

JPWard and Associates, LLC

**MIROMAR LAKES
COMMUNITY DEVELOPMENT DISTRICT**

BOARD OF SUPERVISORS

AGENDA

December 12, 2013

Board of Supervisor's

**Michael Hendershot, Chairman
Dr. David Herring, Vice Chairman
Burnett W. Donoho, Assistant Secretary
Alan Refkin, Assistant Secretary
Doug Ballinger, Assistant Secretary**

James P. Ward
District Manager
513 Northeast 13th Avenue
Fort Lauderdale, Florida 33301

Phone: 954-658-4900
E-mail: ward9490@comcast.net



**Prepared by:
JPWard and Associates, LLC
TOTAL Commitment to Excellence**

MIROMAR LAKES

COMMUNITY DEVELOPMENT DISTRICT

December 5, 2013

Board of Supervisors
Miromar Lakes
Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Miromar Lakes Community Development District will be held on **Thursday, December 12, 2013, at 2:00 P.M.** at the **Beach Clubhouse, 18061 Miromar Lakes Parkway, Miromar Lakes, Florida 33913.**

1. Call to Order & Roll Call
2. Consideration of Minutes
 - a) November 14, 2013
3. Staff Reports
 - a) District Attorney
 - b) District Engineer
 - c) Asset Manager
 - d) District Manager
 - I. Financial Statement – October 30, 2013
 - II. Fiscal Year 2014 – Agenda Schedule
4. Supervisor's Requests and Audience Comments
5. Adjournment



James P. Ward
District Manager

513 NORTHEAST 13TH AVENUE
FORT LAUDERDALE, FL 33301

PHONE (954) 658-4900

E-MAIL ward9490@comcast.net

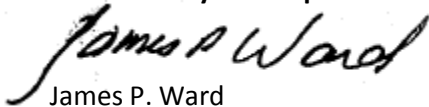
Item two is consideration of the minutes of the November 14, 2013 minutes. Due to the holiday schedule, the minutes are in preparation, as such, we will transmit the minutes to the Board under separate cover.

The balance of the Agenda is standard in nature and I look forward to seeing you at the meeting, and if you have any questions and/or comments, please do not hesitate to contact me directly at (954) 658-4900.

Yours sincerely,

Miromar Lakes

Community Development District



James P. Ward
District Manager
Enclosures



James P. Ward
District Manager

513 NORTHEAST 13TH AVENUE
FORT LAUDERDALE, FL 33301

PHONE (954) 658-4900

E-MAIL ward9490@comcast.net



To: James P. Ward, District Manager
Board of Supervisor's

From: Paul Cusmano, Director of Field Operations

Date: December 12, 2013 Board Meeting

Re: Miromar Lakes Asset Management Report

➤ **NPDES:**

We have revised required standard operating procedures (SOP) to coincide with Lee County requirements. The CDD will be adding the following requirements to their internal SOP as to be better prepared and ahead of any issues which may arise in monitoring and reporting of the storm water system and outfalls. This will also permit the District to meet our annual reporting requirements.

New field requirements:

- 1- All vendors which operate for the CDD must take the Florida Storm Water, Erosion and Sedimentation Control Inspector Training and Certification Program.
- 2- All vendors must submit their monthly report with their monthly billings
- 3- During their daily duties, upon witness of any illicit discharge dumping or new erosion, it must be reported immediately.

➤ **Maintenance Bridge:**

Currently our Landscape vendor has access to the rear of the property thru a land bridge. This current access will be removed within the next 30 days. The CDD needs to gain access to this area to maintain the current landscaping.

After site visit with our landscape vendor and speaking with the CDD engineer, the only remedy currently available to us is to build a new access bridge over the exiting weir. This bridge will need to be designed by a company which builds bridges. Our suggestion is a wood bridge with is cost effective and complements the surrounding area.

I will proceed with locating a vendor and submit a cost.

Building Code Services
Coastal Engineering
Code Enforcement
Construction Engineering & Inspection
Construction Services
Contract Government
Data Technologies & Development
Emergency Management Services
Engineering
Governmental Services
Indoor Air Quality
Landscape Architecture & Environmental Services
Municipal Engineering
Planning
Public Administration
Redevelopment & Urban Design
Renewable Energy
Resort Development
Surveying & Mapping
Transportation Planning & Traffic Engineering
Utility & Community Maintenance Services
Water Resources Management

1800 Eller Drive, Suite 600
Fort Lauderdale, FL 33316
Phone: 954.921.7781
Fax: 954.921.8807



➤ **CGA Time Analysis:**

Attached for Manager and Board Information.

➤ **Fiscal Year 2015 Budget Items:**

- Dry Retention Area - The current dry retention areas in Verona Largo area are due for cutting and clearing of all trees and high grass. This is done bi- yearly and allows better retention of water and flow during the rainy seasons. This is not part of our landscape contract.

Budget estimate is approximately \$12,000 - \$15,000.00

➤ **Contract Schedule:**

- Estate Landscaping – Contract Terminates May 31, 2015
- Lake Masters – Contract Terminates June 30, 2014 – Scheduled for Board Review – February, 2014.

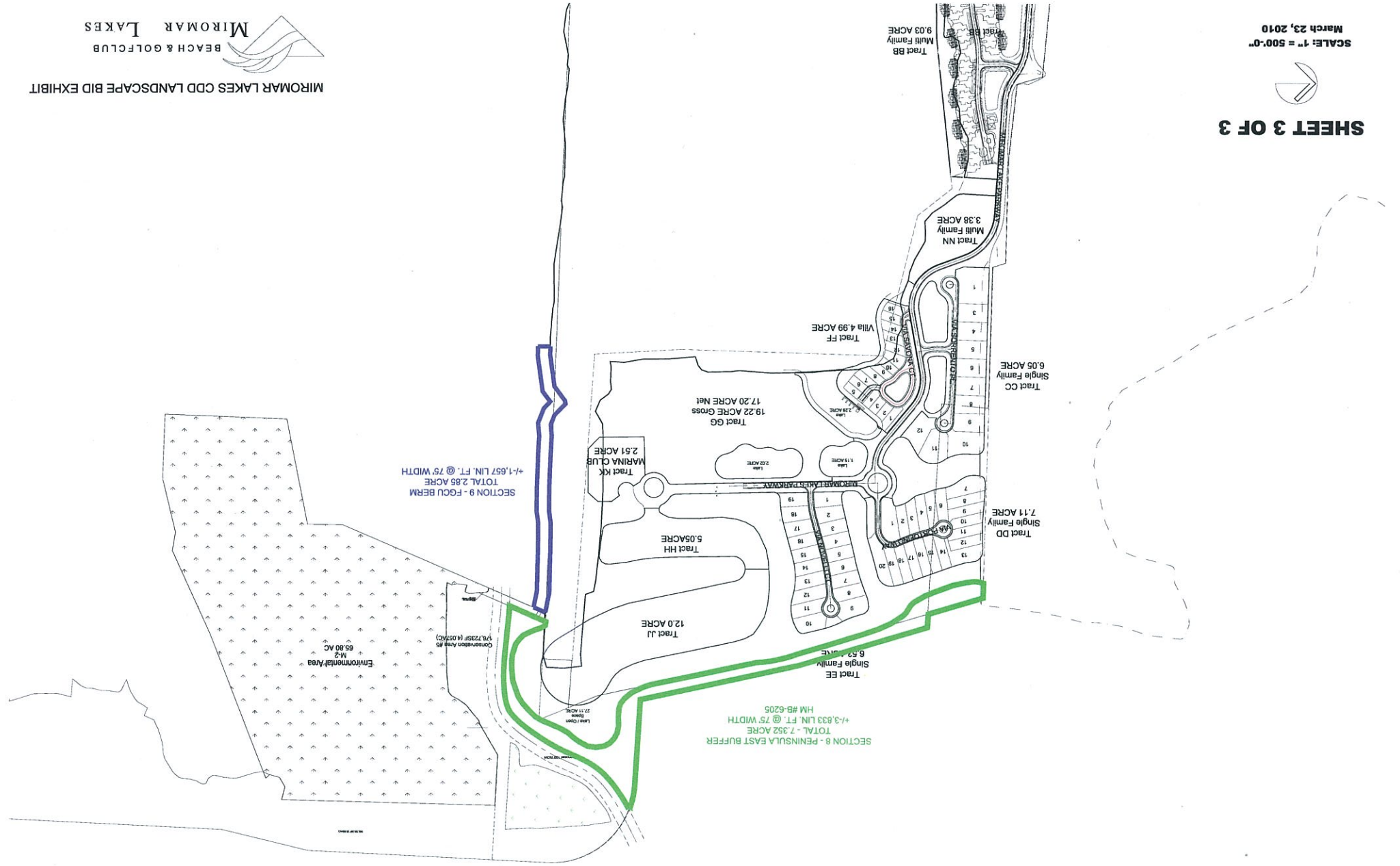
Pc/11/25

Building Code Services
 Coastal Engineering
 Code Enforcement
 Construction Engineering & Inspection
 Construction Services
 Contract Government
 Data Technologies & Development
 Emergency Management Services
 Engineering
 Governmental Services
 Indoor Air Quality
 Landscape Architecture & Environmental Services
 Municipal Engineering
 Planning
 Public Administration
 Redevelopment & Urban Design
 Renewable Energy
 Resort Development
 Surveying & Mapping
 Transportation Planning & Traffic Engineering
 Utility & Community Maintenance Services
 Water Resources Management

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Miromar Lakes Community Development District
Exhibit B

CALVIN, GIORDANO & ASSOCIATES, INC.																			
13-5692 MIROMAR LAKES CDD																			
Description of Service	Agreement Terms				Comped September 2013 Hours	Actual		Dec-13	Jan-14	Feb-14	Mar-14	Apr-13	May-14	Jun-14	Jul-14	Aug-14	Sep-14	YTD	Budget Variance
	Hourly Rate	Hours	Total Fee	Oct-13		Nov-13													
WATER MANAGEMENT SERVICES																			
Procurement and Bidding Services	\$ 100.00	18	\$ 1,800.00			2	1.5											3.5	14.50
Prepare Scope of Service for Contract	\$ 100.00	25	\$ 2,500.00			1	2											3	22.00
Prepare Specifications and Exhibits	\$ 100.00	12	\$ 1,200.00				1											1	11.00
Negotiation and Contract Execution	\$ 100.00	6	\$ 600.00	2			0.5											0.5	5.50
Operations and Maintenance Services	\$ 80.00	125	\$ 10,000.00	8		5	22.5											27.5	97.50
Sub-Total:			\$ 16,100.00																
LANDSCAPING SERVICES																			
Procurement and Bidding Services	\$ 100.00	18	\$ 1,800.00				1.5											1.5	16.50
Prepare Scope of Service for Contract	\$ 100.00	25	\$ 2,500.00				2											2	23.00
Prepare Specifications and Exhibits	\$ 100.00	12	\$ 1,200.00				1											1	11.00
Negotiation and Contract Execution	\$ 100.00	12	\$ 1,200.00				1											1	11.00
Operations and Maintenance Services	\$ 80.00	250	\$ 20,000.00	11		11	25.75											36.75	213.25
Sub-Total:			\$ 26,700.00																
ASSET MONITORING																			
Procurement and Bidding Services	\$ 100.00	12	\$ 1,200.00				1											1	11.00
Prepare Scope of Service for Contract	\$ 100.00	12	\$ 1,200.00				1											1	11.00
Prepare Specifications and Exhibits	\$ 100.00	25	\$ 2,500.00				2											2	23.00
Negotiation and Contract Execution	\$ 100.00	25	\$ 2,500.00				2											2	23.00
Operations and Maintenance Services	\$ 80.00	100	\$ 8,000.00	3		3	8.25											11.25	88.75
Sub-Total:			\$ 15,400.00																
ADMINISTRATIVE MATTERS																			
Maintain electronic files, attendance at Board Meeting, general matters (all)	\$ 70.00	100	\$ 7,000.00																
Total:			\$ 65,200.00	50		53	97	0	0	0	0	0	0	0	0	0	0	150	627





11/14/2013 14:41

11/14/2013 13:59



MEMO

To: Board of Supervisor's
From: James P. Ward, District Manager
Date: December 12, 2013 (Board Meeting)
Re: Fiscal Year 2014 – Meeting Outline

- 1. November 14, 2013 (Thursday at 2:00 P.M.)**
 - a. Clean up Resolution for FY 2014 Budget to Actual (if needed)
 - b. Review by AJC Associates – Method to determine how raw land is designated to specific product types for allocation of debt for a specific bond issue.

- 2. December 12, 2013 (Thursday at 2:00 P.M.)**
 - a. No Items.
 - b. Asset Management Review

- 3. January 9, 2014 (Thursday at 2:00 P.M.)**

- 4. February 13, 2014 (Thursday at 2:00 P.M.)**
 - a. Presentation of FY 2013 Audited Financial Statements (This date is flexible and will be based on completion of Audit)
 - b. Lake Masters Contract terminates June 30, 2014 – Project Cost does NOT require competitive bidding, however Board Action to renew is required.

- 5. March 13, 2014 (Thursday at 2:00 P.M.)**

- 6. April 10, 2014 (Thursday at 2:00 P.M.)**

- 7. May 8, 2014) (Thursday at 2:00 P.M.)**
 - a. Consideration of Proposed Fiscal Year 2015 Budget

- 8. June 12, 2014 (Thursday at 2:00 P.M.)**
 - a. Continued Discussion of Proposed Fiscal Year 2015 Budget

9. July 10, 2014 (Thursday at 2:00 P.M.)

- a. Continued Discussion of Proposed Fiscal Year 2015 Budget

10. August 14, 2014 (Thursday at 2:00 P.M.)

- a. **Continued Discussion of Proposed Fiscal Year 2015 Budget**

11. September 11, 2014 (Thursday at 2:00 P.M.)

- a. Public Hearing on the Adoption of the Fiscal Year 2015 Proposed Budget.

Unscheduled Open Items:

1. Administrative Matters:

- a. Irrigation System Acquisition

2. Legal Matters:

- a. Litigation between the Developer and PNC Bank – The CDD is not a party to this litigation, however staff members have been subpoenaed in this matter.
- b. Continuing Item – dedication of systems/properties from Developer to CDD.

3. Field Operation Matters:

- a. Capital and Operational Budget considerations – FY 2015
- b. Grass Carp Program
- c. Review of District Assets:
 - i. Maintenance responsibilities Association/CDD
 - ii. Maintenance Schedule for Drainage Pipes
 - iii. Land Bridge Removal/Replacement

Contract Termination Dates:

Company	Termination Date	Services Provided	Contract Amount
Estate Landscaping	May 30, 2015	Landscaping Maintenance	\$342,189.80/year
Miromar Development	On-going (30 days notice by the CDD to terminate)	Field Asset Management	\$15,000/year
Lake Masters	June 30, 2014	Lake/Wetland Maintenance	\$103,168.00/year
McDermitt Davis	At the completion of the FY 2017	Auditing Services	\$4,800 (FY 2013 Audit)
AJC & Associates	On-Going (must be terminated before 04/01 each year)	Assessment Rolls	\$18,000/year
Johnson Engineering	On-Going (30 days notice by the CDD to terminate)	NPDES Coordination	Determined Yearly
Calvin Giordano & Associates	On-Going (90 days notice by the CDD to terminate)	Asset Management Services	\$65,200/year

There are a number of small vendors who are issued purchase orders yearly to provide maintenance services. These purchase orders are issued by the Field Asset Manager and subject to the Manager's approval.

Miromar Lakes Community Development District

Financial Statements

October 31, 2013



Prepared by:

JPWARD AND ASSOCIATES LLC

513 NE 13TH AVENUE

FORT LAUDERDALE, FLORIDA 33301

E-MAIL: WARD9490@COMCAST.NET

PHONE: (954) 658-4900

Miromar Lakes Community Development District

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JPWard & Associates, LLC

513 NE 13th Avenue

Fort Lauderdale, Florida 33301

**Miromar Lakes Community Development District
Balance Sheet
for the Period Ending October 31, 2013**

	Governmental Funds						Totals (Memorandum Only)
	Debt Service Funds			Account Groups			
	General Fund	Series 2003	Series 2012	General Long Term Debt	General Fixed Assets		
Assets							
Cash and Investments							
General Fund - Invested Cash	\$ 613,782	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 613,782
Debt Service Fund							
Interest Account	-	-	-	-	-	-	-
Sinking Account	-	-	-	-	-	-	-
Reserve Account	-	2,046,096	406,723	-	-	-	2,452,819
Revenue	-	885,638	460,540	-	-	-	1,346,177
Prepayment Account	-	2,315	5,247	-	-	-	7,562
Deferred Cost Account	-	-	-	-	-	-	-
Cost of Issuance	-	-	-	-	-	-	-
Escrow Deposit Fund	-	-	-	-	-	-	-
Due from Other Funds							
General Fund	-	-	-	-	-	-	-
Debt Service Fund(s)	-	-	-	-	-	-	-
Market Valuation Adjustments							
Accrued Interest Receivable	-	-	-	-	-	-	-
Assessments Receivable	-	-	-	-	-	-	-
Prepaid Expenses	-	-	-	-	-	-	-
Amount Available in Debt Service Funds	-	-	-	3,806,558	-	-	3,806,558
Amount to be Provided by Debt Service Funds	-	-	-	34,784,146	-	-	34,784,146
Investment in General Fixed Assets (net of depreciation)	-	-	-	-	40,376,020	-	40,376,020
Total Assets	\$ 613,782	\$ 2,934,048	\$ 872,509	\$ 38,590,704	\$ 40,376,020	\$ -	\$ 83,387,064

**Miromar Lakes Community Development District
Balance Sheet
for the Period Ending October 31, 2013**

	Governmental Funds						Totals (Memorandum Only)
	Debt Service Funds			Account Groups			
	General Fund	Series 2003	Series 2012	General Long Term Debt	General Fixed Assets		
Liabilities							
Accounts Payable & Payroll Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due to Other Funds	-						-
General Fund	-	-	-	-	-	-	-
Debt Service Fund(s)	-	-	-	-	-	-	-
Bonds Payable							-
Current Portion	-	-	-	-	-	-	-
Long Term	-	-	-	36,530,000	-	-	36,530,000
Notes Payable - Miromar Development Corp	-	-	-	2,060,704	-	-	2,060,704
Total Liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 38,590,704</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 38,590,704</u>
Fund Equity and Other Credits							
Investment in General Fixed Assets	-			-	40,376,020	-	40,376,020
Fund Balance							
Restricted							
Beginning: October 1, 2013 (Unaudited)	-	2,933,992	-	-	-	-	2,933,992
Results from Current Operations	-	56	872,509	-	-	-	872,566
Unassigned							
Beginning: October 1, 2013 (Unaudited)	535,864			-	-	-	535,864
Results from Current Operations	77,918			-	-	-	77,918
Total Fund Equity and Other Credits	<u>\$ 613,782</u>	<u>\$ 2,934,048</u>	<u>\$ 872,509</u>	<u>\$ -</u>	<u>\$ 40,376,020</u>	<u>\$ -</u>	<u>\$ 44,796,360</u>
Total Liabilities, Fund Equity and Other Credits	<u>\$ 613,782</u>	<u>\$ 2,934,048</u>	<u>\$ 872,509</u>	<u>\$ 38,590,704</u>	<u>\$ 40,376,020</u>	<u>\$ -</u>	<u>\$ 83,387,064</u>

Miromar Lakes Community Development District
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
Through October 31, 2013

Description	October	Year to Date	Total Annual Budget	% of Budget
Revenue and Other Sources				
Carryforward		-	\$ 26,350	N/A
Interest				
Interest - General Checking	25	25	500	5%
Special Assessment Revenue				
Special Assessments - On-Roll	180	180	402,920	0%
Special Assessments - Off-Roll	91,748	91,748	362,991	25%
Note Payable - Miromar Lakes LLC		-		
Intragovernmental Transfer In		-		
Total Revenue and Other Sources:	\$ 91,954	91,954	\$ 792,761	12%
Expenditures and Other Uses				
Legislative				
Board of Supervisor's - Fees	600	600	12,000	5%
Board of Supervisor's - Taxes	46	46	918	5%
Executive				
Professional Management	3,333	3,333	40,000	8%
Financial and Administrative				
Audit Services		-	5,500	0%
Accounting Services		-	-	N/A
Assessment Roll Services		-	18,000	0%
Arbitrage Rebate Services		-	1,000	0%
Other Contractual Services				
Legal Advertising	1,094	1,094	1,200	91%
Trustee Services		-	7,900	0%
Property Appraiser/Tax Collector Fees		-	2,400	0%
Bank Services	38	38	500	8%
Travel and Per Diem		-	-	N/A
Communications & Freight Services				
Postage, Freight & Messenger		-	500	0%
Insurance	5,665	5,665	5,800	98%
Printing & Binding	217	217	500	43%
Website Development		-	4,200	0%
Office Supplies		-	-	N/A
Subscription & Memberships	175	175	175	100%

Miromar Lakes Community Development District
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
Through October 31, 2013

Description	October	Year to Date	Total Annual Budget	% of Budget
Legal Services				
Legal - General Counsel	1,086	1,086	15,000	7%
Debt Service - Miromar Lakes LLC Note		-	-	N/A
Other General Government Services				
Engineering Services - General Fund	506	506	10,000	5%
NPDES		-	7,500	0%
Asset Administration Services		-	7,000	0%
Other Current Charges		-	-	N/A
Sub-Total:	12,761	12,761	140,093	9%
Stormwater Management Services				
Professional Management				
Asset Management	313	313	30,000	1%
Mitigation Monitoring		-	500	N/A
Utility Services				
Electric - Aeration Systems		-	1,500	0%
Lake System				
Aquatic Weed Control		-	80,568	0%
Lake Bank Maintenance		-	2,500	0%
Water Quality Testing		-	2,000	0%
Water Control Structures		-	-	N/A
Grass Carp Installation		-	-	N/A
Wetland System				
Routine Maintenance		-	42,600	N/A
Other Current Charges		-	2,500	0%
Operating Supplies		-	-	N/A
Capital Outlay				
Aerator's		-	-	N/A
Sub-Total:	313	313	162,168	0%

Miromar Lakes Community Development District
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
Through October 31, 2013

Description	October	Year to Date	Total Annual Budget	% of Budget
Landscaping Services				
Professional Management				
Asset Management	938	938	45,000	2%
Utility Services				
Electric	24	24	-	N/A
Irrigation Water		-	6,000	0%
Repairs & Maintenance				
Public Area Landscaping		-	300,000	0%
Landscape Lighting		-	-	N/A
Irrigation System		-	6,000	0%
Well System		-	3,500	0%
Plant Replacement		-	25,000	0%
Other Current Charges				
Lee County -Ben Hill Griffin Landscape		-	45,000	0%
Charlotte County - Panther Habitat, Fire		-	-	
Operating Supplies				
Mulch		-	60,000	0%
Sub-Total:	962	962	490,500	0%
Total Expenditures and Other Uses:	\$ 14,035	14,035	\$ 792,761	2%
Net Increase/ (Decrease) in Fund Balance	77,918	77,918	-	
Fund Balance - Beginning	535,864	535,864	348,426	
Fund Balance - Ending	\$ 613,782	613,782.05	\$ 348,426	

Miromar Lakes Community Development District
Debt Service Fund - Series 2003 Bonds
Statement of Revenues, Expenditures and Changes in Fund Balance
Through October 31, 2013

Description	October	Year to Date	Total Annual Budget	% of Budget
Revenue and Other Sources				
Carryforward	\$ -	-	\$ -	N/A
Interest Income				
Interest Account	-	-	-	N/A
Sinking Account	-	-	-	N/A
Reserve Account	0	0	70,000	0%
Prepayment Account	0	0	-	N/A
Revenue Account	7	7	-	N/A
Special Assessment Revenue				
Special Assessments - On-Roll	49	49	108,522	0%
Special Assessments - Off-Roll	-	-	2,010,134	0%
Operating Transfers In (From Other Funds)	-	-	-	N/A
Total Revenue and Other Sources:	\$ 56	56	\$ 2,188,656	0%
Expenditures and Other Uses				
Debt Service				
Principal Debt Service - Mandatory				
Series 2003 Bonds	\$ -	-	\$ 495,000	0%
Principal Debt Service - Early Redemptions				
Series 2003 Bonds	-	-	-	N/A
Interest Expense				
Series 2003 Bonds	-	-	1,693,656	0%
Operating Transfers Out (To Other Funds)	-	-	-	N/A
Total Expenditures and Other Uses:	\$ -	-	\$ 2,188,656	0%
Net Increase/ (Decrease) in Fund Balance	56	56	-	
Fund Balance - Beginning	2,933,992	2,933,992	2,883,529	
Fund Balance - Ending	\$ 2,934,048	2,934,048	\$ 2,883,529	

Miromar Lakes Community Development District
Debt Service Fund - Series 2012 Bonds
Statement of Revenues, Expenditures and Changes in Fund Balance
Through October 31, 2013

Description	October	Year to Date	Total Annual Budget	% of Budget
Revenue and Other Sources				
Carryforward	\$ -	-	\$ -	N/A
Interest Income				
Interest Account	-	-	-	N/A
Sinking Account	-	-	-	N/A
Reserve Account	1	1	20,000	0%
Prepayment Account	0	0	-	N/A
Revenue Account	5	5	50	9%
Special Assessment Revenue				
Special Assessments - On-Roll	369	369	819,313	0%
Special Assessments - Off-Roll	-	-	163,868	0%
Special Assessments - Prepayments	-	-	-	-
Operating Transfers In (From Other Funds)	-	-	-	N/A
Total Revenue and Other Sources:	\$ 374	374.47	\$ 1,003,231	N/A
Expenditures and Other Uses				
Debt Service				
Principal Debt Service - Mandatory				
Series 2012 Bonds	-	-	\$ 385,000	0%
Principal Debt Service - Early Redemptions				
Series 2012 Bonds	-	-	-	N/A
Interest Expense				
Series 2012 Bonds	-	-	618,231	0%
Operating Transfers Out (To Other Funds)	-	-	-	N/A
Total Expenditures and Other Uses:	\$ -	-	\$ 1,003,231	N/A
Net Increase/ (Decrease) in Fund Balance	374	374	-	
Fund Balance - Beginning	872,135	872,135	477,729	
Fund Balance - Ending	\$ 872,509	872,509	\$ 477,729	