

# SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT

# **MIAMI-DADE COUNTY**

REGULAR BOARD MEETING MARCH 18, 2024 6:00 p.m.

> Special District Services, Inc. 8785 SW 165<sup>th</sup> Avenue, Suite 200 Miami, FL 33193

> > www.silverpalmscdd.org

786.347.2711 Telephone 877.SDS.4922 Toll Free 561.630.4923 Facsimile

# AGENDA SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT

Meeting Room at Mercedes Benz of Cutler Bay 10701 SW 211<sup>th</sup> Street Cutler Bay, Florida 33189

# Cutler Bay, Florida 33189 Regular Board Meeting March 18, 2024 6:00 p.m.

A.	Call to Order
B.	Proof of Publication
C.	Establish Quorum
D.	Additions or Deletions to Agenda
E.	Comments from the Public for Items Not on the Agenda
F.	Approval of Minutes
	1. October 16, 2023 Regular Board Meeting Minutes
G.	Old Business
H.	New Business
	1. Consider Resolution No. 2024-01 – Electronic Signature Policy
	2. Consider Resolution No. 2024-02 – Approving a Proposed Budget for FY 2024/2025Page 9
	3. Accept and Receive the Landshore Enterprises 2024 Erosion and Sedimentation Control PlanPage 16
	4. Authorization to Proceed with 2024 Erosion and Sedimentation Control Project Bid Process
	5. Consider Approval of Turf Proposal for Trimming of Palms
I.	Administrative Matters
	1. Financial UpdatePage 42
J.	Board Members/Staff: Additional Comments/Requests
	District Counsel's Memorandum Regarding Required Ethics Training and Financial     Disclosure

Adjourn

K.

#### MIAMI-DADE

# STATE OF FLORIDA COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, of Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT -FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE

in the XXXX Court.

was published in a newspaper by print in the issues of Miami Daily Business Review f/k/a Miami Review on

10/06/2023

Affiant further says that the newspaper complies with all egal requirements for publication in chapter 50, Florida

Statutes.

Sworn to and subscribed before me this

6 day of OCTOBER, A.D. 2023

(SEAL)

GUILLERMO GARCIA personally known to me

\*

CHRISTINA LYNN RAVIX-DORLEANS Commission # HH 332954 Expires November 19, 2026

## SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT AND FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Silver Palms Community Development District will hold Regular Meetings for the Fiscal Year 2023/2024 at 6:00 p.m. in a Meeting Room at Mercedes Benz of Cutler Bay located at 10701 SW211th Street, Cutler Bay, Florida 33189, on the following dates:

October 16, 2023 March 18, 2024 May 20, 2024 August 19, 2024

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at 786-347-2711 Ext. 2011 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or two Supervisors may participate by telephone; therefore, at the location of these meetings there will be a speaker telephone present so that interested persons can attend the meetings at the above location and be fully informed of the discussions taking place either in person or by telephone communication. Meetings may be continued as found necessary to the time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 786-347-2711 Ext. 2011 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT

www.silverpalmscdd.org

23-41/0000686716M

# SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT REGULAR BOARD MEETING OCTOBER 16, 2023

### A. CALL TO ORDER

The October 16, 2023, Regular Board Meeting of the Silver Palms Community Development District (the "District") was called to order at 6:00 p.m. in a Meeting Room of Mercedes Benz of Cutler Bay located at 10701 SW 211<sup>th</sup> Street, Cutler Bay, Florida 33189.

#### B. PROOF OF PUBLICATION

Proof of publication was presented that Notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 6, 2023, as part of the District's Fiscal Year 2023/2024 Meeting Schedule, as legally required.

# C. ESTABLISH A QUORUM

It was determined that the attendance of the following Supervisors constituted a quorum and it was in order to proceed with the meeting: Chairperson Lisa Riley, Vice Chairman Miguel Zaiter and Supervisors Omar Reyes (via phone), Bryan Riley and Ashley Riley.

Staff in attendance included: District Manager Gloria Perez of Special District Services, Inc.; and General Counsel Gregory George of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

## D. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

#### E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

#### F. APPROVAL OF MINUTES

# 1. August 21, 2023, Public Hearing & Regular Board Meeting

Mrs. Perez presented the minutes of the August 21, 2023, Public Hearing & Regular Board Meeting and recommended approval.

A **MOTION** was made by Supervisor Ashley Riley, seconded by Supervisor Bryan Riley and passed unanimously approving the minutes of the August 21, 2023, Public Hearing & Regular Board Meeting, as presented.

### G. OLD BUSINESS

There were no Old Business items to come before the Board.

## H. NEW BUSINESS

# 1. Consider Resolution No. 2023-11 - Adopting a Fiscal Year 2022/2023 Amended Budget

Mrs. Perez presented Resolution No. 2023-11, entitled:

### **RESOLUTION NO. 2023-11**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 BUDGET ("AMENDED BUDGET"), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Mrs. Perez explained, as done every year for administrative and statutory requirements, within 60 days of any given fiscal year end, the Board adopts a revised/amended budget for said year. The fiscal year ended on September 30, 2023. This is the reason it is administrative in nature (past year's budget for past year's expenses) and will serve as the Board's final approval/ratification of the District's expenditures for the past fiscal year.

A **MOTION** was made by Supervisor Ashley Riley, seconded by Supervisor Bryan Riley and unanimously passed adopting Resolution No. 2023-11, adopting a Fiscal Year 2022/2023 Amended Budget, as presented.

# 2. Consider Landshore Enterprises' Proposal for Infrastructure Improvement Project Engineering Services, Testing and Design for Bid & Permit Plans

An email from Landshore Enterprises was presented in the meeting book followed by two proposals with the following breakdown:

"The engineering proposal is for the community to have a set of plans with a proposed method of shoreline restoration along the impacted eroded area that the community can use for bidding purposes.

If the community would like Landshore to do the work in addition to the engineering, our estimated costs will be (based on visual observations of the site conditions):

Engineering work (attached proposal)	\$10,800.00
Applying for the permits (no cost)	0.00
Construction estimated cost for the entire	
shoreline including the UV fabric	
requested to add to the tubes	<u>\$400,000.00</u>
Total	\$410,800.00

Note: for your budgeting purposes, add permit fees of  $\pm$ -\$20,000.

In addition, please note: The estimated construction costs do not include the berm if the top of the banks is not at the minimum flood criteria of Miami-Dade County. This is unknown until the engineering study is performed."

A **MOTION** was made by Supervisor Zaiter, seconded by Supervisor Ashley Riley and passed unanimously approving the engineering work shown in the proposal dated August 28, 2023, in the amount of \$10,800; and further directs District Counsel to prepare an agreement and further authorizes District management to execute same on behalf of the District.

## I. AUDIT SELECTION COMMITTEE

# 1. Ranking of Proposals/Consider Selection of an Auditor

Mrs. Perez then recessed the Regular Board Meeting and opened a meeting of the Auditor Selection Committee.

Mrs. Perez noted that the purpose of the Audit Committee meeting was to rank and recommend, in order of preference, the auditor proposals. She explained that Grau & Associates was the only firm that had responded. A discussion ensued after which:

A **MOTION** was made by Supervisor Ashley Riley, seconded by Supervisor Bryan Riley waiving the requirement for the minimum number of proposals and ranking Grau & Associates as #1, and for said qualified provider to perform the auditing services.

There being no further Audit Committee business to conduct, Mrs. Perez adjourned the Audit Committee Meeting and simultaneously reconvened the Regular Board Meeting.

A discussion ensued after which the Board, acting as the District Board, accepted the recommendation of the Audit Committee as follows:

A **MOTION** was made by Supervisor Ashley Riley, seconded by Supervisor Bryan Riley approving the engagement of the auditing firm of Grau & Associates, a qualified auditing firm, to perform audits for the fiscal years ending September 30, 2023, September 30, 2024, and September 30, 2025, at the following rates:

Audit for fiscal year ended September 30, 2023, in the amount of \$3,400; Audit for fiscal year ending September 30, 2024, in the amount of \$3,500; and Audit for fiscal year ending September 30, 2025, in the amount of \$3,600

and further approving/authorizing District management to negotiate fees for the fiscal years ending 2026 and 2027, as proposed by Grau at \$3,700 and \$3,800, respectively for extension consideration.

# J. ADMINISTRATIVE MATTERS

## 1. Financial Update

Mrs. Perez presented the financials in the meeting book and briefly reviewed them with the Board, pointing out that available funds as of September 30, 2023, were \$206,362.14.

# K. BOARD MEMBER/STAFF ADDITIONAL COMMENTS/REQUESTS

# 1. District Counsel Update on 2023 Required Ethics Training

Mr. George provided an overview of the 2023 Required Ethics Training Update Memorandum and noted that it was required in 2024 and added that his office would provide additional information and links sometime in January 2024.

Mrs. Perez provided the following update:

Field Operations' Mr. Galvis reported to 311 a leaning "Stop" sign at SW 107th Place and SW 228th. The report was received by the County and we will follow up on it this week.

Regarding the median located at SW 232nd Street east of SW 107th Avenue, the District has continued to report this issue since April. The debris has since been removed, but the sunken median has not been corrected as of yet. Mr. Galvis will follow up with the County so this may be addressed.

Regarding the Property's "apparent" discharging pipe into the lake, we have received a report from RER Inspector Mr. Fakhrutdinov, who stated that the Water Control Section will send a Warning Notice requesting the removal of the pipe leading to the lake.

## L. ADJOURNMENT

There	being no	further b	ousiness to	come b	efore the	Board,	a <b>MO</b>	TION	was	made by	Super	visor
Lisa R	Riley, seco	nded by	Superviso	or Ashley	y Riley ar	nd passed	d unan	imousl	y adj	ourning t	he Re	gular
Board	Meeting	at 6:20 p	.m.									

ATTESTED BY:		
Secretary/Assistant Secretary	Chairperson/Vice-Chair	

## **RESOLUTION 2024-01**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT **ESTABLISHING**  $\mathbf{AN}$ **ELECTRONIC** SIGNATURE POLICY, PROVIDING DISTRICT MANAGER WITH **AUTHORITY** AND RESPONSIBILITY FOR **ELECTRONIC** APPROVAL OF **SIGNATURES** IMPLEMENTATION OF CONTROL PROCESSES AND PROCEDURES TO ENSURE COMPLIANCE, INTEGRITY, AND SECURITY, IN ACCORDANCE WITH CHAPTER 688, **FLORIDA** STATUTES; AND **PROVIDING FOR** SEVERABILITY AND EFFECTIVE DATE.

**WHEREAS,** the Silver Palms Community Development District (the "District"), is a local unit of special-purpose government organized and existing in accordance with the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the "Act"); and

WHEREAS, the Board of Supervisors of the District regularly directs the District Manager of the District to execute and accept certain documents on behalf of the District and it is customary for certain documents to be transmitted via electronic means endorsed with electronic signatures; and

**WHEREAS**, consistent with Chapter 688, Florida Statutes, the District is responsible for adopting and implementing control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of business transactions conducted using electronic commerce; and

**WHEREAS**, the District Board of Supervisors finds that it is in the best interest of the District to enact a policy pertaining to the use and receipt of electronic signatures.

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

**Section 1.** The foregoing recitals are hereby incorporated as findings of fact of the District Board of Supervisors.

<u>Section 2</u>. The Board of Supervisors of the Silver Palms Community Development District hereby establishes and adopts the "Electronic Signature Policy," as follows:

# **ELECTRONIC SIGNATURE POLICY**

<u>PURPOSE</u>: The purpose of this policy is to establish and identify the criteria and requirements for the use and validation of electronic signatures on documents on behalf of and for District business in accordance with Chapter 688, Florida Statutes, "Electronic Signature Act".

# **DEFINITIONS**:

<u>Electronic</u> means technology having electrical, digital, magnetic, wireless, optical, electromagnetic or similar capabilities.

<u>Electronic record</u> means a record created, generated, sent, communicated, received, or stored by electronic means.

<u>Electronic signature</u> means any letters, characters, or symbols, manifested by electronic or similar means, or logically associated with a record and that is executed or adopted with the intent to sign the record.

<u>Electronic transaction</u> means a transaction that is conducted or performed, in whole or in part, by electronic means or electronic records.

<u>Record</u> means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and that is retrievable in perceivable form.

<u>POLICY</u>: This policy applies to any Electronic transaction that is a replacement for or complement to handwritten signatures on any record of or for the District, including, but not limited to, contracts, agreements, official minutes, bids, proposals and resolutions. Any Electronic record or Electronic signature may not be denied legal effect or enforceability solely because the record or signature is in electronic form. This policy does not limit the District's right or option to require original signatures or Records in a non-electronic format as the District deems necessary or as required by appliable policies, laws or regulations.

<u>PROCEDURE</u>: When a document containing an Electronic signature is signed, transmitted and received the following requirements must be met:

- 1. The Electronic signature must establish sender/user authenticity. The electronic signing of a document by an individual must be accompanied by documentation that shows that the signer is the individual signing the document and the individual that has the authority to bind the entity entering into an agreement or contract with the District.
- 2. If a document has been modified or changed, the prior Electronic signature is invalid and said document requires another Electronic signature or shall be signed by hand. This is to prevent any issue that a document has been changed after it is signed.

	3.	The D	istrict M	Ianag	er, or his	s or her d	esignee	, has tl	ne auth	ority a	nd resp	onsibi	ility
for ap	proval	of any	Electro	onic s	signature	method	utilize	d and	shall	be res	ponsibl	e for	the
imple	mentatio	n of o	control p	proces	sses and	procedu	res to	ensure	adequ	ıate in	tegrity,	secui	rity,
confid	lentiality	, and	auditabi	lity o	of Distri	ct busine	ss tran	saction	s cond	ducted	using	electro	onic
metho	ds.												

- 4. The Electronic signature shall include the entire name of the individual and shall be located on or near the signature block on the document being electronically signed.
- 5. The date of the Electronic signature must be captured, stored, and available for retrieval for the required retention period of the document executed.
- 6. The Electronic record must be transmitted to all parties in a format acceptable to the District Manager, or his or her designee.
- **Section 3.** The District Manager is hereby directed to take all actions necessary and consistent with the intent of this Resolution.
- **Section 4.** All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.
- <u>Section 5</u>. If any clause, section or other part or application of this Resolution is held by a court of competent jurisdiction to be unconstitutional, illegal or invalid, in part or as applied, it shall not affect the validity of the remaining portions or applications of this Resolution.

**Section 6.** The Resolution shall take effect immediately upon adoption.

SILVER PALMS COMMUNITY

PASSED AND ADOPTED THIS 18th DAY OF MARCH, 2024.

	DEVELOPMENT DISTRICT	
Secretary / Assistant Secretary	Chairman/Vice Chairman	

#### **RESOLUTION NO. 2024-02**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS,** the Board of Supervisors ("Board") of the Silver Palms Community Development District ("District") is required by Chapter 190.008, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

**WHEREAS,** the Proposed Budget including the Assessments for Fiscal Year 2024/2025 has been prepared and considered by the Board.

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

**Section 1.** The Proposed Budget including the Assessments for Fiscal Year 2024/2025 attached hereto as Exhibit "A" is approved and adopted.

<u>Section 2</u>. A Public Hearing is hereby scheduled for <u>May 20, 2024 at 6:00 p.m.</u> in the Meeting Room at Mercedes Benz of Cutler Bay, 10701 SW 211<sup>th</sup> Street, Cutler Bay, Florida 33189, and/or utilizing communications media technology (whichever is applicable) for the purpose of receiving public comments on the Proposed Fiscal Year 2024/2025 Budget.

**PASSED, ADOPTED and EFFECTIVE** this 18<sup>th</sup> day of March, 2024.

ATTEST:	SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT
By:	By:
Secretary/Assistant Secretary	etary Chairman/Vice Chairman

# Silver Palms Community Development District

Proposed Budget For Fiscal Year 2024/2025 October 1, 2024 - September 30, 2025

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I	PROPOSED BUDGET
II	DETAILED PROPOSED BUDGET
III	DETAILED PROPOSED DEBT SERVICE FUND BUDGET
IV	ASSESSMENT COMPARISON

# **PROPOSED BUDGET**

# SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2024/2025

# OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FIGORI VEAD	
	FISCAL YEAR	
	2024/2025	
REVENUES	BUDGET	
Administrative Assessments		63,309
Maintenance Assessments		42,771
Debt Assessments		193,202
Interest Income		600
TOTAL REVENUES	\$	299,882
EXPENDITURES		
MAINTENANCE EXPENDITURES		
Lawn Maintenance/Landscaping		27,000
		2,000
Aquatic Maintenance		· · · · · · · · · · · · · · · · · · ·
Maintenance/District Improvements		4,205
Engineering/Inspections		3,000
Contingency/Reserve		4,000
TOTAL MAINTENANCE EXPENDITURES		40,205
ADMINISTRATIVE EXPENDITURES		
Supervisor Fees		5,000
Payroll Taxes (Employer)		420
Management		20,916
Secretarial		2.700
Legal		9,000
Assessment Roll		3,500
Audit Fees		3,500
Insurance		7,200
Legal Advertisements		2,000
Miscellaneous		900
		250
Postage Office Supplies		
Office Supplies		450
Dues & Subscriptions		175
Trustee Fee		4,100
Continuing Disclosure Fee		250
Website Management		1,750
TOTAL ADMINISTRATIVE EXPENDITURES	\$	62,111
TOTAL EXPENDITURES	\$	102,316
TOTAL EXILENDITORES	Ψ	102,010
REVENUES LESS EXPENDITURES	\$	197,566
Debt Payments		(181,610)
		(.51,510)
BALANCE	\$	15,956
	7	. 0,000
County Appraiser & Tax Collector Fee		(5,985)
Discounts For Early Payments		(11,971)
Excess/ (Shortfall)	\$	(2,000)
Carryover Funds From Prior Year		2,000
_		,
Net Excess/ (Shortfall)	\$	

# **DETAILED PROPOSED BUDGET**

# SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2024/2025

# OCTOBER 1, 2024 - SEPTEMBER 30, 2025

DEVENUE	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	FISCAL YEAR 2024/2025	COMMENTO
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Administrative Assessments	61,733	,		Expenditures Less Interest & Carryover/.94
Maintenance Assessments	38,828	· '		Expenditures /.94
Debt Assessments	122,448	,		Bond Payments/.94
Interest Income	8,257			Estimated At \$50 Per Month
TOTAL REVENUES	\$ 231,266	\$ 299,662	\$ 299,882	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Lawn Maintenance/Landscaping	21,144	27,000	27 000	No Change From 2023/2024 Budget
Aquatic Maintenance	1,998	,		No Change From 2023/2024 Budget
Maintenance/District Improvements	1,000	· · · · · · · · · · · · · · · · · · ·		No Change From 2023/2024 Budget
Engineering/Inspections	3,054	.,200		No Change From 2023/2024 Budget
Contingency/Reserve	0,004			No Change From 2023/2024 Budget
TOTAL MAINTENANCE EXPENDITURES	26,196	,	40,205	
		, , , ,	2, 11	
ADMINISTRATIVE EXPENDITURES				
Supervisor Fees	7,800	,		Supervisor Fees
Payroll Taxes (Employer)	597			Projected At 8% Of Supervisor Fees
Management	19,728	20,316	20,916	CPI Adjustment (Capped At 3%)
Secretarial	2,700			No Change From 2023/2024 Budget
Legal	16,878	9,000	9,000	No Change From 2023/2024 Budget
Assessment Roll	3,500	3,500	3,500	As Per Contract
Audit Fees	3,800	3,800	3,500	Accepted Amount For 2023/2024 Audit
Insurance	6,134	6,700		Fiscal Year 2023/2024 Expenditure Was \$6,594
Legal Advertisements	2,886	550	2,000	Costs Will Increase Due To Closing Of The Miami Business Review
Miscellaneous	996	900	900	No Change From 2023/2024 Budget
Postage	722	250		No Change From 2023/2024 Budget
Office Supplies	1,002	475	450	\$25 Decrease From 2023/2024 Budget
Dues & Subscriptions	175	175	175	No Change From 2023/2024 Budget
Trustee Fee	4,100	4,100	4,100	No Change From 2023/2024 Budget
Continuing Disclosure Fee	250	250	250	No Change From 2023/2024 Budget
Website Management	1,750	1,750	1,750	No Change From 2023/2024 Budget
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 73,018	\$ 59,886	\$ 62,111	
TOTAL EXPENDITURES	\$ 99,214	\$ 100,091	\$ 102,316	
REVENUES LESS EXPENDITURES	\$ 132,052	\$ 199,571	\$ 197,566	
REVENUES LESS EXPENDITURES	Ψ 102,002	ψ 133,371	Ψ 137,300	
Debt Payments	(116,534)	(181,610)	(181,610)	2025 Principal & Interest Payments
BALANCE	\$ 15,518	\$ 17,961	\$ 15,956	
County Approisor 9 Tay Callagter Co.	(2,142)	(5,987)	(5.005)	Two Percent Of Total Assessment Roll
County Appraiser & Tax Collector Fee				
Discounts For Early Payments	(8,619)	(11,974)	(11,9/1)	Four Percent Of Total Assessment Roll
Excess/ (Shortfall)	\$ 4,757	\$ -	\$ (2,000)	
Carryover Funds From Prior Year	C	0	2,000	Carryover Funds From Prior Year
Net Excess/ (Shortfall)	\$ 4,757	-	\$ -	

# **DETAILED PROPOSED DEBT SERVICE FUND BUDGET**

## SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2024/2025 OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEA	\R	FISCAL YEAR	FISCAL YEAR	
	2022/2023		2023/2024	2024/2025	
REVENUES	ACTUAL		BUDGET	BUDGET	COMMENTS
Interest Income	2,	977	100	400	Projected Interest For 2024/2025
NAV Tax Collection	116,	534	181,610	181,610	Maximum Debt Service Collection
Total Revenues	\$ 119,5	511	\$ 181,710	\$ 182,010	
EXPENDITURES					
Principal Payments	80,	000	110,000	115,000	Principal Payment Due In 2025
Interest Payments	40,	211	71,108	65,764	Interest Payments Due In 2025
Bond Redemption		0	602	1,246	Estimated Excess Debt Collections
Total Expenditures	\$ 120,2	211	\$ 181,710	\$ 182,010	
Excess/ (Shortfall)	\$ (7	700)	\$ -	\$ -	

Note: 2023 Bond Refunding, Includes Project Proceeds Of \$480,000.

### Series 2023 Bond Refunding Information

Original Par Amount =	\$1,552,000	Annual Principal Payments Due:	May 1st
Interest Rate =	4.75%	May 1st	May 1st & November 1st
Issue Date =	June 2023	Annual Interest Payments Due:	
Maturity Date =	May 2034	May 1st & November 1st	
Par Amount As Of 1/1/24 =	\$1,552,000		

# Silver Palms Community Development District Assessment Comparison

	Fiscal Year 2021/2022 Assessment Before Discount*		Fiscal Year 2022/2023 Assessment Before Discount*		Fiscal Year 2023/2024 Assessment Before Discount*		Fiscal Year 2024/2025 Projected Assessment Before Discount*	
Administrative	\$	306.79	\$	305.88	\$	315.37	\$	314.98
Maintenance	\$	192.27	\$	193.18	\$	212.80	\$	212.80
<u>Debt</u>	\$	609.19	\$	609.19	\$	961.21	\$	961.21
Total	\$	1,108.25	\$	1,108.25	\$	1,489.38	\$	1,488.99

# \* Assessments Include the Following :

4% Discount for Early Payments

1% County Tax Collector Fee

1% County Property Appraiser Fee

# Community Information:

Total Units 201



# Landshore Enterprises, LLC

Streambank & Shoreline protection/stabilization/reclamation Environmental Engineering, Erosion Control, Construction Management d/b/a Erosion Restoration, LLC

January 12, 2024

Silver Palms Community Development District c/o: Special District Services, Inc.
Attn: Ms. Gloria Perez, District Manager
2501A Burns Road, Palm Beach Gardens, FL 33410

Re: Erosion and Sedimentation Control Plan for Retention Pond at Silver Palms Community Development District

Dear Ms. Perez,

Please allow this letter to summarize the findings and proposed solution as described in the Erosion and Sedimentation Control Plan for Retention Pond at Silver Palms Community Development District provided by Landshore Enterprises, LLC ("Landshore®", "our", "we", "us").

On November 15, 2023, Landshore® entered into an agreement with Silver Palms Community Development District ("District") to render the following services: *Engineering and Design Services for Erosion Control and Shoreline Restoration*.

As a result of these services, Landshore® provided the District with Erosion and Sedimentation Control Plans, which includes:

- Topographic and Bathymetric (Underwater) Survey
- Soil Testing and Analysis of submerged soils to develop Shoreline Stability Analysis (determining bearing capacity for embankment and angle of repose for soils)
- Detailed Cross Sections illustrating corrective measures
- Product recommendation and proposed solution to Erosion Control and Embankment Stabilization (product specifications, detailed plans, and quantities)



# Landshore Enterprises, llc

Streambank & Shoreline protection/stabilization/reclamation Environmental Engineering, Erosion Control, Construction Management d/b/a Erosion Restoration, LLC

### Research:

Landshore® reviewed the site conditions and compared them to the historical permitted plans. The plans show two typical sections. For areas adjacent to public areas, the builder followed a design from typical lake section "E". *Figure 1: Common Area.* For areas adjacent to lots, the plans called for the design to follow typical lake section "D". *Figure 2: Residential Lot.* 

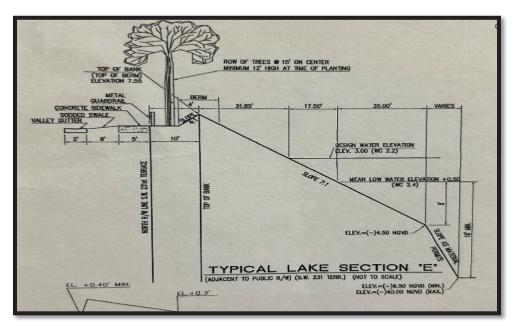


Figure 1: Common Area

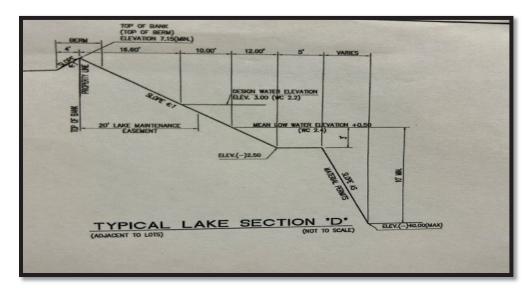


Figure 2: Residential Lot



# Landshore Enterprises, llc

Streambank & Shoreline protection/stabilization/reclamation Environmental Engineering, Erosion Control, Construction Management d/b/a Erosion Restoration, LLC

# **Findings:**

## ✓ Shoreline:

Landshore's findings concluded that it will be most beneficial to stabilize the embankment and bring it back to its original permitted design by utilizing Eco-Filter Tubes (EFT®). This method will aid in gaining height from the underwater shelf, allowing it to return the embankment slope to its original 4:1, as originally permitted. We are proposing a layer of 10' circumference submergible tube and a layer of 10' circumference base tube. The presence of two layers of EFT® is justified by the inconsistent nature of underwater shelves, where certain parts experience more erosion than others. Similarly, specific regions of the embankment also undergo greater erosion at the drop-off points. To sustain the embankment, we must establish a stable underwater shelf. To achieve this, we will install a supporting tube beneath the base tube. Imported sand will be brought over to fill in the tubes, as well as to be spread over the base tube to cover any gaps and create a gradual slope from the base tube to the existing slope.

Top of Slope: It was determined that in certain areas of the shoreline the top of slope is not in compliance with Miami-Dade County Flood Criteria of approximately 7.0 feet NGVD or 5.48 NAVD for this area. Therefore, the set of plans includes the construction of a berm that would meet this requirement.

# ✓ Headwall:

During our physical evaluation of the shoreline, Landshore® observed significant erosion occurring in front of the headwalls, resulting in substantial material loss. Therefore, we suggest implementing a concrete block mat system to recover the lost material and safeguard against future material loss, as well as to stabilize the footer of the headwall. The utilization of a concrete block mat will enhance its ability to withstand the force of sheet flow and safeguard the adjacent vicinity.

The set of plans includes the materials specifications for the EFT® and the concrete block mat.



# Landshore Enterprises, LLC

Streambank & Shoreline protection/stabilization/reclamation Environmental Engineering, Erosion Control, Construction Management d/b/a Erosion Restoration, LLC

## ✓ Priority phases:

Landshore® is proposing to the District a phased approach, considering severity and access along the shoreline.

Phase I consists of the retention pond's east, north, and west shorelines. These areas have the most severe slope erosion and steep drops along the waterline.

Phase II consists of two public areas along the south shoreline as well as the shoreline around the culde-sac.

See Figure 5: Priority Levels Plan - Red, Phase I. Yellow, Phase II.

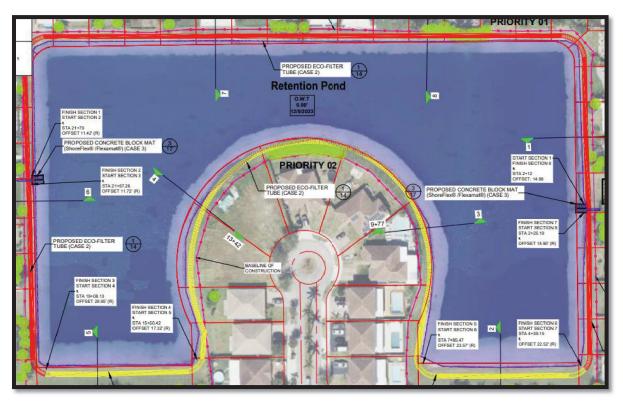


Figure 3: Priority Levels Plan



# Landshore Enterprises, llc

Streambank & Shoreline protection/stabilization/reclamation Environmental Engineering, Erosion Control, Construction Management d/b/a Erosion Restoration, LLC

## **Estimated Construction Costs: Proposed Solutions**

Based on the Erosion and Sedimentation Control Plans and proposed solutions, Landshore® estimates this work to be valued at:

<u>Phase I:</u> Approximately 1,695 linear feet of shoreline; \$318,000.00 (Three Hundred Eighteen Thousand Dollars). <u>Phase II:</u> Approximately 1,235 linear feet of shoreline; \$200,000.00 (Two Hundred Thousand Dollars).

These costs do not include performance bond or permitting fees, if necessary, nor consider any adjustments that the permitting agencies may have.

Prior to construction commencement, all government entities with jurisdiction will need to be consulted regarding construction activities and permit determination.

## **Conclusion:**

Landshore® thanks Silver Palms Community Development District, for allowing us to provide engineering services for Erosion Control and Embankment Stabilization.

If you have any additional questions, require further information, or would like to discuss this proposal, do not hesitate to contact us at (954) 327-3300 or via email at <a href="mailto:info@landshore.com">info@landshore.com</a>.

We look forward to having the pleasure of doing business with you again.

Sincerely,
Andre van den Berg
Landshore® Enterprises, LLC

# Erosion and Sedimentation Control Plan for Retention Pond at Silver Palms Community Development District



SECTION 18 TOWNSHIP 56S. RANGE 40E.



=			
	REVISIONS	DATE	BY

Pieter Marais Lombard Digitally signed by Pieter Marais Lombard Date: 2024.02.07 15:40:24 -05'00'

ENGINEER: PIETER M. LOMBARD

66596 FLORIDA PROFESSIONAL ENGINEER REGISTER NUMBER

SCALE: 1" = 500' SITE LOCATION 23038 SW 108th Ct, Miami, FL 33170 25.552681, -80.367559 25°33'09.7"N 80°22'03.2"W

&

25.553976, -80.365279

25°33'14.3"N 80°21'55.0"W



LOCATION MAP						
	INDEX OF SHEETS					
SHEE	T NO.	SHEET DESCRIPTION				
1	(Z-101)	COVER SHEET				
2	(Z-102)	GENERAL NOTES				
3	(Z-103)	LEGEND AND ABBREVIATIONS				
4	(Z-201)	TOPOGRAPHIC PLAN				
5	(Z-202)	SURVEY CONTROL PLAN				
6	(Z-203)	EROSION CONTROL ELEMENT PLAN				
7	(Z-204)	PRIORITY PLAN				
8	(Z-301)	SUMMARY OF QUANTITIES				
9	(Z-302)	BATHYMETRIC PLAN				
10-13	(Z-401) (Z-402) (Z-403) (Z-404)	PLAN AND CROSS SECTIONS				
14-15	(Z-405) (Z-406)	EXHIBIT RESULTS				
16	(Z-407)	CONCRETE BLOCK MAT DETAILS				
17	(Z-408)	ECO-FILTER TUBES DETAIL				
18-20	(G-101) (G-102) (G-103)	MANUFACTURER'S SPECIFICATIONS				

Silver Palms Community Development District

C/O Special District Services, Inc. 2501A Burns Rd. Palm Beach Gardens, FL 33410

PREPARED FOR





SHEET <u>z-101</u> 1/20

#### GENERAL NOTES

- ALL CONSTRUCTION AND MATERIALS SHALL CONFORM TO THE STANDARDS AND SPECIFICATIONS OF GOVERNMENT ENTITIES WHICH WILL APPLY, AND ALL OTHER LOCAL AND NATIONAL CODES WHERE APPLICABLE.

  AND NATIONAL CODES WHERE APPLICABLE.

  AND REGULATIONS OF THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (SOHA) AND THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (SOHA) AND THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCO) SHALL BE STRICTLY OBSERVED.

  CONTRACTOR SHALL DEFAUL AND ADMINISTRATION (SOHA) AND THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCO) SHALL BE STRICTLY OBSERVED.

  CONTRACTOR SHALL DEFAUL OF MATER AND ADMINISTRATION (SOURCE) AND THE OCCUPATIONS AND ADMINISTRATION (SOURCE) AND THE OCCUPATION SHALL BE TEST CONTROL OF THE OCCUPATION SHALL BE THE OCCUPATION SHA
- CONSTRUCTION.

  UPON RECEIPT OF NOTICE OF AWARD AND AFTER OBTAINING AN ENGINEERING 22.

  CONSTRUCTION PERMIT FROM APPLICABLE AGENCIES, THE CONTRACTOR SHALL ARRANGE A PRE-CONSTRUCTION CONFERENCE TO INCLUDE CLIENT, THE CONTRACTOR, AND THE ENGINEER OF RECORD.

  CONTRACTOR SHALL CONTACT STATE 811, AT LEAST 48 HOURS PRIOR TO PERFORMING ANY DIGGING TO VERIFY THE EXACT LOCATION OF EXISTING UTILITIES. A CONTRACTOR'S REPRESENTATIVE MUST BE PRESENT WHEN UTILITY COMPANIES LOCATE THEIR 23.

  FACILITIES.
- THE CONTRACTOR IS TO USE CAUTION WHEN WORKING IN OR AROUND AREAS OF OVERHEAD AND UNDERGROUND UTILITIES.
- THE CONTRACTOR IS TO USE CAUTION WHEN WORKING IN OR AROUND AREAS OF OVERHEAD AND UNDERGROUND UTILITIES. EXISTING UNDERGROUND UTILITIES, IF SHOWN ON THE DRAWINGS, HAVE BEEN SHOWN BASED UPON THE BEST AVAILABLE INFORMATION. THE CONTRACTOR SHALL BE BASED UPON THE BEST AVAILABLE INFORMATION. THE CONTRACTOR SHALL BE REQUIRED TO MARK AND CLEARLY DELINEATE COLOTIONS OF EXISTING UTILITIES WITHIN AREAS OF WORK PRIOR TO EXCAVATION TO AVOID DAMAGE. THE CONTRACTOR SHALL MAKE ALL REASONABLE FEFORST TO LOCATE, IDENTIFY AND MAKE KESTING UTILITIES FIELD VERIFICATION, COORDINATION WITH UTILITY COMPANIES AND ELECTRONIC OR OTHER SUCH DETECTION TECHNOLOGY AND MEANS AND SHALL BEAR ALL COSTS FOR THIS WORK.
- IF SHOWN ON BLUE PRINT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL REPAIRS IF SHOWN ON BLUE PRINT, THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL REPAIRS AND COSTS TO CORRECT DAMAGES RESULTING FROM FAILURE TO TAKE ALL NECESSARY PRECAUTIONS INCLUDING LOCATING, MARKING AND CAREFUL EXCAVATION. (CONTRACTOR SHALL AVOID DAMAGING EXISTING RIRIGATION SYSTEMS. IN CASE OF DAMAGE, THE CONTRACTOR MUST REPLACE IRRIGATION SYSTEM TO MATCH THE EXISTING CONDITION AND LOCATIONS).

  IF UPON EXCAVATION, AM EXISTING UTILITY IS FOUND TO BE IN COMPLICT WITH THE PROPOSED CONSTRUCTION OR TO BE OF A SIZE OR MATERIAL DIFFERENT FROM THAT SHOWN ON THE PLANS, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE OWNER.
- CONTRACTOR SHALL PROVIDE HIS OWN LINE AND GRADE FROM HORIZONTAL AND VERTICAL CONTROL.
- FOR EACH PROJECT AREA, VERTICAL CONTROL IS BASED ON THE NATIONAL GEODETIC VERTICAL DATUM OF 1988 (NAVD 88).
- ANY N.A.V.D. BENCH MARK MONUMENTS WITHIN THE LIMITS OF CONSTRUCTION IS TO BE PROTECTED AND PROPERLY REFERENCED BY A REGISTERED-PROFESSIONAL ENGINEER IN ACCORDANCE WITH THE MINIMUM TECHNICAL STANDARDS OF THE STATE BOARD OF PROFESSIONAL LAND SURVEYORS PRIOR TO BEGINNING WORK AT THE SITE.
- ALL STATIONS AND OFFSETS REFER TO [BASELINE] OF CONSTRUCTION, UNLESS OTHERWISE STATED.
- CONTRACTOR SHALL NOT SCALE DIMENSIONS FROM PLANS FOR CONSTRUCTION
- PURPOSES.

  THE CONTRACTOR IS ALERTED TO THE PRESENCE OF UNDERGROUND WIRES AND POLES IN THE PROJECT AREA. THE METHOD OF CONSTRUCTION IN THESES LOCATIONS MUST COMPLY WITH ALL OSHA SAFETY STANDARDS, THE CONTRACTOR SHALL INSPECT THESE SITES AND BE RESPONSIBLE FOR DETERMINING WHAT METHOD OF PREPARATION AND CONSTRUCTION WILL BE USED TO COMPLY WITH THESE REQUIREMENTS.
- THE CONTRACTOR SHALL NOTIFY THE CLIENT AT LEAST 24 HOURS PRIOR TO BEGINNING OF WORK.
- WHERE MATERIAL OR DEBRIS HAS WASHED OR FLOWED INTO OR BEEN PLACED IN 5. 17. WHERE MATERIAL OR DEBRIS HAS WASHED OR FLOWED INTO OR BEEN PLACED IN S. WATER COURSES, GRAUTY SEVER, DITCHES, DRAINS, CATCH BASINS, OR ELSEWHERE AS A RESULT OF THE CONTRACTOR'S OPERATIONS, SUCH MATERIAL OR DEBRIS SHALL BE REMOVED AND SATISFACTORILY DISPOSED OF DUBING PROGRESS OF THE WORK, AND G. THE AREA KEPT IN A CLEAN AND NEAT CONDITION. THE CONTRACTOR SHALL RESTORE OR REPLACE, WHEN AND AS DIRECTED BY THE CLIENT ANY PUBLIC OR PRIVATE PROPERTY DANAGED BY THE WORK, EQUIPMENT, EMPLOYEES OR SUBCONTRACTORS TO A CONDITION AT LEAST EQUAL TO THAT EXISTING IMMEDIATELY PRIOR TO THE BEGINNING OF OPERATIONS.

- CONTRACTOR IS TO VERIFY THE EXACT LOCATION OF ALL EXISTING TREES, STRUCTURES CONTRACTOR IS TO VERIFY THE EXACT LOCATION OF ALL EXISTING TREES, STRUCTURES AND UTILITIES WHICH MAY NOT BE SHOWN ON PLANS. ANY STRUCTURE, PAVEMENT, TREES OR OTHER EXISTING IMPROVEMENT NOT SPECIFIED FOR REMOVAL WHICH IS TEMPORARY DAMAGED, EXPOSED OR IN ANY WAY DISTURBED BY CONSTRUCTION PERFORMED UNDER THIS CONTRACT, SHALL BE REPARED, PATCHED OR REPLACED AT NO ADDITIONAL COST TO THE OWNER.

  CONTRACTOR TO RELOCATE TREES AS DIRECTED BY THE CLIENT. CONTRACTOR SHALL AVOID DAMAGE TO ANY EXISTING TREES TO REMAIN. EXISTING TREES SHALL BE REMOVED DIVY IF REQUIRED FOR CONSTRUCTION. THOSE TREES NOT INTERFERING WITH CONSTRUCTION SHALL BE PROTECTED IN PLACE.

- WITH CONSTRUCTION SHALL BE PROTECTED IN PLACE.

  THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRING OR REPLACING AT HIS OWN EXPENSE ANY ITEMS, INCLUDING BUT NOT LIMITED TO NEARBY PROPERTIES AND EXISTING DRAINAGE INFRASTRUCTURE, DAMAGED DUE TO HIS PERSONNEL OR EQUIPMENT INSIDE ANN/OR OUTSIDE OF THE CONSTRUCTION AREA.

  CONTRACTOR SHALL ENSURE THAT ALL MUD OR ANY OTHER TYPE OF DEBRIS IS CLEANED FROM ADJACENT ROADWAYS (WHERE APPLICABLE) AT THE END OF EACH DAY. CONTRACTOR SHALL BE LIABLE FOR ANY PERSONAL OR PROPERTY DAMAGE CAUSED BY ANY TYPE OF DEBRIS LEFT ON ROADWAYS AND/OR PEDESTRIAM WAYS.

  CONTRACTOR SHALL AVOID DAMAGING EXISTING IRRIGATION SYSTEMS. IF PLANS AND BULPPRINTS ARE NOT PROVIDED OR AVAILABLE THE CONTRACTOR WILL NOT BE RESPONSIBLE.
- RESPONSIBLE.

  THE INFORMATION PROVIDED IN THESE DRAWINGS IS SOLELY TO ASSIST THE CONTRACTOR IN ASSESSING THE NATURE AND EXTENT OF CONDITIONS WHICH WILL BE ENCOUNTERED DURING THE COURSE OF WORK. THE CONTRACTORS ARE DIRECTLY PRIOR TO BIDDING, TO CONDUCT WHATEVER INVESTIGATIONS THEY DEEM NECESSARY TO ARRIVE AT THEIR OWN CONCLUSION REGARDING THE ACTUAL CONDITIONS THAT WILL BE ENCOUNTERED, AND UPON WHICH BIDS WILL BE BASED.

#### SOIL EROSION, SEDIMENT, AND TURBIDITY CONTROL GENERAL NOTES

- THIS PROJECT IS SUBJECT TO ALL RELATED ENVIRONMENTAL REQUIREMENTS WHICH THIS PROJECT IS SUBJECT TO ALL RELATED ENVIRONMENTAL REQUIREMENTS WHICH INCLUDE A "CONTROL OF ERGSION AND SEDIMENTATION PLAN". THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING NECESSARY AND ADEQUATE MEASURES FOR PROPER CONTROL OF ERGSION DUE TO SEDIMENTATION RUNDEF FROM THE SITE PRIOR TO CONSTRUCTION OPERATIONS IN A PARTICULAR AREA. ALL SEDIMENTATION AND ERGOSION CONTROL MEASURES SHALL BE IN PLACE PRIOR TO START OF CONSTRUCTION, FIELD ADJUSTMENTS WITH RESPECT TO LOCATIONS AND DIMENSIONS MAY BE MADE BY THE ENGINEER AS REQUIRED.

  EROSION CONTROL MEASURES WILL BE INSPECTED AT LEAST WEEKLY AND AFTER EACH RAIN FOR DAMAGE AND GENERAL EFFECTIVENESS. ANY DAMAGED OR INEFFECTIVE CONTROLS SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR.

  ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES WILL BE INSTALLED, IF DEEMED NECESSARY, BY THE ON-SITE INSPECTOR.
- EROSION CONTROL MEASURES WILL BE MAINTAINED AT ALL TIMES. TEMPORARY AND PERMANENT MAINTENANCE OF ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR
- ALL TEMPORARY SEDIMENT CONTROL DEVICES SHALL BE LEFT IN PLACE AND MAINTAINED UNTIL THE AREA HAS BEEN COMPLETELY STABILIZED WITH PERMANENT VEGETATION.
- VEGETATION.
  ALL CONSTRUCTION EXITS SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOW OF MUD ON TO ANY PUBLIC RIGHT-OF-WAY. THIS SHALL REQUIRE PERIODIC TOP DRESSING WITH STONE, AS CONDITIONS REQUIRE. ALL MATERIALS SPILLED, DROPPED, WASHED OR TRACKED ON TO PUBLIC RIGHT-OF-WAY OR INTO STORM DRAINS SHALL BE PROMPTLY REMOVED BY CONTRACTORS SHALL BE PROMPTLY REMOVED BY CONTRACTORS SHALL BE PROMPTLY REMOVED BY CONTRACTORS.

- FLOATING TURBIDITY BARRIERS SHALL BE INSTALLED AND MAINTAINED AS CLOSE AS POSSIBLE TO THE CONSTRUCTION OPERATION UPSTREAM AND DOWNSTREAM OF CANALS. TURBIDITY BARRIERS SHALL BE INSTALLED IN ACCORDANCE WITH THE PLANS AND DETAILS.
- TURBIDITY BARRIERS SHALL BE PROPERLY EMPLOYED AND MAINTAINED AS NECESSARY TURBIDITY BARRIERS SHALL BE PROPERLY EMPLOYED AND MAINTAINED AS NECESSAY DURING CONSTRUCTION ACTIVITIES SO THAT TURBIDITY LEVELS DO NOT EXCEED 29 NTU'S ABOVE NATURAL BACKGROUND SO FEET DOWNSTREAM OF POINT OF DISCHARGE. IF TURBIDITY LEVELS EXCEED THESE LIMITS, PROJECT ACTIVITIES SHALL IMMEDIATELY CEASE, AND WORK SHALL NOT RESUME UNTIL TURBIDITY LEVELS DROP TO WITHIN THESE LIMITS.
- LIMITS.
  CONTRACTOR SHALL SOD GRASS AREAS DAMAGED DURING CONSTRUCTION AT NO ADDITIONAL COST TO OWNER.
  CONTRACTOR SHALL COMPLY WITH THE REQUIREMENTS OF THE ENVIRONMENTAL PROTECTION AGENCY (EPA) AND THE NATIONAL POLLUTION DISCHARGE ELIMINATION PROTECTION AGENCY (EPA) AND THE NATIONAL PULLUTION DISCHARGE SYSTEM (NPDES).

  IF 1 ACRE OR MORE IS DISTURBED, A NPDES GENERAL PERMIT IS REQUIRED.

Pieter Marais Lombard Digitally signed by Pieter Marais Date: 2024.02.07 15:41:50 -05'00'

© Erosion Restoration, LLC.

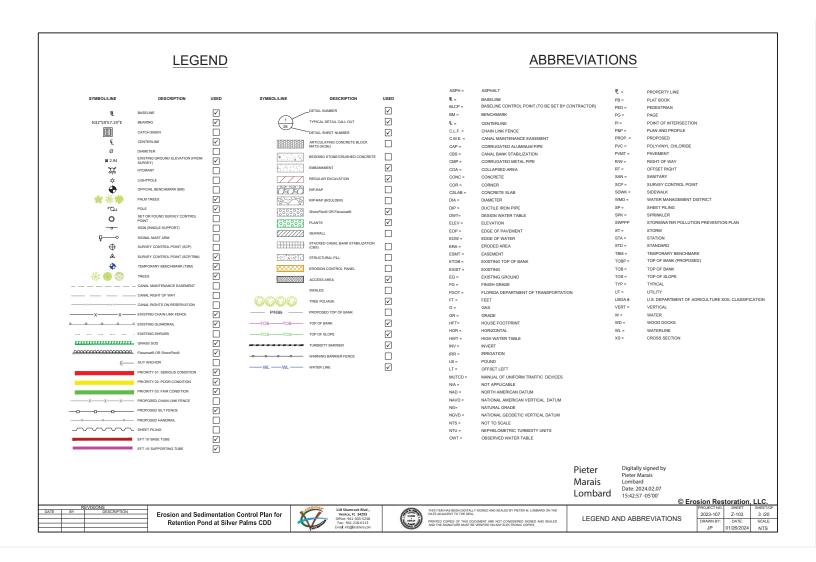
Erosion and Sedimentation Control Plan for



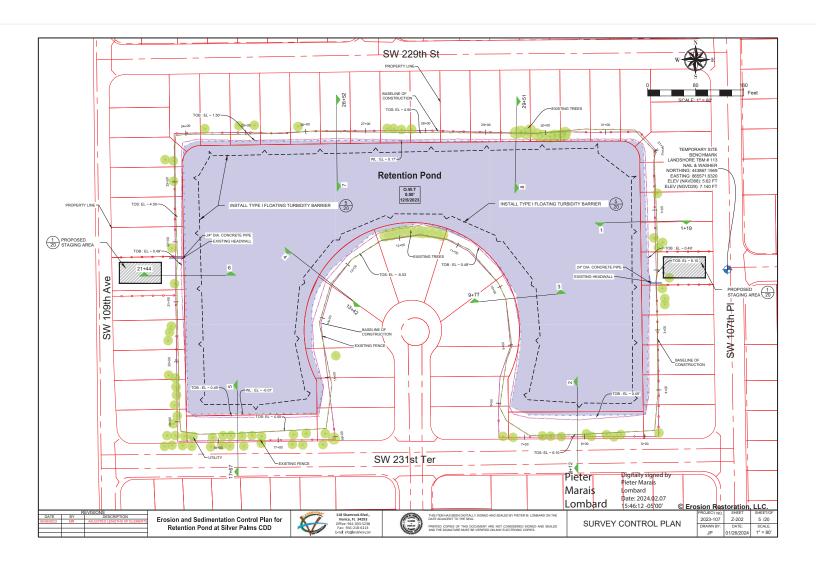
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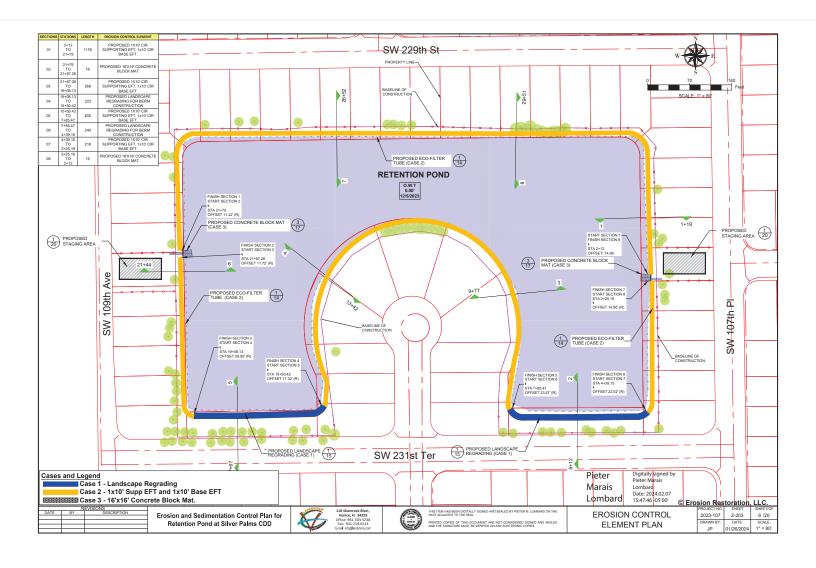
GENERAL NOTES

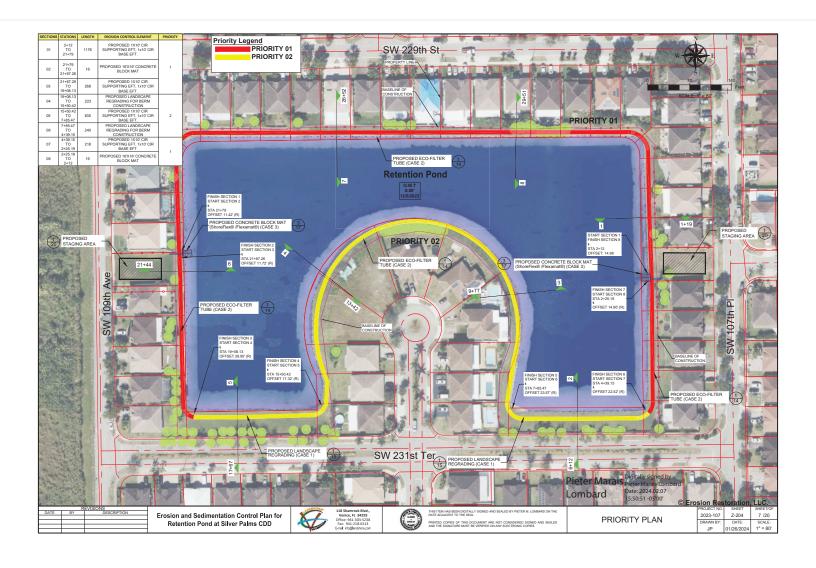
Z-102 DATE:











ITEM NUMBER	FDOT OR LSE REFERENCE NUMBER	DESCRIPTION	UNIT	"QUANTITY PRIORITY 1"	"QUANTITY PRIORITY 2"
1	01026 1	01026 1 MOBILIZATION AND DEMOBILIZATION		1	1
2	104-11-3	SILT FENCE (PER LF)	LF	250	250
3	104-11-1	FLOATING TURBIDITY BARRIER. TYPE I	LF	500	500
4	110-1 1	CLEARING AND GRUBBING	LS	1	1
5	E9000-10-10-EFT	GRADING AND SHAPING (EFT)	SY	2070	1586
6	120- 1	REGULAR EXCAVATION	CY	217	132
7	120-6-2	EMBANKMENT (PER TN)	TN	1422	899
8	900-2	EROSION CONTROL BLANKET/MAT	SF	13831	6814
9	2005-14	ECOFILTER 10' CIRC. (BASE)	LF	1695	835
10	2005-18	(CS) ECOFILTER 10' CIRC. (SUPP)	LF	1662	852
11	0530-1.2-1	CONCRETE BLOCK MAT (FLEXAMAT®/SHOREFLEX®)	SF	512	0
12	900-4-2	FILTER FABRIC TYPE NON-WOVEN	SY	75	0
13	02930-2.1	SOD	SF	37268	29074
14	E900-100-200	ACCESS AREA REPAIR	SF	2900	3800

# TYPICAL SECTION ECO-FILTER TUBE SCALE: N.T.S. SYSTEM 3 TYPICAL SECTION CONCRETE BLOCK MAT SCALE: N.T.S.





**Retention Pond** 

- PROJECT LENGTH = ± 2930 FT

  110-1-1 INCLUDES CLEARING AND GRUBBING OF ALL MATERIAL WILL BE REMOVED FROM THE JOB SITE.

  120-1 INCLUDES ALL EXCAVATING AND EXPORTING EXCESS AND UNSUITABLE MATERIAL OFF-SITE

  120-8-2 INCLUDES SUITABLE BACKFILL COMPACTED TO 95% DENSITY AT OPTIMUM MOISTURE (ACCORDING ASTM D

669).

5. 0530-1.2-1: INCLUDES 16'X16' CONCRETE BLOCK MAT, AS WELL AS 9'-16' ROCK RIP RAP

6. 2005-14 AND 2005-16 - INCLUDE UV PROTECTION BLANKET.

7. 02330-2.1; SOD:

7.1. INCLUDES OROUND PREPARATION AND COMPLETE MAINTENANCE OF THE AREA UNTIL FINAL COMPLETION.
REFER TO VEGETATION SPECIFICATION 2020 FOR ADDITIONAL PLANTING DETAILS.

BENCHMARK LOCATION SCALE: 1" = 150'

PROPOSED STAGING AREA SCALE: 1" = 150' Pieter Marais Digitally signed by Pieter Marais Pieter Marais Lombard Date: 2024.02.07 ombard

Е	DATE	BY	DESCRIPTION
Е			
Е			
Е			
г			

Erosion and Sedimentation Control Plan for Retention Pond at Silver Palms CDD



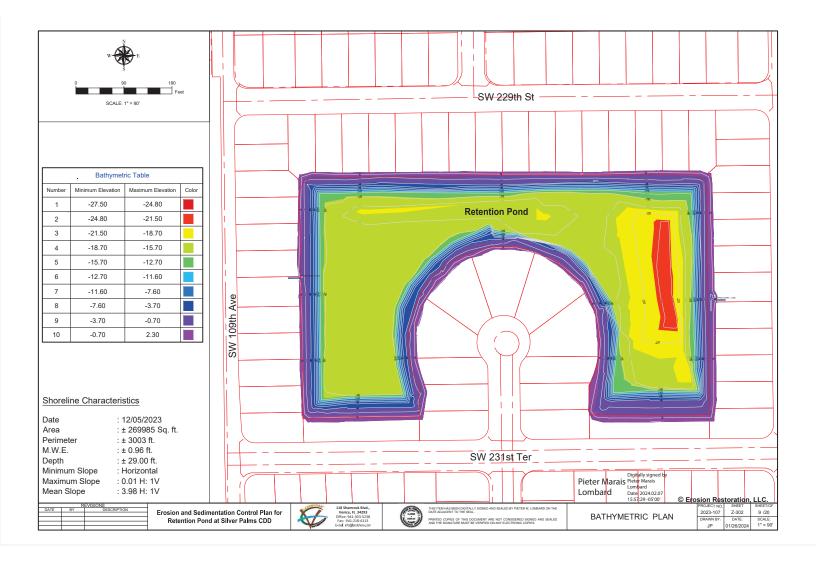


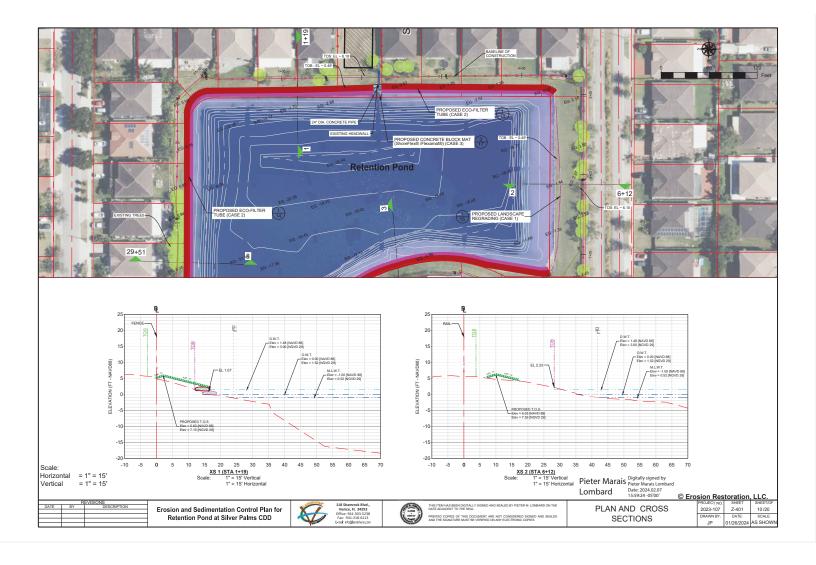
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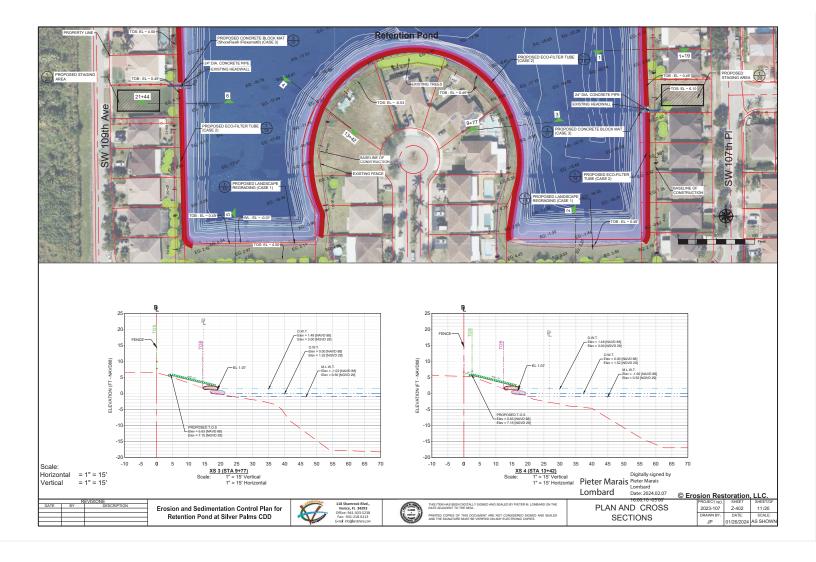
SUMMARY OF QUANTITIES

© Erosion Restoration, LLC.

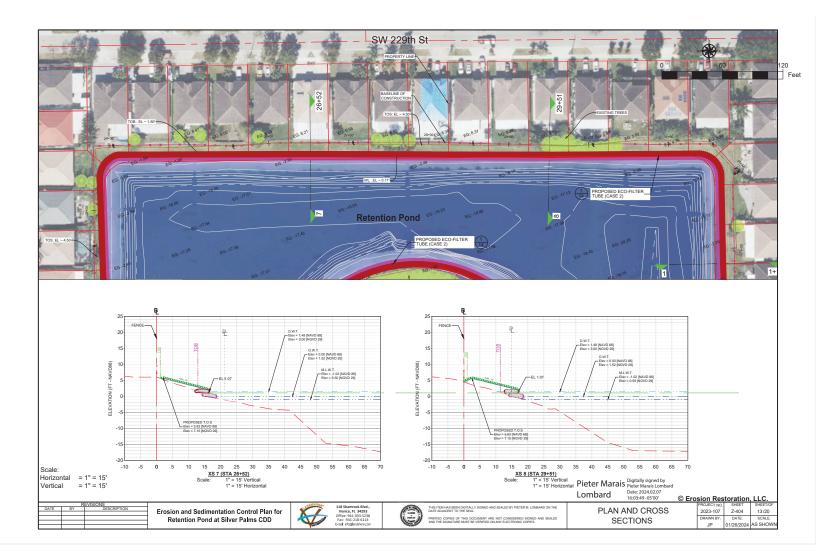
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2023-107 Z-301 8 /20
DRAWN BY: DATE: SCALE:

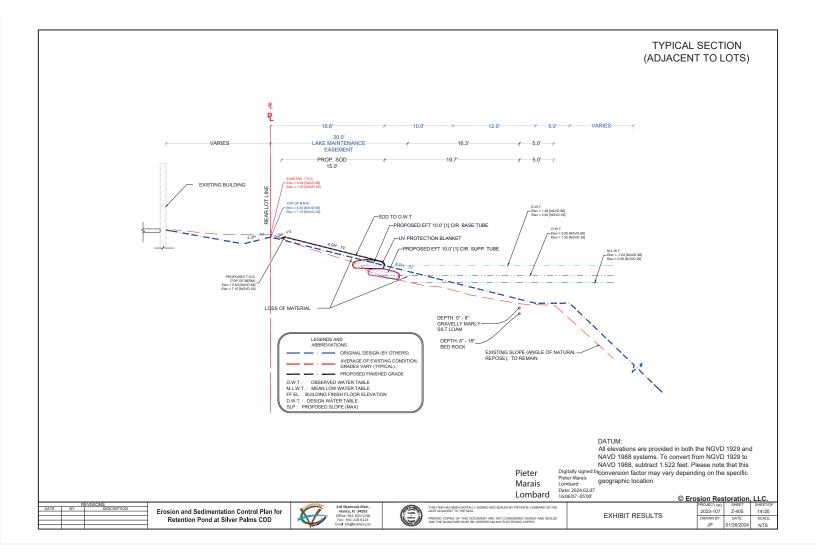


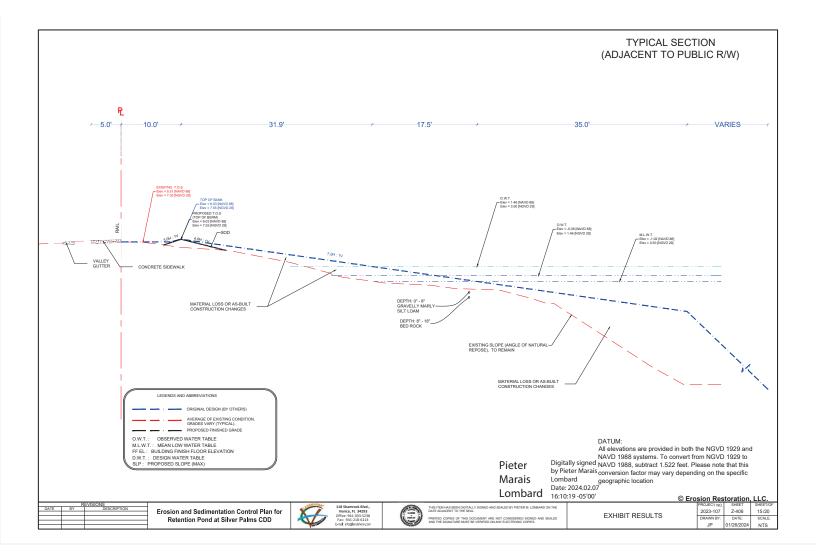


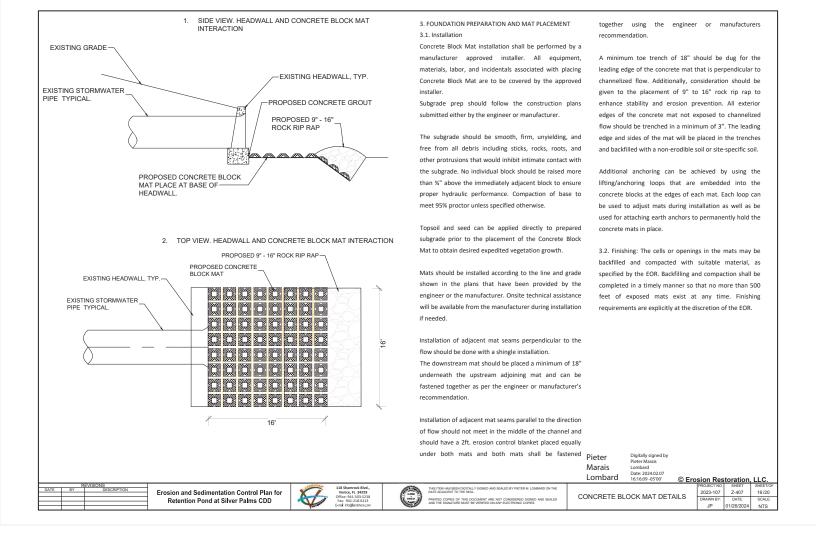


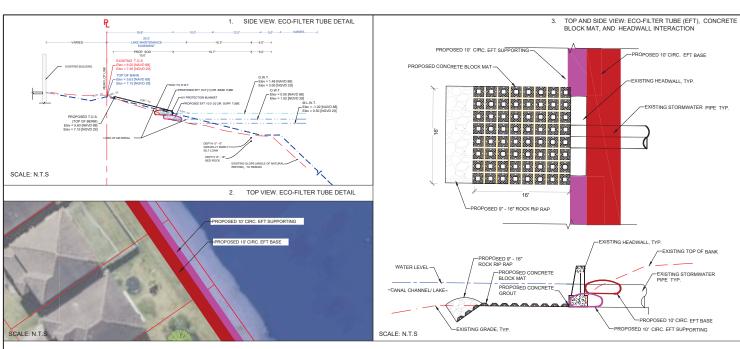












### PREPARATION AND ECO-FILTER TUBE (EFT) PLACEMENT

EFT installation shall be performed by a manufacturer approved installer. All equipment, naterials, labor, and incidentals associated with placing EFT are to be covered by the approved installer.

very geotextile tube project is unique. As such, only general guidelines can be outlined, but each project requires consultation with an EFT pipe expert to identify the unique attributes of the project and design the highest quality installation process possible.

- Site preparation: The site where the EFT will be placed needs to be prepared beforehand. The area should be cleared of any debris, vegetation, or other materials that oould damage the tube during placement. The ground should also be excavated to create a shelf and compacted to provide a stable base for the tubes.
- Tube preparation: EFT need to be properly prepared before they can be filled with material. This involves ensuring that the tube is properly positioned and secured on the ground, and that the ends of the tube are securely fastened. The tube should also be checked for any damage or defects before filling.
- Placement of the tubes: EFT should be placed in a manner that ensures they are stable and secure. This may involve using anchors, stakes, or other methods to prevent movement or collapse. It is important to ensure that the tubes are properly aligned and spaced to allow
- 4. Filling the tube: Once the tube is properly prepared, it can be filled with the appropriate material. For this project is recommended that the EFT should be fill with clean sand, an this must be according to either by the engineer or manufacturer, the sand entering the tube will form a delta, eventually filling the entire tube. The tube only has to be filled or pumped once. When the tube dewaters there will be very little or no further settling. Special care has to be taken at the filling port to insure a level top with no void at the fill point. EFT fill to a complex, elliptical shape. As such, the tube will not fill to its theoretical volume. Typically 50%-60% is a realistic expectation. For best results, the pressure in the tube is measured by the elevation or height of the tube. Water must be allowed to exit the tube through one or more fill ports while the tube is being filled with sand to control the elevation and the internal pressure.

  Once the pumping begins, clear, effluent water will drain from the tube through the small openings in the permeable geotextile fabric. Often the decanted water can be reused or

returned to waterways without additional treatment. During pumping, the elevation of height of the tube needs to be monitored to prevent ruptures

- The sacrificial tube, also known as the top tube, can play a crucial role in shoreline restoration if it is utilized. However, its use is optional in this project. When positioned behind the headwall, it initially serves as a containment unit for backfill material, enhancing belinit the reasonal, in intensity serves as a containment unit to beautiful retails in the stability of the project. After the tube is filled, it splits open to allow for the uniform distribution of the material. This process provides a strong foundation for the new shoreline and reduces the risks of erosion and collapse.
- Topsoil and sodding: Topsoil and seed can be applied directly to prepared subgrade after EFT placement and prior to sod laying to a match with existing grade for desired accelerated vegetation growth.

Digitally signed by Pieter Marais Pieter Marais Lombard Lombard Date: 2024.02.07 16:16:55 -05'00' © Erosion Restoration, LLC.

**Erosion and Sedimentation Control Plan for** Retention Pond at Silver Palms CDD





2023-107 Z-408 17/20 DRAWN BY: DATE: SCALE: ECO FILTER TUBES DETAIL



Weight ± 10% 44 lbs 56.25 lbs (19.95 kg) (25.5 kg)

80 sq yd (66.9 sm)

112.5 lbs (51 kg)

200 sq yd (167.22 sm)

100 sq yd (83.61 sm)

0.50 - 2.0 ft

Erosion and Sedimentation Control Plan for Retention Pond at Silver Palms CDD

### CONCRETE BLOCK MAT DATA SHEET AND PERFORMANCE

WIDTH	LENGTH	8'	16'	25'	32'	50
4'	ROLL WEIGHT (lbs)	352	704	1,100	1,408	2,200
4	MATS/TRUCKLOAD	127	63	40	31	20
01	ROLL WEIGHT (lbs)	704	1,408	2,200	2,816	4,400
8' <b> </b>	MATS/TRUCKLOAD	63	31	20	15	10
10'	ROLL WEIGHT (lbs)	880	1,760	2,750	3,520	5,500
10	MATS/TRUCKLOAD	51	25	16	12	8
16'	ROLL WEIGHT (lbs)	1,408	2,816	4,400	5,632	8,800
10.	MATS/TRUCKLOAD	31	15	10	7	5

ShoreFlex	c® or Flexamat® TECHNICAL INFORMATION
Blocks	5,000 PSI, Wet-Cast Portland Cement / ASTM C39/C39 M
Block Size	6.5"x6.5"x2.5" / Avg. Weight 4.5 lbs
Percentage Open Area (POA)	30% min.
Material Weight	Min. 10 lbs. / sf
SF Per Load	4,000 to 4,300 lbs/T: (pending trucking ability and roll sizes)
Interlocking	Polypropylene 30/30 w/ 2,000 lb/ft biaxial strength Grid Aperture 1.6"
"Backing Options"	Double Net Straw (DNS2), GS 50. Non-Woven Fabrics
Aughan Tonia	18" Rebar "U" & Earth Anchors
Anchor Types	Stainless, Galvanized or Steel

### PERFORMANCE TESTING

ShoreFlex® or Flexamat® will resist erosion and scour due to hydraulic forces. ShoreFlex® or Flexamat® will meet the requirements listed in Table 2 when tested with a backing material on a non-vegetated surface. 30% testing is not recommended for ASTM D6460-12 due to slope stability during testing.

Sampling and Testing: The purchaser (or their authorized representative) shall be accorded access to the relevant manufacturing facility or facilities, if desired, in order to inspect and/or sample the units from lots ready for delivery prior to release for delivery to the job site. Such inspections are at the sole expense of the requesting entity.

Purchaser may request additional testing other than that provided by the manufacturer as needed. Such requested testing will extend any stated lead times for manufacturing and delivery, if the results of such testing are a prerequisite to approval (i.e., approval for release to manufacturing). Costs associated with such testing shall be borne by the purchaser

	Table 2. Limiting shear stress, ASTM D46460-12								
Test Tested value Bed Slope Limiting Value									
	ASTM D6460-12	Shear Stress	10% & 20%	18 lb./ft. <sup>2</sup>					
	ASTM D6460-12	Velocity	10% & 20%	30 ft./sec					

Full Specification available upon request or available at Manufacture Website (Link provide Below) https://www.flexamat.com

https://www.shoreflex.com

Pieter Marais Digitally signed by Pieter Marais Lomb Lombard Date: 2024.02.07 16:19:21 -05'00'

© Erosion Restoration, LLC. MANUFACTURER'S 2023-107 G-101 DRAWN BY: DATE: 18/20 SCALE SPECIFICATIONS

0.022

0.022-0.014

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TENCATE GEOSYNTHETICS
Americas

TENCATE GEOSYNTHETICS

Mirafi® 160N is a nonwoven geotextile composed of polypropylene fibers, which are formed into a stable network such that the fibers retain their relative position. Mirafi® 160N is inert to biological degradation and resists naturally encountered chemicals, alkalis, and acids. Mirafi® 160N meets AASHTO M288 Class 2 for Elongation > 50%.

 $\label{thm:condition} TenCate\ Geosynthetics\ Americas\ Laboratories\ are\ accredited\ by\ Geosynthetic\ Accreditation\ Institute\ -\ Laboratory\ Accreditation\ Program\ (\underline{GAI-LAP}).\ \underline{NTPEP\ Listed}$ 

Mechanical Properties	Test Method	Unit	Minimum Average Roll Value		
			MD	CD	
Grab Tensile Strength	ASTM D4632	lbs (N)	160 (712)	160 (712)	
Grab Tensile Elongation	ASTM D4632	%	50	50	
Trapezoid Tear Strength	ASTM D4533	lbs (N)	60 (267)	60 (267)	
CBR Puncture Strength	ASTM D6241	lbs (N)	410 (		
-			Maximum C	pening Size	
Apparent Opening Size (AOS)	ASTM D4751	U.S. Sieve (mm)	70 (0.212)		
			Minimum Roll Value		
Permittivity	ASTM D4491	sec-1	1.5		
Flow Rate	ASTM D4491	gal/min/ft2 (l/min/m2)	110 (4481)		
			Minimum Test Value		
UV Resistance (at 500 hours)	ASTM D4355	% strength retained	70		
Physical Properties		Unit	Roll Size		
Roll Dimensions (width x ler	ngth)	ft (m)	15 x 300 (4.5 x 91)		
Roll Area		yd2 (m2)	500 (418)		

Mirafi® FW404 is composed of high-tenacity monofilament polypropylene yarns, which are woven into a stable network such that the yarns retain their relative position. Mirafi® FW404 geotextile is inert to biological degradation and resists naturally encountered

TenCate Geosynthetics Americas Laboratories are accredited by Geosynthetic Accreditation Institute – Laboratory Accreditation Program (<u>GAI-LAP</u>). <u>NTPEP Listed</u>

Mechanical Properties	Test Method	Unit	Minimum Average Roll Value			
			MD	CD		
Grab Tensile Strength	ASTM D4632	lbs (N)	400 (1780) 3	15 (1402)		
Grab Tensile Elongation	ASTM D4632	%	15	15		
Trapezoid Tear Strength	ASTM D4533	lbs (N)	150 (668)	165 (734)		
CBR Puncture Strength	ASTM D6241	lbs (N)	1150 (	5118)		
	•		Minimum F	Roll Value		
Percent Open Area	COE-02215	%	1.0	)		
Permittivity	ASTM D4491	sec-1	0.9	0.9		
Flow Rate	ASTM D4491	gal/min/ft2 (l/min/m2)	70 (2	70 (2852)		
			Maximum O	ening Size		
Apparent Opening Size (AOS)	ASTM D4751	U.S. Sieve (mm)	40 (0.425)			
			Minimum T	est Value		
UV Resistance (at 500 hours)	ASTM D4355	% strength retained	90	90		
Physical Propertie	s	Unit	Roll S	Size		
Roll Dimensions (width x	length)	ft (m)	15 x 300 (4.	57 x 91.4)		
Roll Area		yd2 (m2)	500 (418)			

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365 South Holland Drive Pendergrass, GA 30567

Tel 706 693 2226 Tel 888 795 0808

Pieter Marais
Pieter Marais
Lombard
Lombard
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365 South Holland Drive Pendergrass, GA 30567

Tel 706 693 2226 Tel 888 795 0808

Fax 706 693 4400

FGS000361 ETQR89

Erosion and Sedimentation Control Plan for Retention Pond at Silver Palms CDD



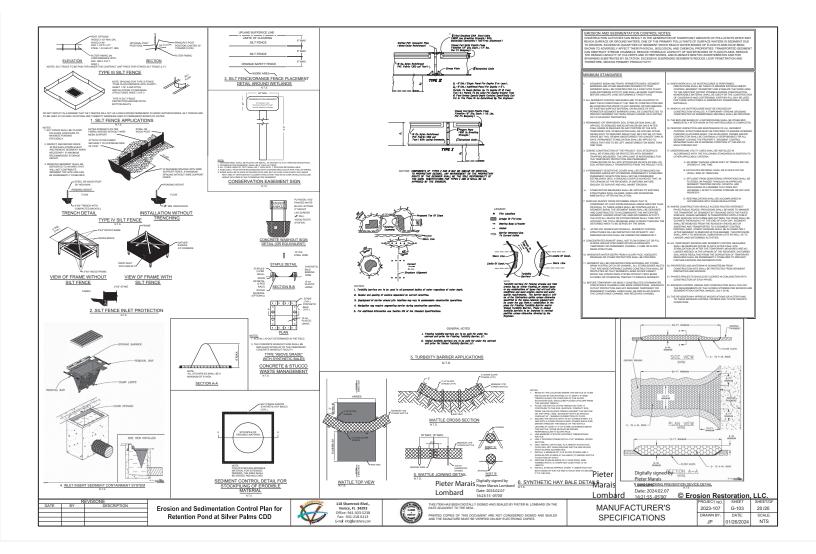
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MANUFACTURER'S SPECIFICATIONS

2023-107 G-102 DRAWN BY: DATE:





3/11/24.

To: Board of Directors, Silver Palm CDD 8785 SW 165 Ave # 200 Miami, FL. 33193

### **Tree Trimming Proposal**

•	We propose to trim 28 Royal Palms along 107 Ave & 108 Ct. All palms will be trimmed to ANSI-
	A300 standards. Price includes removal and disposal of all debris generated during this job.

Our Charge: \$1650.00

Signed:	By: Fernando Toledo
	Turf Management Services
	Certified Arborist
Date:	

## Silver Palms Community Development District

# Financial Report For February 2024

# Silver Palms Community Development District Budget vs. Actual October 2023 through February 2024

	Oct '23 - Feb 24	23/24 Budget	\$ Over Budget	% of Budget
Income				
363.100 · Admin Assessments	60,513.77	63,389.00	-2,875.23	95.46%
363.101 · Maintenance Assessments	40,833.54	42,771.00	-1,937.46	95.47%
363.810 · Debt Assessment	184,442.13	193,202.00	-8,759.87	95.47%
363.820 · Debt Assessment-Paid To Trustee	-175,407.04	-181,610.00	6,202.96	96.58%
363.830 · County Tax Collector Fee	-2,745.35	-5,987.00	3,241.65	45.86%
363.831 · Discounts for Early Payments	-11,254.34	-11,974.00	719.66	93.99%
369.401 · Interest Income	5,046.78	300.00	4,746.78	1,682.26%
Total Income	101,429.49	100,091.00	1,338.49	101.34%
Gross Profit	101,429.49	100,091.00	1,338.49	101.34%
Expense				
511.122 · Payroll Tax Expense	76.50	420.00	-343.50	18.21%
511.131 · Supervisors Fees	1,000.00	5,000.00	-4,000.00	20.0%
511.306 · Lawn Maint/Landscaping	7,930.30	27,000.00	-19,069.70	29.37%
511.307 · Aquatic Maintenance	833.30	2,000.00	-1,166.70	41.67%
511.308 · Maint/District Improvements	0.00	4,205.00	-4,205.00	0.0%
511.309 · Contingency/Reserve	8,800.00	4,000.00	4,800.00	220.0%
511.310 · Engineering	55.00	3,000.00	-2,945.00	1.83%
511.311 · Management Fees	8,465.00	20,316.00	-11,851.00	41.67%
511.312 · Secretarial Fees	1,125.00	2,700.00	-1,575.00	41.67%
511.315 · Legal Fees	2,162.50	9,000.00	-6,837.50	24.03%
511.318 · Assessment/Tax Roll	0.00	3,500.00	-3,500.00	0.0%
511.320 · Audit Fees	0.00	3,800.00	-3,800.00	0.0%
511.450 · Insurance	6,594.00	6,700.00	-106.00	98.42%
511.480 · Legal Advertisements	103.68	550.00	-446.32	18.85%
511.512 · Miscellaneous	140.79	900.00	-759.21	15.64%
511.513 · Postage and Delivery	63.19	250.00	-186.81	25.28%
511.514 · Office Supplies	126.55	475.00	-348.45	26.64%
511.540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
511.733 · Trustee Fees	0.00	4,100.00	-4,100.00	0.0%
511.734 · Continuing Disclosure Fee	0.00	250.00	-250.00	0.0%
511.750 · Website Management	729.15	1,750.00	-1,020.85	41.67%
Total Expense	38,379.96	100,091.00	-61,711.04	38.35%
t Income	63,049.53	0.00	63,049.53	100.0%

### SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT MONTHLY FINANCIAL REPORT FEBRUARY 2024

REVENUES	E	Annual Budget 23 - 9/30/24		Actual eb-24		Year o Date Actual 23 - 2/29/24
Administrative Assessments	10/1/2	63,389		1,577	10/1/2	60,514
Maintenance Assessments		42,771		1,064		40,834
Debt Assessments		193,202		4,806		184,442
Interest Income		300		0		5,047
Total Revenues	\$	299,662		7,447	\$	290,837
EXPENDITURES						
Maintenance Expenditures						
Lawn Maintenance/Landscaping		27,000		1,449		7,930
Aquatic Maintenance		2,000		167		833
Maintenance/District Improvements		4,205		0		000
Engineering/Inspections	<del></del>	3,000		0		55
Contingency/Reserve		4,000		5,020		8,800
Total Maintenance Expenditures	\$	40,205		6,636	\$	17,618
Adminstrative Expenditures						
Supervisor Fees		5,000		0		1,000
Payroll Taxes (Employer)		420		0		77
		20,316		1,693		
Management Secretarial		2,700		225		8,465
						1,125
Legal		9,000		0		0 100
Assessment Roll Audit Fees		3,500		0		2,163
Insurance		3,800		0		0.504
		6,700 550		0		6,594
Legal Advertisements Miscellaneous		900				104
		250		<u>11</u> 3		141 63
Postage Office Supplies		475		<u>3</u> 11		127
Dues & Subscriptions		175		0		175
Trustee Fee		4,100		0		0
Continuing Disclosure Fee		250		0		0
		1,750		146		729
Website Management Total Administrative Expenditures	•	59,886		2,089	¢	20,763
Total Administrative Expenditures	\$	59,000	\$	2,009	\$	20,763
Total Expenditures	\$	100,091	\$	8,725	\$	38,381
Revenues Less Expenditures	\$	199,571	\$	(1,278)	\$	252,456
Bond Payments		(181,610)		(4,653)		(175,407)
Balance	\$	17,961	\$	(5,931)	\$	77,049
	Ψ		Ψ		Ψ	·
County Appraiser & Tax Collector Fee		(5,987)		(73)		(2,745)
Discounts For Early Payments		(11,974)		(164)		(11,254)
Excess/ (Shortfall)	\$	-	\$	(6,168)	\$	63,050
Carryover From Prior Year		0		0		0
Net Excess/ (Shortfall)	\$	-	\$	(6,168)	\$	63,050

Bank Balance As Of 2/29/24	\$ 288,912.12
Accounts Payable As Of 2/29/24	\$ 17,576.68
Accounts Receivable As Of 2/29/24	\$ -
Available Funds As Of 2/29/24	\$ 271,335.44

### SILVER PALMS CDD TAX COLLECTIONS 2023-2024

#	ID#	PAYMENT FROM	DATE	FOR	Tax Collect Receipts	Interest Received	Commissions Paid	Discount	Net From Tax Collector \$299,362.00	Admin. Assessment Income (Before Discounts & Fee) \$63,389.00	Maint Assessment Income (Before Discounts & Fee) \$42,771.00	Debt Assessment Income (Before Discounts & Fee) \$ 193,202.00	Admin. Assessment Income (After Discounts & Fee) \$63,389.00	Maint Assessment Income (After Discounts & Fee) \$42,771.00	Debt Assessment Income (After Discounts & Fee) \$ 193,202.00	Debt Assessments Paid to Trustee
									\$281,701.00	\$59,886.00	\$40,205.00	\$ 181,610.00	\$59,886.00	\$40,205.00	\$ 181,610.00	
1	1	Miami-Dade Tax Collector	11/20/23	NAV Taxes	\$ 14,550.74		\$ (139.36)	\$ (614.97)		\$ 3,080.39						\$ 8,904.21
2	2	Miami-Dade Tax Collector		NAV Taxes	\$ 29,787.60		\$ (285.96)			\$ 6,307.40						\$ 18,270.68
3	3	Miami-Dade Tax Collector	12/08/23	NAV Taxes	\$ 226,385.76		\$ (2,173.30)	\$ (9,055.47)	\$ 215,156.99	\$ 47,936.24	\$ 32,345.60	\$ 146,103.92	\$ 45,558.59	\$ 30,741.25	\$ 138,857.15	\$ 138,857.15
4	4	Miami-Dade Tax Collector	12/27/23	NAV Taxes	\$ 1,489.38		\$ (14.45)	\$ (44.68)	\$ 1,430.25	\$ 315.37	\$ 212.80	\$ 961.21	\$ 302.85	\$ 204.36	\$ 923.04	\$ 923.04
5	5	Miami-Dade Tax Collector	01/09/24	NAV Taxes	\$ 6,129.06		\$ (59.45)	\$ (183.88)	\$ 5,885.73	\$ 1,297.52	\$ 875.84	\$ 3,955.70	\$ 1,246.02	\$ 841.06	\$ 3,798.65	\$ 3,798.65
6	6	Miami-Dade Tax Collector	02/06/24	NAV Taxes	\$ 7,446.90		\$ (72.83)	\$ (163.84)	\$ 7,210.23	\$ 1,576.85	\$ 1,064.00	\$ 4,806.05	\$ 1,526.74	\$ 1,030.18	\$ 4,653.31	\$ 4,653.31
7									\$ -							\$ -
8									\$ -							\$ -
6									\$ -							\$ -
10									\$ -							\$ -
11									\$ -							\$ -
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					\$ 285,789.44	\$ -	\$ (2,745.35)	\$ (11,254.34)	\$ 271,789.75	\$ 60,513.77	\$ 40,833.54	\$ 184,442.13	\$ 57,549.45	\$ 38,833.26	\$ 175,407.04	\$ 175,407.04

Assessment Roll: \$299,365.38

Note: \$299,362, \$63,389, \$42,771 and \$193,202 are 2023/2024 Budgeted assessments before discounts and fees. \$281,701, \$59,886, \$40,205 and \$181,610 are 2023/2024 Budgeted assessments after discounts and fees.

\$ 285,789.44	
\$ -	\$ 271,789.75
\$ (60,513.77)	\$ (57,549.45)
\$ (40,833.54)	\$ (38,833.26)
\$ (184,442.13)	\$ (175,407.04)
\$ -	\$ -

### **MEMORANDUM**

TO: District Manager

FROM: Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

District Counsel

DATE: January 19, 2024

RE: Required Ethics Training and Financial Disclosure

### **Ethics Training**

This memorandum serves as a reminder that beginning January 1, 2024, elected and appointed commissioners of community redevelopment agencies and local officers of independent special districts are required to complete four (4) hours of ethics training annually. The training must address, at a minimum, s. 8, Art. II of the Florida Constitution (ethics for public officers and financial disclosure), the Code of Ethics for Public Officers and Employees, and the Florida Public Records Law and Open Meetings laws.

### **Deadlines & Recordkeeping**

The deadline to complete training for this calendar year is December 31, 2024. There is no requirement to submit proof that you have completed the training. However, the Florida Commission on Ethics recommends that Supervisors maintain a record of all completed trainings, including the date and time of completion. This documentation may be useful if Supervisors are ever required to provide evidence of training completion. The training is a calendar year requirement and corresponds to the form year. Therefore, Supervisors will report their 2024 training when filling out their Form 1 for the 2025 year.

### **Links to Online Training**

<u>Public Meetings and Public Records Law (2-Hour Audio Presentation)</u>. This presentation is audio only and is offered by the Office of the Attorney General. This presentation covers public records and Florida public records law. The presentation can be accessed for free. Completing this presentation will satisfy 2 of the 4 hours of required ethics training.

State Ethics Laws for Constitutional Officers & Elected Municipal Officers. This training is presented by the Florida Commission on Ethics. The training is an overview of Florida's Ethics Code (Part III, Chapter 112, and Article II, Section 8, Florida Constitution) geared toward Constitutional Officers and Elected Municipal Officers. Topics covered include gifts, voting conflict, misuse of office, prohibited business relationships, conflicting employment relationships, revolving door, and Amendment 12. This presentation can be accessed for free. Completing this training will satisfy 2 of the 4 hours of required ethics training.

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<u>State-Mandated Continuing Education in Ethics.</u> This class is presented by the Florida League of Cities. The class covers Chapter 112 of Florida's Ethics Code (2 Hours) and Florida Public Records and Public Meetings Law (2 Hours). To take this class, you must register for it, however there is no registration fee. Completing this class will meet your ethics training requirement.

<u>"4-Hour Ethics Course"</u>. The "4-Hour Ethics Course" is available online and presented by the Florida Institute of Government. There are three sessions. Session 1 covers Florida's Public Records Laws (1 hour), session 2 covers Florida Government in the Sunshine Law (1 hour), and session 3 covers Florida's Ethics Laws (2 hours). The registration fee is \$79. Completing this entire course will meet your ethics training requirement.

Sunshine Law, Public Records and Ethics for Public Officers and Public Employees 2023. This seminar is offered by the Florida Bar. This seminar covers sunshine law and public records; true stories of excess corruption in the ethics world; navigating Florida public records law, privacy, ethics and social media; complaints, misuse, anti-nepotism and voting; ethics during and after public service: conflicting contractual relationships & revolving door restrictions; gifts bribes, honoraria, and expenditures. The cost for this seminar is \$280. Completing this entire seminar will meet your ethics training requirement. Those Supervisors or Officers who are members of the Florida Bar may wish to purchase this option as Continuing Legal Education Credits can be earned.

We will notify you directly or through the District Manager's office if and when other training opportunities become available.

### Form 1 or Form 6

Section 8, Article II of the Florida Constitution requires constitutional officers and certain elected public officials to file a Form 6. In the last session, the legislature expanded the requirements to include *elected members of municipalities*. Independent special district officials remain exempt from the requirement to file a Form 6. Elected and appointed commissioners of community redevelopment agencies and local officers of independent special districts (including community development districts) are required to file Form 1.

For this year's filing requirement, a completed Form 1 must be submitted prior to July 1, 2024 using the Electronic Filing System of the Florida Commission on Ethics, which can be accessed via the link at <u>Login - Electronic Financial Disclosure Management System (floridaethics.gov)</u>. You will no longer be able to file your completed Form 1 through your local Supervisor of Elections office.

If you have any questions or need additional information about ethics training requirements or financial disclosure, please do not hesitate to contact our office.

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