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***MIRADA
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

***Board of Supervisors
Regular Meeting***

***Tuesday
February 6, 2018***

9:00 a.m.

***Residence Inn
2101 Northpointe Parkway
Lutz, Florida***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

MIRADA COMMUNITY DEVELOPMENT DISTRICT AGENDA.

Residence Inn
2101 Northpointe Parkway
Lutz, Florida

District Board of Supervisors	Mike Lawson Doug Draper Lori Price Ted Sanders	Chairman Vice Chairman Assistant Secretary Assistant Secretary
District Manager	Paul Cusmano	DPFG
District Attorney	Vivek Babbar	Straley, Robin & Vericker
District Engineer	Tonja Stewart	Stantec Consulting Services, Inc.

All cellular phones and pagers must be turned off during the meeting.

The District Agenda is comprised of seven different sections:

The meeting will begin promptly with the first section which is called **Audience Questions and Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called **District Counsel and District Engineer Reports**. This section allows the District Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The third section is the **Landscaping and Ponds** section and contains items that often require District Engineer, Operations Manager, and Landscape Contractor to discuss and update the Board. The fourth section is the **Business Administration** section and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The sixth section is called **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The seventh section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 374-9105, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

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

MIRADA COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Tuesday February 6, 2018
Time: 9:00 a.m.
Location: Residence Inn
2101 Northpointe Parkway
Lutz, Florida 33558

Conference Call No.: (563) 999-2090
Code: 686859#

AGENDA

I. Roll Call

II. Audience Comments

III. Consent Agenda

- A. Approval of Minutes from November 7, 2017 Meeting Exhibit 1
- B. Acceptance of the December 2017 Financial Statements Exhibit 2

IV. Business Matters

- A. Consideration and Approval of Resolution 2018-01 Designating Primary Administrative Office and Headquarters Exhibit 3
- B. Additional Matters

V. Staff Reports

- A. District Manager
- B. Attorney
- C. District Engineer

VI. Supervisors Requests

VII. Audience Questions and Comments on Other Items

VIII. Adjournment

EXHIBIT 1.

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**MINUTES OF MEETING
MIRADA
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Mirada Community Development District was held on Tuesday, November 7th, 2017 at 9:00 a.m. at the Residence Inn, 2101 Northpointe Parkway, Lutz, Florida.

FIRST ORDER OF BUSINESS – Roll Call

Mr. Cusmano called the meeting to order.

Present and constituting a quorum were:

Mike Lawson	Board Supervisor, Chairman
Doug Draper	Board Supervisor, Vice Chairman
Lori Price	Board Supervisor, Assistant Secretary

Also present were:

Paul Cusmano	District Manager
John Vericker	District Counsel
Tonja Stewart	District Manager (<i>via phone</i>)

SECOND ORDER OF BUSINESS – Audience Comments

There being none, next item followed.

THIRD ORDER OF BUSINESS – Consent Agenda

- A. Approval of Minutes from October 3rd, 2017 Meeting
- B. Approval of the Minutes from October 3rd, 2017 Audit Committee Meeting
- C. Acceptance of September 2017 Unaudited Financial Statements

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved **Items A, B & C** for the Mirada Community Development District.

FOURTH ORDER OF BUSINESS – Business Matters

- A. Consideration of Audit RFP – DiBartolomeo

Mr. Cusmano introduced Consideration of the Audit RFP – DiBartolomeo.

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved the Audit RFP - DiBartolomeo for the Mirada Community Development District.

- B. Additional Matters

There being none, next item followed.

FIFTH ORDER OF BUSINESS – Staff Reports

- A. District Manager

There being none, next item followed.

EXHIBIT 2.

Mirada CDD
Community Development District

Financial Statements
Unaudited

Period ending
December 31, 2017

**MIRADA CDD
BALANCE SHEET
December 31, 2017**

	<u>FY2018 GEN FUND</u>	<u>2017</u>	<u>CAP FUND</u>	<u>CONSOLIDATED TOTAL</u>
<u>ASSETS:</u>				
CASH	\$ 258	\$ -	\$ -	\$ 258
DEBT SERVICE RESERVE FUND	-	150,000	-	150,000
COST OF ISSUANCE - 2017	-	174	-	174
ACQ/CONSTRUCTION FUND	-	-	6,499,044	6,499,044
ACCOUNTS RECEIVABLE	962	-	-	962
DEPOSIT	189	-	-	189
TOTAL ASSETS	\$ 1,409	\$ 150,174	\$ 6,499,044	\$ 6,650,627
<u>LIABILITIES:</u>				
ACCOUNTS PAYABLE	\$ 960	\$ -	\$ 1,198,921	\$ 1,199,881
RETAINAGE PAYABLE	-	-	442,892	442,892
<u>FUND BALANCE:</u>				
RESTRICTED FOR:				
ASSIGNED:	-	-	-	-
UNASSIGNED:	449	150,174	4,857,231	5,007,854
TOTAL LIABILITIES & FUND BALANCE	\$ 1,409	\$ 150,174	\$ 6,499,044	\$ 6,650,627

**MIRADA CDD
GENERAL FUND**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
FOR PERIOD STARTING OCTOBER 1, 2017 ENDING DECEMBER 31, 2017**

	<u>FY2018 ADOPTED BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
I. REVENUE				
SPECIAL ASSESSMENTS - OFF ROLL	-	-	-	-
DEVELOPER FUNDING	362,105	45,263	41,047	(4,216)
MISCELLANEOUS REVENUE	-	-	-	-
INTEREST	-	-	-	-
TOTAL REVENUE	<u>362,105</u>	<u>45,263</u>	<u>41,047</u>	<u>(4,216)</u>
II. EXPENDITURES				
ADMINISTRATIVE:				
SUPERVISORS COMPENSATION	12,000	3,000	3,000	-
PAYROLL TAXES	918	230	248	(19)
PAYROLL PROCESSING	660	165	149	-
MANAGEMENT CONSULTING SERVICES	21,000	5,250	5,250	-
CONSTRUCTION ACCOUNTING SERVICES	9,000	9,000	9,000	-
PLANNING AND COORDINATING SERVICES	36,000	9,000	9,000	-
ADMINISTRATIVE SERVICES	3,500	875	876	(1)
BANK FEES	300	75	-	75
MISCELLANEOUS	500	125	-	125
AUDITING SERVICES	4,500	1,125	-	1,125
TRAVEL PER DIEM	-	-	20	(20)
INSURANCE	4,000	4,000	5,300	(1,300)
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISEMENTS	2,000	500	366	134
ENGINEERING SERVICES	4,000	1,000	662	338
LEGAL SERVICES	7,500	1,875	713	1,162
PERFORMANCE & WARRANTY BOND PREM.	-	-	-	-
WEBSITE HOSTING	720	180	180	-
ADMINISTRATIVE CONTINGENCY	-	-	-	-
TOTAL ADMINISTRATIVE	<u>106,773</u>	<u>36,575</u>	<u>34,939</u>	<u>1,620</u>
DEBT SERVICE ADMINISTRATION:				
DISSEMINATION AGENT	1,000	1,000	2,000	(1,000)
TRUSTEE FEES	8,000	4,500	5,000	(500)
ARBITRAGE	750	750	-	750
TOTAL DEBT SERVICE ADMINISTRATION	<u>9,750</u>	<u>6,250</u>	<u>7,000</u>	<u>(1,500)</u>
PHYSICAL ENVIRONMENT:				
FIELD MANAGER	8,781	2,195	336	1,859
FIELD TRAVEL	1,400	350	-	350
ELECTRICITY (IRRIGATION & PUMPS)	-	-	194	(194)
CONTINGENCY FOR PHYSICAL ENVIRONMENT	235,401	58,850	-	58,850
TOTAL FIELD OPERATIONS	<u>245,582</u>	<u>61,396</u>	<u>530</u>	<u>60,866</u>
TOTAL EXPENDITURES	<u>362,105</u>	<u>104,220</u>	<u>42,469</u>	<u>60,985</u>
EXCESS REVENUE OVER (UNDER) EXPEND.	-	(58,957)	(1,422)	56,769
FUND BALANCE - BEGINNING	-	-	1,869	1,869
FUND BALANCE - ENDING	<u>\$ -</u>	<u>(58,957)</u>	<u>447</u>	<u>58,638</u>

MIRADA CDD

SERIES 2017

STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE FOR PERIOD STARTING OCTOBER 1, 2017 ENDING DECEMBER 31, 2017

	<u>ACTUAL YEAR-TO-DATE</u>
REVENUE	
BOND PROCEEDS	-
INTEREST	33
TOTAL REVENUE	<u>33</u>
EXPENDITURES	
MGMT. & CONSULTING	-
COUNSELING FEES	-
TRUST FEES	-
UNDERWRITERS FEES	1,250
LEGAL FEES	-
TOTAL EXPENDITURES	<u>1,250</u>
EXCESS REVENUE OVER (UNDER) EXPEND.	(1,217)
TRANSFER OUT	(32)
FUND BALANCE - BEGINNING	151,422
FUND BALANCE - ENDING	<u>150,173</u>

MIRADA CDD
CAPITAL PROJECTS FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
FOR PERIOD STARTING OCTOBER 1, 2017 ENDING DECEMBER 31, 2017

	ACTUAL YEAR-TO-DATE
REVENUE	
DEVELOPER FUNDING	-
BOND PROCEEDS	-
INTEREST	10,756
TOTAL REVENUE	10,756
 EXPENDITURES	
CONSTRUCTION IN PROGRESS	1,523,704
TOTAL EXPENDITURES	1,523,704
EXCESS REVENUE OVER (UNDER) EXPEND.	(1,512,948)
TRANSFER IN	32
FUND BALANCE - BEGINNING	6,370,148
FUND BALANCE - ENDING	4,857,232

MIRADA CDD
Cash Reconciliation - General Fund
December 31, 2017

Balance Per Bank Statement	\$ 1,429.79
Less: Outstanding Checks	(1,171.94)
<i>Adjusted Bank Balance</i>	<u><u>\$ 257.85</u></u>
Beginning Cash Balance Per Books	\$ 274.34
Cash Receipts	5,491.51
Cash Disbursements	(5,508.00)
<i>Balance Per Books</i>	<u><u>\$ 257.85</u></u>

**Mirada CDD
Check Register
FY 2018**

DATE	CHECK NO.	PAYEE	TRANSACTION	DEPOSIT	DISBURSEMT	BALANCE
9/30/2017	EOY	TOTALS		1,283.47	1,624.70	499.89
10/03/2017		Developer Funding	GF 2017-26	5,300.00		5,799.89
10/04/2017	1087	Egis Insurance & Risk Advisors	Insurance FY 2018		5,300.00	499.89
10/20/2017	1088	TECO	8/22-9/19 - 31126 SR 52		27.56	472.33
10/25/2017	1089	Venturesin.com, Inc.	Web Site Hosting - August		60.00	412.33
10/25/2017		Developer Funding	GF 2017-25, 2018-01	22,066.46		22,478.79
10/26/2017	1090	DPFG MANAGEMENT & CONSULTING, LLC			18,792.00	3,686.79
10/26/2017	1091	Stantec Consulting Services, Inc.	Engineering Svcs thru 8/18/17		308.72	3,378.07
10/26/2017	1092	Straley Robin Vericker	Legal Svcs thru 8/15/17		1,518.69	1,859.38
10/31/2017	EOM	TOTALS		27,366.46	26,006.97	1,859.38
11/02/2017	1093	Steve Faison	Severence		336.00	1,523.38
11/02/2017		Developer Funding	GF 2017-27/GF 2018-02	163.48		1,686.86
11/03/2017	1094	Business Observer	Legal Ad		65.88	1,620.98
11/03/2017	1095	Straley Robin Vericker	Legal Svcs thru 9/15/17		37.60	1,583.38
11/03/2017	1096	Venturesin.com, Inc.	Web Site Hosting - October		60.00	1,523.38
11/10/2017	ACH111017	Paychex	Payroll Invoice		35.00	1,488.38
11/17/2017	80020	Ira Draper	BOS Mtgs - 5/2 & 6/6/17		385.45	1,102.93
11/17/2017	80022DD	Lori Price	BOS Mtgs - 5/2 & 6/6/17		348.57	754.36
11/17/2017	80021	Michael Lawson	BOS Mtg- 5/2/17		184.70	569.66
11/17/2017	ACH11172017	Paychex	BOS Mtgs - 5/2 & 6/6/17		211.63	358.03
11/17/2017	80023	Theodore Sanders	BOS Mtg - 6/6/17		184.70	173.33
11/17/2017	ACH11117	Paychex	EIB Invoice		96.99	76.34
11/22/2017		Developer Funding	GF 2018-03	15,143.52		15,219.86
11/22/2017	1097	Business Observer	Legal Ads		129.63	15,090.23
11/22/2017	1098	DPFG MANAGEMENT & CONSU	CDD/Field Mgmt - November		5,042.00	10,048.23
11/22/2017	1099	FLORIDA DEPT OF ECONOMIC	Annual Filing - FY 2018		175.00	9,873.23
11/22/2017	1100	Lerner Reporting Services, Inc.	Arbitrage		7,000.00	2,873.23
11/22/2017	1101	Stantec Consulting Services, Inc.	Engineering Svcs thru 10/13/17		126.00	2,747.23
11/22/2017	1102	Straley Robin Vericker	Legal Svcs		343.60	2,403.63
11/22/2017	1103	TECO	Electricity		117.05	2,286.58
11/22/2017	1104	Venturesin.com, Inc.	Web Site Hosting - November		60.00	2,226.58
11/22/2017	80024	Ira Draper	BOS Mtgs - 8/8, 10/3 & 11/7/17		557.84	1,668.74
11/22/2017	80026DD	Lori Price	BOS Mtgs - 8/8, 10/3 & 11/7/17		513.27	1,155.47
11/22/2017	80025	Michael Lawson	BOS Mtgs - 8/8, 10/3 & 11/7/17		554.10	601.37
11/22/2017	ACH11222017	Paychex	BOS Mtgs - 8/8, 10/3 & 11/7/17		327.03	274.34
11/30/2017	EOM	TOTALS		15,307.00	16,892.04	274.34
12/07/2017		Developer Funding	GF 2018-04	334.01		608.35
12/08/2017	1105	Stantec Consulting Services, Inc.	Engineering Svcs thru 11/10/17		214.00	394.35
12/08/2017	1106	TECO	10/20-11/16 - 31126 St Rd 52		120.01	274.34
12/14/2017		Developer Funding	GF 2018-05	5,102.00		5,376.34
12/15/2017	1107	DPFG MANAGEMENT & CONSU	CDD/Field Mgmt -		5,042.00	334.34
12/15/2017	1108	Venturesin.com, Inc.	Web Site Hosting - December		60.00	274.34
12/22/2017		Paychex	Fee refunded	55.50		329.84
12/22/2017	ACH122217	Paychex	Payroll Fee		71.99	257.85
12/31/2017	EOM	TOTALS		5,491.51	5,508.00	257.85

EXHIBIT 3.

RESOLUTION 2018-01

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE MIRADA COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE OF THE DISTRICT; DESIGNATING THE PRINCIPAL HEADQUARTERS OF THE DISTRICT; DIRECTING THE DISTRICT MANAGER TO PERFORM CERTAIN ACTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Mirada Community Development District (the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Pasco County, Florida; and

WHEREAS, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

WHEREAS, the District additionally desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District.

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

Section 1. The District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at c/o DPFM Management & Consulting, LLC, 250 International Parkway, Suite 280, Lake Mary, Florida 32746.

Section 2. The District’s principal headquarters for purposes of establishing proper venue shall be located at c/o DPFM Management & Consulting, LLC, 15310 Amberly Drive, Suite 175, Tampa, Florida 33647.

Section 3. The District Manager is hereby directed to post this information on the District website and prominently post the contact information for the District’s custodian of public records in the agency’s primary administrative building

Section 4. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 6th day of February, 2018.

ATTEST:

**MIRADA COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Name: _____
Assistant Secretary

By: _____
Name: _____
Title: _____



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