



**VALENCIA ACRES
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING & PUBLIC
HEARING
MAY 18, 2023
6:30 P.M.**

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

www.valenciaacrescdd.org
786.347.2711 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT
Cafeteria of Somerset Charter School
18491 SW 134th Avenue
Miami, Florida 33177
REGULAR BOARD MEETING & PUBLIC HEARING
May 18, 2023
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. March 15, 2023 Regular Board Meeting Minutes.....Page 2
- G. New Business
 - 1. Consider Resolution No. 2023-04 – Adopting a Fiscal Year 2023/2024 Meeting Schedule.....Page 8
 - 2. Consider Authorization to Issue RFQ for Engineering Services in accordance with Section 287.055 of the Florida Statutes.....Page 10
- H. Old Business
- I. Public Hearing
 - 1. Proof of Publication.....Page 11
 - 2. Receive Public Comments on Fiscal Year 2023/2024 Final Budget
 - 3. Consider Resolution No. 2023-05 – Adopting a Fiscal Year 2023/2024 Final Budget.....Page 12
- J. Administrative Matters
 - 1. Financial Report.....Page 19
 - 2. Reminder of Statement of Financial Interests Disclosure 2022 Form 1, Filing Deadline: July 1, 2023
 - 3. Consider Appointment of Audit Committee & Approval of Evaluation Criteria.....Page 23
- K. Board Member/Staff Comments
- L. Adjourn

MIAMI-DADE

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

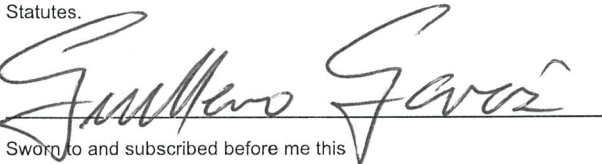
Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, of Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement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

VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT -
REVISED FISCAL YEAR 2022/2023 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

03/06/2023

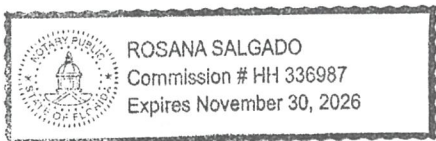
Affiant further says that the newspaper complies with all
legal requirements for publication in chapter 50, Florida
Statutes.



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


(SEAL)

GUILLERMO GARCIA personally known to me



VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT REVISED FISCAL YEAR 2022/2023 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Valencia Acres Community Development District will hold Regular Meetings in the Cafeteria of Somerset Academy Charter School at 18491 SW 134th Avenue, Miami, Florida 33177 at 6:30 p.m. on the following dates:

**March 15, 2023
May 18, 2023
August 17, 2023**

The purpose of the meetings is to conduct all 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.

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.

VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT

www.valenciaacrescdd.org
3/6

23-18/0000649557M

**VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 15, 2023**

A. CALL TO ORDER

Mrs. Perez called the March 15, 2023, Regular Board Meeting of the Valencia Acres Community Development District (the “District”) to order at 6:32 p.m. in the Cafeteria of Somerset Charter School located at 18491 SW 134th Avenue, Miami, Florida 33177.

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 March 6, 2023, as legally required.

C. SEAT & WELCOME NEWLY ELECTED BOARD MEMBERS

Mrs. Perez advised, pursuant to the Miami-Dade County Supervisor of Elections’ website, she welcomed and seated incumbent Board Member Yvette Bishop, who is Qualified Active and Unopposed holding Seat #2 for a 4-year term of office, which expires in November 2026.

D. 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 Yvette Bishop, Vice Chairman Ramses Bonet and Supervisor Sandi Rae Chamyan.

Also in attendance were District Manager Gloria Perez of Special District Services, Inc.; and General Counsel Michael Pawelczyk of Billing, Cochran, Lyles, Mauro & Ramsey, P.A. (via phone).

Also present were District residents, Robert and Vivianna Perez.

E. DECLARE VACANCY IN SEAT #1

Mrs. Perez stated that since no one had qualified for Seat #1 during the qualifying period for election, it would be in order to declare a vacancy in Seat #1.

A **MOTION** was made by Supervisor Bonet, seconded by Supervisor Bishop and unanimously passed declaring a vacancy in Seat No. 1.

F. CONSIDER APPOINTMENT TO VACANCY

1. Request Appointment Consideration – Robert Perez

<p>A MOTION was made by Supervisor Chamyan, seconded by Supervisor Bonet and unanimously passed appointing <u>Robert Perez</u> to fill the vacancy and unexpired term of office in Seat No. 1, which term expires in 2026. Mr. Perez previously provided all the necessary documentation and it has been determined that he is a qualified candidate eligible for appointment.</p>
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2. Request Appointment Consideration – Soma Mohan

Mr. Mohan was not in attendance.

G. ADMINISTER OATH OF OFFICE AND REVIEW BOARD MEMBER DUTIES & RESPONSIBILITIES

Mrs. Perez, as Notary Public in the State of Florida, administered the Oath of Office. Supervisors Bishop and Perez were previously provided the Financial Disclosure Form-1 required for this year (2022 Form-1). Mrs. Perez provided the newly elected Supervisors with information regarding “Government in the Sunshine Law”, public records and conflicts of interest, along with information on the workings and benefits of a CDD and the responsibilities and duties of Board Members. Key elements were reviewed by District Counsel.

H. ELECTION OF OFFICERS

Mrs. Perez stated that it would now be in order to elect Officers of the District. She noted the roles of Armando Silva, Nancy Nguyen and herself regarding appointment to office and stated that nominations would be in order for Chairperson and Vice-Chair; with the remaining three Supervisors being designated as Assistant Secretaries.

A discussion ensued and the following slate of Officers was nominated for election with no changes to the Chairperson and Vice Chairperson:

- Chairperson – Yvette Bishop
- Vice Chairperson – Ramses Bonet
- Assistant Secretary – Sandi Chamyan
- Assistant Secretary – Robert Perez
- Secretary/Treasurer – Gloria Perez
- Assistant Secretaries - Armando Silva and Nancy Nguyen (District Managers for Special District Services, Inc., in Mrs. Perez’s absence)

A **MOTION** was made by Supervisor Bonet, seconded by Supervisor Bishop and unanimously passed electing the Slate of Officers, as nominated.

I. ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

J. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

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

K. APPROVAL OF MINUTES

1. August 18, 2022, Public Hearing & Regular Board Meeting

Mrs. Perez presented the minutes of the March 17, 2022, Regular Board Meeting and asked if there were any corrections or additions.

A **MOTION** was made by Supervisor Bonet, seconded by Supervisor Bishop and unanimously passed approving the minutes of the March 17, 2022, Regular Board Meeting, as presented.

L. OLD BUSINESS

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

M. NEW BUSINESS

1. Consider District Counsel Request for Adjustment to Fee Structure

District Counsel's letter was presented in the meeting book. The proposed rate increase will take effect October 1, 2023. Mr. Pawelczyk provided an overview and addressed the Board's questions.

Attorney	Current Rate	Proposed Rate	Increased Amount
Partner	\$250	\$275	\$25
Associate	\$200	\$225	\$25

A **MOTION** was made by Supervisor Bonet, seconded by Supervisor Chamyan and unanimously passed approving District Counsel's request for an adjustment to the fee structure, as presented.

2. Consider District Engineer Request for Adjustment to Fee Structure

Valencia Acres CDD			
Current 2006 Rates		Proposed 2023 Rates	
Principal	\$ 170.00	Principal	\$ 220.00
Chief Engineer		Senior Engineer	\$ 185.00
Senior Engineer	\$ 140.00	Engineer 2	\$ 160.00
Senior Project Engineer	\$ 125.00	Engineer 1	\$ 140.00
Project Manager		Electrical Engineer	\$ 135.00
Project Engineer	\$ 105.00	Engineer Intern	\$ 130.00
Engineer	\$ 100.00	Senior Designer	\$ 110.00
Engineer Intern	\$ 90.00	CADD/Computer Technician	\$ 100.00
CADD	\$ 75.00	Senior Engineering Technician	\$ 95.00
		Engineering Technician	\$ 90.00
Engineering Technician	\$ 73.00	Senior Administrative	\$ 95.00
Secretary/Clerical	\$ 40.00	Administrative	\$ 60.00

Staff Classification	Definition
Principal	Professional Engineer with 20+ years of post registration experience
Senior Engineer	Professional Engineer with 10+ years of post registration experience
Engineer 2	Professional Engineer with 5+ years of post registration experience
Engineer 1	Professional Engineer with 0+ years of post registration experience
Electrical Engineer	Electrical Engineer with 2+ years of post-graduate experience
Engineer Intern	Entry level with engineering degree; Engineering Intern License
Senior Designer	15+ years of design experience, non-registered
CADD/Computer Technician	Design and Drafting with 1+ year of experience
Senior Engineering Technician	5+ years of experience
Engineering Technician	Entry level, with 0-4 years of experience
Senior Administrative	Degreed executive assistant with 8+ years of experience
Administrative	Secretary / Clerical

A **MOTION** was made by Supervisor Chamyan, seconded by Supervisor Bonet and unanimously passed approving the District Engineer's request for an adjustment to the fee structure, as presented.

3. Update Regarding Miami-Dade County Repairs to Road Damage at SW 132nd Avenue Roundabout

Mrs. Perez advised, on February 15, 2023, the County replied by assigning 2 reference numbers to the reported concerns; one for the roadway and one for the sidewalk on top of the roundabout.

Reference:

SR# 23-10059313 – Roadway drop-off

SR# 23-10059318- Broken Sidewalk

During a recent inspection conducted on March 8, 2023, it was identified that the potholes were paved, but the sidewalks had not yet been addressed. Field Ops also identified the lack of speed signage/devices and reported the same in the last communication to the County.

4. Consider Resolution No. 2023-01 – Revised Fiscal Year 2022/2023 Meeting Schedule

Mrs. Perez advised that the proposed resolution was to amend the meeting schedule, changing meeting dates by removing the April 20 2023, meeting date and adding two meeting dates: March 15, 2023, and on May 18, 2023, to the regular meeting schedule for fiscal year 2022/2023.

Resolution No. 2023-01 was presented, entitled:

RESOLUTION NO. 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2022/2023 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

The Valencia Acres Community Development District will hold Regular Meetings in the Cafeteria of Somerset Academy Charter School at 18491 SW 134th Avenue, Miami, Florida 33177 at 6:30 p.m. on the following dates:

March 15, 2023

May 18, 2023

August 17, 2023

A MOTION was made by Supervisor Bonet, seconded by Supervisor Perez and passed unanimously adopting Resolution No. 2023-01, as presented.
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5. Consider Resolution No. 2023-02 – Authorizing and Adopting an Amended Final Budget for Fiscal Year 2021/2022

Mrs. Perez presented Resolution No. 2023-02, entitled:

RESOLUTION NO. 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2021/2022 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, 2022. 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 Chamyan, seconded by Supervisor Bishop and unanimously passed adopting Resolution No. 2023-02, adopting a Fiscal Year 2021/2022 Amended Budget.

6. Consider Resolution No. 2023-03 – Adopting a Proposed Fiscal Year 2023/2024 Proposed Budget

Mrs. Perez presented Resolution No. 2023-03, entitled:

RESOLUTION NO. 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024; AND PROVIDING AN EFFECTIVE DATE.

The Debt Service Assessment is at the 2017 through 2025 Maximum Rate of \$704.84. In 2026 the rate will increase to \$809.51. The O&M Budget is higher than last year. Per the Board's request last year, a line item for Supervisor Fees had been added. The estimated available funds for 9-30-23 are \$85,000, should no unexpected expenses occur. A carryover balance of \$4,635 has been applied (\$0 was set-up last year). Since assessment presented for 2023/2024 are the same as the 2022/2023 assessment; letters to the residents will not be required. A discussion ensued.

A **MOTION** was made by Supervisor Chamyan, seconded by Supervisor Bishop and unanimously passed adopting Resolution No. 2023-03, as presented, approving a Proposed Budget for FY 2023-2024 and Setting the Public Hearing for finalization on May 18, 2023 at 6:30pm, in the Cafeteria of Somerset Charter School, located at 18491 SW 134th Avenue, Miami, Florida 33177. Thereby authorizing advertisements as required.

N. 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 February 28, 2023, were \$116,675.87.

O. BOARD MEMBER/STAFF COMMENTS

There were no further comments.

P. ADJOURNMENT

There being no further business to come before the Board, a **MOTION** was made by Supervisor Bishop, seconded by Supervisor Chamyan adjourning the Regular Board Meeting at 7:17 p.m. The **MOTION** carried unanimously.

ATTESTED BY:

Secretary/Assistant Secretary

Chairperson/Vice-Chair

RESOLUTION NO. 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the Valencia Acres Community Development District ("District") to establish a regular meeting schedule for fiscal year 2023/2024; and

WHEREAS, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2023/2024 which is attached hereto and made a part hereof as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT, MIAMI-DADE COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are hereby adopted.

Section 2. The regular meeting schedule, time and location for meetings for fiscal year 2023/2024 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

PASSED, ADOPTED and EFFECTIVE this 18th day of May, 2023.

ATTEST:

**VALENCIA ACRES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Valencia Acres Community Development District will hold Regular Meetings in the Cafeteria of Somerset Academy Charter School at 18491 SW 134th Avenue, Miami, Florida 33177 at 6:30 p.m. on the following dates:

**October 19, 2023
February 15, 2024
April 18, 2024
August 15, 2024**

The purpose of the meetings is to conduct all 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.

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.

VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT

www.valenciaacrescdd.org

PUBLISH: MIAMI DAILY BUSINESS REVIEW 00/00/23

**VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF REQUEST FOR QUALIFICATIONS
Professional Engineering Services**

NOTICE IS HEREBY GIVEN in accordance with Section 287.055, *Florida Statutes*, the Consultants' Competitive Negotiation Act ("CCNA") that the Board of Supervisors (the "Board") of the Valencia Acres Community Development District (the "District") is soliciting responses from qualified engineering firms ("Firm" and/or "Firms") to serve as the Engineer for the District (the "District Engineer") pursuant to the requirements of Chapter 190, *Florida Statutes*. Any qualified Firm interested in providing services must submit a qualification package pursuant to the CCNA and the terms and conditions set forth herein and in the hereinafter referenced Proposal Packet. It is the District's intent to select one (1) Professional Engineer pursuant to the provisions of the CCNA.

The services to be provided by the Professional Engineer may include, but are not necessarily limited to, Professional Engineering Services associated with any District project pursuant to applicable provisions of Chapter 189 and 190, *Florida Statutes* (the District's enabling legislation); attendance at Board meetings and various Staff meetings, as may be required in order to coordinate, consult and provide professional engineering advice on projects; preparation and provision of engineering studies, design, bidding, permitting and construction phase and inspection phase services for such construction activity as is needed in order to implement a project and the provision of assistance, review and recommendation services regarding construction payments, change orders and certifications of completions of construction activities; provision of and consultation on technical engineering standards and specifications; technical representations before and with other governmental agencies and entities and the provision of such other professional services as may be authorized by the Board.

Engineering Firms interested in submitting a proposal may contact the District Manager, Special District Services, Inc., at (786) 347-2711 Ext. 2011 or e-mail: gperez@sdsinc.org between the hours of 9:00 a.m. to 5:00 p.m., Monday through Friday, to request a Proposal Packet or if there are any questions regarding this matter. Firms will be evaluated based on the following criteria, weighted as outlined in the Proposal Packet: capability to perform the professional services for District Engineer, adequacy of personnel, past record, experience, and any other factors as set forth in the Proposal Packet.

Proposals are required to be delivered to the Branch Office (Instructions in Proposal Packet): Valencia Acres CDD, Attn: District Manager, Special District Services, Inc., 8785 SW 165th Avenue, Suite 200, Miami, FL 33193; and also by electronic PDF format via e-mail to gperez@sdsinc.org by no later than 3:00 p.m., EST, on Thursday, August 3, 2023.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid on a Contract to provide any goods or services to a public entity, may not submit a Bid on a Contract with a public entity for the construction or repair of a public building or public work, may not be awarded or perform work as a Contractor, Supplier, Subcontractor, or Consultant under a Contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, *Florida Statutes*, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

The District reserves the right to reject any or all proposals, to waive informalities and to re-advertise. There will be no fees or reimbursement paid to any Firm for responding to this RFQ.

**BOARD OF SUPERVISORS
VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT**

www.valenciaacrescdd.org

PUBLISH: MIAMI-DADE DAILY BUSINESS REVIEW 00/00/2023

MIAMI-DADE

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

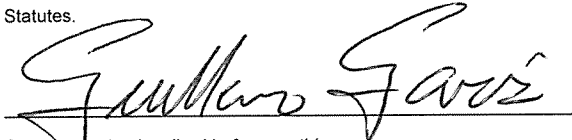
Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, of Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement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

VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT -
PUBLIC HEARING AND REGULAR BOARD MEETING - MAY 18,
2023

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

04/28/2023 05/05/2023

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

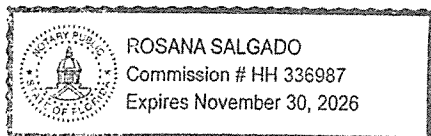


Sworn to and subscribed before me this
5 day of MAY, A.D. 2023



(SEAL)

GUILLERMO GARCIA personally known to me



NOTICE OF PUBLIC HEARING AND REGULAR BOARD MEETING OF THE VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors (the "Board") of the Valencia Acres Community Development District (the "District") will hold a Public Hearing and Regular Board Meeting on May 18, 2023, at 6:30 p.m., or as soon thereafter as the meeting can be heard, in the Somerset Academy Charter School Cafeteria located at 18491 SW 134th Avenue, Miami, Florida 33177.

The purpose of the Public Hearing is to receive public comment on the Fiscal Year 2023/2024 Proposed Final Budget of the District. A copy of the Budget and/or the Agenda may be obtained from the District's website (www.valenciaacrescdd.org) or at the offices of the District Manager, Special District Services, Inc., 2501A Burns Road, Palm Beach Gardens, Florida 33410, during normal business hours. The purpose of the Regular Board Meeting is for the Board to consider any other business which may properly come before it. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or two Supervisors will participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place.

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

If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

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

Valencia Acres Community Development District

www.valenciaacrescdd.org
4/28 5/5

23-28/0000659294M

RESOLUTION NO. 2023-05

A RESOLUTION OF THE VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2023/2024 BUDGET.

WHEREAS, the Valencia Acres Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

WHEREAS, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non ad-valorem assessments upon the properties within the District.

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

Section 1. The Final Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

Section 2. The Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and EFFECTIVE this 18th day of May, 2023.

ATTEST:

**VALENCIA ACRES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Valencia Acres
Community Development District

**Final Budget For
Fiscal Year 2023/2024
October 1, 2023 - September 30, 2024**

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

FINAL BUDGET
VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2023/2024 BUDGET
REVENUES	
O & M Assessments	45,856
Debt Assessments	101,283
Interest Income	240
TOTAL REVENUES	\$ 147,379
EXPENDITURES	
Supervisor Fees	4,000
Payroll Taxes (Employer)	305
Engineering/Inspections	1,000
Management	15,000
Legal	7,000
Assessment Roll	4,000
Audit Fees	3,700
Insurance	6,600
Legal Advertisements	650
Miscellaneous	400
Postage	175
Office Supplies	325
Dues & Subscriptions	175
Trustee Fees	2,550
Continuing Disclosure Fee	350
Website Management	1,750
TOTAL EXPENDITURES	\$ 47,980
REVENUES LESS EXPENDITURES	\$ 99,399
Bond Payments	(95,206)
Balance	\$ 4,193
County Appraiser & Tax Collector Fee	(2,943)
Discounts For Early Payments	(5,885)
EXCESS/ (SHORTFALL)	\$ (4,635)
Carryover From Prior Year	4,635
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED FINAL BUDGET
VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
REVENUES				
O & M Assessments	46,103	45,856	45,856	Expenditures Less Interest & Carryover/.94
Debt Assessments	101,480	101,283	101,283	Bond Payments/.94
Interest Income	117	120	240	Projected At \$20 Per Month
TOTAL REVENUES	\$ 147,700	\$ 147,259	\$ 147,379	
EXPENDITURES				
Supervisor Fees	0	0	4,000	Supervisor Fees
Payroll Taxes (Employer)	0	0	305	Supervisor Fees *7.65%
Engineering/Inspections	0	1,000	1,000	No Change From 2022/2023 Budget
Management	15,000	15,000	15,000	No Change From 2022/2023 Budget
Legal	6,010	7,000	7,000	No Change From 2022/2023 Budget
Assessment Roll	4,000	4,000	4,000	No Change From 2022/2023 Budget
Audit Fees	3,500	3,600	3,700	\$100 Increase From 2022/2023 Budget
Insurance	5,706	6,200	6,600	Fiscal Year 2022/2023 Expenditure was \$6,134
Legal Advertisements	571	650	650	No Change From 2022/2023 Budget
Miscellaneous	19	425	400	\$25 Decrease From 2022/2023 Budget
Postage	104	175	175	No Change From 2022/2023 Budget
Office Supplies	116	350	325	\$25 Decrease From 2022/2023 Budget
Dues & Subscriptions	175	175	175	No Change From 2022/2023 Budget
Trustee Fees	2,500	2,550	2,550	No Change From 2022/2023 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2022/2023 Budget
Website Management	1,750	1,750	1,750	No Change From 2022/2023 Budget
TOTAL EXPENDITURES	\$ 39,801	\$ 43,225	\$ 47,980	
REVENUES LESS EXPENDITURES	\$ 107,899	\$ 104,034	\$ 99,399	
Bond Payments	(96,786)	(95,206)	(95,206)	2024 P & I Payments Less Earned Interest
Balance	\$ 11,113	\$ 8,828	\$ 4,193	
County Appraiser & Tax Collector Fee	(1,422)	(2,943)	(2,943)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(5,396)	(5,885)	(5,885)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 4,295	\$ 0	\$ (4,635)	
Carryover From Prior Year	0	0	4,635	Carryover Balance From Prior Years
NET EXCESS/ (SHORTFALL)	\$ 4,295	\$ 0	\$ -	

DETAILED FINAL DEBT SERVICE BUDGET

VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023/2024

OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	
	2021/2022	2022/2023	2023/2024	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	188	5	100	Projected Interest For 2023/2024
NAV Tax Collection	96,786	95,187	95,136	2023 P & I Payments Less Earned Interest
Total Revenues	\$ 96,974	\$ 95,192	\$ 95,236	
EXPENDITURES				
Principal Payments	61,217	63,389	65,638	Principal Payment Due In 2024
Interest Payments	35,093	31,803	29,598	Interest Payments Due In 2024
Total Expenditures	\$ 96,310	\$ 95,192	\$ 95,236	
Excess/ (Shortfall)	\$ 664	\$ -	\$ -	

Series 2016 Bond Refunding Information

Original Par Amount =	\$1,265,410	Annual Principal Payments Due =	May 1st
Interest Rate =	3.5% - 5.8%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	July 2016		
Maturity Date =	May 2034		
Par Amount As Of 1/1/23 =	\$928,177		

Valencia Acres Community Development District Assessment Comparison

	Original Projected Assessment Before Discount*	2017 through 2025 Debt Service Assessment Before Discount*	2026 through 2034 Debt Service Assessment Before Discount*	Fiscal Year 2020/2021 Assessment Before Discount*	Fiscal Year 2021/2022 Assessment Before Discount*	Fiscal Year 2022/2023 Assessment Before Discount*	Fiscal Year 2023/2024 Projected Assessment Before Discount*
O & M	\$ -	\$ -	\$ -	\$ 318.45	\$ 318.45	\$ 318.45	\$ 318.45
Debt	\$ -	\$ 704.84	\$ 809.51	\$ 704.84	\$ 704.84	\$ 704.84	\$ 704.84
Total	\$ 1,187.50	\$ 704.84	\$ 809.51	\$ 1,023.29	\$ 1,023.29	\$ 1,023.29	\$ 1,023.29

* Assessments Include the Following :

4% Discount for Early Payments

1% County Tax Collector Fee

1% County Property Appraiser Fee

Community Information:

Total Units	144
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Valencia Acres
Community Development District

**Financial Report For
April 2023**

Valencia Acres Community Development District
Budget vs. Actual
October 2022 through April 2023

	Oct '22 - Apr 23	22/23 Budget	\$ Over Budget	% of Budget
Income				
363.100 · O & M Assessments	44,673.68	45,856.00	-1,182.32	97.42%
363.810 · Debt Assessments	98,677.75	101,283.00	-2,605.25	97.43%
363.820 · Debt Assessment-Paid To Trustee	-93,941.70	-95,206.00	1,264.30	98.67%
363.830 · County Appraiser & Tax Coll Fee	-1,377.62	-2,943.00	1,565.38	46.81%
363.831 · Discounts For Early Payments	-5,498.61	-5,885.00	386.39	93.43%
369.401 · Interest Income	1,182.71	120.00	1,062.71	985.59%
Total Income	43,716.21	43,225.00	491.21	101.14%
Expense				
511.310 · Engineering/Inspections	0.00	1,000.00	-1,000.00	0.0%
511.311 · Management Fees	8,750.00	15,000.00	-6,250.00	58.33%
511.315 · Legal Fees	2,000.00	7,000.00	-5,000.00	28.57%
511.318 · Assessment/Tax Roll	0.00	4,000.00	-4,000.00	0.0%
511.320 · Audit Fees	0.00	3,600.00	-3,600.00	0.0%
511.450 · Insurance	6,134.00	6,200.00	-66.00	98.94%
511.480 · Legal Advertisements	255.38	650.00	-394.62	39.29%
511.512 · Miscellaneous	52.64	425.00	-372.36	12.39%
511.513 · Postage and Delivery	75.25	175.00	-99.75	43.0%
511.514 · Office Supplies	38.65	350.00	-311.35	11.04%
511.540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
511.733 · Trustee Fees	0.00	2,550.00	-2,550.00	0.0%
511.734 · Continuing Disclosure Fee	0.00	350.00	-350.00	0.0%
511.750 · Website Management	1,020.81	1,750.00	-729.19	58.33%
Total Expense	18,501.73	43,225.00	-24,723.27	42.8%
Net Income	25,214.48	0.00	25,214.48	100.0%

**VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
APRIL 2023**

	Annual Budget 10/1/22 - 9/30/23	Actual Apr-23	Year To Date Actual 10/1/22 - 4/30/23
REVENUES			
O & M Assessments	45,856	1,035	44,674
Debt Assessments	101,283	2,291	98,678
Other Revenue	0	0	0
Interest Income	120	0	1,183
Total Revenues	\$ 147,259	\$ 3,326	\$ 144,535
EXPENDITURES			
Engineering/Inspections	1,000	0	0
Management	15,000	1,250	8,750
Legal	7,000	0	2,000
Assessment Roll	4,000	0	0
Audit Fees	3,600	0	0
Insurance	6,200	0	6,134
Legal Advertisements	650	0	255
Miscellaneous	425	18	53
Postage	175	62	75
Office Supplies	350	17	39
Dues & Subscriptions	175	0	175
Trustee Fee	2,550	0	0
Continuing Disclosure Fee	350	0	0
Website Management	1,750	145	1,021
Total Expenditures	\$ 43,225	\$ 1,492	\$ 18,502
Revenues Less Expenditures	\$ 104,034	\$ 1,834	\$ 126,033
Bond Payments	(95,206)	(2,262)	(93,942)
Balance	\$ 8,828	\$ (428)	\$ 32,091
County Appraiser & Tax Collector Fee	(2,943)	(33)	(1,378)
Discounts For Early Payments	(5,885)	(10)	(5,499)
EXCESS/ (SHORTFALL)	\$ -	\$ (471)	\$ 25,214
Carryover From Prior Year	0	0	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ (471)	\$ 25,214

Bank Balance As Of 4/30/23	\$ 118,660.80
Accounts Payable As Of 4/30/23	\$ 3,754.26
Accounts Receivable As Of 4/30/23	\$ -
Available Funds As Of 4/30/23	\$ 114,906.54

**VALENCIA ACRES CDD
TAX COLLECTIONS
2022-2023**

#	ID#	PAYMENT FROM	DATE	FOR	Tax Collect Receipts	Interest Received	Commissions Paid	Discount	Net From Tax Collector	O & M Assessment Income (Before Discounts & Fee)	Debt Assessment Income (Before Discounts & Fee)	O & M Assessment Income (After Discounts & Fee)	Debt Assessment Income (After Discounts & Fee)	Debt Assessments Paid to Trustee
									\$ 147,139.00	\$45,856.00	\$ 101,283.00	\$45,856.00	\$ 101,283.00	
									\$ 138,311.00	\$43,105.00	\$ 95,206.00	\$43,105.00	\$ 95,206.00	\$ 95,206.00
1	1	Miami-Dade Tax Collector	11/23/22	NAV Taxes	\$ 18,928.29		\$ (181.65)	\$ (763.47)	\$ 17,983.17	\$ 5,890.44	\$ 13,037.85	\$ 5,596.27	\$ 12,386.90	\$ 12,386.90
2	2	Miami-Dade Tax Collector	11/25/22	NAV Taxes	\$ 8,186.32		\$ (78.59)	\$ (327.44)	\$ 7,780.29	\$ 2,547.60	\$ 5,638.72	\$ 2,421.19	\$ 5,359.10	\$ 5,359.10
3	3	Miami-Dade Tax Collector	12/07/22	NAV Taxes	\$ 100,282.42		\$ (962.71)	\$ (4,011.14)	\$ 95,308.57	\$ 31,208.10	\$ 69,074.32	\$ 29,660.22	\$ 65,648.35	\$ 65,648.35
4	4	Miami-Dade Tax Collector	12/22/22	NAV Taxes	\$ 6,139.74		\$ (59.24)	\$ (214.89)	\$ 5,865.61	\$ 1,910.70	\$ 4,229.04	\$ 1,825.36	\$ 4,040.25	\$ 4,040.25
5	5	Miami-Dade Tax Collector	01/11/23	NAV Taxes	\$ 3,326.98		\$ (32.18)	\$ (110.04)	\$ 3,184.76	\$ 1,035.33	\$ 2,291.65	\$ 991.06	\$ 2,193.70	\$ 2,193.70
6	6	Miami-Dade Tax Collector	02/09/23	NAV Taxes	\$ 2,046.58		\$ (19.95)	\$ (51.17)	\$ 1,975.46	\$ 636.90	\$ 1,409.68	\$ 614.71	\$ 1,360.75	\$ 1,360.75
7	Int - 1	Miami-Dade Tax Collector	02/13/23	Interest		\$ 90.83			\$ 90.83	\$ 90.83		\$ 90.83		\$ -
8	7	Miami-Dade Tax Collector	03/05/23	NAV Taxes	\$ 1,023.29		\$ (10.13)	\$ (10.23)	\$ 1,002.93	\$ 318.45	\$ 704.84	\$ 312.08	\$ 690.85	\$ 690.85
9	8	Miami-Dade Tax Collector	04/07/23	NAV Taxes	\$ 3,326.98		\$ (33.17)	\$ (10.23)	\$ 3,283.58	\$ 1,035.33	\$ 2,291.65	\$ 1,021.78	\$ 2,261.80	\$ 2,261.80
10									\$ -					\$ -
11									\$ -					\$ -
12									\$ -					\$ -
13									\$ -					\$ -
14									\$ -					\$ -
15									\$ -					\$ -
16									\$ -					\$ -
17									\$ -					\$ -
					\$ 143,260.60	\$ 90.83	\$ (1,377.62)	\$ (5,498.61)	\$ 136,475.20	\$ 44,673.68	\$ 98,677.75	\$ 42,533.50	\$ 93,941.70	\$ 93,941.70

Assessment Roll = \$147,353.76

O&M : \$45,856.80

Debt: \$101,496.96

Total: \$147,353.76

Note: \$147,139, \$45,856, and \$101,283 are 2022/2023 Budgeted assessments before discounts and fees.

\$138,311, \$43,105, and \$95,206 are 2022/2023 Budgeted assessments after discounts and fees.

\$ 143,260.60	
\$ 90.83	\$ 136,475.20
\$ (44,673.68)	\$ (42,533.50)
\$ (98,677.75)	\$ (93,941.70)
\$ -	\$ -

**VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2022/2023, 2023/2024 and 2024/2025
With Two Year Option (2025/2026 and 2026/2027)
Miami-Dade County, Florida**

**VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

SECTION 1. DUE DATE. Sealed proposals must be received no later than August 24, 2023 at 4:00 p.m., at the offices of District Manager, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is affirming its familiarity and understanding with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. REJECTION OF PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit two (2) copies of the Proposal Documents and one digital copy, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Valencia Acres Community Development District" on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. After proposals are opened by the District, no proposal may be withdrawn for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District’s limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes or each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after receipt of the Request for Proposals and Evaluation Criteria or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Request for Proposals, Evaluation Criteria, or other contract documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

SECTION 15. REJECTION OF ALL PROPOSALS. The District reserves the right to reject any and all bids, with or without cause, and to waive technical errors and informalities, as determined to be in the best interests of the District.

**VALENCIA ACRES COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION
EVALUATION CRITERIA**

1. *Ability of Personnel (10 Points).*

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer's Experience (10 Points).*

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation of Proposer, etc.)

3. *Understanding of Scope of Work (10 Points).*

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services (10 Points).*

Present ability to manage this project and the extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

5. *Price (10 Points).*

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.