



Rizzetta & Company

CFM Community Development District

**Board of Supervisors' Meeting
May 21, 2020**

**District Office:
9530 Marketplace Road, Suite 206
Fort Myers, Florida 33912
(239) 936-0913**

www.cfmccd.org

**CFM
COMMUNITY DEVELOPMENT DISTRICT**

Rizzetta & Company, Inc., 9530 Marketplace Road, Suite 206, Fort Myers, Florida 33912

Board of Supervisors	Leah Popelka Scott Campbell Paul Mayotte Chip Jones Sue Streeter	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Belinda Blandon	Rizzetta & Company, Inc.
District Counsel	Tucker Mackie	Hopping Green & Sams, P.A.
District Engineer	Brent Burford	Johnson Engineering, Inc.

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

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

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 (239) 936-0913. 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.

CFM COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 9530 MARKETPLACE ROAD, SUITE 206, FORT MYERS, FLORIDA 33912

www.CFMcdd.org

May 13, 2020

Board of Supervisors
**CFM Community
Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the CFM Community Development District will be held on **Thursday, May 21, 2020 at 11:30 a.m.** Please be advised that the Florida Governor's Office has declared a state of emergency due to the Coronavirus (COVID-19). As a result, the meeting is being conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69 and 20-91 issued by Governor DeSantis on March 9, 2020, March 20, 2020 and April 1, 2020, respectively, and any extensions thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

As reported by the Center for Disease Control and World Health Organization, COVID-19 can spread from person-to-person through small droplets from the nose or mouth, including when an individual coughs or sneezes. These droplets may land on objects and surfaces. Other people may contract COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. Therefore, merely cleaning facilities, while extremely important and vital in this crisis, may not be enough to stop the spread of this virus.

While it is necessary to hold a meeting of the District's Board of Supervisors despite the current public health emergency, the District fully encourages public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and participate in the meeting can do so telephonically by attending a scheduled Zoom meeting. The information for accessing the meeting is as follows: Dial +1 312-626-6799 or +1 929-205-6099, Meeting ID: 965 5105 6596, Password: 237375. For assistance using Zoom please contact the District Manager in advance of the meeting at BBlandon@rizzetta.com or by calling 239-936-0913. Additionally, written public comments and questions can be e-mailed to the District Manager in advance of the meeting at BBlandon@rizzetta.com, or mailed to the District Manager at CFM CDD, c/o Rizzetta & Company, Inc., 9530 Marketplace Road, Suite 206, Fort Myers, FL 33912. Comments and questions received by 2:00 p.m. the day prior to the meeting will be read into the record at the meeting and become part of the permanent record of the meeting.

The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on April 23, 2020 Tab 1
 - B. Consideration of the Operation and Maintenance Expenditures for the Month of April 2020 Tab 2
- 4. BUSINESS ITEMS**
 - A. Consideration of Resolution 2020-05, Redesignating Secretary of the District Tab 3

- B. Presentation of Proposed Budget for Fiscal Year 2020/2021 Tab 4
 - 1. Consideration of Resolution 2020-06, Approving a Proposed Budget for Fiscal Year 2020/2021; Declaring Special Assessment; Setting Public Hearings Tab 5
- 5. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - 1. Presentation of Registered Voter Count Tab 6
- 6. **SUPERVISOR REQUESTS AND COMMENTS**
- 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 (239) 936-0913.

Very truly yours,

Belinda Blandon

Belinda Blandon
District Manager

cc: Tucker Mackie, Hopping Green & Sams, P.A.

Tab 1

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.

CFM COMMUNITY DEVELOPMENT DISTRICT

The special meeting of the Board of Supervisors of the CFM Community Development District was held on **Thursday, April 23, 2020 at 11:30 a.m.** held virtually via Zoom pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020, and March 20, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum:

Leah Popelka	Board Supervisor, Chairperson
Scott Campbell	Board Supervisor, Vice Chairman
Paul Mayotte	Board Supervisor, Assistant Secretary
Sue Streeter	Board Supervisor, Assistant Secretary
Chip Jones, Jr.	Board Supervisor, Assistant Secretary

Also present were:

Belinda Blandon	District Manager, Rizzetta & Company, Inc.
Tucker Mackie	District Counsel, Hopping Green & Sams, P.A.
Brent Burford	District Engineer, Johnson Engineering
Audience	

FIRST ORDER OF BUSINESS

Call to Order

Ms. Blandon called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

Public Comment

Ms. Blandon opened the floor for public comment.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Meeting held on February 20, 2020

Ms. Blandon presented the Minutes of the Board of Supervisors' meeting held on February 20, 2020. She asked if there were any questions related to the minutes. There were none.

On a Motion by Mr. Mayotte, seconded by Mr. Jones, Jr., with all in favor, the Board Approved the Minutes of the Board of Supervisors' Meeting held on February 20, 2020, for the CFM Community Development District.

46
47 **FOURTH ORDER OF BUSINESS**

**Consideration of the Operation and
Maintenance Expenditures for the
Months of February and March 2020**

48
49
50
51 Ms. Bandon advised that the operations and maintenance expenditures for the
52 period of February 1-29, 2020 total \$20,014.73 and the expenditures for the period of
53 March 1-31, 2020 total \$75,583.99. She asked if there were any questions regarding the
54 expenditures. Ms. Bandon responded to questions from the Board regarding various
55 items of expenditures.
56

On a Motion by Ms. Streeter, seconded by Mr. Campbell, with all in favor, the Board Approved the Operations and Maintenance Expenditures for the Months of February 2020 (\$20,014.73) and March 2020 (\$75,583.99), for the CFM Community Development District.

57
58 **FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-04,
Redesignating Authorized Signatories
of the District**

59
60
61
62 Ms. Bandon advised that this resolution is a house keeping item by Rizzetta in
63 order to authorize signatories on the District's bank accounts. She advised that this
64 resolution would provide signature authorization to the Chairman, Vice Chairman,
65 Treasurer, and Assistant Treasurer. She asked if there were any questions. There were
66 none.
67

On a Motion by Mr. Jones, Jr., seconded by Mr. Campbell, with all in favor, the Board Adopted Resolution 2020-04, Redesignating Authorized Signatories of the District, for the CFM Community Development District.

68
69 **SIXTH ORDER OF BUSINESS**

**Presentation and Acceptance of Audit
for Fiscal Year End September 30,
2019**

70
71
72
73 Ms. Bandon provided an overview of the Audit for Fiscal Year End September 30,
74 2019 as prepared by Carr, Riggs & Ingram. Ms. Popelka advised that she has reviewed
75 the audit in its entirety and advised feels that it is a fair representation of the current state
76 of the District. Ms. Mackie advised that has reviewed the audit as well and her comments
77 have been incorporated by the Auditor.
78

On a Motion by Ms. Popelka, seconded by Mr. Jones, Jr., with all in favor, the Board Accepted the Audit for Fiscal Year End September 30, 2019, as Prepared by Carr, Riggs & Ingram, for the CFM Community Development District.

79
80 **SEVENTH ORDER OF BUSINESS**

**Consideration of Johnson
Engineering Proposals for 2020
Public Facilities Report, 2020 Asset
Assessment, Chloride Monitoring,
and Monitoring Well Installation**

81
82
83
84
85
86 Mr. Burford provided an overview of the Johnson Engineering proposal related to
87 the 2020 Public Facilities Report; he advised that the state statute provides for the
88 requirement of a Public Facilities Report and the CFM CDD has not done one to date. He
89 advised that the amount of the proposal is \$8,500.00. Ms. Mackie advised that while the
90 report is required and long overdue, she believes that the report should not be an
91 extensive undertaking as most of the information should be contained in the District
92 Engineer report. She recommended that the Board provide authorization for her to work
93 with the District Engineer on the requirements of the report and that the District Engineer
94 provide an updated proposal based on time and material. The Board asked that Ms.
95 Blandon provide for this report in the 2020/2021 budget and that Mr. Burford provide an
96 updated proposal based on time and material.

97
98 Mr. Burford reviewed the Johnson Engineering proposal for a 2020 Asset
99 Assessment, in the amount of \$10,500.00. He advised that the Board had previously
100 asked that he review the sidewalks within the community and has since asked that he
101 also review the lake banks as well as other assets of the District and so his firm has
102 provided a proposal for the entirety of the work. Discussion ensued regarding lake bank
103 erosion. Mr. Burford advised that he will contact Mr. Quarles of DR Horton regarding lake
104 bank erosion in parcel A.

105
106 On a Motion by Mr. Jones, Jr., seconded by Ms. Streeter, with all in favor, the Board
107 Approved an Amount Not to Exceed \$5,000.00 for Lake Bank and Sidewalk Inspections,
108 Subject to Review of a Revised Proposal by District Counsel and Execution by the Chair or
109 Vice Chairman, for the CFM Community Development District.

110
111 Mr. Burford reviewed the Johnson Engineering proposal for chloride monitoring, in
112 the amount of \$9,000.00, for a twelve-month period, to be billed \$750.00 monthly. He
113 advised that the chloride monitoring is a requirement of the Southwest Florida Water
114 Management District Water Use Permit. Discussion ensued.

115
116 On a Motion by Mr. Jones, Jr., seconded by Mr. Mayotte, with all in favor, the Board
117 Approved the Johnson Engineering Chloride Monitoring Proposal, in the Amount of \$750.00
118 per Month, for the CFM Community Development District.

121 Mr. Burford reviewed the Johnson Engineering proposal for Monitoring Well
122 Installation, MW1 and MW2, in order to facilitate the Chloride Monitoring, in the amount
123 of \$4,542.00, for two wells. He advised that the wells will facilitate the Chloride Monitoring
124 as previously approved. Discussion ensued.
125

126 On a Motion by Ms. Popelka, seconded by Ms. Streeter, with all in favor, the Board Approved
127 the Johnson Engineering Monitoring Well Installation Proposal, in the Amount of \$4,542.00,
128 for the CFM Community Development District.

129
130 **EIGHTH ORDER OF BUSINESS**

**Consideration of Access and Utility
Easement Agreement**

131
132
133 Ms. Mackie provided an overview of the Access and Utility Easement Agreement;
134 advising that it is necessary for DR Horton to gain access to property they are purchasing
135 at the end of Avenida Del Vera. Discussion ensued.
136

137 **NINTH ORDER OF BUSINESS**

**Consideration of Assignment of
Access and Utility Easement
Agreement**

138
139
140
141 Ms. Mackie provided an overview of the Assignment of Access and Utility
142 Easement Agreement. Mr. Campbell advised that Counsel for SPE has not had the
143 opportunity to review this Assignment and so he would like to approve this document in
144 substantial form to allow for review by SPE Counsel.
145

146 On a Motion by Mr. Jones, Jr., seconded by Mr. Campbell, with all in favor, the Board
147 Approved the Access and Utility Easement Agreement, and Further Approved the
148 Assignment of the Access and Utility Easement Agreement, in Substantial Form, subject to
149 Review by Counsel of the SPE, and Authorizing the Chairman or Vice Chair to Work with
150 Counsel on any Necessary Changes and further Execute the Document, for the CFM
151 Community Development District.

152
153 **TENTH ORDER OF BUSINESS**

**Discussion Regarding Mitigation
Work Within District Owned
Conservation Areas and
Consideration of Proposal for Same**

154
155
156
157
158 Mr. Jones, Jr. provided a detailed overview of the work previously conducted as
159 well as the Water Management District not accepting that work. He advised that he
160 received a proposal from RAK Risk for the work to be completed. He advised that the
161 SPE owns and is responsible for four of the parcels and the CDD owns and is responsible
162 for one and a half of the parcels and so the cost to the CDD is \$31,200.00. He advised
163 that some of the plantings done previously did not do well and so additional planting is
164 needed and the CDD owns a portion of the area to receive plantings in an amount not
165 greater than \$6,000.00, with the \$6,000.00 being high. Mr. Jones, Jr. advised that this
166 work needs to be conducted no later than the end of the current calendar year. Discussion
167 ensued regarding the budget for this line item. Ms. Blandon advised that if a budget

168 amendment is done then this work should be able to be paid in the current year budget.
169 Ms. Mackie advised that a funding agreement would be necessary with the SPE as the
170 contract with the vendor would be with the District. Mr. Jones, Jr. advised that ideally the
171 work would need to be started before the rainy season otherwise would have to wait until
172 the area dries out after rainy season; he further advised that the SPE has to get funding
173 from the bond holders to fund its portion of the project.
174

175 On a Motion by Mr. Jones, Jr., seconded by Ms. Streeter, with all in favor, the Board
176 Approved the Mitigation Work Proposal as Submitted by RAK Risk as well as Additional
177 Plantings, Subject to Preparation of an Agreement by Counsel, for the CFM Community
178 Development District.

179
180 **ELEVENTH ORDER OF BUSINESS**

Staff Reports

- 181
182 A. District Counsel
183 Ms. Mackie advised that she had no report.
184
185 B. District Engineer
186 Mr. Burford advised that he had no report.
187
188 C. District Manager
189 Ms. Blandon advised the next meeting of the Board of Supervisors is
190 scheduled for Thursday, May 21, 2020 at 11:30 a.m.
191

192 **TWELFTH ORDER OF BUSINESS**

Supervisor Requests

193
194 Ms. Blandon opened the floor for Supervisor requests and comments.
195

196 **THIRTEENTH ORDER OF BUSINESS**

Adjournment

197
198 Ms. Blandon advised there is no further business to come before the Board and
199 asked for a motion to adjourn.
200

On a Motion by Mr. Campbell, seconded by Mr. Mayotte, with all in favor, the Board
adjourned the meeting at 12:42 p.m., for the CFM Community Development District.

201
202
203
204
205

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 2

CFM COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 12750 CITRUS PARK LANE · SUITE 115 · TAMPA, FLORIDA 33625

Operation and Maintenance Expenditures April 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2020 through April 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$23,519.32**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

CFM Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Carr Riggs & Ingram LLC	002617	16840758	Audit Financials-Billing 09/30/19	\$ 3,600.00
Carr Riggs & Ingram LLC	002623	16865002	Audit Financials-Billing 09/30/19	\$ 500.00
Dale S. Jones Jr.	002627	DJ042320	Board of Supervisors Meeting 04/23/20	\$ 200.00
Hopping Green & Sams	002618	113728	General Legal Services Billed Through 02/29/20	\$ 2,241.09
Johnson Engineering Inc	002619	20044888-001- 147	General Engineer Services Billed Through 03/20/20	\$ 2,440.00
Johnson Engineering Inc	002624	20044888-011- INV 6	Magnolia Landing PH II WUP 06-05392-W 03/20	\$ 297.50
LCEC	002622	6571809552 03/20	Street Lights 3000 Magnolia Landing Ln 03/20	\$ 1,678.98
Leah Popelka	002629	LP042320	Board of Supervisors Meeting 04/23/20	\$ 200.00
Magnolia Landing Master Association, Inc.	002625	363	Landscape Maintenance 03/20	\$ 3,494.58
National General Insurance Company	002633	000093392596	Flood Insurance 05/01/20- 05/29/21	\$ 1,919.00
Paul Mayotte	002628	PM042320	Board of Supervisors Meeting 04/23/20	\$ 200.00
Rizzetta & Company, Inc.	002620	INV00000048148	District Management Fees 04/20	\$ 3,816.67
Rizzetta Technology Services, LLC	002621	INV0000005710	Website Hosting & Email Services 04/20	\$ 175.00

CFM Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Scott Campbell	002626	SC042320	Board of Supervisors Meeting 04/23/20	\$ 200.00
Solitude Lake Management LLC	002630	PI-A00389322	Monthly Lake & Pond Service 04/20	\$ 2,278.00
Sue Streeter	002631	SS042320	Board of Supervisors Meeting 04/23/20	\$ 200.00
The Daily Breeze	002632	116935	Legal Advertising 04/15/20	<u>\$ 78.50</u>
Report Total				<u>\$ 23,519.32</u>

Tab 3

RESOLUTION 2020-05

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CFM
COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE
SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN
EFFECTIVE DATE**

WHEREAS, the CFM Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within Lee County, Florida; and

WHEREAS, the Board of Supervisors (hereinafter the "Board") previously designated Eric Dailey as Secretary pursuant to Resolution 2016-14; and

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

Section 1. Bob Schleifer is appointed Secretary

Section 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 21st DAY OF MAY, 2020.

**CFM COMMUNITY DEVELOPMENT
DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

ASSISTANT SECRETARY

Tab 4



Rizzetta & Company

CFM Community Development District

www.cfmccd.org

Proposed Budget for Fiscal Year 2020/2021

Presented by: Rizzetta & Company, Inc.

9530 Marketplace Road
Suite 206
Fort Myers, Florida 33912
Phone: 239-936-0913

www.rizzetta.com

Table of Contents

	<u>Page</u>
General Fund Budget Account Category Descriptions	1
Debt Service Fund Budget Account Category Descriptions	5
General Fund Budget for Fiscal Year 2020/2021	6
Debt Service Fund Budget for Fiscal Year 2020/2021	7
Assessments Charts for Fiscal Year 2020/2021	8 - 9



Rizzetta & Company

GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

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

REVENUES:

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

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

EXPENDITURES – ADMINISTRATIVE:

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

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

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



Rizzetta & Company

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

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

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

Assessment Roll: The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

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

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

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

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

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



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

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

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

EXPENDITURES - FIELD OPERATIONS:

Security Services and Patrols: The District may wish to contract with a private company to provide security for the District.

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

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

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

Fountain Service Repairs & Maintenance: The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

Lake/Pond Bank Maintenance: The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Mitigation Area Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.



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

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

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

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

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

Sidewalk Repair & Maintenance: Expenses related to sidewalks located in the right of way of streets the District may own if any.

Roadway Repair & Maintenance: Expenses related to the repair and maintenance of roadways owned by the District if any.

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



Rizzetta & Company

DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

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

REVENUES:

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

EXPENDITURES – ADMINISTRATIVE:

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

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



Rizzetta & Company

Proposed Budget
CFM Community Development District
General Fund
Fiscal Year 2020/2021

	Chart of Accounts Classification	Actual YTD through 03/31/20	Projected Annual Totals 2019/2020	Annual Budget for 2019/2020	Projected Budget variance for 2019/2020	Budget for 2020/2021	Budget Increase (Decrease) vs 2019/2020	Comments
1								
2	REVENUES							
3								
4	Interest Earnings							
5	Interest Earnings	\$ 1,226	\$ 2,452	\$ -	\$ 2,452	\$ -	\$ -	
6	Special Assessments							
7	Tax Roll*	\$ 138,323	\$ 138,323	\$ 216,700	\$ (78,377)	\$ 228,646	\$ 11,946	
8	Off Roll*	\$ 395,196	\$ 395,196	\$ 320,067	\$ 75,129	\$ 334,235	\$ 14,168	
9								
10	TOTAL REVENUES	\$ 534,745	\$ 533,519	\$ 536,767	\$ (3,248)	\$ 562,881	\$ 26,114	
11								
12	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13								
14	TOTAL REVENUES AND BALANCE FORWARD	\$ 534,745	\$ 533,519	\$ 536,767	\$ (3,248)	\$ 562,881	\$ 26,114	
15								
16	<i>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.</i>							
17								
18	EXPENDITURES - ADMINISTRATIVE							
19								
20	Legislative							
21	Supervisor Fees	\$ 1,800	\$ 3,600	\$ 10,000	\$ 6,400	\$ 10,000	\$ -	Est. 10 meetings per year, \$ 200.00 per Supervisor
22	Financial & Administrative				\$ -			
23	Administrative Services	\$ 2,700	\$ 5,400	\$ 5,400	\$ -	\$ 5,562	\$ 162	3% Increase
24	District Management	\$ 8,700	\$ 17,400	\$ 17,400	\$ -	\$ 17,922	\$ 522	3% Increase
25	District Engineer	\$ 23,544	\$ 47,088	\$ 24,000	\$ (23,088)	\$ 24,000	\$ -	
26	Disclosure Report	\$ 5,250	\$ 5,250	\$ 5,000	\$ (250)	\$ 5,250	\$ 250	
27	Trustees Fees	\$ -	\$ -	\$ 12,500	\$ 12,500	\$ 12,500	\$ -	
28	Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,150	\$ 150	3% Increase
29	Financial & Revenue Collections	\$ 2,500	\$ 5,000	\$ 5,000	\$ -	\$ 5,150	\$ 150	3% Increase
30	Accounting Services	\$ 9,000	\$ 18,000	\$ 18,000	\$ -	\$ 18,540	\$ 540	3% Increase
31	Auditing Services	\$ 7,626	\$ 7,626	\$ 4,500	\$ (3,126)	\$ 4,700	\$ 200	As per Audit Agreement with Carr
32	Arbitrage Rebate Calculation	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ -	As per Agreement with LLS Tax Solutions
33	Miscellaneous Mailings	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ -	
34	Public Officials Liability Insurance	\$ 2,819	\$ 2,750	\$ 3,025	\$ 275	\$ 3,101	\$ 76	As per Estimate provided by Egis
35	Legal Advertising	\$ 110	\$ 220	\$ 1,000	\$ 780	\$ 500	\$ (500)	
36	Dues, Licenses & Fees	\$ (2,225)	\$ (4,450)	\$ 735	\$ 5,185	\$ 735	\$ -	Department of Economic Opportunity \$ 175.00 Filing Fee plus NPDES Permit Fees \$ 560.00.
37	Property Taxes	\$ -	\$ -	\$ 21	\$ 21	\$ 21	\$ -	Lee County Solid Waste Assessment
38	Tax Collector /Property Appraiser Fees	\$ 369	\$ 369	\$ 321	\$ (48)	\$ 369	\$ 48	Lee County Tax Collector Fees \$ 1.00 per parcel
39	Website Hosting, Maintenance, Backup (and Email)	\$ 1,050	\$ 2,100	\$ 8,000	\$ 5,900	\$ 3,500	\$ (4,500)	Email hosting \$ 15.00 per email and \$ 100.00 website hosting. This includes ADA remediation of the website.
40	Legal Counsel							
41	District Counsel	\$ 13,407	\$ 26,814	\$ 30,000	\$ 3,186	\$ 30,000	\$ -	
42								
43	Administrative Subtotal	\$ 81,650	\$ 142,167	\$ 150,902	\$ 8,735	\$ 148,000	\$ (2,902)	
44								
45	EXPENDITURES - FIELD OPERATIONS							
46								
47	Electric Utility Services							
48	Utility Services	\$ 7,600	\$ 15,200	\$ 26,000	\$ 10,800	\$ 24,300	\$ (1,700)	Aerator utility cost \$ 2,025 month
49	Street Lights	\$ 20,315	\$ 40,630	\$ 28,000	\$ (12,630)	\$ 25,320	\$ (2,680)	Monthly AVG Plus additional costs for 12 new posts \$ 5, 172.48 per year
50	Stormwater Control							
51	Aquatic Maintenance	\$ 14,918	\$ 29,836	\$ 27,336	\$ (2,500)	\$ 27,336	\$ -	Solitude agreement includes two new additional ponds
52	Fountain Service Repairs & Maintenance	\$ 4,310	\$ 8,620	\$ 7,500	\$ (1,120)	\$ 9,900	\$ 2,400	Aerator Agreement and Water \$ 625.00 per month plus additional fountain maintenance \$ 600.00 per quarter
53	Lake/Pond Bank Maintenance		\$ -	\$ 14,000	\$ 14,000	\$ 14,000	\$ -	
54	Wetland Monitoring & Maintenance	\$ 76,152	\$ 152,304	\$ 146,803	\$ (5,501)	\$ 146,803	\$ -	Earth Tech Environmental Agreement
55	Other Physical Environment							
56	General Liability Insurance	\$ 3,331	\$ 3,250	\$ 3,575	\$ 325	\$ 3,664	\$ 89	As per Egis estimate.
57	Property Insurance	\$ 1,601	\$ 1,601	\$ 1,761	\$ 160	\$ 1,761	\$ -	As per Egis estimate.
58	Landscape Maintenance	\$ 52,720	\$ 105,440	\$ 76,290	\$ (29,150)	\$ 76,296	\$ 6	As per contract with Master Association \$ 6,357.52 per month.
59	Irrigation Repairs	\$ 2,100	\$ 4,200	\$ 2,900	\$ (1,300)	\$ 5,000	\$ 2,100	
60	Landscape Miscellaneous	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 21,801	\$ 18,801	Misc. landscaping expenses including mulch and Pinestraw
61	Landscape Replacement Plants, Shrubs, Trees	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 20,000	\$ 10,000	
62	Road & Street Facilities							
63	Street/ Parking Lot Sweeping	\$ -	\$ -	\$ 5,700	\$ 5,700	\$ 5,700	\$ -	
64	Sidewalk Repair & Maintenance	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	
65	Street Sign Repair & Replacement	\$ 4,315	\$ 8,630	\$ 5,000	\$ (3,630)	\$ 5,000	\$ -	
66	Roadway Repair & Maintenance	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	
67	Contingency							
68	Miscellaneous Contingency	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	
69								
70	Field Operations Subtotal	\$ 187,362	\$ 369,711	\$ 385,865	\$ 16,154	\$ 414,881	\$ 29,016	
71								
72	Contingency for County TRIM Notice							
73								
74	TOTAL EXPENDITURES	\$ 269,012	\$ 511,878	\$ 536,767	\$ 24,889	\$ 562,881	\$ 26,114	
75								
76	EXCESS OF REVENUES OVER EXPENDITURES	\$ 265,733	\$ 21,641	\$ -	\$ 21,641	\$ (0)	\$ (0)	

**CFM (Magnolia Landing) Community Development District
Debt Service
Fiscal Year 2020/2021**

Chart of Accounts Classification	Series 2004A-1	Series 2004A-2	Budget for 2020/2021
REVENUES			
Special Assessments			
Net Special Assessments ⁽¹⁾	\$857,619.44	\$804,222.40	\$1,661,841.84
TOTAL REVENUES	\$857,619.44	\$804,222.40	\$1,661,841.84
EXPENDITURES			
Administrative			
Financial & Administrative			
Debt Service Obligation	\$857,619.44	\$804,222.40	\$1,661,841.84
Administrative Subtotal	\$857,619.44	\$804,222.40	\$1,661,841.84
TOTAL EXPENDITURES	\$857,619.44	\$804,222.40	\$1,661,841.84
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00	\$0.00

⁽²⁾ Early Payment Discounts:

4.0%

Gross assessments

\$1,731,085.25

Notes:

Tax Roll Early Payment Discount is 4.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

⁽²⁾ Lee County collection costs changed from \$1.42 per parcel/line to \$1.45 per parcel/line.

CFM Community Development District

FISCAL YEAR 2020/2021 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

2020/2021 O&M Budget	\$562,881.00
Lee County 4.0% Early Payment Discount:	\$23,453.38
Tax Collector Fee (\$1.45 PER PARCEL / LINE)	\$2,056.10
2020/2021 Total:	<u>\$588,390.48</u>

2019/2020 O&M Budget	\$536,767.00
2020/2021 O&M Budget	\$562,881.00
Total Difference:	<u>\$26,114.00</u>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2019/2020	2020/2021	\$	%
Series 2004A-2 Debt Service - Residential	\$1,478.97	\$1,478.97	\$0.00	0.00%
Operations/Maintenance - Residential	\$395.76	\$414.94	\$19.18	4.85%
Total	\$1,874.73	\$1,893.91	\$19.18	1.02%
<hr/>				
Series 2004A-2 Debt Service - Golf Course	\$1,478.97	\$1,478.97	\$0.00	0.00%
Operations/Maintenance - Golf Course	\$395.76	\$414.94	\$19.18	4.85%
Total	\$1,874.73	\$1,893.91	\$19.18	1.02%
<hr/>				
Series 2004A-1 Debt Service - Residential - Unplatted	\$1,478.97	\$1,060.99	-\$417.98	-28.26%
Operations/Maintenance - Residential - Unplatted	\$395.76	\$414.94	\$19.18	4.85%
Total	\$1,874.73	\$1,475.93	-\$398.80	-21.27%

⁽¹⁾ Series 2004A-1 Debt Service assessment reduced in connection with the Trifurcation Reallocation Assessment Report dated August 15, 2019.

CFM COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2020/2021 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$562,881.00
EARLY PAYMENT DISCOUNT	4.0%	\$23,453.38
⁽⁶⁾ TAX COLLECTOR FEE (\$1.45 PER PARCEL / LINE		\$2,056.10
TOTAL O&M ASSESSMENT		\$588,390.48

LOT SIZE	UNITS ASSESSED			ALLOCATION OF O&M ASSESSMENT		
	O&M	SERIES 2004A-1 DEBT SERVICE ⁽²⁾	SERIES 2004A-2 DEBT SERVICE ⁽¹⁾⁽³⁾	TOTAL EAU's	% TOTAL EAU's	TOTAL O&M BUDGET ⁽⁵⁾
Platted Parcels						
Residential	558	0	549	558.00	39.35%	\$231,538.71
Golf Course	18	0	18	18.00	1.27%	\$7,468.99
Total Platted	576	0	567	576.00	40.62%	\$239,007.70
Unplatted Lands						
	Planned Units					
Residential	842	842	0	842.00	59.38%	\$349,382.78
Total Unplatted	842	842	0	842.00	59.38%	\$349,382.78
Total Community	1418	842	567	1418.00	100.00%	\$588,390.48

PER LOT ANNUAL ASSESSMENT			
O&M	2004A-1 DEBT SERVICE ⁽⁴⁾	2004A-2 DEBT SERVICE ⁽⁴⁾	TOTAL ⁽⁵⁾
\$414.94		\$1,478.97	\$1,893.91
\$414.94		\$1,478.97	\$1,893.91
\$414.94	\$1,060.99		\$1,475.93

LESS: Lee County Collection Costs (\$1.45 per parcel / line) and Early Payment Discounts (4%): (\$25,509.48)

Net Revenue to be Collected: **\$562,881.00**

UNPLAT BY ACREAGE 249.43 249.43 \$349,382.78

PER ACRE ASSESSMENTS - UNPLATTED		
O&M	DEBT	TOTAL
\$1,400.72	\$3,581.58	\$4,982.30

- (1) Reflects seventeen (17) Series 2004A-2 prepayments.
- (2) Reflects the number of total lots with Series 2004A-1 debt outstanding.
- (3) Reflects the number of total lots with Series 2004A-2 debt outstanding.
- (4) Annual debt service assessment per lot adopted in connection with the Series 2004 bond issue. Annual assessment includes principal, interest, Lee County collection costs (\$1.45 per parcel) and early payment discount costs (4%).
- (5) Annual assessment that will appear on November 2020 Lee County property tax bill. Amount shown includes all applicable collection costs. Property owner is eligible for a discount of up to 4% if paid early.
- (6) Lee County collection costs changed from \$1.42 per parcel/line to \$1.45 per parcel/line.

Tab 5

RESOLUTION 2020-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CFM COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2020/2021; DECLARING SPECIAL ASSESSMENTS TO FUND THE PROPOSED BUDGETS PURSUANT TO CHAPTERS 170, 190 AND 197, FLORIDA STATUTES; SETTING PUBLIC HEARINGS; ADDRESSING PUBLICATION; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the CFM Community Development District ("**District**") prior to June 15, 2020, proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("**Fiscal Year 2020/2021**"); and

WHEREAS, it is in the best interest of the District to fund the administrative and operations services (together, "**Services**") set forth in the Proposed Budget by levy of special assessments pursuant to Chapters 170, 190 and 197, Florida Statutes ("**Assessments**"), as set forth in the preliminary assessment roll included within the Proposed Budget; and

WHEREAS, the District hereby determines that benefits would accrue to the properties within the District, as outlined within the Proposed Budget, in an amount equal to or in excess of the Assessments, and that such Assessments would be fairly and reasonably allocated as set forth in the Proposed Budget; and

WHEREAS, the Board has considered the Proposed Budget, including the Assessments, and desires to set the required public hearings thereon;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CFM COMMUNITY DEVELOPMENT DISTRICT:

1. PROPOSED BUDGET APPROVED. The Proposed Budget prepared by the District Manager for Fiscal Year 2020/2021 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. DECLARING ASSESSMENTS. Pursuant to Chapters 170, 190 and 197, Florida Statutes, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budget. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budget, which is on file and available for public inspection at the "**District's Office**," 9530 Marketplace Road, Suite 206, Fort Myers, Florida 33912. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the Proposed Budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file and available for public inspection at the District's Office. The Assessments shall be paid in one more installments pursuant to a bill issued by the District in November of 2020, and pursuant to Chapter 170, Florida

Statutes, or, alternatively, pursuant to the *Uniform Method* as set forth in Chapter 197, Florida Statutes.

3. SETTING A PUBLIC HEARING. A public hearing on said approved Proposed Budget is hereby declared and set for **Thursday, August 20, 2020 at 11:30 a.m.** The hearing may be conducted remotely, pursuant to Zoom media technology and/or by telephone pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020, and March 20, 2020, as such orders may be extended, respectively, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. In the event that conditions allow the meeting to be held in person, it will be held at the following location:

LOCATION: The Offices of Rizzetta & Company, Inc.
 9530 Marketplace Road, Suite 206
 Fort Myers, Florida 33912

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

5. POSTING OF PROPOSED BUDGET. In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 3 and shall remain on the website for at least 45 days.

6. PUBLICATION OF NOTICE. The District shall cause this Resolution to be published once a week for a period of two weeks in a newspaper of general circulation published in Lee County. Additionally, notice of the public hearings shall be published in the manner prescribed in Florida law.

7. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

8. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 21st DAY OF MAY, 2020.

ATTEST:

**CFM COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By: _____
Its: _____

Exhibit A
Fiscal Year 2020/2021 Proposed Budget

Tab 6

RIZZETTA & COMPANY, INC.

9530 MARKETPLACE RD #206
FORT MYERS FL 33912

Lee County – Community Development Districts
FLORIDA

04/15/2020

NAME OF COMMUNITY DEVELOPMENT DISTRICT	NUMBER OF REGISTERED VOTERS AS OF 04/15/2020
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
CFM	469
[REDACTED]	[REDACTED]

Tammy Lipa – Voice: 239-533-6329
Email: tlipa@lee.vote

Send to: Kari Hardwick Khardwick@Rizzetta.Com Phone: 239-936-0913
Cc: Belinda Blandon: Bblandon@Rizzetta.com