



**CORONADO
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
FEBRUARY 16, 2023
6:15 P.M.**

Special District Services, Inc.
6625 Miami Lakes Drive, Suite 374
Miami Lakes, FL 33014

www.coronadocdd.org
305.777.0761 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
CORONADO COMMUNITY DEVELOPMENT DISTRICT
Doral Legacy Park Second Floor Conference Room
11400 NW 82nd Terrace
Doral, Florida 33178
REGULAR BOARD MEETING
February 16, 2023
6:15 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Declare Vacancies and Consider Appointment to Fill Vacancies (Seats 1, 2 & 5)
- E. Administer Oath of Office and Review Board Member Duties and Responsibilities
- F. Consider Resolution No. 2023-01 – Election of Officers.....Page 2
- G. Additions or Deletions to Agenda
- H. Comments from the Public for Items Not on the Agenda
- I. Approval of Minutes
 - 1. October 20, 2022 Regular Board Meeting.....Page 3
- J. Old Business
 - 1. Staff Report as Required
- K. New Business
 - 1. Consider Resolution No. 2023-02 – Adopting a Fiscal Year 2023/2024 Proposed Budget.....Page 7
 - 2. Discussion Regarding Memo from District Counsel.....Page 15
 - 3. Consider Resolution No. 2023-03 – Adopting Records Retention Policy.....Page 25
- L. Administrative & Operational Matters
- M. Board Member & Staff Closing Comments
- N. Adjourn

MIAMI-DADE

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

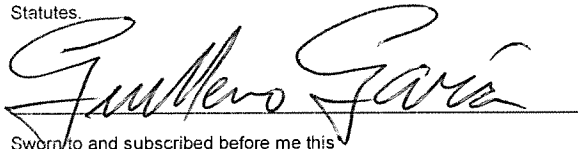
Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County,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

CORONADO COMMUNITY DEVELOPMENT DISTRICT - FISCAL
YEAR 2022/2023 REGULAR MEETING SCHEDULE

in the XXXX Court,
was published in said newspaper by print in the issues of
and/or by publication on the newspaper's website, if
authorized, on

10/11/2022

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



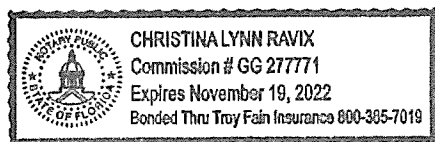
Sworn to and subscribed before me this

11 day of, OCTOBER, A.D. 2022



(SEAL)

GUILLERMO GARCIA personally known to me



**CORONADO COMMUNITY DEVELOPMENT
DISTRICT
FISCAL YEAR 2022/2023 REGULAR
MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Coronado Community Development District (the "District") will hold Regular Meetings in the Doral Legacy Park Second Floor Conference Room located at 11400 NW 82nd Terrace, Doral, Florida 33178 at **6:15 p.m.** on the following dates:

October 20, 2022
November 17, 2022
February 16, 2023
March 16, 2023
May 18, 2023
June 15, 2023
July 20, 2023
September 21, 2023

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at 786-313-3661 and/or toll free at 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said meeting(s) 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 786-313-3661 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 with no advertised notice.

CORONADO COMMUNITY DEVELOPMENT DISTRICT

www.coronadocdd.org

10/11

22-49/0000624823M

RESOLUTION NO. 2023-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
CORONADO COMMUNITY DEVELOPMENT DISTRICT
("DISTRICT") ELECTING THE OFFICERS OF THE DISTRICT
AND PROVIDING FOR AN EFFECTIVE DATE.**

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

WHEREAS, pursuant to Section 190.006(6), *Florida Statutes*, as soon as practicable after each election or appointment to the Board, the Board shall organize by electing one (1) of its members as chairperson and by electing a secretary, and such other officers as the Board may deem necessary.

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

1. The following persons are elected to the offices shown, to wit:

_____	Chairperson
_____	Vice Chairperson
_____	Secretary/Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

PASSED, ADOPTED and BECOMES EFFECTIVE this 16th day of February, 2023.

ATTEST:

**CORONADO
COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**CORONADO COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 20, 2022**

A. CALL TO ORDER

District Manager Nancy Nguyen called the October 20, 2022, Regular Board Meeting of the Coronado Community Development District (the “District”) to order at 6:15 p.m. in the Doral Legacy Park – Second Floor Conference Room located at 11400 NW 82nd Terrace, Doral, Florida 33178.

B. PROOF OF PUBLICATION

Ms. Nguyen presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 11, 2022, as part of the District’s Fiscal Year 2022/2023 Regular Meeting Schedule, *as legally required*.

C. ESTABLISH A QUORUM

Ms. Nguyen determined that the attendance of Chairperson Erwin Santacruz, Vice Chairwoman Gladys Huot and Supervisors Rene Bedoya and David Vega constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance included: District Manager Nancy Nguyen of Special District Services, Inc. (on behalf of District Manager Armando Silva); and District Counsel Alyssa Willson of Kutak Rock LLP (via conference call).

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. May 19, 2022, Regular Board Meeting and Public Hearing

Ms. Nguyen presented the minutes of the May 19, 2022, Regular Board Meeting and Public Hearing and asked if there were any changes and/or corrections. There being no changes, a **motion** was then made by Mr. Santacruz, seconded by Ms. Huot and unanimously passed approving the minutes of the May 19, 2022, Regular Board Meeting and Public Hearing, *as presented*.

G. OLD BUSINESS

1. Staff Report

There was no Staff Report at this time.

H. NEW BUSINESS

1. Consider Resolution No. 2022-08 – Adopting a Fiscal Year 2021/2022 Amended Budget

Ms. Nguyen presented Resolution No. 2022-08, entitled:

RESOLUTION NO. 2022-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORONADO 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.

Ms. Nguyen provided an explanation for the document and indicated that there was an operating fund balance of approximately \$338,000 at the end of the fiscal year. The Board requested that Ms. Nguyen explain what was included in the contingency budget line. Ms. Nguyen explained, pursuant to a message from Armando Silva, this line item includes tree lights, installation of lake signage, lake cleanup, debris cleanup, and the cleaning of storm drains. Ms. Nguyen stated that Mr. Silva would email the Board a Profits & Loss report tomorrow.

The Board stated their concerns with the inconsistency of the security company staff as it relates to the enforcement of parking. The Board requested that the District and HOA work in tandem to have the security company offer better training. The Board suggested that a conference call or meeting be scheduled with the security company, the HOA Manager, Mr. Silva, and a representative of the Board. A discussion ensued, after which:

A **motion** was made by Mr. Santacruz, seconded by Ms. Huot and unanimously passed appointing Mr. Vega as the representative of the District Board for matters relating to the security company and parking enforcement.

Ms. Nguyen asked if there were any additional questions regarding the Fiscal Year 2021/2022 Amended Budget. There being no additional comments:

A **motion** was made by Mr. Santacruz, seconded by Mr. Vega and unanimously passed adopting Resolution No. 2022-08, as presented, thereby setting the amended/revised budget for the 2021/2022 fiscal year.

2. Consider Resolution No. 2022-09 – Completion of Series 2017 Project

Ms. Nguyen presented Resolution No. 2022-09, entitled:

RESOLUTION 2022-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORONADO COMMUNITY DEVELOPMENT DISTRICT ACCEPTING THE CERTIFICATE OF THE DISTRICT ENGINEER CERTIFYING THE PROJECT COMPLETE; DECLARING THE PROJECT COMPLETE; FINALIZING THE SPECIAL ASSESSMENTS SECURING THE SPECIAL ASSESSMENT BONDS, SERIES 2017; PROVIDING FOR A SUPPLEMENT TO THE IMPROVEMENT LIEN BOOK; AND PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

Ms. Willson provided an explanation for the document and stated, pursuant to the Trust Indenture, following the completion of a project, the District must accept the certificate of completion prepared by the District Engineer. Ms. Willson further explained that Resolution No. 2022-09 includes the Engineer's Report, Methodology Report, Engineer's Certificate, and the Series 2017 Amortization Schedule. Ms. Willson also explained that there were still funds remaining in the construction account that may be used by the District to pay down a small portion of the Series 2017 bonds. A discussion ensued after which:

A **motion** was made by Ms. Huot, seconded by Mr. Santacruz and passed unanimously approving and adopting Resolution No 2022-09, *as presented*, and certifying the Series 2017 project as complete.

3. Consider Approval of Auditor Renewal

Ms. Nguyen explained that at the October 17, 2019, District meeting, the Board of Supervisors (the "Board") selected Grau & Associates to perform the year end audits for the fiscal years ended 2019, 2020, and 2021 with an option to perform the 2022 and 2023 audits.

Ms. Nguyen stated that management was pleased with the services provided by Grau & Associates and recommended that the Board approve the renewal option to have them perform the year end audits for the fiscal years ending in 2022 and 2023. Additionally, Ms. Nguyen explained the process the Board would need to take should they elect not to approve the renewal option. A discussion ensued, after which:

A **motion** was made by Mr. Vega, seconded by Ms. Huot and unanimously passed approving the renewal option with Grau & Associates to perform the audits for the fiscal years ending in 2022 and 2023 in the amount of \$3,700 and \$3,800, respectively.

J. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Staff Report, as Required

There was no staff report at this time.

K. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no Board Member closing comments at this time.

Ms. Nguyen stated that she would relay the Board's comments and questions to Mr. Silva.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Santacruz, seconded by Mr. Vega and passed unanimously to adjourn the Regular Board Meeting at 6:42 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2023-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
THE CORONADO COMMUNITY DEVELOPMENT DISTRICT
APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2023/2024
AND SETTING A PUBLIC HEARING THEREON PURSUANT TO
FLORIDA LAW AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (the "Board") of the Coronado Community Development District (the "District") prior to June 15, 2023, a proposed operating budget and debt service budget for Fiscal Year 2023/2024; and

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

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

1. The operating and debt service budgets proposed by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** are hereby approved as the basis for conducting a public hearing to adopt said budgets.
2. A public hearing on said approved budgets is hereby declared and set for the following date, hour and location:

DATE: _____, 2023

HOUR: **6:15 PM**

LOCATION: **DORAL LEGACY PARK SECOND FLOOR CONFERENCE ROOM
11400 NW 82nd TERRACE, DORAL, FLORIDA 33178**

3. The District Manager is hereby directed to submit a copy of the proposed budgets to Miami-Dade County and the City of Doral at least sixty (60) days prior to the hearing set above.
4. In accordance with Section 189.016, Florida Statutes, the District's Secretary is further directed to post these approved budgets on the District's website at least two days before the budget hearing date as set forth in Section 2. If the District does not have its own website, the District's Secretary is directed to transmit these approved budgets to the manager or administrator of Miami-Dade County for posting on its website.
5. Notice of this public hearing shall be published in the manner prescribed in Florida law.
6. This Resolution shall take effect immediately upon adoption.

PASSED, ADOPTED and EFFECTIVE this 16th day of February, 2023.

ATTEST:

**CORONADO COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

Exhibit A: Fiscal Year 2023/2024 Proposed Budgets

Coronado Community Development District

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

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

PROPOSED BUDGET
CORONADO COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2023/2024 BUDGET
REVENUES	
Administrative Assessments	81,461
Maintenance Assessments	117,579
Debt Assessments	252,625
Master Association Contributions	83,500
Other Revenues	0
Interest	480
TOTAL REVENUES	\$ 535,645
EXPENDITURES	
MAINTENANCE EXPENDITURES	
Security Services	167,000
Aquatic Maintenance/Midgefly Control	3,000
Fountain Maintenance/Power - FPL	2,000
Storm Drainage Maintenance	3,000
Engineering	2,000
Roadway/Street Maintenance	5,400
Soft Gates & Security Cameras Maintenance	8,700
Miscellaneous Maintenance	4,100
TOTAL MAINTENANCE EXPENDITURES	\$ 195,200
ADMINISTRATIVE EXPENDITURES	
Supervisor Fees	7,000
Payroll Taxes	535
Management	38,808
Field Operations Management	2,100
Legal	9,000
Assessment Roll	3,000
Audit Fees	3,800
Insurance	7,200
Legal Advertisements	1,400
Miscellaneous	2,000
Postage	400
Office Supplies	700
Dues & Subscriptions	175
Trustee Fee	3,600
Continuing Disclosure Fee	350
Website Management/ADA Compliance	2,000
Operating Reserve	1,500
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 83,568
TOTAL EXPENDITURES	\$ 278,768
REVENUES LESS EXPENDITURES	\$ 256,877
Bond Payments	(239,994)
BALANCE	\$ 16,883
County Appraiser & Tax Collector Fee	(4,517)
Discounts For Early Payments	(18,066)
EXCESS/ (SHORTFALL)	\$ (5,700)
Carryover From Prior Year	5,700
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
CORONADO 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				
Administrative Assessments	87,228	84,111	81,461	Expenditures Less Interest & Carryover/.95
Maintenance Assessments	112,921	114,947	117,579	Expenditures Less Contributions/.95
Debt Assessments	252,626	252,625	252,625	Bond Payments/.95
Master Association Contributions	80,667	81,000	83,500	Master Association Contributions - 50% Of Security
Other Revenues	5,500	0	0	
Interest	452	360	480	Projected At \$40 Per Month
TOTAL REVENUES	\$ 539,394	\$ 533,043	\$ 535,645	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Security Services	161,334	162,000	167,000	\$5,000 Increase From 2022/2023 Budget
Aquatic Maintenance/Midgefly Control	2,121	3,000	3,000	No Change From 2022/2023 Budget
Fountain Maintenance/Power - FPL	2,440	2,000	2,000	No Change From 2022/2023 Budget
Storm Drainage Maintenance	0	3,000	3,000	No Change From 2022/2023 Budget
Engineering	138	2,000	2,000	No Change From 2022/2023 Budget
Roadway/Street Maintenance	6,329	5,400	5,400	No Change From 2022/2023 Budget
Soft Gates & Security Cameras Maintenance	15,072	8,700	8,700	No Change From 2022/2023 Budget
Miscellaneous Maintenance	27,821	4,100	4,100	No Change From 2022/2023 Budget
TOTAL MAINTENANCE EXPENDITURES	\$ 215,255	\$ 190,200	\$ 195,200	
ADMINISTRATIVE EXPENDITURES				
Supervisor Fees	2,800	7,000	7,000	No Change From 2022/2023 Budget
Payroll Taxes	214	535	535	Supervisor Fees * 7.65%
Management	36,588	37,680	38,808	CPI Adjustment (Capped At 3%)
Field Operations Management	2,100	2,100	2,100	No Change From 2022/2023 Budget
Legal	4,275	9,000	9,000	No Change From 2022/2023 Budget
Assessment Roll	3,000	3,000	3,000	As Per Contract
Audit Fees	3,600	3,700	3,800	Accepted Amount For 2022/2023 Audit
Insurance	6,144	7,200	7,200	Insurance Estimate
Legal Advertisements	712	1,400	1,400	No Change From 2022/2023 Budget
Miscellaneous	1,619	2,000	2,000	No Change From 2022/2023 Budget
Postage	109	425	400	\$25 Decrease From 2022/2023 Budget
Office Supplies	648	700	700	No Change From 2022/2023 Budget
Dues & Subscriptions	175	175	175	No Change From 2022/2023 Budget
Trustee Fee	3,165	3,600	3,600	No Change From 2022/2023 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2022/2023 Budget
Website Management/ADA Compliance	2,000	2,000	2,000	No Change From 2022/2023 Budget
Operating Reserve	0	1,500	1,500	Operating Reserve
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 67,499	\$ 82,365	\$ 83,568	
TOTAL EXPENDITURES	\$ 282,754	\$ 272,565	\$ 278,768	
REVENUES LESS EXPENDITURES	\$ 256,640	\$ 260,478	\$ 256,877	
Bond Payments	(241,276)	(239,994)	(239,994)	2024 P & I Payments Less Interest
BALANCE	\$ 15,364	\$ 20,484	\$ 16,883	
County Appraiser & Tax Collector Fee	(3,840)	(4,517)	(4,517)	One Percent Of Total Assessment Roll
Discounts For Early Payments	(16,469)	(18,067)	(18,066)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ (4,945)	\$ (2,100)	\$ (5,700)	
Carryover From Prior Year	0	2,100	5,700	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ (4,945)	\$ -	\$ -	

DETAILED FINAL DEBT SERVICE FUND BUDGET**CORONADO COMMUNITY DEVELOPMENT DISTRICT****FISCAL YEAR 2023/2024****OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2021/2022	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	141	25	100	Projected Interest For 2023/2024
NAV Tax Collection	241,276	239,994	239,994	Maximum Debt Service Collection
Total Revenues	\$ 241,417	\$ 240,019	\$ 240,094	
EXPENDITURES				
Principal Payments	126,000	129,000	133,000	Principal Payments Due In 2024
Interest Payments	115,619	110,219	106,123	Interest Payments Due In 2024
Bond Redemption	0	800	971	Estimated Excess Debt Collections
Total Expenditures	\$ 241,619	\$ 240,019	\$ 240,094	
Excess/ (Shortfall)	\$ (202)	\$ -	\$ -	

Series 2017 Bond Refunding Information

Original Par Amount =	\$3,399,000	Annual Principal Payments Due =	May 1st
Interest Rate =	2.125% - 4.25%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	April 2017		
Maturity Date =	May 2038		

Par Amount As Of 1/1/2023 = \$2,801,000

Coronado Community Development District Assessment Comparison

	Fiscal Year 2020/2021 Assessment*	Fiscal Year 2021/2022 Assessment*	Fiscal Year 2022/2023 Assessment*	Fiscal Year 2023/2024 Projected Assessment*
Administrative	\$ 267.38	\$ 264.01	\$ 257.22	\$ 249.12
Maintenance	\$ 342.03	\$ 345.33	\$ 351.53	\$ 359.57
<u>Debt</u>	<u>\$ 772.56</u>	<u>\$ 772.56</u>	<u>\$ 772.56</u>	<u>\$ 772.56</u>
Total	\$ 1,381.97	\$ 1,381.90	\$ 1,381.31	\$ 1,381.25

* Assessments Include the Following :

4% Discount for Early Payments

1% County Tax Collector/Property Appraiser Fee

Community Information:

Total Units 327

MEMORANDUM

RE: STATUTORY NOTICE REQUIREMENTS FOR SPECIAL DISTRICTS

DATE: JANUARY 20, 2023

Florida law requires public notice of certain special district actions, and the requirements specific to each notice are located throughout Florida law and each district's rules of procedure. During the 2022 regular legislative session, changes to Florida law impacted certain legal notice publication requirements, effective January 1, 2023.

In order to assist district management with its responsibilities, Kutak Rock compiled the below summary based on current law effective January 1, 2023, related to the publication requirements for certain notices common in special district matters. The information is presented in a "checklist" format with the goal of providing a tool to assist district management in compliance with statutory requirements and compliance with rules of procedure.

With each legislative session, changes to these requirements are possible. In addition, each district may have rules that are specific to that district and not applicable to other districts. **Please consult with your Kutak attorney with specific questions.**

General NotesGeneral Circulation

Throughout the notice provisions discussed below, publication must be in a newspaper that is in "general circulation", which will fluctuate depending on the local population and the number of print copies produced by a newspaper. Florida law provides certain measurement factors to determine what "general circulation" means, such as:

- newspaper is printed and published at least weekly (unless only newspaper in community is published less than weekly) (s. 50.011(1)(a), F.S.)
- at least 25% of words in newspaper are in English (s. 50.011(1)(a), F.S.)
- newspaper is available to the public generally for the publication of legal and other notices
- newspaper customarily contains information either: (a) of public character, (b) interest/value to residents/owners of property in county where published, or (c) interest/value to the general public (s. 50.011(1)(a), F.S.)
- newspaper either (a) has audience of at least 10% of households in the county or municipality, or (b) qualifies as periodical class mail at a post office in the county where published (s. 50.011(1)(a) and (b), F.S.)
 - % of households determined by the most recent decennial census
 - Audience determined by calculating the combination of:

- Total print copies on day of highest print circulation (at least 25% of such must be delivered to individuals' home or business addresses)
- Total number of online unique monthly visitors to the newspaper's website from within the state
- newspaper is for sale or otherwise available to the general public at no less than 10 publicly accessible outlets (s. 50.011(1)(a), F.S.)
- newspaper has been in existence for 2 years or direct successor to newspaper which has been so published (s. 50.031, F.S.)

Please be aware that not all newspapers are published “in general circulation”, and we recommend confirmation of the measurement factors with the specific newspaper prior to utilizing it for publication.

Publicly Accessible Websites

Pursuant to HB 7049 passed during the regular 2022 legislative session (Chapter 2022-103, Laws of Florida), certain notices may be published on a “publicly accessible website” as an alternative to a publication in print newspaper. However, not all websites will qualify as a publicly accessible website and not all districts can utilize this alternative. **Please consult with your Kutak attorney for specific questions prior to publishing under this alternative.**

CDDs established across county boundaries

For such CDDs, certain notices are only required to be published in the county where the majority of the district lies pursuant to Section 190.005(1)(b)3., Florida Statutes. For “standard notices” not related specifically to real property (such as a notice of a district meeting), the notice may be published in the county with majority of district acreage. However, please review specific statutory language before relying on this provision for publications related to real property located in the county with the smaller portion of the district (i.e. special assessment, uniform method public hearing, rulemaking, construction project procurement, etc.).

Stewardship Districts

Do not rely on this memo for districts created by special act; rather, the district's enabling legislation will control.

Summary of Publication Requirements

Notice of District Meeting

☐ notice was published once at least 7 days prior to the district meeting (District Rules of Procedure; see also, ch. 119 requirement for “reasonable” notice and s. 189.015(1), F.S. requirement for 7 day notice of “other than regular” meetings)

This summary is intended for informational purposes only, please contact your Kutak attorney with specific questions.

☐ published in a newspaper in General Circulation* in all counties** in which the District is located

* NOTE: see above “General Notes – General Circulation”.

** NOTE: see above “General Notes - CDDs established across county boundaries”.

Notice of Landowners Meeting

☐ notice was published once a week for 2 consecutive weeks, the last day not fewer than 14 days or more than 28 days before the date of the election (s. 190.006(2)(a), F.S.)

☐ published in a newspaper in General Circulation* in the area** of the District

* NOTE: see above “General Notes – General Circulation”.

** NOTE: see above “General Notes - CDDs established across county boundaries”.

Notice of Qualifying Period (Elections)

☐ notice was published once at least 2 weeks prior to the start of the qualifying period (s. 190.006(3)(b), F.S.)

☐ published in a newspaper in General Circulation* in the county** where District is located

- in counties in which there is no newspaper of general circulation, send to the sheriff a notice of the offices and vacancies to be filled at such general election by the qualified voters of the sheriff's county or any district thereof, and the sheriff shall have at least five copies of the notice posted in conspicuous places in the county

* NOTE: see above “General Notes – General Circulation”.

** NOTE: see above “General Notes - CDDs established across county boundaries”.

Budget Notice*

☐ notice was published once a week for 2 consecutive weeks, except that the first publication shall be not fewer than 15 days prior to the date of the hearing (s. 190.008(2)(a), F.S.)

☐ published in a newspaper in General Circulation** in the area*** of the District

* NOTE: cannot adopt a District budget at an emergency meeting per 189.015(1), F.S.

** NOTE: see above “General Notes – General Circulation”.

*** NOTE: see above “General Notes - CDDs established across county boundaries”.

Notice of Intent to Adopt Uniform Method of Collection

☐ notice was published once a week for 4 consecutive weeks prior to public hearing (s. 197.3632(3)(a), F.S.)

☐ published in a newspaper in General Circulation* in all counties** in which the District is located

* NOTE: see above “General Notes – General Circulation”.

** NOTE: see above “General Notes - CDDs established across county boundaries”.

This summary is intended for informational purposes only, please contact your Kutak attorney with specific questions.

Notice of Assessment Hearing – 170 and 197

When there is both on-roll and off-roll assessments, OR only off-roll assessments (ch 170)

- ☐ declaring resolution adopted by district attached to published notice (s. 170.05, F.S.)
- ☐ notice was mailed by first-class mail to affected properties once at least 30 days prior to public hearing (s. 170.07, F.S.)
- ☐ notice was published once a week for 2 consecutive weeks prior to public hearing, and last publication is at least 1 week prior to hearing (s. 170.07, F.S.)
- ☐ published in a newspaper in General Circulation* in the county/counties** where District is located
- ☐ notice describes the streets or other areas to be improved and advise all persons interested that the description of each property to be assessed and the amount to be assessed to each piece or parcel of property may be ascertained at the office of the district manager of the District (s. 170.07, F.S.)
- ☐ publication verified by affidavit of publisher and filed with district manager (s. 170.07, F.S.)

* NOTE: see above “General Notes – General Circulation”.

** NOTE: see above “General Notes - CDDs established across county boundaries”.

Only on-roll assessments (“uniform method”) (ch 197)*

- ☐ notice was mailed by first-class mail to affected properties once at least 20 days prior to public hearing (s. 197.3632(4)(b), F.S.)
- ☐ notice was published once at least 20 days prior to public hearing (s. 197.3632, F.S.)
- ☐ published in a newspaper in General Circulation** in the county/counties*** where District is located
- ☐ published notice contains at least the following information (s. 197.3632, F.S.):
 - the name of the local governing board;
 - a geographic depiction of the property subject to the assessment;
 - the proposed schedule of the assessment;
 - the fact that the assessment will be collected by the tax collector; and
 - a statement that all affected property owners have the right to appear at the public hearing and the right to file written objections within 20 days of the publication of the notice

* NOTE: uniform method notice is required if any of the following apply: (1) first time levying the assessment, (2) assessment increase from prior year, (3) district boundaries have changed, unless new district residents provided consent to the assessment, or (4) change in purpose of the assessment or change in use of the revenue generated by the assessment

** NOTE: see above “General Notes – General Circulation”.

*** NOTE: see above “General Notes - CDDs established across county boundaries”.

This summary is intended for informational purposes only, please contact your Kutak attorney with specific questions.

Notice of Rule Development (the “29-Day Notice”)*

- ☐ notice was published 29 days prior to public hearing (s. 120.54(2)(a), F.S.)
- ☐ published in a newspaper in General Circulation** in all counties*** where District is located (120.81(2)(b), F.S.)
- ☐ notice includes the following information (s. 120.54(2)(a), F.S.):
 - the subject area to be addressed by rule development,
 - a short, plain explanation of the purpose and effect of the proposed rule,
 - citation to the specific legal authority for the proposed rule, and
 - a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available
 - NOTE: districts not required to include full text of rule per 120.81(2)(b), F.S.

* NOTE: see below Notice of Rulemaking, which also must be published as part of rule development process

** NOTE: see above “General Notes – General Circulation”.

***NOTE: for districts established across county boundaries, consult your Kutak attorney as the publication may differ.

Notice of Rulemaking (or amendments thereto) (the “28-Day Notice”)*

- ☐ notice was published 28 days prior to public hearing (s. 120.54(3)(a), F.S.)
- ☐ Notice of Rule Development (described herein) was published prior to this notice.
- ☐ published in a newspaper in General Circulation** in all counties*** where District is located (120.81(2)(b), F.S.)
- ☐ notice includes the following information (120.054(3)(a)1., F.S.):
 - ☐ a short, plain explanation of the purpose and effect of the proposed action;
 - ☐ a summary of the proposed rule or amendment;
 - note: districts not required to include full text of rule per 120.81(2)(b), F.S.
 - ☐ a reference to the grant of rulemaking authority pursuant to which the rule is adopted;
 - ☐ a reference to the section or subsection of the Florida Statutes or the Laws of Florida being implemented or interpreted
 - ☐ a summary of the SERC, if one was prepared, based on factors set forth in s. 120.541(2);
 - ☐ a statement that any person who wishes to provide the agency with information regarding the SERC, or a proposal for a lower cost regulatory alternative as provided by s. 120.541(1), must do so in writing within 21 days after publication of the notice;
 - ☐ a statement as to whether, based on the SERC or other information expressly relied upon and described by the agency if no SERC is required, the proposed rule is expected to require legislative ratification pursuant to s. 120.541(3).
 - ☐ the procedure for requesting a public hearing on the proposed rule.

This summary is intended for informational purposes only, please contact your Kutak attorney with specific questions.

☐ a reference both to the date on which and to the place where the notice of rule development appeared UNLESS the intended action is the repeal of a rule

- NOTE: districts with jx in only one county are not required to make filings with the committee, so can ignore 120.54(3)(a)4., F.S.

* NOTE: Mailed notice may be required in certain circumstances. Please consult your Kutak attorney on this requirement or if you receive a request for this notice to be mailed.

** NOTE: see above “General Notes – General Circulation”.

***NOTE: for districts established across county boundaries, consult your Kutak attorney as the publication requirements may differ.

Notice of Change/Establishment of Rental Rate or Fee for a District Facility – 190.035(2)

- ☐ notice was published at least 10 days prior to public hearing (s. 190.035(2), F.S.),
- This requirement may be satisfied by newspaper publication of the Notice of Rulemaking provided that such notice included sufficient explanation of the proposed rates or fees.

☐ published in a newspaper in General Circulation* in all counties** where District is located (190.035(2), F.S.)

☐ notice includes the same information as Notice of Rulemaking (120.054(3)(a)1., F.S.):

* NOTE: see above “General Notes – General Circulation”.

** NOTE: see above “General Notes - CDDs established across county boundaries”. CDDs established across county boundaries may not be able to rely on publication of the Notice of Rulemaking to satisfy this requirement.

Competitive Bidding Rules of Procedure (see Rules for applicable district)

Professional Services* for a District Project (Consultants’ Competitive Negotiations Act)

- ☐ notice was published once and responses not due for at least 14 days from date of publication
- ☐ published in newspaper of General Circulation* in county** and district (ROP and 190.033, F.S.)

*NOTE: “Professional Services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.

**NOTE: see above “General Notes – General Circulation”.

***NOTE: see above “General Notes - CDDs established across county boundaries”.

Auditor Services

- ☐ notice was published once and responses not due for at least 7 days from date of publication
- ☐ published in newspaper of General Circulation* in county** and district (ROP and 190.033, F.S.)

*NOTE: see above “General Notes – General Circulation”.

**NOTE: see above “General Notes - CDDs established across county boundaries”.

Insurance for the District/district staff

- ☐ notice was published once and responses not due for at least 14 days from date of publication
- ☐ published in newspaper of General Circulation* in county** and district (ROP and 190.033, F.S.)

*NOTE: see above “General Notes – General Circulation”.

**NOTE: see above “General Notes - CDDs established across county boundaries”.

Request for Qualifications to Pre-qualify vendors*

- ☐ notice was published once and responses not due for at least:
 - 7 days from date of publication for services estimated to cost under \$250k,
 - 21 days from date of publication for services estimated to cost \$250k+, and
 - 30 days from date of publication for services estimated to cost \$500k+.
- ☐ published in newspaper of General Circulation** in county*** and district (ROP and 190.033, F.S.)

* NOTE: per 255.20, F.S., a district not required to competitively award a construction contract for public works estimated to cost less than \$300k, or electrical work estimated to cost less than \$75k, or construction contract for bridges/roads estimated to cost less than \$250k

**NOTE: see above “General Notes – General Circulation”.

***NOTE: see above “General Notes - CDDs established across county boundaries”.

Construction Contracts, Not Design-Build or Design-Build

- ☐ notice was published once and responses not due for at least:
 - 21 days from date of publication, unless Board determines for good cause that shorter period of time is appropriate;
 - however, any project estimated to cost \$500k+ must be noticed at least 30 days prior to submittal response due date
 - NOTE: if Board determines that only pre-qualified contractors can submit bids, then don't need to publish (instead send ad to all pre-qualified contractors).
- ☐ notice includes amount of bid bond, if one is required
- ☐ published in newspaper of General Circulation* in county** and district (ROP and 190.033, F.S.)

*NOTE: see above “General Notes – General Circulation”.

**NOTE: see above “General Notes - CDDs established across county boundaries”.

This summary is intended for informational purposes only, please contact your Kutak attorney with specific questions.

Purchase of Goods, Supplies, Materials

- ☐ notice was published once and responses not due for at least 7 days from publication
- ☐ notice includes amount of bid bond, if one is required
- ☐ published in newspaper of general circulation in county and district (ROP and 190.033, F.S.)
- ☐ published in newspaper of General Circulation* in county** and district (ROP and 190.033, F.S.)

*NOTE: see above “General Notes – General Circulation”.

**NOTE: see above “General Notes - CDDs established across county boundaries”.

Maintenance Contract

- ☐ notice was published once and responses not due for at least 7 days from publication
- ☐ notice includes amount of bid bond, if one is required
- ☐ published in newspaper of General Circulation* in county** and district (ROP and 190.033, F.S.)

*NOTE: see above “General Notes – General Circulation”.

**NOTE: see above “General Notes - CDDs established across county boundaries”.

MEMORANDUM

TO: CORONADO COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS

FROM: ALYSSA WILLSON

DATE: FEBRUARY 16, 2023

RE: PUBLIC RECORDS RETENTION

The purpose of this memorandum and attached resolutions are to update and/or establish the District's Records Retention Policy, including to reflect management of transitory messages and establishment that the electronic record is considered the official record.

The District essentially has two options to ensure compliance with applicable Records Retention laws.

First, the District can adopt the Florida Records Retention Schedules modified to ensure the District is also retaining the records required by federal law and the trust indenture. This option allows for the timely destruction of records while ensuring that the District's policy is in compliance with state and federal laws. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 1**.

Second, a District can adopt the Florida Records Retention Schedules as written and adopt a policy that states that the District will not be destroying any records at this point in time, with the exception of Transitory Messages. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 2**.

It is important to note that the District could change its Records Retention policy at a later date so long as the District's amendment was consistent with the notice and hearing provisions found in Chapter 190.

OPTION 1

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORONADO COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Coronado Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in the City of Doral, in Miami-Dade County, Florida; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORONADO COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the

individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in **Exhibit A**. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in **Exhibit A**. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 16th day of February 2023.

ATTEST:

**CORONADO COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: District Amendments to General Records Schedules Established by the Division

Exhibit A

District Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: DETAIL (Item #340)

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: SUMMARY (Item #341)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

OPTION 2

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORONADO COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Coronado Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in the City of Doral, in Miami-Dade County, Florida; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORONADO COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the

individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include, but not be limited to, the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the District's development of electronic record keeping systems.
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall only retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with *the General Records Schedule for State and Local Government Agencies, Item #146*, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic change does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 16th day of February 2023.

ATTEST:

**CORONADO COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Composite Exhibit A: General Records Schedules, GS1-SL and GS3

Composite Exhibit A

General Records Schedules Established by the Division (GS1-SL and GS3)

[attach, if Option 2 adopted]