



**RIVERSIDE PARK
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
JANUARY 15, 2018
6:30 P.M.**

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

www.riversideparkcdd.org

786.347.2711 Telephone
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AGENDA
RIVERSIDE PARK
COMMUNITY DEVELOPMENT DISTRICT
Mercedes Benz of Cutler Bay
10701 SW 211th Street
Cutler Bay, Florida 33189
REGULAR BOARD MEETING
January 15, 2018
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 16, 2017 Regular Board Meeting Minutes.....Page 2
- G. Old Business
- H. New Business
 - 1. Discussion Regarding Hurricane Irma Damages
- 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 MARIA MESA, who on oath says that he or she is the LEGAL CLERK, 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

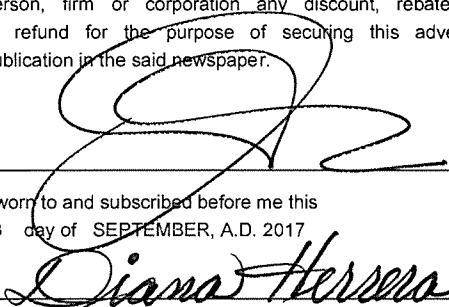
RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE

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

09/28/2017

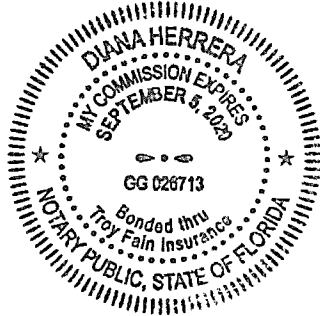
Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has 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
28 day of SEPTEMBER, A.D. 2017



(SEAL)

MARIA MESA personally known to me



RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Riverside Park Community Development District will hold Regular Meetings at 5:30 p.m. in a Meeting Room at the Mercedes Benz of Cutler Bay, located at 10701 SW 211th Street, Cutler Bay, Florida 33188, on the following dates:

October 16, 2017
January 15, 2018
March 19, 2018
May 21, 2018
June 18, 2018
August 20, 2018

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.riversideparkccd.org
8/28

17-44/0000261929M

**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 16, 2017**

A. CALL TO ORDER

The October 16, 2017, Regular Board Meeting of the Riverside Park Community Development District was called to order at 7:02 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 September 28, 2017, as part of the District's Fiscal Year 2017/2018 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 Vanessa Steinerts 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. June 19, 2017, Regular Board Meeting

The minutes of the June 19, 2017, Regular Board Meeting were presented for approval.

A MOTION was made by Supervisor Ojeda, seconded by Supervisor Alvarez and unanimously passed approving the minutes of June 19, 2017, Regular Board Meeting, as presented.

G. OLD BUSINESS

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

I. NEW BUSINESS

1. Consider Resolution No. 2017-05 – Adopting a Fiscal Year 2016/2017 Amended Budget

Mrs. Perez presented Resolution No. 2017-05, entitled:

**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 16, 2017**

RESOLUTION NO. 2017-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2016/2017 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, 2017. 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 Lariel Torres and unanimously passed to adopt Resolution No. 2017-05, Adopting/Approving the Amended Fiscal Year 2016-2017 Budget, as presented.

2. Receive and Accept 2017 Annual Engineer’s Report

Mrs. Perez presented the Alvarez Engineering 2017 Annual Engineer’s Report in the meeting book.

A **MOTION** was made by Supervisor Ojeda, seconded by Supervisor Alvarez and unanimously passed to receive and accept the 2017 Annual Engineer’s Report, as presented for District records.

3. Discussion Regarding Hurricane Irma

Mrs. Perez advised the Board that the County had finally removed the fallen trees off of Old Cutler Road between SW 224th Street and the Black Creek Canal, and as such, the District can now access the damage to fences and obtain proposals for repairs.

A **MOTION** was made by Supervisor Alvarez, seconded by Supervisor Alvarez and unanimously passed authorizing District management to acquire and engage in an agreement to repair and/or replace District owned fences damaged by Hurricane Irma in an amount not to exceed \$6,000; and further authorizing District management to execute on behalf of the District and simultaneously authorizing District Counsel to create an agreement, if necessary.

**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 16, 2017**

I. ADMINISTRATIVE MATTERS

1. Financial Update

Mrs. Perez presented the Financial Reports through September 30, 2017, indicating that finances were stable and would cover budgeted expenditures. She indicated that the available funds as of September 30, 2017, were \$104,917.05.

J. BOARD MEMBER/STAFF CLOSING COMMENTS

There were no closing comments from Board Members or Staff.

K. ADJOURNMENT

There being no further business to come before the Board, a **MOTION** was made by Supervisor Alvarez, seconded by Chairperson Lorraine Torres and passed unanimously to adjourn the Regular Board Meeting at 7:02 p.m.

ATTESTED BY:

Secretary/Assistant Secretary

Chairperson/Vice-Chair

Riverside Park
Community Development District

**Financial Report For
December 2017**

Riverside Park Community Development District
Budget vs. Actual
October through December 2017

	<u>Oct - Dec 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
363.100 · Admin Assessments	52,979.09	60,184.00	-7,204.91	88.03%
363.101 · Maintenance Assessments	36,229.55	41,159.00	-4,929.45	88.02%
363.810 · Debt Assessments	105,784.20	120,339.00	-14,554.80	87.91%
363.820 · Debt Assessment-Paid To Trustee	-100,534.05	-113,119.00	12,584.95	88.88%
363.830 · County Tax Collector Fee	-1,871.86	-4,434.00	2,562.14	42.22%
363.831 · Discounts For Early Payments	-7,806.30	-8,867.00	1,060.70	88.04%
369.401 · Interest Income	22.72	60.00	-37.28	37.87%
Total Income	<u>84,803.35</u>	<u>95,322.00</u>	<u>-10,518.65</u>	<u>88.97%</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	0.00	8,275.00	-8,275.00	0.0%
511.303 · Pesticide/Nutritional Control	0.00	3,500.00	-3,500.00	0.0%
511.307 · Lawn/Landscape Maintenance	1,170.00	16,500.00	-15,330.00	7.09%
511.308 · Miscellaneous Maintenance	0.00	7,914.00	-7,914.00	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	4,443.00	17,772.00	-13,329.00	25.0%
511.312 · Secretarial Fees	675.00	2,700.00	-2,025.00	25.0%
511.315 · Legal Fees	1,242.50	8,000.00	-6,757.50	15.53%
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	6,356.00	-578.00	90.91%
511.480 · Legal Advertisements	0.00	600.00	-600.00	0.0%
511.512 · Miscellaneous	99.82	950.00	-850.18	10.51%
511.513 · Postage and Delivery	11.25	300.00	-288.75	3.75%
511.514 · Office Supplies	61.75	650.00	-588.25	9.5%
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>14,892.52</u>	<u>95,322.00</u>	<u>-80,429.48</u>	<u>15.62%</u>
Net Income	<u><u>69,910.83</u></u>	<u><u>0.00</u></u>	<u><u>69,910.83</u></u>	<u><u>100.0%</u></u>

**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
DECEMBER 2017**

	Annual Budget 10/1/17 - 9/30/18	Actual Dec-17	Year To Date Actual 10/1/17 - 12/31/17
REVENUES			
Administrative Assessments	59,295	51,672	52,979
Maintenance Assessments	42,048	35,336	36,230
Debt Assessments	120,339	103,147	105,784
Other Revenue	0	0	0
Interest Income	60	0	23
Total Revenues	\$ 221,742	\$ 190,155	\$ 195,016
EXPENDITURES			
MAINTENANCE EXPENDITURES			
Lawn/Landscape Maintenance	16,500	0	1,170
Entrance Features	1,000	0	0
Miscellaneous Maintenance/Improvements	8,750	0	0
Border Hedge/Monument/Fence	8,275	0	0
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	\$ -	\$ 1,170
ADMINISTRATIVE EXPENDITURES			
Supervisor Fees	6,000	0	800
Payroll Taxes - Employer	480	0	61
Management	17,412	1,481	4,443
Secretarial	2,700	225	675
Legal	8,000	0	1,243
Assessment Roll	3,500	0	0
Audit Fees	3,600	0	0
Insurance	6,000	0	5,778
Legal Advertisements	600	0	0
Miscellaneous	950	10	100
Postage	300	3	11
Office Supplies	530	7	62
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	\$ 1,851	\$ 13,723
Total Expenditures	\$ 95,322	\$ 1,851	\$ 14,893
Revenues Less Expenditures	\$ 126,420	\$ 188,304	\$ 180,123
Bond Payments	(113,119)	(98,031)	(100,534)
Balance	\$ 13,301	\$ 90,273	\$ 79,589
County Appraiser & Tax Collector Fee	(4,434)	(1,825)	(1,872)
Discounts For Early Payments	(8,867)	(7,607)	(7,806)
Excess/ (Shortfall)	\$ -	\$ 80,841	\$ 69,911
Carryover From Prior Year	0	0	0
Net Excess/ (Shortfall)	\$ -	\$ 80,841	\$ 69,911

* Contingency/Reserve Funds Can Be Used In Fiscal Year 17/18 or in Future Fiscal Years.
Original Balance = \$36,680. Current Balance = \$30,570.

Bank Balance As Of 11/30/17	\$ 128,908.10
Funds Received: 12/1/17 - 12/31/17	\$ 180,722.46
Disbursements: 12/1/17 - 12/31/17	\$ 3,825.78
Bank Balance As Of 12/31/17	\$ 305,804.78
Accounts Payable As Of 12/31/17	\$ 102,884.85
Accounts Receivable As Of 12/31/17	\$ -
Reserve Funds As Of 12/31/17	\$ 30,750.00
Available Funds As Of 12/31/17	\$ 172,169.93

**RIVERSIDE PARK CDD
TAX COLLECTIONS
2017-2018**

#	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	\$ 60,184	\$ 41,159	\$ 120,339	\$ 60,184	\$ 41,159	\$ 120,339	
									\$ 208,381	\$ 56,573	\$ 38,689	\$ 113,119	\$ 56,573	\$ 38,689	\$ 113,119	\$ 113,119
1	795	Miami-Dade Tax Collector	11/20/17	NAV Taxes	\$ 489.64		\$ (4.64)	\$ (25.71)	\$ 459.29	\$ 132.89	\$ 90.95	\$ 265.80	\$ 124.59	\$ 85.35	\$ 249.35	\$ 249.35
2	487	Miami-Dade Tax Collector	11/28/17	NAV Taxes	\$ 4,348.64		\$ (41.75)	\$ (173.96)	\$ 4,132.93	\$ 1,174.36	\$ 803.08	\$ 2,371.20	\$ 1,116.08	\$ 763.25	\$ 2,253.60	\$ 2,253.60
3	626	Miami-Dade Tax Collector	12/08/17	NAV Taxes	\$ 30,934.84		\$ (296.97)	\$ (1,237.44)	\$ 29,400.43	\$ 8,514.11	\$ 5,822.33	\$ 16,598.40	\$ 8,091.88	\$ 5,533.45	\$ 15,775.10	\$ 15,775.10
4	149	Miami-Dade Tax Collector	12/26/17	NAV Taxes	\$ 159,219.72		\$ (1,528.50)	\$ (6,369.19)	\$ 151,322.03	\$ 43,157.73	\$ 29,513.19	\$ 86,548.80	\$ 41,016.73	\$ 28,049.30	\$ 82,256.00	\$ 82,256.00
5	5	Miami-Dade Tax Collector	01/03/18	NAV Taxes	\$ 13,045.92		\$ (125.35)	\$ (511.01)	\$ 12,409.56	\$ 3,523.08	\$ 2,409.24	\$ 7,113.60	\$ 3,350.56	\$ 2,291.90	\$ 6,767.10	\$ 6,767.10
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19									\$ -							\$ -
20									\$ -							\$ -
					\$ 208,038.76	\$ -	\$ (1,997.21)	\$ (8,317.31)	\$ 197,724.24	\$ 56,502.17	\$ 38,638.79	\$ 112,897.80	\$ 53,699.84	\$ 36,723.25	\$ 107,301.15	\$ 107,301.15

Note: \$221,682, \$60,184, \$41,159 and \$120,339 are 2017/2018 Budgeted assessments before discounts and fees.

Note: \$208,381, \$56,573, \$38,689 and \$113,119 are 2017/2018 Budgeted assessments after discounts and fees.

\$	208,038.76	
\$	-	\$ 197,724.24
\$	(56,502.17)	\$ (53,699.84)
\$	(38,638.79)	\$ (36,723.25)
\$	(112,897.80)	\$ (107,301.15)
\$	-	\$ -

**Riverside Park Community Development District
Contingency/Reserve Expenditures
October 2015 - December 2017**

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 12/31/17	\$ 6,110.00
Contingency/Reserve Funds Balance As Of 12/31/17	\$ 30,570.00