



**RIVERSIDE PARK
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
MARCH 18, 2024
6:30 P.M.**

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

www.riversideparkcdd.org

786.347.2711 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
RIVERSIDE PARK
COMMUNITY DEVELOPMENT DISTRICT
Meeting Room at Mercedes Benz of Cutler Bay
10701 SW 211th Street
Cutler Bay, Florida 33189
REGULAR BOARD MEETING
March 18, 2024
6:30 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 20, 2023 Special Board Meeting Minutes.....Page 2
- G.** Old Business
- H.** New Business
 - 1. Consider Resolution No. 2024-01 – Electronic Signature Policy.....Page 5
 - 2. Consider Resolution No. 2024-02 – Approving a Proposed Budget for FY 2024/2025.....Page 8
 - 3. Trimscape Increase Letter for Approval Consideration.....Page 15
- I.** Administrative Matters
 - 1. Financial Update.....Page 21
- J.** Board Members/Staff: Additional Comments/Requests
 - 1. District Counsel’s Memorandum Regarding Required Ethics Training and Financial Disclosure.....Page 26
- K.** Adjourn

MIAMI-DADE

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

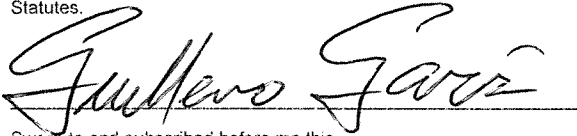
Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, of Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement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

**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE**

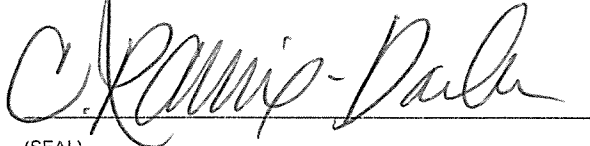
in the XXXX Court,
was published in a newspaper by print in the issues of Miami Daily Business Review f/k/a Miami Review on

10/06/2023

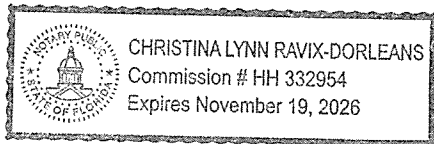
Affiant further says that the newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.



Sworn to and subscribed before me this
6 day of OCTOBER, A.D. 2023



(SEAL)
GUILLERMO GARCIA personally known to me



**RIVERSIDE PARK COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Riverside Park Community Development District will hold Regular Meetings in a Meeting Room at the Mercedes Benz of Cutler Bay, located at 10701 SW 211th Street, Cutler Bay, Florida 33189 at 6:30 p.m. 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 a 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.

RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT

www.riversideparkcdd.org

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23-42/0000686710M

**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT
SPECIAL BOARD MEETING
NOVEMBER 20, 2023**

A. CALL TO ORDER

The November 20, 2023, Special Board Meeting of the Riverside Park Community Development District (the “District”) was called to order at 6:01 p.m. in a Meeting Room at Mercedes Benz of Cutler Bay located at 10701 SW 211th Street, Cutler Bay, Florida 33189.

B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the Special Board Meeting had been published in the *Miami Daily Business Review* on November 10, 2023, as legally required.

C. ESTABLISH A QUORUM

It was determined that the attendance of Chairperson Lorraine Torres, Vice Chairman Lariel Torres and Supervisors Ingrid Ojeda and Daniel Alvarez (via phone) constituted a quorum and it was in order to proceed with the meeting.

Staff also in attendance were: 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. July 24, 2023, Public Hearing & Regular Board Meeting

The minutes of the July 24, 2023, Public Hearing & Regular Board Meeting were presented for consideration.

A MOTION was made by Supervisor Ojeda, seconded by Supervisor Lorraine Torres and passed unanimously approving the minutes of the July 24, 2023, Public Hearing & Regular Board Meeting, as presented.

G. OLD BUSINESS

1. Update Regarding Columns and Monument Planting Project

This project has been completed.

2. Update Regarding Property Located at 10233 SW 224th Terrace Tree Debris Removal

Mrs. Perez advised that the District had paid for the removal of the tree trimming debris and the homeowner has since reimbursed the District for same.

H. NEW BUSINESS

1. Consider Resolution No. 2023-08 – Adopting a Fiscal Year 2022/2023 Amended Budget

Mrs. Perez presented Resolution No. 2023-08, entitled:

RESOLUTION NO. 2023-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERSIDE PARK 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 Ojeda, seconded by Supervisor Lorraine Torres and unanimously passed adopting Resolution No. 2023-08, adopting a Fiscal Year 2022/2023 Amended Budget.

I. AUDITOR 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 Nowlen, Holt & Miner, P.A. was the only firm that had responded. A discussion ensued after which:

A **MOTION** was made by Supervisor Ojeda, seconded by Supervisor Lariel Torres waiving the requirement for the minimum number of proposals and ranking Nowlen, Holt & Miner, P.A. 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 Ojeda, seconded by Supervisor Alvarez approving the engagement of the auditing firm Nowlen, Holt & Miner, P.A. , a qualified auditing firm, to perform the 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 Nowlen, Holt & Miner, P.A. at \$3,600 and \$3,700, respectively, for future consideration.

J. ADMINISTRATIVE MATTERS

1. Financial Report

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 \$298,670.89.

K. BOARD MEMBER/STAFF CLOSING COMMENTS

1. District Counsel Update on 2023 Florida Legislative Session

Mr. George provided an overview of the 2023 Florida Legislative Session presented in the meeting materials.

2. District Counsel Update on 2023 Required Ethics Training

Mr. George provided an overview of the memorandum on the 2023 Required Ethics Training presented in the meeting materials, noting that the requirement would be effective as to 2024 and that his firm would prepare additional information and links to training sessions sometime in January.

L. ADJOURNMENT

There being no further business to come before the Board, a **MOTION** was made by Supervisor Lorraine Torres, seconded by Supervisor Lariel Torres and passed unanimously adjourning the Special Board Meeting at 6:15 p.m.

ATTESTED BY:

Secretary/Assistant Secretary

Chairperson/Vice-Chair

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERSIDE PARK 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 Riverside Park 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 RIVERSIDE PARK 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 Riverside Park 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 THIS 18th DAY OF MARCH, 2024.

**RIVERSIDE PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairman/Vice Chairman

RESOLUTION NO. 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERSIDE PARK 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 Riverside Park 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 RIVERSIDE PARK 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.

Section 2. A Public Hearing is hereby scheduled for May 20, 2024 at 6:30 p.m. in the Mercedes Benz of Cutler Bay, 10701 SW 211th 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 18th day of March, 2024.

ATTEST:

**RIVERSIDE PARK
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman

Riverside Park
Community Development District

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

CONTENTS

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

PROPOSED BUDGET
RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2024/2025 ANNUAL BUDGET
REVENUES	
Administrative Assessments	63,081
Maintenance Assessments	39,774
Debt Assessments	118,812
Other Revenues	0
Interest Income	600
TOTAL REVENUES	\$ 222,267
EXPENDITURES	
MAINTENANCE EXPENDITURES	
Lawn/Landscape Maintenance	16,500
Entrance Features	1,000
Miscellaneous Maintenance/Improvements	6,613
Border Hedge/Monument/Fence	8,275
Nutritional Control/Mulch	3,500
Engineering/Inspections	1,500
Contingency/Reserve	0
TOTAL MAINTENANCE EXPENDITURES	\$ 37,388
ADMINISTRATIVE EXPENDITURES	
Supervisor Fees	6,000
Employer Taxes - Payroll	480
Management	20,916
Secretarial	2,700
Legal	8,000
Assessment Roll	3,500
Audit Fees	3,500
Insurance	7,000
Legal Advertisements	2,000
Miscellaneous	825
Postage	200
Office Supplies	450
Dues & Subscriptions	175
Trustee Fee	4,100
Continuing Disclosure Fee	250
Website Management	1,750
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 61,846
TOTAL EXPENDITURES	\$ 99,234
REVENUES LESS EXPENDITURES	\$ 123,033
Bond Payments	(111,683)
BALANCE	\$ 11,350
County Appraiser & Tax Collector Fee	(4,433)
Discounts For Early Payments	(8,867)
EXCESS/ (SHORTFALL)	\$ (1,950)
Carryover Funds From Prior Year	1,950
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2022/2023 ACTUAL	FISCAL YEAR 2023/2024 ANNUAL BUDGET	FISCAL YEAR 2024/2025 ANNUAL BUDGET	COMMENTS
REVENUES				
Administrative Assessments	62,399	63,107	63,081	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	39,191	39,774	39,774	Expenditures/.94
Debt Assessments	120,340	118,812	118,812	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	11,407	300	600	Estimated At \$50 Per Month
TOTAL REVENUES	\$ 233,337	\$ 221,993	\$ 222,267	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Lawn/Landscape Maintenance	14,794	16,500	16,500	No Change From 2023/2024 Budget
Entrance Features	0	1,000	1,000	No Change From 2023/2024 Budget
Miscellaneous Maintenance/Improvements	7,000	6,613	6,613	No Change From 2023/2024 Budget
Border Hedge/Monument/Fence	0	8,275	8,275	No Change From 2023/2024 Budget
Nutritional Control/Mulch	0	3,500	3,500	No Change From 2023/2024 Budget
Engineering/Inspections	1,060	1,500	1,500	No Change From 2023/2024 Budget
Contingency/Reserve	0	0	0	Currently \$16,270 In Available Funds
TOTAL MAINTENANCE EXPENDITURES	\$ 22,854	\$ 37,388	\$ 37,388	
ADMINISTRATIVE EXPENDITURES				
Supervisor Fees	4,000	6,000	6,000	No Change From 2023/2024 Budget
Employer Taxes - Payroll	306	480	480	Projected At 8% Of Supervisor Fees
Management	19,728	20,316	20,916	CPI Adjustment (Capped At 3%)
Secretarial	2,700	2,700	2,700	No Change From 2023/2024 Budget
Legal	8,424	8,000	8,000	No Change From 2023/2024 Budget
Assessment Roll	3,500	3,500	3,500	No Change From 2023/2024 Budget
Audit Fees	3,600	3,700	3,500	Accepted Amount For 2023/2024 Audit
Insurance	5,926	6,500	7,000	Fiscal Year 2023/2024 Expenditure Was \$6,370
Legal Advertisements	589	650	2,000	Costs Will Increase Due To Closing Of The Miami Business Review
Miscellaneous	615	825	825	No Change From 2023/2024 Budget
Postage	279	200	200	No Change From 2023/2024 Budget
Office Supplies	492	475	450	\$25 Decrease From 2023/2024 Budget
Dues & Subscriptions	175	175	175	No Change From 2023/2024 Budget
Trustee Fee	4,080	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	\$ 56,414	\$ 59,621	\$ 61,846	
TOTAL EXPENDITURES	\$ 79,268	\$ 97,009	\$ 99,234	
REVENUES LESS EXPENDITURES	\$ 154,069	\$ 124,984	\$ 123,033	
Bond Payments	(114,604)	(111,683)	(111,683)	2025 Principal & Interest Payments
BALANCE	\$ 39,465	\$ 13,301	\$ 11,350	
County Appraiser & Tax Collector Fee	(2,133)	(4,434)	(4,433)	Two Percent Of Total Tax Roll
Discounts For Early Payments	(8,437)	(8,867)	(8,867)	Four Percent Of Total Tax Roll
EXCESS/ (SHORTFALL)	\$ 28,895	\$ -	\$ (1,950)	
Carryover Funds From Prior Year	0	0	1,950	Carryover Funds From Prior Year
NET EXCESS/ (SHORTFALL)	\$ 28,895	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	FISCAL YEAR 2024/2025	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	2,902	100	400	Projected Interest For FY 2024/2025
NAV Tax Collection	114,604	111,683	111,683	Maximum Debt Service Collection
Total Revenues	\$ 117,506	\$ 111,783	\$ 112,083	
EXPENDITURES				
Principal Payments	75,000	61,000	65,000	Principal Payment Due In 2025
Interest Payments	34,185	49,956	46,378	Interest Payments Due In 2025
Bond Redemption	0	827	705	Estimated Excess Debt Collections
Total Expenditures	\$ 109,185	\$ 111,783	\$ 112,083	
Excess/ (Shortfall)	\$ 8,321	\$ -	\$ -	

Series 2023 Bond Modification Information

Original Par Amount =	\$910,000	Annual Principal Payments Due =	May 1st
Interest Rate =	5.68%	Annual Interest Payments Due =	May 1st & November 1st
Modification Date =	June 2023		
Maturity Date =	May 2034		
Par Amount As Of 1/1/24 =	\$910,000		

Riverside Park Community Development District Assessment Comparison

	Fiscal Year 2021/2022 Assessment <u>Before Discount*</u>	Fiscal Year 2022/2023 Assessment <u>Before Discount*</u>	Fiscal Year 2023/2024 Assessment <u>Before Discount*</u>	Fiscal Year 2024/2025 Projected Assessment <u>Before Discount*</u>
Administrative	\$ 299.45	\$ 299.45	\$ 307.85	\$ 307.72
Maintenance	\$ 194.91	\$ 194.91	\$ 194.03	\$ 194.03
<u>Debt</u>	<u>\$ 592.80</u>	<u>\$ 592.80</u>	<u>\$ 585.28</u>	<u>\$ 585.28</u>
Total	\$ 1,087.16	\$ 1,087.16	\$ 1,087.16	\$ 1,087.03

* Assessments Include the Following :

-
- 4% Discount for Early Payments
 - 1% County Tax Collector Fee
 - 1% County Property Appraiser Fee

Community Information:

Total Units	205
<u>Prepayments</u>	<u>2</u>
Billed for Debt	203



INTRODUCTION

Jan 1, 2024

Dear: Riverside Park CDD

Thank you for taking the time and allowing TRIMSCAPE to submit a bid proposal for landscape maintenance.

We are excited for the opportunity to work for your property. We firmly believe that our service and staff will make your property stand out amongst the others. Our VP Jaimie Deery is an ISA Arborist, Certified Pest Control Operator and Horticulturalist that takes great pride in evaluating your property correctly. We have a strong reputation in the local community to be honest, reliable, and do an overall great job.

We are diverse and offer an expansive list of self-performed services. From routine landscape maintenance, tree trimming, Irrigation repairs, Mulching, landscaping install, pressure washing of common areas/loading areas to name a few. All employees are trained and retrained quarterly to ensure safe and efficient work practices.

In this proposal you will find our initial plan on the basis of a walk around the property. Consider this as preliminary and further adjustments can be made along the way.

We look forward to showing you what we can do!

Sincerely,

TRIMSCAPE

Patrick & Jaimie Deery

LANDSCAPE MAINTENANCE PROPOSAL

Our staffing would consist of the following:

- Uniformed detail service crew members.
- The site will be visited 12 times per year by our Operations Manager.
- A Monthly walk-through will be attended by our Operations Manager & dedicated crew leader.

Total Proposed Cost Including Labor, Equipment, and Materials of yearly services to be performed:

- Servicing of property 30x per year.
- Mowing of all district areas.
- Hedge trimming 12x per year on rotation.
- Herbicide application to landscape beds/pavers as needed.

TRIMSCAPE GENERAL SPECIFICATIONS

I. Introduction

The following Specification establishes the standard for landscape maintenance at Riverside Park CDD

SCOPE OF WORK

TRIMSCAPE ("Contractor") shall furnish all labor, equipment, tools, services and special skills necessary to complete the work specified in accordance with professional horticultural and ornamental practices. During the pendency of this Agreement the contractor shall not provide work or service for any individual homeowner to prevent any conflict of interest.

II. Maintenance

- **Mowing**

- Turf shall be cut at a uniform height using sharp blades.
- Turf shall be maintained 4.5 inches during the cooler season
- Warm season turf shall be maintained at 4 inches
- During mowing, care shall be exercised to prevent damage to trees and other obstacles in the lawn areas, such as electrical boxes or fixtures.
- We will not be held responsible for Landscape decorations/Lighting, decorative plants not installed by developer, lighting cords, Utility cables, extension cords, car charging cables, exposed irrigation, holiday decorations, Water hoses not properly stored.

- **Edging**

- All turf edges adjacent to walks, curbs, paved areas, fixtures at grade, and shrub or groundcover areas shall be trimmed as needed to maintain a crisp and neat appearance.
- During edging, care shall be exercised to prevent damage to trees, building surfaces, walls, header boards, light fixtures, signage, etc. We will not be responsible for broken windows caused by decorative rocks installed in landscape areas.

- **Hedge Trimming**
 - Shrubs shall be pruned and trimmed as required for safety, removal and general containment or appearance.
 - Shrubs shall be pruned and trimmed in such a manner as to retain and promote as much of the flowering and other natural characteristics of the shrub as possible
- **Air Blowing**
 - Any walkways or paved areas will be blown free of any debris accumulated during service visits.

III. Pruning and Trimming

- Trees shall be pruned up to a height of 7-feet as required for safety, removal of broken or diseased branches, for pedestrian or vehicular access, or ingress or egress
- Pruning under this specification is limited to that which may be done from the ground.
- Structural tree work shall be done only upon approval or as directed by Owner's Representative and shall be performed as an Extra Charge.

IV. Irrigation

- **In General**
 - In the irrigation of all plant materials, Contractor shall operate all irrigation systems in such a manner so as to obtain uniform moisture throughout the root zone.
 - Hours of scheduled operation will be programmed to minimize disease occurrence in plant materials and to reduce possible nuisance from sprinkler operation to pedestrians or vehicles (typically, early morning hours before sunrise).
 - The Owner will provide Contractor with locks, keys and maps (all of which shall remain the property of owner)
 - Repairs will be additional charges.
- **Operations of System**
 - Contractor shall personally observe all systems during operation cycle at least **once per month** to verify effectiveness of sprinkler operation and preventive maintenance shall be performed on system as needed.
 - Contractor will adjust, as necessary, all sprinkler heads, valves and pressure reducers to continue operation at maximum efficiency and performance.

V. Disease and Pest Control (IPM) N/A

- **In General**
 - When contracted for these respective services, contractor shall maintain disease and pest free turf, groundcover and shrubs, where such diseases and/or pests are foreseeable, preventable

and reasonably treatable (treatment for unforeseen diseases or pest invasion will be additional cost above and beyond the normal turf maintenance program.)

- Contractor shall maintain disease and pest free trees where such diseases and/or pests are foreseeable, preventable and reasonably treatable through the application of chemical controls such as insecticides and provided that insecticides can be applied systemically or through ground level topical spraying. (Overhead treatment and/or treatment for unforeseen diseases or pest invasion will be proposed as Extra Work).
- Contractor's responsibility for pest control shall be limited to invertebrates. Control of rodents and other vertebrates will be proposed as Extra Work.
- **Preexisting condition will not be covered under this contact and will be charged as an additional expense. Ex. Lethal Necrosis, white fly, chinch bugs, worms etc.**

- **Pesticides**

- Adherence to Regulations - All materials used by Contractor shall be in strict accordance with the Florida Department of Pesticide Regulation. Application and disposal of pesticides shall be within the guidelines established in the Florida Food and Agriculture Code and the Florida Code of Regulations.
- Timing of Application - Pesticides will be applied at times which limit the possibility of contamination from climatic and other factors. Applicator shall monitor forecasted weather conditions to avoid making applications prior to inclement weather in order to eliminate potential runoff of treated areas.
- Method and Manner of Application- Care shall be taken in transferring and mixing pesticides to prevent contaminating areas outside the target area. Application methods shall be used which ensure that materials are confined to the target area.

VI. Fertilization N/A

- Goal of Fertilization- Plant materials shall be fertilized as required to maintain healthy color and appearance and promote perpetual growth.

VII. Clean-Up

- Contractor shall remove all green waste and other debris resulting from maintenance operations and dispose of it off-site. All grass clippings deposited on roadways or walks shall be removed after each mowing or trimming operation. On-site disposal of green waste shall be permitted with approval of Owner's Representative. Non-organic debris not generated by Contractor shall be disposed of at the job-site container, if one is available.
- Timing of Removal/Observation- All debris resulting from Contractor's operations shall be removed by the end of the workday on each scheduled maintenance visit. All landscape areas shall be patrolled whenever on site to check for vandalism, broken tree branches, rodents, insects, snails, pests and/or diseases.

VIII. Extra Work

- Mulching @5.00 per bag (based on current market rates – suppliers are planning to raise costs)
- Tree trimming scheduled at additional cost

IX. Insurance

19525 SW 272 ST HOMESTEAD, FL 33031

PH: 305-989-8446 EMAIL:TRIMSCAPE@HOTMAIL.COM

- Trimscape will be self-performing all work and shall provide and maintain during the life of this Contract "Worker's Compensation Insurance" for all of his employees employed in connection with the performance of this Agreement.
- The Contractor shall provide and maintain during the life of this Agreement, insurance that will protect Contractor, and any subcontractor. The Contractor shall also provide and maintain during the life of the Agreement insurance that will indemnify and hold harmless the Client, and its respective officers, agents and employees from and against all claims, costs, expenses, including attorney's fees and damages arising out of or resulting from performance of the work pursuant to this Agreement, injury to or conduct, want of care or skill, negligence and patent infringement providing that any such claim, damage loss or expenses (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property including the loss of use resulting there from and (b) is caused in whole or in part by any negligent act of Contractor, its employees, agents, officers, or Subcontractors, or anyone indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified here under.
- Insurance shall be provided with a limit of \$1,000,000.00 in policy as follows: Commercial General Liability, Insurance, including Products and/or Complete Operations, Explosions Hazard, Collapse Hazard and Underground Property Damage Hazard and Contractual Liability. The Client shall be named as an additional insured.
- Insurance shall be provided with a limit of \$1,000,000.00 in policy as follows: Comprehensive Auto Liability Insurance.
- All such insurance shall be obtained from companies licensed and authorization to do business in the field of insurance in the State of Florida and are authorized and licensed to provide the insurance required herein.
- At the time of execution of the Agreement, the Contractor will file with the management company, certificates of such insurance, acceptable to the Client. These certificates shall contain a provision that the coverage afforded under the policies will not be canceled or materially changed until at least thirty (30) days prior written notice has been given to the Client.

X. Termination

- This Agreement may be terminated by the Client at any time and at the discretion of the Client, with or without cause, upon (60) days written notice to Contractor. This Agreement may be terminated by Contractor at any time, with or without cause, upon (60) days written notice to the Client. In the event this Agreement is terminated by either party, the Contractor shall bill the Client, and receive payment for those Landscape Maintenance Services provided prior to the date of termination.
- All notices and communications required hereunder shall be hand-delivered or by written notice via certified mail. If sent by any other means, such notices shall be effective only upon actual receipt by the other party for whom it is intended.

Service Schedule 2024

Service Month	Service Visits as per schedule including trimming of shrubs. 30x	Mulching Brown 5.5 Pallets	Yearly Total
January	\$1,125.00		
February	\$1,125.00		
March	\$1,125.00		
April	\$1,125.00		
May	\$1,125.00		
June	\$1,125.00		
July	\$1,125.00		
August	\$1,125.00		
September	\$1,125.00	\$1,750.00	
October	\$1,125.00		
November	\$1,125.00		
December	\$1,125.00		
Yearly	\$13,500.00	\$1,750.00	\$15,250.00

Acceptance of proposed services:

Riverside Park CDD

Signature: _____ Date: _____

Print: _____

Trimscape Corp

Signature: _____ Date: _____

Print: _____

Riverside Park
Community Development District

**Financial Report For
February 2024**

Riverside Park Community Development District
Budget vs. Actual
October 2023 through February 2024

	<u>Oct '23 - Feb 24</u>	<u>23/24 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
363.100 · Admin Assessments	59,118.59	63,107.00	-3,988.41	93.68%
363.101 · Maintenance Assessments	37,260.21	39,774.00	-2,513.79	93.68%
363.810 · Debt Assessments	111,711.24	118,812.00	-7,100.76	94.02%
363.820 · Debt Assessment-Paid To Trustee	-106,175.55	-111,683.00	5,507.45	95.07%
363.830 · County Tax Collector Fee	-1,997.67	-4,434.00	2,436.33	45.05%
363.831 · Discounts For Early Payments	-8,323.52	-8,867.00	543.48	93.87%
369.401 · Interest Income	6,245.26	300.00	5,945.26	2,081.75%
Total Income	<u>97,838.56</u>	<u>97,009.00</u>	<u>829.56</u>	<u>100.86%</u>
Expense				
511.122 · PR Tax Expense	61.20	480.00	-418.80	12.75%
511.131 · Supervisors Fees	800.00	6,000.00	-5,200.00	13.33%
511.302 · Border Hedge/Monument/Fence	0.00	8,275.00	-8,275.00	0.0%
511.303 · Nutritional Control/Mulch	0.00	3,500.00	-3,500.00	0.0%
511.307 · Lawn/Landscape Maintenance	3,150.00	16,500.00	-13,350.00	19.09%
511.308 · Miscellaneous Maintenance	0.00	6,613.00	-6,613.00	0.0%
511.309 · Entrance Features	0.00	1,000.00	-1,000.00	0.0%
511.310 · Engineering	0.00	1,500.00	-1,500.00	0.0%
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	1,897.50	8,000.00	-6,102.50	23.72%
511.318 · Assessment/Tax Roll	0.00	3,500.00	-3,500.00	0.0%
511.320 · Audit Fees	0.00	3,700.00	-3,700.00	0.0%
511.450 · Insurance	6,370.00	6,500.00	-130.00	98.0%
511.480 · Legal Advertisements	196.50	650.00	-453.50	30.23%
511.512 · Miscellaneous	128.80	825.00	-696.20	15.61%
511.513 · Postage and Delivery	69.41	200.00	-130.59	34.71%
511.514 · Office Supplies	214.65	475.00	-260.35	45.19%
511.516 · Website Management Fee	729.15	1,750.00	-1,020.85	41.67%
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%
Total Expense	<u>23,382.21</u>	<u>97,009.00</u>	<u>-73,626.79</u>	<u>24.1%</u>
Net Income	<u><u>74,456.35</u></u>	<u><u>0.00</u></u>	<u><u>74,456.35</u></u>	<u><u>100.0%</u></u>

**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
FEBRUARY 2024**

	Annual Budget 10/1/23 - 9/30/24	Actual Feb-24	Year To Date Actual 10/1/23 - 2/29/24
REVENUES			
Administrative Assessments	63,107	0	59,119
Maintenance Assessments	39,774	0	37,260
Debt Assessments	118,812	0	111,711
Other Revenue	0	0	0
Interest Income	300	0	6,245
Total Revenues	\$ 221,993	\$ -	\$ 214,335
EXPENDITURES			
MAINTENANCE EXPENDITURES			
Lawn/Landscape Maintenance	16,500	0	3,150
Entrance Features	1,000	0	0
Miscellaneous Maintenance/Improvements	6,613	0	0
Border Hedge/Monument/Fence	8,275	0	0
Nutritional Control/Mulch	3,500	0	0
Engineering/Inspections	1,500	0	0
Contingency/Reserve (\$16,270 Available)*	0	0	0
TOTAL MAINTENANCE EXPENDITURES	\$ 37,388	\$ -	\$ 3,150
ADMINISTRATIVE EXPENDITURES			
Supervisor Fees	6,000	0	800
Payroll Taxes - Employer	480	0	61
Management	20,316	1,693	8,465
Secretarial	2,700	225	1,125
Legal	8,000	0	1,898
Assessment Roll	3,500	0	0
Audit Fees	3,700	0	0
Insurance	6,500	0	6,370
Legal Advertisements	650	0	196
Miscellaneous	825	11	129
Postage	200	3	69
Office Supplies	475	6	215
Dues & Subscriptions	175	0	175
Trustee Fee	4,100	0	0
Continuing Disclosure Fee	250	0	0
Website Management	1,750	145	729
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 59,621	\$ 2,083	\$ 20,232
Total Expenditures	\$ 97,009	\$ 2,083	\$ 23,382
Revenues Less Expenditures	\$ 124,984	\$ (2,083)	\$ 190,953
Bond Payments	(111,683)	0	(106,175)
Balance	\$ 13,301	\$ (2,083)	\$ 84,778
County Appraiser & Tax Collector Fee	(4,434)	0	(1,998)
Discounts For Early Payments	(8,867)	0	(8,324)
Excess/ (Shortfall)	\$ -	\$ (2,083)	\$ 74,456
Carryover From Prior Year	0	0	0
Net Excess/ (Shortfall)	\$ -	\$ (2,083)	\$ 74,456

* Contingency/Reserve Funds Can Be Used In Fiscal Year 23/24 or in Future Fiscal Years.
Original Balance = \$36,680. Current Balance = \$16,270.

Bank Balance As Of 2/29/24	\$ 396,026.45
Accounts Payable As Of 2/29/24	\$ 12,174.73
Accounts Receivable As Of 2/29/24	\$ -
Reserve Funds As Of 2/29/24	\$ 16,270.00
Available Funds As Of 2/29/24	\$ 367,581.72

**RIVERSIDE PARK CDD
TAX COLLECTIONS
2023-2024**

#	ID#	PAYMENT FROM	DATE	FOR	Tax Collect Receipts	Interest Received	Fees	Discount	Net From Tax Collector	Admin Assessment Income (Before Discounts & Fees)	Maint Assessment Income (Before Discounts & Fees)	Debt Assessment Income (Before Discounts & Fees)	Admin Assessment Income (After Discounts & Fees)	Maint Assessment Income (After Discounts & Fees)	Debt Assessment Income (After Discounts & Fees)	Debt Assessment Paid to Trustee	
									\$ 221,693	\$ 63,107	\$ 39,774	\$ 118,812	\$ 63,107	\$ 39,774	\$ 118,812		
									\$ 208,692	\$ 59,621	\$ 37,388	\$ 111,683	\$ 59,621	\$ 37,388	\$ 111,683	\$ 111,683	
1	1	Miami-Dade Tax Collector	11/20/23	NAV Taxes	\$ 17,282.33		\$ (165.72)	\$ (710.83)	\$ 16,405.78	\$ 4,920.28	\$ 3,100.45	\$ 9,261.60	\$ 4,670.72	\$ 2,943.20	\$ 8,791.86	\$ 8,791.86	
2	2	Miami-Dade Tax Collector	11/24/23	NAV Taxes	\$ 11,958.76		\$ (114.80)	\$ (478.39)	\$ 11,365.57	\$ 3,386.35	\$ 2,134.33	\$ 6,438.08	\$ 3,217.66	\$ 2,028.02	\$ 6,119.89	\$ 6,119.89	
3	3	Miami-Dade Tax Collector	12/08/23	NAV Taxes	\$ 173,945.60		\$ (1,669.87)	\$ (6,958.24)	\$ 165,317.49	\$ 49,256.00	\$ 31,044.80	\$ 93,644.80	\$ 46,802.24	\$ 29,498.53	\$ 89,016.72	\$ 89,016.72	
4	4	Miami-Dade Tax Collector	12/27/23	NAV Taxes	\$ 3,763.36		\$ (36.13)	\$ (150.55)	\$ 3,576.68	\$ 1,231.40	\$ 776.12	\$ 1,755.84	\$ 1,178.25	\$ 742.63	\$ 1,655.80	\$ 1,655.80	
5	5	Miami-Dade Tax Collector	01/09/24	NAV Taxes	\$ 1,139.99		\$ (11.15)	\$ (25.51)	\$ 1,103.33	\$ 324.56	\$ 204.51	\$ 610.92	\$ 314.05	\$ 198.00	\$ 591.28	\$ 591.28	
6									\$ -							\$ -	
7									\$ -								\$ -
8									\$ -								\$ -
9									\$ -								\$ -
10									\$ -								\$ -
11									\$ -								\$ -
12									\$ -								\$ -
13									\$ -								\$ -
14									\$ -								\$ -
15									\$ -								\$ -
16									\$ -								\$ -
					\$ 208,090.04	\$ -	\$ (1,997.67)	\$ (8,323.52)	\$ 197,768.85	\$ 59,118.59	\$ 37,260.21	\$ 111,711.24	\$ 56,182.92	\$ 35,410.38	\$ 106,175.55	\$ 106,175.55	

Assessment Roll = \$221,697.24

Note: \$221,693, \$63,107, \$39,774 and \$118,812 are 2023/2024 Budgeted assessments before discounts and fees.

Note: \$208,692, \$59,621, \$37,388 and \$111,683 are 2023/2024 Budgeted assessments after discounts and fees.

\$ 208,090.04	
\$ -	\$ 197,768.85
\$ (59,118.59)	\$ (56,182.92)
\$ (37,260.21)	\$ (35,410.38)
\$ (111,711.24)	\$ (106,175.55)
\$ -	\$ -

**Riverside Park Community Development District
Contingency/Reserve Expenditures
October 2015 - February 2024**

Contingency/Reserve	Date	Invoice #	Vendor	Description	Amount
	10/15/2015	Inv# 10152015863	Jag Painting Contractors Inc.	Deposit for invoice 10152015863 (Cleaning & Painting)	2,450.00
	11/01/2015	Inv# 10152015863A	Jag Painting Contractors Inc.	Final Payment for invoice 10152015863 (Cleaning & Painting)	2,450.00
	12/07/2015	Inv# 8624	Crespo Lawn Service, Inc.	Installation Of 16 Solar Power Lights	1,210.00
	02/22/2018	Inv #1304	Royal Plastering Corp.	Fence Repairs & Replacement	14,300.00
					0.00
Total					20,410.00

Original Funds Available For Contingency/Reserve	\$ 36,680.00
Contingency/Reserve Expenditures As Of 2/29/24	\$ 20,410.00
Contingency/Reserve Funds Balance As Of 2/29/24	\$ 16,270.00

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

[Public Meetings and Public Records Law \(2-Hour Audio Presentation\)](#). 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.

[State-Mandated Continuing Education in Ethics](#). 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.

[“4-Hour Ethics Course”](#). 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 [Login - Electronic Financial Disclosure Management System \(floridaethics.gov\)](#). 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.