

***MIRADA  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package***

***Board of Supervisors  
Regular Meeting***

***Tuesday  
January 3, 2017  
9:00 a.m.***

***At:***

***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

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Development Planning and Financing Group  
15310 Amberly Drive, Suite 175, Tampa, Florida 33647  
Phone: 813-374-9105

Board of Supervisors  
**Mirada Community Development District**

Dear Board Members:

The Regular Meeting of the Board of Supervisors of Mirada Community Development District is scheduled for **Tuesday, January 3, 2017 at 9:00 a.m.** at the Residence Inn, 2101 Northpointe Parkway, Lutz, Florida, 33558.

*The advanced copy of the agenda for the meeting is attached along with associated documentation for your consideration.* Any additional support material will be forwarded to you under separate cover or distributed at the meeting.

The balance of the agenda is routine in nature and staff will present their reports at the meeting. In the meantime if you have any questions, please contact me.

Sincerely,

*Paul Cusmano*

District Manager

## **MIRADA COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Tuesday January 3, 2017  
Time: 9:00 a.m.  
Location: Residence Inn  
2101 Northpointe Parkway  
Lutz, Florida 33358

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

### ***AGENDA***

#### **I. Roll Call**

#### **II. Audience Comments**

#### **III. Consent Agenda**

- A. Approval of Minutes of November 1, 2016 Meeting Exhibit 1
- B. Acceptance of November 2016 Unaudited Financial Statement Exhibit 2

#### **IV. Business Matters**

- A. Approval of the Pasco County Property Appraiser UMC Agreement Exhibit 3
- B. Bond Participation Note Discussion  
(Document to follow under separate Cover)
- C. 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

1  
2  
3 **MINUTES OF MEETING**  
4 **MIRADA**  
5 **COMMUNITY DEVELOPMENT DISTRICT**

6 The Regular Meeting of the Board of Supervisors of the Mirada Community Development  
7 District was held on Tuesday, November 1, 2016 at 9:00 a.m. at the Residence Inn, 2101 Northpointe  
8 Parkway, Lutz, Florida

9 **FIRST ORDER OF BUSINESS – Roll Call**

10 Mr. Cusmano called the meeting to order.

11  
12 Present and constituting a quorum were:

13  
14 Mike Lawson Board Supervisor, Chairman  
15 Doug Draper Board Supervisor, Vice Chairman  
16 Lori Price Board Supervisor, Assistant Secretary  
17

18 Also present were:

19  
20 Paul Cusmano District Manager  
21 Vivek Babbar District Counsel (*via phone*)  
22 Tonja Stewart District Engineer (*via phone*)  
23

24 **SECOND ORDER OF BUSINESS – Audience Comments**

25  
26 There being none, the next item followed.  
27

28 **THIRD ORDER OF BUSINESS – Consent Agenda**

29  
30 **A. Approval of Minutes from September 6, 2016 Meeting**

31  
32 Mr. Cusmano presented the September 6, 2016 Meeting Minutes and asked for comments,  
33  
34 questions, or corrections.  
35

36 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board  
37 approved the minutes from the September 6, 2016 meeting for the Mirada Community Development  
38 District.

39  
40 **B. Acceptance of the September 2016 Unaudited Financial Statements**

41  
42 Mr. Cusmano presented the September 2016 Unaudited Financial Statements and asked for  
43  
44 comments or questions.  
45

46 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board accepted  
47 the September 2016 Unaudited Financial Statements for the Mirada Community Development District.  
48

49 **FIFTH ORDER OF BUSINESS – Business Matters**

50

51 **A. Consideration and Approval of Resolution 2017-1 Prompt Payment Policy**

52

53 Mr. Cusmano presented Resolution 2017-1 Prompt Payment Policy and asked for comments or

54

55 questions.

56

57 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adopted  
58 Resolution 2017-1 Prompt Payment Policy for the Mirada Community Development District.

59

60 **B. Consideration and Approval of the Uniform Method of Collection Agreement with  
61 Pasco County Tax Collector and Property Appraiser**

62

63 Mr. Cusmano presented the Uniform Method of Collection Agreement with Pasco County Tax

64

65 Collector and Property Appraiser and asked for comments or questions.

66

67 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved  
68 the Uniform Method of Collection Agreement with Pasco County Tax Collector and Property Appraiser  
69 for the Mirada Community Development District.

70

71 **C. Additional Matters**

72

73 There being none, next item followed.

74

75 **SIXTH ORDER OF BUSINESS – Staff Reports**

76

77 **A. Manager**

78

79 There being none, next item followed.

80

80 **B. Attorney**

81

81 There being none, next item followed.

82

83 **C. Engineer**

84

85 There being none, next item followed.

86

87 **FOURTH ORDER OF BUSINESS – Public Comments**

88

89 There being none, the next item followed.

90

91 **FIFTH ORDER OF BUSINESS – Supervisors Requests**

92

93 There being none, the next item followed.

94

95

96

97 **SIXTH ORDER OF BUSINESS – Adjournment**

98 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board  
99 adjourned the meeting for the Mirada Community Development District.

100

101 *\*Each person who decides to appeal any decision made by the Board with respect to any matter*  
102 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*  
103 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

104

105 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
106 **meeting held on \_\_\_\_\_.**

107

108

109

110 \_\_\_\_\_  
111 **Signature**

111

112

113 \_\_\_\_\_  
114 **Printed Name**

114 **Title:    Secretary    Assistant Secretary**

115

116

117

118

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Printed Name**

**Title:    Chairman    Vice Chairman**

# EXHIBIT 2



**Mirada CDD**  
**Community Development District**

Financial Statements  
Unaudited

Period ending  
November 30, 2016

**MIRADA CDD  
BALANCE SHEET  
November 30, 2016**

	<u>M GEN FUND</u>
<b><u>ASSETS:</u></b>	
CASH	\$ 9
ACCOUNTS RECEIVABLE	1,049
DEPOSIT	300
<b>TOTAL ASSETS</b>	<b><u>\$ 1,359</u></b>
 <b><u>LIABILITIES:</u></b>	
ACCOUNTS PAYABLE	\$ 1,049
 <b><u>FUND BALANCE:</u></b>	
RESTRICTED FOR:	
ASSIGNED:	-
UNASSIGNED:	309
 <b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	 <b><u>\$ 1,359</u></b>

**MIRADA CDD  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
FOR PERIOD STARTING OCTOBER 1, 2016 ENDING SEPTEMBER 30, 2016**

	<b>FY2017 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>I. REVENUE</b>				
SPECIAL ASSESSMENTS - OFF ROLL	-	-	-	-
DEVELOPER FUNDING	362,105	60,351	14,325	(46,026)
INTEREST	-	-	-	-
<b>TOTAL REVENUE</b>	<b>362,105</b>	<b>60,351</b>	<b>14,325</b>	<b>(46,026)</b>
<b>II. EXPENDITURES</b>				
<b>ADMINISTRATIVE:</b>				
SUPERVISORS COMPENSATION	12,000	2,000	1,380	621
PAYROLL PROCESSING	660	110	223	(113)
MANAGEMENT CONSULTING SERVICES	21,000	3,500	3,500	-
CONSTRUCTION ACCOUNTING SERVICES	9,000	1,500	-	1,500
PLANNING AND COORDINATING SERVICES	36,000	6,000	6,000	-
ADMINISTRATIVE SERVICES	3,500	583	-	583
BANK FEES	300	50	12	38
MISCELLANEOUS	500	83	-	83
AUDITING SERVICES	4,500	750	-	750
TRAVEL PER DIEM	-	-	8	(8)
INSURANCE	4,000	2,410	2,410	-
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISEMENTS	2,000	333	242	91
ENGINEERING SERVICES	4,000	667	-	667
LEGAL SERVICES	7,500	1,250	225	1,025
PERFORMANCE & WARRANTY BOND PREM.	-	-	700	(700)
WEBSITE HOSTING	720	120	297	(177)
ADMINISTRATIVE CONTINGENCY	-	-	-	-
<b>TOTAL ADMINISTRATIVE</b>	<b>105,855</b>	<b>19,532</b>	<b>15,171</b>	<b>4,361</b>
<b>DEBT SERVICE ADMINISTRATION:</b>				
DISSEMINATION AGENT	1,000	-	-	-
TRUSTEE FEES	4,500	-	-	-
ARBITRAGE	750	-	-	-
<b>TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>6,250</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FIELD OPERATIONS:</b>				
UTILITIES	-	-	115	(115)
FIELD MANAGEMENT	-	-	-	-
LANDSCAPE/FIELD CONTINGENCY	250,000	-	-	-
<b>TOTAL FIELD OPERATIONS</b>	<b>250,000</b>	<b>-</b>	<b>115</b>	<b>(115)</b>
<b>TOTAL EXPENDITURES</b>	<b>362,105</b>	<b>19,532</b>	<b>15,286</b>	<b>4,246</b>
<b>EXCESS REVENUE OVER (UNDER) EXPEND.</b>	<b>-</b>	<b>40,819</b>	<b>(960)</b>	<b>(41,779)</b>
FUND BALANCE - BEGINNING	-	-	1,270	1,270
FUND BALANCE - ENDING	<b>\$ -</b>	<b>\$40,819</b>	<b>309</b>	<b>(40,510)</b>

**MIRADA CDD**  
**Cash Reconciliation - General Fund**  
**November 30, 2016**

<b>Balance Per Bank Statement</b>	\$ 5,936.34
Less: Outstanding Checks	(5,927.00)
<b><i>Adjusted Bank Balance</i></b>	<b><u>9.34</u></b>
<b>Beginning Cash Balance Per Books</b>	\$ 1,019.97
Cash Receipts	5,936.80
Cash Disbursements	(6,947.43)
<b><i>Balance Per Books</i></b>	<b><u>9.34</u></b>

**Mirada CDD  
Check Register  
FY 2017**

DATE	CHECK NO.	PAYEE	TRANSACTION	DEPOSIT	DISBURSEMT	BALANCE
<b>9/30/2016</b>	<b>EOM</b>					<b>1,133.76</b>
10/14/2016		Developer Funding	GF 2016-09, 2017-01	8,585.65		9,719.41
10/14/2016	1014	DPFG	CDD/Field Mgmt - October		4,750.00	4,969.41
10/14/2016	1015	Egis Insurance & Risk Advisors	Insurance FY 2017		2,410.00	2,559.41
10/14/2016	1016	Stantec Consulting Services, Inc.	Engineering Svcs thru 8/26/16		916.00	1,643.41
10/14/2016	1017	Straley Robin Vericker	Legal Svcs thru 9/15/16		255.73	1,387.68
10/14/2016	1018	TECO	8/25-9/20 - 31126 Rd 52 Well		76.93	1,310.75
10/14/2016	1019	Venturesin.com, Inc.	Set Up/Domain Name		176.99	1,133.76
10/28/2016	1020	TECO	Electricity		113.79	1,019.97
<b>10/31/2016</b>	<b>EOM</b>	<b>TOTALS</b>		<b>8,585.65</b>	<b>8,699.44</b>	<b>1,019.97</b>
11/02/2016	80007	Ira Draper	BOS Mtg - 9/6/16		188.58	831.39
11/02/2016	80009DD	Lori Price	BOS Mtg - 9/6/16		183.45	647.94
11/02/2016	80008	Michael Lawson	BOS Mtg - 9/6/16		184.70	463.24
11/02/2016	ACH11022016	Paychex	Employee Tax - 9/6/16		96.65	366.59
11/02/2016	ACH110216	Paychex	EIB - payroll		77.25	289.34
11/09/2016		Developer Funding	GF 2017-2	184.80		474.14
11/10/2016	1021	Tampa Bay Times	Legal Ad		124.80	349.34
11/10/2016	1022	Venturesin.com, Inc.	Web Site Hosting - Oct		60.00	289.34
11/10/2016	ACH111016	Paychex	EIB - payroll		93.00	196.34
11/28/2016		Developer Funding	GF 2017-03	5,752.00		5,948.34
11/29/2016	1023	DPFG	CDD/Field Mgmt - Nov		4,750.00	1,198.34
11/29/2016	1024	FLORIDA DEPT OF ECONOMIC	Annual Filing Fee		175.00	1,023.34
11/29/2016	1025	Pasco County Tax Collector	UMC Agreement		700.00	323.34
11/29/2016	1026	Tampa Bay Times	Legal Ad		242.00	81.34
11/29/2016	1027	Venturesin.com, Inc.	Web Site Hosting - Nov		60.00	21.34
11/30/2016		Bank United	Bank Fee		12.00	9.34
<b>11/30/2016</b>	<b>EOM</b>	<b>TOTALS</b>		<b>5,936.80</b>	<b>6,947.43</b>	<b>9.34</b>

# EXHIBIT 3

INTERLOCAL AGREEMENT BETWEEN MIRANDA COMMUNITY  
DEVELOPMENT DISTRICT AND THE PASCO COUNTY PROPERTY APPRAISER  
REGARDING NON-AD VALOREM AND/OR SPECIAL ASSESSMENTS

THIS INTERLOCAL AGREEMENT, made and entered into in duplicate this \_\_\_\_ day of \_\_\_\_\_, AD 2017 by and through its Board of Directors, hereinafter referred to as "District", and Mike Wells in his official capacity as Property Appraiser of Pasco County, Florida, herein after referred to as the "Property Appraiser". For the purposes of this agreement non-ad valorem assessments and special assessments are hereinafter referred to as "non-ad valorem assessments";

WITNESSETH

WHEREAS, the District is authorized to impose non-ad valorem assessments and by resolution has expressed its intent to use the uniform method of notice, levy, collection, and enforcement of such assessments, as authorized pursuant to chapter 197, Florida Statutes; and,

WHEREAS, chapter 197, Florida Statutes, requires that the District enter into a written agreement with the Property Appraiser for reimbursement of necessary administrative costs incurred in implementing the uniform method; and,

WHEREAS, chapter 197, Florida Statutes, provides that the District shall compensate the Property Appraiser for necessary administrative costs and,

WHEREAS, the District and the Property Appraiser agreed to include the non-ad valorem assessments on the Notice of Proposed Property Taxes (also known as the Truth-in-Millage notice or TRIM) and,

WHEREAS, a separate agreement between the District and the Pasco County Tax Collector must be entered into that expresses the responsibility of the Pasco County Tax

Collector and the District regarding the uniform method of notice, levy, collection, and enforcement of such assessments, as authorized pursuant to chapter 197, Florida Statutes before this agreement becomes serviceable;

NOW, THEREFORE, in consideration of the mutual covenants and convictions herein set forth, the parties hereby agree as follows:

1. The District will impose non-ad valorem assessments using the uniform method for the levy, collection, and enforcement under the provisions of chapter 197, Florida Statutes.

2. The District agrees to reimburse the Property Appraiser for necessary administrative costs pursuant to section 197.3632 (2), Florida Statutes, including, but not limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. For the 2017 budget year, the parties hereto agree that the District will fund the Property Appraiser's general budget in the amount of Seven Hundred Fifty Dollars (\$750.00), for administrative costs associated with the establishment of the non-ad valorem assessment district and for amending non-ad valorem district boundaries. Thereafter there will be an annual fee of One hundred Fifty Dollars (\$150.00) for the annual inclusion on Notice of Proposed Property Taxes as defined in this agreement. Such administrative costs include but are not limited to, costs incurred for providing information to the District for the development of the non-ad valorem assessment roll pursuant to chapter 197, Florida Statutes; for including information regarding the non-ad valorem assessment on the Notice of Proposed Property Taxes; for providing the district with a copy of the non-ad valorem assessment roll upon request by the District so that it may be certified to the Property Appraiser in accordance



with time frames pursuant to Florida Statutes or schedules as promulgated by the Property Appraiser. The District will be responsible for providing a copy of the non-ad valorem assessment roll to the Property Appraiser on compatible electronic medium.

3. Either party may terminate this agreement without cause upon giving the non-terminating party 30 days written notice prior to the effective date of determination. In the event that the District does not reimburse the Property Appraiser for the costs incurred as provided herein, the Property Appraiser may terminate this agreement upon ten (10) days written notice of his election to terminate pursuant to this section.

a. In the event this agreement is terminated by either party the Property Appraiser shall be reimbursed a pro rata amount to adequately compensate his office for that portion of work or services performed prior to termination date.

b. In the event funds to reimburse to Property Appraiser for costs incurred for completion of the above referenced services become unavailable, the District may terminate this agreement upon no less than 24 hours notice, written and delivered to the Property Appraiser.

c. The District shall be the final authority as to the availability of funds. Notice of termination shall be sent by certified mail, return receipt requested, or shall be delivered in person with a sign proof of delivery.

Notice to the District shall be sent to:

Carolyn Stewart  
Development Planning & Financing Group, Inc.  
15310 Amberly Drive, Ste. 175  
Tampa, FL 33647

Notice to the Property Appraiser shall be sent to:

Pasco County Property Appraiser  
14236 6<sup>th</sup> St., Ste. 101  
Dade City, FL 33523

And a copy of any notice sent hereunder shall be sent to:

Mike Fasano Pasco County Tax Collector  
P.O. Box 276  
Dade City, FL 33526-0276

4. Waiver of breach of any provision of this agreement shall not be deemed to be a waiver of any other breach, and shall not be construed to be a modification of the terms of this agreement.

5. Fees for the establishment of a non-ad valorem assessment district shall be delivered, with the signed agreement, on or before January 1, 2017. Subsequent annual fees will be due on or before March 1<sup>st</sup> of each year. All sums due from the District to the Property Appraiser will bear interest at the rate of 12 per cent (12%) per annum, if delinquent, in accordance with section 218.74, Florida Statutes.

6. The term of this agreement shall commence on January 1, 2017, and shall automatically renew thereafter for subsequent periods not to exceed one (1) year each so long as the District is current on the payments required pursuant to Paragraph 5 of this agreement, unless terminated pursuant to Paragraph 3 of this agreement.

7. The parties shall abide by all Statutes, rules and regulations pertaining to the levy and collection of non-ad valorem assessments, and any ordinances promulgated by the District not inconsistent with, or contrary to, the provisions of chapter 197, Florida Statutes, or applicable statutes and any subsequent amendments to said Statutes.

8. The District shall be responsible for imposing non-ad valorem assessment

pursuant to general and special law and all other applicable requirements relating to the establishment of non-ad valorem assessments, which are collected in the same manner as ad valorem taxes are collected.

9. The District further agrees that it will strictly follow and will be responsible for complying with the following procedures and conditions:

a. Using electronic data supplied by the Property Appraiser the District shall determine and identify the names and addresses of the property owners, the descriptions, parcel numbers and the amount of the assessment of the parcels subject to the non-ad valorem assessments under this agreement.

b. It will be solely at that District's expense and pursuant to the District's responsibility to develop and provide to the Property Appraiser, on electronic medium, a list of the parcels to be assessed.

c. The Property Appraiser on the Property Appraiser's database shall maintain the District's non-ad valorem assessment information.

d. The District shall meet the Property Appraiser's imposed deadlines and timetables as administered and determined by the Property Appraiser.

10. The Property Appraiser shall merge the non-ad valorem assessment information with the ad valorem information in such a way that property owners will receive a notice of non-ad valorem assessments on the notice of proposed property taxes in a manner that will comply with section 197.3632, Florida Statutes.

11. In the event the Property Appraiser is named as a party or otherwise joined in litigation challenging non-ad valorem assessment(s) subject to this agreement, the Property Appraiser shall provide for his own legal representation, and shall be entitled to

reimbursement from the District for reasonable attorney fees and costs associated with such representation. Furthermore, the District shall indemnify the Property Appraiser against any claim, cause of action or suit arising out of, or in connection with any claimed negligence action or inaction on the part of the District.

12. This agreement may not be assigned by either party without prior written consent from the non-assigning party.

IN WITNESS WHEREOF, the parties have caused this Interlocal Agreement to be executed for the uses and purposes therein expressed on the day and year first above written.

MIRANDA  
COMMUNITY DEVELOPMENT DISTRICT

By: \_\_\_\_\_

Attest: \_\_\_\_\_

PASCO COUNTY PROPERTY APPRAISER

By: \_\_\_\_\_



### **Real Estate Consulting Services:**

Land Secured Public Financing  
School District  
Reimbursement and Credit  
Fiscal Impact  
Service Districts  
Municipal District Services  
Development Impact Fee  
Redevelopment District  
Affordable Housing Financing  
Other Public Financing  
Compliance  
Entitlement Analysis  
Cash Flow Feasibility Analysis

Disclosure Services  
Engineering Services  
Project Management Services  
Capital Markets Group  
Property Tax Appeals  
CDD Management Services  
Look Back Diagnostic Review  
Lender Services  
Asset Management Services  
Portfolio Management Services  
Economic Impact  
Market Analysis

**[www.dpfg.com](http://www.dpfg.com)**

#### **Orange County, CA**

27127 Calle Arroyo, Suite 1910  
San Juan Capistrano, CA 92675  
P: (949) 388-9269  
F: (949) 388-9272

#### **Sacramento, CA**

4380 Auburn Blvd.  
Sacramento, CA 95841  
P: (916) 480-0305  
F: (916) 480-0499

#### **Las Vegas, NV**

3277 E. Warm Springs Road,  
Suite 100  
Las Vegas, NV 89120  
P: (702) 478-9277  
F: (702) 629-5497

#### **Boise, ID**

950 West Bannock, 11th Floor  
Boise, ID 83702  
P: (208) 319-3576  
F: (208) 439-7339

#### **Phoenix, AZ**

3302 East Indian School Road  
Phoenix, AZ 85018  
P: (602) 381-3226  
F: (602) 381-1203

#### **Austin, TX**

8140 Exchange Drive  
Austin, TX 78754  
P: (512) 732-0295  
F: (512) 732-0297

#### **Orlando, FL**

1060 Maitland Center Commons,  
Suite 340  
Maitland, FL 32751  
P: (321) 263-0132  
F: (321) 263-0136

#### **Tampa, FL**

15310 Amberly Drive, Suite 175  
Tampa, FL 33647  
P: (813) 374-9104  
F: (813) 374-9106

#### **Research Triangle, NC**

1340 Environ Way, Suite 328  
Chapel Hill, NC 27517  
P: (919) 321-0232  
F: (919) 869-2508

#### **Charleston, SC**

4000 S. Faber Place Drive, Suite 300  
N. Charleston, SC 29405  
P: (843) 277-0021  
F: (919) 869-2508