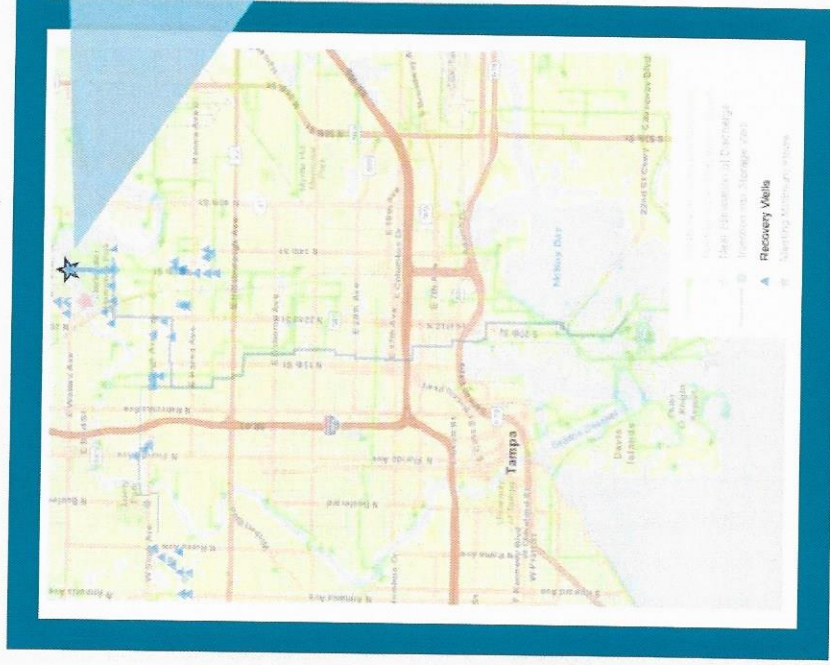
The water in the aquifer goes through a natural purification process as it rises through a layer of limestone.



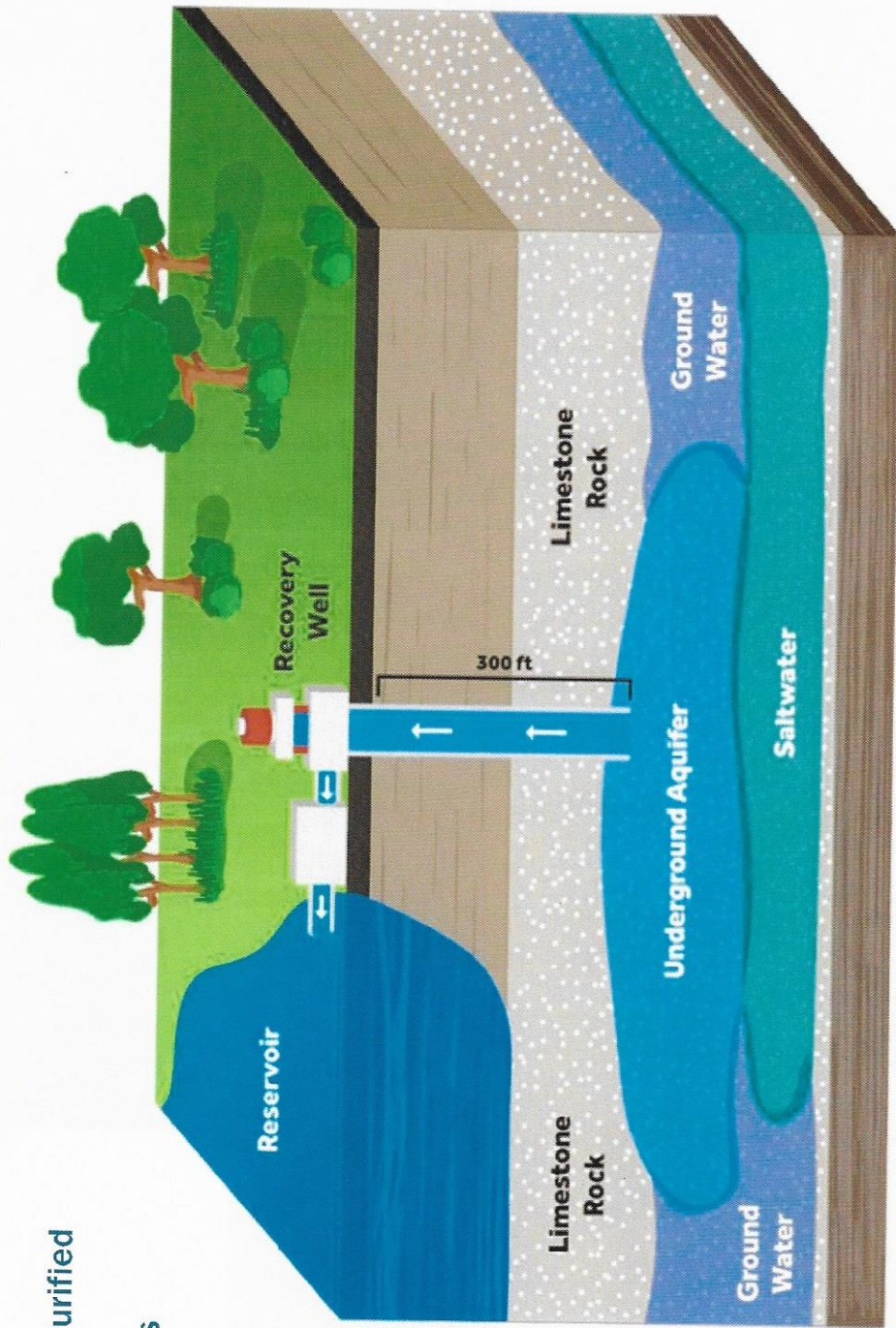
During rainy seasons, the water is less needed so it will stay in the aquifer for longer.



In dry seasons, we would bring that ultra-purified water to the surface where it is added to the Hillsborough Reservoir.



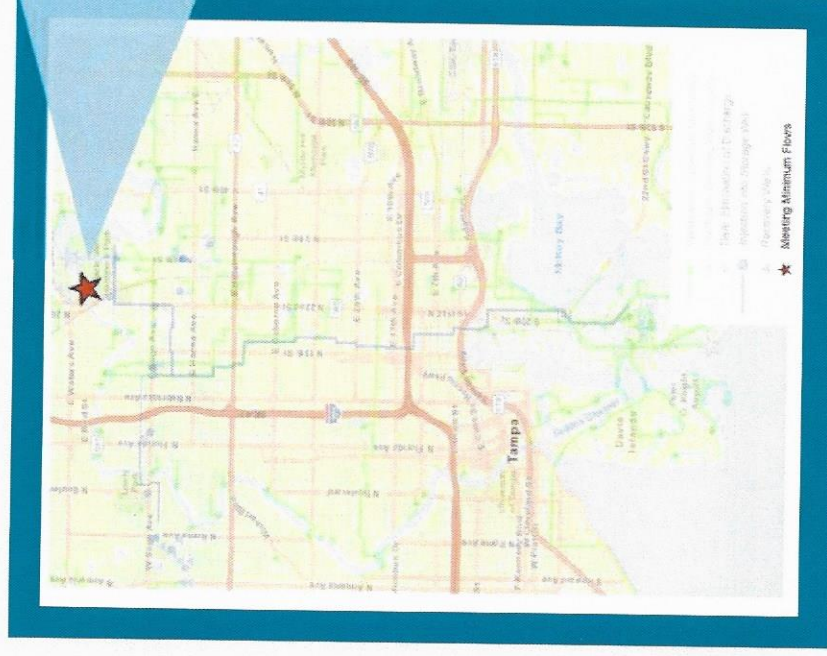
Withdrawing Purified Water From Recovery Wells



#6: Meeting Minimum Flow Requirements

The purified water added to the Hillsborough Reservoir can be released over the Hillsborough Dam to ensure that the City of Tampa is meeting Southwest Florida Water Management District minimum flow requirements.

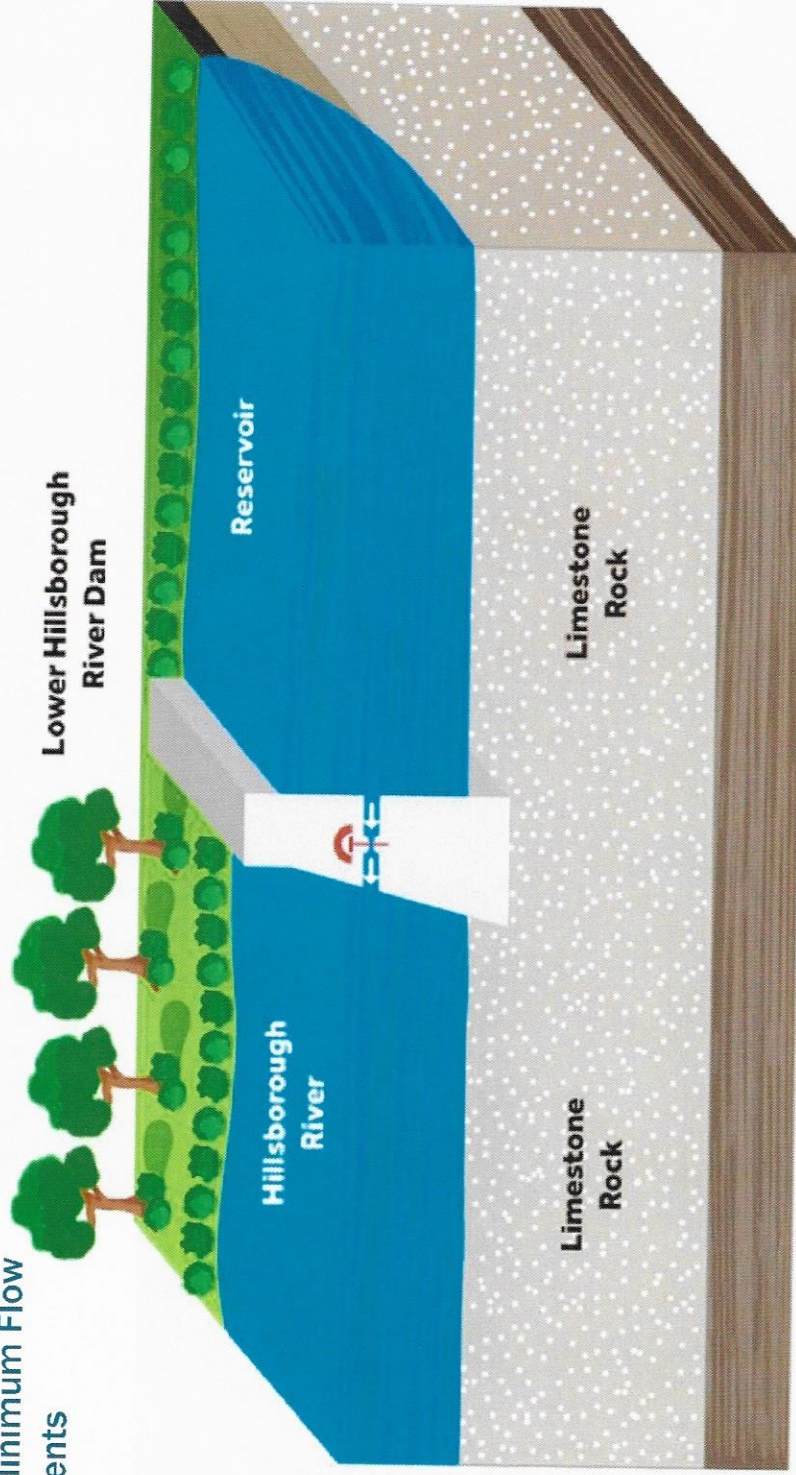
The Water Department will be able to monitor flow levels and adjust release volumes in real time.



Key Benefit

Minimum flows support the Hillsborough River's ecosystem and wildlife.

Meeting Minimum Flow
Requirements



Drought Proofing Our Water Supply

The PURE Project will replenish the Hillsborough Reservoir, helping to ensure that Tampa and our regional water partners have a sustainable supply of water in times of drought.



PURE embraces the One Water concept.



PURE takes a holistic approach to water management.

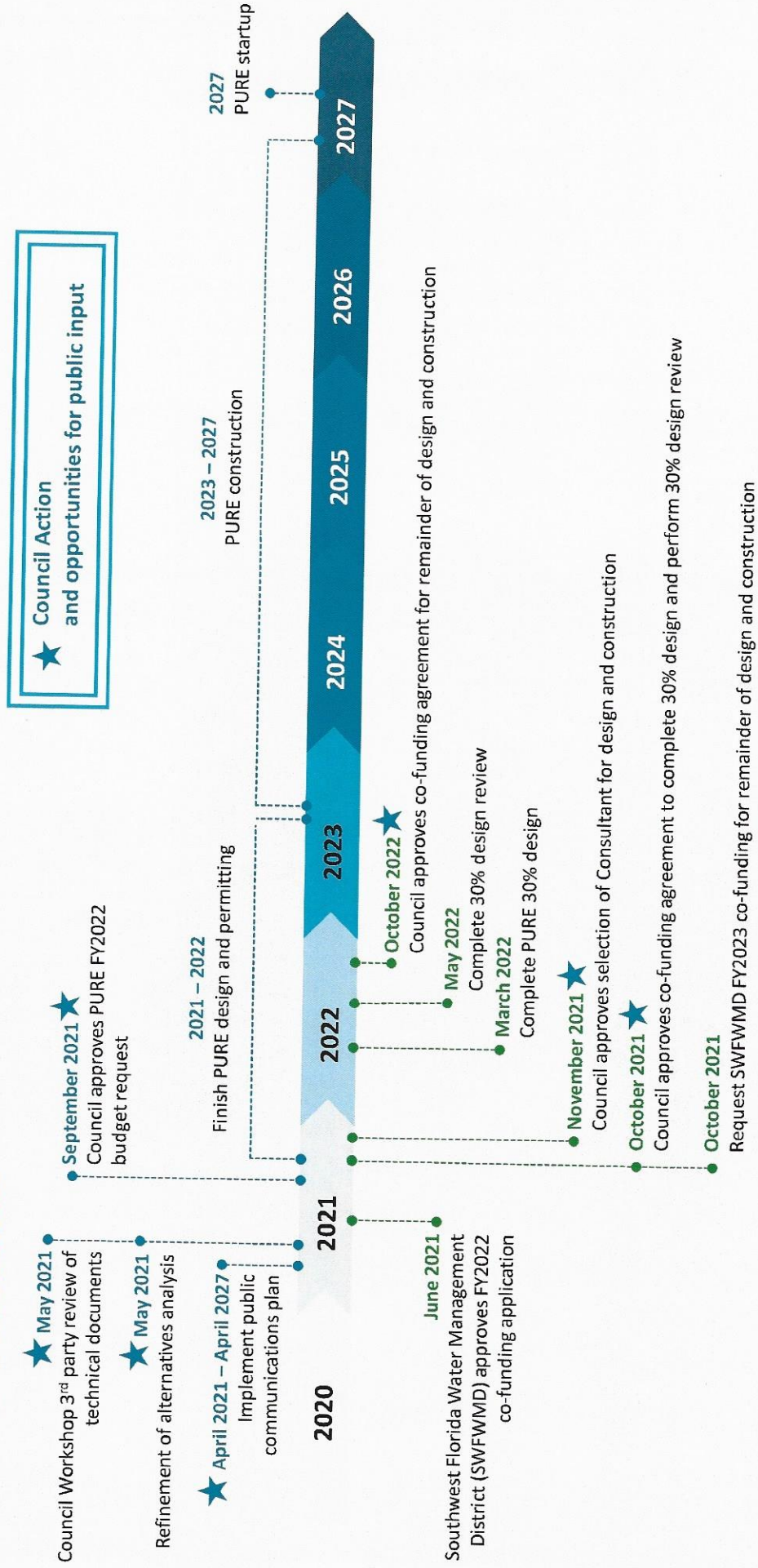


PURE supports regional water sustainability goals.



Photo Credits
Water Depth Marker at the Hillsborough River 2009, Tampa Water Department
Hillsborough River 2009, Southwest Florida Water Management District

PURE Timeline



PURE

PURIFY USABLE RESOURCES
FOR THE ENVIRONMENT

NPDES AUDIT

Tab 6 R

NPDES Audit

The District's NPDES activities were audited by FDEP in December. The final report indicated that the District had satisfied all requirements of the permit and no remediation steps were needed to be taken.

The auditor stated at the time of the audit that while he had no comments based on the review, he would share the results with his team and make any relevant suggestions would appear on the final report.



The final audit report included a single suggestion:

1. That rather than just notify owners of commercial properties of needs/requirements/concerns, the CDD also individually notify tenants, who prior to this had no direct relationship with the CDD.
2. The focus of this recommendation were the shopping center tenants who would be most likely to engage in activities that might impact the stormwater, eg restaurants.

The letter is attached.

In other news another CDD Board has given indication to their management company and lawyer that they wish to protest their inclusion as a NPDES MS4 permittee.

The requirement for an NPDES MS4 permit was previously challenged by this same CDD when the requirement was first announced and also questioned by counsel for Tampa Palms. The answer to Tampa Palms was that TP met the criteria

- The district is part of an urbanized area of more than 100,000 (Hills County)
- The district had a population of more than 1,000

The further answer was that based on the facts surrounding the sensitive wetlands and the merging of three watershed in Tampa Palms (the Trout Creek, Cypress Creek and Hillsborough River), Tampa Palms was an important MS4 permittee.

The audit report follows: it will give Board members a glimpse at the Tampa Palms requirements and activities.



FLORIDA DEPARTMENT OF Environmental Protection

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, FL 32399-2400

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Noah Valenstein
Secretary

January 15, 2021

Mary-Margaret Wilson
Assistant Secretary Tampa Palms Community Development District (CDD)
Tampa Palms CDD
16311 Tampa Palms Boulevard West
Tampa, FL 33647

Subject: Tampa Palms CDD Municipal Separate Storm Sewer System (MS4)
NPDES Permit ID Number: FLR04E070
Cycle 4 Year 1 Audit Report

Dear Mary-Margaret Wilson:

An audit of the Tampa Palms CDD Phase II MS4 Stormwater Management Program (SWMP) was conducted by the Florida Department of Environmental Protection (Department), on December 17, 2020 under the State's federally approved National Pollutant Discharge Elimination System (NPDES) stormwater program.

Based on the findings in the audit, the Department has determined that Tampa Palms CDD has **satisfied** SWMP elements as required by the *Generic Permit for Discharge of Stormwater from Phase II Municipal Separate Storm Sewer Systems (MS4)* (Rule 62-621.300(7)(a), F.A.C.) and as specified in your approved Notice of Intent (NOI) for coverage under the generic permit.

If you have any questions, please contact Jason Maron at 850-245-7568, Jason.Maron@floridadep.gov or Borja Crane-Amores at 850-245-7520, Borja.CraneAmores@floridadep.gov.

Sincerely,

A handwritten signature in cursive script that reads "Jason Maron".

Jason D. Maron
Phase II MS4 Coordinator
NPDES Stormwater Program

Attachments: Tampa Palms CDD Cycle 4 Year 1 Audit Report

Phase II Municipal Separate Storm Sewer System (MS4) NPDES Stormwater Audit Report

I. BACKGROUND INFORMATION

MS4 Permittee: Tampa Palms CDD
Permit Number: FLR04E070
Audit Year: Year 1
Reporting Period: February 19, 2019 through February 19, 2020
Audit Date/Time: December 17, 2020 @ 8:00 am

Inspector(s):

Name	Title	Email / Phone:
Jason Maron	Phase II MS4 Coordinator	Jason.Maron@floridadep.gov (850) 245 - 7568

Permittee Representative(s):

Name	Title	Email / Phone:
Mary-Margaret Wilson	Assistant Secretary	cdd.tampa@verizon.net (813) 977 - 3933

II. SWMP IMPLEMENTATION REVIEW

BMP	Department Comments: Recommendations/Required Improvements
Element 1 – Public Education and Outreach	
1a-01	<p>The permittee distributes 2,250 newsletters via first-class mail to residents and apartment complexes every two months. The same newsletter is distributed through email using a subscriber-based list. Each newsletter includes articles related to stormwater management education or other environmental topics. The permittee maintains a list of the articles including title, date published, and URL links.</p> <p>The requirement of this BMP is being satisfied.</p>
1a-02	<p>The permittee has a webpage named “Eco Friendly Tampa Palms” which discusses the City of Tampa’s Total Maximum Daily Load (TMDL) addressment efforts. This webpage includes a Florida friendly Landscape (FFL) presentation, as well as a discussion of watersheds that Tampa Palms is within. The webpage is clearly laid out and kept up to date with University of Florida/Institute of Food and Agricultural Sciences events. The permittee has analytics that keep track of the number of webpage hits.</p> <p>The permittee maintains documentation of Facebook postings, dates, number of people reached, and number of engagements.</p>

	The requirement of this BMP is being satisfied.
1a-03	<p>The permittee places posters under the pavilions of two parks in the CDD. Poster topics include “No Dumping”, “Only Rain Down the Drain”, and “Keep Our Streets Clean”. These posters are generally switched out each quarter.</p> <p>The requirement of this BMP is being satisfied.</p>
Element 2 – Public Involvement/Participation	
2a-01	<p>The permittee held multiple meetings with the dates and times announced in the Tampa Bay Times Newspaper and in the bi-monthly newsletter. The agendas, minutes, and presentations from these meetings can be found on the CDD’s website. Agenda topics included the discussion of ponds and how they are being treated as well as a monthly budget for ponds and the NPDES program.</p> <p>In March 2019, a NPDES presentation was given discussing the permit. The permittee has a tracking sheet identifying the number of board members, staff, and residents that attended each month. The consultant to the board gives the presentations.</p> <p>The requirement of this BMP is being satisfied.</p>
2a-02	<p>The Eco-Friendly Tampa Palms webpage has links to County websites that have public opportunities listed. The permittee maintains analytics that keep track of the number of webpage hits.</p> <p>The requirement of this BMP is being satisfied.</p>
2a-03	<p>The permittee implemented Phase 4 in the spring of 2019 with the assistance of Boy Scout volunteers. An Eagle Scout assisted six boy scouts in marking 45 storm drains. The permittee maintains pictures, receipts, and instructions given to scouts on how to mark the drains. Future phases are currently being developed.</p> <p>The requirement of this BMP is being satisfied.</p>
Element 3 – Illicit Discharge Detection and Elimination	
3a-01	<p>The permittee maintains a spreadsheet of all MS4 structures. The number of these structures are listed below:</p> <p>Outfalls: 45 -- These outfalls discharge to wetlands in Tampa Palms and were developed prior to Environmental Resource Permitting.</p> <p>Inlets/Catch basins: 71 – Owned and maintained by City of Tampa.</p> <p>Retention Ponds: 70 – The permittee maintains an inventory list of all ponds with each pond’s location, number of outfalls, spillways, and acreage. Aerial photos for each pond are also maintained.</p> <p>Dams/Inter-pond connections: 17</p>

	<p>Swales: 34,133 linear feet Pipes: No pipes within the CDD.</p> <p>The requirement of this BMP is being satisfied.</p>
3a-02	<p>The permittee receives the City of Tampa's Water Quality Monitoring Summary which is also displayed on the CDD webpage.</p> <p>The requirement of this BMP is being satisfied.</p>
3b-01	<p>The permittee has no legal authority to enforce the prohibition of illicit discharges. A formal letter from the City of Tampa is maintained that states areas within the Tampa Palms CDD include a dedicated right-of-way (ROW) that is under the jurisdiction of the City of Tampa. Roads and stormwater infrastructure are within the dedicated public ROW in the Tampa Palms CDD. An e-mail is maintained from the City of Tampa stating they confirm the CDD is included in any enforcement activities related to City of Tampa's ordinances.</p> <p>The requirement of this BMP is being satisfied.</p>
3c-01	<p>A standard operating procedure (SOP) was developed and provided to ABM contracting requiring ponds to be inspected twice a year to proactively look for illicit discharges. This document states whether an illicit discharge is found or not, is signed, and is then provided to the Assistant Secretary. If any illicit discharge is identified, the SOP includes follow up procedures.</p> <p>The Assistant Secretary maintains an illicit dumping report log that tracks complaints from residents. These reports include the date, time, description, location, inspection status, and results.</p> <p>There were 3 reactive investigations, which were given to the Hillsborough County Environmental Protection Commission for inspection.</p> <p>The requirement of this BMP is being satisfied.</p>
3d-01	<p>The permittee distributes 2,250 newsletters via first-class mail to residents and apartment complexes every two months. The same newsletter is distributed through email using a subscriber-based list. Each newsletter includes articles related to stormwater management education or other environmental topics. The permittee maintains a list of the articles including title, date published, and URL links.</p> <p>The requirement of this BMP is being satisfied.</p>
3d-02	<p>The permittee employs 33 individuals on the property. There is a signed agreement with ABM contracting to educate the 33 crew members weekly on pollution prevention techniques which include:</p> <ul style="list-style-type: none"> • Routine trash/litter collection from all boulevards, pond sites, and parks;

	<ul style="list-style-type: none"> • Observation and reporting of any spills, (chemical, fuel, paint or any other foreign materials) into the streets, storm drains or ponds; • Proper management of pesticides and fertilizer; • Inspection of swales and pond banks; • Proper handling of grass clippings. <p>Of the 33, four employees have Green Infrastructure Best Management Practice certification.</p> <p>28 businesses located in Tampa Palms receive a newsletter that include stormwater educational information and posters were displayed in accordance with measurable goal 3.</p> <p>Recommendation: Consider providing industry specific illicit discharge educational materials to businesses located within Tampa Palms.</p> <p>The requirement of this BMP is being satisfied.</p>
Element 4 –Construction Site Runoff	
4a-01	<p>The permittee publishes articles notifying residents of zoning or construction in the CDD. There was no construction during the reporting period. The CDD relies on the City of Tampa for implementation of applicable ordinances.</p> <p>The requirement of this BMP is being satisfied.</p>
4b-01	<p>The permittee publishes newsletters containing information on proper construction permitting. There was no construction during the reporting period. The CDD relies on the City of Tampa for implementation of applicable ordinances.</p> <p>The requirement of this BMP is being satisfied.</p>
4c-01	<p>The CDD relies on the City of Tampa for implementation of applicable ordinances.</p> <p>The requirement of this BMP is being satisfied.</p>
4d-01	<p>There were no active projects during the reporting period.</p> <p>The requirement of this BMP is being satisfied.</p>
4e-01	<p>There were no active projects during the reporting period. Any incidents would be reported in a log.</p> <p>The requirement of this BMP is being satisfied.</p>
4f-01	<p>The permittee relies on the City of Tampa to conduct inspections. No inspections were reported during this period due to no active construction.</p> <p>The requirement of this BMP is being satisfied.</p>

Element 5 – Post Construction Stormwater Management	
5a-c	<p>The permittee utilizes the current SWFWMD and FDEP regulatory criteria for ERP Permitted projects through the City of Tampa.</p> <p>The requirement of this BMP is being satisfied.</p>
Element 6 – Pollution Prevention/ Good Housekeeping for Municipal Operations	
6a-01	<p>The swale maintenance SOP is maintained by ABM contracting which identifies activities to be conducted for swale maintenance.</p> <p>The requirement of this BMP is being satisfied.</p>
6a-02	<p>A spreadsheet is maintained by the Assistant Secretary identifying inches of rainfall per month, inspections of swales, major events, and the number of times all swales and ponds are mowed.</p> <p>ABM provides a monthly report to the Assistant Secretary identifying the activities conducted throughout the month. These include trash patrol and mowing of swales, leaf and fertilizer removal from streets, and inspection of dams and inlets. Swale areas are also checked weekly.</p> <p>Sod is generally replaced during the maintenance of swales and receipts are maintained documenting its replacement.</p> <p>A contract addendum for trash collection is maintained identifying daily and weekly job duties of ABM as it pertains to trash collection. The amount of trash collected is maintained in a log and reported in monthly reports from ABM.</p> <p>The requirement of this BMP is being satisfied.</p>
6a-03	<p>Every month all swales are inspected once per the SOP. Swale area inspections are documented in the monthly reports.</p> <p>The requirement of this BMP is being satisfied.</p>
6a-04	<p>Inspections and maintenance of swale bottom inlet structures are included in the monthly reports.</p> <p>The requirement of this BMP is being satisfied.</p>
6a-05	<p>ABM has signed an SOP identifying procedures for pollution prevention techniques which include:</p> <ul style="list-style-type: none"> • Routine trash/litter collection from all boulevards, pond sites, and parks; • Observation and reporting of any spills, (chemical, fuel, paint or any other foreign materials) into the streets, storm drains or ponds; • Proper management of pesticides and fertilizer; • Inspection of swales and pond banks;

	<ul style="list-style-type: none"> • Proper handling of grass clippings. <p>The requirement of this BMP is being satisfied.</p>
6a-06	<p>A spreadsheet maintained by ABM includes mowing frequency and debris removed.</p> <p>The permittee reduced the number of fertilizations around ponds in 2008 from 5 times to 4. This reduced the fertilization rate by 40%.</p> <p>The permittee also employs Solitude Lake Management who inspect ponds and maintains records of treatment, water clarity, water flow, water level, and field observations. Each sheet includes site/lake inventory number.</p> <p>The requirement of this BMP is being satisfied.</p>
6a-07	<p>The SOP is maintained by ABM which identifies activities to be conducted for swale maintenance.</p> <p>The requirement of this BMP is being satisfied.</p>
6a-08	<p>ABM provides a monthly report identifying the number of pond control structure inspections and maintenance. There was no sand filter maintenance during the reporting period. The frequency of pond inspection is monthly with mowing and a detailed inspection twice a year. This requirement is maintained in a signed SOP by the contractor.</p> <p>The requirement of this BMP is being satisfied.</p>
6a-09	<p>In a contract with ABM there is a requirement of no fertilizer use on streets or sidewalks. The Assistant Secretary maintains documentation from the City of Tampa on street cleaning.</p> <p>The City of Tampa only cleans the right of way in Tampa Palms and provides a spreadsheet identifying billable hours, curb miles cleaned, and tonnage removed. The spreadsheet also provides the days between each cleaning and nutrient load reduction.</p> <p>The requirement of this BMP is being satisfied.</p>
6a-10	<p>A certification is maintained with ABM stating all mowers, carts, and trucks, if used, are washed using the ESD closed loop cleaning system, which is maintained monthly.</p> <p>The requirement of this BMP is being satisfied.</p>
6b-01	<p>Solitude Lake Management maintains an agreement with Tampa Palms requiring quarterly trainings which cover topics including chemical management, spill and accident procedures, pond observation, erosion detection and reporting, pond structure damage, illicit discharge detection and elimination, FDEP rules and regulations, water quality, observation and reporting of spills and dumping, and other general topics. The date and number of attendees at each training is maintained.</p>

	<p>The permittee also maintains a list of applicators that hold Aquatic Weed Control License. There are currently 4 licensed applicators in Solitude Lake Management.</p> <p>The requirement of this BMP is being satisfied.</p>
6b-02	<p>During the reporting period, five individuals were licensed in GI-BMP training and certification, four were licensed in aquatic weed control and 33 members were trained. Record of these are maintained by the assistant secretary.</p> <p>The requirement of this BMP is being satisfied.</p>