



**RIVERSIDE PARK
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
JANUARY 16, 2017
6:30 P.M.**

Special District Services, Inc.
8785 SW 165th Avenue, Suite 200
Miami, FL 33193

www.riversideparkcdd.org

786.347.2711 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
RIVERSIDE PARK
COMMUNITY DEVELOPMENT DISTRICT
Mercedes Benz of Cutler Bay
10701 SW 211th Street
Cutler Bay, Florida 33189
REGULAR BOARD MEETING
January 16, 2017
6:30 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. October 17, 2016 Regular Board Meeting Minutes.....Page 2
- G. Old Business
- H. New Business
- I. Administrative Matters
 - 1. Financial Update.....Page 5
- J. Board Members/Staff: Additional Comments/Requests
- K. Adjourn

MIAMI DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and
Legal Holidays
Miami, Miami-Dade County, Florida

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared OCTELMA V. FERBEYRE, who on oath says that he or she is the VICE PRESIDENT, 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

RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE

in the XXXX Court,
was published in said newspaper in the issues of

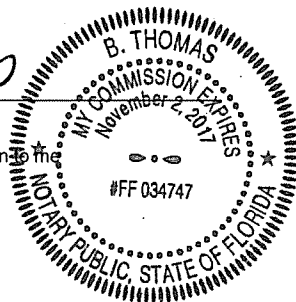
10/03/2016

Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in Miami in said Miami-Dade County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this
3 day of OCTOBER, A.D. 2016

(SEAL)

OCTELMA V. FERBEYRE personally known to me



**RIVERSIDE PARK COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2016/2017 REGULAR
MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Riverside Park Community Development District will hold Regular Meetings at 6:30 p.m. in a Meeting Room at the Mercedes Benz of Cutler Bay, located at 10701 SW 211th Street, Cutler Bay, Florida 33189, on the following dates:

- October 17, 2016
- January 16, 2017
- March 20, 2017
- May 22, 2017
- June 19, 2017
- August 21, 2017

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at 786-347-2711 Ext. 2011 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or two Supervisors may participate by telephone; therefore, at the location of these meetings there will be a speaker telephone present so that interested persons can attend the meetings at the above location and be fully informed of the discussions taking place either in person or by telephone communication. Meetings 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 786-347-2711 Ext. 2011 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT

www.riversideparkcd.org
10/3

16-32/0000156966M

**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 17, 2016**

A. CALL TO ORDER

The October 17, 2016, Regular Board Meeting of the Riverside Park Community Development District was called to order at 6:37 p.m. a meeting room of Mercedes Benz of Cutler Bay located at 10701 SW 211th Street, Cutler Bay, Florida 33189.

B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 3, 2016, as part of the District's Fiscal Year 2016/2017 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

It was determined that the attendance of Chairperson Lorraine Torres, Vice Chairman Lariel Torres and Supervisors Ingrid Ojeda and Daniel Alvarez constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance included: District Manager Gloria Perez of Special District Services, Inc.; and General Counsel Susan Delegal of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

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. September 19, 2016, Regular Board Meeting

The minutes of the September 19, 2016, Regular Board Meeting were presented for approval.

| |
|---|
| A MOTION was made by Vice Chairman Lariel Torres, seconded by Supervisor Daniel Alvarez and unanimously passed approving the minutes of September 19, 2016, Regular Board Meeting, as presented. |
|---|

G. OLD BUSINESS

There were no Old Business items to come before the Board.

H. NEW BUSINESS

1. Consider Resolution No. 2016-06 – Adopting a Fiscal Year 2015/2016 Amended Budget

**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 17, 2016**

Mrs. Perez presented Resolution No. 2016-06, entitled:

RESOLUTION NO. 2016-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2015/2016 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Mrs. Perez explained, as is done every year for administrative and statutory requirements within 60 days of any given fiscal year end, the Board adopts a revised/amended budget for said year. The fiscal year ended on September 30, 2016. This is the reason it is administrative in nature (past year’s budget for past year’s expenses) and will serve as the Board’s final approval/ratification of the District’s expenditures for the past fiscal year.

A **MOTION** was made by Supervisor Ingrid Ojeda seconded by Chairperson Lorraine D. Torres and unanimously passed to adopt Resolution No. 2016-06, Adopting/Approving the Amended Fiscal Year 2015-2016 Budget, as presented.

2. Consider Resolution No. 2016-07 – Electronic Approval Process and Authorized Signatories

Mrs. Perez presented Resolution No. 2016-07, entitled:

RESOLUTION NO. 2016-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.

Mrs. Perez read the title of the resolution into the record and provided an explanation for the document. Mrs. Perez indicated that this action was necessary due to the recent retirement of Ashlyn Miner at the corporate office, one of the current signatories. She added that the purpose of this action was to designate authorized staff and/or District officials to approve expenditures, via electronic or non-electronic approval processes, from the checking/operating account. A discussion ensued after which:

A **MOTION** was made by Supervisor Ingrid Ojeda, seconded by Chairperson Lorraine D. Torres and unanimously passed to approve and adopt Resolution No. 2016-07, as presented, designating Todd Wodraska, Jason Pierman, Patricia LasCasas, Peter Pimentel, Gloria Perez and Lorraine D.

**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 17, 2016**

Torres as authorized signatories on the established operating account and authorizing the electronic approval process.

I. ADMINISTRATIVE MATTERS

1. Financial Update

Mrs. Perez presented the financial statements through September 2016. She indicated that financials are stable for the year and will cover budgeted expenditures. She noted that available funds as of September 30, 2016, were \$75,422.32.

J. BOARD MEMBER/STAFF CLOSING COMMENTS

District management was asked to have Crespo provide a quote for hedges to fill in the gap near the first entrance monument.

K. ADJOURNMENT

There being no further business to come before the Board, a **MOTION** was made by Chairperson Lorraine Torres, seconded by Vice Chairman Lariel Torres to adjourn the Regular Board Meeting at 6:45 p.m. There were no objections.

ATTESTED BY:

Secretary/Assistant Secretary

Chairperson/Vice-Chair

Riverside Park CDD
Budget vs. Actual
October through December 2016

| | <u>Oct - Dec 16</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|-------------------------|--------------------|-------------------------|----------------------|
| Income | | | | |
| 363.100 · Admin Assessments | 50,759.85 | 59,295.00 | -8,535.15 | 85.61% |
| 363.101 · Maintenance Assessments | 35,994.30 | 42,048.00 | -6,053.70 | 85.6% |
| 363.810 · Debt Assessments | 102,840.65 | 120,339.00 | -17,498.35 | 85.46% |
| 363.820 · Debt Assessment-Paid To Trustee | -97,744.65 | -113,119.00 | 15,374.35 | 86.41% |
| 363.830 · County Tax Collector Fee | -1,820.20 | -4,434.00 | 2,613.80 | 41.05% |
| 363.831 · Discounts For Early Payments | -7,574.93 | -8,867.00 | 1,292.07 | 85.43% |
| 369.401 · Interest Income | 23.63 | 60.00 | -36.37 | 39.38% |
| Total Income | <u>82,478.65</u> | <u>95,322.00</u> | <u>-12,843.35</u> | <u>86.53%</u> |
| Expense | | | | |
| 511.122 · PR Tax Expense | 61.20 | 480.00 | -418.80 | 12.75% |
| 511.131 · Supervisors Fees | 800.00 | 6,000.00 | -5,200.00 | 13.33% |
| 511.302 · Border Hedge/Monument/Fence | 900.00 | 8,275.00 | -7,375.00 | 10.88% |
| 511.303 · Pesticide/Nutritional Control | 0.00 | 3,500.00 | -3,500.00 | 0.0% |
| 511.307 · Lawn/Landscape Maintenance | 1,264.00 | 16,500.00 | -15,236.00 | 7.66% |
| 511.308 · Miscellaneous Maintenance | 0.00 | 8,750.00 | -8,750.00 | 0.0% |
| 511.309 · Entrance Features | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 511.310 · Engineering | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 511.311 · Management Fees | 4,353.00 | 17,412.00 | -13,059.00 | 25.0% |
| 511.312 · Secretarial Fees | 675.00 | 2,700.00 | -2,025.00 | 25.0% |
| 511.315 · Legal Fees | 1,346.10 | 8,000.00 | -6,653.90 | 16.83% |
| 511.318 · Assessment/Tax Roll | 0.00 | 3,500.00 | -3,500.00 | 0.0% |
| 511.320 · Audit Fees | 0.00 | 3,600.00 | -3,600.00 | 0.0% |
| 511.450 · Insurance | 5,778.00 | 6,000.00 | -222.00 | 96.3% |
| 511.480 · Legal Advertisements | 101.58 | 600.00 | -498.42 | 16.93% |
| 511.512 · Miscellaneous | 141.64 | 950.00 | -808.36 | 14.91% |
| 511.513 · Postage and Delivery | 84.65 | 300.00 | -215.35 | 28.22% |
| 511.514 · Office Supplies | 116.25 | 530.00 | -413.75 | 21.93% |
| 511.516 · Website Management Fee | 375.00 | 1,500.00 | -1,125.00 | 25.0% |
| 511.540 · Dues, License & Subscriptions | 175.00 | 175.00 | 0.00 | 100.0% |
| 511.733 · Trustee Fees | 0.00 | 3,800.00 | -3,800.00 | 0.0% |
| 511.734 · Continuing Disclosure Fee | 0.00 | 250.00 | -250.00 | 0.0% |
| Total Expense | <u>16,171.42</u> | <u>95,322.00</u> | <u>-79,150.58</u> | <u>16.97%</u> |
| Net Income | <u><u>66,307.23</u></u> | <u><u>0.00</u></u> | <u><u>66,307.23</u></u> | <u><u>100.0%</u></u> |

**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
DECEMBER 2016**

| | Annual Budget 10/1/16 - 9/30/17 | Actual Dec-16 | Year To Date Actual 10/1/16 - 12/31/16 |
|---|---------------------------------------|-------------------|--|
| REVENUES | | | |
| Administrative Assessments | 59,295 | 39,338 | 50,760 |
| Maintenance Assessments | 42,048 | 27,895 | 35,994 |
| Debt Assessments | 120,339 | 80,028 | 102,841 |
| Other Revenue | 0 | 0 | 0 |
| Interest Income | 60 | 0 | 24 |
| Total Revenues | \$ 221,742 | \$ 147,261 | \$ 189,618 |
| EXPENDITURES | | | |
| MAINTENANCE EXPENDITURES | | | |
| Lawn/Landscape Maintenance | 16,500 | 0 | 1,264 |
| Entrance Features | 1,000 | 0 | 0 |
| Miscellaneous Maintenance/Improvements | 8,750 | 0 | 0 |
| Border Hedge/Monument/Fence | 8,275 | 0 | 900 |
| Pesticide/Nutritional Control | 3,500 | 0 | 0 |
| Engineering/Inspections | 1,500 | 0 | 0 |
| Contingency/Reserve (\$30,570 Available)* | 0 | 0 | 0 |
| TOTAL MAINTENANCE EXPENDITURES | \$ 39,525 | \$ - | \$ 2,164 |
| ADMINISTRATIVE EXPENDITURES | | | |
| Supervisor Fees | 6,000 | 0 | 800 |
| Payroll Taxes - Employer | 480 | 0 | 61 |
| Management | 17,292 | 1,451 | 4,353 |
| Secretarial | 2,700 | 225 | 675 |
| Legal | 8,000 | 0 | 1,346 |
| Assessment Roll | 3,500 | 0 | 0 |
| Audit Fees | 3,600 | 0 | 0 |
| Insurance | 6,100 | 0 | 5,778 |
| Legal Advertisements | 650 | 0 | 102 |
| Miscellaneous | 950 | 7 | 142 |
| Postage | 300 | 0 | 85 |
| Office Supplies | 500 | 10 | 116 |
| Dues & Subscriptions | 175 | 0 | 175 |
| Trustee Fee | 3,800 | 0 | 0 |
| Continuing Disclosure Fee | 250 | 0 | 0 |
| Website Management | 1,500 | 125 | 375 |
| TOTAL ADMINISTRATIVE EXPENDITURES | \$ 55,797 | \$ 1,818 | \$ 14,007 |
| Total Expenditures | \$ 95,322 | \$ 1,818 | \$ 16,171 |
| Revenues Less Expenditures | \$ 126,420 | \$ 145,443 | \$ 173,447 |
| Bond Payments | (113,119) | (76,059) | (97,745) |
| Balance | \$ 13,301 | \$ 69,384 | \$ 75,702 |
| County Appraiser & Tax Collector Fee | (4,434) | (1,414) | (1,820) |
| Discounts For Early Payments | (8,867) | (5,891) | (7,575) |
| Excess/ (Shortfall) | \$ - | \$ 62,080 | \$ 66,307 |
| Carryover From Prior Year | 0 | 0 | 0 |
| Net Excess/ (Shortfall) | \$ - | \$ 62,080 | \$ 66,307 |

* Contingency/Reserve Funds Can Be Used In Fiscal Year 16/17 or in Future Fiscal Years.
Original Balance = \$36,680. Current Balance = \$30,570.

| | |
|------------------------------------|---------------|
| Bank Balance As Of 11/30/16 | \$ 134,257.18 |
| Funds Received: 12/1/16 - 12/31/16 | \$ 139,956.50 |
| Disbursements: 12/1/16 - 12/31/16 | \$ 102,695.45 |
| Bank Balance As Of 12/31/16 | \$ 171,518.23 |
| Accounts Payable As Of 12/31/16 | \$ 2,318.39 |
| Accounts Receivable As Of 12/31/16 | \$ - |
| Reserve Funds As Of 12/31/16 | \$ 30,570.00 |
| Available Funds As Of 12/31/16 | \$ 138,629.84 |

**RIVERSIDE PARK CDD
TAX COLLECTIONS
2016-2017**

| # | ID# | PAYMENT FROM | DATE | FOR | Tax Collect Receipts | Interest Received | Fees | Discount | Net From Tax Collector | Admin Assessment Income (Before Discounts & Fees) | Maint Assessment Income (Before Discounts & Fees) | Debt Assessment Income (Before Discounts & Fees) | Admin Assessment Income (After Discounts & Fees) | Maint Assessment Income (After Discounts & Fees) | Debt Assessment Income (After Discounts & Fees) | Debt Assessment Paid to Trustee |
|----|-----|--------------------------|----------|-----------|----------------------|-------------------|---------------|---------------|------------------------|---|---|--|--|--|---|---------------------------------|
| | | | | | | | | | \$ 221,682 | \$ 59,295 | \$ 42,048 | \$ 120,339 | \$ 59,295 | \$ 42,048 | \$ 120,339 | |
| | | | | | | | | | \$ 208,381 | \$ 55,737 | \$ 39,525 | \$ 113,119 | \$ 55,737 | \$ 39,525 | \$ 113,119 | \$ 113,119 |
| 1 | 21Q | Miami-Dade Tax Collector | 11/17/16 | NAV Taxes | \$ 527.40 | \$ (5.16) | \$ (11.87) | \$ | \$ 510.37 | \$ 141.10 | \$ 100.05 | \$ 286.25 | \$ 136.57 | \$ 96.80 | \$ 277.00 | \$ 277.00 |
| 2 | 21 | Miami-Dade Tax Collector | 11/17/16 | NAV Taxes | \$ 4,348.64 | \$ (41.74) | \$ (173.95) | \$ | \$ 4,132.95 | \$ 1,157.00 | \$ 820.44 | \$ 2,371.20 | \$ 1,099.60 | \$ 779.80 | \$ 2,253.55 | \$ 2,253.55 |
| 3 | 50 | Miami-Dade Tax Collector | 11/25/16 | NAV Taxes | \$ 37,457.80 | \$ (359.60) | \$ (1,498.35) | \$ | \$ 35,599.85 | \$ 10,123.75 | \$ 7,178.85 | \$ 20,155.20 | \$ 9,621.55 | \$ 6,822.80 | \$ 19,155.50 | \$ 19,155.50 |
| 4 | 317 | Miami-Dade Tax Collector | 12/08/16 | NAV Taxes | \$ 147,260.96 | \$ (1,413.70) | \$ (5,890.76) | \$ | \$ 139,956.50 | \$ 39,338.00 | \$ 27,894.96 | \$ 80,028.00 | \$ 37,386.50 | \$ 26,511.40 | \$ 76,058.60 | \$ 76,058.60 |
| 5 | | | | | | | | | | | | | | | | \$ - |
| 6 | | | | | | | | | | | | | | | | \$ - |
| 7 | | | | | | | | | \$ - | | | | | | | \$ - |
| 8 | | | | | | | | | \$ - | | | | | | | \$ - |
| 9 | | | | | | | | | \$ - | | | | | | | \$ - |
| 10 | | | | | | | | | \$ - | | | | | | | \$ - |
| 11 | | | | | | | | | \$ - | | | | | | | \$ - |
| 12 | | | | | | | | | \$ - | | | | | | | \$ - |
| 13 | | | | | | | | | \$ - | | | | | | | \$ - |
| 14 | | | | | | | | | \$ - | | | | | | | \$ - |
| 15 | | | | | | | | | \$ - | | | | | | | \$ - |
| 16 | | | | | | | | | \$ - | | | | | | | \$ - |
| 17 | | | | | | | | | \$ - | | | | | | | \$ - |
| 18 | | | | | | | | | \$ - | | | | | | | \$ - |
| 19 | | | | | | | | | \$ - | | | | | | | \$ - |
| 20 | | | | | | | | | \$ - | | | | | | | \$ - |
| 21 | | | | | | | | | \$ - | | | | | | | \$ - |
| 22 | | | | | | | | | \$ - | | | | | | | \$ - |
| 23 | | | | | | | | | \$ - | | | | | | | \$ - |
| | | | | | \$ 189,594.80 | \$ - | \$ (1,820.20) | \$ (7,574.93) | \$ 180,199.67 | \$ 50,759.85 | \$ 35,994.30 | \$ 102,840.65 | \$ 48,244.22 | \$ 34,210.80 | \$ 97,744.65 | \$ 97,744.65 |

Note: \$221,682, \$59,295, \$42,048 and \$120,339 are 2016/2017 Budgeted assessments before discounts and fees.

Note: \$208,381, \$55,737, \$39,525 and \$113,119 are 2016/2017 Budgeted assessments after discounts and fees.

| | | |
|----|--------------|----------------|
| \$ | 189,594.80 | |
| \$ | - | \$ 180,199.67 |
| \$ | (50,759.85) | \$ (48,244.22) |
| \$ | (35,994.30) | \$ (34,210.80) |
| \$ | (102,840.65) | \$ (97,744.65) |
| \$ | (0.00) | \$ - |

**Riverside Park Community Development District
Contingency/Reserve Expenditures
October 2015 - December 2016**

| Contingency/Reserve | <u>Date</u> | <u>Invoice #</u> | <u>Vendor</u> | <u>Description</u> | <u>Amount</u> |
|----------------------------|-------------|-------------------|-------------------------------|---|-----------------|
| | 10/15/2015 | Inv# 10152015863 | Jag Painting Contractors Inc. | Deposit for invoice 10152015863 (Cleaning & Painting) | 2,450.00 |
| | 11/01/2015 | Inv# 10152015863A | Jag Painting Contractors Inc. | Final Payment for invoice 10152015863 (Cleaning & Painting) | 2,450.00 |
| | 12/07/2015 | Inv# 8624 | Crespo Lawn Service, Inc. | Installation Of 16 Solar Power Lights | 1,210.00 |
| | | | | | 0.00 |
| Total | | | | | 6,110.00 |

| | |
|---|---------------------|
| Original Funds Available For Contingency/Reserve | \$ 36,680.00 |
| Contingency/Reserve Expenditures As Of 12/31/16 | \$ 6,110.00 |
| Contingency/Reserve Funds Balance As Of 12/31/16 | \$ 30,570.00 |