

# MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT

District Office · Wesley Chapel, Florida (813) 944-1001  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[mitchellranchcdd.org](http://mitchellranchcdd.org)

May 1, 2023

**Board of Supervisors  
Mitchell Ranch Community  
Development District**

## AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Mitchell Ranch Community Development District will be held on **Tuesday, May 9, 2023 at 1:30 p.m.** immediately following adjournment of Copperspring Community Development District, at the Residence Inn by Marriott Tampa located at 2101 Northpointe Parkway, Lutz, Florida 33588. The following is the agenda for the meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ITEMS**
  - A. Presentation of Traffic Sign Study, Punchlist and Proposal ....Tab 1
  - B. Consideration of Updated Pond Maintenance Proposal.....Tab 2
  - C. Consideration of Resolution 2023-06; Approving Fiscal Year  
2023-2024 Proposed Budget and Setting Public Hearing .....Tab 3
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Regular Meeting  
held on April 11, 2023 .....Tab 4
  - B. Consideration of Operation and Maintenance  
Expenditures for March 2023 .....Tab 5
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Aquatic Report .....Tab 6
  - D. Landscape and Irrigation Update
  - E. District Manager .....Tab 7
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 933-5571.

Sincerely,

*Debby Wallace*

Debby Wallace

Regional District Manager

## **Tab 3**

## RESOLUTION 2023-06

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2023/2024; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager prepared and submitted to the Board of Supervisors (**“Board”**) of the Mitchell Ranch Community Development District (**“District”**) prior to June 15, 2023 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (**“Proposed Budget”**); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to approve the Proposed Budget and set the required public hearing thereon.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT:**

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget, including any modifications made by the Board, attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** The public hearing on said Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE: July 11, 2023

HOOR: 9:00 a.m.

LOCATION: Residence Inn by Marriott  
2101 Northpointe Parkway  
Lutz, FL 33588

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Pasco County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, Florida Statutes, the District’s Secretary is further directed to post the Proposed Budget on the District’s website at least 2 days before the budget hearing date and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed by Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED ON MAY 9, 2023.**

Attest:

**Mitchell Ranch Community  
Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Chair/Vice Chair of the Board of Supervisors

**Exhibit A: Proposed Budget for Fiscal Year 2023/2024**



Rizzetta & Company

# Mitchell Ranch Community Development District

[mitchellranchcdd.org](http://mitchellranchcdd.org)

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## **Proposed Budget for Fiscal Year 2023/2024**

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Rizzetta & Company

**Proposed Budget**  
**Mitchell Ranch Community Development District**  
**General Fund**  
**Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 03/31/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
1								
2	<b>REVENUES</b>							
3								
4	Special Assessments							
5	Tax Roll	\$ 217,291	\$ 217,291	\$ 216,451	\$ 840	\$ 556,388	\$ 339,937	
6	Off Roll	\$ 99,469		\$ 99,469		\$ -	\$ (99,469)	
7	Contributions & Donations from Private Sources							
8	Developer Contributions	\$ -	\$ 197,694	\$ 215,432	\$ (17,738)	\$ -	\$ (215,432)	
9								
10	<b>TOTAL REVENUES</b>	<b>\$ 316,760</b>	<b>\$ 414,985</b>	<b>\$ 531,352</b>	<b>\$ (16,898)</b>	<b>\$ 556,388</b>	<b>\$ 25,036</b>	
11								
12	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 316,760</b>	<b>\$ 414,985</b>	<b>\$ 531,352</b>	<b>\$ (16,898)</b>	<b>\$ 556,388</b>	<b>\$ 25,036</b>	
13								
14								
15	<b>EXPENDITURES - ADMINISTRATIVE</b>							
16								
17	Legislative							
18	Supervisor Fees	\$ 4,000	\$ 8,000	\$ 12,000	\$ 4,000	\$ 12,000	\$ -	5 paid supervisors.
19	Financial & Administrative							
20	Administrative Services	\$ 2,392	\$ 4,784	\$ 4,784	\$ -	\$ 5,023	\$ 239	
21	District Management	\$ 10,660	\$ 21,320	\$ 21,320	\$ -	\$ 22,386	\$ 1,066	
22	District Engineer	\$ 2,305	\$ 5,000	\$ 12,000	\$ 7,000	\$ 12,000	\$ -	
23	Disclosure Report	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
24	Trustees Fees	\$ 4,041	\$ 7,000	\$ 7,000	\$ -	\$ 7,000	\$ -	
25	Assessment Roll	\$ 5,356	\$ 5,356	\$ 5,356	\$ -	\$ 5,624	\$ 268	
26	Financial & Revenue Collections	\$ 1,924	\$ 3,848	\$ 3,848	\$ -	\$ 4,040	\$ 192	
27	Accounting Services	\$ 9,620	\$ 19,240	\$ 19,240	\$ -	\$ 20,202	\$ 962	
28	Auditing Services	\$ -	\$ 5,500	\$ 5,500	\$ -	\$ 5,500	\$ -	Grau \$4900
29	Arbitrage Rebate Calculation	\$ 450	\$ 450	\$ 450	\$ -	\$ 450	\$ -	
30	Public Officials Liability Insurance	\$ 2,667	\$ 2,667	\$ 2,977	\$ 310	\$ 3,200	\$ 223	Egis Estimate
31	Legal Advertising	\$ 278	\$ 2,500	\$ 5,000	\$ 2,500	\$ 5,000	\$ -	Legal Advertising + Mailings
32	Tax Collector /Property Appraiser Fees	\$ -	\$ 150	\$ 150		\$ 150	\$ -	
33	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	Annual State Filing Fee
34	Website Hosting, Maintenance, Backup (and Email)	\$ 2,137	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	Website Compliance and Management
35	Legal Counsel							
36	District Counsel	\$ 9,176	\$ 11,500	\$ 11,500	\$ -	\$ 15,000	\$ 3,500	
37								
38	<b>Administrative Subtotal</b>	<b>\$ 60,181</b>	<b>\$ 107,490</b>	<b>\$ 121,300</b>	<b>\$ 13,810</b>	<b>\$ 127,750</b>	<b>\$ 6,450</b>	
39								
40	<b>EXPENDITURES - FIELD OPERATIONS</b>							
41								
42	Electric Utility Services							
43	Utility Services	\$ 5,883	\$ 11,766	\$ 10,000	\$ (1,766)	\$ 15,000	\$ 5,000	Existing + phase 4
44	Street Lights	\$ 18,705	\$ 55,000	\$ 75,000	\$ 20,000	\$ 75,000	\$ -	\$4600/month or \$55k/year + phase 4
45	Utility-Reclaimed Water Irrigation	\$ 1,200	\$ 4,000	\$ 15,000	\$ 11,000	\$ 5,000	\$ (10,000)	Existing + phase 4
46	Stormwater Control							
47	Aquatic Maintenance	\$ 10,540	\$ 21,080	\$ 15,000	\$ (6,080)	\$ 30,000	\$ 15,000	Sitex quote - 8 ponds,5 wetlands \$24,840 +\$3,570 Midge Fly
48	Wetland Monitoring and Maintenance	\$ -	\$ 4,380	\$ -	\$ -	\$ 5,000	\$ 5,000	Sitex \$365/month x 12 = \$4380
49	Other Physical Environment							
50	General Liability Insurance	\$ 3,468	\$ 3,468	\$ 3,638	\$ 170	\$ 3,638	\$ -	Egis Estimate
51	Property Insurance	\$ 1,295	\$ 1,295	\$ 1,414	\$ 119	\$ 2,500	\$ 1,086	Egis Estimate
52	Entry & Walls Maintenance	\$ -	\$ 5,000	\$ 10,000	\$ 5,000	\$ 10,000	\$ -	Monuments and Landscape Lighting
53	Fence Maintenance	\$ 125	\$ 2,500	\$ 5,000	\$ 2,500	\$ 5,000	\$ -	Boundary Fence
54	Street Sign Repairs	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	
55	Landscape Maintenance	\$ 86,181	\$ 170,000	\$ 200,000	\$ 30,000	\$ 200,000	\$ -	Currently \$170k/yr + Ph 4
56	Irrigation Repairs	\$ 3,252	\$ 6,504	\$ 15,000	\$ 8,496	\$ 15,000	\$ -	Existing + phase 4
57	Landscape - Mulch	\$ -	\$ 5,000	\$ 15,000	\$ 10,000	\$ 15,000	\$ -	
58	Landscape Replacement Plants, Shrubs, Trees	\$ 1,153	\$ 2,306	\$ 15,000	\$ 12,694	\$ 15,000	\$ -	
59	Contingency							
60	Miscellaneous Contingency	\$ 7,598	\$ 15,196	\$ 30,000	\$ 14,804	\$ 30,000	\$ -	Unanticipated increases/expenses.
61								
62	<b>Field Operations Subtotal</b>	<b>\$ 139,400</b>	<b>\$ 307,495</b>	<b>\$ 410,052</b>	<b>\$ 106,937</b>	<b>\$ 428,638</b>	<b>\$ 18,586</b>	
63								
64								
65	<b>TOTAL EXPENDITURES</b>	<b>\$ 199,581</b>	<b>\$ 414,985</b>	<b>\$ 531,352</b>	<b>\$ 120,747</b>	<b>\$ 556,388</b>	<b>\$ 25,036</b>	
66								
67	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 117,179</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 103,849</b>	<b>\$ -</b>	<b>\$ -</b>	



**Mitchell Ranch Community Development District**  
**Debt Service**  
**Fiscal Year 2023/2024**

Chart of Accounts Classification	Series 2019	Budget for 2023/2024
<b>REVENUES</b>		
Special Assessments		
Net Special Assessments <sup>(1)</sup>	\$644,288.06	\$644,288.06
<b>TOTAL REVENUES</b>	<b>\$644,288.06</b>	<b>\$644,288.06</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Financial & Administrative		
Debt Service Obligation	\$644,288.06	\$644,288.06
<b>Administrative Subtotal</b>	<b>\$644,288.06</b>	<b>\$644,288.06</b>
<b>TOTAL EXPENDITURES</b>	<b>\$644,288.06</b>	<b>\$644,288.06</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>

Pasco County Collection Costs (2%) and Early Payment Discounts (4%):

6.0%

**Gross assessments:**

**\$684,830.00**

<sup>(1)</sup> Maximum Annual Debt Service less any Prepaid Assessments received.

**Notes:**

Tax Roll Collection Costs (2%) and Early Payment Discount (4%) for Pasco County are a total 6% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

**MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2023/2024 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE**

2023/2024 O&M Budget		\$556,388.00
Pasco County Collection Cost @	2%	\$11,838.04
Early Payment Discount @	4%	\$23,676.09
2023/2024 Total		<u>\$591,902.13</u>

2022/2023 O&M Budget	\$315,920.09
2023/2024 O&M Budget	<u>\$556,388.00</u>
Total Difference	<u><u>\$240,467.91</u></u>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
Debt Service - TOWNHOMES 18'	\$606.00	\$606.00	\$0.00	0.00%
Operations/Maintenance - TOWNHOMES 18'	\$372.60	\$656.21	\$283.61	76.12%
<b>Total</b>	<b>\$978.60</b>	<b>\$1,262.21</b>	<b>\$283.61</b>	<b>28.98%</b>
Debt Service - TOWNHOMES 28'	\$943.00	\$943.00	\$0.00	0.00%
Operations/Maintenance - TOWNHOMES 28'	\$372.60	\$656.21	\$283.61	76.12%
<b>Total</b>	<b>\$1,315.60</b>	<b>\$1,599.21</b>	<b>\$283.61</b>	<b>21.56%</b>
Debt Service - SF 40'	\$1,347.00	\$1,347.00	\$0.00	0.00%
Operations/Maintenance - SF 40'	\$745.20	\$1,312.42	\$567.22	76.12%
<b>Total</b>	<b>\$2,092.20</b>	<b>\$2,659.42</b>	<b>\$567.22</b>	<b>27.11%</b>
Debt Service - SF 50'	\$1,684.00	\$1,684.00	\$0.00	0.00%
Operations/Maintenance - SF 50'	\$745.20	\$1,312.42	\$567.22	76.12%
<b>Total</b>	<b>\$2,429.20</b>	<b>\$2,996.42</b>	<b>\$567.22</b>	<b>23.35%</b>

**MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2023/2024 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE**

TOTAL O&M BUDGET		\$556,388.00
COLLECTION COSTS @	2.0%	\$11,838.04
EARLY PAYMENT DISCOUNT @	4.0%	\$23,676.09
TOTAL O&M ASSESSMENT		\$591,902.13

UNITS ASSESSED			ALLOCATION OF O&M ASSESSMENT				PER UNIT ASSESSMENTS		
<u>LOT SIZE</u>	<u>O&amp;M</u>	Series 2019	<u>EAU</u>	<u>TOTAL</u>	<u>% TOTAL</u>	<u>TOTAL</u>	SERIES 2019		
		<u>Debt Service</u> <sup>(1)</sup>					<u>O&amp;M</u>	<u>DEBT SERVICE</u> <sup>(2)</sup>	<u>TOTAL</u> <sup>(3)</sup>
Townhomes 18'	254	254	0.50	127.00	28.16%	\$166,677.54	\$656.21	\$606.00	\$1,262.21
Townhomes 28'	168	168	0.50	84.00	18.63%	\$110,243.41	\$656.21	\$943.00	\$1,599.21
Single Family 40'	94	94	1.00	94.00	20.84%	\$123,367.63	\$1,312.42	\$1,347.00	\$2,659.42
Single Family 50'	146	146	1.00	146.00	32.37%	\$191,613.55	\$1,312.42	\$1,684.00	\$2,996.42
<b>Total Community</b>	<b>662</b>	<b>662</b>		<b>451.00</b>	<b>100.00%</b>	<b>\$591,902.13</b>			

LESS Pasco County Collection Costs (2%) and Early Payment Discounts (4%):

(\$35,514.13)

\$556,388.00

<sup>(1)</sup> Reflects the number of total lots with Series 2019 debt outstanding.

<sup>(2)</sup> Annual debt service assessment per lot adopted in connection with the Series 2019 bond issue.  
Annual assessment includes principal, interest, Pasco County collection costs and early payment discounts.

<sup>(3)</sup> Annual assessment that will appear on November 2023 Pasco County property tax bill.  
Amount shown includes all applicable county collection costs and early payment discounts (up to 4% if paid early).

## GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

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### EXPENDITURES – ADMINISTRATIVE:

**Supervisor Fees:** The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

**Administrative Services:** The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

**District Management:** The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These service include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**District Engineer:** The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

**Disclosure Report:** The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees:** The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Assessment Roll:** The District will contract with a firm to prepare, maintain and certify the assessment roll(s) and annually levy a non-ad valorem assessment for operating and debt service expenses.

**Financial & Revenue Collections:** Services of the Collection Agent include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. The Collection Agent also maintains and updates the District's lien book(s) annually and provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services:** Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Auditing Services:** The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

**Arbitrage Rebate Calculation:** The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**Public Officials Liability Insurance:** The District will incur expenditures for public officials' liability insurance for the Board and Staff.

**Legal Advertising:** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Dues, Licenses & Fees:** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous Fees:** The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

**Website Hosting, Maintenance and Email:** The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

**District Counsel:** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

## **EXPENDITURES - FIELD OPERATIONS:**

**Electric Utility Services:** The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

**Street Lights:** The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.

**Utility - Reclaimed:** The District may incur expenses related to the use of reclaimed water for irrigation.

**Aquatic Maintenance:** Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Aquatic Plant Replacement:** The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**General Liability Insurance:** The District will incur fees to insure items owned by the District for its general liability needs

**Property Insurance:** The District will incur fees to insure items owned by the District for its property needs

**Fence Maintenance:** The District will incur expenditures to maintain the wall and the fencing.

**Entry and Wall Maintenance:** The District will incur expenditures to maintain the entry monuments.

**Landscape Maintenance:** The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

**Irrigation Maintenance:** The District will incur expenditures related to the maintenance of the irrigation systems.

**Irrigation Repairs:** The District will incur expenditures related to repairs of the irrigation systems.

**Landscape Replacement:** Expenditures related to replacement of turf, trees, shrubs etc.

**Landscape Mulch:** Expenditures related to mulch replacement.

**Miscellaneous Contingency:** Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

## **DEBT SERVICE FUND BUDGET**

### **ACCOUNT CATEGORY DESCRIPTION**

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### **REVENUES:**

**Special Assessments:** The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

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### **EXPENDITURES – ADMINISTRATIVE:**

**Bank Fees:** The District may incur bank service charges during the year.

**Debt Service Obligation:** This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.

## **Tab 4**



MINUTES OF MEETING

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

**MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT**

The regular Meeting of the Board of Supervisors of the Mitchell Ranch Community Development District was held on **Tuesday, April 11, 2023, at 9:38 a.m.** at Residence Inn by Marriott Tampa, 2101 Northpointe Parkway, Lutz, Florida 33588.

**Present and constituting a quorum were:**

Kelly Evans	<b>Board Supervisor, Chair</b>
Laura Coffey	<b>Board Supervisor, Vice-Chair</b>
Lori Campagna	<b>Board Supervisor, Assistant Secretary</b>
Christopher Smith	<b>Board Supervisor, Assistant Secretary</b>
Pete Williams	<b>Board Supervisor, Assistant Secretary</b>

**Also Present were:**

Debby Wallace	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Scott Brizendine	<b>Vice President, Rizzetta &amp; Company, Inc.</b> <i>(via conference call)</i>
John Vericker	<b>District Counsel, Straley, Robin Vericker</b>
Brian Surak	<b>District Engineer, Clearview Land Design</b> <i>(via conference call)</i>
Scott Herman	<b>Representative, Fieldstone</b>
Tony Smith	<b>Representative, Sitex</b>

Audience	<b>Present</b>
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**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

Ms. Wallace called the meeting to order and confirmed a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

Mr. Doug Gallagher of 8382 Rolling Tides Dr. requested to access CDD property to build a pool.

On a Motion by Mr. Williams, seconded by Ms. Evans, with all in favor, the Board of Supervisors approved for the Mitchell Ranch Community Development District.
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A resident addressed the Board regarding Traffic Enforcement Agreement and trash in ponds. Sitex will remove trash in ponds.

A resident addressed the Board regarding speed bumps for traffic calming.

**THIRD ORDER OF BUSINESS**

**Consideration of Sidewalk Repair Proposal**

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors approved the Site Masters sidewalk proposal in the amount of \$800.00, for Mitchell Ranch Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Regular Meeting held on March 14, 2023**

On a Motion by Ms. Evans, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved the minutes of the regular meeting held on March 14, 2023, as presented for Mitchell Ranch Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of O&M Expenditures for January and February 2023**

On a Motion by Ms. Evans, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved the O&M expenditures for January 2023 (\$34,131.83) and February 2023 (\$47,726.81) for Mitchell Ranch Community Development District.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

No report.

**B. District Engineer**

No report.

**C. Aquatic Report**

Mr. Smith will provide aquatic reports starting the next meeting agenda. District Engineer to provide stormwater plans showing the wetlands to District Manager to forward to Mr. Smith.

**D. District Manager**

Ms. Wallace reminded the Board of Supervisors that the next meeting is scheduled for May 9, 2023, at 9:00 a.m. at the Residence Inn by Marriott Tampa, 2101 Northpointe Parkway, Lutz, Florida 33588.

The proposed budget will be presented at the May 9, 2023, meeting.

Board directed Ms. Wallace to send letters to the 2 residents along Captone Ranch with Encroachment Agreements to remind them to repair CDD property, in reference to page 32 of the DM Site Report.

Mr. Williams requested to add Debt Service payable in May and November DM reports.

**SEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors accepted resignation of Laura Coffey, for the Mitchell Ranch Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Appointment of New Board Supervisor**

On a Motion by Ms. Evans, seconded by Mr. Williams, with all in favor, the Board of Supervisors appointed Paulo Beckert to Seat 2 with term ending 2024, for the Mitchell Ranch Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-04;  
Designating Officers of the District**

On a Motion by Ms. Evans, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved Resolution 2023-04; Designating Officers of the District as Kelly Evans as Chair, Lori Campagna as Vice-Chair and remaining Board Supervisors along with Debby Wallace and Matthew Huber will be Assistant Secretaries, for the Mitchell Ranch Community Development District.

**TENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Wallace stated that there were no other matters to come before the Board of Supervisors at this time.

On a Motion by Mr. Smith, seconded by Ms. Evans, with all in favor, the Board of Supervisors adjourned the meeting at 10:11 a.m. for Mitchell Ranch Community Development District.

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Secretary/Assistant Secretary

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Chairman/ Vice Chairman

## **Tab 5**

# Mitchell Ranch Community Development District

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District Office · Tampa, Florida - (813) 994-1001

Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa Florida 33614

[www.mitchellranchcdd.org](http://www.mitchellranchcdd.org)

## **Operations and Maintenance Expenditures**

**February 2023**

**For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2023 through February 28, 2023. This does not include expenditures previously approved by the Board.

The total items being presented:                      \$    **33,069.12**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Mitchell Ranch Community Development District

## Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Florida Governmental Utility Authority	100101	10518.13043	2778 Legend Pasture Road -Reclaimed Water 03/23	\$ 78.25
GDC Custom LLC	1/11/2174	1531	Sidewalk Repairs 02/23	\$ 1,800.00
Lutz Hotel Management, LLC	100099	032023 Lutz Hotel	BOS Meeting 04/23	\$ 81.34
Fieldstone Landscape Services	100097	18894	Irrigation Repair & Maintenance 01/23	\$ 709.00
Fieldstone Landscape Services	100087	18895	Irrigation Repair & Maintenance 01/23	\$ 129.39
Fieldstone Landscape Services	100088	19306	Monthly Landscaping Maintenance 03/23	\$ 14,134.34
Fieldstone Landscape Services	100097	19383	Plant Installation 03/23	\$ 653.26
Fieldstone Landscape Services	100098	19448	Irrigation Repair & Maintenance 03/23	\$ 1,558.75
Straley Robin Vericker	100091	22771	General Legal Services 02/23	\$ 317.00
Clearview Land Design, P.L.	100086	23-03712	Engineering Services 02/23	\$ 307.50
Clearview Land Design, P.L.	100100	23-03971	Engineering Services 03/23	\$ 235.00
Clearview Land Design, P.L.	100100	23-03974	Engineering Services 03/23	\$ 1,250.00

# Mitchell Ranch Community Development District

## Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Sitex Aquatics, LLC	100090	7333B	Monthly Lake Maintenance 03/23	\$ 1,325.00
Duke Energy	Auto Draft	9100 8922 3115 02/23	2809 Legend Pasture Rd 02/23	\$ 30.79
Duke Energy	Auto Draft	9100 8922 3264 02/23	2778 Legend Pasture Rd Lift 02/23	\$ 61.65
Duke Energy	Auto Draft	9100 8922 3446 02/23	2899 Bear Landing Way 02/23	\$ 133.76
Duke Energy	Auto Draft	9100 8922 3602 02/23	2911 Legend Pasture Rd 02/23	\$ 30.79
Duke Energy	Auto Draft	9100 8922 3793 02/23	2965 BEAR LANDING WAY 02/23	\$ 30.79
Duke Energy	Auto Draft	9100 8922 3967 02/23	00000 State Rd 54 Lite 02/23	\$ 842.11
Duke Energy	Auto Draft	9100 8922 4140 02/23	0000 Little RD 02/23	\$ 611.51
Duke Energy	Auto Draft	9100 8922 4306 02/23	0000 Little Rd Lite 02/23	\$ 3,073.12
Duke Energy	Auto Draft	9100 8922 4463 02/23	3043 Legend Pasture Rd 02/23	\$ 30.79
Duke Energy	Auto Draft	9100 8922 4645 02/23	2609 Legend Pasture Rd 02/23	\$ 30.79
Duke Energy	Auto Draft	9101 3841 5332 01/23	8163 Rolling Tides Drive 01/23	\$ 12.07

# Mitchell Ranch Community Development District

## Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Duke Energy	Auto Draft	9101 3841 5332 02/23 ACH	8163 Rolling Tides Drive 02/23	\$ 16.45
Duke Energy	Auto Draft	9101 3841 7178 01/23	3159 Bear Landing Way 01/23	\$ 20.10
Duke Energy	Auto Draft	9101 3841 7178 02/23 ACH	3159 Bear Landing Way 02/23 ACH	\$ 16.45
Duke Energy	Auto Draft	9101 3842 0123 01/23	2696 Welbilt Blvd 01/23	\$ 18.00
Duke Energy	Auto Draft	9101 3842 0123 02/23 ACH	2696 Welbilt Blvd 02/23 ACH	\$ 16.45
Duke Energy	Auto Draft	9101 3958 8485 02/23	0000 State Road 54 LITE 02/23	\$ 315.33
Christopher Smith	100092	CS031423	Board of Supervisors Meeting 03/14/23	\$ 200.00
Rizzetta & Company, Inc.	100085	INV0000078037	District Management Fees 03/23	\$ 4,199.34
Kelly Evans	100094	KE031423	Board of Supervisors Meeting 03/14/23	\$ 200.00



# Mitchell Ranch Community Development District

## Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Laura Coffey	100095	LC031423	Board of Supervisors Meeting 03/14/23	\$ 200.00
Lori Campagna	100096	LCP031423	Board of Supervisors Meeting 03/14/23	\$ 200.00
F Peter Williams	100093	PW031423	Board of Supervisors Meeting 03/14/23	<u>\$ 200.00</u>
<b>Total</b>				<b><u>\$ 33,069.12</u></b>