



**OLD TOWN FLORIDIAN  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY**

**REGULAR BOARD MEETING  
APRIL 17, 2024  
1:30 P.M.**

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

[www.oldtownfloridacdd.org](http://www.oldtownfloridacdd.org)  
786.303.3661 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**OLD TOWN FLORIDIAN**  
**COMMUNITY DEVELOPMENT DISTRICT**  
Kendall Executive Center  
8785 SW 165<sup>th</sup> Avenue, Suite 200  
Miami, Florida 33193  
**REGULAR BOARD MEETING**  
April 17, 2024  
1:30 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- 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. November 1, 2023 Special Board Meeting.....Page 2
- G. Old Business
  - 1. Staff Report: As Required
- H. New Business
  - 1. Consider Resolution No. 2024-01 – Adopting a Fiscal Year 2024/2025 Proposed Budget.....Page 4
  - 2. Consider Resolution No. 2024-02 - Adopting an Electronic Signature Policy.....Page 10
  - 3. Discussion Regarding Required Ethics Training.....Page 13
- I. Administrative & Operational Matters
- J. Board Member & Staff Closing Comments
- K. Adjourn

## AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
127480	516267	Print Legal Ad-IPL01578830 - IPL0157883		\$697.50	1	79 L

**Attention:** Laura Archer  
 Special District Services, Inc.  
 2501A Burns Road  
 Palm Beach Gardens, FL 33410

larcher@sdsinc.org

**OLD TOWN FLORIDIAN  
 COMMUNITY DEVELOPMENT  
 DISTRICT  
 AMENDED FISCAL YEAR  
 2023/2024  
 BOARD OF SUPERVISORS'  
 MEETING SCHEDULE**

The Board of Supervisors of the Old Town Floridian Community Development District (the "District") will hold their Regular Meetings for Fiscal Year 2023/2024 at the Kendall Executive Center located at 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193, at 1:30 p.m. unless otherwise indicated as follows:

- February 21, 2024**
- March 20, 2024**
- April 17, 2024**
- May 15, 2024**
- June 19, 2024**
- September 18, 2024**

The meetings are open to the public and will be conducted in accordance with the provision of Florida law for community development districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from 8785 SW 165th Avenue, Suite 200, Miami, Florida, 33193 or by calling (561) 630-4922.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (561) 630-4922 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

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

**PUBLISHED DAILY  
 MIAMI-DADE-FLORIDA**

**STATE OF FLORIDA  
 COUNTY OF MIAMI-DADE**

Before the undersigned authority personally appeared: Stefani Beard, who on oath says that he/she is CUSTODIAN OF RECORDS of The Miami Herald, a daily newspaper published at Miami in Miami-Dade County, Florida; that the attached copy of the advertisement that was published was published in said newspaper in the issue(s) of:

Publication: Miami Herald

1 insertion(s) published on:

02/07/24

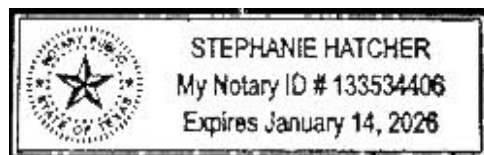
Affiant further says that the said Miami Herald is a newspaper published at Miami, in the said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Dade County, Florida each day and has been entered a second class mail matter at the post office in Miami, in said Miami-Dade County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid or promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper(s).

*Stefani Beard*

Sworn to and subscribed before me this 7th day of February in the year of 2024

*Stephanie Hatcher*

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.  
 Legal document please do not destroy!

**OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL BOARD MEETING  
NOVEMBER 1, 2023**

**A. CALL TO ORDER**

District Manager Armando Silva called the November 1, 2023, Special Board Meeting of the Old Town Floridian Community Development District (the “District”) to order at 1:06 p.m. in the Kendall Executive Center located at 8785 SW 165<sup>th</sup> Avenue, Suite 200, Miami, Florida 33193.

**B. PROOF OF PUBLICATION**

Mr. Silva presented proof of publication that notice of the Special Board Meeting had been published in the *Miami Daily Business Review* on October 23, 2023, as legally required.

**C. ESTABLISH QUORUM**

It was determined that the attendance of the following Board Members constituted a quorum and it was in order to proceed with the meeting: Ani Mayoral, Carlos Tosca and Mario Hernandez.

Also in attendance were: District Manager Armando Silva of Special District Services, Inc.; and District Counsel Ginger Wald 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. June 21, 2023, Regular Board Meeting & Public Hearing**

The June 21, 2023, Regular Meeting & Public Hearing minutes were presented for Board approval.

A **motion** was made by Ms. Mayoral, seconded by Mr. Tosca and passed unanimously approving the minutes of the June 21, 2023, Regular Board Meeting & Public Hearing, as presented.

**G. OLD BUSINESS**

**1. Staff Report, as Required**

There was no Staff Report at this time.

**H. NEW BUSINESS**

**1. Consider Resolution No. 2023-06 – Adopting an Amended FY 2022/2023 Final Budget**

Mr. Silva presented Resolution No. 2023-06, entitled:

**RESOLUTION NO. 2023-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OLD TOWN FLORIDIAN 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.**

Mr. Silva read the title of the resolution into the record and provided an explanation for the document. A discussion ensued after which:

A **motion** was made by Mr. Tosca, seconded by Ms. Mayoral and unanimously passed approving and adopting Resolution No. 2023-06, as presented, thereby setting the amended/revised budget for the 2022/2023 fiscal year.

**2. Discussion Regarding Meeting Time Change**

Mr. Silva stated that the regularly scheduled meetings for the fiscal year 2023/2024 are currently scheduled to be held at 10:30 AM on select dates. A discussion ensued after which the Board consensus was to switch the meeting time to 1:30 PM.

**J. ADMINISTRATIVE & OPERATIONAL MATTERS**

There were no Administrative & Operational Matters to address.

**K. BOARD MEMBER & STAFF CLOSING COMMENTS**

There was no Board Member & Staff Closing Comments.

**L. ADJOURNMENT**

There being no further business to come before the Board, the Special Board Meeting was adjourned at 1:16 p.m. on a **motion** made by Ms. Mayoral, seconded by Mr. Tosca and passed unanimously.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson

**RESOLUTION 2024-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT APPROVING THE PROPOSED BUDGET FOR FISCAL YEAR 2024/2025 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Old Town Floridian Community Development District (“**District**”) was recently established by the Board of County Commissioners of Miami-Dade County, Florida effective April 30, 2021; and

**WHEREAS**, the District Manager has prepared and submitted to the Board of Supervisors of the Old Town Floridian Community Development District (“**Board**”) the proposed operating budget for Fiscal Year 2024/2025; and

**WHEREAS**, the Board has considered the proposed budget and desires to set the required public hearing thereon.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The operating budget proposed by the District Manager for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.

**SECTION 2.** The public hearing on the approved budget is hereby declared and set for the following date, hour and location:

<b>DATE:</b>	<u>June 19, 2024</u>
<b>HOUR:</b>	<u>1:30 p.m.</u>
<b>LOCATION:</b>	<u>Kendall Executive Center</u> <u>8785 SW 165<sup>th</sup> Avenue, Suite 200</u> <u>Miami, FL 33193</u>

**SECTION 3.** The District Manager is hereby directed to submit a copy of the proposed budget to Miami-Dade County at least sixty (60) days prior to the hearing set above.

**SECTION 4.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved budget on the District’s website at least two (2) days before the budget hearing date as set forth in Section 2. If the District does not have its own website, the District’s Secretary is directed to transmit the approved budget to the manager or administrator of Miami-Dade County for posting on its website.

**SECTION 5.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

**SECTION 6.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 17<sup>th</sup> day of April, 2024.

**ATTEST:**

**OLD TOWN FLORIDIAN  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman, Board of Supervisors

**Exhibit A:** Fiscal Year 2024/2025 Budget

# Old Town Floridian Community Development District

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



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**PROPOSED BUDGET**  
**OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2024/2025**  
**OCTOBER 1, 2024 - SEPTEMBER 30, 2025**

	<b>FISCAL YEAR 2024/2025 BUDGET</b>
<b>REVENUES</b>	
O&M Assessments	0
Developer Contribution	110,165
Debt Assessments	0
Interest Income	60
<b>TOTAL REVENUES</b>	<b>\$ 110,225</b>
<b>EXPENDITURES</b>	
<b>Administrative Expenditures</b>	
Supervisor Fees	0
Management	29,400
Legal	15,000
Assessment Roll	6,500
Audit Fees	4,400
Arbitrage Rebate Fee	650
Insurance	6,000
Legal Advertisements	5,000
Miscellaneous	1,250
Postage	300
Office Supplies	800
Dues & Subscriptions	175
Website Management & ADA Compliance	1,500
Trustee Fees	4,250
Continuing Disclosure Fee	2,000
<b>Total Administrative Expenditures</b>	<b>\$ 77,225</b>
<b>Maintenance Expenditures</b>	
Engineering/Inspections	3,000
Miscellaneous Maintenance	15,000
Infrastructure Maintenance	15,000
<b>Total Maintenance Expenditures</b>	<b>\$ 33,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 110,225</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ -</b>
Bond Payments	0
<b>BALANCE</b>	<b>\$ -</b>
County Appraiser & Tax Collector Fee	0
Discounts For Early Payments	0
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED PROPOSED BUDGET**  
**OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2024/2025**  
**OCTOBER 1, 2024 - SEPTEMBER 30, 2025**

	FISCAL YEAR 2022/2023 ACTUAL	FISCAL YEAR 2023/2024 BUDGET	FISCAL YEAR 2024/2025 BUDGET	COMMENTS
<b>REVENUES</b>				
O&M Assessments	0	0	0	
Developer Contribution	50,000	108,125	110,165	Developer Contribution
Debt Assessments	0	0	0	
Interest Income	187	0	60	Interest Projected At \$5 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 50,187</b>	<b>\$ 108,125</b>	<b>\$ 110,225</b>	
<b>EXPENDITURES</b>				
<b>Administrative Expenditures</b>				
Supervisor Fees	0	0	0	
Management	29,400	29,400	29,400	
Legal	7,585	15,000	15,000	
Assessment Roll	0	6,500	6,500	Will Commence In Fiscal Year Following Issuing Of Bond
Audit Fees	3,200	4,300	4,400	Fee Will Be Adjusted If Bond Is Issued
Arbitrage Rebate Fee	0	650	650	Will Commence In Fiscal Year Following Issuing Of Bond
Insurance	5,375	6,000	6,000	FY 2023/2024 Expenditure Was \$5,375
Legal Advertisements	277	3,000	5,000	Costs For Required Advertising Will Increase Due To Closing Of Miami Business Review
Miscellaneous	127	1,250	1,250	
Postage	132	300	300	
Office Supplies	188	800	800	
Dues & Subscriptions	175	175	175	Annual Fee Due Department Of Economic Opportunity
Website Management & ADA Compliance	1,500	1,500	1,500	
Trustee Fees	0	4,250	4,250	Will Commence In Fiscal Year Following Issuing Of Bond
Continuing Disclosure Fee	0	2,000	2,000	Will Commence In Fiscal Year Following Issuing Of Bond
<b>Total Administrative Expenditures</b>	<b>\$ 47,959</b>	<b>\$ 75,125</b>	<b>\$ 77,225</b>	
<b>Maintenance Expenditures</b>				
Engineering/Inspections	0	3,000	3,000	Engineers Report To Be Included In Bond Cost Of Issuance
Miscellaneous Maintenance	0	15,000	15,000	
Infrastructure Maintenance	0	15,000	15,000	
<b>Total Maintenance Expenditures</b>	<b>\$ -</b>	<b>\$ 33,000</b>	<b>\$ 33,000</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 47,959</b>	<b>\$ 108,125</b>	<b>\$ 110,225</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 2,228</b>	<b>\$ -</b>	<b>\$ -</b>	
Bond Payments	0	0	0	
<b>BALANCE</b>	<b>\$ 2,228</b>	<b>\$ -</b>	<b>\$ -</b>	
County Appraiser & Tax Collector Fee	0	0	0	
Discounts For Early Payments	0	0	0	
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 2,228</b>	<b>\$ -</b>	<b>\$ -</b>	

**RESOLUTION 2024-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT ESTABLISHING AN ELECTRONIC SIGNATURE POLICY, PROVIDING DISTRICT MANAGER WITH AUTHORITY AND RESPONSIBILITY FOR APPROVAL OF ELECTRONIC SIGNATURES AND 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 Old Town Floridian 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”), created by Ordinance No. 21-27 of the Board of County Commissioners of Miami Dade County, Florida (the “County”), effective on April 30, 2021, and by City of Florida City Resolution No. 20-55 dated September 22, 2020; 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 OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT, AS FOLLOWS:**

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

**Section 2.** The Board of Supervisors of the Old Town Floridian Community Development District hereby establishes and adopts the “Electronic Signature Policy,” as follows:

## **ELECTRONIC SIGNATURE POLICY**

**PURPOSE:** 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:**

*Electronic* means technology having electrical, digital, magnetic, wireless, optical, electromagnetic or similar capabilities.

*Electronic record* means a record created, generated, sent, communicated, received, or stored by electronic means.

*Electronic signature* 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.

*Electronic transaction* means a transaction that is conducted or performed, in whole or in part, by electronic means or electronic records.

*Record* 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.

**POLICY:** 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 applicable policies, laws or regulations.

**PROCEDURE:** 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 District Manager, or his or her designee, has the authority and responsibility for approval of any Electronic signature method utilized and shall be responsible for the implementation of control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of District business transactions conducted using electronic methods.

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.

**Section 5.** 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.

**PASSED AND ADOPTED** at a meeting of the District Board of Supervisors, this 17<sup>th</sup> day of April, 2024.

**OLD TOWN FLORIDIAN COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary / Assistant Secretary

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Chair / Vice Chair

## **Ethics Training**

Beginning in 2024, District Supervisors are required to complete four (4) hours of ethics training annually. Below are links to two training sessions that will, upon completion, satisfy the training requirement. *Beginning with the 2024 Form 1, District Supervisors will be required to confirm that they have completed the training each year.*

- **State Ethics Laws for Constitutional Officers & Elected Municipal Officers**
  - <https://www.youtube.com/watch?v=U8JktIMKzyl>
- **Public Meetings and Public Records Law**
  - <https://www.myfloridalegal.com/sites/default/files/Full%2520audio%25202018%5B2%5D.mp3>

Both links can be found on SDS' website, at [www.sdsinc.org/links](http://www.sdsinc.org/links).

The Florida Association of Special Districts (FASD) also offers a training option through Florida State University's Florida Institute of Government. If your special district is a member of FASD, the cost for this special district-specific ethics training is \$49.00 for each district official.

If your special district is NOT a member of FASD, the cost for this special district-specific ethics training is \$79.00 for each district official.

Information on the FASD course can be found at <https://www.fasd.com/ethics-for-special-districts>.