

TSR

**COMMUNITY DEVELOPMENT
DISTRICT**

April 10, 2024

BOARD OF SUPERVISORS

**REGULAR
MEETING AGENDA**

TSR

COMMUNITY DEVELOPMENT DISTRICT

AGENDA

LETTER

TSR Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Fax: (561) 571-0013•Toll-free: (877) 276-0889

April 3, 2024

Board of Supervisors
TSR Community Development District

ATTENDEES:
Please identify yourself each
time you speak to facilitate
accurate transcription of
meeting minutes.

Dear Board Members:

The Board of Supervisors of the TSR Community Development District will hold a Regular Meeting on April 10, 2024 at 6:00 p.m., at the Welcome Center, 2500 Heart Pine Avenue, Odessa, Florida 33556. The agenda is as follows:

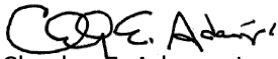
1. Call to Order/Roll Call/Pledge of Allegiance
2. Public Comments (*agenda items*) [3 minutes per person]
3. Acceptance of Resignation of Supervisor Ray Szelest [Seat 4]
4. Consider Appointment of Qualified Elector to Fill Unexpired Term of Seat 3 and Seat 4;
Terms Expires November 2024
 - A. Candidates
 - I. Karen A. Anderson
 - II. Matt Bruno
 - III. Alfredo J. Escandon
 - B. Administration of Oath of Office to Appointed Supervisors (*the following will also be provided in a separate package*)
 - I. Memorandum Regarding Required Ethics Training and Disclosure Filing
 - Sample Form 1 2023/Instructions
 - II. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - III. Membership, Obligations and Responsibilities
 - IV. Form 8B: Memorandum of Voting Conflict
5. Consideration of Resolution 2024-04, Appointing and Removing Officers of the District and Providing an Effective Date

6. Continued Discussion/Consideration of School Crosswalk at Long Spur and Tibbets Street Intersection
 7. Discussion: Letter to Homeowner Regarding Pond Embankment Erosion
 8. Update: Rangeland West Landscaping Project
 9. Acceptance of Unaudited Financial Reports as of February 29, 2024
 10. Approval of March 13, 2024 Regular Meeting Minutes
 11. Action & Completed Items
 12. Staff Reports
 - A. District Counsel: *Kutak Rock, LLP*
 - B. District Engineer: *Johnson Engineering, Inc.*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: May 8, 2024 at 6:00 PM [Presentation of Fiscal Year 2024/2025 Proposed Budget]
 - QUORUM CHECK
 - D. Lifestyle Director & Amenity Manager: *Arch Amenities Group*
 - E. Operations Manager: *Wrathell, Hunt and Associates, LLC*
13. Supervisors' Requests
14. Public Comments (*non-agenda items*) [3 minutes per person]
15. Adjournment

SEAT 1	DAVID DEENIHAN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	FRANK STALZER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	MARY COMELLA	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

Should you have any questions, please do not hesitate to contact me directly at (239) 464-7114.

Sincerely,


 Chesley E. Adams, Jr.
 District Manager

TSR

COMMUNITY DEVELOPMENT DISTRICT

3

Raymond M. Szelest
3871 Night Star Trail
Odessa, FL 33556
1 April 2024

Chuck Adams
District Manager, TSR CDD
Wrathell, Hunt and Associates, LLC
2300 Glades Road
Suite 410W
Boca Raton, FL 33431

Dear Chuck and fellow CDD Board Members,

It is with regret that I tender my resignation from the TSR CDD, effective April 10, 2024.

I am grateful for having the opportunity to serve on the board of this fine organization for the past 1.3 years, and I offer my best wishes for its continued success.

Sincerely,

Ray Szelest

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COMMUNITY DEVELOPMENT DISTRICT

4A1

Karen A Anderson

Preview:

I have been a resident of the Esplanade for 4 years and I am also a resident of Starkey Ranch. My objective to holding this position is for the good of ALL of Starkey Ranch, I have vested interest in Starkey Ranch as a whole community and it is important that Starkey Ranch maintains its beauty and continues to hold value for all residents. I believe being on the Esplanade Board of Directors for the past 2 years has given me experience in landscaping, budget planning and infrastructure which are the major concerns of all residents.

Strong attributes:

Communication ● HR experience ● P&L experience ● Problem solving skills

Strong negotiating skills ● Successful Leadership skills

Currently:

- Active member of the Starkey Ranch MPOA-ARC attending weekly meetings to safeguard the aesthetics of Starkey Ranch
- Attends CDD meetings to bring my concerns to the Board and to stay informed
- Attends Starkey Ranch Master Board meetings to stay informed
- VP/Secretary for the Esplanade at Starkey Ranch HOA
- Board Member Liaison for the ARC Committee at the Esplanade
- Manage commercial and residential properties in Massachusetts, working closely with management and landscaping companies to maintain these properties
- HOA Board Member Certified
- Volunteer at Tampa Bay GSD rescue
- Volunteer at Dog Training Club of Tampa Bay, training puppies & Dogs in basic obedience

Background Information:

- Background in transitioning a Builder run Board of Directors to a Resident run Board of Directors
- Worked in my family's excavation and construction business, while raising 3 boys in Massachusetts, giving me a strong background in landscaping, landscape design and construction
- Entered the corporate world working as a Regional Sales Director with all territories of the Northeast United States and Canada, representing well over 20 million in revenue
- Board Treasure for the Bay State German Shepherd Club

Thank you for consideration and support.

TSR

COMMUNITY DEVELOPMENT DISTRICT

4A11

From: [Matt Bruno](#)
To: [Chuck Adams](#)
Subject: TSR CDD Seat 3 Interest
Date: Tuesday, March 19, 2024 11:58:24 AM
Attachments: [M. Bruno TSR CDD Seat 3 Interest.docx](#)

[You don't often get email from mattbruno1@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Hello Mr. Adams,

I would like to declare my interest for Seat 3 on the TSR CDD. Attached is my letter of interest, and I plan to attend the meeting on April 10.

Thank you,
Matt Bruno

Members of the CDD Board,

I would like to officially declare my interest in filling the vacated Seat 3 of the TSR CDD. I meet all the required criteria, and below is a summary of my qualifications:

- I hold a degree in Management from Florida State University
- In previous retail employment I was responsible for creating and adhering to department budgets
- I have been employed by Pasco County Schools since 2007. I was a classroom teacher for 12 years, where I held a variety of leadership positions, and am now a district-level administrator
- I am a Realtor with Berkshire Hathaway in Trinity
- I served on the board of directors of my homeowner's association at my previous home

I am a lifelong Pasco County resident and my wife and I, along with our two young children, built our home here four years ago. We love the neighborhood and all it has to offer and plan on living here for a very long time.

I want to see this neighborhood thrive, our home values rise, and for it to continue to be a place where people want to move. During these times where so many property owners are facing increased insurance premiums, rising interest rates, and increasing tax assessments, on top of the rising cost of everything else, I feel the CDD needs to work to plan for a multi-year budget and look for areas to cut costs and maximize value to minimize the yearly increases in the fees. If they continue to rise as they have been it will not be long before they negatively impact the desirability of our neighborhood. As a local Realtor I have an additional stake in ensuring the values of the homes in our entire neighborhood remain high, aside from just my own.

Much of my work experience has involved collaborating with all stakeholders to solve problems and accomplish goals and I would like to bring those skills to the CDD board to help improve our neighborhood as well.

Sincerely,
Matt Bruno

11847 Blamey Trail

TSR

COMMUNITY DEVELOPMENT DISTRICT

4AIII

From: [Alfredo Escandon](#)
To: [Chuck Adams](#)
Subject: TSR CDD Seat 3 Application
Date: Friday, March 15, 2024 10:35:01 AM
Attachments: [AEscandon Resume 15 March.docx](#)

You don't often get email from alfredo16001@gmail.com. [Learn why this is important](#)

Dear Members of the Starkey Ranch Community Development District,

I am writing to express my sincere interest in the open position on Seat 3 within the Starkey Ranch Community Development District. Having recently become a resident of this vibrant community, I am eager to contribute my skills and experience to further enhance the development and prosperity of Starkey Ranch.

With a background in legal marketing, particularly in the areas of tax, project finance, and energy and renewables, I believe I can offer a unique perspective that aligns with the evolving needs of our community. My experience in these fields has equipped me with valuable insights into complex regulatory environments, strategic planning, and stakeholder engagement—skills that I am eager to apply to the benefit of Starkey Ranch.

Moreover, as a newcomer to the community, I bring a fresh outlook and enthusiasm to the table. I am committed to listening to the diverse voices within our community, understanding their concerns, and working collaboratively with fellow board members to address them effectively. I am dedicated to fostering transparency, accountability, and inclusivity in all aspects of community development.

I am passionate about contributing to the continued growth and success of Starkey Ranch, and I am eager to dedicate my time and energy to serve the best interests of our residents. I am confident that my background, coupled with my enthusiasm for community involvement, makes me a valuable candidate for Seat 3.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the future of Starkey Ranch.

Sincerely,

Alfredo Escandon

13611 Rangeland Blvd Odessa, Fl 33556

(813) 451-2048

Alfredo J. Escandon

13611 Rangeland Blvd

Odessa, FL 33556

alfredo16001@gmail.com

(813) 451-2048

EXPERIENCE

Business Development Specialist, PENRI & LatAm– Allen & Overy (Remote)

June 2022 – Present

- Maintaining relationships with friendly-firms through-out the LatAm region and tracking referrals, to and from the firm.
- Coordinating sponsorships of conferences (e.g., targeting speaker opportunities, coordinating materials and speakers, conducting event follow-up, etc.)
- Working directly with the attorneys to draft/edit competitive proposals, credentials, pitches and presentations both locally and internationally.
- Conducting market research on existing and prospective clients and market issues which may impact clients' businesses and providing advice on effective marketing strategies to address these issues.
- Managing the submission process for the major legal directories for the LatAm practice.
- Maintaining effective press coverage on major deals and market developments.
- Arranging meetings with the practice group to review progress on marketing projects and key client targeting; ensuring relevant information from these meetings is circulated to other relevant internal groups.

Senior Business Development Coordinator, Global Tax – Baker McKenzie (Tampa)

February 2020 – June 2022

- Creating and managing reports in relation to client growth, practices financial growth and other key metrics for assessing new opportunities
- Respond to requests for pitch materials and develop and maintain catalog of off shelf materials.
- Oversee internal and external newsletters along with social media, website, and other public relations channel

Marketing Specialist – Holland and Knight (Tampa)

July 2016 – February 2020

- Managed firm marketing lists
- Reporting on ROI from marketing materials
- Oversee and manage firm CRM System

Marketing Assistant – DLA Piper LLP (Tampa)

May 2015 – July 2016

- Senior team member, provide guidance and training to CRM users
- Responsible for external marketing mailings and internal communications sent
- Manage event mailing requirements and processes for multiple projects
- Managed large-scale event registration and activity tracking
- Advised Marketing Manager and Attorneys on audience and reach
- Managed Firm CRM and Email distribution system

Client Account Intern – DLA Piper US LLP (Tampa)

April 2014 – May 2015

- Assisted in maintaining client accounts
- Collected and assembled client information using various databases
- Assisted client account specialist with numerous tasks to expedite client needs
- Managed client information for accounting purposes

EDUCATION B.A. Communications - University of Tampa (May 2015)

SKILLS Bilingual in Spanish and English; skilled with Microsoft Office, InterAction, Vuture, Concept, Social Media HTML, & Salesforce

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COMMUNITY DEVELOPMENT DISTRICT

4BI

MEMORANDUM

To: Board of Supervisors
From: District Counsel
Date: January 1, 2024
Subject: Ethics Training Requirements

Beginning January 1, 2024, all Board Supervisors of Florida Community Development Districts will be required to complete four (4) hours of Ethics training each year. The four (4) hours must be allocated to the following categories: two (2) hours of Ethics Law, one (1) hour of Sunshine Law, and one (1) hour of Public Records law.

This training may be completed online, and the four (4) hours do not have to be completed all at once. The Florida Commission on Ethics (“COE”) has compiled a list of resources for this training. An overview of the resources are described below, and links to the resources are included in this memo.

Each year when Supervisors complete the required financial disclosure form (Form 1 Statement of Financial Interests), Supervisors must mark a box confirming that he or she has completed the Ethics training requirements. At this time, there is no requirement to submit a certificate; however, the COE advises that Supervisors keep a record of all trainings completed (including date and time of completion), in the event Supervisors are ever asked to provide proof of completion. The training is a calendar year requirement and corresponds to the form year. So, Supervisors will not report their 2024 training until they fill out their Form 1 for the 2025 year.

Free Training Options

The Florida Commission on Ethics’ (“COE”) website has several free online resources and links to resources that Supervisors can access to complete the training requirements. Navigate to that page here: [Florida Commission on Ethics Training](https://ethics.state.fl.us/Training/Training.aspx).¹ Please note that the COE only provides free training for the two (2) hour Ethics portion of the annual training. However, the COE does provide links to free outside resources to complete the Sunshine and Public Records portion of the training. These links are included in this memorandum below for your ease of reference.

¹ <https://ethics.state.fl.us/Training/Training.aspx>

KUTAKROCK

Free Ethics Law Training

The COE provides several videos for Ethics training, none of which are exactly two (2) hours in length. Please ensure you complete 120 minutes of Ethics training when choosing a combination of the below.

State Ethics Laws for Constitutional Officers & Elected Municipal Officers (100 minutes)

Click here: [Kinetic Ethics](#)

Business and Employment Conflicts and Post-Public-Service (56 minutes) Restriction

Click here: [Business and Employment Conflicts](#)

Gifts (50 minutes)

Click here: [Ethics Laws Governing Acceptance of Gifts](#)

Voting Conflicts - Local Officers (58 minutes)¹

Click here: [Voting Vertigo](#)

Free Sunshine/Public Records Law Training

The Office of the Attorney General provides a two (2) hour online training course (audio only) that meets the requirements of the Sunshine Law and Public Records Law portion of Supervisors' annual training.

Click here to access: [Public Meeting and Public Records Law](#)

Other Training Options

4- Hour Course

Some courses will provide a certificate upon completion (not required), like the one found from the Florida State University, Florida Institute of Government, linked here: [4-Hour Ethics Course](#). This course meets all the ethics training requirements for the year, including Sunshine Law and Public Records training. This course is currently \$79.00

CLE Course

The COE's website includes a link to the Florida Bar's Continuing Legal Education online tutorial which also meets all the Ethics training requirements. However, this is a CLE course designed more specifically for attorneys. The 5 hours 18 minutes' long course exceeds the 4-hour requirement and its cost is significantly higher than the 4-Hour Ethics course provided by the Florida State University. The course is currently \$325.00. To access this course, click here: [Sunshine Law, Public Records and Ethics for Public Officers and Public Employees](#).

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

2023 Form 1 - Statement of Financial Interests

General Information

Name: DISCLOSURE FILER

Address: SAMPLE ADDRESS

County: SAMPLE COUNTY

PID SAMPLE

AGENCY INFORMATION

Organization

SAMPLE

Suborganization

SAMPLE

Title

SAMPLE

Disclosure Period

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2023 .

Primary Sources of Income

PRIMARY SOURCE OF INCOME (Over \$2,500). (Major sources of income to the reporting person)
(If you have nothing to report, write "none" or "n/a")

Name of Source of Income	Source's Address	Description of the Source's Principal Business Activity

Secondary Sources of Income

SECONDARY SOURCES OF INCOME (Major customers, clients, and other sources of income to businesses owned by the reporting person) (If you have nothing to report, write "none" or "n/a")

Name of Business Entity	Name of Major Sources of Business' Income	Address of Source	Principal Business Activity of Source

Real Property

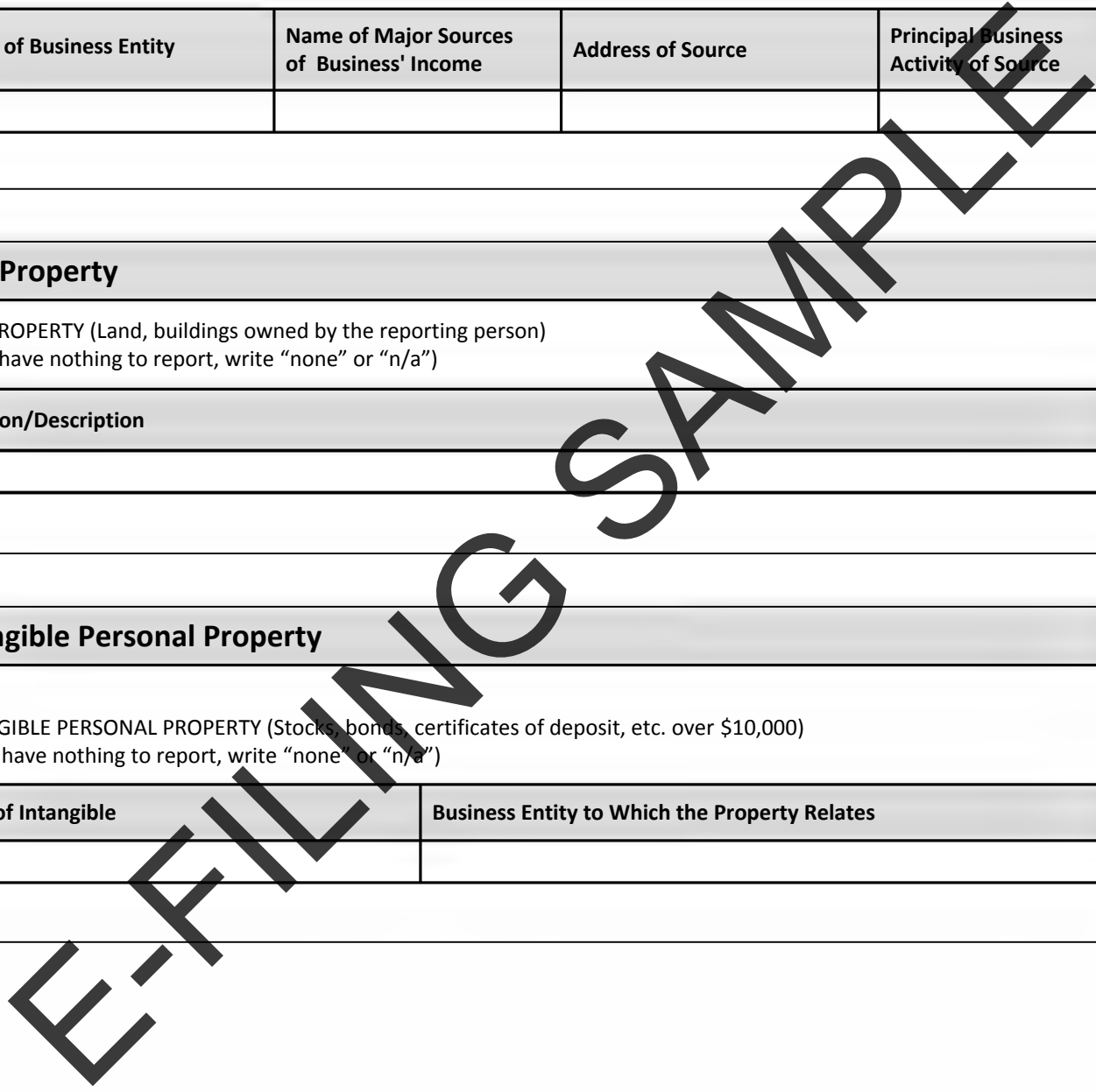
REAL PROPERTY (Land, buildings owned by the reporting person) (If you have nothing to report, write "none" or "n/a")

Location/Description

Intangible Personal Property

INTANGIBLE PERSONAL PROPERTY (Stocks, bonds, certificates of deposit, etc. over \$10,000) (If you have nothing to report, write "none" or "n/a")

Type of Intangible	Business Entity to Which the Property Relates



2023 Form 1 - Statement of Financial Interests

Liabilities

LIABILITIES (Major debts valued over \$10,000):
(If you have nothing to report, write "none" or "n/a")

Name of Creditor	Address of Creditor

Interests in Specified Businesses

INTERESTS IN SPECIFIED BUSINESSES (Ownership or positions in certain types of businesses)
(If you have nothing to report, write "none" or "n/a")

Business Entity # 1

Training

Based on the office or position you hold, the certification of training required under Section 112.3142, F.S., is not applicable to you for this form year.

E-FILING SAMPLE

Signature of Filer

Digitally signed:

Filed with COE:

E-FILING SAMPLE

2023 Form 1 Instructions Statement of Financial Interests

Notice

The annual Statement of Financial Interest is due July 1, 2024. If the annual form is not submitted via the electronic filing system created and maintained by the Commission September 3, 2024, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]

When To File:

Initially, each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

Candidates must file at the same time they file their qualifying papers.

Thereafter, file by July 1 following each calendar year in which they hold their positions.

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2023.

Who Must File Form 1

1. Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
2. Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding those required to file full disclosure on Form 6 as well as members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.
3. The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.
4. Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.
5. Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.
6. Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.
7. Persons holding any of these positions in local government: county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

8. Officers and employees of entities serving as chief administrative officer of a political subdivision.
9. Members of governing boards of charter schools operated by a city or other public entity.
10. Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.
11. The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.
12. The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.
13. Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.
14. The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
15. State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.
16. The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.
17. Each member of the governing body of a "large-hub commercial service airport," as defined in Section 112.3144(1)(c), Florida Statutes, except for members required to comply with the financial disclosure requirements of s. 8, Article II of the State Constitution.

ATTACHMENTS: A filer may include and submit attachments or other supporting documentation when filing disclosure.

PUBLIC RECORD: The disclosure form is a public record and is required by law to be posted to the Commission's website. Your Social Security number, bank account, debit, charge, and credit card numbers, mortgage or brokerage account numbers, personal identification numbers, or taxpayer identification numbers are not required and should not be included. If such information is included in the filing, it may be made available for public inspection and copying unless redaction is required by the filer, without any liability to the Commission. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address or other information is exempt from disclosure, the Commission will maintain that confidentiality *if you submit a written and notarized request.*

QUESTIONS about this form or the ethics laws may be addressed to the Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303; telephone (850) 488-7864.

Instructions for Completing Form 1

Primary Sources of Income

[Required by s. 112.3145(3)(b)1, F.S.]

This section is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded \$2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

- If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.

- If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.
- If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

Secondary Sources of Income

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

1. You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); *and*,
2. You received more than \$5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

Real Property

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

Intangible Personal Property

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

Liabilities

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than \$10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

Interests in Specified Businesses

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

Training Certification

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer appointed school superintendent, a commissioner of a community redevelopment agency created under Part III, Chapter 163, or an elected local officers of independent special districts, including any person appointed to fill a vacancy on an elected special district board, whose service began on or before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

TSR

COMMUNITY DEVELOPMENT DISTRICT

4B11

FLORIDA COMMISSION ON ETHICS



GUIDE
to the
SUNSHINE AMENDMENT
and
CODE of ETHICS
for Public Officers and Employees

2024

State of Florida
COMMISSION ON ETHICS

Ashley Lukis, *Chair*
Tallahassee

Michelle Anchors, *Vice Chair*
Fort Walton Beach

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Gainesville

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I. HISTORY OF FLORIDA'S ETHICS LAWS

Florida has been a leader among the states in establishing ethics standards for public officials and recognizing the right of citizens to protect the public trust against abuse. Our state Constitution was revised in 1968 to require a code of ethics, prescribed by law, for all state employees and non-judicial officers prohibiting conflict between public duty and private interests.

Florida's first successful constitutional initiative resulted in the adoption of the Sunshine Amendment in 1976, providing additional constitutional guarantees concerning ethics in government. In the area of enforcement, the Sunshine Amendment requires that there be an independent commission (the Commission on Ethics) to investigate complaints concerning breaches of public trust by public officers and employees other than judges.

The Code of Ethics for Public Officers and Employees is found in Chapter 112 (Part III) of the Florida Statutes. Foremost among the goals of the Code is to promote the public interest and maintain the respect of the people for their government. The Code is also intended to ensure that public officials conduct themselves independently and impartially, not using their offices for private gain other than compensation provided by law. While seeking to protect the integrity of government, the Code also seeks to avoid the creation of unnecessary barriers to public service.

Criminal penalties, which initially applied to violations of the Code, were eliminated in 1974 in favor of administrative enforcement. The Legislature created the Commission on Ethics that year "to serve as guardian of the standards of conduct" for public officials, state and local. Five of the Commission's nine members are appointed by the Governor, and two each are appointed by the President of the Senate and Speaker of the House of Representatives. No more than five Commission members may be members of the same political party, and none may be lobbyists, or hold any public employment during their two-year terms of office. A chair is selected from among the members to serve a one-year term and may not succeed himself or herself.

II. ROLE OF THE COMMISSION ON ETHICS

In addition to its constitutional duties regarding the investigation of complaints, the Commission:

- Renders advisory opinions to public officials;
- Prescribes forms for public disclosure;
- Prepares mailing lists of public officials subject to financial disclosure for use by Supervisors of Elections and the Commission in distributing forms and notifying delinquent filers;
- Makes recommendations to disciplinary officials when appropriate for violations of ethics and disclosure laws, since it does not impose penalties;
- Administers the Executive Branch Lobbyist Registration and Reporting Law;
- Maintains financial disclosure filings of constitutional officers and state officers and employees; and,
- Administers automatic fines for public officers and employees who fail to timely file required annual financial disclosure.

III. THE ETHICS LAWS

The ethics laws generally consist of two types of provisions, those prohibiting certain actions or conduct and those requiring that certain disclosures be made to the public. The following descriptions of these laws have been simplified in an effort to provide notice of their requirements. Therefore, we suggest that you also review the wording of the actual law. Citations to the appropriate laws are in brackets.

The laws summarized below apply generally to all public officers and employees, state and local, including members of advisory bodies. The principal exception to this broad coverage is the exclusion of judges, as they fall within the jurisdiction of the Judicial Qualifications Commission.

Public Service Commission (PSC) members and employees, as well as members of the PSC Nominating Council, are subject to additional ethics standards that are enforced by the Commission on Ethics under Chapter 350, Florida Statutes. Further, members of the governing boards of charter schools are subject to some of the provisions of the Code of Ethics [Sec. 1002.33(26), Fla. Stat.], as are the officers, directors, chief executive officers and some employees of business entities that serve as the chief administrative or executive officer or employee of a political subdivision. [Sec. 112.3136, Fla. Stat.].

A. PROHIBITED ACTIONS OR CONDUCT

1. Solicitation and Acceptance of Gifts

Public officers, employees, local government attorneys, and candidates are prohibited from soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor, or service, that is based on an understanding that their vote, official action, or judgment would be influenced by such gift. [Sec. 112.313(2), Fla. Stat.]

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** any gift from a political committee, lobbyist who has lobbied the official or his or her agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist or from a vendor doing business with the official's agency. [Sec. 112.3148, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees are prohibited from directly or indirectly **accepting** a gift worth more than \$100 from such a lobbyist, from a partner, firm, employer, or principal of the lobbyist, or from a political committee or vendor doing business with their agency. [Sec.112.3148, Fla. Stat.]

However, notwithstanding Sec. 112.3148, Fla. Stat., no Executive Branch lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] Typically, this would include gifts valued at less than \$100 that formerly

were permitted under Section 112.3148, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

Also, persons required to file Form 1 or Form 6, and state procurement employees and members of their immediate families, are prohibited from accepting any gift from a political committee. [Sec. 112.31485, Fla. Stat.]

2. *Unauthorized Compensation*

Public officers or employees, local government attorneys, and their spouses and minor children are prohibited from accepting any compensation, payment, or thing of value when they know, or with the exercise of reasonable care should know, that it is given to influence a vote or other official action. [Sec. 112.313(4), Fla. Stat.]

3. *Misuse of Public Position*

Public officers and employees, and local government attorneys are prohibited from corruptly using or attempting to use their official positions or the resources thereof to obtain a special privilege or benefit for themselves or others. [Sec. 112.313(6), Fla. Stat.]

4. *Abuse of Public Position*

Public officers and employees are prohibited from abusing their public positions in order to obtain a disproportionate benefit for themselves or certain others. [Article II, Section 8(h), Florida Constitution.]

5. *Disclosure or Use of Certain Information*

Public officers and employees and local government attorneys are prohibited from disclosing or using information not available to the public and obtained by reason of their public position, for the personal benefit of themselves or others. [Sec. 112.313(8), Fla. Stat.]

6. *Solicitation or Acceptance of Honoraria*

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** honoraria related to their public offices or duties. [Sec. 112.3149, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees, are prohibited from knowingly **accepting** an honorarium from a political committee, lobbyist who has lobbied the person's agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist, or from a vendor doing business with the official's agency. However, they may accept the payment of expenses related to an honorarium event from such individuals or entities, provided that the expenses are disclosed. See Part III F of this brochure. [Sec. 112.3149, Fla. Stat.]

Lobbyists and their partners, firms, employers, and principals, as well as political committees and vendors, are prohibited from **giving** an honorarium to persons required to file FORM 1 or FORM 6 and to state procurement employees. Violations of this law may result in fines of up to \$5,000 and prohibitions against lobbying for up to two years. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no Executive Branch or legislative lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] This may include honorarium event related expenses that formerly were permitted under Sec. 112.3149, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

B. PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS

1. *Doing Business With One's Agency*

- a) A public employee acting as a purchasing agent, or public officer acting in an official capacity, is prohibited from purchasing, renting, or leasing any realty, goods, or

services for his or her agency from a business entity in which the officer or employee or his or her spouse or child owns more than a 5% interest. [Sec. 112.313(3), Fla. Stat.]

- b) A public officer or employee, acting in a private capacity, also is prohibited from renting, leasing, or selling any realty, goods, or services to his or her own agency if the officer or employee is a state officer or employee, or, if he or she is an officer or employee of a political subdivision, to that subdivision or any of its agencies. [Sec. 112.313(3), Fla. Stat.]

2. *Conflicting Employment or Contractual Relationship*

- a) A public officer or employee is prohibited from holding any employment or contract with any business entity or agency regulated by or doing business with his or her public agency. [Sec. 112.313(7), Fla. Stat.]
- b) A public officer or employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between the official's private interests and public duties or which will impede the full and faithful discharge of the official's public duties. [Sec. 112.313(7), Fla. Stat.]
- c) Limited exceptions to this prohibition have been created in the law for legislative bodies, certain special tax districts, drainage districts, and persons whose professions or occupations qualify them to hold their public positions. [Sec. 112.313(7)(a) and (b), Fla. Stat.]

3. *Exemptions*—Pursuant to Sec. 112.313(12), Fla. Stat., the prohibitions against doing business with one's agency and having conflicting employment may not apply:

- a) When the business is rotated among all qualified suppliers in a city or county.
- b) When the business is awarded by sealed, competitive bidding and neither the official nor his or her spouse or child have attempted to persuade agency personnel to enter

the contract. NOTE: Disclosure of the interest of the official, spouse, or child and the nature of the business must be filed prior to or at the time of submission of the bid on Commission FORM 3A with the Commission on Ethics or Supervisor of Elections, depending on whether the official serves at the state or local level.

- c) When the purchase or sale is for legal advertising, utilities service, or for passage on a common carrier.
- d) When an emergency purchase must be made to protect the public health, safety, or welfare.
- e) When the business entity is the only source of supply within the political subdivision and there is full disclosure of the official's interest to the governing body on Commission FORM 4A.
- f) When the aggregate of any such transactions does not exceed \$500 in a calendar year.
- g) When the business transacted is the deposit of agency funds in a bank of which a county, city, or district official is an officer, director, or stockholder, so long as agency records show that the governing body has determined that the member did not favor his or her bank over other qualified banks.
- h) When the prohibitions are waived in the case of ADVISORY BOARD MEMBERS by the appointing person or by a two-thirds vote of the appointing body (after disclosure on Commission FORM 4A).
- i) When the public officer or employee purchases in a private capacity goods or services, at a price and upon terms available to similarly situated members of the general public, from a business entity which is doing business with his or her agency.
- j) When the public officer or employee in a private capacity purchases goods or services from a business entity which is subject to the regulation of his or her agency where the price and terms of the transaction are available to similarly situated members of

the general public and the officer or employee makes full disclosure of the relationship to the agency head or governing body prior to the transaction.

4. *Additional Exemptions*

No elected public officer is in violation of the conflicting employment prohibition when employed by a tax exempt organization contracting with his or her agency so long as the officer is not directly or indirectly compensated as a result of the contract, does not participate in any way in the decision to enter into the contract, abstains from voting on any matter involving the employer, and makes certain disclosures. [Sec. 112.313(15), Fla. Stat.]

5. *Legislators Lobbying State Agencies*

A member of the Legislature is prohibited from representing another person or entity for compensation during his or her term of office before any state agency other than judicial tribunals. [Art. II, Sec. 8(e), Fla. Const., and Sec. 112.313(9), Fla. Stat.]

6. *Additional Lobbying Restrictions for Certain Public Officers and Employees*

A statewide elected officer; a member of the legislature; a county commissioner; a county officer pursuant to Article VIII or county charter; a school board member; a superintendent of schools; an elected municipal officer; an elected special district officer in a special district with ad valorem taxing authority; or a person serving as a secretary, an executive director, or other agency head of a department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the federal government, the legislature, any state government body or agency, or any political subdivision of this state, during his or her term of office. [Art. II Sec 8(f)(2), Fla. Const. and Sec. 112.3121, Fla. Stat.]

7. *Employees Holding Office*

A public employee is prohibited from being a member of the governing body which serves as his or her employer. [Sec. 112.313(10), Fla. Stat.]

8. *Professional and Occupational Licensing Board Members*

An officer, director, or administrator of a state, county, or regional professional or occupational organization or association, while holding such position, may not serve as a member of a state examining or licensing board for the profession or occupation. [Sec. 112.313(11), Fla. Stat.]

9. *Contractual Services: Prohibited Employment*

A state employee of the executive or judicial branch who participates in the decision-making process involving a purchase request, who influences the content of any specification or procurement standard, or who renders advice, investigation, or auditing, regarding his or her agency's contract for services, is prohibited from being employed with a person holding such a contract with his or her agency. [Sec. 112.3185(2), Fla. Stat.]

10. *Local Government Attorneys*

Local government attorneys, such as the city attorney or county attorney, and their law firms are prohibited from representing private individuals and entities before the unit of local government which they serve. A local government attorney cannot recommend or otherwise refer to his or her firm legal work involving the local government unit unless the attorney's contract authorizes or mandates the use of that firm. [Sec. 112.313(16), Fla. Stat.]

11. *Dual Public Employment*

Candidates and elected officers are prohibited from accepting public employment if they know or should know it is being offered for the purpose of influence. Further, public employment may not be accepted unless the position was already in existence or was created without the anticipation of the official's interest, was publicly advertised, and the officer had to meet the same qualifications and go through the same hiring process as other applicants. For elected public officers already holding public employment, no promotion given for the purpose of influence may be accepted, nor may promotions that are inconsistent with those given other similarly situated employees. [Sec. 112.3125, Fla. Stat.]

C. RESTRICTIONS ON APPOINTING, EMPLOYING, AND CONTRACTING WITH RELATIVES

1. *Anti-Nepotism Law*

A public official is prohibited from seeking for a relative any appointment, employment, promotion, or advancement in the agency in which he or she is serving or over which the official exercises jurisdiction or control. No person may be appointed, employed, promoted, or advanced in or to a position in an agency if such action has been advocated by a related public official who is serving in or exercising jurisdiction or control over the agency; this includes relatives of members of collegial government bodies. NOTE: This prohibition does not apply to school districts (except as provided in Sec. 1012.23, Fla. Stat.), community colleges and state universities, or to appointments of boards, other than those with land-planning or zoning responsibilities, in municipalities of fewer than 35,000 residents. Also, the approval of budgets does not constitute “jurisdiction or control” for the purposes of this prohibition. This provision does not apply to volunteer emergency medical, firefighting, or police service providers. [Sec. 112.3135, Fla. Stat.]

2. *Additional Restrictions*

A state employee of the executive or judicial branch or the PSC is prohibited from directly or indirectly procuring contractual services for his or her agency from a business entity of which a relative is an officer, partner, director, or proprietor, or in which the employee, or his or her spouse, or children own more than a 5% interest. [Sec. 112.3185(6), Fla. Stat.]

D. POST OFFICE HOLDING AND EMPLOYMENT (REVOLVING DOOR) RESTRICTIONS

1. *Lobbying by Former Legislators, Statewide Elected Officers, and Appointed State Officers*

A member of the Legislature or a statewide elected or appointed state official is prohibited for two years following vacation of office from representing another person or entity for compensation before the government body or agency of which the individual was an officer or member. Former members of the Legislature are also prohibited for two years from lobbying the executive branch. [Art. II, Sec. 8(e), Fla. Const. and Sec. 112.313(9), Fla. Stat.]

2. *Lobbying by Former State Employees*

Certain employees of the executive and legislative branches of state government are prohibited from personally representing another person or entity for compensation before the agency with which they were employed for a period of two years after leaving their positions, unless employed by another agency of state government. [Sec. 112.313(9), Fla. Stat.] These employees include the following:

- a) Executive and legislative branch employees serving in the Senior Management Service and Selected Exempt Service, as well as any person employed by the Department of the Lottery having authority over policy or procurement.
- b) serving in the following position classifications: the Auditor General; the director of the Office of Program Policy Analysis and Government Accountability (OPPAGA); the Sergeant at Arms and Secretary of the Senate; the Sergeant at Arms and Clerk of the House of Representatives; the executive director and deputy executive director of the Commission on Ethics; an executive director, staff director, or deputy staff director of each joint committee, standing committee, or select committee of the Legislature; an executive director, staff director, executive assistant, legislative analyst, or attorney serving in the Office of the President of the Senate, the Office of the Speaker of the House of Representatives, the Senate Majority Party Office, the Senate Minority Party Office, the House Majority Party Office, or the House Minority Party Office; the Chancellor and Vice-Chancellors of the State University System; the general counsel to the Board of Regents; the president, vice presidents, and deans of each state university; any person hired on a contractual basis and having the power normally conferred upon such persons, by whatever title; and any person having the power normally conferred upon the above positions.

This prohibition does not apply to a person who was employed by the Legislature or other agency prior to July 1, 1989; who was a defined employee of the State University System or the Public Service Commission who held such employment on December 31, 1994; or who reached normal retirement age and retired by July 1, 1991. It does apply to OPS employees.

PENALTIES: Persons found in violation of this section are subject to the penalties contained in the Code (see PENALTIES, Part V) as well as a civil penalty in an amount equal to the compensation which the person received for the prohibited conduct. [Sec. 112.313(9)(a)5, Fla. Stat.]

3. *6-Year Lobbying Ban*

For a period of six years after vacation of public position occurring on or after December 31, 2022, a statewide elected officer or member of the legislature shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature or any state government body or agency. [Art. II Sec 8(f)(3)a., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a person serving as a secretary, an executive director, or other agency head of a department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature, the governor, the executive office of the governor, members of the cabinet, a department that is headed by a member of the cabinet, or his or her former department. [Art. II Sec 8(f)(3)b., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a county commissioner, a county officer pursuant to Article VIII or county charter, a school board member, a superintendent of schools, an elected municipal officer, or an elected special district officer in a special district with ad valorem taxing authority shall not lobby for compensation on issues of policy, appropriations, or procurement before his or her former agency or governing body. [Art. II Sec 8(f)(3)c., Fla. Const. and Sec. 112.3121, Fla. Stat.]

4. *Additional Restrictions on Former State Employees*

A former executive or judicial branch employee or PSC employee is prohibited from having employment or a contractual relationship, at any time after retirement or termination of employment, with any business entity (other than a public agency) in connection with a contract in which the employee participated personally and substantially by recommendation or decision while a public employee. [Sec. 112.3185(3), Fla. Stat.]

A former executive or judicial branch employee or PSC employee who has retired or terminated employment is prohibited from having any employment or contractual relationship for two years with any business entity (other than a public agency) in connection with a contract for services which was within his or her responsibility while serving as a state employee. [Sec.112.3185(4), Fla. Stat.]

Unless waived by the agency head, a former executive or judicial branch employee or PSC employee may not be paid more for contractual services provided by him or her to the former agency during the first year after leaving the agency than his or her annual salary before leaving. [Sec. 112.3185(5), Fla. Stat.]

These prohibitions do not apply to PSC employees who were so employed on or before Dec. 31, 1994.

5. *Lobbying by Former Local Government Officers and Employees*

A person elected to county, municipal, school district, or special district office is prohibited from representing another person or entity for compensation before the government body or agency of which he or she was an officer for two years after leaving office. Appointed officers and employees of counties, municipalities, school districts, and special districts may be subject to a similar restriction by local ordinance or resolution. [Sec. 112.313(13) and (14), Fla. Stat.]

E. VOTING CONFLICTS OF INTEREST

State public officers are prohibited from voting in an official capacity on any measure which they know would inure to their own special private gain or loss. A state public officer who abstains, or who votes on a measure which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, must make every reasonable effort to file a memorandum of voting conflict with the recording secretary in advance of the vote. If that is not possible, it must be filed within 15 days after the vote occurs. The memorandum must disclose the nature of the officer's interest in the matter.

No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter. However, members of community redevelopment agencies and district officers elected on a one-acre, one-vote basis are not required to abstain when voting in that capacity.

No appointed state or local officer shall participate in any matter which would inure to the officer's special private gain or loss, the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, without first disclosing the nature of his or her interest in the matter. The memorandum of voting conflict (Commission Form 8A or 8B) must be filed with the meeting's recording officer, be provided to the other members of the agency, and be read publicly at the next meeting.

If the conflict is unknown or not disclosed prior to the meeting, the appointed official must orally disclose the conflict at the meeting when the conflict becomes known. Also, a written memorandum of voting conflict must be filed with the meeting's recording officer within 15 days of the disclosure being made and must be provided to the other members of the agency, with the disclosure being read publicly at the next scheduled meeting. [Sec. 112.3143, Fla. Stat.]

F. DISCLOSURES

Conflicts of interest may occur when public officials are in a position to make decisions that affect their personal financial interests. This is why public officers and employees, as well as candidates who run for public office, are required to publicly disclose their financial interests. The disclosure process serves to remind officials of their obligation to put the public interest above personal considerations. It also helps citizens to monitor the considerations of those who spend their tax dollars and participate in public policy decisions or administration.

All public officials and candidates do not file the same degree of disclosure; nor do they all file at the same time or place. Thus, care must be taken to determine which disclosure forms a particular official or candidate is required to file.

The following forms are described below to set forth the requirements of the various disclosures and the steps for correctly providing the information in a timely manner.

1. *FORM 1 - Limited Financial Disclosure*

Who Must File:

Persons required to file FORM 1 include all state officers, local officers, candidates for local elective office, and specified state employees as defined below (other than those officers who are required by law to file FORM 6).

STATE OFFICERS include:

- 1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
- 2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies; but including judicial nominating commission members; directors of Enterprise Florida, Scripps Florida Funding Corporation, and CareerSource Florida, and members of the Council on the Social Status of Black Men and Boys; the Executive Director, governors, and senior managers of Citizens Property Insurance Corporation; governors and senior managers of Florida Workers' Compensation Joint Underwriting Association, board members of the Northeast Florida Regional Transportation Commission, and members of the board of Triumph Gulf Coast, Inc.; members of the board of Florida is

for Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

- 3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, local boards of trustees and presidents of state universities, and members of the Florida Prepaid College Board.

LOCAL OFFICERS include:

- 1) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
- 2) Appointed members of the following boards, councils, commissions, authorities, or other bodies of any county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; a community college or junior college district board of trustees; a board having the power to enforce local code provisions; a planning or zoning board, board of adjustments or appeals, community redevelopment agency board, or other board having the power to recommend, create, or modify land planning or zoning within the political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; a pension board or retirement board empowered to invest pension or retirement funds or to determine entitlement to or amount of a pension or other retirement benefit.
- 3) Any other appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.
- 4) Persons holding any of these positions in local government: county or city manager; chief administrative employee or finance director of a county, municipality, or other

political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

- 5) Members of governing boards of charter schools operated by a city or other public entity.
- 6) The officers, directors, and chief executive officer of a corporation, partnership, or other business entity that is serving as the chief administrative or executive officer or employee of a political subdivision, and any business entity employee who is acting as the chief administrative or executive officer or employee of the political subdivision. [Sec. 112.3136, Fla. Stat.]

SPECIFIED STATE EMPLOYEE includes:

- 1) Employees in the Office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.
- 2) The following positions in each state department, commission, board, or council: secretary or state surgeon general, assistant or deputy secretary, executive director, assistant or deputy executive director, and anyone having the power normally conferred upon such persons, regardless of title.
- 3) The following positions in each state department or division: director, assistant or deputy director, bureau chief, assistant bureau chief, and any person having the power normally conferred upon such persons, regardless of title.

- 4) Assistant state attorneys, assistant public defenders, criminal conflict and civil regional counsel, assistant criminal conflict and civil regional counsel, public counsel, full-time state employees serving as counsel or assistant counsel to a state agency, judges of compensation claims, administrative law judges, and hearing officers.
- 5) The superintendent or director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
- 6) State agency business managers, finance and accounting directors, personnel officers, grant coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.
- 7) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

What Must Be Disclosed:

FORM 1 requirements are set forth fully on the form. In general, this includes the reporting person's sources and types of financial interests, such as the names of employers and addresses of real property holdings. NO DOLLAR VALUES ARE REQUIRED TO BE LISTED. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When to File:

CANDIDATES who do not currently hold a position requiring the filing of a Form 1 or Form 6 must register and use the electronic filing system to complete the Form 6, then print and file the disclosure with the officer before whom they qualify at the time of qualifying. [Art. II, Sec. 8(a) and (i), Fla. Const., and Sec. 112.3144, Fla. Stat.]

STATE and LOCAL OFFICERS and SPECIFIED STATE EMPLOYEES are required to file disclosure by July 1 of each year. They also must file within thirty days from the date of appointment or the beginning of employment. Those appointees requiring Senate confirmation must file prior to confirmation.

Where to File:

File with the Commission on Ethics. [Sec. 112.3145, Fla. Stat.]

Beginning January 1, 2024, all Form 1 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable by name or organization on the Commission's website.

2. *FORM 1F - Final Form 1 Limited Financial Disclosure*

FORM 1F is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 1 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

3. *FORM 2 - Quarterly Client Disclosure*

The state officers, local officers, and specified state employees listed above, as well as elected constitutional officers, must file a FORM 2 if they or a partner or associate of their professional firm represent a client for compensation before an agency at their level of government.

A FORM 2 disclosure includes the names of clients represented by the reporting person or by any partner or associate of his or her professional firm for a fee or commission before agencies at the reporting person's level of government. Such representations do not include appearances in ministerial matters, appearances before judges of compensation claims, or representations on behalf of one's agency in one's official capacity. Nor does the term include the preparation and filing of forms and applications merely for the purpose of obtaining or transferring a license, so long as the

issuance of the license does not require a variance, special consideration, or a certificate of public convenience and necessity.

When to File:

This disclosure should be filed quarterly, by the end of the calendar quarter following the calendar quarter during which a reportable representation was made. FORM 2 need not be filed merely to indicate that no reportable representations occurred during the preceding quarter; it should be filed ONLY when reportable representations were made during the quarter.

Where To File:

File with the Commission on Ethics. [Sec. 112.3145(4), Fla. Stat.]

Beginning January 1, 2024, all Form 2 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable on the Commission's website.

4. *FORM 6 - Full and Public Disclosure*

Who Must File:

Persons required by law to file FORM 6 include all elected constitutional officers and candidates for such office; the mayor and members of a city council and candidates for these offices; the Duval County Superintendent of Schools; judges of compensation claims (pursuant to Sec. 440.442, Fla. Stat.); members of the Florida Housing Finance Corporation Board and members of expressway authorities, transportation authorities (except the Jacksonville Transportation Authority), bridge authority, or toll authorities created pursuant to Ch. 348 or 343, or 349, or other general law.

What Must be Disclosed:

FORM 6 is a detailed disclosure of assets, liabilities, and sources of income over \$1,000 and their values, as well as net worth. Officials may opt to file their most recent income tax return in lieu of listing sources of income but still must disclose their assets, liabilities, and net worth. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When and Where To File:

Officials must file FORM 6 annually by July 1 with the Commission on Ethics.

Beginning January 1, 2023, all Form 6 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable by name and organization on the Commission's website.

CANDIDATES who do not currently hold a position requiring the filing of a Form 1 or Form 6 must register and use the electronic filing system to complete the Form 6, then print and file the disclosure with the officer before whom they qualify at the time of qualifying. [Art. II, Sec. 8(a) and (i), Fla. Const., and Sec. 112.3144, Fla. Stat.]

5. *FORM 6F - Final Form 6 Full and Public Disclosure*

This is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 6 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

6. *FORM 9 - Quarterly Gift Disclosure*

Each person required to file FORM 1 or FORM 6, and each state procurement employee, must file a FORM 9, Quarterly Gift Disclosure, with the Commission on Ethics on the last day of any calendar quarter following the calendar quarter in which he or she received a gift worth more than \$100, other

than gifts from relatives, gifts prohibited from being accepted, gifts primarily associated with his or her business or employment, and gifts otherwise required to be disclosed. FORM 9 NEED NOT BE FILED if no such gift was received during the calendar quarter.

Information to be disclosed includes a description of the gift and its value, the name and address of the donor, the date of the gift, and a copy of any receipt for the gift provided by the donor. [Sec. 112.3148, Fla. Stat.]

7. *FORM 10 - Annual Disclosure of Gifts from Government Agencies and Direct-Support Organizations and Honorarium Event Related Expenses*

State government entities, airport authorities, counties, municipalities, school boards, water management districts, and the South Florida Regional Transportation Authority, may give a gift worth more than \$100 to a person required to file FORM 1 or FORM 6, and to state procurement employees, if a public purpose can be shown for the gift. Also, a direct-support organization for a governmental entity may give such a gift to a person who is an officer or employee of that entity. These gifts are to be reported on FORM 10, to be filed by July 1.

The governmental entity or direct-support organization giving the gift must provide the officer or employee with a statement about the gift no later than March 1 of the following year. The officer or employee then must disclose this information by filing a statement by July 1 with his or her annual financial disclosure that describes the gift and lists the donor, the date of the gift, and the value of the total gifts provided during the calendar year. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3148, Fla. Stat.]

In addition, a person required to file FORM 1 or FORM 6, or a state procurement employee, who receives expenses or payment of expenses related to an honorarium event from someone who is prohibited from giving him or her an honorarium, must disclose annually the name, address, and affiliation of the donor, the amount of the expenses, the date of the event, a description of the expenses paid or provided, and the total value of the expenses on FORM 10. The donor paying the expenses must provide the officer or employee with a statement about the expenses within 60 days of the honorarium event.

The disclosure must be filed by July 1, for expenses received during the previous calendar year, with the officer's or employee's FORM 1 or FORM 6. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no executive branch or legislative lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, any expenditure made for the purpose of lobbying. This may include gifts or honorarium event related expenses that formerly were permitted under Sections 112.3148 and 112.3149. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts, which include anything not primarily related to political activities authorized under ch. 106, are prohibited from political committees. [Sec. 112.31485 Fla. Stat.]

8. FORM 30 - Donor's Quarterly Gift Disclosure

As mentioned above, the following persons and entities generally are prohibited from giving a gift worth more than \$100 to a reporting individual (a person required to file FORM 1 or FORM 6) or to a state procurement employee: a political committee; a lobbyist who lobbies the reporting individual's or procurement employee's agency, and the partner, firm, employer, or principal of such a lobbyist; and vendors. If such person or entity makes a gift worth between \$25 and \$100 to a reporting individual or state procurement employee (that is not accepted in behalf of a governmental entity or charitable organization), the gift should be reported on FORM 30. The donor also must notify the recipient at the time the gift is made that it will be reported.

The FORM 30 should be filed by the last day of the calendar quarter following the calendar quarter in which the gift was made. If the gift was made to an individual in the legislative branch, FORM 30 should be filed with the Lobbyist Registrar. [See page 35 for address.] If the gift was to any other reporting individual or state procurement employee, FORM 30 should be filed with the Commission on Ethics.

However, notwithstanding Section 112.3148, Fla. Stat., no executive branch lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, any expenditure made for the purpose of lobbying. This may include gifts that formerly were permitted under Section 112.3148. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts from political committees are prohibited. [Sec. 112.31485, Fla. Stat.]

9. *FORM 1X AND FORM 6X - Amendments to Form 1 and Form 6*

These forms are provided for officers or employees to amend their previously filed Form 1 or Form 6.

IV. AVAILABILITY OF FORMS

Beginning January 1, 2024, LOCAL OFFICERS and EMPLOYEES, and OTHER STATE OFFICERS, and SPECIFIED STATE EMPLOYEES who must file FORM 1 annually must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS). Paper forms will not be promulgated. Communications regarding the annual filing requirement will be sent via email to filers no later than June 1. Filers must maintain an updated email address in their User Profile in EFDMS.

ELECTED CONSTITUTIONAL OFFICERS and other officials who must file Form 6 annually, including City Commissioners and Mayors, must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS). Paper forms will not be promulgated. Communications regarding the annual filing requirement will be sent via email to filers no later than June 1. Filers must maintain an updated email address in their User Profile in EFDMS.

V. PENALTIES

A. *Non-criminal Penalties for Violation of the Sunshine Amendment and the Code of Ethics*

There are no criminal penalties for violation of the Sunshine Amendment and the Code of Ethics. Penalties for violation of these laws may include: impeachment, removal from office or employment, suspension, public censure, reprimand, demotion, reduction in salary level, forfeiture of no more than one-third salary per month for no more than twelve months, a civil penalty not to exceed \$10,000*, and restitution of any pecuniary benefits received, and triple the value of a gift from a political committee.

B. *Penalties for Candidates*

CANDIDATES for public office who are found in violation of the Sunshine Amendment or the Code of Ethics may be subject to one or more of the following penalties: disqualification from being on the ballot, public censure, reprimand, or a civil penalty not to exceed \$10,000*, and triple the value of a gift received from a political committee.

C. *Penalties for Former Officers and Employees*

FORMER PUBLIC OFFICERS or EMPLOYEES who are found in violation of a provision applicable to former officers or employees or whose violation occurred prior to such officer's or employee's leaving public office or employment may be subject to one or more of the following penalties: public censure and reprimand, a civil penalty not to exceed \$10,000*, and restitution of any pecuniary benefits received, and triple the value of a gift received from a political committee.

*Conduct occurring after May 11, 2023, will be subject to a recommended civil penalty of up to \$20,000. [Ch. 2023-49, Laws of Florida.]

D. Penalties for Lobbyists and Others

An executive branch lobbyist who has failed to comply with the Executive Branch Lobbying Registration law (see Part VIII) may be fined up to \$5,000, reprimanded, censured, or prohibited from lobbying executive branch agencies for up to two years. Lobbyists, their employers, principals, partners, and firms, and political committees and committees of continuous existence who give a prohibited gift or honorarium or fail to comply with the gift reporting requirements for gifts worth between \$25 and \$100, may be penalized by a fine of not more than \$5,000 and a prohibition on lobbying, or employing a lobbyist to lobby, before the agency of the public officer or employee to whom the gift was given for up to two years. Any agent or person acting on behalf of a political committee giving a prohibited gift is personally liable for a civil penalty of up to triple the value of the gift.

Executive Branch lobbying firms that fail to timely file their quarterly compensation reports may be fined \$50 per day per report for each day the report is late, up to a maximum fine of \$5,000 per report.

E. Felony Convictions: Forfeiture of Retirement Benefits

Public officers and employees are subject to forfeiture of all rights and benefits under the retirement system to which they belong if convicted of certain offenses. The offenses include embezzlement or theft of public funds; bribery; felonies specified in Chapter 838, Florida Statutes; impeachable offenses; and felonies committed with intent to defraud the public or their public agency. [Sec. 112.3173, Fla. Stat.]

F. Automatic Penalties for Failure to File Annual Disclosure

Public officers and employees required to file either Form 1 or Form 6 annual financial disclosure are subject to automatic fines of \$25 for each day late the form is filed after September 1, up to a maximum penalty of \$1,500. [Sec. 112.3144 and 112.3145, Fla. Stat.]

VI. ADVISORY OPINIONS

Conflicts of interest may be avoided by greater awareness of the ethics laws on the part of public officials and employees through advisory assistance from the Commission on Ethics.

A. *Who Can Request an Opinion*

Any public officer, candidate for public office, or public employee in Florida who is in doubt about the applicability of the standards of conduct or disclosure laws to himself or herself, or anyone who has the power to hire or terminate another public employee, may seek an advisory opinion from the Commission about himself or herself or that employee.

B. *How to Request an Opinion*

Opinions may be requested by letter presenting a question based on a real situation and including a detailed description of the situation. Opinions are issued by the Commission and are binding on the conduct of the person who is the subject of the opinion, unless material facts were omitted or misstated in the request for the opinion. Published opinions will not bear the name of the persons involved unless they consent to the use of their names; however, the request and all information pertaining to it is a public record, made available to the Commission and to members of the public in advance of the Commission's consideration of the question.

C. *How to Obtain Published Opinions*

All of the Commission's opinions are available for viewing or download at its website:
www.ethics.state.fl.us.

VII. COMPLAINTS

A. *Citizen Involvement*

The Commission on Ethics cannot conduct investigations of alleged violations of the Sunshine Amendment or the Code of Ethics unless a person files a sworn complaint with the Commission alleging such violation has occurred, or a referral is received, as discussed below.

If you have knowledge that a person in government has violated the standards of conduct or disclosure laws described above, you may report these violations to the Commission by filing a sworn complaint on the form prescribed by the Commission and available for download at www.ethics.state.fl.us. The Commission is unable to take action based on learning of such misdeeds through newspaper reports, telephone calls, or letters.

You can download a complaint form (FORM 50) from the Commission's website: www.ethics.state.fl.us, or contact the Commission office at the address or phone number shown on the inside front cover of this booklet.

B. *Referrals*

The Commission may accept referrals from: the Governor, the Florida Department of Law Enforcement, a State Attorney, or a U.S. Attorney. A vote of six of the Commission's nine members is required to proceed on such a referral.

C. *Confidentiality*

The complaint or referral, as well as all proceedings and records relating thereto, is confidential until the accused requests that such records be made public or until the matter reaches a stage in the Commission's proceedings where it becomes public. This means that unless the Commission receives a written waiver of confidentiality from the accused, the Commission is not free to release any documents or to comment on a complaint or referral to members of the public or press, so long as the complaint or referral remains in a confidential stage.

A COMPLAINT OR REFERRAL MAY NOT BE FILED WITH RESPECT TO A CANDIDATE ON THE DAY OF THE ELECTION, OR WITHIN THE 30 CALENDAR DAYS PRECEDING THE ELECTION DATE, UNLESS IT IS BASED ON PERSONAL INFORMATION OR INFORMATION OTHER THAN HEARSAY.

D. How the Complaint Process Works

Complaints which allege a matter within the Commission's jurisdiction are assigned a tracking number and Commission staff forwards a copy of the original sworn complaint to the accused within five working days of its receipt. Any subsequent sworn amendments to the complaint also are transmitted within five working days of their receipt.

Once a complaint is filed, it goes through three procedural stages under the Commission's rules. The first stage is a determination of whether the allegations of the complaint are legally sufficient: that is, whether they indicate a possible violation of any law over which the Commission has jurisdiction. If the complaint is found not to be legally sufficient, the Commission will order that the complaint be dismissed without investigation, and all records relating to the complaint will become public at that time.

In cases of very minor financial disclosure violations, the official will be allowed an opportunity to correct or amend his or her disclosure form. Otherwise, if the complaint is found to be legally sufficient, a preliminary investigation will be undertaken by the investigative staff of the Commission. The second stage of the Commission's proceedings involves this preliminary investigation and a decision by the Commission as to whether there is probable cause to believe that there has been a violation of any of the ethics laws. If the Commission finds no probable cause to believe there has been a violation of the ethics laws, the complaint will be dismissed and will become a matter of public record. If the Commission finds probable cause to believe there has been a violation of the ethics laws, the complaint becomes public and usually enters the third stage of proceedings. This stage requires the Commission to decide whether the law was actually violated and, if so, whether a penalty should be recommended. At this stage, the accused has the right to request a public hearing (trial) at which evidence is presented, or the Commission may order that such a hearing be held. Public hearings usually are held in or near the area where the alleged violation occurred.

When the Commission concludes that a violation has been committed, it issues a public report of its findings and may recommend one or more penalties to the appropriate disciplinary body or official.

When the Commission determines that a person has filed a complaint with knowledge that the complaint contains one or more false allegations or with reckless disregard for whether the complaint contains false allegations, the complainant will be liable for costs plus reasonable attorney's fees incurred by the person complained against. The Department of Legal Affairs may bring a civil action to recover such fees and costs, if they are not paid voluntarily within 30 days.

E. Dismissal of Complaints At Any Stage of Disposition

The Commission may, at its discretion, dismiss any complaint at any stage of disposition should it determine that the public interest would not be served by proceeding further, in which case the Commission will issue a public report stating with particularity its reasons for the dismissal. [Sec. 112.324(12), Fla. Stat.]

F. Statute of Limitations

All sworn complaints alleging a violation of the Sunshine Amendment or the Code of Ethics must be filed with the Commission within five years of the alleged violation or other breach of the public trust. Time starts to run on the day AFTER the violation or breach of public trust is committed. The statute of limitations is tolled on the day a sworn complaint is filed with the Commission. If a complaint is filed and the statute of limitations has run, the complaint will be dismissed. [Sec. 112.3231, Fla. Stat.]

VIII. EXECUTIVE BRANCH LOBBYING

Any person who, for compensation and on behalf of another, lobbies an agency of the executive branch of state government with respect to a decision in the area of policy or procurement may be required to register as an executive branch lobbyist. Registration is required before lobbying an agency and is renewable annually. In addition, each lobbying firm must file a compensation report

with the Commission for each calendar quarter during any portion of which one or more of the firm's lobbyists were registered to represent a principal. As noted above, no executive branch lobbyist or principal can make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 can knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.]

Paying an executive branch lobbyist a contingency fee based upon the outcome of any specific executive branch action, and receiving such a fee, is prohibited. A violation of this prohibition is a first degree misdemeanor, and the amount received is subject to forfeiture. This does not prohibit sales people from receiving a commission. [Sec. 112.3217, Fla. Stat.]

Executive branch departments, state universities, community colleges, and water management districts are prohibited from using public funds to retain an executive branch (or legislative branch) lobbyist, although these agencies may use full-time employees as lobbyists. [Sec. 11.062, Fla. Stat.]

Online registration and filing is available at www.floridalobbyist.gov. Additional information about the executive branch lobbyist registration system may be obtained by contacting the Lobbyist Registrar at the following address:

Executive Branch Lobbyist Registration
Room G-68, Claude Pepper Building
111 W. Madison Street
Tallahassee, FL 32399-1425
Phone: 850/922-4990

IX. WHISTLE-BLOWER'S ACT

In 1986, the Legislature enacted a "Whistle-blower's Act" to protect employees of agencies and government contractors from adverse personnel actions in retaliation for disclosing information in a sworn complaint alleging certain types of improper activities. Since then, the Legislature has revised this law to afford greater protection to these employees.

While this language is contained within the Code of Ethics, the Commission has no jurisdiction or authority to proceed against persons who violate this Act. Therefore, a person who has disclosed information alleging improper conduct governed by this law and who may suffer adverse consequences as a result should contact one or more of the following: the Office of the Chief Inspector General in the Executive Office of the Governor; the Department of Legal Affairs; the Florida Commission on Human Relations; or a private attorney. [Sec. 112.3187 - 112.31895, Fla. Stat.]

X. ADDITIONAL INFORMATION

As mentioned above, we suggest that you review the language used in each law for a more detailed understanding of Florida's ethics laws. The "Sunshine Amendment" is Article II, Section 8, of the Florida Constitution. The Code of Ethics for Public Officers and Employees is contained in Part III of Chapter 112, Florida Statutes.

Additional information about the Commission's functions and interpretations of these laws may be found in Chapter 34 of the Florida Administrative Code, where the Commission's rules are published, and in The Florida Administrative Law Reports, which until 2005 published many of the Commission's final orders. The Commission's rules, orders, and opinions also are available at www.ethics.state.fl.us.

If you are a public officer or employee concerned about your obligations under these laws, the staff of the Commission will be happy to respond to oral and written inquiries by providing information about the law, the Commission's interpretations of the law, and the Commission's procedures.

XI. TRAINING

Constitutional officers, elected municipal officers, commissioners of community redevelopment agencies (CRAs), and commissioners of community development districts are required to receive a total of four hours training, per calendar year, in the area of ethics, public

records, and open meetings. The Commission on Ethics does not track compliance or certify providers. Officials indicate their compliance with the training requirement when they file their annual Form 1 or Form 6.

Visit the training page on the Commission's website for up-to-date rules, opinions, audio/video training, and opportunities for live training conducted by Commission staff.

TSR

COMMUNITY DEVELOPMENT DISTRICT

4BIII

BOARD OF SUPERVISORS

MEMBERSHIP, OBLIGATIONS AND RESPONSIBILITIES

A Community Development District (“District”) is a special-purpose unit of local government which is established pursuant to and governed by Chapter 190, Florida Statutes.

The Board

The Community Development District (“District”) is governed by a five (5)-member Board of Supervisors (“Board”). Member of the Board “Supervisor(s)” are elected in accordance with Section 190.006, F.S., either upon a one (1)-vote per one (1)-acre basis (“landowner voting”) or through traditional elections (“resident voting”), depending upon the number of registered voters in the District and the length of time which has passed since the establishment of the District.

A CDD Board typically meets once per month, but may meet more often if necessary. Board meetings typically last from one (1) to three (3) hours, depending upon the business to be conducted by the Board. Prior to the meeting, each Supervisor is supplied with an agenda package which will contain the documents pertaining to the business to be considered by the Board at a particular meeting. A Supervisor should be willing to spend time reviewing these packages prior to each meeting, and may consult with District Staff (General Counsel, Management, Engineering, etc.) concerning the business to be addressed.

Qualifications of Supervisors

Each Supervisor must be a resident of the state of Florida and a citizen of the United States. Once a District has transitioned to resident voting, Supervisors must also be residents of the District.

Compensation

By statute, Board Members are entitled to be paid \$200 per meeting for their service, up to an annual cap of \$4,800 per year. To achieve the statutory cap, the District would have to meet twice each month, which is rare.

Sometimes Supervisors who are employees of the primary landowner waive their right to compensation, although this is not always the case.

Responsibilities of Supervisors

The position of Supervisor is that of an elected local public official. It is important to always remember that serving as an elected public official of a District carries with it certain restrictions and obligations. Each Supervisor, upon taking office, must subscribe to an oath of office acknowledging that he/she is a public officer, and as a recipient of public funds, a supporter of the constitutions of the State of Florida and of the United States of America.

Each Supervisor is subject to the same financial disclosure requirements as any other local elected official and must file a Statement of Financial Interests disclosing

sources of income, assets, debts, and other financial data, with the Supervisor of Elections in the County where he/she resides.

A Supervisor must act in accordance with the Code of Ethics for Public Officers and Employees, codified at Part III, Chapter 112, F.S., which addresses acceptance of gifts, conflicts of interest, etc. By law, it is not a conflict of interest for an employee of the developer to serve on a CDD Board of Supervisors.

Since a District is a unit of local government, the Sunshine Law (Chapter 286, F.S.) applies to Districts and to the Supervisors who govern them. In brief, the Sunshine Law states that two(2) or more Supervisors may never meet outside of a publicly noticed meeting of the Board and/to discuss District business.

Florida's Public Records Law (Chapter 119, F.S.) also applies to Districts and Supervisors. All records of the District, and the records of each individual Supervisor relating to the District, are public records. As such, any member of the public may inspect them upon request. Supervisors are therefore urged to keep any District records or documents in a separate file to allow ease of access by the public or press.

Conclusion

The position of Supervisor of a Community Development District is an important one, requiring both the time and the dedication to fulfill the responsibilities of a position of public trust. It should not be undertaken lightly. Each new Supervisor should enter office fully cognizant of the ethical, legal, and time requirements which are incumbent upon those who serve as Supervisors.

TSR

COMMUNITY DEVELOPMENT DISTRICT

4BIV

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTEE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a “relative” includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A “business associate” means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 ____ :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

TSR

COMMUNITY DEVELOPMENT DISTRICT

5

RESOLUTION 2024-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TSR
COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND
REMOVING OFFICERS OF THE DISTRICT AND PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, the TSR Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District’s Board of Supervisors desires to appoint and remove Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF TSR COMMUNITY DEVELOPMENT DISTRICT
THAT:**

SECTION 1. The following is/are appointed as Officer(s) of the District effective April 10, 2024:

_____ is appointed Chair

_____ is appointed Vice Chair

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

SECTION 2. The following Officer(s) shall be removed as Officer(s) as of April 10, 2024:

Jason Silber Assistant Secretary

Raymond Szelest Assistant Secretary

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

SECTION 3. The following prior appointments by the Board remain unaffected by this Resolution:

Chesley (Chuck) E. Adams, Jr. is Secretary

Craig Wrathell is Assistant Secretary

Craig Wrathell is Treasurer

Jeff Pinder is Assistant Treasurer

PASSED AND ADOPTED THIS 10TH DAY OF APRIL, 2024.

ATTEST:

TSR COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

TSR

COMMUNITY DEVELOPMENT DISTRICT

6







Tibbets St

12283

Long Spur

Tibbets

Tibbets St

Long Spur

Long Spur

Tibbets St

Tibbets St

Tibbets St

Tibbets St

Long Spur

12278

Long Spur

Long Spur

Long Spur

Long Spur

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TSR

COMMUNITY DEVELOPMENT DISTRICT

7

TSR COMMUNITY DEVELOPMENT DISTRICT
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W; Boca Raton, Florida 33431
(561) 571-0010

September XX, 202X

Homeowner Name
123 Main Street
Odessa, FL 33556

Re: Pond Embankment Erosion

Dear Homeowner:

The TSR Community Development District (CDD/District) [Operations Manager] OR [insert contractor information "Contractor"] recently completed a pond and lake review. This review was performed to determine if there are erosion issues that need to be addressed to protect the integrity of the District's waterways and ensure compliance with the TSR Stormwater Management Permit issued by the Southwest Florida Water Management District permit requirements.

Commented [WAC1]: Who will be reviewing?

Commented [WAC2R1]: Provided two options for use as appropriate

During the District's review, it was [Contractor OR Operations Manager] determined that the pond bank behind your home has been damaged, as shown in the enclosed photo. This type of damage typically results from drainage changes and runoff relating to improvements from adjacent properties. While the District is responsible for the mowing and water maintenance of the ponds, the District is dependent on homeowners' compliance with the rules regarding drainage and alterations. Below is excerpt from the Starkey Ranch MPOA guidelines regarding property alteration by homeowners and related impacts to drainage:

Commented [WAC3R1]: Likely contractor would be most appropriate unless you are going to make determination homeowner activities damaged the pond.

Commented [WAC4]: Recommend saying what entity made this determination

(s) **Drainage.** Unless first approved by the ARB, the CDD and the District in writing, no Owner other than the Declarant (and then only to the extent first approved by the District in writing) may obstruct, alter, change, redirect or in any way modify the method and/or structures of drainage utilized and/or installed by Declarant, the CDD and/or the Association from, on or across any Lot, Common Area, CDD property and/or easement area; nor shall any structure or material be erected, placed and/or maintained which shall in any way obstruct such drainage devices or facilities, including buffer areas or swales, or impede their efficient operation. No elevation changes shall be permitted on any Lot which materially adversely affects the drainage of or to any neighboring Lot, portion of the Property and/or portion of the Common Area.

An Owner of a Lot within which any easement for drainage or retention lines are located shall be responsible for the maintenance of such areas to permit the flow and retention of water in accordance with the drainage and retention system plan required and approved by the applicable governmental agencies. If any Owner fails and/or refuses to comply with any part or all of the restrictions contained in this Section 12.6(s), the Association shall notify that Owner in writing, have the right to correct such failure and/or refusal, assess and collect the costs thereof as an Individual Assessment and the Association shall have a lien upon the Lot upon which the work was performed.

We are contacting you today for two reasons. First, we want to notify you of the damage to the pond bank behind your home and that the District is in the process of securing a proposal to repair the area. As this damage was caused to CDD property by homeowners' improvements [insert description of applicable activities on homeowner lot], you will be invoiced for the total cost, or a portion of the cost may be charged back to you and if any neighboring homeowners also determined to be responsible, responsible for those improvements and for the resulting drainage changes and resulting damage to the pond bank. Final decision as to invoicing will be determined by the Board of Supervisors at a future meeting.

Commented [WAC5]: Confirming you want to put them on notice but not send a bill until board approves?

Also will the district take immediate action on the proposal due to safety/property protection or wait for board approval of the proposal?

If immediate action will revise the letter.

We are also contacting you to recommend that you take action to avoid future damage to the District's property by installing a French drain system on your property. Enclosed is a sample proposal of a French drain system, along with a

general illustration of the underground drain system for your use and understanding. If you are unfamiliar with installing such a system, we recommend contacting a professional landscaper to assist with the project.

Should you have any questions, please contact our office at (877) 276-0889 or my cell (813) 399-0865. For your convenience, you can also reach me by email at mazzonib@whhassociates.com.

Sincerely,

TSR COMMUNITY DEVELOPMENT DISTRICT



Barry Mazzoni – TSR CDD Operations Manager

Enclosures: Pond damage photo(s)
French drain system diagram

CC: TSR CDD Board of Supervisors
TSR CDD District Counsel

Commented [WAC6]: Add CC to the MPOA

TSR

COMMUNITY DEVELOPMENT DISTRICT

**UNAUDITED
FINANCIAL
STATEMENTS**

**TSR
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
FEBRUARY 29, 2024**

**TSR
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
FEBRUARY 29, 2024**

	General Fund	Debt Service Fund Series 2015	Debt Service Fund Series 2015A	Debt Service Fund Series 2016	Debt Service Fund Series 2017	Debt Service Fund Series 2018	Debt Service Fund Series 2019	Capital Projects Fund Series 2015A	Capital Projects Fund Series 2016	Capital Projects Fund Series 2019	Total Governmental Funds
ASSETS											
Cash	\$ 4,664,726	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,664,726
Investments											
Revenue	-	752,862	686,558	679,790	823,323	650,778	338,437	-	-	-	3,931,748
Reserve	-	624,494	650,450	481,322	403,162	320,366	165,100	-	-	-	2,644,894
Prepayment	-	2,614	3,143	-	-	-	-	-	-	-	5,757
Construction	-	-	-	-	-	-	-	441	86	245,946	246,473
Undeposited funds	24,746	-	-	-	-	-	-	-	-	-	24,746
Accounts receivable	23	-	-	-	-	-	-	-	-	-	23
Due from BW 54 Gunn West LLC	1,974	-	-	-	-	-	-	-	-	-	1,974
Due from FRMF-Odessa LLC	47,621	-	-	-	-	-	-	-	-	-	47,621
Due from Byron-Odessa LLC	4,148	-	-	-	-	-	-	-	-	-	4,148
Due from Rockwell Fence Post LLC	3,590	-	-	-	-	-	-	-	-	-	3,590
Due from Starkey Ranch Asset	37,036	-	-	-	-	-	-	-	-	-	37,036
Due from Homes by West Bay	-	-	-	-	39,851	-	-	-	-	-	39,851
Due from other	1,318	-	-	-	-	-	-	-	-	-	1,318
Due from general fund	-	4,183	4,210	4,149	5,179	4,141	2,134	-	-	1,047	25,043
Utility deposit	5,531	-	-	-	-	-	-	-	-	-	5,531
Total assets	<u>\$ 4,790,713</u>	<u>\$1,384,153</u>	<u>\$1,344,361</u>	<u>\$1,165,261</u>	<u>\$1,271,515</u>	<u>\$975,285</u>	<u>\$505,671</u>	<u>\$ 441</u>	<u>\$ 86</u>	<u>\$ 246,993</u>	<u>\$11,684,479</u>
LIABILITIES											
Liabilities:											
Credit card payable	\$ 4,841	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,841
Due to Developer	101,119	-	-	-	-	-	-	-	-	-	101,119
Due to other	28	-	-	-	-	-	-	-	-	-	28
Due to debt service fund 2015	4,183	-	-	-	-	-	-	-	-	-	4,183
Due to debt service fund 2015A	4,210	-	-	-	-	-	-	-	-	-	4,210
Due to debt service fund 2016	4,149	-	-	-	-	-	-	-	-	-	4,149
Due to debt service fund 2017	5,179	-	-	-	-	-	-	-	-	-	5,179
Due to debt service fund 2018	4,141	-	-	-	-	-	-	-	-	-	4,141
Due to debt service fund 2019	2,134	-	-	-	-	-	-	-	-	-	2,134
Due to capital projects fund 2019	1,047	-	-	-	-	-	-	-	-	-	1,047
Contracts payable	-	-	-	-	-	-	-	-	-	693	693
Accrued taxes payable	214	-	-	-	-	-	-	-	-	-	214
Total liabilities	<u>131,245</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>693</u>	<u>131,938</u>
DEFERRED INFLOWS OF RESOURCES											
Unearned revenue	2,930	-	-	-	-	-	-	-	-	-	2,930
Deferred receipts	148,277	-	-	-	39,851	-	-	-	-	-	188,128
Total deferred inflows of resources	<u>151,207</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>39,851</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>191,058</u>
FUND BALANCES											
Restricted for											
Debt service	-	1,384,153	1,344,361	1,165,261	1,231,664	975,285	505,671	-	-	-	6,606,395
Capital projects	-	-	-	-	-	-	-	441	86	246,300	246,827
Unassigned	4,508,261	-	-	-	-	-	-	-	-	-	4,508,261
Total fund balances	<u>4,508,261</u>	<u>1,384,153</u>	<u>1,344,361</u>	<u>1,165,261</u>	<u>1,231,664</u>	<u>975,285</u>	<u>505,671</u>	<u>441</u>	<u>86</u>	<u>246,300</u>	<u>11,361,483</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 4,790,713</u>	<u>\$1,384,153</u>	<u>\$1,344,361</u>	<u>\$1,165,261</u>	<u>\$1,271,515</u>	<u>\$975,285</u>	<u>\$505,671</u>	<u>\$ 441</u>	<u>\$ 86</u>	<u>\$ 246,993</u>	<u>\$11,684,479</u>

TSR
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDING FEBRUARY 29, 2024

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy - on-roll	\$ 29,887	\$ 4,522,535	\$4,597,709	98%
Trash collection assessments	102	3,071	17,465	18%
Commercial shared costs	49,663	49,663	120,191	41%
Program revenue	1,011	7,020	14,000	50%
Interest	-	-	2,500	0%
Specialty program revenue	-	-	6,000	0%
Miscellaneous	1,605	37,224	17,000	219%
Total revenues	82,268	4,619,513	4,774,865	97%
EXPENDITURES				
Professional & administrative				
Supervisors	646	3,014	10,200	30%
Management	3,506	17,529	42,070	42%
Legal	476	5,558	30,000	19%
Engineering	1,075	15,225	20,000	76%
Assessment administration	833	4,167	10,000	42%
Audit	-	-	4,570	0%
Arbitrage rebate calculation	-	-	3,000	0%
Dissemination agent	1,083	5,417	13,000	42%
Trustee	5,387	23,166	35,000	66%
Telephone	21	104	250	42%
Postage	182	673	1,500	45%
Printing & binding	167	833	2,000	42%
Legal advertising	-	582	1,000	58%
Annual special district fee	-	175	175	100%
Insurance	-	6,690	6,800	98%
Other current charges	116	524	2,000	26%
Office supplies	-	-	750	0%
Website				
Hosting & maintenance	-	-	705	0%
ADA compliance	-	-	200	0%
Property appraiser	-	-	687	0%
Tax collector	598	97,750	95,786	102%
Total professional & administrative	14,090	181,407	279,693	65%
Field operations				
Contract services				
Field services	2,360	11,802	28,325	42%
Landscape maintenance	136,707	681,180	1,760,000	39%
Landscape consulting	5,450	28,784	65,400	44%
Landscape arbor care	1,900	11,223	155,000	7%
Wetland maintenance	-	-	30,000	0%
Wetland mitigation reporting	-	24,490	4,500	544%
Lake maintenance	10,760	41,033	100,000	41%
Community trash hauling	28,826	144,116	375,000	38%
Off-duty traffic patrols	978	5,450	20,000	27%
Wildhog removal	-	5,885	16,000	37%
Repairs & maintenance				
Repairs - general	-	2,835	15,000	19%

**TSR
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDING FEBRUARY 29, 2024**

	Current Month	Year to Date	Budget	% of Budget
Operating supplies	2,077	10,928	13,000	84%
Plant replacement	62,311	66,452	70,000	95%
Mulch	8,831	8,831	200,000	4%
Playground mulch	-	-	18,000	0%
Sod	375	4,525	200,000	2%
Fertilizer/chemicals	-	33,777	30,000	113%
Irrigation repairs	23,648	56,452	30,000	188%
Irrigation monitoring	-	-	2,280	0%
Security/alarms/repair	-	-	1,500	0%
Road & sidewalk	-	43,542	40,000	109%
Common area signage	180	872	3,000	29%
Bridge & deck maintenance	-	11,400	60,000	19%
Utilities - common area				
Electric	1,231	5,062	14,500	35%
Streetlights	35,946	157,890	370,000	43%
Irrigation - reclaimed water	3,003	22,756	70,000	33%
Gas	109	358	450	80%
Recreation facilities				
Amenity management staff/contract	29,952	149,301	404,861	37%
Office operations	11,386	59,235	128,780	46%
Park A/C repairs & maintenance	-	1,179	5,000	24%
Pool operations	5,988	35,442	79,194	45%
Pest services	270	270	500	54%
Insurance	-	83,819	69,706	120%
Cable/internet/telephone	973	5,210	10,000	52%
Access cards	-	250	2,000	13%
Activities	4,856	20,665	30,000	69%
Specialty programming	500	4,643	6,000	77%
Recreational repairs	-	-	2,500	0%
Pool signage	-	-	1,000	0%
Holiday decorations	-	8,300	8,000	104%
Other				
Contingency	1,050	1,943	55,680	3%
Total field operations	<u>379,667</u>	<u>1,749,900</u>	<u>4,495,176</u>	39%
Total expenditures	<u>393,757</u>	<u>1,931,307</u>	<u>4,774,869</u>	40%
Net increase/(decrease) of fund balance	(311,489)	2,688,206	(4)	
Fund balance - beginning (unaudited)	4,819,750	1,820,055	2,030,713	
Fund balance - ending (projected)	<u>\$ 4,508,261</u>	<u>\$ 4,508,261</u>	<u>\$ 2,030,709</u>	

TSR
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND SERIES 2015 BONDS
STATEMENT OF REVENUES, EXENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDING FEBRUARY 29, 2024

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy - on-roll	\$ 4,269	\$ 645,942	\$ 661,099	98%
Interest	4	23	50	46%
Total revenues	<u>4,273</u>	<u>645,965</u>	<u>661,149</u>	98%
EXPENDITURES				
Debt service				
Principal - 11/1	-	200,000	200,000	100%
Interest - 11/1	-	208,778	208,778	100%
Interest - 5/1	-	-	204,403	0%
Tax collector	85	12,905	13,773	94%
Total expenditures	<u>85</u>	<u>421,683</u>	<u>626,954</u>	67%
Excess/(deficiency) of revenues over/(under) expenditures	4,188	224,282	34,195	
Beginning fund balance (unaudited)	<u>1,379,965</u>	<u>1,159,871</u>	<u>1,151,276</u>	
Ending fund balance (projected)	<u><u>\$ 1,384,153</u></u>	<u><u>\$1,384,153</u></u>	<u><u>\$1,185,471</u></u>	

**TSR
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND SERIES 2015A BONDS
STATEMENT OF REVENUES, EXENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDING FEBRUARY 29, 2024**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy - on-roll	\$ 4,296	\$ 650,016	\$ 665,268	98%
Interest	4	21	-	N/A
Total revenues	<u>4,300</u>	<u>650,037</u>	<u>665,268</u>	98%
EXPENDITURES				
Debt service				
Principal - 11/1	-	190,000	190,000	100%
Interest - 11/1	-	229,131	229,131	100%
Interest - 5/1	-	-	224,025	0%
Tax collector	84	12,985	13,860	94%
Total expenditures	<u>84</u>	<u>432,116</u>	<u>657,016</u>	66%
Excess/(deficiency) of revenues over/(under) expenditures	4,216	217,921	8,252	
Beginning fund balance (unaudited)	<u>1,340,145</u>	<u>1,126,440</u>	<u>1,117,752</u>	
Ending fund balance (projected)	<u><u>\$1,344,361</u></u>	<u><u>\$1,344,361</u></u>	<u><u>\$1,126,004</u></u>	

TSR
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND SERIES 2016 BONDS
STATEMENT OF REVENUES, EXENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDING FEBRUARY 29, 2024

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy - on-roll	\$ 4,234	\$ 640,634	\$ 655,667	98%
Interest	5	19	-	N/A
Total revenues	<u>4,239</u>	<u>640,653</u>	<u>655,667</u>	98%
EXPENDITURES				
Debt service				
Principal - 11/1	-	210,000	210,000	100%
Interest - 11/1	-	214,387	214,388	100%
Interest - 5/1	-	-	210,188	0%
Tax collector	86	12,800	13,660	94%
Total expenditures	<u>86</u>	<u>437,187</u>	<u>648,236</u>	67%
Excess/(deficiency) of revenues over/(under) expenditures	4,153	203,466	7,431	
Beginning fund balance (unaudited)	<u>1,161,108</u>	<u>961,795</u>	<u>949,251</u>	
Ending fund balance (projected)	<u><u>\$1,165,261</u></u>	<u><u>\$1,165,261</u></u>	<u><u>\$ 956,682</u></u>	

**TSR
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND SERIES 2017 BONDS
STATEMENT OF REVENUES, EXENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDING FEBRUARY 29, 2024**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy - on-roll	\$ 5,284	\$ 799,648	\$ 818,412	98%
Interest	5	19	-	N/A
Total revenues	<u>5,289</u>	<u>799,667</u>	<u>818,412</u>	98%
EXPENDITURES				
Debt service				
Principal - 11/1	-	250,000	250,000	100%
Interest - 11/1	-	273,375	273,375	100%
Interest - 5/1	-	-	268,844	0%
Tax collector	106	15,976	17,050	94%
Total expenditures	<u>106</u>	<u>539,351</u>	<u>809,269</u>	67%
Excess/(deficiency) of revenues over/(under) expenditures	5,183	260,316	9,143	
Beginning fund balance (unaudited)	<u>1,226,482</u>	<u>971,348</u>	<u>960,691</u>	
Ending fund balance (projected)	<u><u>\$1,231,665</u></u>	<u><u>\$1,231,664</u></u>	<u><u>\$ 969,834</u></u>	

TSR
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND SERIES 2018 BONDS
STATEMENT OF REVENUES, EXENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDING FEBRUARY 29, 2024

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Assessment levy - on-roll	\$ 4,226	\$ 639,461	\$ 654,466	98%
Interest	4	15	-	N/A
Total revenues	<u>4,230</u>	<u>639,476</u>	<u>654,466</u>	98%
EXPENDITURES				
Debt service				
Principal - 11/1	-	175,000	175,000	100%
Interest - 11/1	-	231,022	231,022	100%
Interest - 5/1	-	-	227,522	0%
Tax collector	85	12,776	13,635	94%
Total expenditures	<u>85</u>	<u>418,798</u>	<u>647,179</u>	65%
Excess/(deficiency) of revenues over/(under) expenditures	4,145	220,678	7,287	
Beginning fund balance (unaudited)	<u>971,140</u>	<u>754,607</u>	<u>746,085</u>	
Ending fund balance (projected)	<u>\$ 975,285</u>	<u>\$ 975,285</u>	<u>\$ 753,372</u>	

TSR
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND SERIES 2019 BONDS
STATEMENT OF REVENUES, EXENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDING FEBRUARY 29, 2024

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy - on-roll	\$ 2,177	\$ 330,473	\$ 337,204	98%
Interest	3	7	-	N/A
Total revenues	<u>2,180</u>	<u>330,480</u>	<u>337,204</u>	98%
EXPENDITURES				
Debt service				
Principal - 11/1	-	115,000	115,000	100%
Interest - 11/1	-	106,125	106,125	100%
Interest - 5/1	-	-	104,400	0%
Tax collector	44	7,582	7,025	108%
Total expenditures	<u>44</u>	<u>228,707</u>	<u>332,550</u>	69%
Excess/(deficiency) of revenues over/(under) expenditures	2,136	101,773	4,654	
OTHER FINANCING SOURCES/(USES)				
Transfers out	(1)	(3)	-	N/A
Total other financing sources/(uses)	<u>(1)</u>	<u>(3)</u>	<u>-</u>	N/A
Fund balance:				
Net increase/(decrease) in fund balance	2,135	101,770	4,654	
Beginning fund balance (unaudited)	503,536	403,901	399,515	
Ending fund balance (projected)	<u>\$505,671</u>	<u>\$ 505,671</u>	<u>\$ 404,169</u>	

TSR
COMMUNITY DEVELOPMENT DISTRICT
CAPITAL PROJECTS FUND SERIES 2015A BONDS
STATEMENT OF REVENUES, EXENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDING FEBRUARY 29, 2024

	<u>Current Month</u>	<u>Year To Date</u>
REVENUES	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
 EXPENDITURES	 <u>-</u>	 <u>-</u>
Total expenditures	<u>-</u>	<u>-</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 - -	 - -
 Beginning fund balance (unaudited)	 441	 441
Ending fund balance (projected)	<u><u>\$ 441</u></u>	<u><u>\$ 441</u></u>

TSR
COMMUNITY DEVELOPMENT DISTRICT
CAPITAL PROJECTS FUND SERIES 2016 BONDS
STATEMENT OF REVENUES, EXENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDING FEBRUARY 29, 2024

	<u>Current Month</u>	<u>Year To Date</u>
REVENUES	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
 EXPENDITURES	 <u>-</u>	 <u>-</u>
Total expenditures	<u>-</u>	<u>-</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 - -	 - -
 Beginning fund balance (unaudited)	 86	 86
Ending fund balance (projected)	<u><u>\$ 86</u></u>	<u><u>\$ 86</u></u>

**TSR
COMMUNITY DEVELOPMENT DISTRICT
CAPITAL PROJECTS FUND SERIES 2019 BONDS
STATEMENT OF REVENUES, EXENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDING FEBRUARY 29, 2024**

	Current Month	Year To Date
REVENUES		
Interest	\$ -	\$ 6
Total revenues	-	6
EXPENDITURES		
Capital outlay - construction	-	4,577
Total expenditures	-	4,577
Excess/(deficiency) of revenues over/(under) expenditures	-	(4,571)
OTHER FINANCING SOURCES/(USES)		
Transfers in	1	3
Total other financing sources/(uses)	1	3
Net change in fund balance	1	(4,568)
Beginning fund balance (unaudited)	246,299	250,868
Ending fund balance (projected)	\$ 246,300	\$ 246,300

TSR CDD Check Detail February 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	0	02/07/2024	COASTAL WASTE & RECYC...	101.002 · Suntrust #570803-O...		-28,825.67
Bill	SW0000512871	02/06/2024		534.000 · Garbage/Solid Waste...	-28,509.25	28,509.25
Bill	SW0000512992	02/06/2024		534.000 · Garbage/Solid Waste...	-316.42	316.42
TOTAL					-28,825.67	28,825.67
Bill Pmt -Check	0	02/07/2024	DEX IMAGING	101.002 · Suntrust #570803-O...		-214.10
Bill	AR10734626	02/06/2024		572.701 · Office Operations	-214.10	214.10
TOTAL					-214.10	214.10
Bill Pmt -Check	0	02/07/2024	DUKE ENERGY	101.002 · Suntrust #570803-O...		-6,512.06
Bill	3807 5598 020524	02/06/2024		531.321 · Electric - Pool	-512.70	512.70
Bill	5641 1687 020524	02/06/2024		531.307 · Street Lights	-553.88	553.88
Bill	8702 7826 020224	02/06/2024		531.307 · Street Lights	-1,859.08	1,859.08
Bill	8702 7991 013124	02/06/2024		531.301 · Electric	-39.96	39.96
Bill	8702 8322 020224	02/06/2024		531.307 · Street Lights	-1,621.95	1,621.95
Bill	8702 8942 013124	02/06/2024		531.301 · Electric	-63.64	63.64
Bill	8703 0425 020224	02/06/2024		531.307 · Street Lights	-916.13	916.13
Bill	8712 3081 020224	02/06/2024		531.307 · Street Lights	-944.72	944.72
TOTAL					-6,512.06	6,512.06
Bill Pmt -Check	0	02/14/2024	BRIGHT HOUSE NETWORKS	101.002 · Suntrust #570803-O...		-340.94
Bill	1414954020724	02/13/2024		572.416 · Amenity Cable/Internet	-157.97	157.97
Bill	1415019020524	02/13/2024		572.416 · Amenity Cable/Internet	-182.97	182.97
TOTAL					-340.94	340.94
Bill Pmt -Check	0	02/14/2024	DUKE ENERGY	101.002 · Suntrust #570803-O...		-21,442.13
Bill	2553 5978 021324	02/13/2024		531.307 · Street Lights	-1,259.03	1,259.03
Bill	3212 0055 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	3807 3819 020524	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8702 8059 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8702 8140 020724	02/13/2024		531.307 · Street Lights	-12,976.73	12,976.73
Bill	8702 8223 020924	02/13/2024		572.711 · Pool Operations	-1,072.88	1,072.88
Bill	8702 8413 020724	02/13/2024		531.307 · Street Lights	-2,573.48	2,573.48
Bill	8702 8471 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8702 8554 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8702 8629 013124	02/13/2024		531.301 · Electric	-30.79	30.79

TSR CDD Check Detail February 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	8702 8702 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8702 8786 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8702 8869 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8702 9109 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8702 9216 021224	02/13/2024		531.307 · Street Lights	-1,344.76	1,344.76
Bill	8702 9430 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8702 9696 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8702 9761 020824	02/13/2024		531.307 · Street Lights	-831.46	831.46
Bill	8702 9836 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8702 9951 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8703 0061 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8703 0178 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8703 0269 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8703 0326 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8703 0566 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8703 0681 020824	02/13/2024		531.307 · Street Lights	-287.49	287.49
Bill	8703 0722 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8703 0805 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8703 0847 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8712 3049 020524	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8712 3156 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8712 3320 013124	02/13/2024		531.301 · Electric	-30.79	30.79
Bill	8712 3429 020924	02/13/2024		531.301 · Electric	-326.55	326.55
TOTAL					-21,442.13	21,442.13
Bill Pmt -Check	0	02/14/2024	FEDEX	101.002 · Suntrust #570803-O...		-129.86
Bill	8-406-88953	02/13/2024		519.410 · Postage	-129.86	129.86
TOTAL					-129.86	129.86
Check	0	02/14/2024	SUNTRUST BANK	101.002 · Suntrust #570803-O...		-289.48
				204.300 · Credit Card - SunTrust	-289.48	289.48
TOTAL					-289.48	289.48
Bill Pmt -Check	0	02/21/2024	CITY OF CLEARWATER	101.002 · Suntrust #570803-O...		-109.42
Bill	4224446 021324	02/20/2024		532.306 · Propane Services - G...	-30.95	30.95
Bill	4304296 021424	02/20/2024		532.306 · Propane Services - G...	-78.47	78.47
TOTAL					-109.42	109.42

TSR CDD Check Detail February 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	0	02/21/2024	DUKE ENERGY	101.002 · Suntrust #570803-O...		-11,119.23
Bill	8702 7933 021624	02/20/2024		531.307 · Street Lights	-3,398.45	3,398.45
Bill	8702 9274 021424	02/20/2024		531.301 · Electric	-30.79	30.79
Bill	8702 9365 021524	02/20/2024		531.307 · Street Lights	-487.52	487.52
Bill	8702 9620 021424	02/20/2024		531.307 · Street Lights	-716.12	716.12
Bill	8703 0516 022024	02/20/2024		531.307 · Street Lights	-1,601.92	1,601.92
Bill	8703 0938 021624	02/20/2024		531.307 · Street Lights	-3,657.50	3,657.50
Bill	8712 3263 021424	02/20/2024		572.711 · Pool Operations	-1,226.93	1,226.93
TOTAL					-11,119.23	11,119.23
Bill Pmt -Check	0	02/21/2024	FEDEX	101.002 · Suntrust #570803-O...		-20.37
Bill	8-414-05331	02/20/2024		519.410 · Postage	-20.37	20.37
TOTAL					-20.37	20.37
Bill Pmt -Check	0	02/21/2024	PASCO COUNTY UTILITIES ...	101.002 · Suntrust #570803-O...		-1,084.25
Bill	19860748	02/20/2024		536.301 · Irrigation - Reclaimed...	-408.55	408.55
Bill	19860749	02/20/2024		572.711 · Pool Operations	-675.70	675.70
TOTAL					-1,084.25	1,084.25
Bill Pmt -Check	0	02/21/2024	WELLS FARGO VENDOR FIN...	101.002 · Suntrust #570803-O...		-399.83
Bill	5028667622	02/20/2024		572.701 · Office Operations	-399.83	399.83
TOTAL					-399.83	399.83
Bill Pmt -Check	0	02/28/2024	BRIGHT HOUSE NETWORKS	101.002 · Suntrust #570803-O...		-492.16
Bill	1420332022424	02/27/2024		572.416 · Amenity Cable/Internet	-307.18	307.18
Bill	1436734021724	02/27/2024		572.416 · Amenity Cable/Internet	-184.98	184.98
TOTAL					-492.16	492.16
Bill Pmt -Check	0	02/28/2024	DUKE ENERGY	101.002 · Suntrust #570803-O...		-916.13
Bill	5357 9828 022324	02/27/2024		531.307 · Street Lights	-916.13	916.13
TOTAL					-916.13	916.13

TSR CDD Check Detail February 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	0	02/28/2024	FEDEX	101.002 · Suntrust #570803-O...		-31.40
Bill	8-421-82712	02/27/2024		519.410 · Postage	-31.40	31.40
TOTAL					-31.40	31.40
Bill Pmt -Check	0	02/28/2024	PASCO COUNTY UTILITIES ...	101.002 · Suntrust #570803-O...		-851.00
Bill	2024227104530555	02/27/2024		156.001 · Deposit	-605.50	605.50
Bill	2024227104312900	02/27/2024		156.001 · Deposit	-245.50	245.50
TOTAL					-851.00	851.00
Bill Pmt -Check	11641	02/07/2024	BERGER, TOOMBS, ELAM, ...	101.002 · Suntrust #570803-O...		-4,795.00
Bill	363948	09/30/2023		513.320 · Audit	-4,795.00	4,795.00
TOTAL					-4,795.00	4,795.00
Bill Pmt -Check	11642	02/07/2024	BIG DOG LEO SERVICES LLC	101.002 · Suntrust #570803-O...		-150.00
Bill	020124	02/06/2024		538.620 · Off Duty Traffic Patrols	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	11643	02/07/2024	GENTRY SR INVESTMENTS ...	101.002 · Suntrust #570803-O...		-6,791.67
Bill	1009	02/06/2024		572.701 · Office Operations	-6,791.67	6,791.67
TOTAL					-6,791.67	6,791.67
Bill Pmt -Check	11644	02/07/2024	JESUS FIGUEROA	101.002 · Suntrust #570803-O...		-275.00
Bill	012424	02/06/2024		538.620 · Off Duty Traffic Patrols	-275.00	275.00
TOTAL					-275.00	275.00
Bill Pmt -Check	11645	02/07/2024	JIM LAROSE	101.002 · Suntrust #570803-O...		-275.00
Bill	011924	02/06/2024		538.620 · Off Duty Traffic Patrols	-275.00	275.00
TOTAL					-275.00	275.00

TSR CDD Check Detail February 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	11646	02/07/2024	KUTAK ROCK LLP	101.002 · Suntrust #570803-O...		-476.50
Bill	3342622 20923-1	02/06/2024		514.007 · District Counsel	-476.50	476.50
TOTAL					-476.50	476.50
Bill Pmt -Check	11647	02/07/2024	LANDSCAPE MAINTENANCE...	101.002 · Suntrust #570803-O...		-136,706.67
Bill	181489	02/06/2024		538.604 · Landscape Maintena...	-136,706.67	136,706.67
TOTAL					-136,706.67	136,706.67
Bill Pmt -Check	11648	02/07/2024	SOLITUDE LAKE MANAGEM...	101.002 · Suntrust #570803-O...		-10,760.33
Bill	PSI040824	02/06/2024		538.700 · Lake Maintenance	-10,760.33	10,760.33
TOTAL					-10,760.33	10,760.33
Bill Pmt -Check	11649	02/07/2024	SUNCOAST POOL SERVICE	101.002 · Suntrust #570803-O...		-1,900.00
Bill	9983	02/06/2024		572.712 · Pool Cleaning	-1,055.00	1,055.00
Bill	9996	02/06/2024		572.712 · Pool Cleaning	-845.00	845.00
TOTAL					-1,900.00	1,900.00
Bill Pmt -Check	11650	02/07/2024	SUNSCAPE CONSULTING	101.002 · Suntrust #570803-O...		-5,450.00
Bill	12131	02/06/2024		538.606 · Landscape Consulting	-5,450.00	5,450.00
TOTAL					-5,450.00	5,450.00
Bill Pmt -Check	11651	02/07/2024	WTS INTERNATIONAL, LLC.	101.002 · Suntrust #570803-O...		-10,076.25
Bill	12388291	02/06/2024		538.121 · Amenity Management	-2,105.00	2,105.00
Bill	12388543	02/06/2024		538.121 · Amenity Management	-4,350.00	4,350.00
Bill	12390827	02/06/2024		538.121 · Amenity Management	-29.77	29.77
Bill	12390556	02/06/2024		572.300 · Amenity Managemen...	-482.54	500.00
				572.701 · Office Operations	-28.49	29.52
				572.300 · Amenity Managemen...	-52.23	54.12
				572.701 · Office Operations	-41.74	43.25
				572.300 · Amenity Managemen...	-33.71	34.93
				579.000 · Contingency	-1,013.32	1,050.00
				572.701 · Office Operations	-238.35	246.98
				572.701 · Office Operations	-157.67	163.38

TSR CDD Check Detail February 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				572.701 · Office Operations	-335.28	347.41
				538.121 · Amenity Management	-94.68	98.11
				538.121 · Amenity Management	-346.42	358.96
				572.300 · Amenity Managemen...	-24.49	25.38
				572.701 · Office Operations	-96.51	100.00
				572.701 · Office Operations	-2.46	2.55
				539.600 · Pest Services	-260.57	270.00
				572.701 · Office Operations	-25.26	26.17
				572.300 · Amenity Managemen...	-357.76	370.71
TOTAL					-10,076.25	10,206.24
Check	11652	02/14/2024	TSR CDD	101.002 · Suntrust #570803-O...		-7,857.65
				207.206 · Due to Debt Service ...	-7,857.65	7,857.65
TOTAL					-7,857.65	7,857.65
Check	11653	02/14/2024	TSR CDD	101.002 · Suntrust #570803-O...		-15,250.60
				207.205 · .Due to debt service f...	-15,250.60	15,250.60
TOTAL					-15,250.60	15,250.60
Check	11654	02/14/2024	TSR CDD	101.002 · Suntrust #570803-O...		-19,070.95
				207.204 · Due to debt service f...	-19,070.95	19,070.95
TOTAL					-19,070.95	19,070.95
Check	11655	02/14/2024	TSR CDD	101.002 · Suntrust #570803-O...		-15,278.58
				207.203 · Due to debt service f...	-15,278.58	15,278.58
TOTAL					-15,278.58	15,278.58
Check	11656	02/14/2024	TSR CDD	101.002 · Suntrust #570803-O...		-15,502.33
				207.202 · Due to Debt Service ...	-15,502.33	15,502.33
TOTAL					-15,502.33	15,502.33

TSR CDD Check Detail February 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	11657	02/14/2024	TSR CDD	101.002 · Suntrust #570803-O...		-15,405.18
				207.201 · Due to Debt Service ...	-15,405.18	15,405.18
TOTAL					-15,405.18	15,405.18
Bill Pmt -Check	11658	02/14/2024	EVERGLADES PINESTRAW	101.002 · Suntrust #570803-O...		-8,831.08
Bill	3977	02/13/2024		538.607 · Landscape - Mulch	-8,831.08	8,831.08
TOTAL					-8,831.08	8,831.08
Bill Pmt -Check	11659	02/14/2024	FAIRY DUST HOUSEKEEPERS	101.002 · Suntrust #570803-O...		-2,500.00
Bill	INV00018	02/13/2024		572.701 · Office Operations	-500.00	500.00
Bill	NV00019	02/13/2024		572.701 · Office Operations	-2,000.00	2,000.00
TOTAL					-2,500.00	2,500.00
Bill Pmt -Check	11660	02/14/2024	JIM LAROSE	101.002 · Suntrust #570803-O...		-275.00
Bill	010924	02/13/2024		538.620 · Off Duty Traffic Patrols	-275.00	275.00
TOTAL					-275.00	275.00
Bill Pmt -Check	11661	02/14/2024	JOHNSON ENGINEERING, IN...	101.002 · Suntrust #570803-O...		-600.00
Bill	20236027-000 11	02/13/2024		519.320 · Engineering	-600.00	600.00
TOTAL					-600.00	600.00
Bill Pmt -Check	11662	02/14/2024	LANDSCAPE MAINTENANCE...	101.002 · Suntrust #570803-O...		-4,511.80
Bill	181737	02/13/2024		538.651 · Replace Plants, Shru...	-2,236.80	2,236.80
Bill	181738	02/13/2024		538.651 · Replace Plants, Shru...	-1,600.00	1,600.00
Bill	181739	02/13/2024		538.651 · Replace Plants, Shru...	-675.00	675.00
TOTAL					-4,511.80	4,511.80

TSR CDD
Check Detail
 February 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	11663	02/14/2024	PASCO COUNTY UTILITIES ...	101.002 · Suntrust #570803-O...		-3,194.75
Bill	19860751	02/13/2024		536.301 · Irrigation - Reclaimed...	-284.70	284.70
Bill	19860758	02/13/2024		536.301 · Irrigation - Reclaimed...	-52.26	52.26
Bill	19860761	02/13/2024		536.301 · Irrigation - Reclaimed...	-128.70	128.70
Bill	19860762	02/13/2024		536.301 · Irrigation - Reclaimed...	-101.40	101.40
Bill	19860860	02/13/2024		536.301 · Irrigation - Reclaimed...	-187.20	187.20
Bill	19860861	02/13/2024		536.301 · Irrigation - Reclaimed...	-152.10	152.10
Bill	19860924	02/13/2024		536.301 · Irrigation - Reclaimed...	-74.10	74.10
Bill	19860931	02/13/2024		572.711 · Pool Operations	-265.14	265.14
Bill	19860979	02/13/2024		536.301 · Irrigation - Reclaimed...	-24.18	24.18
Bill	19860983	02/13/2024		536.301 · Irrigation - Reclaimed...	-22.62	22.62
Bill	19860985	02/13/2024		536.301 · Irrigation - Reclaimed...	-5.46	5.46
Bill	19861094	02/13/2024		572.711 · Pool Operations	-267.25	267.25
Bill	19861118	02/13/2024		536.301 · Irrigation - Reclaimed...	-464.88	464.88
Bill	19861127	02/13/2024		536.301 · Irrigation - Reclaimed...	-28.08	28.08
Bill	9861128	02/13/2024		536.301 · Irrigation - Reclaimed...	-15.60	15.60
Bill	19861198	02/13/2024		536.301 · Irrigation - Reclaimed...	-28.08	28.08
Bill	19861541	02/13/2024		536.301 · Irrigation - Reclaimed...	-198.12	198.12
Bill	19861839	02/13/2024		536.301 · Irrigation - Reclaimed...	-357.24	357.24
Bill	19862086	02/13/2024		536.301 · Irrigation - Reclaimed...	-4.68	4.68
Bill	19862826	02/13/2024		572.711 · Pool Operations	-67.89	67.89
				536.301 · Irrigation - Reclaimed...	-229.51	229.51
Bill	19862849	02/13/2024		536.301 · Irrigation - Reclaimed...	-80.34	80.34
Bill	19862850	02/13/2024		536.301 · Irrigation - Reclaimed...	-60.84	60.84
Bill	19863427	02/13/2024		536.301 · Irrigation - Reclaimed...	-2.34	2.34
Bill	19863428	02/13/2024		536.301 · Irrigation - Reclaimed...	-4.68	4.68
Bill	19863429	02/13/2024		536.301 · Irrigation - Reclaimed...	-3.90	3.90
Bill	19863430	02/13/2024		536.301 · Irrigation - Reclaimed...	-0.78	0.78
Bill	19863443	02/13/2024		536.301 · Irrigation - Reclaimed...	-59.28	59.28
Bill	19863444	02/13/2024		536.301 · Irrigation - Reclaimed...	-17.16	17.16
Bill	19863445	02/13/2024		536.301 · Irrigation - Reclaimed...	-5.46	5.46
Bill	19863446	02/13/2024		536.301 · Irrigation - Reclaimed...	-0.78	0.78
TOTAL					-3,194.75	3,194.75
Bill Pmt -Check	11664	02/14/2024	U.S. BANK	101.002 · Suntrust #570803-O...		-5,387.50
Bill	7202388	02/13/2024		513.105 · Trustee Fees	-5,387.50	5,387.50
TOTAL					-5,387.50	5,387.50

TSR CDD Check Detail February 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	11665	02/14/2024	WRATHELL, HUNT & ASSOC...	101.002 · Suntrust #570803-O...		-7,970.42
Bill	2023-2450	02/13/2024		513.100 · District Management	-3,505.84	3,505.84
				513.310 · Assessment Roll Pre...	-833.33	833.33
				513.312 · Dissemination Agent	-1,083.33	1,083.33
				538.120 · Field Services	-2,360.42	2,360.42
				519.411 · Telephone	-20.83	20.83
				519.470 · Printing and Binding	-166.67	166.67
TOTAL					-7,970.42	7,970.42
Bill Pmt -Check	11666	02/14/2024	WTS INTERNATIONAL, LLC.	101.002 · Suntrust #570803-O...		-10,336.17
Bill	12391088	02/13/2024		538.121 · Amenity Management	-10,066.17	10,066.17
Bill	12391378	02/13/2024		538.121 · Amenity Management	-30.00	30.00
Bill	12391389	02/13/2024		538.121 · Amenity Management	-135.00	135.00
Bill	12391390	02/13/2024		538.121 · Amenity Management	-105.00	105.00
TOTAL					-10,336.17	10,336.17
Paycheck	11667	02/16/2024	Frank Stalzer	101.002 · Suntrust #570803-O...		-184.70
				511.110 · Supervisor's Fees	-200.00	200.00
				511.110 · Supervisor's Fees	-12.40	12.40
				215.000 · Accrued Taxes Paya...	12.40	-12.40
				215.000 · Accrued Taxes Paya...	12.40	-12.40
				511.110 · Supervisor's Fees	-2.90	2.90
				215.000 · Accrued Taxes Paya...	2.90	-2.90
				215.000 · Accrued Taxes Paya...	2.90	-2.90
TOTAL					-184.70	184.70
Paycheck	11668	02/16/2024	Mary E Comella	101.002 · Suntrust #570803-O...		-184.70
				511.110 · Supervisor's Fees	-200.00	200.00
				511.110 · Supervisor's Fees	-12.40	12.40
				215.000 · Accrued Taxes Paya...	12.40	-12.40
				215.000 · Accrued Taxes Paya...	12.40	-12.40
				511.110 · Supervisor's Fees	-2.90	2.90
				215.000 · Accrued Taxes Paya...	2.90	-2.90
				215.000 · Accrued Taxes Paya...	2.90	-2.90
TOTAL					-184.70	184.70

TSR CDD
Check Detail
February 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Paycheck	11669	02/16/2024	Raymond M Szelest	101.002 · Suntrust #570803-O...		-184.70
				511.110 · Supervisor's Fees	-200.00	200.00
				511.110 · Supervisor's Fees	-12.40	12.40
				215.000 · Accrued Taxes Paya...	12.40	-12.40
				215.000 · Accrued Taxes Paya...	12.40	-12.40
				511.110 · Supervisor's Fees	-2.90	2.90
				215.000 · Accrued Taxes Paya...	2.90	-2.90
				215.000 · Accrued Taxes Paya...	2.90	-2.90
TOTAL					-184.70	184.70
Bill Pmt -Check	11670	02/21/2024	FL GIS SOLUTIONS, LLC	101.002 · Suntrust #570803-O...		-475.00
Bill	1302	02/20/2024		519.320 · Engineering	-475.00	475.00
TOTAL					-475.00	475.00
Bill Pmt -Check	11671	02/21/2024	LANDSCAPE MAINTENANCE...	101.002 · Suntrust #570803-O...		-83,721.72
Bill	181703	02/20/2024		538.651 · Replace Plants, Shru...	-2,760.00	2,760.00
				538.609 · Irrigation Repairs & ...	-1,013.50	1,013.50
Bill	181704	02/20/2024		538.651 · Replace Plants, Shru...	-5,947.00	5,947.00
				538.609 · Irrigation Repairs & ...	-2,307.40	2,307.40
Bill	181705	02/20/2024		538.651 · Replace Plants, Shru...	-13,270.00	13,270.00
				538.609 · Irrigation Repairs & ...	-4,663.30	4,663.30
Bill	181706	02/20/2024		538.651 · Replace Plants, Shru...	-4,800.00	4,800.00
				538.609 · Irrigation Repairs & ...	-1,726.00	1,726.00
Bill	181707	02/20/2024		538.651 · Replace Plants, Shru...	-12,540.00	12,540.00
				538.609 · Irrigation Repairs & ...	-4,156.30	4,156.30
Bill	181708	02/20/2024		538.651 · Replace Plants, Shru...	-5,260.00	5,260.00
				538.609 · Irrigation Repairs & ...	-956.50	956.50
Bill	181709	02/20/2024		538.651 · Replace Plants, Shru...	-7,182.00	7,182.00
				538.609 · Irrigation Repairs & ...	-2,595.80	2,595.80
Bill	181710	02/20/2024		538.651 · Replace Plants, Shru...	-6,040.00	6,040.00
				538.609 · Irrigation Repairs & ...	-2,208.80	2,208.80
Bill	181805	02/20/2024		538.320 · Landscape Arbor Care	-200.00	200.00
Bill	181806	02/20/2024		538.320 · Landscape Arbor Care	-300.00	300.00
Bill	181818	02/20/2024		538.609 · Irrigation Repairs & ...	-16.32	16.32
Bill	181819	02/20/2024		538.320 · Landscape Arbor Care	-1,100.00	1,100.00
Bill	181833	02/20/2024		538.609 · Irrigation Repairs & ...	-308.56	308.56
Bill	181834	02/20/2024		538.609 · Irrigation Repairs & ...	-496.33	496.33
Bill	181835	02/20/2024		538.609 · Irrigation Repairs & ...	-158.47	158.47
Bill	181836	02/20/2024		538.609 · Irrigation Repairs & ...	-83.72	83.72
Bill	181837	02/20/2024		538.609 · Irrigation Repairs & ...	-5.28	5.28
Bill	181838	02/20/2024		538.609 · Irrigation Repairs & ...	-171.40	171.40

TSR CDD Check Detail February 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	181839	02/20/2024		538.609 · Irrigation Repairs & ...	-44.82	44.82
Bill	181840	02/20/2024		538.609 · Irrigation Repairs & ...	-62.26	62.26
Bill	181841	02/20/2024		538.609 · Irrigation Repairs & ...	-115.29	115.29
Bill	181842	02/20/2024		538.609 · Irrigation Repairs & ...	-996.08	996.08
Bill	181843	02/20/2024		538.609 · Irrigation Repairs & ...	-266.99	266.99
Bill	181844	02/20/2024		538.609 · Irrigation Repairs & ...	-163.87	163.87
Bill	181845	02/20/2024		538.609 · Irrigation Repairs & ...	-232.54	232.54
Bill	181846	02/20/2024		538.609 · Irrigation Repairs & ...	-264.04	264.04
Bill	181847	02/20/2024		538.609 · Irrigation Repairs & ...	-87.44	87.44
Bill	181849	02/20/2024		538.320 · Landscape Arbor Care	-300.00	300.00
Bill	181866	02/20/2024		538.609 · Irrigation Repairs & ...	-16.32	16.32
Bill	181867	02/20/2024		538.609 · Irrigation Repairs & ...	-65.78	65.78
Bill	181868	02/20/2024		538.609 · Irrigation Repairs & ...	-69.30	69.30
Bill	181869	02/20/2024		538.609 · Irrigation Repairs & ...	-80.53	80.53
Bill	181870	02/20/2024		538.609 · Irrigation Repairs & ...	-1.78	1.78
Bill	181871	02/20/2024		538.609 · Irrigation Repairs & ...	-313.00	313.00
Bill	181872	02/20/2024		538.630 · SOD	-375.00	375.00
TOTAL					-83,721.72	83,721.72
Bill Pmt -Check	11672	02/21/2024	WTS INTERNATIONAL, LLC.	101.002 · Suntrust #570803-O...		-500.00
Bill	12391644	02/20/2024		538.122 · Program Incentives	-500.00	500.00
TOTAL					-500.00	500.00
Check	11673	02/28/2024	TSR CDD	101.002 · Suntrust #570803-O...		-3,419.19
				207.206 · Due to Debt Service ...	-3,419.19	3,419.19
TOTAL					-3,419.19	3,419.19
Check	11674	02/28/2024	TSR CDD	101.002 · Suntrust #570803-O...		-6,636.18
				207.205 · .Due to debt service f...	-6,636.18	6,636.18
TOTAL					-6,636.18	6,636.18
Check	11675	02/28/2024	TSR CDD	101.002 · Suntrust #570803-O...		-8,298.57
				207.204 · Due to debt service f...	-8,298.57	8,298.57
TOTAL					-8,298.57	8,298.57

TSR CDD
Check Detail
 February 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	11676	02/28/2024	TSR CDD	101.002 · Suntrust #570803-O...		-6,648.35
				207.203 · Due to debt service f...	-6,648.35	6,648.35
TOTAL					-6,648.35	6,648.35
Check	11677	02/28/2024	TSR CDD	101.002 · Suntrust #570803-O...		-6,745.72
				207.202 · Due to Debt Service ...	-6,745.72	6,745.72
TOTAL					-6,745.72	6,745.72
Check	11678	02/28/2024	TSR CDD	101.002 · Suntrust #570803-O...		-6,703.44
				207.201 · Due to Debt Service ...	-6,703.44	6,703.44
TOTAL					-6,703.44	6,703.44
Bill Pmt -Check	11679	02/28/2024	WTS INTERNATIONAL, LLC.	101.002 · Suntrust #570803-O...		-12,639.07
Bill	12392006	02/27/2024		538.121 · Amenity Management	-12,639.07	12,639.07
TOTAL					-12,639.07	12,639.07
Check	11680	02/28/2024	SUNNY BUNNY EASTER EGGS	101.002 · Suntrust #570803-O...		-2,138.00
				572.300 · Amenity Managemen...	-2,138.00	2,138.00
TOTAL					-2,138.00	2,138.00

TSR

COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT
MINUTES OF MEETING
TSR
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the TSR Community Development District held a Regular Meeting on March 13, 2024, at 6:00 p.m., at the Welcome Center, 2500 Heart Pine Avenue, Odessa Florida 33556.

Present were:

Mary Comella	Chair
Frank Stalzer	Vice Chair
Ray Szelest	Assistant Secretary
David Deenihan	Assistant Secretary

Also present:

Chuck Adams	District Manager
Jonathan Johnson (via telephone)	District Counsel
Barry Mazzoni	Operations Manager
Mark Yahn (via telephone)	SunScape Consulting, Inc., (SCI)
Rene Hlebak	WTS Starkey Ranch Lifestyle Director
Karen Anderson	Resident
Ben DeVino	Resident
Jeremy Chambers	Resident
Lauren Chambers	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call/Pledge of Allegiance

Mr. Adams called the meeting to order at 6:00 p.m. Supervisors Stalzer, Szelest, Deenihan and Comella were present. Supervisor Silber was not present.

The Pledge of Allegiance was recited.

SECOND ORDER OF BUSINESS

Public Comments [3 minutes per person]

Resident Karen Anderson asked if the Esplanade community received landscape credits since it pays for the 18' area from the water's edge to be maintained, not like in other communities within Starkey Ranch. Mr. Adams stated he will research it and provide a response.

***Disclaimer:** These summary minutes are intended to only highlight the topics discussed, items being considered and actions taken. The audio is available upon request.*

41 Esplanade resident Ben DeVino asked if the Army Corp of Engineers (ACOE) designed
42 the uphill drainage tract north of the wetlands, as he thinks it does not make sense. He is
43 concerned about potential flooding. Mr. Adams will have the District Engineer research it.

44 Going forward, the following change will be made to this agenda item title:

45 Insert "Agenda Items" after "Comments"

46

47 **THIRD ORDER OF BUSINESS** **Discussion/Consideration of School**
48 **Crosswalk at Long Spur and Tibbets Street**
49 **Intersection**

50
51 Mr. Mazzone stated that the school is asking for approval to remove certain CDD shrubs
52 to create a wider crosswalk area that will direct a larger number of students. He highlighted the
53 area on the map and noted the school would incur the cost. A school representative will be
54 invited to the next meeting. This item was deferred.

55

56 **FOURTH ORDER OF BUSINESS** **Update: Rangeland West Landscaping**
57 **Project**

58
59 Mr. Yahn provided landscaping and irrigation updates about the enhancement project,
60 which is being done exactly as planned. He and Mr. Gomez plan to work together on future
61 requests for proposals (RFP) to ensure there are no discrepancies between the proposal and
62 actual work that needs to be done. LMP used SCI's broker, due to difficulty sourcing plant
63 material, and incurred a \$7,000 overage for which they have not requested reimbursement.
64 LMP reported that the project is about 85% completed, as of today. Mr. Yahn will be on site
65 tomorrow and Tuesday, which is when he expects the project to be 100% completed. and will
66 monitor the site to ensure the investment is successful.

67 Mr. Mazzone and Mr. Yahn responded to questions regarding laying the additional sod,
68 pine straw and the irrigation schedule.

69

70 **FIFTH ORDER OF BUSINESS** **Update: Memorandum Regarding**
71 **Refresher on Sunshine Law and Public**
72 **Records**

73

74 Mr. Adams stated that Mr. Stalzer requested this agenda item. The Memorandum
75 focuses on the “dos and don’ts” of Board Members posting items on social media. As a
76 precaution, Ms. Comella asked Board Members not to engage or respond to Facebook posts.

77
78 **SIXTH ORDER OF BUSINESS** **Acceptance of Unaudited Financial Reports**
79 **as of January 31, 2024**
80

81 Mr. Adams provided updates about the delinquent amounts owed to the CDD. The
82 deadline to respond to the CDD was March 10, 2024. The 2024 invoices were mailed on January
83 26, 2024.

84 Mr. Adams distributed and presented Certificates of Completion for the Series 2015A
85 and 2016 Projects that are required for the Trustee to close out the construction accounts. The
86 remaining funds will be transferred to the prepayment account to pay down the principal.

87
88 **On MOTION by Mr. Stalzer and seconded by Mr. Szelest, with all in favor, the**
89 **Certificate of Completion for the Series 2015A Project, was approved.**

90
91 **On MOTION by Mr. Szelest and seconded by Mr. Stalzer, with all in favor, the**
92 **Certificate of Completion for the Series 2016 Project, was approved.**

93
94
95 Mr. Adams distributed and presented the BankUnited ICS Monthly Statement as of
96 February 29, 2024. Accounting is working on incorporating the earned interest revenue amount
97 into the Unaudited Financial Statements.

98
99 **On MOTION by Mr. Szelest and seconded by Ms. Comella, with all in favor, the**
100 **Unaudited Financial Reports as of January 31, 2024, were accepted.**

101
102
103 **SEVENTH ORDER OF BUSINESS** **Approval of February 14, 2024 Regular**
104 **Meeting Minutes**
105

106 **On MOTION by Mr. Deenihan and seconded by Mr. Szelest, with all in favor,**
107 **the February 14, 2024 Regular Meeting Minutes, as presented, was approved.**

108
109
110 **EIGHTH ORDER OF BUSINESS** **Action & Completed Items**
111

112 Item 3 was completed.

113 Item 7: An Inspection Report and proposals will be presented at the next meeting.

114 ▪ **Acceptance of Resignation of Jason Silber; Seat 3, Term Expires November 2024**

115 **This item was an addition to the agenda.**

116 Mr. Adams presented Mr. Jason Silber's emailed resignation.

117

118 **On MOTION by Ms. Comella and seconded by Mr. Stalzer, with all in favor, the**
119 **resignation of Mr. Jason Silber from Seat 3, was accepted.**

120

121

122 Mr. Adams stated that the Board can fill vacant Seat 3 now or wait to see if a candidate
123 applies in June to be placed on the ballot for the November 2024 General Election. Candidates
124 must qualify to run for election during the candidate qualifying period, which runs from noon,
125 June 10, 2024 to noon, June 14, 2024.

126 The Board consensus was to fill the vacant seat and coordinate with the HOA to e-blast
127 residents directing interested candidates to submit their resumes and attend the next meeting.
128 Information about the candidate qualification process and candidate qualifying period for the
129 upcoming General Election will be included in the e-blast to residents.

130 Ms. Comella stated that she is thinking about not running again.

131

132 **NINTH ORDER OF BUSINESS**

Staff Reports

133

134 **A. District Counsel: Kutak Rock, LLP**

135 **B. District Engineer: Johnson Engineering, Inc.**

136 There were no District Counsel or District Engineer reports.

137 **C. District Manager: Wrathell, Hunt and Associates, LLC**

138 Mr. Adams presented resident Mr. David Shumaker's request for reimbursement of
139 costs associated with his daughter's injuries allegedly due to an uneven sidewalk. Supporting
140 documents from Mr. Shumaker and the District Engineer's email and photographed area were
141 emailed to the Board before the meeting.

142 Mr. Adams expressed his opinion that the CDD is liable and the claim amount of
143 \$1,570.68 is legitimate. He would recommend a direct payment of the claim as the insurance
144 deductible is \$2,500.

145 Discussion ensued regarding Staff's action advising the CDD's insurance carrier and the
146 District Engineer once the incident was reported, inspecting and deeming the sidewalk is in
147 compliance except for the area with the Americans with Disabilities Act (ADA) mat, children
148 typically being covered under their parent's insurance, references to Florida House Bill 453
149 defining the term micromobility devices and bike laws, the Starkey Ranch Amenity Policy that
150 states "no use of motorized vehicles on any sidewalks in the CDD" and posting the Policy on the
151 CDD website.

152 Mr. Adams asked Mr. Johnson if the CDD is covered since there is language in the
153 Amenity Policy Rules prohibiting motorized vehicles on sidewalks. Mr. Johnson stated that it is a
154 different situation if the plaintiff is in violation of policies and procedures; it depends on how
155 the policy was disseminated or posted on the website. It mitigates against a notion that the
156 CDD has been negligent in the discipline. He noted that the \$1,500 bill is minimal.

157 Board Members voiced concerns about the child being injured but are also concerned
158 about setting a precedent if the CDD reimburses the resident. Mr. Johnson stated that the more
159 proactive the CDD is in reminding the community about existing policy the better position it
160 places the CDD if a claim is submitted against the CDD, although the CDD is not required to.

161 The Board consensus was for District Counsel to reply to Mr. Shumaker's letter stating
162 the Board's decision is to deny the claim and reference the CCNR Rules as the reason.

163 • **NEXT MEETING DATE: April 10, 2024 at 6:00 PM**

164 ○ **QUORUM CHECK**

165 **D. Lifestyle Director & Amenity Manager: Arch Amenities Group**

166 This item was presented following Item 9E.

167 **E. Operations Manager: Wrathell, Hunt and Associates, LLC**

168 Mr. Mazzoni presented the Monthly Field Operations Report. He noted the following:

169 ➤ Landscaping Maintenance Area: LMP is obtaining a proposal for a survey. Mr. Mazzoni
170 obtained a backup survey proposal of \$10,500, if needed.

171 Mr. Mazzoni conveyed LMP's suggestion to add a contract addendum to add an
172 additional renewable year to the contract at the same price as the third year, since LMP is
173 already halfway through its contract. He discussed LMP's position with Mr. Yahn, of SCI, who is
174 in favor of this. LMP expects the area to be flagged and to begin clearing by the end of April and
175 complete the project by the fall.

176 Discussion ensued regarding the cost of extending the contract one year as opposed to
177 the CDD paying to construct the maintenance yard, LMP's project timeline, the scope, ability to
178 complete the project, etc.

179

180 **On MOTION by Mr. Deenihan and seconded by Ms. Comella, with Mr.**
181 **Deenihan, Ms. Comella and Mr. Szelest in favor and Mr. Stalzer dissenting,**
182 **allowing LMP to develop a maintenance site and extending the LMP Landscape**
183 **Maintenance contract one additional year for a fourth year at the same price**
184 **as the current third-year price, was approved. [Motion passed 4-1]**

185

186

187 ➤ 13044 Wildgrass Trail Landscaping/Board Wall: The Board agreed to Mr. Mazzoni's
188 recommendation to install two new firebush plants for \$195, as an additional barrier to the
189 location.

190 ➤ Homestead Pool Deck Repairs: The overall cost for pool repairs and to replace the
191 pavers is \$22,871.17.

192 Mr. Mazzoni thanked the Lifestyle Staff for providing updates to the homeowners.

193

194 **On MOTION by Mr. Szelest and seconded by Ms. Comella, with all in favor,**
195 **repairing the Homestead pool deck, in a not-to-exceed amount of \$22,871.17,**
196 **was approved.**

197

198

199 ➤ Well Installation: Why Staff is exploring the possibility of obtaining approval from the
200 State to install wells was explained. Costs to incorporate this in the proposed Fiscal Year 2025
201 budget will be provided.

202 ➤ Ponds and Lakes: Ms. Willson's draft response letter regarding lake bank erosion repairs
203 caused by the homeowners was presented.

204 Mr. Mazzoni is working with SOLitude to develop a program to initiate action, once
205 erosion is identified, which will be incorporated into the RFP process.

206 Asked about the hog removal count, Mr. Mazzoni stated that the trapper removed 10
207 hogs. He believes last year's burns reduced the food supply and the burns are driving the hogs
208 in another direction.

209 ▪ **Lifestyle Director & Amenity Manager: Arch Amenities Group**

210 **This item, previously Item 9D, was presented out of order.**

211 The Monthly Summary Report was included for informational purposes.

212 Asked if the splash pad and Homestead Park slide will need to be replaced in Fiscal Year
213 2025, Ms. Hlebak replied affirmatively for the splash pad. The original vendor quoted \$26,000,
214 which is much less than other quotes but it excludes maintenance costs; she will obtain a
215 proposal to present closer to the Fiscal Year 2025 budget season. The slide is being maintained
216 and was inspected and deemed structurally sound. The original cost for a custom-built piece
217 was \$80,000 but costs have increased significantly. She spoke to Mr. Call and the Developer
218 about the unfavorable condition. She is also researching other options.

219 Ms. Hlebak stated that she is researching options for barriers around the utility boxes
220 and the pole equipment. She offered to be a liaison to residents and present their suggestions
221 to the Board.

222

223 **TENTH ORDER OF BUSINESS**

Supervisors’ Requests

224

225 There were no Supervisors’ request.

226

227 **ELEVENTH ORDER OF BUSINESS**

Public Comments [3 minutes per person]

228

229 Residents Jeremy and Lauren Chambers discussed speaking with the Taylor Morrison
230 Representative about a child falling in Stencil Park because of a 15” roadway gap. Mr. Mazzoni
231 stated that the CDD will not accept conveyance of the property until Taylor Morrison corrects
232 all deficiencies.

233 Going forward, the following change will be made to this agenda item title:

234 Insert “Non-Agenda Items” after “Comments”

235

236 **TWELFTH ORDER OF BUSINESS**

Adjournment

237

238 **On MOTION by Mr. Deenihan and seconded by Mr. Stalzer, with all in favor,**
239 **the meeting adjourned at 8:04 p.m.**

240

241

242

243

[SIGNATURES APPEAR ON THE FOLLOWING PAGE

244
245
246
247
248
249

Secretary/Assistant Secretary

Chair/Vice Chair

TSR

COMMUNITY DEVELOPMENT DISTRICT

**ACTION &
COMPLETED
ITEMS**

TSR CDD
ACTION & COMPLETED ITEMS LIST
03.13.24 for 04.10.24 MEETING

#	MTG DATE ADDED	ACTION/ AGENDA OR BOTH	ACTION/AGENDA or COMPLETED ITEM	ONGOING	POSSIBLY DONE BEFORE NXT MTG	COMPLETED	MTG DATE MOVED TO COMPLETED
1	06.14.23	ACTION	Mr. Adams/Mr. Mazzoni: Send wetland monitoring schedule to the Esplanade Board.		X		
2	10.11.23	ACTION	Mr. Mazzoni: Obtain proposals for hydro seed for the nxt mtg.			X After 03.13.24 Mtg	
3	11.08.23	ACTION	District Engineer/Mr. Adams: Present Roadway Turnover Reconciliation Report once finalized w/ County and present erosion repair proposals at nxt mtg. 02.14.24 Check on status with the Engineer.	X			
4	01.10.24	ACTION	Ms. Willson /Mr. Adams: Staff to take all actions necessary to proceed with collections, which includes demand letters from the Attorney.	X			
5	02.14.24	ACTION	LMP/Mr. Soety: Inspect and address overgrown plantings in the crosswalks, roundabouts and intersections throughout the CDD. 03.13.24 Report and proposals will be presented at nxt mtg.			X After 03.13.24 Mtg	
6	02.14.24	ACTION	Mr. Adams: Provide Mr. Stalzer information about the \$33,494 Miscellaneous Revenue amount in the Unaudited Financial Reports.	X			
7	03.13.24	ACTION	Mr. Adams: Research and provide a response to Ms. Anderson whether the Esplanade Community receives a landscape credit since the community pays to maintain the 18' area from the water's edge.			X After 03.13.24 Mtg	
8	03.13.24	ACTION	Mr. Adams: Ask District Engineer to research Mr. DeVino's question if the ACOE designed the uphill drainage tract north to the wetlands.				
9	03.13.24	ACTION	Mr. Mazzoni: Invite School Representative to discuss request to remove certain CDD shrubs to crease a wider crosswalk at nxt mtg.			X After 03.13.24 Mtg	
10	03.13.24	ACTION	Accounting Dept: Incorporate the ISC earned interest revenue amount in the Unaudited Financial Statements.	X			
11	03.13.24	ACTION	Mr. Adams: Coordinate with the HOA to e-blast residents information on presenting candidate resumes at nxt mtg and the candidate qualification process and qualifying period of the upcoming election process.			X After 03.13.24 Mtg	
12	03.13.24	ACTION	District Counsel: Reply to Mrs. Shumaker's letter stating the Board's decision to deny the claim; referencing the CCNR rules.			X After 03.13.24 Mtg	
13	03.13.24	ACTION	Mr. Mazzoni: Provide costs to install wells to incorporate in the proposed Fiscal Year 2025 budget.	X			
14	03.13.24	ACTION	Ms. Hlebak: Obtain proposal to replace the splash pad to incorporate in the proposed Fiscal Year 2025 budget.	X			

**TSR CDD
ACTION & COMPLETED ITEMS LIST
03.13.24 for 04.10.24 MEETING**

#	MTG DATE ADDED	ACTION/ AGENDA OR BOTH	ACTION/AGENDA or COMPLETED ITEM	ONGOING	POSSIBLY DONE BEFORE NXT MTG	COMPLETED	MTG DATE MOVED TO COMPLETED
1	08.10.22	ACTION	Mr. Chang: Research Long Spur & other Village I areas. Determine areas County & CDD should each maintain. 07.12.23 Mr. Mazzoni: Check with Mr. Chang on status.			X	10.11.23
2	09.13.23	ACTION	Mr. Mazzoni/Ms. Willson: Email Rose Paving Proposal for sidewalk & asphalt repairs to Ms. Willson to prep Addendum to the Agrmt.			X	10.11.23
3	09.13.23	ACTION	Mr. Mazzoni: Research if Parcel C was part of original bid & invite LMP Rep to nxt meeting.			X	10.11.23
4	09.13.23	ACTION	Mr. Adams: Schedule Workshop for September 28, 2023 at 12:00 p.m. at the Welcome Center. Staff to send outlook invites.			X	10.11.23
5	09.13.23	ACTION	Mr. Mazzoni: Invite Vendor Reps to attend CDD meetings.			X	10.11.23
6	09.13.23	BOTH	Mr. Mazzoni: Obtain proposals to install dye in ponds for nxt meeting.			X	10.11.23
7	09.13.23	ACTION	Mr. Adams/Ms. Willson: Discuss ability to recover costs to install French drains from the homeowners.			X	10.11.23
8	09.13.23	ACTION	Mr. Mazzoni: Ask MPO to e-blast information reminding homeowners about redirecting water flow is prohibited and the CDD intends to seek reimbursement for damage to CDD property.			X	10.11.23
9	09.13.23	ACTION	Mr. Mazzoni: Conference call set up with Frontier nxt week to explain damages to CDD property.			X	10.11.23
10	06.14.23	ACTION	Mr. Adams: Verify the Homes by West Bay 2021 payment offsets the amount due from the Estate Homes. Review the commercial shared costs July 31, 2022 balance sheet.			X	11.08.23
11	08.09.23	ACTION	Ms. Hlebak: Work w/ Mr. Butler finalize holiday light scope of services.			X	11.08.23
12	08.09.23	ACTION	Mr. Adams: Reply to Attorney Stephen Streiker's letter closing the matter of Taylor Morrison installing a new stop sign.			X	11.08.23
13	09.13.23	ACTION	Mr. Adams: Email speed limit and conveyance docs to Mr. Clemons.			X	11.08.23
14	09.13.23	ACTION	Mr. Mazzoni: Obtain further clarification and continue negotiations with Swine Solutions and invite Rep to the nxt meeting.			X	11.08.23
15	09.13.23	BOTH	Ms. Willson: Mr. Liquori's legal team review of CDD updates to Lease Agrmt & present in final form for approval pending, get updated Land Description from Developer. 10.11.23 Finalize & execute Lease Agrmt.			X	11.08.23

**TSR CDD
ACTION & COMPLETED ITEMS LIST
03.13.24 for 04.10.24 MEETING**

#	MTG DATE ADDED	ACTION/ AGENDA OR BOTH	ACTION/AGENDA or COMPLETED ITEM	ONGOING	POSSIBLY DONE BEFORE NXT MTG	COMPLETED	MTG DATE MOVED TO COMPLETED
16	09.13.23	ACTION	Mr. Adams: Confirm if CDD rec'd outstanding August payments, if no, contact vendor.			X	11.08.23
17	09.13.23	ACTION	Mr. Adams: Confirm 05.10.23 meeting minutes posted on the website.			X	11.08.23
18	10.11.23	ACTION	Mr. Yahn: SCI to finish Cody's Planting design drawings for Rangeland Boulevard to a biddable document, for nxt mtg.			X	11.08.23
19	10.11.23	ACTION	Mr. Mazzone: Give SOLitude's proposals & addendums to Agmt to BPS.			X	11.08.23
20	10.11.23	ACTION	Mr. Adams: Schedule & advertise new Welcome Center mtg location.			X	11.08.23
21	10.11.23	ACTION	Ms. Hlebak: HOA schedule/advertise new Welcome Center mtg location.			X	11.08.23
22	10.11.23	ACTION	Mr. Adams/Chair: Take steps to open an ICS account with BankUnited.			X	11.08.23
23	10.11.23	ACTION	Mr. Adams: Staff to advertise RFP/RFQ for Auditing Services.			X	11.08.23
24	10.11.23	ACTION	Mr. Adams: Send Trustee materials to Mr. Stalzer.			X	11.08.23
25	04.12.23	ACTION	Ms. Willson: Address school crosswalk individually.			X	01.10.24
26	09.13.23	ACTION	Mr. Mazzone/Mr. Szelest: Mediate/settle outstanding West Bay Homes (WBH) items. 10.11.23 Staff/Ms. Willson: Finalize WBH Settlement Agrmt. 11.08.23 Ms. Willson: Send Letter Agmt for WBH Parcels B1 & B2.			X	01.10.24
27	11.08.23	ACTION	Mr. Adams: Schedule Landscape Wksp for 01.10.24 at 4:00 p.m.			X	01.10.24
28	11.08.23	ACTION	District Engineer: Review Uniform Traffic Code & continue discussions w/ County re reducing the speed limit on Night Star Trail, which will be conveyed to the County in future.			X	01.10.24
29	11.08.23	ACTION	Mr. Deenihan/Mr. Adams: Email documents regarding speed limit sign to Mr. Adams to distribute to Board & Staff.			X	01.10.24
30	11.08.23	ACTION	Ms. Willson: Send Notice of Intent to Award for audit to Mr. Adams.			X	01.10.24
31	11.08.23	ACTION	Ms. Hlebak: E-blast info re scheduling mtgs/events at Welcome Center.			X	01.10.24
32	11.08.23	ACTION	Mr. Mazzone: Email the letters sent to homeowners re repairing damaged CDD property to the Board.			X	01.10.24
33	11.08.23	ACTION	Ms. Willson: Work w Staff to insert concise language in future letters to homeowners about incurring costs or reimbursing CDD for damaging CDD property.			X	01.10.24
34	11.08.23	ACTION	Mr. Adams: Email Lee County Fertilizer Ordinance to the Board.			X	01.10.24

TSR

COMMUNITY DEVELOPMENT DISTRICT

STAFF

REPORTS

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TSR COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE

LOCATION

Welcome Center, 2500 Heart Pine Avenue, Odessa, Florida 33556

**Cunningham Park, 12131 Rangeland Blvd., Odessa, Florida 33556*

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 11, 2023*	Regular Meeting	6:00 PM
November 8, 2023	Regular Meeting	6:00 PM
December 13, 2023 CANCELED	Regular Meeting	6:00 PM
January 10, 2024	Workshop	4:00 PM
January 10, 2024	Regular Meeting	6:00 PM
February 14, 2024	Regular Meeting	6:00 PM
March 13, 2024	Regular Meeting	6:00 PM
April 10, 2024	Regular Meeting	6:00 PM
May 8, 2024	Regular Meeting	6:00 PM
June 12, 2024	Regular Meeting	6:00 PM
July 10, 2024	Regular Meeting	6:00 PM
August 14, 2024	Regular Meeting	6:00 PM
September 11, 2024	Regular Meeting	6:00 PM

**TSR
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2024**

	Fiscal Year 2023			Total Actual & Projected	Adopted Budget FY 2024
	Adopted Budget FY 2023	Actual through 3/31/2023	Projected through 9/30/2023		
REVENUES					
Assessment levy: on-roll - gross O&M	\$ 4,538,284				\$ 4,415,306
Assessment levy: on-roll - gross trash	259,774				373,974
Allowable discounts (4%)	(191,922)				(191,571)
Assessment levy: on-roll - net	4,606,136	\$4,549,837	\$ 56,299	\$ 4,606,136	4,597,709
Assessment levy: off-roll O&M	-	10,041	-	10,041	-
Trash collection assessments	11,404	10,570	834	11,404	17,465
Commerical shared costs	112,045	134,340	-	134,340	120,191
Program revenue	12,000	9,528	2,472	12,000	14,000
Interest	2,500	-	2,500	2,500	2,500
Specialty program revenue	6,000	-	6,000	6,000	6,000
Miscellaneous-rental revenue	15,000	9,030	5,970	15,000	17,000
Total revenues	4,765,085	4,723,346	74,075	4,797,421	4,774,865
EXPENDITURES					
Professional & administrative					
Supervisors	10,200	3,875	6,325	10,200	10,200
Management	42,070	21,035	21,035	42,070	42,070
Legal	30,000	21,358	8,642	30,000	30,000
Engineering	20,000	3,153	16,847	20,000	20,000
Assessment administration	10,000	5,000	5,000	10,000	10,000
Audit	4,570	-	4,570	4,570	4,570
Arbitrage rebate calculation	3,000	1,500	1,500	3,000	3,000
Dissemination agent	13,000	6,500	6,500	13,000	13,000
Trustee	26,500	23,166	3,334	26,500	35,000
Telephone	250	125	125	250	250
Postage	1,500	2,971	1,000	3,971	1,500
Printing & binding	2,000	1,000	1,000	2,000	2,000
Legal advertising	3,500	794	1,500	2,294	1,000
Annual special district fee	175	175	-	175	175
Insurance	7,100	6,464	-	6,464	6,800
Other current charges	3,500	677	1,000	1,677	2,000
Office supplies	500	364	350	714	750
Website					
Hosting & maintenance	705	-	705	705	705
ADA compliance	200	-	200	200	200
Property taxes	687	-	687	687	687
Property appraiser & tax collector	95,961	93,535	2,426	95,961	95,786
Total professional & administrative	275,418	191,692	82,746	274,438	279,693

**TSR
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2024**

	Fiscal Year 2023			Total Actual & Projected	Adopted Budget FY 2024
	Adopted Budget FY 2023	Actual through 3/31/2023	Projected through 9/30/2023		
Field operations					
Contract services					
Field services	28,325	14,163	14,162	28,325	28,325
Landscape maintenance	1,700,000	624,688	775,000	1,399,688	1,760,000
Landscape consulting	60,000	25,000	35,000	60,000	65,400
Landscape aqrbor care	155,000	23,148	131,852	155,000	155,000
Wetland maintenance	68,168	518	67,650	68,168	30,000
Wetland mitigation reporting	4,500	20,575	-	20,575	4,500
Lake maintenance	100,000	42,963	57,037	100,000	100,000
Community trash hauling	330,000	175,931	180,000	355,931	375,000
Off-duty traffic patrols	20,000	200	15,000	15,200	20,000
Wildhog removal	-	-	-	-	16,000
Repairs & maintenance					
Repairs - general	20,000	4,935	7,500	12,435	15,000
Operating supplies	8,000	9,536	3,500	13,036	13,000
Plant replacement	70,000	11,598	58,402	70,000	70,000
Mulch	200,000	111,585	-	111,585	200,000
Playground mulch	18,000	-	18,000	18,000	18,000
Sod	200,000	542	-	542	200,000
Fertilizer/chemicals	30,000	-	30,000	30,000	30,000
Irrigation repairs	30,000	35,750	10,000	45,750	30,000
Irrigation monitoring	2,280	-	2,280	2,280	2,280
Security/alarms/camera/repair	1,500	233	1,267	1,500	1,500
Road & sidewalk	40,000	4,830	35,000	39,830	40,000
Signage maintenance	-	480	-	480	-
Common area signage	3,000	1,042	1,958	3,000	3,000
Bridge & deck maintenance	40,000	17,570	25,000	42,570	60,000
Pressure washing	105,000	240	77,000	77,240	-
Utilities - common area					
Electric	14,500	5,316	9,184	14,500	14,500
Streetlights	380,000	165,929	190,000	355,929	370,000
Irrigation - reclaimed water	70,000	19,311	50,689	70,000	70,000
Gas	450	140	310	450	450

**TSR
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2024**

	Fiscal Year 2023				Adopted Budget FY 2024
	Adopted Budget FY 2023	Actual through 3/31/2023	Projected through 9/30/2023	Total Actual & Projected	
Recreation facilities					
Amenity management staff/contract	389,820	137,140	252,680	389,820	404,861
Office operations	-	-	-	-	128,780
Office rental	80,000	1,456	20,000	21,456	-
Office expenses	8,950	-	2,240	2,240	-
Office utilities	8,850	-	2,215	2,215	-
Office copy machine	4,875	3,654	1,221	4,875	-
Janitorial	24,480	7,500	16,980	24,480	-
Park A/C repairs and maintenance	5,000	630	4,370	5,000	5,000
Pool operations	-	-	-	-	79,194
Pool cleaning	27,594	9,840	17,754	27,594	-
Pool repairs & maintenance	2,500	644	1,856	2,500	-
Pool fence & gate repairs	2,000	631	1,369	2,000	-
Pool - electric	36,000	12,657	23,343	36,000	-
Pool - water	10,000	2,337	7,663	10,000	-
Pool permits and licensing	1,100	-	1,100	1,100	-
Pest services	500	250	250	500	500
Insurance	69,706	54,411	15,295	69,706	69,706
Cable/internet/telephone/software	10,000	6,066	3,934	10,000	10,000
Access cards	5,500	991	4,509	5,500	2,000
Activities	30,000	29,802	198	30,000	30,000
Specialty programming	6,000	2,237	3,763	6,000	6,000
Recreational repairs	2,500	-	2,500	2,500	2,500
Pool signage	1,000	-	1,000	1,000	1,000
Holiday decorations	8,000	8,000	-	8,000	8,000
Other					
Contingency	20,000	6,639	13,361	20,000	55,680
Capital outlay	30,000	-	30,000	30,000	-
Total field operations	<u>4,483,098</u>	<u>1,601,108</u>	<u>2,223,392</u>	<u>3,824,500</u>	<u>4,495,176</u>
Total expenditures	<u>4,758,516</u>	<u>1,792,800</u>	<u>2,306,138</u>	<u>4,098,938</u>	<u>4,774,869</u>
Net increase/(decrease) of fund balance	6,569	2,930,546	(2,232,063)	698,483	-
Fund balance - beginning (unaudited)	811,776	1,332,230	4,262,776	1,332,230	2,030,713
Fund balance - ending (projected)	<u>\$ 818,345</u>	<u>\$ 4,262,776</u>	<u>\$ 2,030,713</u>	<u>\$ 2,030,713</u>	<u>\$ 2,030,713</u>

TSR

COMMUNITY DEVELOPMENT DISTRICT

**STAFF
REPORTS
D**



Monthly Summary Report

March 2024

Submitted by:
Renee Hlebak, Starkey Ranch Lifestyle Director
Alex Murphy, Operations Director



MARCH PROGRAM HIGHLIGHTS

PROGRAM	CATEGORY
One Blood Bus	Health/Educational
Yoga in the WC	Fitness
Vax-on-Site	Health/Educational
Drink This, Make That	Adult Social
Gator Talk	Educational
Shamrock 5k	Family Fitness
Meet & Mingle	Adult Social
Music in the Park	Family Social
Boy's & Girl's Day Out	Kid's Social
Eggstravaganza	Family Social
Kids Night Out	Kid's Social
Mommy & Me	Family Fitness
Food Truck Friday	Family Social
Yoga	Fitness

BOY'S DAY OUT

**TUESDAY, MARCH 26
12PM-4PM
CUNNINGHAM HALL**

BOY'S DAY OUT IS BASED ON A LOTTERY SYSTEM AND IS A DROP OFF PROGRAM FOR KIDS 5-11 YEARS OLD

COST IS \$20 PER CHILD

LOTTERY OPENS:
MARCH 15, 2024 AT 10 AM

LOTTERY CLOSES:
MARCH 20, 2024 AT 5 PM

ONLY 25 SPOTS AVAILABLE.

PLEASE E-MAIL
FUN@OURSTARKEYRANCH.COM TO
JOIN THE LOTTERY

THE STARKEY RANCH LIFESTYLE TEAM PRESENTS

EGGSTRAVAGANZA

MARCH 30TH, 2024 | 9:30 AM - 12:30 PM

CALLING ALL FAMILIES!
SOMEONE LEFT EGGS IN WHITFIELD PARK AND WE NEED YOUR HELP GATHERING THEM!

WE WILL HAVE THE EASTER BUNNY ON SITE, MUSIC, FOOD TRUCKS, AND AN EGG HUNT!

RESERVATIONS ARE EGGSTRA IMPORTANT!

RSVP TO FUN@OURSTARKEYRANCH.COM AND LET US KNOW WHICH TIME SLOT WILL WORK FOR YOU BY MARCH 24TH!

EGG HUNT START TIMES: 9:30AM, 10:15AM, 11:00AM, AND 11:45PM

MUSIC IN THE PARK

**MARCH 15TH
6PM-8PM
WHITFIELD PARK**

Let's kick off the weekend right with some live music from the **ESPLANADE JAMMERS!**

Don't forget to bring the family, chairs, and blankets to Whitfield Park to enjoy the night!

We will have a Food Truck on site, so come hungry!

Esplanade Jammers

Bringing Music to Life!

813.625.2326

MARCH AMENITY RENTALS

AMENITY LOCATION	FREQUENCY	REVENUE
Cunningham Hall	8 Days / 33 Hours	\$1650
Whitfield Park Pavilion	3 Days/12 Hours	\$180
Homestead Park Pavilion	8 Days/34 Hours	\$510
Albritton Park Pavilion	4 Days/13 Hours	\$195
<p>***Rentals usually take place Friday - Sunday, pending Lifestyle Programs and needed access to the facilities. Resident Clubs, Fitness and Community Associations are not included in these numbers. Deposits for Cunningham Hall and Damage Costs are not included. Damage costs are rarely charged/a concern after rentals. Deposit Checks for Cunningham Hall are held until the Monday after the rental, they are then returned or shred per the resident's request.***</p>		

FACILITY OPERATIONS & MAINTENANCE

ITEM	STATUS	CONCLUSION
Homestead Park Pool & Deck Issues	In Progress	Waiting on contractor to complete pool deck..
Homestead Park Slide	In Progress	Engineer's Report has requested we look into replacement options for the tower. In talks with Earthscape (Built the slide) & Kompon (Built/Created all other equipment) on quotes and options to best present to the Board. This will be a fairly large cost that will need to be discussed in detail once we have gathered all the information to best present to the Board.
Preparing Pools for Summer	In Progress	We are inspecting loungers, making chair repairs, checking safety equipment, ordering a few more umbrellas for shade, etc. We want the pools to look good, stay safe and less stressful for everyone to have fun!
Updating Park Bathrooms	In Progress	From lighter paint to replacing soap dispensers to a new floor product. We have found the colors and products that work best and going park to park to complete.
Touch-up painting, pressure washing, filling holes at the dog parks, replacing boards & bricks on pedestrian walk ways.	In Progress	Ongoing projects in the community continually needing to be addressed. This does not include daily Park Attendant duties such as trash, park checks, rentals, etc.

APRIL PROGRAM FORECAST

PROGRAM	DATE
Vax-on-Site	April 3rd
One Blood Bus	April 6th
Music in the Park	April 12th
Yoga in the WC	April 14th
Music Bingo	April 18th
Cystic Fibrosis Walk	April 20th
Kid's Night Out	April 26th
Community Garage Sale	April 27th
Food Truck Friday	Every Friday
Yoga	Every Monday

Community Garage Sale

Are you looking to declutter your space and make some extra cash? Come and be a part of our Garage Sale on April 27th, 8AM - 2PM!



If you would like us to advertise your garage sale, please [CLICK HERE](#) and sign up!

Lists of participants will be sent out to all the residents and can also be picked up at the Starkey Ranch Welcome Center at 8am on April 27th.

We will be taking garage sale sign ups until April 22nd!



MUSIC BINGO

Jam out to snippets of your favorite songs with DJ Anthony, while playing competitively against other music lovers for a chance to win some gift cards!

Mark off the songs on your card as you hear them and yell BINGO when you have 5 in a row!

April 18th, 2024
6 - 8 PM

Cunningham Hall

RSVP: fun@ourstarkeyranch.com

Yoga with Paulina

CLASS EVERY MONDAY
6:30PM
(NO YOGA APRIL 8TH)

Cunningham Hall

Join Us For
Yoga Class For All Skill Levels

Cost: \$30/month or \$10/class



RSVP: FUN@OURSTARKEYRANCH.COM

THANK YOU.



TSR

COMMUNITY DEVELOPMENT DISTRICT

**STAFF
REPORTS
E**



Wrathell, Hunt and Associates, LLC

TO: TSR Board of Supervisors
FROM: Barry Mazzoni – Operations Manager
DATE: April 1, 2024
SUBJECT: Status Report – Field Operations

13044 WILDGRASS TRAIL LANDSCAPING / BORDER WALL CONCERN:

The two (2) new Firebush plants to be located adjacent to SR-54, providing an additional barrier to 13044 Wildgrass Trail, were installed.

STANSIL PARK CONCERNS:

In speaking with a couple residents from Stansil Park, we understand that the meeting between residents of Stansil Park and the home builder took place. Operations has requested a copy of the concern list that the residents provided to the home builder.

LANDSCAPING MAINTENANCE AREA:

Operations has a meeting with Scott Carlson of LMP and Matt Call to work on formalizing plans for the landscaping maintenance area. This meeting is scheduled to occur on Thursday April 4th.

RANGELAND WEST & ENHANCEMENT PROJECTS:

The Rangeland West project has been completed and signed off by Sunscape Consulting. Invoices from LMP and Sunscape have been remitted for payment.

PINE STRAW APPLICATION:

Everglades Pinestraw, Inc has completed the spring application of pine straw to the common areas of the community.

PONDS & LAKES:

Solitude completed the maintenance of the ponds during the month of March, including dyeing the ponds under the agreement, as well as treating shoreline weeds and algae blooms.

ROADS & BRIDGES:

Operations has requested that Standard Brick Pavers, LLC provide the cost for a small pallet of pavers used on the Heart Pine Bridge. The pallet would be stored on-site, allowing the replacement of damaged pavers on an as needed basis. Heavy vehicles and traffic are causing challenges in a small area of the paver wear layer and having them on hand will reduce the wait time for repairs.

RECLAIMED WATER SIGNAGE

Operations was alerted to some additional state regulations regarding reclaimed water signage by Supervisor Stalzer. Upon inspection, Operations noted additional signage was needed at the various entrances to the District. The Pasco County Utilities Reclaimed Water Department provided the additional signage and Operations installed the signs. Our thanks to Pasco County Utilities and Supervisor Stalzer for their support on this project.

FALL 2024 & SPRING 2025

Operations is in the process of gathering proposals for various projects that would potentially occur during the next fiscal year. These projects include tree trimming, landscaping enhancements, and aquatic planting projects. It is anticipated that these proposals will be received in the month of May.