

# Greeneway Improvement District

12051 Corporate Boulevard Orlando, FL 32817; 407-723-5900

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

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The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors Workshop for the Greeneway Improvement District ("District"), scheduled to be held at **4:00 p.m. on Thursday, December 10, 2020 at 6900 Tavistock Lakes Blvd, Suite 200, Orlando, FL 32827.**

For those that cannot attend in person, please use the following information to join via computer or the conference line:

Phone: 1-844-621-3956

Computer: [pfmgroup.webex.com](https://pfmgroup.webex.com)

Participant Code: 796 580 192#

## BOARD OF SUPERVISORS' WORKSHOP MEETING AGENDA

### Organizational Matters

- Roll Call
- Public Comment Period

### Board Discussion

1. CDD Overview
2. Board Responsibilities
3. Board Member Terms
4. Current Board Members
5. District Staff and Additional Resources
6. Florida Sunshine Law
7. Board Member Emails
8. District Website
9. Agendas
10. O&M Budget
11. Statement of Financial Interests
12. Pending Boundary Amendment

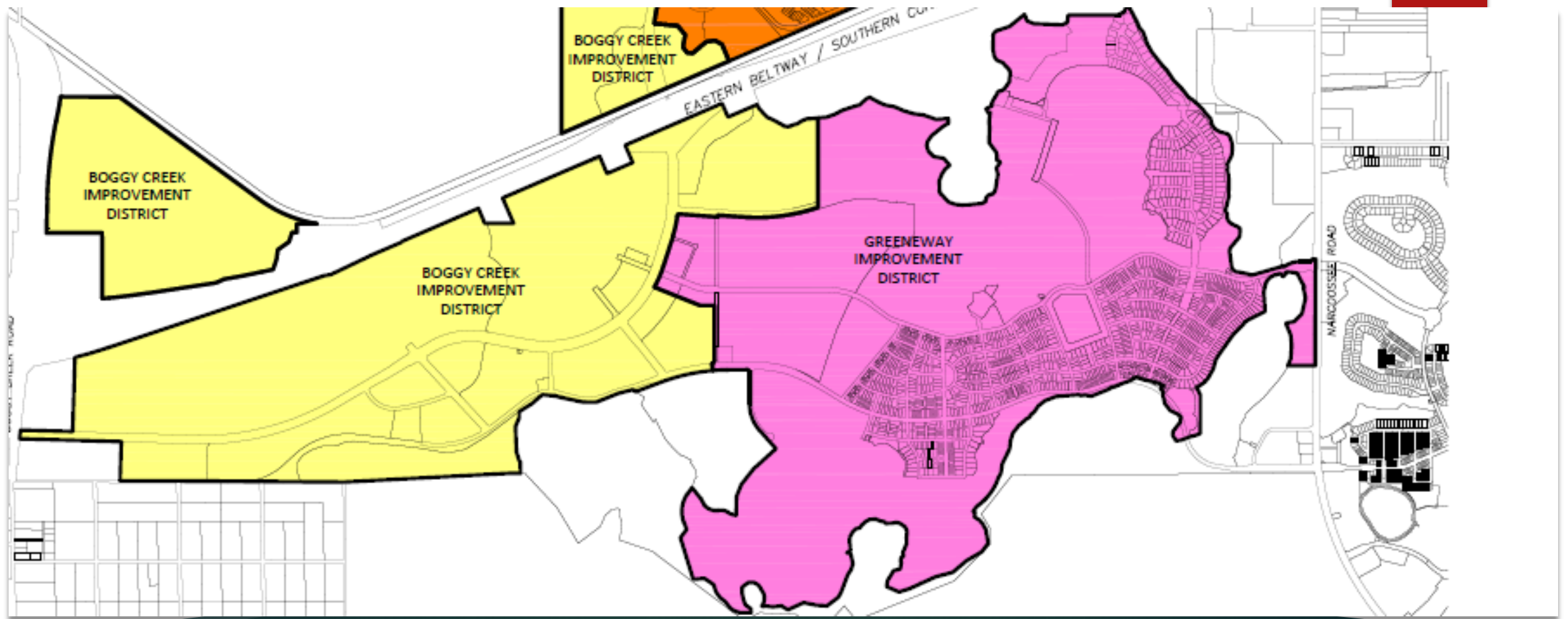
### Adjournment





# Greeneway Improvement District

BOARD MEMBER WORKSHOP



Map of the Greeneway Improvement District

# CDD Overview

## What is a CDD?

A CDD is a local unit of special purpose government created to serve specific long term needs of the development within its boundaries.

Created pursuant to Chapter 190, Florida Statutes, a CDD's main powers are to plan, finance, construct, operate and maintain community-wide infrastructure and services specifically for the benefit of the District.

## What will the CDD do?

Through a CDD, the District can offer its residents a broad range of community-related services and infrastructure to help ensure the highest quality of life possible.

Responsibilities of a CDD may include stormwater management, potable and non-potable water supply, sewer and wastewater management, landscaping, street lighting, and recreational amenities.

## How does a CDD operate?

A CDD is governed by its Board of Supervisors. A District Board is elected initially by the landowners, eventually transitioning to residents of the CDD. The Greenway Improvement District has fully completed the transition process such that all five supervisors are residents of the District.

Similar to all municipal, county, state and national elections, the Office of the Supervisor of Elections oversees the election of Supervisors once the District transitions to qualified elector elections, and CDD Supervisors are subject to state ethics and financial disclosure laws.



## What is the cost to operate a CDD?

- ▶ The cost to operate a CDD is borne by those who benefit from its services. Property owners in the CDD are subject to a non-ad valorem assessment, which appears on their annual property tax bill.
- ▶ This assessment consists of two parts:
  - ▶ – an annual assessment for operations and maintenance, which can fluctuate from year to year depending on the needs of the District as determined in the budget adopted annually by the Board
  - ▶ – an annual capital assessment to repay bonds issued by the CDD to finance community infrastructure and facilities, which are generally fixed and do not vary for the term of the bonds

# Board Responsibilities

The Board of Supervisors is comprised of five members. The Board's authority is proscribed by Chapter 190, Florida Statutes, which governs all community development districts in the State of Florida. The Board serves as the governing body of the District and some of its duties include (but are not limited to) the following:

- Compliance with Public Records and Sunshine Laws
- Oversight of the District's maintenance obligations and general governance concerning District matters
- Determining and adopting an annual budget and the levy of operations and maintenance assessments
- Holding and attending Board meetings for the District
- Planning for the development of the District's Capital Improvement Plan and future maintenance of the District improvements

# Board Member Terms

- ▶ The initial Board is appointed by the Landowners thereafter a Landowner election is held every two years
- ▶ After the District has been established for 6 years and has 250 registered voters, the seats switch over to the General Election where each seat holds a 4 year term. Again, the Greenway Improvement District's Board not consists entirely of individuals elected through the General Election process.
- ▶ If a Supervisor resigns his/her office mid-term, the Board will accept their letter of resignation and then appoint a new Supervisor to serve the remaining term. The new Supervisor must be a qualified voter registered in the State of Florida that resides in the District and be a US citizen who is at least 18 years of age.

# Current Board

- Seat 1 – Karen Duerr, expires Nov. 2024
- Seat 2 – Chad Tinetti, expires Nov. 2022
- Seat 3 – Amanda Kost, expires Nov. 2022
- Seat 4 – Antoinette Munroe, expires Nov. 2024
- Seat 5 – Matthew Franko, expires Nov. 2024



# District Staff

## District Manager

- Acts as the 'City Manager/County Administrator' of the District and works with the elected Board to serve the District and its residents
- Responsibilities include but are not limited to preserving and maintaining District improvements and facilities, overseeing and coordinating the planning, financing, purchasing, staffing, and compliance of the District

## District Counsel

- Acts as the chief legal counsel to the District
- Responsibilities include but are not limited to ensuring that the District conducts its business according to the legal standards placed upon it, both by the actions of the District/Board and Statute, reviewing and drafting documents and assisting the District with public financing

## District Engineer

- Provides professional and technical services to the District in support of the planning, design, permitting, construction, financing, operation and maintenance of the District infrastructure
- Also provides the Engineer's Report for bond financing and can provide direct consultation for such items as: bidding, contractor selection standards, master planning of infrastructure and construction phase operation

# Additional District Resources

## ▶ Additional Personnel Resources

- ▶ Irrigation Specialist – Paul Stephens
- ▶ Maintenance Administrator – Scott Thacker
- ▶ Construction Administrator – Larry Kaufmann

## ▶ Construction Committee

- ▶ 3 Committee Members (Larry Kaufmann, Matt McDermott and Chris Wilson)
- ▶ Meets every other week to discuss Construction related items with District staff
- ▶ Encompasses all the sister Districts – BCID, MCID and PE



# Florida Sunshine Law

Florida's Government-in-the-Sunshine law provides a right of access to governmental proceedings at both the state and local levels. It applies to any gathering of two or more members of the same Board to discuss some matter which will foreseeably come before that Board for action. There is also a constitutionally guaranteed right of access. Virtually all state and local collegial public bodies are governed by the open meetings requirements.

### What are the requirements?

- 1) Meetings of the boards or commission must be open to the public
- 2) Reasonable notice of such meetings must be given
- 3) Minutes of the meeting must be taken

### Is a public meeting required to be audio taped?

There is no requirement under the Sunshine law that tape recordings be made by a public board or commission, but if they are made, they become public records

### What are the restrictions on a citizen's right to speak at a meeting?

Public agencies are allowed to adopt reasonable rules and regulations which ensure the orderly conduct of a public meeting and which require orderly behavior on the part of the public attending.

This includes limiting the amount of time an individual can speak and requesting that a representative of each side of the issue speak rather than everyone present





### What is a public record?

All materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge

### Can the Board attend social functions together?

Members of the Board are not prohibited under the Sunshine law from meeting together socially, provided that matters which may come before the Board are not discussed at such gatherings

### Can the Board email each other?

Members of the Board are prohibited under the Sunshine law from emailing each other about District business. Items/questions should be directed to the District Manager (and/or District staff) to handle.

If included on a group email, you should not “reply all”.

# Board Member Emails

- Board Member emails are subject to public records request and are posted on the District website
- A designated email is set up and will be provided if each Board Member so wishes to utilize it



# District Website – [greenewayid.org](http://greenewayid.org)

The District is required to have a website with specific information posted (some of which is required for a specific amount of time)

Examples: Agendas, Budgets, Establishment Information, Board Member contact info (name, address, email, term, title), Meeting Schedule

# Agenda

The agenda is sent out 7 days in advance of the meeting and is also posted to the District Website. Updates are provided as necessary and become available prior to the meeting.

## Greenway Improvement District

12051 Corporate Boulevard Orlando, FL 32817; 407-723-5900

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

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Greenway Improvement District ("District"), scheduled to be held at **3:00 p.m. on Tuesday, January 21, 2020 at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

For those unable to attend in person, you may participate by telephone:

Phone: 1-844-621-3956

Participant Code: 796 580 192

### BOARD OF SUPERVISORS' MEETING AGENDA

#### Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the December 17, 2019 Board of Supervisors' Meeting**

#### Business Matters

2. **Consideration of Resolution 2020-03, Adopting an Internal Controls Policy**
3. **Consideration of Request to Advertise for Centerline Drive Segment F**
4. **Ratification of Requisition Nos. 670 - 672 & 2018-41 – 2018-48 Approved in December 2019 in an amount totaling \$108,727.83**
5. **Ratification of Operation and Maintenance Expenditures Paid in December 2019 in an amount totaling \$149,839.50**
6. **Recommendation of Work Authorizations/Proposed Services (if applicable)**
7. **Review of District's Financial Position and Budget to Actual YTD**

#### Other Business

- A. Staff Reports
  1. District Counsel
  2. District Manager
  3. District Engineer
  4. Construction Supervisor
- B. Supervisor Requests

#### Adjournment



# O&M Budget

- ▶ An operations and maintenance (O&M) budget is set by the Board each year based on the needs of the District
- ▶ The Board reviews the O&M budget in the Spring and sets a date for the public hearing in the Summer
- ▶ At the public hearing, the Board adopts the final O&M budget and levies the assessments which will be provided to the County Tax Collector for collection
- ▶ This O&M assessment which offsets the District annually adopted budget is levied each year, and again can vary based on the O&M budget adopted.

# FY 2021 O&M Budget

## Greenway Improvement District FY 2021 Adopted O&M Budget

	FY 2021 Adopted Budget
<b><u>Revenues</u></b>	
On-Roll Assessments	\$ 539,080.28
Off-Roll Assessments	372,087.57
Developer Contributions	-
<b>Net Revenues</b>	<b>\$ 911,167.85</b>
<b><u>General &amp; Administrative Expenses</u></b>	
<b>Legislative</b>	
Supervisor Fees	\$ 7,200.00
<b>Financial &amp; Administrative</b>	
Public Officials' Liability Insurance	2,550.00
Trustee Services	9,000.00
Management	40,000.00
Engineering - District	10,000.00
Engineering - Developer	-
Dissemination Agent	5,000.00
Property Appraiser	1,700.00
District Counsel - District	30,000.00
District Counsel - Developer	-
Assessment Administration	7,500.00
Reamortization Schedules	250.00
Audit	5,000.00
Travel and Per Diem	300.00
Telephone	50.00
Postage & Shipping	1,000.00
Copies	2,500.00
Legal Advertising	7,500.00
Miscellaneous	5,100.00
Property Taxes	1,000.00
Web Site Maintenance	2,700.00
Holiday Decorations	8,000.00
Dues, Licenses, and Fees	250.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 146,600.00</b>

## Greenway Improvement District FY 2021 Adopted O&M Budget

	FY 2021 Adopted Budget
<b><u>Field Operations</u></b>	
Electric Utility Services	
Electric	\$ 9,000.00
Water-Sewer Combination Services	
Water Reclaimed	40,000.00
<b>Other Physical Environment</b>	
General Insurance	2,950.00
Property & Casualty Insurance	7,000.00
Other Insurance	150.00
Irrigation Repairs	40,000.00
Landscaping Maintenance & Material	269,836.00
Other Landscaping Maintenance	-
Tree Trimming	40,000.00
Flower & Plant Replacement	40,000.00
Contingency	20,992.22
Pest Control	4,740.00
Hurricane Cleanup	20,000.00
<b>Interchange Maintenance Expenses</b>	
IME - Aquatics Maintenance	3,816.00
IME - Irrigation Repairs	10,800.00
IME - Landscaping	87,266.88
IME - Lighting	1,800.00
IME - Miscellaneous	1,800.00
IME - Water Reclaimed	2,700.00
<b>Road &amp; Street Facilities</b>	
Entry and Wall Maintenance	3,000.00
Hardscape Maintenance	5,000.00
Streetlights	100,370.08
Accent Lighting	2,000.00
<b>Parks &amp; Recreation</b>	
Personnel Leasing Agreement	36,000.00
<b>Reserves</b>	
Infrastructure Capital Reserve	22,200.00
Interchange Maintenance Reserve	3,146.67
	<b>\$ 774,567.85</b>
<b>Total Expenses</b>	<b>\$ 921,167.85</b>
<b>Income (Loss) from Operations</b>	<b>\$ (10,000.00)</b>



# Statement of Financial Interests

Board Members are required to complete and file a Form 1 – Statement of Financial Interests while on the District Board. This is required annually.

Form is to be filed within 30 days from the appointment.

<b>FORM 1</b>		<b>STATEMENT OF FINANCIAL INTERESTS</b>		<b>2019</b>	
Please print or type your name, mailing address, agency name, and position below:			<b>FOR OFFICE USE ONLY:</b>		
LAST NAME -- FIRST NAME -- MIDDLE NAME :					
MAILING ADDRESS :					
CITY : ZIP : COUNTY :					
NAME OF AGENCY :					
NAME OF OFFICE OR POSITION HELD OR SOUGHT :					
CHECK ONLY IF <input type="checkbox"/> CANDIDATE OR <input type="checkbox"/> NEW EMPLOYEE OR APPOINTEE					
<b>**** THIS SECTION <u>MUST</u> BE COMPLETED ****</b>					
<b>DISCLOSURE PERIOD:</b> THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2019.					
<b>MANNER OF CALCULATING REPORTABLE INTERESTS:</b> FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING (must check one):					
<input type="checkbox"/> COMPARATIVE (PERCENTAGE) THRESHOLDS <u>OR</u> <input type="checkbox"/> DOLLAR VALUE THRESHOLDS					
<b>PART A -- PRIMARY SOURCES OF INCOME</b> [Major sources of income to the reporting person - See instructions] (If you have nothing to report, write "none" or "n/a")					
NAME OF SOURCE OF INCOME		SOURCE'S ADDRESS		DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY	
<b>PART B -- SECONDARY SOURCES OF INCOME</b> [Major customers, clients, and other sources of income to businesses owned by the reporting person - See instructions] (If you have nothing to report, write "none" or "n/a")					
NAME OF BUSINESS ENTITY		NAME OF MAJOR SOURCES OF BUSINESS' INCOME		ADDRESS OF SOURCE	
<b>PART C -- REAL PROPERTY</b> [Land, buildings owned by the reporting person - See instructions] (If you have nothing to report, write "none" or "n/a")					
				You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.  <b>FILING INSTRUCTIONS</b> for when and where to file this form are located at the bottom of page 2.  <b>INSTRUCTIONS</b> on who must file this form and how to fill it out begin on page 3.	

GE FORM 1 - Effective: January 1, 2020  
 Incorporated by reference in Rule 34-8.202(1), F.A.C.

(Continued on reverse side)

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# Form 1F

At the end of each Board Members' term the Form 1F – Final Statement of Financial Interests will need to be filled out. The items disclosed will be for the current calendar year.

Form 1F is to be filed within 60 days of leaving public office.

FORM 1F		FINAL STATEMENT OF FINANCIAL INTERESTS		2020
(TO BE FILED WITHIN 60 DAYS OF LEAVING PUBLIC OFFICE OR EMPLOYMENT)				
LAST NAME — FIRST NAME — MIDDLE NAME:			NAME OF REPORTING PERSON'S AGENCY:	
MAILING ADDRESS:			CHECK <u>ONE</u> OF THE FOLLOWING (see "Who Must File" on page 3):	
			<input type="checkbox"/> LOCAL OFFICER <input type="checkbox"/> STATE OFFICER	
			<input type="checkbox"/> SPECIFIED STATE EMPLOYEE	
CITY:                      ZIP:                      COUNTY:			LIST OFFICE OR POSITION HELD:	
***BOTH PARTS OF THIS SECTION <b>MUST</b> BE COMPLETED***				
<b>DISCLOSURE PERIOD:</b> THIS STATEMENT REFLECTS MY FINANCIAL INTERESTS FOR THE PERIOD BETWEEN JANUARY 1, 2020 AND THE LAST DATE I HELD THE PUBLIC OFFICE OR EMPLOYMENT DESCRIBED ABOVE, WHICH DATE WAS _____, 2020. (Date must be prior to 12/31/20)				
<b>MANNER OF CALCULATING REPORTABLE INTERESTS:</b> FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). PLEASE STATE BELOW WHETHER THIS STATEMENT REFLECTS EITHER (must check one):				
<input type="checkbox"/> COMPARATIVE (PERCENTAGE) THRESHOLDS <u>OR</u> <input type="checkbox"/> DOLLAR VALUE THRESHOLDS				
<b>PART A – PRIMARY SOURCES OF INCOME</b> [Major sources of income to the reporting person - See instructions] (If you have nothing to report, write "none" or "n/a")				
NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY		
<b>PART B – SECONDARY SOURCES OF INCOME</b> [Major customers, clients, and other sources of income to businesses owned by reporting person - See instructions] (If you have nothing to report, write "none" or "n/a")				
NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE	
<b>PART C – REAL PROPERTY</b> [Land, buildings owned by the reporting person - See instructions] (If you have nothing to report, write "none" or "n/a")			<b>FILING INSTRUCTIONS</b> for when and where to file this form are located at the bottom of page 2.	
			<b>INSTRUCTIONS</b> on who must file this form and how to fill it out begin on page 3 of this packet.	



## Potential Boundary Amendment