



Rizzetta & Company

Mitchell Ranch Community Development District

Board of Supervisors' Meeting April 9, 2024

**District Office:
5844 Old Pasco Road, Suite 100
Wesley Chape, FL 33544
813.994-1001**

www.mitchellranchcdd.org

MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT

Residence Inn by Marriott Tampa located at 2101 Northpointe Parkway, Lutz, Florida 33588
www.mitchellranchcdd.org

Board of Supervisors	Kelly Evans	Chairman
	Lori Campagna	Vice Chairman
	Paulo Beckert	Assistant Secretary
	Christopher Smith	Assistant Secretary
	Vacant	Assistant Secretary
District Manager	Debby Wallace	Rizzetta & Company, Inc.
District Counsel	John Vericker	Straley Robin & Vericker
District Engineer	Brian Surak	Clearview Land Design

All cellular phones must be placed on mute while in the meeting room.

The first section of the meeting is called Audience Comments, which is the portion of the agenda where individuals may make comments on Agenda Items. The final section of the meeting will provide an additional opportunity for Audience Comments on other matters of concern that were not addressed during the meeting. Individuals are limited to a total of three (3) minutes to make comments during these times.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813)994-1001. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

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

April 1, 2024

**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, April 9, 2024 at 9:00 a.m.** immediately following adjournment of Connerton East 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. Appointment of Open Board Seat #4 (2022-2024)
 - B. Consideration of Proposal for Landscape Inspection Services Tab 1
 - C. Acceptance of FY 2023 Audit Tab 2
 - D. Consideration of Maintenance Services Agreement..... Tab 3
 - E. Consideration of Resident Refund Request Tab 4
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Regular Meeting held on March 12, 2024 Tab 5
 - B. Consideration of Operation and Maintenance Expenditures for February 2024..... Tab 6
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Aquatic Report Tab 7
 - D. Landscape & Irrigation Report Tab 8
 - E. District Manager Tab 9
 - i. Discussion of Abandoned Cars Tab 10
 - ii. Presentation of Website Compliance Report Tab 11
- 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 1



Rizzetta & Company

Mitchell Ranch Community Development District

Proposal for Professional Landscape Inspection Services

April 2, 2024

Presented by: Rizzetta & Company, Inc.

**3434 Colwell Avenue, Suite 200
Tampa, FL 33614
813.933.5571**

rizzetta.com

Rizzetta & Co.

Landscape Inspection Services

“COMMITTED TO PRESERVING AND ENHANCING THE COMMUNITY LANDSCAPE”

One of the largest expenses in any planned community is landscape maintenance. Why not have a professional, experienced landscape manager ensuring it is thriving and beautifully framing the community as it was intended to be?

Our Landscape Inspection Services team includes a Landscape Designer, a former commercial landscape maintenance company account manager, and two prior owners of multi-dimensional landscape service firms. Rizzetta & Co.'s Landscape Inspection Services team has a combined total of more than 100 years serving Florida community landscapes!

Each of our Landscape Specialists is Best Management Practices (BMP) certified in the state of Florida. Our team is committed to elevating the landscape maintenance in your community with detailed inspections, formal reporting, landscape planning, and effective vendor management strategies.

The first thing noticed in any community is its landscaping. It can convey a “Wow” factor to visitors, set a welcoming tone for residents, and help to increase home values within the community. Rizzetta & Co.'s Landscape Inspection Services team provides the expertise needed for a well-planned, well-maintained community landscape now and for the future.



Rizzetta & Company

How we do it

Community Asset Management Plan: Upon request and following fee agreement, perform a complete inventory of the community landscape assets and provide an inventory report to the board.

Landscape Design: Landscape designer on staff available for landscape consultation, enhancements, and design upon request and following fee agreement.

Landscape and Irrigation Specification Development: Upon request and following fee agreement, develop a request for proposal (RFP) document to include a customized set of standards and specifications based on the community needs and budget. We will conduct the bidding process, review, and prepare bid tabulation documents for the board and assist the board with reviewing the bid tabulation and other pertinent information.

Landscape Maintenance Inspections: Perform grounds inspections, provide the board with an inspection report (see sample below), notify maintenance contractor of deficiencies in service, and obtain proposals for landscape projects.

Landscape Turnover Inspections: Attend landscape turnover meeting and participate in the inspection on behalf of the board. Follow up report provided.

Master Task Project Plan for Mature Communities: Upon request and following fee agreement, develop a project plan specific to landscape replacement and enhancement for the common areas. Emphasis is on maturing landscape in the community and budgeting accordingly.



Sample Report



Rizzetta & Company

Scope of Services

Rizzetta & Co. is pleased to provide this proposal for professional Landscape Inspection Services. These services will be provided on a recurring basis, with a detailed description provided below.

Landscape Inspection Services:

- Perform one (1) monthly landscape maintenance inspection to ensure oversight of onsite landscape maintenance contractors and compliance with the District's landscape and irrigation maintenance contracts.
- Provide the District with one (1) monthly landscape inspection report, which shall be included in the District's agenda package and may contain, among other things, recommended action items and request for proposals for landscape enhancements.
- Upon request of the District, attend up to six (6) District meetings in person, per fiscal year, either in person or via phone, to review landscape maintenance inspection report or discuss other landscape-related issues.
- Notify landscape maintenance contractors of deficiencies in service or the need for additional care. Contractor shall have a designated timeframe to provide a detailed response to the report.
- Monitor the progress of landscape maintenance contractors in accordance with scope of work provided in maintenance contracts with the District.
- Upon request, provide input, for preparation of the District's annual budget.
- Upon request and following fee agreement, prepare and develop a scope of services for landscape & irrigation maintenance proposals and oversee entire bidding process.
- Obtain additional competitive landscape maintenance proposals for incidental work as requested by the District and provide them to the District Manager.



Rizzetta & Company

Our Professional Landscape Inspection Services Fee

Based on the Scope of Services, Rizzetta & Co. proposes the following Landscape Inspection Services fee:

☐ **Option 1. – Scope of Services as presented (service fee will be billed monthly):**

- \$750/mt. - \$9000.00/yr.

☐ **Option 2. – Scope of Services as amended (service fee will be billed bi-monthly):**

- Perform one (1) bi-monthly (every other month) landscape maintenance inspection to ensure oversight of onsite landscape maintenance contractors and compliance with the District's landscape maintenance and irrigation contracts.
- Provide the District with one (1) bi-monthly (every other month) landscape maintenance inspection report which shall be provided in the District's agenda package and include, among other things, recommended action items.
- Attend three (3) District meetings in person or via phone, per fiscal year, to review Landscape Inspection Report and/or to discuss other landscape-related items.

\$850.00 bi-monthly - \$5100.00/yr.

Submitted

By: _____

Lucianno Mastrionni - Vice President, Business Strategy & Development

Rizzetta & Co., Inc.

Date: _____

Accepted

By: _____

Print: _____

For: Mitchell Ranch Community Development District

Date: _____



Rizzetta & Company

Tab 2

**MITCHELL RANCH
COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA
FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED
SEPTEMBER 30, 2023**

**MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA**

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Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

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Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors
Mitchell Ranch Community Development District
Pasco County, Florida

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of Mitchell Ranch Community Development District, Pasco County, Florida ("District") as of and for the fiscal year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2023, and the respective changes in financial position thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The District's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information Included in the Financial Report

Management is responsible for the other information included in the financial report. The other information comprises the information for compliance with FL Statute 218.39 (3) (c) but does not include the financial statements and our auditor's report thereon. Our opinions on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 20, 2024, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

March 20, 2024

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Mitchell Ranch Community Development District, Pasco County, Florida ("District") provides a narrative overview of the District's financial activities for the fiscal year ended September 30, 2023. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

FINANCIAL HIGHLIGHTS

- The assets of the District exceeded its liabilities at the close of the most recent fiscal year resulting in a net position balance of (\$2,805,766).
- The change in the District's total net position in comparison with the prior fiscal year was (\$3,127,783), a decrease. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2023, the District's governmental funds reported combined ending fund balances of \$1,041,217, an increase of \$70,718 in comparison with the prior fiscal year. The total fund balance is non-spendable for prepaid items and deposits, restricted for debt service and capital projects, and the remainder is unassigned fund balance.

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as the introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the residual amount being reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by special assessments and Developer contributions. The District does not have any business-type activities. The governmental activities of the District include the general government (management) and physical environment functions.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: governmental funds.

OVERVIEW OF FINANCIAL STATEMENTS (Continued)

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains three governmental funds for external reporting. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, debt service fund, and capital projects fund, all of which are considered major funds.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, liabilities exceed assets at the close of the most recent fiscal year.

Key components of the District's net position are reflected in the following table:

NET POSITION SEPTEMBER 30,		
	2023	2022
Assets, excluding capital assets	\$ 1,056,818	\$ 997,426
Capital assets	6,818,345	10,245,122
Total assets	7,875,163	11,242,548
Current liabilities	134,092	147,469
Long-term liabilities	10,546,837	10,773,062
Total liabilities	10,680,929	10,920,531
Net Position		
Net investment in capital assets	(3,515,763)	(332,014)
Restricted	691,074	654,031
Unrestricted	18,923	-
Total net position	\$ (2,805,766)	\$ 322,017

The District's net position reflects its investment in capital assets (e.g. land, land improvements, and infrastructure) less any related debt used to acquire those assets that is still outstanding. These assets are used to provide services to residents; consequently, these assets are not available for future spending. Although the District's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

The restricted portion of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position may be used to meet the District's other obligations.

The District's net position decreased during the most recent fiscal year. The majority of the decrease is the result of the conveyance of infrastructure improvements to other entities for ownership and maintenance.

Key elements of the change in net position are reflected in the following table:

CHANGES IN NET POSITION FOR THE FISCAL YEAR ENDED SEPTEMBER 30,		
	2023	2022
Revenues:		
Program revenues		
Charges for services	\$ 963,682	\$ 833,020
Operating grants and contributions	134,486	144,270
Capital grants and contributions	8,033	680
Total revenues	1,106,201	977,970
Expenses:		
General government	114,793	109,241
Physical environment	567,796	267,837
Interest on long-term debt	406,496	413,495
Conveyance of infrastructure assets	3,144,899	-
Total expenses	4,233,984	790,573
Change in net position	(3,127,783)	187,397
Net position - beginning	322,017	134,620
Net position - ending	\$ (2,805,766)	\$ 322,017

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2023 was \$4,233,984. The costs of the District's activities were primarily funded by program revenues. Program revenues are comprised primarily of assessments and Developer contributions. In total, expenses increased from the prior fiscal year due mainly to conveyance of assets that took place in the fiscal year.

GENERAL BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2023.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At September 30, 2023, the District had \$7,147,203 invested in capital assets for its governmental activities. In the government-wide financial statements depreciation of \$328,858 has been taken, which resulted in a net book value of \$6,818,345. More detailed information about the District's capital assets is presented in the notes to the financial statements.

Capital Debt

At September 30, 2023, the District had \$10,515,000 Bonds outstanding for its governmental activities. More detailed information about the District's capital debt is presented in the notes to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND OTHER EVENTS

It is anticipated that the general operations of the District will increase in the subsequent fiscal year.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, land owners, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact Mitchell Ranch Community Development District's Accounting Department at 3434 Colwell Ave, Suite 200, Tampa, Florida 33614.

FINANCIAL STATEMENTS

**MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2023**

	Governmental Activities
ASSETS	
Cash	\$ 30,006
Assessments receivable	2,500
Prepays and deposits	2,018
Restricted assets:	
Investments	1,022,294
Capital assets	
Non-depreciable assets	1,015,969
Depreciable assets, net	<u>5,802,376</u>
Total assets	<u>7,875,163</u>
 LIABILITIES	
Accounts payable and accrued expenses	13,101
Refundable Deposits	2,500
Accrued interest payable	118,491
Non-current liabilities:	
Due within one year	235,000
Due in more than one year	<u>10,311,837</u>
Total liabilities	<u>10,680,929</u>
 NET POSITION	
Net investment in capital assets	(3,515,763)
Restricted for debt service	691,074
Unrestricted	<u>18,923</u>
Total net position	<u>\$ (2,805,766)</u>

See notes to the financial statements

**MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2023**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Primary government:					
Governmental activities:					
General government	\$ 114,793	\$ 114,793	\$ -	\$ -	\$ -
Physical environment	567,796	202,247	102,594	8,033	(254,922)
Interest on long-term debt	406,496	646,642	31,892	-	272,038
Conveyance of infrastructure	3,144,899	-	-	-	(3,144,899)
Total governmental activities	4,233,984	963,682	134,486	8,033	(3,127,783)
					Change in net position
					(3,127,783)
					Net position - beginning
					322,017
					Net position - ending
					<u>\$ (2,805,766)</u>

See notes to the financial statements

**MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2023**

	Major Funds			Total
	General	Debt Service	Capital Projects	Governmental Funds
ASSETS				
Cash	\$ 30,006	\$ -	\$ -	\$ 30,006
Investments	-	809,565	212,729	1,022,294
Restricted cash	2,500	-	-	2,500
Prepaid items and deposits	2,018	-	-	2,018
Total assets	\$ 34,524	\$ 809,565	\$ 212,729	\$ 1,056,818
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable and accrued liabilities	\$ 13,101	\$ -	\$ -	\$ 13,101
Refundable deposits	2,500	-	-	2,500
Total liabilities	15,601	-	-	15,601
Fund balances:				
Nonspendable:				
Prepaid items and deposits	2,018	-	-	2,018
Restricted for:				
Advances to other funds	-	-	-	-
Debt service	-	809,565	-	809,565
Capital projects	-	-	212,729	212,729
Unassigned	16,905	-	-	16,905
Total fund balances	18,923	809,565	212,729	1,041,217
Total liabilities and fund balances	\$ 34,524	\$ 809,565	\$ 212,729	\$ 1,056,818

See notes to the financial statements

**MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA
RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
SEPTEMBER 30, 2023**

Fund balance - governmental funds	\$ 1,041,217
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in the governmental funds. The statement of net position includes those capital assets in the net position of the government as a

Cost of capital assets	7,147,203	
Accumulated depreciation	<u>(328,858)</u>	6,818,345

Liabilities not due and payable from current available resources are not reported as liabilities in the governmental fund statements. All liabilities, both current and long-term, are reported in the government-wide financial statements.

Accrued interest payable	(118,491)	
Original issuance (premium)/discount	(31,837)	
Bonds payable	<u>(10,515,000)</u>	<u>(10,665,328)</u>

Net position of governmental activities	<u><u>\$ (2,805,766)</u></u>
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See notes to the financial statements

**MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2023**

	Major Funds			Total
	General	Debt Service	Capital Projects	Governmental Funds
REVENUES				
Developer contributions	\$ 102,594	\$ -	\$ -	\$ 102,594
Assessments	317,040	646,642	-	963,682
Interest and other revenues	-	31,892	8,033	39,925
Total revenues	419,634	678,534	8,033	1,106,201
EXPENDITURES				
Current:				
General government	114,793	-	-	114,793
Physical environment	285,918	-	-	285,918
Debt service:				
Principal	-	225,000	-	225,000
Interest	-	409,772	-	409,772
Total expenditures	400,711	634,772	-	1,035,483
Excess (deficiency) of revenues over (under) expenditures	18,923	43,762	8,033	70,718
OTHER FINANCING SOURCES (USES)				
Transfer in (out)	-	(8,770)	8,770	-
Total other financing sources (uses)	-	(8,770)	8,770	-
Net change in fund balances	18,923	34,992	16,803	70,718
Fund balances - beginning	-	774,573	195,926	970,499
Fund balances - ending	\$ 18,923	\$ 809,565	\$ 212,729	\$ 1,041,217

See notes to the financial statements

**MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2023**

Net change in fund balances - total governmental funds	\$ 70,718
Amounts reported for governmental activities in the statement of activities are different because:	
Depreciation of capital assets is not recognized in the governmental fund financial statements, but is reported as an expense in the statement of activities.	(281,878)
Conveyances of previously capitalized infrastructure improvements are reported as an expense on the statement of activities but not on the fund financial statements.	(3,144,899)
Repayment of long-term liabilities are reported as expenditures in the governmental fund financial statements, but such repayments reduce liabilities in the statement of net position and are eliminated in the statement of activities.	225,000
Amortization of the issuance premium is not recognized in the governmental fund financial statements, but is reported as a reduction of interest in the statement of activities.	1,225
The change in accrued interest on long-term liabilities between the current and prior fiscal years is recorded in the statement of activities, but not in the governmental fund financial statements.	2,051
Change in net position of governmental activities	<u>\$ (3,127,783)</u>

See notes to the financial statements

**MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA
NOTES TO THE FINANCIAL STATEMENTS**

NOTE 1 - NATURE OF ORGANIZATION AND REPORTING ENTITY

Mitchell Ranch Community Development District ("District") was created by Ordinance 19-27, effective as of July 9, 2019, of the Board of County Commissioners of Pasco County, Florida, pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The Act provides among other things, the power to manage basic services for community development, power to borrow money and issue bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure.

The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors ("Board"), which is composed of five members. The Supervisors are elected on an at large basis by landowners of the District. The Board of Supervisors of the District exercise all powers granted to the District pursuant to Chapter 190, Florida Statutes. At September 30, 2023, all of the Board members are affiliated with Lennar Homes, LLC ("Developer").

The Board has the responsibility for:

1. Allocating and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District is considered to be financially accountable and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Government-Wide and Fund Financial Statements

The basic financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include: 1) charges to customers who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; operating-type special assessments for maintenance and debt service are treated as charges for services and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not included among program revenues are reported instead as *general revenues*.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement* focus and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Assessments

Assessments are non-ad valorem assessments imposed on assessable lands located within the District. Assessments may be levied on property to pay for the operations and maintenance of the District. The fiscal year for which annual assessments may be levied begins on October 1 with discounts available for payments through February 28 and become delinquent on April 1. For debt service assessments, amounts collected as advance payments are used to prepay a portion of the Bonds outstanding. Otherwise, assessments are collected annually to provide funds for the debt service on the portion of the Bonds which are not paid with prepaid assessments.

Assessments and interest associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. The portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period.

The District reports the following major governmental funds:

General Fund

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

Debt Service Fund

The debt service fund is used to account for the accumulation of resources for the annual payment of principal and interest on long-term debt.

Capital Projects Fund

This fund accounts for the financial resources to be used for the acquisition or construction of major infrastructure within the District.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

Assets, Liabilities and Net Position or Equity

Restricted Assets

These assets represent cash and investments set aside pursuant to Bond covenants or other contractual restrictions.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Deposits and Investments

The District's cash on hand and demand deposits are considered to be cash and cash equivalents.

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due. In addition, surplus funds may be deposited into certificates of deposit which are insured and any unspent Bond proceeds are required to be held in investments as specified in the Bond Indenture.

The District records all interest revenue related to investment activities in the respective funds. Investments are measured at amortized cost or reported at fair value as required by generally accepted accounting principles.

Inventories and Prepaid Items

Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the government activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Residential roadways	20
Stormwater management systems	25

Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized ratably over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Long-Term Obligations (Continued)

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Fund Equity/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

The District can establish limitations on the use of fund balance as follows:

Committed fund balance – Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned fund balance – Includes spendable fund balance amounts established by the Board of Supervisors that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board may also assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Other Disclosures

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE 3 - BUDGETARY INFORMATION

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year-end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
- b) Public hearings are conducted to obtain comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board, although the District Manager can approve certain changes to line item appropriations within funds.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriation for annually budgeted funds lapse at the end of the year.

NOTE 4 - DEPOSITS AND INVESTMENTS

Deposits

The District's cash balances were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

Investments

The District's investments were held as follows at September 30, 2023:

	<u>Amortized Cost</u>	<u>Credit Risk</u>	<u>Weighted Average Maturities</u>
First American Treasury Obligation			
Fund - Class Y	\$ 1,022,294	S&P AAAM	24 days
Total Investments	<u>\$ 1,022,294</u>		

Credit risk – For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

Concentration risk – The District places no limit on the amount the District may invest in any one issuer.

Interest rate risk – The District does not have a formal policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

However, the Bond Indentures limit the type of investments held using unspent proceeds.

NOTE 4 - DEPOSITS AND INVESTMENTS (Continued)

Investments (Continued)

Fair Value Measurement – When applicable, the District measures and records its investments using fair value measurement guidelines established in accordance with GASB Statements. The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques.

These guidelines recognize a three-tiered fair value hierarchy, in order of highest priority, as follows:

- *Level 1:* Investments whose values are based on unadjusted quoted prices for identical investments in active markets that the District has the ability to access;
- *Level 2:* Investments whose inputs - other than quoted market prices - are observable either directly or indirectly; and,
- *Level 3:* Investments whose inputs are unobservable.

The fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the entire fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

Money market investments that have a maturity at the time of purchase of one year or less and are held by governments other than external investment pools should be measured at amortized cost. Accordingly, the District's investments have been reported at amortized cost above.

NOTE 5 - CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2023 were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
<u>Governmental activities</u>				
Capital assets, not being depreciated				
Infrastructure under construction	\$ 4,160,868	\$ -	\$ (3,144,899)	\$ 1,015,969
Total capital assets, not being depreciated	4,160,868	-	(3,144,899)	1,015,969
Capital assets, being depreciated				
Residential roadways	3,662,883	-	-	3,662,883
Stormwater management systems	2,468,351	-	-	2,468,351
Total capital assets, being depreciated	6,131,234	-	-	6,131,234
Less accumulated depreciation for:				
Residential roadways	30,524	183,144	-	213,668
Stormwater management systems	16,456	98,734	-	115,190
Total accumulated depreciation	46,980	281,878	-	328,858
Total capital assets, being depreciated, net	6,084,254	(281,878)	-	5,802,376
Governmental activities capital assets, net	\$ 10,245,122	\$ (281,878)	\$ (3,144,899)	\$ 6,818,345

The infrastructure intended to serve the District has been estimated at a total cost of approximately \$15.8 million. The infrastructure will include roadways, recreational facility, stormwater and wastewater systems, utility systems, and land improvements, including landscaping and streetscaping. A portion of the project costs is expected to be financed with the proceeds from the issuance of Bonds with the remainder to be funded by the Developer and conveyed to the District. Upon completion, certain improvements are to be conveyed to others for ownership and maintenance responsibilities. During the current year, the District conveyed \$3,144,899 of infrastructure improvements to other entities.

NOTE 6 - LONG-TERM LIABILITIES

Series 2019 Bonds

On November 14, 2019, the District issued \$11,175,000 of Special Assessment Bonds, Series 2019 consisting of multiple term Bonds with maturity dates from December 15, 2024 to December 15, 2050 and fixed interest rates ranging from 3.125% to 4%. The Bonds were issued to finance a portion of the cost of acquiring, construction and equipping of certain assessable improvements comprising the Series 2019 Project. Interest is to be paid semiannually on each June 15 and December 15. Principal is to be paid serially commencing December 15, 2020.

The Bonds are subject to optional and extraordinary mandatory redemption prior to their selected maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Bond Indenture.

The Bond Indenture established debt service reserve requirements as well as other restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements. The District was in compliance with the requirements at September 30, 2023.

Long-term Debt Activity

Changes in long-term liability activity for the fiscal year ended September 30, 2023 were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<u>Governmental activities</u>					
Bonds payable:					
Series 2019	\$ 10,740,000	\$ -	\$ 225,000	\$ 10,515,000	\$ 235,000
Plus bond premium	33,062	-	1,225	31,837	-
Total	<u>\$ 10,773,062</u>	<u>\$ -</u>	<u>\$ 226,225</u>	<u>\$ 10,546,837</u>	<u>\$ 235,000</u>

At September 30, 2023, the scheduled debt service requirements on the long-term debt were as follows:

Year ending September 30:	Governmental Activities		
	Principal	Interest	Total
2024	\$ 235,000	\$ 402,584	\$ 637,584
2025	240,000	395,163	635,163
2026	250,000	387,194	637,194
2027	260,000	378,588	638,588
2028	265,000	369,728	634,728
2029-2033	1,475,000	1,701,359	3,176,359
2034-2038	1,780,000	1,385,600	3,165,600
2039-2043	2,170,000	992,000	3,162,000
2044-2048	2,635,000	513,100	3,148,100
2049-2050	1,205,000	48,700	1,253,700
Total	<u>\$ 10,515,000</u>	<u>\$ 6,574,016</u>	<u>\$ 17,089,016</u>

NOTE 7 – DEVELOPER TRANSACTIONS & CONCENTRATION

The Developer owns the majority of land within the District; therefore, assessment revenues in the debt service funds include the assessments levied on those lots owned by the Developer.

The Developer has agreed to fund the general operations of the District. In connection with that agreement, Developer contributions to the general fund were \$102,594 at September 30, 2023.

The District's activity is dependent upon the continued involvement of the Developer, the loss of which could have a material adverse effect on the District's operations.

NOTE 8 - MANAGEMENT COMPANY

The District has contracted with a management company to perform services, which include financial and accounting services. Certain employees of the management company also serve as officers (Board appointed non-voting positions) of the District. Under the agreement, the District compensates the management company for management, accounting, financial reporting, and other administrative costs.

NOTE 9 - RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. There were no settled claims during the past three years.

**MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - BUDGET AND ACTUAL – GENERAL FUND
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2023**

	Budgeted Amounts Original & Final	Actual Amounts	Variance with Final Budget - Positive (Negative)
REVENUES			
Developer contributions	\$ 216,403	\$ 102,594	\$ (113,809)
Assessments	315,920	317,040	1,120
Total revenues	<u>532,323</u>	<u>419,634</u>	<u>(112,689)</u>
EXPENDITURES			
Current:			
General government	121,523	114,793	6,730
Physical environment	410,800	285,918	124,882
Total expenditures	<u>532,323</u>	<u>400,711</u>	<u>131,612</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ -</u>	18,923	<u>\$ 18,923</u>
Fund balance - beginning		<u>-</u>	
Fund balance - ending		<u>\$ 18,923</u>	

See notes to required supplementary information

**MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget for the general fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2023.

**MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA
OTHER INFORMATION – DATA ELEMENTS
REQUIRED BY FL STATUTE 218.39(3)(C)
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2023
UNAUDITED**

<u>Element</u>	<u>Comments</u>
Number of District employees compensated in the last pay period of the District's fiscal year being reported.	0
Number of independent contractors compensated to whom nonemployee compensation was paid in the last month of the District's fiscal year being reported.	7
Employee compensation	Not applicable
Independent contractor compensation	\$58,974
Construction projects to begin on or after October 1; (>\$65K)	Not applicable
Budget variance report	See the Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - General Fund
Ad Valorem taxes;	Not applicable
Non ad valorem special assessments;	
Special assessment rate	Operations and maintenance; TownHomes 18- \$372 TownHomes 28- \$372 Single Family 40 - \$745 Single Family 50 - \$745 Debt Service; TownHomes 18- \$606 TownHomes 28- \$943 Single Family 40 - \$1,347 Single Family 50 - \$1,684
Special assessments collected	\$963,682
Outstanding Bonds:	See Note 6

Independent contractor is defined as individuals or entities receiving a 1099.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors
Mitchell Ranch Community Development District
Pasco County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Mitchell Ranch Community Development District, Pasco County, Florida ("District") as of and for the fiscal year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements and have issued our report thereon dated March 20, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

March 20, 2024



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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY
RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Supervisors
Mitchell Ranch Community Development District
Pasco County, Florida

We have examined Mitchell Ranch Community Development District, Pasco County, Florida's ("District") compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2023. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced in Section 218.415, Florida Statutes. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the examination engagement.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2023.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Board of Supervisors of Mitchell Ranch Community Development District, Pasco County, Florida, and is not intended to be and should not be used by anyone other than these specified parties.

March 20, 2024



951 Yamato Road • Suite 280
Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

MANAGEMENT LETTER PURSUANT TO THE RULES OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

To the Board of Supervisors
Mitchell Ranch Community Development District
Pasco County, Florida

Report on the Financial Statements

We have audited the accompanying basic financial statements of Mitchell Ranch Community Development District, Pasco County, Florida ("District") as of and for the fiscal year ended September 30, 2023, and have issued our report thereon dated March 20, 2024.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated March 20, 2024, should be considered in conjunction with this management letter.

Purpose of this Letter

The purpose of this letter is to comment on those matters required by Chapter 10.550 of the Rules of the Auditor General of the State of Florida. Accordingly, in connection with our audit of the financial statements of the District, as described in the first paragraph, we report the following:

- I. Current year findings and recommendations.**
- II. Status of prior year findings and recommendations.**
- III. Compliance with the Provisions of the Auditor General of the State of Florida.**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, as applicable, management, and the Board of Supervisors of Mitchell Ranch Community Development District, Pasco County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

We wish to thank Mitchell Ranch Community Development District, Pasco County, Florida and the personnel associated with it, for the opportunity to be of service to them in this endeavor as well as future engagements, and the courtesies extended to us.

March 20, 2024

REPORT TO MANAGEMENT

I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS

None

II. PRIOR YEAR FINDINGS AND RECOMMENDATIONS

None

III. COMPLIANCE WITH THE PROVISIONS OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

Unless otherwise required to be reported in the auditor's report on compliance and internal controls, the management letter shall include, but not be limited to the following:

1. A statement as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

There were no significant findings and recommendations made in the preceding annual financial audit report for the fiscal year ended September 30, 2022.

2. Any recommendations to improve the local governmental entity's financial management.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2023.

3. Noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported, for the fiscal year ended September 30, 2023.

4. The name or official title and legal authority of the District are disclosed in the notes to the financial statements.

5. The District has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes.

6. We applied financial condition assessment procedures and no deteriorating financial conditions were noted as of September 30, 2023. It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

7. Management has provided the specific information required by Section 218.39(3)(c) in the Other Information section of the financial statements on page 23.

Tab 3

Jayman Enterprises, LLC

1020 HILL FLOWER DR
Brooksville, FL 34604

Phone # (813)333-3008 jaymanenterprises@live.com
www.jaymanenterprises.com

Estimate

Date	Estimate #
3/25/2024	1001

Name / Address
Mitchell Ranch CDD 12750 Citrus park Lane Tampa, Fl. 33625

			Project
Description	Qty	Rate	Total
Vendor, Jayman Enterprises, LLC agrees to provide services as needed on property to fix/repair as needed projects. Price is determined by the job and materials needed to complete, but is based on the given Hourly rate of \$125.00 and hr. Naturally, some jobs may not be as much and some may be more depending on the time and task.		125.00	125.00
Client Signature		Total	\$125.00

Tab 4

From: [Debby Bayne-Wallace](#)
To: [Diana Kronick](#)
Subject: FW: [EXTERNAL]FW: 8382 Rolling Tides - Mitchell Ranch
Date: Tuesday, March 26, 2024 3:58:30 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Please add to agenda under the resident's request to return deposit. Thank you.

Debby Wallace
Regional Manager

813.933.5571 Ext: 8814
dbwallace@rizzetta.com

rizzetta.com

Board Of Supervisors: In an effort to maintain compliance with the Florida Sunshine Law, please do not reply globally to this notification. Any questions should be directed to the sending party only or to the Management Office at (813) 933-5571.

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From: Elizabeth moore <Emoore@fieldstonels.com>
Sent: Tuesday, March 26, 2024 3:31 PM
To: Debby Bayne-Wallace <dbwallace@rizzetta.com>; Wesley Elias <WElias@rizzetta.com>
Subject: [EXTERNAL]FW: 8382 Rolling Tides

NOTICE: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender and know the content is safe. Please use the Phish Alert! button to report suspicious messages.

Here are a couple pictures from the back of 8382 Rolling Tide. I did not see any damage to the CDD property. The homeowners yard needs a little sod or something but not CDD. I didn't see any tire ruts. Only comment would be to have them clean up a little better. Rock and debris in the common area that if a mower hit could do some damage to the homes or other structures. Not to mention the mower.

Thank you,



Liz Moore

Account Manager

Cell # 727-589-5518

Emoore@fieldstonels.com







Tab 5

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, March 12, 2024, at 9:28 a.m.** at Residence Inn by Marriott Tampa, 2101 Northpointe Parkway, Lutz, Florida 33588.

Present and constituting a quorum were:

Kelly Evans	Board Supervisor, Chair
Lori Campagna	Board Supervisor, Vice-Chair
Paulo Beckert	Board Supervisor, Assistant Secretary

Also Present were:

Debby Wallace	District Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley, Robin Vericker
K.C. Hopkinson	District Counsel, Straley, Robin Vericker
Wesley Elias	District Manager, Rizzetta & Company, Inc.
Brian Surak	District Engineer, Clearview Land Design (via phone)

Audience **Present**

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

An audience member addressed the Board regarding mulch missed along Campus Woods, ant hills and abandoned cars.

An audience member addressed the Board regarding golf carts.

THIRD ORDER OF BUSINESS

Ratification of Irrigation Proposal

On a Motion by Ms. Evans, seconded by Mr. Beckert, with all in favor, the Board of Supervisors ratified the Fieldstone irrigation repair proposal in the amount of \$760.57, for Mitchell Ranch Community Development District.

FOURTH ORDER OF BUSINESS

Ratification of DTS Agreement

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors ratified the DTS Agreement, for Mitchell Ranch Community Development District.

FIFTH ORDER OF BUSINESS

Discussion of Path Signs

On a Motion by Ms. Campagna, seconded by Mr. Beckert, with all in favor, the Board of Supervisors authorized the Chair to work with staff on moving forward with install path signs at a not-to-exceed amount of \$2,000.00, for Mitchell Ranch Community Development District.

SIXTH ORDER OF BUSINESS

**Appointment of Open Board Seat #4
(Term 2022-2024)**

This was tabled.

SEVENTH ORDER OF BUSINESS

**Consideration of the Minutes of the
Regular Meeting held on February 13,
2024**

On a Motion by Ms. Campagna, seconded by Mr. Beckert, with all in favor, the Board of Supervisors approved the minutes of the regular meeting held on February 13, 2024, for Mitchell Ranch Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of O&M Expenditures
for January 2024**

On a Motion by Ms. Campagna, seconded by Ms. Evans, with all in favor, the Board of Supervisors approved the O&M expenditures for January 2024 (\$37,988.70), for Mitchell Ranch Community Development District.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Present. No report.

B. District Engineer

Present. Mr. Surak provide an update on the Traffic Enforcement Agreement. Econostripe completed the sign project on March 11, 2024. The District Engineer will inspect and if there are not any more repairs needed, will create and send the documents to Pasco County to add to the next meeting.

81
82 **C. Aquatic Report**

83 The Board reviewed the monthly report.
84

85 **D. Landscape and Irrigation Report**

86 Ms. Moore reviewed the report with the Board.
87

88 **E. District Manager**

89 Ms. Wallace reminded the Board of Supervisors that the next meeting is
90 scheduled for April 9, 2024, at 9:00 a.m. at the Residence Inn by Marriott
91 Tampa, 2101 Northpointe Parkway, Lutz, Florida 33588.
92

93 Mr. Elias checked the community at night and all monument lighting is working.
94

95 Ms. Wallace to contact the HOA to see if they are sending out email blasts.
96

97 **TENTH ORDER OF BUSINESS**

Supervisor Requests

98
99 There were no supervisor requests.
100

101 **ELEVENTH ORDER OF BUSINESS**

Adjournment

102
103 Ms. Wallace stated that there were no other matters to come before the Board of
104 Supervisors at this time.
105

On a Motion by Ms. Campagna, seconded by Mr. Beckert, with all in favor, the Board of Supervisors adjourned the meeting at 9:56 a.m. for Mitchell Ranch Community Development District.

106
107
108
109
110 _____
Secretary/Assistant Secretary

Chairman/ Vice Chairman

Tab 6

Mitchell Ranch Community Development District

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

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

www.mitchellranchcdd.org

Operations and Maintenance Expenditures

February 2024

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2024 through February 29, 2024. This does not include expenditures previously approved by the Board.

The total items being presented: **\$35,543.66**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2024 Through February 29, 2024

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Duke Energy	ACH	9100 8922 3115 01/24 ACH	2809 Legend Pasture Rd 01/24	\$ 30.79
Duke Energy	ACH	9100 8922 3264 01/24 ACH	2778 Legend Pasture Rd Lift 01/24	\$ 80.56
Duke Energy	ACH	9100 8922 3446 01/24 ACH	2899 Bear Landing Way - Lift 01/24	\$ 217.99
Duke Energy	ACH	9100 8922 3602 01/24 ACH	2911 Legend Pasture Rd 01/24	\$ 30.79
Duke Energy	ACH	9100 8922 3793 01/24 ACH	2965 Bear Landing Way 01/24	\$ 30.79
Duke Energy	ACH	9100 8922 3967 01/24 ACH	00000 State Rd 54 Lite 01/24	\$ 839.93
Duke Energy	ACH	9100 8922 4140 01/24 ACH	0000 Little RD 01/24	\$ 605.83
Duke Energy	ACH	9100 8922 4306 01/24 ACH	0000 Little Rd Lite 01/24	\$ 3,058.64
Duke Energy	ACH	9100 8922 4463 01/24 ACH	3043 Legend Pasture Rd 01/24	\$ 30.79
Duke Energy	ACH	9100 8922 4645 01/24 ACH	2609 Legend Pasture Rd 01/24	\$ 35.54
Duke Energy	ACH	9101 3841 5332 01/24 ACH	8163 Rolling Tides Dr 01/24	\$ 16.94
Duke Energy	ACH	9101 3841 7178 01/24 ACH	3159 Bear Landing Way MNMT Sign 01/24	\$ 17.83
Duke Energy	ACH	9101 3842 0123 01/24 ACH	2696 Welbilt Blvd Mnmt Sign 01/24	\$ 16.94
Duke Energy	ACH	9101 3958 8485 01/24 ACH	0000 State Road 54 LITE 01/24	\$ 1,620.60

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2024 Through February 29, 2024

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Fieldstone Landscape Services	100229	21911	Irrigation Repairs 01/24	\$ 1,009.37
Fieldstone Landscape Services	100229	21937	Irrigation Repairs 01/24	\$ 964.37
Fieldstone Landscape Services	100230	20925	Irrigation Repairs 09/23	\$ 257.55
Fieldstone Landscape Services	100230	21972	Turf Fungus Spot Treatment 01/24	\$ 2,097.50
Fieldstone Landscape Services	100230	22003	Monthly Landscaping Maintenance 02/24	\$ 14,134.00
Fieldstone Landscape Services	100237	22106	Irrigation Repairs 02/24	\$ 750.00
Florida Governmental Utility Authority	100238	10000010518 02/24	2778 Legend Pasture Road -Reclaimed Water 02/24	\$ 119.99
Florida Governmental Utility Authority	100238	10000012771 02/24	8553 Houndstooth Enclave Dr 02/24	\$ 101.63
Kelly Evans	100233	KE021324	Board of Supervisors Meeting 02/13/24	\$ 200.00
Lori Campagna	100234	LC021324	Board of Supervisors Meeting 02/13/24	\$ 200.00
Lutz Hotel Management, LLC	100239	022324 Lutz Hotel	3/12/2024 BOS Meeting	\$ 81.44
Paulo Beckert	100235	PB021324	Board of Supervisors Meeting 02/13/24	\$ 200.00
Rizzetta & Company, Inc.	100228	INV0000087087	District Management Fees 02/24	\$ 4,404.25
Sitex Aquatics, LLC	100231	8044-B	Monthly Lake Maintenance 02/24	\$ 2,070.00

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2024 Through February 29, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Straley Robin Vericker	100236	24080	General Legal Services 01/24	\$ 2,210.00
Times Publishing Company	100232	0000326765 01/31/24	Legal Advertising 01/24	<u>\$ 109.60</u>
Report Total				<u>\$ 35,543.66</u>

Tab 7



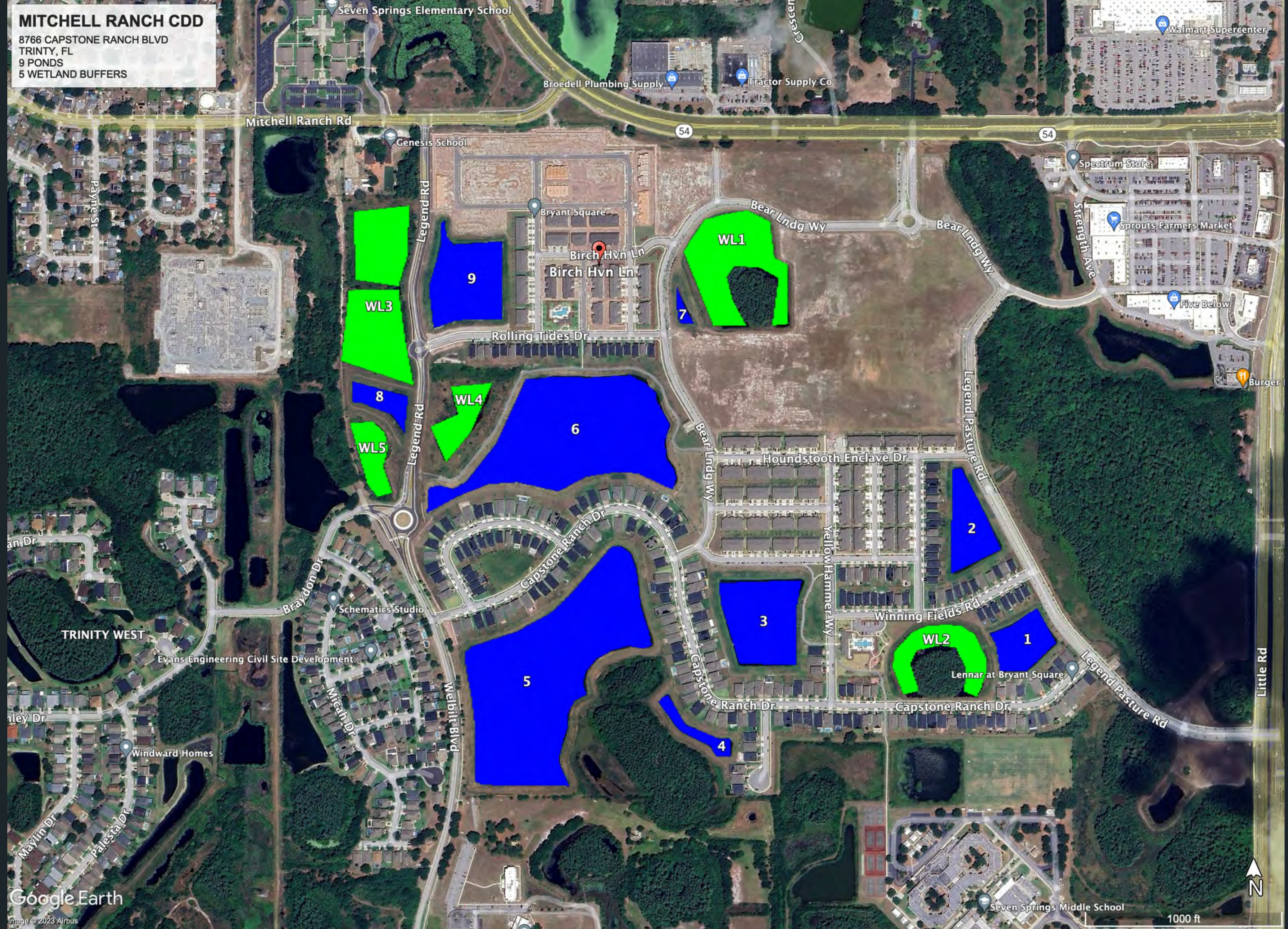
MONTHLY REPORT

APRIL, 2024



MITCHELL RANCH CDD

8766 CAPSTONE RANCH BLVD
TRINITY, FL
9 PONDS
5 WETLAND BUFFERS



Prepared for: Debby Bayne Wallace

Prepared By: Devon Craig

SUMMARY:

Spring time is here. Air temperatures are warming up and as a result water temperatures are following especially on the smaller bodies of water. Prevent maintenance is being applied to slow down blooms as a result of the warmer water. Our maintenance teams goal is to stay ahead of these unsightly blooms as best as possible. Ponds are are a maintenance level and ready for summer.



Pond #1 Treated for Algae and
Shoreline Vegetation.



Pond #2 Treated for Algae and
Shoreline Vegetation.



Pond #3 Treated for Algae and
Shoreline Vegetation.



Pond #4 Treated for Algae and
Shoreline Vegetation.



Pond #5 Treated for Algae and
Shoreline Vegetation.



Pond #6 Treated for Shoreline
Vegetation.



Pond #7 Treated for Shoreline Vegetation.



Pond #8 Treated for Algae and Shoreline Vegetation.



Pond #9 Treated for Algae and Shoreline Vegetation.

Tab 8

(1)



Observation- Monument Sign

Created: Wed, 3/27/2024

Plants are growing and filling in. Shrubs could use a little trimming but healthy.



(2)



Maintenance- Straighten Leaning Trees

Created: Wed, 3/27/2024

Next service visit please straighten leaning trees

(3)



Observation- Entrance Drive

Created: Wed, 3/27/2024

Mowed, edged and detailed. Turf is healthy and lush. Well maintained appearance



(4)



Observation- Turf And Trees

Created: Wed, 3/27/2024

Turf is doing very well and green. Trees are healthy and sending out new growth.

(5)



Observation- Pond Banks

Created: Wed, 3/27/2024

Pond areas and pond banks trimmed and mowed



(6)



Pond Areas Mowed And Trimmed

Created: Wed, 3/27/2024



(7)



Median Areas Continue To Look Fresh And Clean

Created: Wed, 3/27/2024

New mulch made a big difference in appearance of medians

(8)



Observation- Turf Health And Maintained

Created: Wed, 3/27/2024

Turf healthy and green. Mowed and edged



(9)



Park Area- Mowed And Edged

Created: Wed, 3/27/2024

Tree rings and beds would benefit from mulching. Walked path and did not see fire ants.

(10)



Beds Along Bear Landing

Created: Wed, 3/27/2024

Showing good growth for spring. Touch up pruning on hedge to be done next visit. Healthy plants and turf



(11)



Bear Landing Beds And Turf

Created: Wed, 3/27/2024

(12)



Pond Area Behind Rolling Tides Homes

Created: Wed, 3/27/2024

Mowed and line trimmed.

(13)



Pond On Rolling Tide And Mitchell Ranch

Created: Wed, 3/27/2024

Pond is mowed and trimmed. Aquatic company was on site spraying for Algae.



(14)



Capstone Ranch And Well Built Entrance

Created: Wed, 3/27/2024

Beds are weeded and maintained.

(15)



Harmon Park- Turf Health

Created: Wed, 3/27/2024

Turf is doing well at park and beds are maintained. Did not see fire ants present

(16)



Long Leaf Pine Point

Created: Wed, 3/27/2024

Mowed and edged. Straps removed from trees



(17)



Harmon Park Observation

Created: Wed, 3/27/2024

Mowed and trimmed. Trees would benefit from mulching

(18)



RFP - Foster Park Beds

Created: Wed, 3/27/2024

Recommend to add plants to fill in for missing. Mulch planting beds

(19)



RFP- Foster Park- Planting Bed

Created: Wed, 3/27/2024

Recommend to add plants to fill in planting bed and mulch.

(20)



Foster Park - Add Plants And Mulch

Created: Wed, 3/27/2024

3-13-24

Mitchell Ranch CDD - #17440 - Landscape Management Contract Renewal 2023

8447 FL-54
New Port Richey, FL 34655

CM - Monthly Chemical

Materials: Bifen I/T Insecticide / Bifen XTS Insecticide / Fertilizer 18-0-10 w/ Allectus; 72%

	Hours		
1. Daniel Reid			
2.		Estimated Hours	5.67
3.		Actual Hours	0.00
4.		Remaining Hours	5.67
5.			

Materials	Qty	Units	Notes
Fertilizer 18-0-10 w/ Allectus; 72%	48.00	lb	- Sprayed thinning
Fungicide Lesco Spectator T&O	7.25	oz	yellow turf (fertilized)
Herbicide Specticle Total Herbicide	1.75	oz	on hands tooth
Insecticide Bandit 2F	18.75	oz	Enclave Dr & yellow hammer w/
Bifen I/T Insecticide	12.50	oz	
Bifen XTS Insecticide	1.88	oz	- Fertilized shrubs on
Insecticide Triple Crown	12.50	oz	hands tooth Enclave Dr
Fertilizer Liquid T&O Chelated Micronutrients	308.33	oz	
Fertilizer 24-0-11; 25% Slow Release	104.00	lb	
Herbicide Prodiamine	18.75	oz	
Fungicide Myclobutanil 20EW	15.00	oz	
Fertilizer 8-0-10 100%SRN	83.33	lb	
Insecticide Orthene	9.17	oz	
Insecticide Bandit	12.50	lb	
Fertilizer Macron 20-20-20 25#Pail	2.75	lb	
Horticulture Technician	5.67	hr	

13-0-0-44^{oz}

Black Bio-128^{oz}

10-0-10-50 lbs

Tab 9



Rizzetta & Company

UPCOMING DATES TO REMEMBER

- **Next Meeting:** May 14, 2024 @ 9:00am

District Manager's Report

April 9th

2024

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FINANCIAL SUMMARY

02/29/2024

General Fund Cash & Investment Balance:	\$521,774
---	-----------

Reserve Fund Cash & Investment Balance:	\$0
---	-----

Debt Service Fund Investment Balance:	\$1,023,923
---------------------------------------	-------------

Total Cash and Investment Balances:	\$1,545,697
--	--------------------

General Fund Expense Variance:	\$96,133	Under Budget
---------------------------------------	-----------------	---------------------



Rizzetta & Company

DM Report:

- Follow up from last meeting – comment regarding abandoned vehicles. I reached out to HOA and they are unable to help when the vehicle is on CDD property.
- Complaint from resident regarding parking on grass along Capstone Ranch when picking up students.
- Chairman approved proposal from Signarama for path signs. Will take 2-4 weeks to order signs and Jaymen will install them.
- Update on Traffic Enforcement Agreement from District Engineer will be provided under Engineer's Report.
- 8382 Rolling Tides Dr – pool project has been completed and resident is requesting their deposit be returned. CDD property has been repaired. Please see photo below.

DM Site Visit Report: 3-26-2024 attached below.

From: Debby Bayne-Wallace <dbwallace@rizzetta.com>
Sent: Wednesday, March 27, 2024 11:48 AM
To: Kelly Evans <kelly.evans@lennar.com>
Cc: Elizabeth moore <Emoore@fieldstonels.com>; Wesley Elias <WElias@rizzetta.com>
Subject: Mitchell Ranch CDD -3/26/2024 Site Visit Report

Kelly/Liz,

Wesley completed a site visit yesterday and shared the following photos below. Liz was also onsite helping as well. Landscaping and ponds are well maintained.

Wesley is working on having the path signs installed. Liz is working on adding mulch to a few more trees and keeping the trees straight. Entryway monument lighting is all working (Wesley checked at night).

Please let me know if you have any questions.

Thank you.

Debby Wallace

Regional Manager

813.933.5571 Ext: 8814
dbwallace@rizzetta.com

rizzetta.com

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Tab 10

From: Ashley Greer <ayregr@gmail.com>
Sent: Tuesday, March 12, 2024 9:53 AM
To: Debby Bayne-Wallace <dbwallace@rizzetta.com>
Subject: [EXTERNAL]Abandoned Cars Mitchell Ranch

Debby,

Attached are pictures for the abandoned cars on Campus Woods between Gridiron and Yellow Hammer.





Tab 11



Quarterly Compliance Audit Report

Mitchell Ranch

Date: March 2024 - 1st Quarter

Prepared for: Scott Brizendine

Developer: Rizzetta

Insurance agency:



Preparer:

Jason Morgan - *Campus Suite Compliance*

ADA Website Accessibility and Florida F.S. 189.069 Requirements

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Compliance Audit

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Audit results

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Florida F.S. 189.069 Requirements	5

Helpful information:

Accessibility overview	6
ADA Compliance Categories	7
Web Accessibility Glossary	11

Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.



ADA Website Accessibility

Result: **PASSED**

Accessibility Grading Criteria

Passed	Description
Passed	Website errors* 0 WCAG 2.1 errors appear on website pages causing issues**
Passed	Keyboard navigation The ability to navigate website without using a mouse
Passed	Website accessibility policy A published policy and a vehicle to submit issues and resolve issues
Passed	Color contrast Colors provide enough contrast between elements
Passed	Video captioning Closed-captioning and detailed descriptions
Passed	PDF accessibility Formatting PDFs including embedded images and non-text elements
Passed	Site map Alternate methods of navigating the website

*Errors represent less than 5% of the page count are considered passing

**Error reporting details are available in your Campus Suite Website Accessibility dashboard



Florida F.S. 189.069 Requirements

Result: **PASSED**

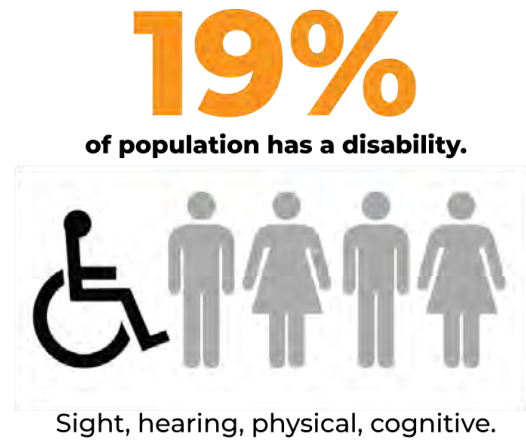
Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
Passed	Public Facilities Report, if applicable
Passed	Link to Financial Services
Passed	Meeting Agendas for the past year, and 1 week prior to next

Accessibility overview

Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.



ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

Contract checker: <http://webaim.org/resources/contrastchecker>



Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

Helpful article: <http://webaim.org/techniques/alttext>



Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

Helpful article: www.nngroup.com/articles/keyboard-accessibility

Helpful article: <http://webaim.org/techniques/skipnav>



Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

Helpful article: <http://webaim.org/techniques/sitetools/>



Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

Helpful article: <http://webaim.org/techniques/tables/data>



Making PDFs accessible

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

Helpful articles: <http://webaim.org/techniques/acrobat/acrobat>



Making videos accessible

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

Helpful article: <http://webaim.org/techniques/captions>



Making forms accessible

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

Helpful article: <http://webaim.org/techniques/forms>



Alternate versions

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



Feedback for users

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



Other related requirements

No flashing

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

Timers

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

Fly-out menus

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

No pop-ups

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader)
WCAG 2.0	Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled
504	Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people
508	An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled
ADA	American with Disabilities Act (1990)
Screen reader	Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages.
Website accessibility	Making your website fully accessible for people of all abilities
W3C	World Wide Web Consortium – the international body that develops standards for using the web