

HOW TO BECOME A  
SPECIAL TAXING  
DISTRICT IN THE  
TOWN OF MIAMI  
LAKES



# WHAT IS A SPECIAL TAXING DISTRICT (STD)?



AN STD IS CREATED TO PROVIDE PUBLIC IMPROVEMENTS AND SPECIAL SERVICES FUNDED BY RESIDENTS WITHIN THE DISTRICT THROUGH NON-AD VALORAM ASSESSMENTS.



EXAMPLES OF SERVICES PROVIDED ARE:

- SECURITY GUARDS
- MULTI-PURPOSE LANDSCAPING
- NEIGHBORHOOD STREET LIGHTING
- LAKE MAINTENANCE
- CERTAIN CAPITAL IMPROVEMENT PROJECTS

# OVERVIEW OF STD'S IN MIAMI LAKES

- THE COUNTY TRANSFERRED SIX (6) STD'S TO THE TOWN ON SEPTEMBER 5<sup>TH</sup> 2017.
  - FOUR (4) SECURITY GUARD SERVICE DISTRICTS
    - LOCH LOMOND
    - MIAMI LAKES SECTION ONE
    - ROYAL OAKS EAST
    - ROYAL OAKS (SECTION ONE)
  - TWO (2) LAKE MAINTENANCE DISTRICTS
    - LAKE HILDA
    - LAKE PATRICIA

# TOWN'S ROLE IN STD'S



DEDICATED TOWN  
LIASON



COORDINATION OF  
SERVICES



OVERSIGHT OF VENDORS



ENSURING COMPLIANCE  
WITH ESTABLISHED  
STANDARDS



FINANCIAL OVERSIGHT



BUDGET DEVELOPMENT

# LEGAL AUTHORITY FOR STD'S

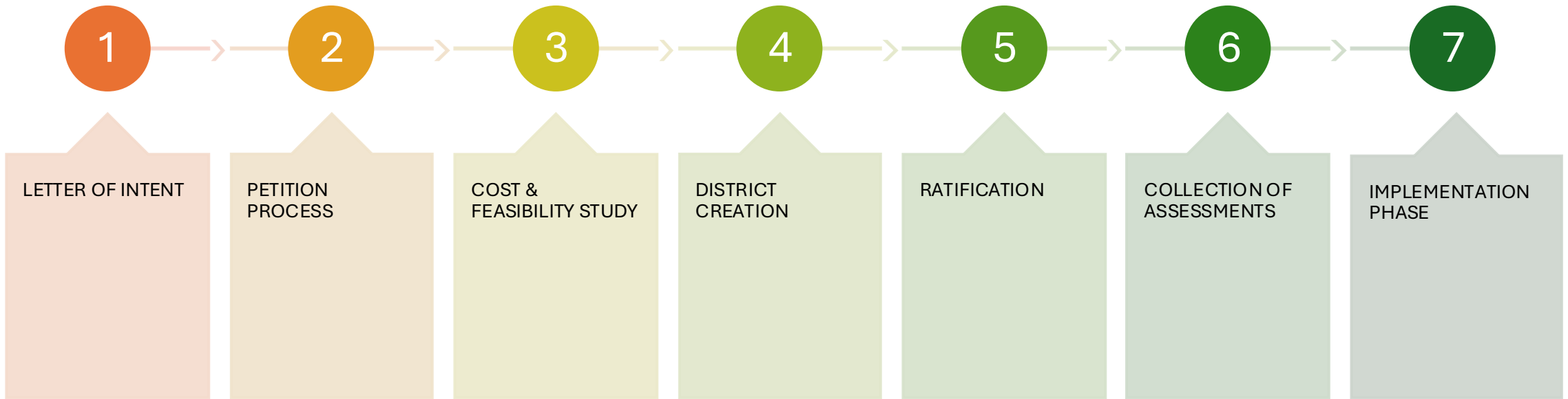


STD'S ARE AUTHORIZED UNDER MIAMI-DADE COUNTY  
CODE CHAPTERS 18 AND 28.



MUNICIPALITIES LIKE THE TOWN OF MIAMI LAKES GAINED  
AUTHORITY TO CREATE AND MANAGE MUNICIPAL SPECIAL  
TAXING DISTRICTS ON NOVEMBER 8<sup>TH</sup> 2016.

# STEPS TO CREATE AN STD



**STEP 1:  
SUBMIT A  
LETTER OF  
INTENT**

AN HOA MAY SUBMIT A LETTER OF INTENT TO THE TOWN'S PARKS AND RECREATION DEPARTMENT.

IN ABSENSE OF AN HOA, AT LEAST 10% OF AREA PROPERTY OWNERS MAY SUBMIT SIGNED LETTER OF INTENT.

LETTER MUST DESCRIBE:

DESIRED  
IMPROVEMENTS

DISTRICT  
BOUNDARIES

LEVEL OF  
SERVICE

# STEP 2: PETITION PROCESS



TOWN STAFF PREPARES A PETITION PACKAGE BASED ON THE LETTER OF INTENT. PACKAGE PROVIDES:

DESCRIPTION OF PROPOSED IMPROVEMENTS  
RANGE OF ASSESSMENTS ESTIMATED FOR THE PROJECT



HOMEOWNER'S ASSOCIATION OR COMMUNITY VOLUTEERS CIRCULATE PETITION AMONG ALL RESIDENT PROPERTY OWNERS.

MAXIMUM OF FOUR (4) MONTHS IS ALLOWED FOR COLLECTION OF SIGNATURES.  
NEW PROPERTY OWNERS OF PROPOSED DISTRICT AFTER THE FILING DATE FOR HOMESTEAD EXEMPTION MAY PROVIDE A NOTARIZED AFFADAVIT CONFIRMING RESIDENCY.



PETITION IS RETURNED TO TOWN STAFF

HOMESTEAD EXEMPTION FOR EACH PROPERTY OWNER IS VERIFIED.  
PETITION MUST CONTAIN 50% OR MORE OF THE RESIDENT PROPERTY OWNERS FOR PROCESS TO CONTINUE.  
PETITION AND RESULTS ARE FILED WITH TOWN CLERK.





## STEP 3: COST & FEASIBILITY STUDY

- TOWN STAFF PROVIDES A REPORT TO COUNCIL WHICH INCLUDES:
  - DETAIL OF IMPROVEMENTS
  - COST ESTIMATE
  - ASSESSMENT METHOD
    - COSTS WILL BE DISTRIBUTED EQUALLY AMONG ALL UNITS OR PARCELS WITHIN THE DISTRICT
  - DISTRICT BOUNDARIES

# INFORMATIONAL COMMUNITY MEETING CONDUCTED BY TOWN STAFF

FACTS PERTAINING  
TO PROPOSED STD  
ARE PRESENTED

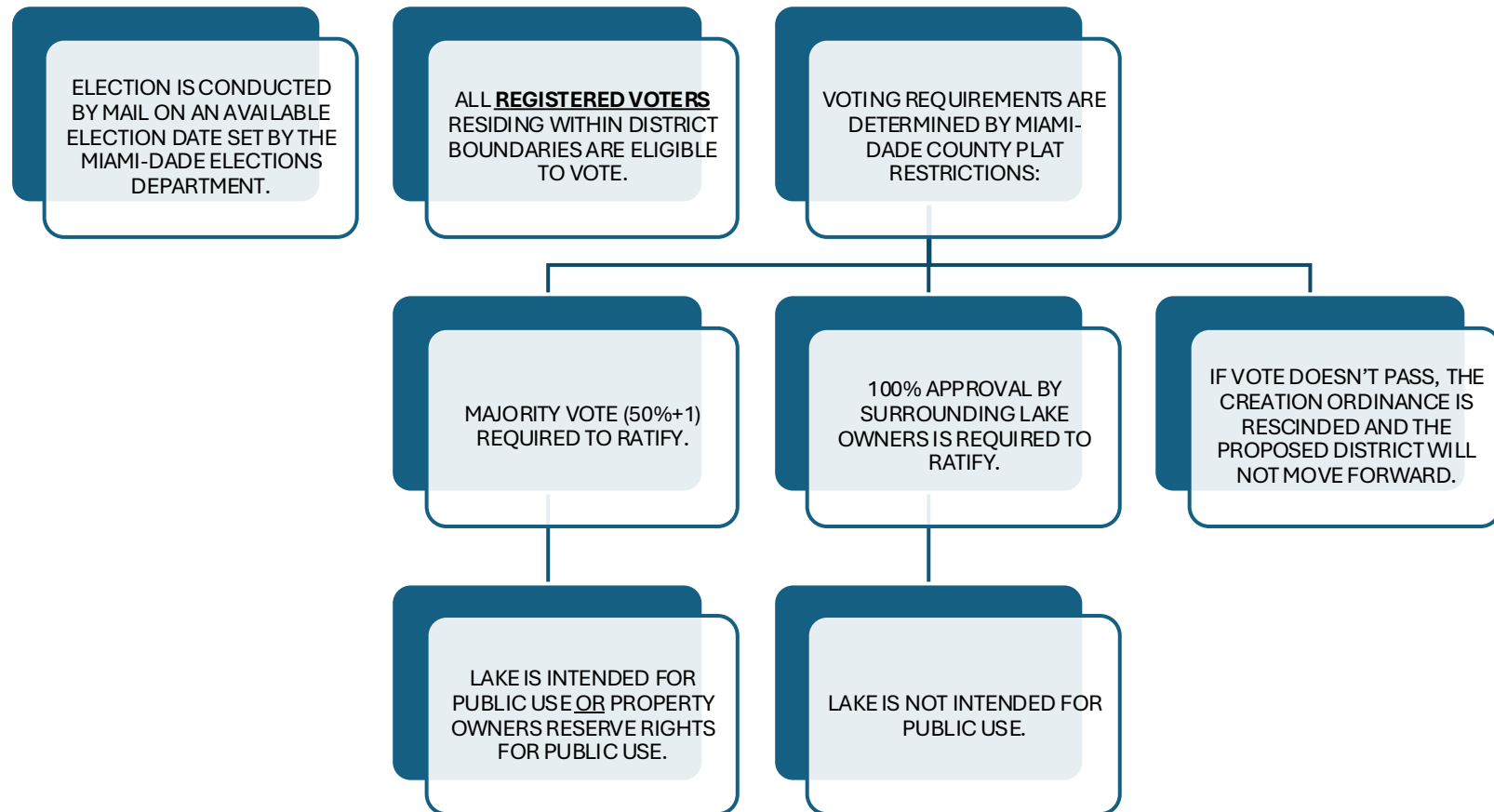
QUESTIONS  
REGARDING  
PROCESS AND  
PROPOSAL ARE  
DISCUSSED

# STEP 4: DISTRICT CREATION

## PUBLIC HEARING IS CONDUCTED BY TOWN COUNCIL

- RESIDENTS OR CONCERNED CITIZENS MAY SPEAK ON PROPOSED DISTRICT.
- IF TOWN COUNCIL DECIDES THE PROPOSED DISTRICT SHOULD MOVE FORWARD TO AN ELECTION:
  - AN ORDINANCE CREATING THE DISTRICT IS ADOPTED.
  - THE ASSESSMENT ROLL IS ADOPTED BY RESOLUTION.
  - THE BALLOT LANGUAGE FOR DISTRICT RATIFICATION IS ADOPTED BY RESOLUTION.

# STEP 5: DISTRICT RATIFICATION



# LAKES REQUIRING MAJORITY VOTE (50%+1) FOR RATIFICATION

DUNWOODY  
LAKE

LAKE  
CYNTHIA

LAKE  
ELIZABETH

LAKE GLENN  
ELLEN

LAKE  
GLORIA

LAKE  
MARTHA

LAKE  
MICHAEL

LAKE ROSE  
ANN

LAKE  
VALERIE

# LAKES REQUIRING 100% APPROVAL FROM SURROUNDING LAKE PROPERTY OWNERS

LAKE ADELE

LOCH  
ANDREWS

LAKE CAROL

LOCH ISLE

LAKE  
KATHERINE

LOCH  
LOMOND

LOCH  
LOMOND  
EAST

LOCH  
LOMOND  
WEST

LAKE MARY

LAKE  
SANDRA

LAKE SARAH

LAKE SUZIE

LAKE  
WINDMILL  
EAST

LAKE  
WINDMILL  
WEST

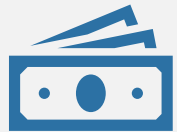
SILVERCREST  
LAKE NORTH

SILVERCREST  
LAKE SOUTH



## HOW THEY ARE COLLECTED:

COLLECTED THROUGH PROPERTY TAX BILLS AS NON-AD VALOREM ASSESSMENTS



## WHAT THEY COVER:

MAINTENANCE COSTS  
ADMINISTRATIVE COSTS  
RESERVES



## LIEN POLICY:

UNPAID ASSESSMENTS RESULT IN PROPERTY LIENS.

# STEP 7: COLLECTION OF SPECIAL ASSESSMENTS

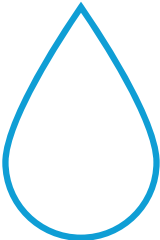
# STEP 8: IMPLEMENTATION PHASE



FINAL PLANNING



CONTRACT ESTABLISHMENT FOR  
LAKE MAINTENANCE SERVICE



SERVICES COMMENCE



# PROCESS TIMELINE

PROCESS	ESTIMATED TIMEFRAME	KEY FACTORS INFLUENCING TIMEFRAME
LETTER OF INTENT	IMMEDIATE	HOA OR 10% OF PROPERTY OWNERS
PETITION COLLECTION	4 MONTHS	PETITION SIGNATURES
FEASIBILITY STUDY	3 MONTHS	
INFORMATIONAL COMMUNITY MEETING	1 MONTH	MEETING(S) SCHEDULING
PUBLIC HEARINGS	2 MONTHS	2 PUBLIC READINGS REQUIRED TO ADOPT ORDINANCE
SPECIAL ELECTION	3 MONTHS	BASED ON AVAILABLE ELECTION DATE BY MIAMI-DADE ELECTIONS DEPARTMENT
COLLECTION OF SPECIAL ASSESSMENTS	1-12 MONTHS	THE NOVEMBER FOLLOWING DISTRICT RATIFICATION
IMPLEMENTATION	12-24 MONTHS	FROM THE DATE OF SUBMISSION OF THE LETTER OF INTENT

# HOW TO GET STARTED?



## CONTACT INFORMATION

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## NEXT STEPS:

DISCUSS WITH YOUR HOA OR NEIGHBORS  
TO ASSESS INTEREST