

# Greenway Improvement District

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

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

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The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Greenway Improvement District which will be held Tuesday, May 19, 2020 at 3:00 p.m. using telephonic conferencing due to the COVID-19 Executive Orders 20-52, 20-69 & 20-112. The proposed agenda for this Board Meeting is found below.

Please use the following information to join the telephonic conferencing:

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. **Discussion regarding Executive Orders 20-52, 20-69 & 20-112**
- 2. **Consideration of the Minutes of the April 21, 2020 Board of Supervisors' Meeting**
- 3. **Consideration of the Minutes of the April 21, 2020 Audit Selection Committee Meeting**
- 4. **Letter from Supervisor of Elections – Orange County**

### Business Matters

- 5. **Consideration of Resolution 2020-06, Approving a Preliminary Budget for Fiscal Year 2021 and Setting a Public Hearing Date** *[suggested date of August 18, 2020 at 3:00 p.m.]*
- 6. **Consideration of District Management Fee Increase Letter for Fiscal Year 2021**
- 7. **Consideration of District Counsel Fee Increase Letter for Fiscal Year 2021**
- 8. **Ratification of Requisition Nos. 2018-65 – 2018-69 Approved in April 2020 in an amount totaling \$135,689.29**
- 9. **Ratification of Operation and Maintenance Expenditures Paid in April 2020 in an amount totaling \$80,469.78**
- 10. **Recommendation of Work Authorizations/Proposed Services (if applicable)**
- 11. **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



# **GREENEWAY IMPROVEMENT DISTRICT**

**Executive Orders  
20-52, 20-69 & 20-112**

# STATE OF FLORIDA

## OFFICE OF THE GOVERNOR

### EXECUTIVE ORDER NUMBER 20-52

(Emergency Management - COVID-19 Public Health Emergency)

**WHEREAS**, Novel Coronavirus Disease 2019 (COVID-19) is a severe acute respiratory illness that can spread among humans through respiratory transmission and presents with symptoms similar to those of influenza; and

**WHEREAS**, in late 2019, a new and significant outbreak of COVID-19 emerged in China; and

**WHEREAS**, the World Health Organization previously declared COVID-19 a Public Health Emergency of International Concern; and

**WHEREAS**, in response to the recent COVID-19 outbreak in China, Iran, Italy, Japan and South Korea, the Centers for Disease Control and Prevention (“CDC”) has deemed it necessary to prohibit or restrict non-essential travel to or from those countries; and

**WHEREAS**, on March 1, 2020, I issued Executive Order number 20-51 directing the Florida Department of Health to issue a Public Health Emergency; and

**WHEREAS**, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

**WHEREAS**, on March 7, 2020, I directed the Director of the Division of Emergency Management to activate the State Emergency Operations Center to Level 2 to provide coordination and response to the COVID-19 emergency; and

**WHEREAS**, as of March 9, 2020, eight counties in Florida have positive cases for COVID-19, and COVID-19 poses a risk to the entire state of Florida; and

**WHEREAS**, the CDC currently recommends community preparedness and everyday prevention measures be taken by all individuals and families in the United States, including voluntary home isolation when individuals are sick with respiratory symptoms, covering coughs and sneezes with a tissue and disposal of the tissue immediately thereafter, washing hands often with soap and water for at least 20 seconds, using of alcohol-based hand sanitizers with 60%-95% alcohol if soap and water are not readily available and routinely cleaning frequently touched surfaces and objects to increase community resilience and readiness for responding to an outbreak; and

**WHEREAS**, the CDC currently recommends mitigation measures for communities experiencing an outbreak including staying at home when sick, keeping away from others who are sick, limiting face-to-face contact with others as much as possible, consulting with your healthcare provider if individuals or members of a household are at high risk for COVID-19 complications, wearing a facemask if advised to do so by a healthcare provider or by a public health official, staying home when a household member is sick with respiratory disease symptoms if instructed to do so by public health officials or a health care provider; and

**WHEREAS**, as Governor, I am responsible for meeting the dangers presented to this state and its people by this emergency.

**NOW, THEREFORE, I, RON DESANTIS**, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. Because of the foregoing conditions, I declare a state of emergency exists in the State of Florida.



Section 2. I designate the Director of the Division of Emergency Management (“Director”) as the State Coordinating Officer for the duration of this emergency and direct him to execute the State’s Comprehensive Emergency Management Plan and other response, recovery, and mitigation plans necessary to cope with the emergency. Additionally, I designate the State Health Officer and Surgeon General as a Deputy State Coordinating Officer and State Incident Commander.

Pursuant to section 252.36(1)(a), Florida Statutes, I delegate to the State Coordinating Officer the authority to exercise those powers delineated in sections 252.36(5)-(10), Florida Statutes, which he shall exercise as needed to meet this emergency, subject to the limitations of section 252.33, Florida Statutes. In exercising the powers delegated by this Order, the State Coordinating Officer shall confer with the Governor to the fullest extent practicable. The State Coordinating Officer shall also have the authority to:

A. Seek direct assistance and enter into agreements with any and all agencies of the United States Government as may be needed to meet the emergency.

B. Designate additional Deputy State Coordinating Officers, as necessary.

C. Suspend the effect of any statute, rule, or order that would in any way prevent, hinder, or delay any mitigation, response, or recovery action necessary to cope with this emergency.

D. Enter orders as may be needed to implement any of the foregoing powers; however, the requirements of sections 252.46 and 120.54(4), Florida Statutes, do not apply to any such orders issued by the State Coordinating Officer; however, no such order shall remain in effect beyond the expiration of this Executive Order, to include any extension.

Section 3. I order the Adjutant General to activate the Florida National Guard, as needed, to deal with this emergency.

Section 4. I find that the special duties and responsibilities resting upon some State, regional, and local agencies and other governmental bodies in responding to the emergency may require them to suspend the application of the statutes, rules, ordinances, and orders they administer. Therefore, I issue the following authorizations:

A. Pursuant to section 252.36(1)(a), Florida Statutes, the Executive Office of the Governor may suspend all statutes and rules affecting budgeting to the extent necessary to provide budget authority for state agencies to cope with this emergency. The requirements of sections 252.46 and 120.54(4), Florida Statutes, do not apply to any such suspension issued by the Executive Office of the Governor; however, no such suspension shall remain in effect beyond the expiration of this Executive Order, to include any extension.

B. Each State agency may suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business or the orders or rules of that agency, if strict compliance with the provisions of any such statute, order, or rule would in any way prevent, hinder, or delay necessary action in coping with the emergency. This includes, but is not limited to, the authority to suspend any and all statutes, rules, ordinances, or orders which affect leasing, printing, purchasing, travel, and the condition of employment and the compensation of employees. For the purposes of this Executive Order, “necessary action in coping with the emergency” means any emergency mitigation, response, or recovery action: (1) prescribed in the State Comprehensive Emergency Management Plan (“CEMP”); or (2) ordered by the State Coordinating Officer. The requirements of sections 252.46 and 120.54, Florida Statutes, shall not apply to any such suspension issued by a State agency; however, no such suspension shall remain in effect beyond the expiration of this Executive Order, to include any extensions.

C. In accordance with section 465.0275, Florida Statutes, pharmacists may dispense up to a 30-day emergency prescription refill of maintenance medication to persons who reside in an area or county covered under this Executive Order and to emergency personnel who have been activated by their state and local agency but who do not reside in an area or county covered by this Executive Order.

D. In accordance with section 252.38, Florida Statutes, each political subdivision within the State of Florida may waive the procedures and formalities otherwise required of the political subdivision by law pertaining to:

- 1) Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community;
- 2) Entering into contracts; however, political subdivisions are cautioned against entering into time and materials contracts without ceiling as defined by 2 CFR 200.318(j) or cost plus percentage contracts as defined by 2 CFR 200.323(d);
- 3) Incurring obligations;
- 4) Employment of permanent and temporary workers;
- 5) Utilization of volunteer workers;
- 6) Rental of equipment;
- 7) Acquisition and distribution, with or without compensation, of supplies, materials, and facilities; and,
- 8) Appropriation and expenditure of public funds.

E. All State agencies responsible for the use of State buildings and facilities may close such buildings and facilities in those portions of the State affected by this emergency, to the extent necessary to meet this emergency. I direct each State agency to report the closure of any State

building or facility to the Secretary of the Department of Management Services. Under the authority contained in section 252.36, Florida Statutes, I direct each County to report the closure of any building or facility operated or maintained by the County or any political subdivision therein to the Secretary of the Department of Management Services. Furthermore, I direct the Secretary of the Department of Management Services to:

- 1) Maintain an accurate and up-to-date list of all such closures; and,
- 2) Provide that list daily to the State Coordinating Officer.

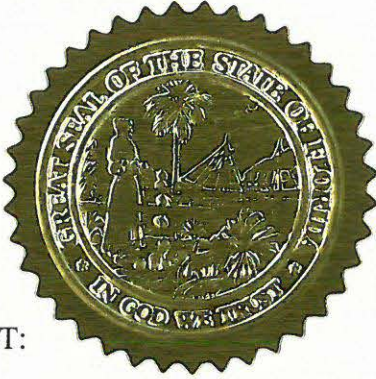
Section 5. I find that the demands placed upon the funds appropriated to the agencies of the State of Florida and to local agencies are unreasonably great and the funds currently available may be inadequate to pay the costs of coping with this emergency. In accordance with section 252.37(2), Florida Statutes, I direct that sufficient funds be made available, as needed, by transferring and expending moneys appropriated for other purposes, moneys from unappropriated surplus funds, or from the Budget Stabilization Fund.

Section 6. All State agencies entering emergency final orders or other final actions in response to this emergency shall advise the State Coordinating Officer contemporaneously or as soon as practicable.

Section 7. Medical professionals and workers, social workers, and counselors with good and valid professional licenses issued by states other than the State of Florida may render such services in Florida during this emergency for persons affected by this emergency with the condition that such services be rendered to such persons free of charge, and with the further condition that such services be rendered under the auspices of the American Red Cross or the Florida Department of Health.



Section 8. All activities taken by the Director of the Division of Emergency Management and the State Health Officer and Surgeon General with respect to this emergency before the issuance of this Executive Order are ratified. This Executive Order shall expire sixty days from this date unless extended.



ATTEST:

*Laurel M. Lee*  
SECRETARY OF STATE

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 9th day of March, 2020.

*[Signature]*  
\_\_\_\_\_  
RON DESANTIS, GOVERNOR

FILED  
2020 MAR -9 PM 5:52  
TALLAHASSEE, FLORIDA

# STATE OF FLORIDA

## OFFICE OF THE GOVERNOR EXECUTIVE ORDER NUMBER 20-69

(Emergency Management – COVID-19 – Local Government Public Meetings)

**WHEREAS**, on March 1, 2020, I issued Executive Order 20-51 directing the Florida Department of Health to issue a Public Health Emergency as a result of COVID-19; and

**WHEREAS**, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

**WHEREAS**, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

**WHEREAS**, on March 16, 2020, President Donald J. Trump and the Centers for Disease Control and Prevention (“CDC”) issued the “15 Days to Slow the Spread” guidance advising individuals to adopt far-reaching social distancing measures, such as working from home and avoiding gatherings of more than 10 people; and

**WHEREAS**, on March 17, 2020, I wrote a letter to Attorney General Ashley Moody seeking an advisory opinion regarding concerns raised by local government bodies about their ability to hold meetings through teleconferencing and other technological means in order to protect the public and follow the CDC guidance regarding social distancing; and

**WHEREAS**, on March 19, 2020, Attorney General Ashley Moody delivered an opinion to me indicating that certain provisions of Florida law require a physical quorum be present for local government bodies to conduct official business, and that local government bodies may only conduct meetings by teleconferencing or other technological means if either a statute permits a quorum to be present by means other than in person, or that the in person requirement for constituting a quorum is lawfully suspended during the state of emergency; and

WHEREAS, it is necessary and appropriate to take action to ensure that COVID-19 remains controlled, and that residents and visitors in Florida remain safe and secure;

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. I hereby suspend any Florida Statute that requires a quorum to be present in person or requires a local government body to meet at a specific public place.

Section 2. Local government bodies may utilize communications media technology, such as telephonic and video conferencing, as provided in section 120.54(5)(b)2., Florida Statutes.

Section 3. This Executive Order does not waive any other requirement under the Florida Constitution and "Florida's Government in the Sunshine Laws," including Chapter 286, Florida Statutes.

Section 4. This Executive Order shall expire at the expiration of Executive Order 20-52, including any extension.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 20th day of March, 2020

  
RON DESANTIS, GOVERNOR

ATTEST:

  
SECRETARY OF STATE

FILED  
2020 MAR 20 AM 9:38  
TALLAHASSEE, FLORIDA



# STATE OF FLORIDA

## OFFICE OF THE GOVERNOR

### EXECUTIVE ORDER NUMBER 20-112

(Phase 1: Safe. Smart. Step-by-Step. Plan for Florida's Recovery)

**WHEREAS**, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

**WHEREAS**, on April 3, 2020, I issued Executive Order 20-91 and Executive Order 20-92 directing all persons in Florida to limit their movements and personal interactions outside of their home only to those necessary to obtain or provide essential services or conduct essential activities; and

**WHEREAS**, my administration has implemented a data-driven strategy devoted to high-volume testing and aggressive contact tracing, as well as strict screening protocols in long-term care facilities to protect vulnerable residents; and

**WHEREAS**, data collected by the Florida Department of Health indicates the State has achieved several critical benchmarks in flattening the curve, including a downward trajectory of hospital visits for influenza-like illness and COVID-19-like syndromic cases, a decrease in percent positive test results, and a significant increase in hospital capacity since March 1, 2020; and

**WHEREAS**, during the week of April 20, 2020, I convened the Task Force to Re-Open Florida to evaluate how to safely and strategically re-open the State; and

**WHEREAS**, the path to re-opening Florida must promote business operation and economic recovery while maintaining focus on core safety principles.

**NOW, THEREFORE, I, RON DESANTIS**, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution and Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order:

Section 1. Phase 1 Recovery

In concert with the efforts of President Donald J. Trump and the White House Coronavirus Task Force, and based on guidance provided by the White House and the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), and the Florida Surgeon General and State Health Officer, Dr. Scott Rivkees, I hereby adopt the following in response to the recommendations in Phase 1 of the plan published by the Task Force to Re-Open Florida.

Section 2. Responsible Individual Activity

A. All persons in Florida shall continue to limit their personal interactions outside the home; however, as of the effective date of this order, persons in Florida may provide or obtain:

1. All services and activities currently allowed, *i.e.*, those described in Executive Order 20-91 and its attachments, which include activities detailed in Section 3 of Executive Order 20-91, the U.S. Department of Homeland Security in its Guidance on the Essential Critical Infrastructure Workforce and a list propounded by Miami-Dade County in multiple orders (as of April 1, 2020), as well as other services and activities approved by the State Coordinating Officer. Such services should continue to follow safety

guidelines issued by the CDC and OSHA. If necessary, employee screening or use of personal protective equipment should continue.

2. Additional services responsibly provided in accordance with Sections 3 and 4 of this order in counties other than Miami-Dade, Broward and Palm Beach. In Miami-Dade, Broward and Palm Beach counties, allowances for services and activities from Sections 3 and 4 of this order will be considered in consultation with local leadership.

B. Except as provided in Section 2(A)(1) of this order, senior citizens and individuals with a significant underlying medical condition (such as chronic lung disease, moderate-to-severe asthma, serious heart conditions, immunocompromised status, cancer, diabetes, severe obesity, renal failure and liver disease) are strongly encouraged to stay at home and take all measures to limit the risk of exposure to COVID-19.

C. For the duration of this order, all persons in Florida should:

1. Avoid congregating in large groups. Local jurisdictions shall ensure that groups of people greater than ten are not permitted to congregate in any public space that does not readily allow for appropriate physical distancing.
2. Avoid nonessential travel, including to U.S. states and cities outside of Florida with a significant presence of COVID-19.
3. Adhere to guidelines from the CDC regarding isolation for 14 days following travel on a cruise or from any international destination and any area with a significant presence of COVID-19.

D. This order extends Executive Order 20-80 (Airport Screening and Isolation) and Executive Order 20-82 (Isolation of Individuals Traveling to Florida), with exceptions for persons involved in military, emergency, health or infrastructure response or involved in commercial activity. This order extends Sections 1(C) and 1(D) of Executive Order 20-86 (Additional Requirements of Certain Individuals Traveling to Florida), which authorize the Department of Transportation, with assistance from the Florida Highway Patrol and county sheriffs, to continue to implement checkpoints on roadways as necessary.

Section 3. Businesses Restricted by Previous Executive Orders

Unless I direct otherwise, for the duration of this order, the following applies to businesses directly addressed by my previous Executive Orders:

- A. Bars, pubs and nightclubs that derive more than 50 percent of gross revenue from the sale of alcoholic beverages shall continue to suspend the sale of alcoholic beverages for on-premises consumption. This provision extends Executive Order 20-68, Section 1 as modified by Executive Order 20-71, Sections 1 and 2.
- B. Restaurants and food establishments licensed under Chapters 500 or 509, Florida Statutes, may allow on-premises consumption of food and beverage, so long as they adopt appropriate social distancing measures and limit their indoor occupancy to no more than 25 percent of their building occupancy. In addition, outdoor seating is permissible with appropriate social distancing. Appropriate social distancing requires maintaining a minimum of 6 feet between parties, only seating parties of 10 or fewer people and keeping bar counters closed to seating. This provision

extends Executive Order 20-68, Section 3 and supersedes the conflicting provisions of Executive Order 20-71, Section 2 regarding on-premises food consumption.

- C. Gyms and fitness centers closed by Executive Order 20-71 shall remain closed.
- D. The prohibition on vacation rentals in Executive Order 20-87 remains in effect for the duration of this order.
- E. The Department of Business and Professional Regulation shall utilize its authorities under Florida law to implement and enforce the provisions of this order as appropriate.

#### Section 4. Other Affected Business Services

Unless I direct otherwise, for the duration of this order, the following applies to other business services affected by my previous Executive Orders:

- A. In-store retail sales establishments may open storefronts if they operate at no more than 25 percent of their building occupancy and abide by the safety guidelines issued by the CDC and OSHA.
- B. Museums and libraries may open at no more than 25 percent of their building occupancy, provided, however, that (a) local public museums and local public libraries may operate only if permitted by local government, and (b) any components of museums or libraries that have interactive functions or exhibits, including child play areas, remain closed.

#### Section 5. Medical Procedures

Subject to the conditions outlined below, elective procedures prohibited by Executive Order 20-72 may resume when this order goes into effect. A hospital ambulatory surgical center, office surgery center, dental office, orthodontic office, endodontic office or other health care

practitioners' office in the State of Florida may perform procedures prohibited by Executive Order 20-72 only if:

- A. The facility has the capacity to immediately convert additional facility-identified surgical and intensive care beds for treatment of COVID-19 patients in a surge capacity situation;
- B. The facility has adequate personal protective equipment (PPE) to complete all medical procedures and respond to COVID-19 treatment needs, without the facility seeking any additional federal or state assistance regarding PPE supplies;
- C. The facility has not sought any additional federal, state, or local government assistance regarding PPE supplies since resuming elective procedures; and
- D. The facility has not refused to provide support to and proactively engage with skilled nursing facilities, assisted living facilities and other long-term care residential providers.

The Agency for Health Care Administration and the Department of Health shall utilize their authority under Florida law to further implement and enforce these requirements. This order supersedes the conflicting provisions of Executive Order 20-72.

Section 6. Previous Executive Orders Extended

The Executive Order 20-69 (Local Government Public Meetings) is extended for the duration of this order.

Section 7. Enforcement

This order shall be enforced under section 252.47, Florida Statutes. Violation of this order is a second-degree misdemeanor pursuant to section 252.50, Florida Statutes, and is punishable by imprisonment not to exceed 60 days, a fine not to exceed \$500, or both.

Section 8.      Effective Date

This order is effective at 12:01 a.m. on May 4, 2020.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 29th day of April, 2020.

  
\_\_\_\_\_  
RON DESANTIS, GOVERNOR

ATTEST:

  
\_\_\_\_\_  
SECRETARY OF STATE

2020 APR 29 PM 4:52

FILED

TALLAHASSEE, FLORIDA



**GREENEWAY IMPROVEMENT DISTRICT**  
**NOTICE OF PUBLIC MEETING HELD DURING PUBLIC HEALTH EMERGENCY DUE TO COVID-19**

Notice is hereby given that the Board of Supervisors ("**Board**") of the Greenway Improvement District ("**District**") will hold a regular meeting of the Board of Supervisors on **May 19, 2020, at 3:00 p.m.**, to be conducted by means of communications media technology, pursuant to Executive Orders 20-52, 20-69, and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020 respectively, as such orders may be extended, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. The meeting is being held for the necessary public purpose of approving the Fiscal Year 2021 Proposed Budget and at such time the Board is so authorized and may consider any business that may properly come before it.

*While it is necessary to hold the above referenced meeting of the District's Board of Supervisors utilizing communications media technology due to the current COVID-19 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 at **1-844-621-3956; Access Code: 796 580 192**. Additionally, participants are encouraged to submit questions and comments to the District Manager in advance at (407) 723-5900 to facilitate the Board's consideration of such questions and comments during the meeting.*

A copy of the agenda may be obtained at the offices of the District Manager, c/o PFM Group Consulting, LLC, 12051 Corporate Boulevard, Orlando, Florida 32817, Phone: (407) 723-5900 ("**District Manager's Office**") during normal business hours or from the District's website at <https://www.greenewayid.org/>.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting may be continued to a date, time, and place to be specified on the record at such meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at the meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. 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), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person will need a record of 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 such appeal is to be based.

Jennifer Walden  
District Manager

# **GREENEWAY IMPROVEMENT DISTRICT**

**Minutes of the April 21, 2020  
Board of Supervisors' Meeting**

# **GREENWAY IMPROVEMENT DISTRICT BOARD OF SUPERVISORS' MEETING MINUTES**

## **FIRST ORDER OF BUSINESS**

The Board of Supervisors' Meeting for the Greenway Improvement District was called to order on Tuesday, April 21, 2020, at 3:40 p.m. Via telephonic conferencing due to the COVID-19 Executive Orders 20-52 & 20-69.

Richard Levey	Chairperson	(via phone)
Chad Tinetti	Vice-Chair	(via phone)
Amanda Kost	Assistant Secretary	(via phone)
Karen Duerr	Assistant Secretary	(via phone)

Also, attending:

Lynne Mullins	PFM	(via phone)
Jennifer Walden	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	(via phone)
Jeff Newton	Donald W. McIntosh Associates	(via phone)
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Scott Thacker	District Landscape Supervisor & Construction Committee Member	(via phone)
Chris Wilson	Tavistock	(via phone)

## **SECOND ORDER OF BUSINESS**

### **Public Comment Period**

Dr. Levey noted for the record there were no members of the public present.

## **THIRD ORDER OF BUSINESS**

### **Discssion                      Regarding Executive Orders 20-52 and 20-69**

Ms. Mackie explained the Governor issued Executive Orders 20-52 and 20-69 that would allow for governments like Community Development Districts to meet in the Sunshine Law but waive the requirement that they do so by physical quorums. Today the District is able to continue business that comes before this Board in a virtual setting. She asked Ms. Walden to confirm that the District provided notice of this virtual quorum as prescribed by administrative law dealing with virtual meetings and that the call-in information was advertised as well as Ms. Walden's contact information in the event that someone needed assistance accessing this meeting. Ms. Walden so confirmed.

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of the Minutes of the February 18, 2020 Board of Supervisors' Meeting**

Board Members reviewed the minutes from the February 18, 2020, Board of Supervisors' Meeting.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the February 18, 2020, Board of Supervisors' Meeting.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of resolution 2020-05, General Election**

Ms. Walden explained the Resolution states that Seat 1 held by Ms. Duerr, Seat 2 held by Mr. Figuero, and Seat 5 held by Dr. Levey are up for election through the General Election this November. Included as an exhibit is the ad that we will place notating the qualifying period for candidates with the Orange County Supervisor of Elections. There will be no more Landowners' Election for this District.

Ms. Mackie explained in the event that someone does not qualify for Dr. Levey's seat during the qualification period Dr. Levey can continue to serve as a holdover in that seat until such time as an individual who qualifies is identified. The same holds true for Ms. Duerr's seat and Mr. Figuero's seat in the event no one qualifies. She noted if the Board Members whose seats are up for election are interested in serving for another term, they should apply during the qualification period because if anyone were to qualify for the seat and run unopposed they will win that seat, but if more than one person qualifies for a single seat there will be an election.

Ms. Duerr asked about the process to qualify. Ms. Mackie stated District staff will provide that information. There is a time period in which an interested party would report to the Supervisor of Elections Office their intent to qualify for a specific seat. There is a \$20.00 fee and a form that needs to be completed. Dr Levey requested a motion to approve Resolution 2020-05.

On Motion by Ms. Kost, second by Ds. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2020-05, General Election.

#### **SIXTH ORDER OF BUSINESS**

#### **Appointment of Auditor Selection Committee**

Ms. Walden explained the Board needs to appoint a committee to select an auditor. The Board can appoint itself as the Auditor Selection Committee which has been the District's past practice.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District appointed itself as the Auditor Selection Committee.

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Appointment to Construction Committee**

Mr. Kaufmann stated the Board needs to consider an appointment to the Construction Committee as Troy Davidson is no longer able to serve. He recommended that Chris Wilson be appointed to his position on the Construction Committee. Dr. Levey asked Mr. Wilson about his willingness to serve on the Construction Committee. He announced his willingness to serve on the Construction Committee.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District appointed Chris Wilson to the Construction Committee.

## **EIGHTH ORDER OF BUSINESS**

### **Review of FY 2021 Operations & Maintenance Budget**

Ms. Walden explained Today's purpose is to answer any questions, address any line items the Board would like to see adjusted or look in to including any new items the Board would like to see in the budget. The plan is to take those items, work with the Construction Committee at the next Construction Committee meeting to adjust the budget and then bring back a final proposed budget for the Board to approve in preliminary form at the May Board Meeting.

Dr. Levey asked if there were any significant shifts in priorities or categories. Ms. Walden replied there is about a \$10,000.00 shift in the Landscaping as well as \$10,000.00 in Landscape Improvements. More money was put in Contingency. Dr. Levey asked about the reduction in the Interchange Lighting. Mr. Thacker responded that all of the sconce lighting was replaced on the stone columns on the interchange this year. Dr. Levey asked if the increase was due to power or power and maintenance. Mr. Thacker noted the District changed to LED fixtures so there will be a slight reduction in electrical consumption and a savings on maintenance. Ms. Walden stated the Personnel Leasing Agreement had an increase due to the addition of the work done on the landscaping side. No action from the Board is required at this time.

A Board Member asked if the May Board meeting is the meeting with the public. Ms. Mackie noted the May meeting is when the Board will approve the proposed budget. It does not result in public participation. The District is not required to send mailed notice this year because assessments are not increasing however the District will still be required to run an advertisement in the newspaper regarding the District's adoption of its budget.

## **NINTH ORDER OF BUSINESS**

### **Ratification of Requisition Nos. 2018-54 – 2018-61 paid in February 2020 in an amount totaling \$186,520.12 and Requisition Nos. S2013-674 &**

**S2018-061 – S2018-064 paid in  
March 2020 in an amount  
totaling \$102,804.51**

Board Members reviewed Requisition Nos. 2018-54 – 2018-61 paid in February 2020 in an amount totaling \$186,520.12 and Requisition Nos. S2013-674 & S2018-061 – S2018-064 paid in March 2020 in an amount totaling \$102,804.51. Dr. Levey noted that these have been approved and paid and just need to be ratified by the Board.

On Motion by Ms. Kost, second by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 2018-54 – 2018-61 paid in February 2020 in an amount totaling \$186,520.12 and Requisition Nos. S2013-674 & S2018-061 – S2018-064 paid in March 2020 in an amount totaling \$102,804.51.

**TENTH ORDER OF BUSINESS**

**Ratification of Operation and  
Maintenance Expenditures  
paid in February 2020 in an  
amount totaling \$129,483.17  
and paid in March 2020 in an  
amount totaling \$12,084.82.**

Board Members reviewed the Operation & Maintenance Expenditures paid in February 2020 in an amount totaling \$129,483.17 and paid in March 2020 in an amount totaling \$12,084.82. Dr. Levey noted these have been approved and just need to be ratified by the Board.

On Motion by Ms. Kost, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation & Maintenance Expenditures paid in February 2020 in an amount totaling \$129,483.17 and paid in March 2020 in an amount totaling \$12,084.82

**ELEVENTH ORDER OF BUSINESS**

**Recommendation of Work  
Authorizations/Proposed  
Services**

Mr. Kaufmann presented a Work Authorization from PSI for a dewatering permit for the Water Management District on Centerline Drive Segment C & D in the amount of \$13,500.00.

Dr. Levey previously authorized this work earlier in the month and requested a motion from the Board to ratify the Work Authorization for PSI in the amount of \$13,500.00

On Motion by Ms. Kost, second by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Work Authorization for PSI in the amount of \$13,500.00.

Mr. Kaufmann presented a proposal for a change order to the existing contract with Donald W. McIntosh Associates on Nemours Parkway Phase 7. The Contractor installed some sanitary sewer force main incorrectly and was required by the City to take it out, re-lay it and repave the roads. This is for Donald W. McIntosh Associates' fee to monitor and certify the work that was done by Jr Davis Construction Company to remediate the sewer problem. The Contractor was notified this would be included as a backcharge to his contract.

Dr. Levey asked the cost of the remedial work. Mr. Newton replied there is no cost to the District for the remedial work. He does not know the value of the remedial work. Due to the uncertainty in the amount of time needed to resolve the matter, Donald W. McIntosh Associates' fee is to be charged on an hourly basis with a not to exceed amount of \$10,000.00.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the proposal for a change order to the existing contract with Donald W. McIntosh Associates on Nemours Parkway Phase 7.

## **TWELFTH ORDER OF BUSINESS**

### **Review of District's Financial Position and Budget to Actual YTD**

Board Members reviewed the Statement of Financial Position and Budget to Actual through March 31, 2020. Ms. Walden noted that the District currently running under budget. There was no action required by the Board.

## **THIRTEENTH ORDER OF BUSINESS**

### **Staff Reports**

District Counsel –

No Report

District Manager –

Ms. Walden noted the Auditor Selection Committee is meeting just after the Board of Supervisors' meeting. The next Board of Supervisors meeting is scheduled for Tuesday, May 19, 2020.

District Engineer –

Mr. Newton explained Nemours Parkway Phase 7 is the only active construction project for this District. As discussed, a few minutes ago, the Contractor re-laying the force main and repairing the roadway. It is anticipated that the remedial work will be completed by the end of April and closed out in May.



Mr. Newton presented a Change Order with Jr. Davis. It is a deductive Change Order in the amount of \$1,262,270.00 for the owner direct purchase of materials. It is not included in the agenda package. Mr. Newton shared the document on screen. The District, in order to save 6% sales tax, bought the materials directly from the suppliers through purchase orders rather than having Jr. Davis buy the materials. Since the District already purchased all the materials, the amount will be deducted from the Contract with Jr. Davis. He requested a motion to approve Change Order #6 in the deductive amount of \$1,262,270.00.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Change Order #6 in the deductive amount of \$1,262,270.00.

Construction Supervisor – No Report

District Landscape Supervisor- No Report

#### **FOURTEENTH ORDER OF BUSINESS**

#### **Supervisor and Audience Comments & Adjournment**

There were no Supervisor requests or audience comments. Dr. Levey requested a motion to adjourn.

On Motion by Ms. Duerr, second by MS. Kost, with all in favor, the April 21, 2020, meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.

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**Secretary/Assistant Secretary**

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**Chair/Vice Chair**



**DONALD W. McINTOSH  
ASSOCIATES, Inc.**

## MEMORANDUM

DATE: April 21, 2020  
TO: Greenway Improvement District  
Board of Supervisors  
FROM: Donald W. McIntosh Associates, Inc.  
District Engineer  
RE: Construction Contract Status

---

Dear Board Members,

Please accept this correspondence as a current summary of our construction contract status. Listed below by project is a brief summary of recent contract activity. A copy of the latest Change Order log is attached.

**Nemours Parkway Phase 7 – Jr. Davis Construction Company, Inc.**

**Construction Status:** Pre-final project inspection was conducted on 2/24/20, and the final inspection will be scheduled upon acceptance of the close out documents by the City of Orlando. City of Orlando WRD requested corrections on the installed force main as it was not installed per the approved plans. Contractor is reinstalling a portion of the force main on Barish Avenue to correct vertical alignment and be consistent with permitted plans. Correction work started 04/13/20 and is anticipated to be completed by 04/30/20. The Greenway Improvement District will be invoicing the Boggy Creek Improvement District for improvements within the BCID boundary.

**Change Order (C.O.) Status:** None

**Recommended Motion:** None

Should there be any questions, please do not hesitate to call.

Thank you.

End of memorandum.

c: Larry Kaufmann  
Scott Thacker  
Chris Wilson  
Dan Young  
Tarek Fahmy

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

**407-644-4068**

F:\Proj2003\23216\ENGAdmin\Cec1346.docx

<http://www.dwma.com>

**LAKE NONA SOUTH  
Greenway Improvement District  
Nemours Parkway Phase 7  
Change Order Log  
Jr. Davis**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
						<b>\$6,312,276.78</b>			
<u>1</u>	2/8/2019	Contract adjustment for revision to include scope of work for addendums/plans issued after bid date.		\$ 161,445.97	Approved	\$ 6,473,722.75	2/19/2019	2/19/2019	
<u>2</u>	5/20/2019	Add sanitary and reclaim service laterals intended to serve the Nemours Children's Hospital.		\$ 12,879.00	Approved	\$ 6,486,601.75	5/21/2019	5/21/2019	
<u>3</u>	9/12/2019	Contract Calendar Extension - Add 60 Days	60	\$ -	Approved	\$ 6,486,601.75	9/17/2019	9/17/2019	
<u>4</u>	9/19/2019	Landscaping and Irrigation Revisions		\$ 49,204.52	Approved	\$ 6,535,806.27	10/15/2019	10/15/2019	
<u>5</u>	1/15/2020	Modify Ramps at Nemours Hospital		\$ 17,168.75	Approved	\$ 6,552,975.02	1/21/2020	1/21/2020	

# **GREENEWAY IMPROVEMENT DISTRICT**

**Minutes of the April 21, 2020  
Audit Selection Committee Meeting**

# **GREENWAY IMPROVEMENT DISTRICT**

## **AUDITOR SELECTION COMMITTEE MEETING MINUTES**

### **FIRST ORDER OF BUSINESS**

The Auditor Selection Committee Meeting for the Greenway Improvement District was called to order on Tuesday, April 21, 2020 at 3:33 p.m. Via telephonic conferencing due to the COVID-19 Executive Orders 20-52 & 20-69.

Present Via Speakerphone:

Richard Levey	Committee Member	(via phone)
Chad Tinetti	Committee Member	(via phone)
Amanda Kost	Committee Member	(via phone)
Karen Duerr	Committee Member	(via phone)

Also, attending:

Jennifer Walden	PFM	(via phone)
Lynne Mullins	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	(via phone)
Jeff Newton	Donald W. McIntosh Associates, Inc.	(via phone)
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Scott Thacker	District Landscape Supervisor & Construction Committee Member	
Member	(via phone)	
Chris Wilson	Construction Committee Member	
(via phone)		

### **SECOND ORDER OF BUSINESS**

#### **Public Comment Period**

Mr. Levey called for any public comments on any agenda items. There were no comments provided.

### **THIRD ORDER OF BUSINESS**

#### **Review and Approval of Audit Documents**

- a) Audit RFP Notice**
- b) Instructions to Proposers**
- c) Evaluation Criteria – with and without price**

The Board reviewed the Auditor RFP documents. Ms. Walden asked if the Board wished to approve evaluation criteria with or without price. Historically the Auditor Selection Committee chose evaluation criteria to include price. Ms. Walden requested a motion to approve the RFP form and the evaluation criteria to include price.

Ms. Mackie explained the District revised its Rules of Procedure that now lets the District go out for a period not to exceed five years as opposed to three years. Ms. Walden will update those items to include for up to five years.

On Motion by Ms. Duerr, second by Mr. Tinetti, with all in favor, the Auditor Selection Committee for the Greenway Improvement District approved the RFP and the Evaluation Criteria to include price.

#### **FOURTH ORDER OF BUSINESS**

#### **Adjournment**

There was no further business to discuss. Dr. Levey requested a motion to adjourn.

On Motion by Ms. Duerr, second by Mr. Tinetti, with all in favor, the April 21, 2020 Meeting of the Auditor Selection Committee for Greenway Improvement District was adjourned.

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Secretary/Assistant Secretary

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Chair/Vice Chair

# **GREENEWAY IMPROVEMENT DISTRICT**

**Supervisor of Elections  
- Orange County**



**From:** [Patrick Floto](#)  
**To:** [Jennifer Walden](#); [boardmember4@greenewayid.org](#); [boardmember3@greenewayid.org](#);  
[boardmember2@greenewayid.org](#); [boardmember1@greenewayid.org](#); [boardmember5@greenewayid.org](#)  
**Cc:** [Trendy Harris](#); [Cathy McGill-Johnson](#)  
**Subject:** Orange County SOE April 15, 2020 Voter Count: Greenway Improvement District  
**Date:** Wednesday, April 15, 2020 9:46:33 AM

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**EXTERNAL EMAIL:** Use care with links and attachments.

Greenway Improvement District – 3593

The relevant section of the attached report is Page 2.

**Patrick Floto**

**DATA REPORTING COORDINATOR**  
**ORANGE COUNTY SUPERVISOR OF ELECTIONS**  
**407-254-6509**  
**PATRICK.FLOTO@OCFELECTIONS.COM**

Disclaimer: Florida has a very broad public records law. As a result, any written communication created or received by the Orange County Supervisor of Elections Office will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

# **GREENEWAY IMPROVEMENT DISTRICT**

**Resolution 2020-06,  
Approving a Preliminary Budget for Fiscal  
Year 2021 and Setting a Public Hearing Date**

## RESOLUTION 2020-06

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GREENEWAY IMPROVEMENT 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 Greenway Improvement 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 GREENEWAY IMPROVEMENT 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**," 12051 Corporate Boulevard, Orlando, Florida 32817, (407) 723-5900. 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 PUBLIC HEARINGS.** Pursuant to Chapters 170, 190, and 197, Florida Statutes, public hearings on the approved Proposed Budget and the Assessments are hereby declared and set for the following date, hour and location:

DATE: August 18, 2020  
HOUR: 3:00 p.m.  
LOCATION: 6900 Tavistock Lakes Blvd, Suite 200,  
Orlando, FL 32827

**4. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Orlando and Orange 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 Orange 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 19<sup>th</sup> DAY OF MAY, 2020.**

ATTEST:

**GREENEWAY IMPROVEMENT  
DISTRICT**

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

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**Greenway Improvement District**  
FY 2021 Proposed O&M Budget  
**EXHIBIT A**

	Actual Through 04/30/2020	Anticipated May - Sep.	Anticipated FY 2020 Total	FY 2020 Adopted Budget	FY 2021 Proposed Budget	Change in Year Variance
<b><u>Revenues</u></b>						
On-Roll Assessments	\$ 432,991.95	\$ 63,984.69	\$ 496,976.64	\$ 496,976.64	\$ 911,167.85	
Off-Roll Assessments	329,188.55	85,002.66	414,191.21	414,191.21		
<b>Net Revenues</b>	<b>\$ 762,180.50</b>	<b>\$ 148,987.35</b>	<b>\$ 911,167.85</b>	<b>\$ 911,167.85</b>	<b>\$ 911,167.85</b>	\$ 0.00
<b><u>General &amp; Administrative Expenses</u></b>						
<b>Legislative</b>						
Supervisor Fees	\$ 1,800.00	\$ 2,000.00	\$ 3,800.00	\$ 7,200.00	\$ 7,200.00	\$ -
<b>Financial &amp; Administrative</b>						
Public Officials' Liability Insurance	2,300.00	-	2,300.00	2,500.00	2,550.00	\$ 50.00
Trustee Services	7,133.96	-	7,133.96	4,000.00	7,500.00	\$ 3,500.00
Management	23,333.31	16,666.69	40,000.00	40,000.00	45,000.00	\$ 5,000.00
Engineering	5,584.50	3,988.93	9,573.43	10,000.00	10,000.00	\$ -
Dissemination Agent	5,000.00	-	5,000.00	5,000.00	5,000.00	\$ -
Property Appraiser	1,672.00	-	1,672.00	1,700.00	1,700.00	\$ -
District Counsel	11,427.31	8,162.36	19,589.67	30,000.00	30,000.00	\$ -
Assessment Administration	7,500.00	-	7,500.00	7,500.00	7,500.00	\$ -
Reamortization Schedules	-	250.00	250.00	250.00	250.00	\$ -
Audit	-	4,550.00	4,550.00	7,000.00	7,000.00	\$ -
Travel and Per Diem	39.75	28.39	68.14	250.00	300.00	\$ 50.00
Telephone	-	104.17	104.17	250.00	50.00	\$ (200.00)
Postage & Shipping	59.74	42.67	102.41	800.00	1,000.00	\$ 200.00
Copies	-	625.00	625.00	1,500.00	2,500.00	\$ 1,000.00
Legal Advertising	1,915.01	1,367.86	3,282.87	6,000.00	7,500.00	\$ 1,500.00
Miscellaneous	15.00	41.67	56.67	100.00	100.00	\$ -
Property Taxes	59.88	-	59.88	2,000.00	1,000.00	\$ (1,000.00)
Web Site Maintenance	105.00	2,595.00	2,700.00	2,700.00	2,700.00	\$ -
Holiday Decorations	7,150.00	-	7,150.00	-	8,000.00	\$ 8,000.00
Dues, Licenses, and Fees	250.00	-	250.00	175.00	175.00	\$ -
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 75,345.46</b>	<b>\$ 40,422.74</b>	<b>\$ 115,768.20</b>	<b>\$ 128,925.00</b>	<b>\$ 147,025.00</b>	\$ 18,100.00

**Greeneway Improvement District**  
FY 2021 Proposed O&M Budget

	Actual Through 04/30/2020	Anticipated May - Sep.	Anticipated FY 2020 Total	FY 2020 Adopted Budget	FY 2021 Proposed Budget	Change in Year Variance
<b><u>Field Operations</u></b>						
<b>Electric Utility Services</b>						
Electric	\$ 5,440.51	\$ 1,559.49	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ -
<b>Water-Sewer Combination Services</b>						
Water Reclaimed	24,182.13	15,817.87	40,000.00	40,000.00	40,000.00	\$ -
<b>Other Physical Environment</b>						
General Insurance	2,588.00	-	2,588.00	3,000.00	2,950.00	\$ (50.00)
Property & Casualty Insurance	4,112.00	-	4,112.00	7,000.00	7,000.00	\$ -
Other Insurance	-	-	-	150.00	150.00	\$ -
Irrigation Repairs	31,636.19	23,363.81	55,000.00	55,000.00	40,000.00	\$ (15,000.00)
Landscaping Maintenance & Material	141,636.94	88,113.46	229,750.40	229,750.40	269,836.00	\$ 40,085.60
Other Landscaping Maintenance	5,966.50	14,033.50	20,000.00	20,000.00	-	\$ (20,000.00)
Tree Trimming	5,040.00	57,064.50	62,104.50	62,104.50	40,000.00	\$ (22,104.50)
Flower & Plant Replacement	9,395.00	36,929.48	46,324.48	45,000.00	40,000.00	\$ (5,000.00)
Contingency	7,498.68	5,356.20	12,854.88	8,500.00	22,567.22	\$ 14,067.22
Pest Control	-	-	-	-	4,740.00	\$ 4,740.00
Hurricane Cleanup	-	20,000.00	20,000.00	20,000.00	20,000.00	\$ -
<b>Interchange Maintenance Expenses</b>						
IME - Aquatics Maintenance	2,104.20	1,711.80	3,816.00	3,816.00	3,816.00	\$ -
IME - Irrigation Repairs	2,782.07	8,017.93	10,800.00	10,800.00	10,800.00	\$ -
IME - Landscaping	46,572.21	33,265.86	79,838.07	87,266.88	87,266.88	\$ -
IME - Lighting	18,294.65	13,067.61	31,362.26	22,153.84	1,800.00	\$ (20,353.84)
IME - Miscellaneous	3,936.60	2,811.86	6,748.46	1,661.40	1,800.00	\$ 138.60
IME - Water Reclaimed	313.48	3,009.60	3,323.08	3,323.08	2,700.00	\$ (623.08)
<b>Road &amp; Street Facilities</b>						
Entry and Wall Maintenance	-	-	-	3,000.00	3,000.00	\$ -
Hardscape Maintenance	6,771.36	4,836.69	11,608.05	5,000.00	5,000.00	\$ -
Streetlights	46,956.41	63,413.67	110,370.08	110,370.08	100,370.08	\$ (10,000.00)
Accent Lighting	-	-	-	2,000.00	2,000.00	\$ -
<b>Parks &amp; Recreation</b>						
Personnel Leasing Agreement	11,666.69	8,333.31	20,000.00	20,000.00	36,000.00	\$ 16,000.00
<b>Reserves</b>						
Infrastructure Capital Reserve	-	22,200.00	22,200.00	22,200.00	22,200.00	\$ -
Interchange Maintenance Reserve	-	3,146.67	3,146.67	3,146.67	3,146.67	\$ -
	<b>\$ 376,893.62</b>	<b>\$ 426,053.30</b>	<b>\$ 802,946.92</b>	<b>\$ 792,242.85</b>	<b>\$ 774,142.85</b>	<b>\$ (18,100.00)</b>
<b>Total Expenses</b>	<b>\$ 452,239.08</b>	<b>\$ 466,476.05</b>	<b>\$ 918,715.13</b>	<b>\$ 921,167.85</b>	<b>\$ 921,167.85</b>	<b>\$ 0.00</b>
<b>Income (Loss) from Operations</b>	<b>\$ 309,941.42</b>	<b>\$ (317,488.70)</b>	<b>\$ (7,547.28)</b>	<b>\$ (10,000.00)</b>	<b>\$ (10,000.00)</b>	<b>\$ -</b>
<b><u>Other Income (Expense)</u></b>						
Interest Income	\$ 4,402.58	\$ 3,144.70	\$ 7,547.28	\$ 10,000.00	\$ 10,000.00	\$ -
<b>Total Other Income (Expense)</b>	<b>\$ 4,402.58</b>	<b>\$ 3,144.70</b>	<b>\$ 7,547.28</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>
<b>Net Income (Loss)</b>	<b>\$ 314,344.00</b>	<b>\$ (314,344.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Greeneway Improvement District  
FY 2021 Debt Service Proposed Budget  
Series 2013 Special Assessment Bonds

	FY 2021 Proposed Budget
REVENUES:	
Special Assessments Series 2013	\$ 4,676,990.63
TOTAL REVENUES	<u>\$ 4,676,990.63</u>
EXPENDITURES:	
Series 2013 - Interest 11/01/2020	\$ 1,203,350.00
Series 2013 - Principal 05/01/2021	1,095,000.00
Series 2013 - Interest 05/01/2021	1,203,350.00
TOTAL EXPENDITURES	<u>\$ 3,501,700.00</u>
EXCESS REVENUES	<u>\$ 1,175,290.63</u>
Series 2013 - Interest 11/01/2020	\$ 1,175,290.63

# **GREENEWAY IMPROVEMENT DISTRICT**

**District Management Fee Increase  
Letter for Fiscal Year 2021**





May 14, 2020

Mr. Richard Levey  
Chairman of the Board of Supervisors  
Greenway Improvement District  
12051 Corporate Boulevard  
Orlando, FL 32817

Dear Mr. Levey:

**pfm**

---

12051 Corporate Blvd.  
Orlando, FL 32817  
407.723.5900

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**pfm.com**

Thank you for the opportunity to continue serving as District Manager to the Greenway Improvement District (the "District"). The agreement in place between our firm and the District dated January 15, 2019 provides for the review and adjustment annually of our fees pursuant to the District's annual budget process. As the District is switching over to a full resident Board, we are respectfully requesting a fee increase from \$40,000 to \$45,000 for the year.

Please note this change will be effective on the billing for October 2020, in conjunction with the District's new Fiscal Year.

Provided the changes are acceptable, please have an authorized official of the District sign and return a copy of this letter to us to acknowledge the increase.

Sincerely,  
**PFM GROUP CONSULTING LLC**

---

Senior Managing Consultant

Accepted by:

---

(Signature)

---

(Print Name)

---

(Date)

# **GREENEWAY IMPROVEMENT DISTRICT**

**District Counsel Fee Increase  
for Fiscal Year 2021**

# Hopping Green & Sams

Attorneys and Counselors

May 19, 2020

Board of Supervisors  
Greenway Community Development District  
c/o Jennifer Walden, District Manager  
PFM Group Consulting, LLC  
12051 Corporate Blvd.  
Orlando, Florida 32817

**Re: Hopping Green & Sams Fiscal Year 2020 Rates**

Dear Board Members:

Since our firm was retained, we have charged the Greenway Community Development District ("District") fees at an hourly rate for the provision of legal services. This letter sets forth our proposal for an adjustment in our legal fees charged to the District. The increases in billing rates for existing clients are based upon our costs of doing business, increases in the experience and expertise of our attorneys and market trends. We have enjoyed the opportunity to work with the District and appreciate this opportunity to address our rates.

Please note that we have not proposed annual rate increases contemplated by the Agreement between the District and our firm since 2014. With respect to fees for our services for fiscal year 2020-2021, my hourly rate is proposed to adjust to \$290, which represents an annual increase of approximately .5% in the rates charged for the supervising attorney providing the majority of legal services to the District. This reflects a 5% discount from my regular rate. Further, the rate for paralegal services is proposed to adjust from \$125 to \$135. I request these changes be made effective October 1, 2020.

As we have in the past, we will endeavor to keep our fees as low as possible to you, while maintaining our professional and ethical obligations to provide service. We do not expect these rates to negatively affect the District's budget.

We welcome the opportunity to discuss this proposal with you further. If you have any questions, please feel free to call.

Very truly yours,

HOPPING GREEN & SAMS, P.A.



Tucker F. Maskie

Accepted:

\_\_\_\_\_  
Richard Levey  
Chair, Board of Supervisors

Date: \_\_\_\_\_

# **GREENEWAY IMPROVEMENT DISTRICT**

**Requisition Nos. 2018-65 -2018-69 Approved in  
April 2020 in an amount totaling \$135,689.29**

# GREENEWAY IMPROVEMENT DISTRICT

DISTRICT OFFICE • 12051 CORPORATE BLVD • ORLANDO, FL 32817  
PHONE: (407) 723-5900 • FAX: (407) 723-5901

## Requisition Recap For Board Approval

Attached please find the listing of requisitions approved to be paid from bond funds from April 1, 2020 through April 30, 2020. This does not include requisitions previously approved by the Board.

REQUISITION NO.	PAYEE	AMOUNT
S2018-065	Dewitt Excavation	\$69,722.73
S2018-066	Hopping Green & Sams	\$122.00
S2018-067	Donald W. McIntosh Associates	\$56,089.78
S2018-068	Kittelson & Associates	\$4,247.00
S2018-069	AVCON	\$5,507.78
		<b>\$135,689.29</b>

## EXHIBIT A

### GREENEWAY IMPROVEMENT DISTRICT REQUISITION FOR PAYMENT AND 2018 NOTE REQUISITION AND CONSTRUCTION ACCOUNT

DATE:	March 13, 2020	REQUISITION NO:	065
PAYEE:	DeWitt Excavation	AMOUNT DUE:	\$69,722.73
ADDRESS:	14463 W. Colonial Drive Winter Garden, FL 34787	FUND:	Acquisition/Construction
ITEM:	Pay Application #22 for Project 2951 (Lake Nona Hartwell Court Extension (CDD Portion)) Through 01/31/2020		

The undersigned hereby certifies that obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the 2018 Acquisition and Construction Account, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and the construction of the 2018 Project (herein after the "Project") and each represents a Cost of the Project, and has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the monies payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage, which the District is at the date of such certificate entitled to retain.

It is hereby represented by the undersigned that the Governing Body of the District has approved this requisition or has approved the specific contract with respect to which disbursements pursuant to this requisition are due and payable.

Attached hereto are photocopies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested.

GREENEWAY IMPROVEMENT DISTRICT

BY: 

CHAIRMAN or VICE CHAIRMAN

### DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

The undersigned District Engineer hereby certifies that this disbursement is for a cost of the 2018 Project and is consistent with: (i) the applicable or construction contract; (ii) the plans and specifications for the portion of the 2018 Project with respect to which such disbursement is being made; and, (iii) the report of the District Engineer.

BY: 

DISTRICT ENGINEER

Jeffrey J. Newton, P.E.

RECEIVED APR 19 2020

## EXHIBIT A

### GREENEWAY IMPROVEMENT DISTRICT REQUISITION FOR PAYMENT AND 2018 NOTE REQUISITION AND CONSTRUCTION ACCOUNT

DATE:	March 13, 2020	REQUISITION NO:	066
PAYEE:	Hopping Green & Sams	AMOUNT DUE:	\$122.00
ADDRESS:	119 S. Monroe St., Ste. 300 PO Box 6526 Tallahassee, FL 32314	FUND:	Acquisition/Construction
ITEM:	Invoice 113249 for Project Construction Through 01/31/2020		

The undersigned hereby certifies that obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the 2018 Acquisition and Construction Account, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and the construction of the 2018 Project (herein after the "Project") and each represents a Cost of the Project, and has not previously been paid.

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GREENEWAY IMPROVEMENT DISTRICT

BY:



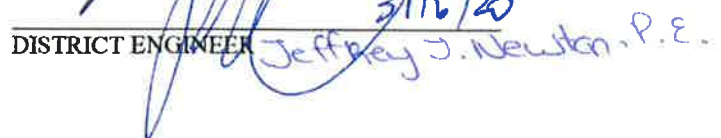
CHAIRMAN or VICE CHAIRMAN

### DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY:

DISTRICT ENGINEER



RECEIVED APR 20 2020

**GREENEWAY IMPROVEMENT DISTRICT  
REQUISITION FOR PAYMENT AND  
2018 NOTE REQUISITION AND CONSTRUCTION ACCOUNT**

DATE:	March 27, 2020	REQUISITION NO:	067
PAYEE:	Donald W. McIntosh Associates	AMOUNT DUE:	\$56,089.78
ADDRESS:	2200 Park Avenue North Winter Park, FL 32789	FUND:	Acquisition/Construction
ITEM:	<ul style="list-style-type: none"><li>• Invoice 37655 for Project 23216 (Lake Nona Greenway) Through 02/28/2020 – <b>\$5,352.42</b></li><li>• Invoice 37660 for Project 17141 (Centerline Drive Phase 2 (aka Segment F) Through 02/28/2020 – <b>\$2,066.00</b></li><li>• Invoice 37661 for Project 18129 (Nemours Parkway Phase 7 – Construction Phase Services – GID) Through 02/28/2020 – <b>\$680.36</b></li><li>• Invoice 37662 for Project 18140 (Centerline Drive – Segments A &amp; B) Through 02/28/2020 – <b>\$29,077.00</b></li><li>• Invoice 37663 for Project 18141 (Centerline Drive – Segments C &amp; D) Through 02/28/2020 – <b>\$18,914.00</b></li></ul>		

The undersigned hereby certifies that obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the 2018 Acquisition and Construction Account, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and the construction of the 2018 Project (herein after the "Project") and each represents a Cost of the Project, and has not previously been paid.

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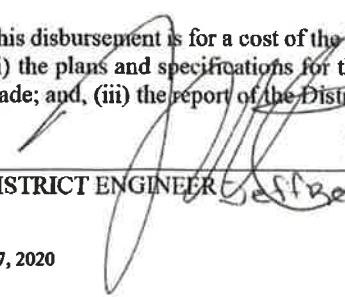
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GREENEWAY IMPROVEMENT DISTRICT

BY:   
CHAIRMAN or VICE CHAIRMAN

**DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES**

The undersigned District Engineer hereby certifies that this disbursement is for a cost of the 2018 Project and is consistent with: (i) the applicable or construction contract; (ii) the plans and specifications for the portion of the 2018 Project with respect to which such disbursement is being made; and, (iii) the report of the District Engineer.

BY:  3/31/20  
DISTRICT ENGINEER Jeffery J. Newton, P.E.

RECEIVED APR 01 2020



## EXHIBIT A

### GREENWAY IMPROVEMENT DISTRICT REQUISITION FOR PAYMENT AND 2018 NOTE REQUISITION AND CONSTRUCTION ACCOUNT

DATE:	March 27, 2020	REQUISITION NO:	068
PAYEE:	Kittelson & Associates	AMOUNT DUE:	\$4,247.00
ADDRESS:	Accounts Receivable PO Box 40847 Portland, OR 97240	FUND:	Acquisition/Construction
ITEM:	Invoice 109077 for Project 246440.000 (Centerline Drive Traffic Analysis) Through 02/29/2020		

The undersigned hereby certifies that obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the 2018 Acquisition and Construction Account, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and the construction of the 2018 Project (herein after the "Project") and each represents a Cost of the Project, and has not previously been paid.

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GREENWAY IMPROVEMENT DISTRICT

BY:   
CHAIRMAN or VICE CHAIRMAN

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BY:

  
DISTRICT ENGINEER

3/31/20  
Richard J. Newton, P.E.

RECEIVED APR 01 2020

## EXHIBIT A

### GREENEWAY IMPROVEMENT DISTRICT REQUISITION FOR PAYMENT AND 2018 NOTE REQUISITION AND CONSTRUCTION ACCOUNT

DATE:	April 3, 2020	REQUISITION NO:	069
PAYEE:	AVCON	AMOUNT DUE:	\$5,507.78
ADDRESS:	5555 E. Michigan St., Ste. 200 Orlando, FL 32822	FUND:	Acquisition/Construction
ITEM:	Invoice 117478 for Project 2020.0297.02 (Centerline Drive Segment D Endwalls Design and CA) Through 02/29/2020		

The undersigned hereby certifies that obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the 2018 Acquisition and Construction Account, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and the construction of the 2018 Project (herein after the "Project") and each represents a Cost of the Project, and has not previously been paid.

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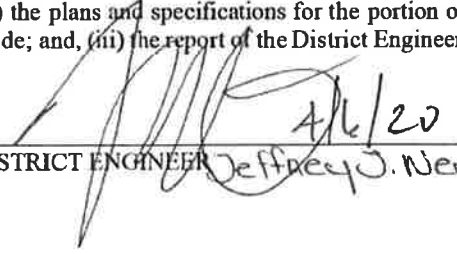
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GREENEWAY IMPROVEMENT DISTRICT

BY:   
CHAIRMAN or VICE CHAIRMAN

### DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY:   
DISTRICT ENGINEER Jeffrey J. Newton, P.E.

RECEIVED APR 07 2020

# **GREENEWAY IMPROVEMENT DISTRICT**

**Operation and Maintenance Expenditures Paid  
in April 2020 in an amount totaling \$80,469.78**

# GREENWAY IMPROVEMENT DISTRICT

DISTRICT OFFICE • 12051 CORPORATE BLVD • ORLANDO, FL 32817  
PHONE: (407) 723-5900 • FAX: (407) 723-5901

## **Operation and Maintenance Expenditures For Board Approval**

Attached please find the check register listing Operations 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:      **\$80,469.78**

Approval of Expenditures:

---

\_\_\_\_ Chairman

\_\_\_\_ Vice Chairman

\_\_\_\_ Assistant Secretary

**Greenway Improvement District**  
AP Check Register (Current by Bank)  
Check Dates: 4/1/2020 to 4/30/2020

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
<b>BANK ID: SUN - CITY NATIONAL BANK</b>					<b>001-101-0000-00-01</b>
2867	04/06/20	P	BERMAN	Berman Construction LLC	\$304.97
2868	04/06/20	P	CEPRA	Cepira Landscape	\$23,871.35
2869	04/06/20	P	DONMC	Donald W. McIntosh Associates	\$386.00
2870	04/06/20	P	DOWNTON	Down to Earth Landscape & Irr	\$5,058.20
2871	04/06/20	P	FAC	Fire Ant Control	\$2,370.00
2872	04/06/20	P	HGS	Hopping Green & Sams	\$2,256.63
2873	04/06/20	P	ONSIGH	Onsight	\$4,295.65
2874	04/06/20	P	ORLS	Orlando Sentinel	\$196.25
2875	04/06/20	P	PFMGC	PFM Group Consulting	\$3,340.42
2876	04/06/20	P	TDM	Tavistock Development Mgmt	\$1,666.67
2877	04/14/20	P	BERMAN	Berman Construction LLC	\$629.67
2878	04/14/20	P	CEPRA	Cepira Landscape	\$4,055.00
2879	04/14/20	P	DOWNTON	Down to Earth Landscape & Irr	\$693.50
2880	04/14/20	P	HGS	Hopping Green & Sams	\$1,884.25
2881	04/14/20	P	PFMGC	PFM Group Consulting	\$3,750.00
2882	04/14/20	P	TDM	Tavistock Development Mgmt	\$1,666.67
2883	04/14/20	P	TRUSTE	US Bank as Trustee for Greenw	\$330,385.87
<b>BANK SUN REGISTER TOTAL:</b>					<b>\$386,811.10</b>
<b>GRAND TOTAL :</b>					<b>\$386,811.10</b>

56,425.23	Checks 2867 - 2882 cut
<b>330,385.87</b>	Check 2883 - Debt service paid
150.07	PA 432 - OCU paid online
10,334.95	February ICM exp. paid to Boggy Creek
13,544.53	PA 435 - OUC paid online
<b>4,673.39</b>	Debt service paid on behalf of AEA
15.00	Wire fee for transfer of DS funds
<b>415,529.04</b>	Total cash spent
<b>80,469.78</b>	O&M cash spent

## GREENEWAY IMPROVEMENT DISTRICT

### Payment Authorization #430

3/6/2020

Item No.	Payee	Invoice Number	General Fund
1	<b>Cepra Landscape</b>		
	Section 1 Irrigation Repairs	14765	\$ 315.00
	March Landscaping - Section 1	14865	\$ 4,010.75
	March Landscaping - Section 2	14866	\$ 10,436.00
	March Landscaping - Nemours Phase 6	14867	\$ 1,985.00
2	<b>Down to Earth Landscape &amp; Irrigation</b>		
	Clock 24 Irrigation Repairs	58455	\$ 98.20
	Clock 24 Irrigation Repairs	58808	\$ 38.87
	Clocks 24-27 Irrigation Repairs	59137	\$ 859.50
	Clock 27 Irrigation Repairs	60247	\$ 87.96
TOTAL			\$ 17,831.28



Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson

 3/16/20

RECEIVED MAR 26 2020

## GREENWAY IMPROVEMENT DISTRICT

### Payment Authorization #431

3/13/2020

Item No.	Payee	Invoice Number	General Fund
1	<b>Berman Construction</b> Pressure Wash Monument	6565	\$ 155.00
2	<b>Boggy Creek Improvement District</b> February 2020 ICM Expenses	ICM2020-05	\$ 10,334.95
3	<b>Cepira Landscape</b> Controller 19 Repairs Install Station Decoder	15029 15030	\$ 324.00 \$ 306.00
4	<b>Down to Earth Landscape &amp; Irrigation</b> March Landscaping	59961	\$ 3,973.67
5	<b>Fire Ant Control LLC</b> Fire Ant Control	10369	\$ 2,370.00
6	<b>Hopping Green &amp; Sams</b> General Counsel Through 01/31/2020	113248	\$ 2,256.63
7	<b>Onsight Industries</b> Street Sign Installations	001-19-266552-1	\$ 4,295.65
8	<b>OUC</b> Acct: 8795843030 ; Service 02/03/2020 - 03/02/2020	--	\$ 11,337.65
9	<b>PFM Group Consulting</b> DM Fee: March 2020	DM-03-2020-0024	\$ 3,333.33
10	<b>Tavistock Development Management</b> March Irrigation Specialist Services	G2020.03	\$ 1,666.67
TOTAL			\$ 40,353.55

  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson

  
3/14/20

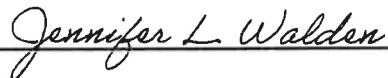
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## GREENWAY IMPROVEMENT DISTRICT

### Payment Authorization #432

3/27/2020

Item No.	Payee	Invoice Number	General Fund
1	<b>Berman Construction</b> Install Monument Light Fixtures	6716	\$ 149.97
2	<b>Cepra Landscape</b> P.O.C. Pressure Regulation	15135	\$ 420.00
	Doisy Controller Repairs	15140	\$ 5,794.60
	Controller 19 Repairs	15142	\$ 280.00
3	<b>Donald W McIntosh Associates</b> Engineering Services Through 02/28/2020	37654	\$ 386.00
4	<b>Orange County Utilities</b> 9987 Laureate Blvd ; Service 02/15/2020 - 03/17/2020	--	\$ 150.07
5	<b>Orlando Sentinel</b> Legal Advertising Through 03/15/2020 (Ad: 6614552)	OSC17876685	\$ 196.25
6	<b>PFM Group Consulting</b> February Reimbursables	108801	\$ 7.09
TOTAL			\$ 7,383.98



Secretary/Assistant Secretary

Chairperson

  
3/29/20

RECEIVED MAR 30 2020



## GREENWAY IMPROVEMENT DISTRICT

### Payment Authorization #433

4/3/2020

Item No.	Payee	Invoice Number	General Fund
1	<b>Berman Construction</b>		
	Flood Light Replacement	6073	\$ 629.67
	<del>Pressure Wash Monument</del>	<del>6565</del>	<del>\$ 155.00</del>
	<i>duplicate from PA 431</i>		
2	<b>Cepra Landscape</b>		
	Sod Replacement	15229	\$ 1,599.00
	Zone 22 Repairs	15234	\$ 2,083.00
	Controller 18 Repairs	15235	\$ 373.00
	April Landscaping - Section 1	15587	\$ 4,010.75
	April Landscaping - Section 2	15588	\$ 10,436.00
	April Landscaping - Nemours Phase 6	15589	\$ 1,985.00
3	<b>Down to Earth Landscape &amp; Irrigation</b>		
	Irrigation Repairs	56845	\$ 693.50
4	<b>Hopping Green &amp; Sams</b>		
	General Counsel Through 02/29/2020	113873	\$ 1,884.25
5	<b>Tavistock Development Management</b>		
	April Irrigation Specialist Services	G2020.04	\$ 1,666.67
TOTAL			<del>\$ 25,515.84</del>
			<i>\$ 25,360.84</i>

*Jennifer L. Walden*

Secretary/Assistant Secretary

Chairperson

*Jay K*  
*4/4/20*

RECEIVED APR 06 2020

## GREENEWAY IMPROVEMENT DISTRICT

### Payment Authorization #434

4/10/2020

Item No.	Payee	Invoice Number	General Fund
1	<b>PFM Group Consulting</b> Series 2013 Dissemination Fees: 01/2020 - 09/2020	DA-04-2020-0012	\$ 3,750.00
TOTAL			\$ 3,750.00

Jennifer L. Walden

Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson

RECEIVED APR 13 2020

*Jay*  
4/13/20

# **GREENEWAY IMPROVEMENT DISTRICT**

**Recommendation of Work  
Authorizations/Proposed Services  
*(if applicable)***

## GREENWAY IMPROVEMENT DISTRICT

### Recommendation for Work Authorization / Proposed Services

Project Name: Centerline Drive Phase 2 – Parcel 24E

Brief Description: Additional Services to include the Design & Permitting for the Mass Grading of  
Parcel 24E to be included with Centerline Drive Phase 2. These added Services are to be  
Developer Funded under the current Funding Agreement with Developer and GID.

Name of Consultant /Vendor: Donald W. McIntosh Associates, Inc.

Is this work pursuant to an existing Agreement? ✓ Yes        No

If so, name and date of Agreement: \_\_\_\_\_

Is this project included in the District Capital Improvement Plan?        Yes ✓ No

Are the services required contemplated in the Capital Improvement Plan?        Yes ✓ No

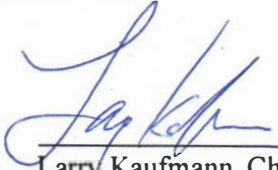
Is this a continuation of previously authorized work? ✓ Yes        No

Proposal attached: ✓ Yes        No

Form of Agreement Utilized: Proposal

Amount of Services: \$ 25,645.00

Recommendation: ✓ Approve        Deny

By:  5/4/20  
Larry Kaufmann, Chairman  
Boggy Creek Improvement District Construction Committee

c: Jennifer Walden  
Tucker Mackie  
Jeffrey Newton  
Lynne Mullins



**DONALD W. MCINTOSH  
ASSOCIATES, INC.**

April 29, 2020  
rlevey@boggycreekid.org

Dr. Richard Levey, Chairman  
Board of Supervisors  
**Greenway Improvement District**  
12051 Corporate Boulevard  
Orlando, Florida 32817

Re: Centerline Drive Phase 2 - Parcel 24E Mass Grading  
Additional Services Agreement No. 01  
DWMA Job No. 17141 (040 – 047)

Dear Mr. Levey:

As requested by Developer representative Mr. Dan Young, Donald W. McIntosh Associates, Inc. (DWMA) is pleased to submit for your consideration this Work Authorization to provide additional professional surveying and engineering services to Greenway Improvement District ("CLIENT") for Centerline Drive Phase 2 - Parcel 24E Mass Grading ("Project"). The scope of this proposal includes Additional Services related to Developer's request to mass grade  $\pm 11.0$  acres of land known as Lake Nona Parcel 24E, including the impact of  $\pm 1$  acre of isolated wetlands (Wetland 93), in conjunction with the design, permitting and construction of Centerline Drive Phase 2 (aka Segment F). The Additional Services listed herein, as well as any additional construction costs attributable to the mass grading and wetland reclamation efforts, are to be reimbursed to CLIENT by the Developer under their Construction Funding Agreement.

DWMA will provide these Additional Services pursuant to our current contract with the Greenway Improvement District dated August 11, 2003 ("Contract") and the attached Basis of Proposal and CLIENT Responsibilities as follows:

## **I. Scope of Work**

### **PART I - PROFESSIONAL SURVEYING & MAPPING**

- A. **UPDATED TOPOGRAPHIC SURVEY** - Preparation of an updated topographic survey (onsite) to include the additional project area as delineated in the attached exhibit, prepared in accordance with State of Florida applicable Standards of Practice as set forth by the Board of Professional Surveyors and Mappers, Chapter 5J-17.05, Florida Administrative Code, per Section 472.027, Florida Statutes. Utility and site improvement locations will be limited to visible surface features only.
- B. **TREE SURVEY** - Provide tree survey for the Project (trees larger than 6 inches DBH) in accordance with City of Orlando tree preservation ordinances.

### **PART II - CIVIL ENGINEERING**

- A. **CONCEPTUAL SITE PLAN** – Preparation of a conceptual site plan for Lake Nona Parcel 24E to be included in support of Wetland 93 impact permitting efforts by the CLIENT's Environmental Consultant. Site plan will be based on a typical single

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-4068

F:\Contract\Plcp13743.doc



*Dr. Richard Levey, Chairman*  
**Greenway Improvement District**  
*Centerline Drive Phase 2 - Parcel 24E Mass Grading*  
*DWMA Job No. 17141 (040 – 047)*  
*April 29, 2020*  
*Page 2 of 6*

family residential sub-division within the Lake Nona area and may not be representative of the ultimate development plan or program for the parcel.

- B. **MASS GRADING PLAN** – Design and preparation of construction drawings and technical specifications for mass grading of the Project which will be incorporated into construction plans prepared under the original Work Authorization. Mass grading design will be limited to that necessary to justify the impact and reclamation of Wetland 93 and will not be designed to accommodate a specific plan of development.
- C. **MASTER STORMWATER MANAGEMENT PLAN UPDATE** – Modification of Lake Nona Master Stormwater Plan update prepared under the original Work Authorization to incorporate the Project.
- D. **SFWMD ERP APPLICATION** – Modification of South Florida Water Management District (SFWMD) permit application for Environmental Resource Permit (ERP) prepared under the original Work Authorization to incorporate the Project.
- E. **ARBOR PERMIT** - Preparation and submittal of application for local arbor permit for the Project.
- F. **FINAL ENGINEERING MEETINGS AND COORDINATION** – Additional coordination with City of Orlando staff; regulatory agencies; geotechnical, environmental and other CLIENT consultants; and CLIENT associated with the design of the Project and representation at meetings associated with final design and permitting of the Project.

### **PART III - CONSTRUCTION PHASE SERVICES**

The original Work Authorization assumed one (1) construction phase having a duration of up to eight (8) months. It is assumed that the construction of Lake Nona Parcel 24E Mass Grading will take place concurrently with the construction of Centerline Drive Phase 2 (aka Segment F); therefore, no additional construction phase services are requested at this time. If required, additional construction phase services resulting from increased construction duration or additional Project phasing will be addressed at the appropriate time under a separate Additional Services Agreement.

## **II. Compensation**

CLIENT will compensate DWMA such fixed fees as are indicated below next to each specific item of Services, and as may be charged from time to time in connection with Additional Services, plus Reimbursable Expenses pursuant to the Contract.



Dr. Richard Levey, Chairman  
Greenway Improvement District  
Centerline Drive Phase 2 - Parcel 24E Mass Grading  
DWMA Job No. 17141 (040 – 047)  
April 29, 2020  
Page 3 of 6

#### FEE SCHEDULE

Contract Item	Billing Item	Description	Fee
		<b>Part I - Professional Surveying &amp; Mapping</b>	
A.	040	Topographic Survey	\$5,680.00
B.	041	Tree Survey	\$4,825.00
		<b>Subtotal</b>	<b>\$10,505.00</b>
		<b>Part II - Civil Engineering</b>	
A.	042	Conceptual Site Plan	\$2,420.00
B.	043	Mass Grading Plan	\$4,600.00
C.	044	Master Stormwater Management Plan Update	\$3,410.00
D.	045	SFWMD ERP Application	\$2,040.00
E.	046	Arbor Permit	\$890.00
F.	047	Final Engineering Meetings	\$1,780.00
		<b>Subtotal</b>	<b>\$15,140.00</b>
		<b>Part III - Construction Phase Services</b>	<b>N/A</b>
		<b>TOTAL</b>	<b>\$25,645.00</b>

This proposal, together with the Contract, represents the entire understanding between the Greenway Improvement District and Donald W. McIntosh Associates, Inc. with regard to the referenced Work Authorization. If you wish to accept this Work Authorization, please sign where indicated and return one complete copy to our office (executed electronic scanned copies are acceptable). Upon receipt, we will promptly schedule our services.

We appreciate your confidence in Donald W. McIntosh Associates, Inc., and look forward to continuing to serve you. Please contact the undersigned with any questions or clarification.

Sincerely,  
DONALD W. MCINTOSH ASSOCIATES, INC.

Scott E. Grossman, PSM  
Executive Vice President

SEG/ls  
Attachments: Map H and Existing Conditions Plan

ACCEPTANCE OF CONTRACT BY:

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Name and Title]

\_\_\_\_\_  
[Company]

F:\Contract\PC\p13743.doc

**DONALD W. MCINTOSH Associates, Inc.**  
2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789-2355 • (407) 644-4068 • FAX (407) 644-8318



*Dr. Richard Levey, Chairman*  
***Greenway Improvement District***  
*Centerline Drive Phase 2 - Parcel 24E Mass Grading*  
*DWMA Job No. 17141 (040 – 047)*  
*April 29, 2020*  
*Page 4 of 6*

PURSUANT TO FLORIDA STATUTE 558.0035, AN  
INDIVIDUAL EMPLOYEE OR AGENT OF DONALD W.  
MCINTOSH ASSOCIATES, INC. MAY NOT BE HELD  
INDIVIDUALLY LIABLE FOR NEGLIGENCE.





## **BASIS OF PROPOSAL AND CLIENT RESPONSIBILITIES**

Our Agreement is also based on the following conditions and limitations:

### **BASIS OF PROPOSAL**

Project design and limits will be based generally on the Proposed Map H – Master Plan 8.7 PD Development Plan provided to DWMA by CLIENT dated April 21, 2020; and the Lake Nona Centerline Drive Segment F Existing Conditions Plan dated April 10, 2020, as annotated (copy of each attached).

CLIENT has performed the necessary due diligence research to confirm that the site is suitable for the intended purpose.

The CLIENT is advised that concurrency management and comprehensive plan consistency will impact the land development process. Regulations regarding concurrency and consistency vary according to governmental jurisdiction. The status of concurrency, consistency and, if applicable, vested rights must be addressed for all projects within the State of Florida. DWMA presumes the CLIENT is aware of the issues and resultant impacts described. DWMA disclaims responsibility for delays that may be encountered due to failure on the part of the CLIENT to address concurrency and consistency issues prior to initiation of Services proposed herein. DWMA is not responsible for changes to the approved plans that may alter the concurrency vesting status or for noncompliance on the part of the property owner with regard to the performance terms and conditions established in the vesting certificate.

DWMA will not be responsible for any circumstances, acts, errors, omissions or events, of any type, beyond its control including, without limitation, construction costs, the acts or failures to act of any governmental or judicial agency, or the existence of hazardous waste of any type associated with the Project. No Services associated with hazardous waste of any type are included in any way in this Agreement.

Without limitation, architectural, traffic engineering (e.g., studies, signalization), structural engineering (e.g., retaining walls, bridges, docks), mechanical engineering (e.g., fire pumps), fire protection engineering (e.g., dedicated fire lines beyond the point of service), electrical engineering, geotechnical engineering and testing, environmental assessment, landscape and irrigation design, non-civil utility engineering (e.g., power, gas, telephone, cable television, site lighting) and any other professional or consultant services required by CLIENT and not undertaken by DWMA, shall be retained separately by the CLIENT. **No Services are included in this Agreement other than those specifically listed herein.**

DWMA may be mandated by regulatory authorities to incorporate findings, requirements and details of design in their construction plans that are prepared by professional geotechnical engineers and not by DWMA. In doing so, DWMA assumes no responsibility or liability for the

design, construction or operation of geotechnical engineering components which may include, but not be limited to, underdrains, ground stabilizers, backfills, embankments, etc. CLIENT must also recognize that some of these systems (i.e., underdrains, etc.) usually require extensive field supervision during construction and certification after construction. These systems are subject to damage by other activities during or after infrastructure construction such as other utility installations (power, telephone, cable, gas, etc.). DWMA assumes no liability for damages to any design element caused by the improper design, construction, operation or maintenance of improvements designed by others.

DWMA, in and through its review and/or use of design and calculations prepared by others, is not responsible for or liable for error or omissions in the design and permitting services provided by others. CLIENT's consultants will provide DWMA with permission to utilize and rely upon their work product as the basis of DWMA's design. Certain elements designed by others may be shown in DWMA construction plans for context only.

DWMA's performance and work product quality is dependent upon the timely provision of services from CLIENT-selected and contracted third-party consultants, including but not limited to geotechnical engineer, environmental consultant, transportation engineer, landscape/hardscape/irrigation designer and/or legal consultant whose services, while coordinated to the extent possible, are beyond the scope of responsibility of DWMA.

If locating underground utilities is expressly included in the Services, DWMA will locate such underground utilities as may be marked by a utility locating service retained by CLIENT. DWMA shall not be liable for showing any utility lines not marked by the locating company. DWMA cannot and does not guarantee or warranty that unidentified utilities will not be encountered.

Any opinion of construction cost prepared by DWMA represents its judgment as a design professional and is supplied for the general guidance of the CLIENT only since DWMA has no control over the cost of labor and material or over competitive bidding or market conditions. DWMA does not warrant or guarantee the accuracy of such opinions.

No permit applications or negotiations with regulatory agencies or permitting authorities are included other than those specifically listed herein.

If construction services or observation of construction are included herein, the Services included by DWMA will be to conduct periodic visits and observations to determine that the Work generally conforms or will conform to the applicable contract documents in relation to DWMA's engineering Services. DWMA's Service shall not include determining, supervising, implementing, or undertaking the responsibilities of the contractor, subcontractors or others, regarding means, methods, techniques, sequences and procedures of construction, nor for job conditions,



*Dr. Richard Levey, Chairman*  
**Greenway Improvement District**  
**BASIS OF PROPOSAL AND CLIENT RESPONSIBILITIES**  
**DWMA Job No. 17141 (040 – 047)**  
**April 29, 2020**  
**Page 6 of 6**

safety precautions or programs. Construction phase services for systems designed and permitted by others are not included.

Construction phase retesting resulting from failures or no-shows, and therefore requiring additional site visits, shall be additional services and is not included in the scope of this agreement. Such services will be invoiced separately on an hourly basis for back-charge to the contractor by CLIENT.

CLIENT's contractor and/or surveyor will provide certified as-built surveys prepared by a Florida-licensed surveyor for DWMA's use and reliance in preparing project certifications and/or record drawings. Any as-built surveys required to be performed by DWMA due to failure of contractor's surveyor to provide accurate and complete survey data will be invoiced separately on an hourly basis for back-charge to the contractor by CLIENT.

Federal Emergency Management Agency (FEMA) Map revisions or amendments which may be required by regulatory agencies or lenders are not included unless specifically listed in Basic Services.

Provision of customized digital data files to CLIENT, CLIENT's consultants and/or CLIENT's contractor is not included. DWMA work product will be prepared digitally in AutoCAD Civil3D® 2018 or later.

**CLIENT RESPONSIBILITIES**

The CLIENT, or his representative, shall be available to meet with DWMA and provide decisions in a timely manner throughout the course of the Project.

The CLIENT will provide DWMA with plans and other pertinent information which may be necessary to properly survey or engineer the Project.

Prior to initiation of preliminary or final design, an approved site plan and final dimensioned building footprint(s) will be provided to DWMA by CLIENT, which will be complete with final geometry, and will be relied upon by DWMA.

The CLIENT will engage a professional geotechnical engineer to provide necessary hydrogeologic design support, relevant construction specifications for earthwork items and required construction inspection and certification. CLIENT's geotechnical engineer shall be responsible for final certification of all flexible and rigid pavement. DWMA has the CLIENT's authority to rely on this professional information as a basis for its design Services and certifications.

The CLIENT will engage a professional environmental consultant to provide jurisdictional determinations and necessary design and permitting support for wetland and special species issues.

The CLIENT will engage a professional environmental firm or firms who specialize in all matters relating to "hazardous" or "special" materials wastes, deposits, soils, contamination, etc., as may be required to support permitting or construction of the Project.

The CLIENT will engage a professional landscape architect to provide landscape and irrigation design related to the development of the property as intended by CLIENT.

The CLIENT will engage a professional architect to perform all architectural services including, without limitation, incorporation of the work product of DWMA, and compliance with local, state or federal laws, regulations, codes and Americans with Disabilities Act ("ADA") requirements.

The CLIENT will engage a professional transportation consultant to provide analysis related to development of the property as intended by CLIENT, including but not limited to traffic studies, determination of turn lane requirements, traffic signal design, Maintenance of Traffic (MOT) plans and roundabout geometry, striping and signage design.

The CLIENT will engage a professional legal counselor to provide legal services related to development of the property as intended by CLIENT.

The CLIENT will engage a professional state licensed hydrogeologist for completion of hydrologic data required in support of a Consumptive Use/Water Use Permit.

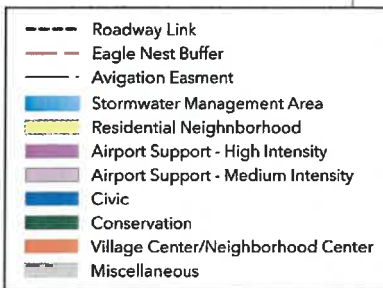
The CLIENT will engage a professional archaeologist to provide archaeological analysis related to development of the property as intended by CLIENT.

The CLIENT agrees that DWMA shall have no responsibility for the accuracy of information provided by, or for any portion of the Project designed by the CLIENT or CLIENT's other consultants, or for compliance with local, state or federal ADA requirements. DWMA shall not be required to check or verify the CLIENT's or other consultants' work product, information, or construction documents and shall be entitled to rely on the accuracy and completeness thereof, as well as the compliance of such documents with applicable laws, codes, statutes, ordinances, and regulations, including, without limitation, ADA requirements. The CLIENT also agrees to require all other consultants engaged by the CLIENT to coordinate their design or construction documents or reports with the work product of DWMA, to promptly report any conflicts or inconsistencies to DWMA and to cooperate fully in the resolution of those conflicts or inconsistencies. The CLIENT further agrees, to the fullest extent permitted by law, to indemnify and hold harmless DWMA from any claims, damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of or relating to false, inaccurate, or non-compliant information provided by CLIENT or its other consultants, or the services performed by other consultants engaged by the CLIENT.

The CLIENT or CLIENT's contractor shall obtain the required National Pollutant Discharge Elimination System (NPDES) permit for the Project.

The CLIENT will provide DWMA with all applicable operation and maintenance budgets and budget reserve estimates for all gated communities prior to submittal of the final plat to satisfy local jurisdiction requirements.

**April 21, 2020**





**ADDITIONAL  
SURVEY AREA**

**PROJECT AREA**

**SMA-12**

NUMBER	RADIUS	DELTA	LENGTH	CHORD	CHORD BEARING
C1	578.67'	139.60°	128.80'	108.64'	S59.01.46°W
C2	810.50'	180.93°	179.07'	178.43'	S15.07.13°W
C3	376.50'	149.31°	174.27'	173.14'	S60.74.57°W
C4	768.50'	143.13°	163.85'	163.16'	N00.54.27°E
C5	918.50'	180.93°	203.43'	201.37'	N00.00.27°E
C6	468.50'	139.60°	93.10'	93.62'	N10.07.46°E

**LEGEND**

1. PROJECT AREA  
2. SURVEY AREA  
3. ROAD CENTERLINE  
4. PROPERTY LINE  
5. ELEVATION

**GENERAL NOTES:**  
1. THIS DRAWING IS A PRELIMINARY DRAWING AND IS NOT TO BE USED FOR CONSTRUCTION.  
2. THE SCALE OF THIS DRAWING MAY VARY.  
3. CHANGED DUE TO REPRODUCTION.

NUMBER	RADIUS	DELTA	LENGTH	CHORD	CHORD BEARING
C1	978.937	132.6401°	100.80	100.64	S101.46°W
C2	181.952	16.8432°	178.63	178.63	S007.33°W
C3	719.057	143.371°	71.27	173.84	S007.33°W
C4	718.56	143.313°	183.69	193.16	N007.44°E
C5	988.261	178.4621°	202.24	201.37	N070.29°E
C6	438.97	173.4610°	93.80	93.87	N191.49°E

GENERAL NOTES:  
1. SEE NOTES, SPECIFICATIONS & LEGEND SHEET FOR ADDITIONAL INFORMATION.  
2. THE SCALE OF THIS DRAWING MAY HAVE CHANGED DUE TO REPRODUCTION.

### LEGEND

BORE HOLE LOCATION  
& IDENTIFICATION

**DRAWING**

**SHEET**  
**C011**

3 OF 34

LAKE NONA  
CENTERLINE DRIVE SEGMENT F  
CITY OF ORLANDO, FLORIDA  
EXISTING CONDITIONS PLAN



**DONALD W. MCINTOSH ASSOCIATES, INC.**  
ENGINEERS PLANNERS SURVEYORS  
6200 PARK AVENUE NORTH, WINTER PARK, FL 32789 407.844.4080  
A DIVISION OF AMERICAN ASSOCIATES, INC.

[illegible]

DRAWN BY

DESIGNED BY

## METHODS

DATE
------

SCALE

-ADP 4.04

GARTH R. MITTER  
FLORIDA B.F. No. 78364

DATE \_\_\_\_\_

NG.	D.

## REFERENCES

### Recommendation for Work Authorization / Proposed Services

c: Jennifer Walden  
Tucker Mackie  
Jeffrey Newton  
Lynne Mullins



*Date:* May 14, 2020

*Devo's Project No.:* Not Yet Assigned

*to:*

**BOARD OF SUPERVISORS  
GREENWAY IMPROVEMENT DISTRICT**  
12051 Corporate Boulevard  
Orlando, Florida 32817

attention: **DR. RICHARD LEVEY, CHAIRMAN**

*Ref:*

**Proposal For Geotechnical Sheet for Construction Plan Set**

**CENTERLINE DRIVE PHASE 2 (1,200± LIN Ft)**

*Formerly known as Hartwell Ct., Lake Nona, City of Orlando, Florida*

Dear Dr. Levey:

We previously issued a geotechnical report dated Oct 12, 2018 on the above roadway segment. We have been requested by DWMA to provide the following supplemental services: a) pavement thickness design for multi-use trail, and b) preparation of a sheet (for insertion in the construction plan set) with all key geotechnical recommendations listed out for the contractor.

Our estimates not to exceed (NTE) fee for the pavement design for the multi-use pavement trail is \$200, and the NTE fee for the preparation of a sealed 24" by 36" sheet is \$1600, for a total NTE of \$1,800.

We can complete this work within 2 weeks of authorization to proceed.

If this proposal is acceptable, please review and sign the contract authorization page in the Attachment.

We appreciate the opportunity to provide this proposal for your review and trust that it covers the work needed. Please feel free to contact us if there are any questions.

***Claudia Callahan***

Claudia Callahan, B.Sc.  
Senior Administrative Assistant

## AUTHORIZATION

To authorize this proposal, please complete the information requested and return by mail/email.

**TABLE A.1: AUTHORIZATION OF OFFER**

This offer is authorized only when signed below otherwise it should be considered a draft.

Authorization signature:



Devo Seereeram, Ph.D., P.E.

Owner

To authorize this work, please complete the information below and return a copy of the executed authorization to:

Devo Seereeram, Ph.D., P.E. LLC  
5500 Alhambra Drive  
Orlando, FL 32808  
Phone: 407-290-2371; devo@devoeng.com

**TABLE A.2: AUTHORIZATION BY CLIENT**

Proposal Authorized on this \_\_\_\_\_ day of \_\_\_\_\_ 2020

Authorized Signature . . . . .

Print Name & Title . . . . .

Company name . . . . .

Company address . . . . .

Company phone # . . . . .

Company fax # . . . . .

Cellular/mobile phone # . . . . .

E-mail address . . . . .

## TERMS & CONDITIONS OF AGREEMENT

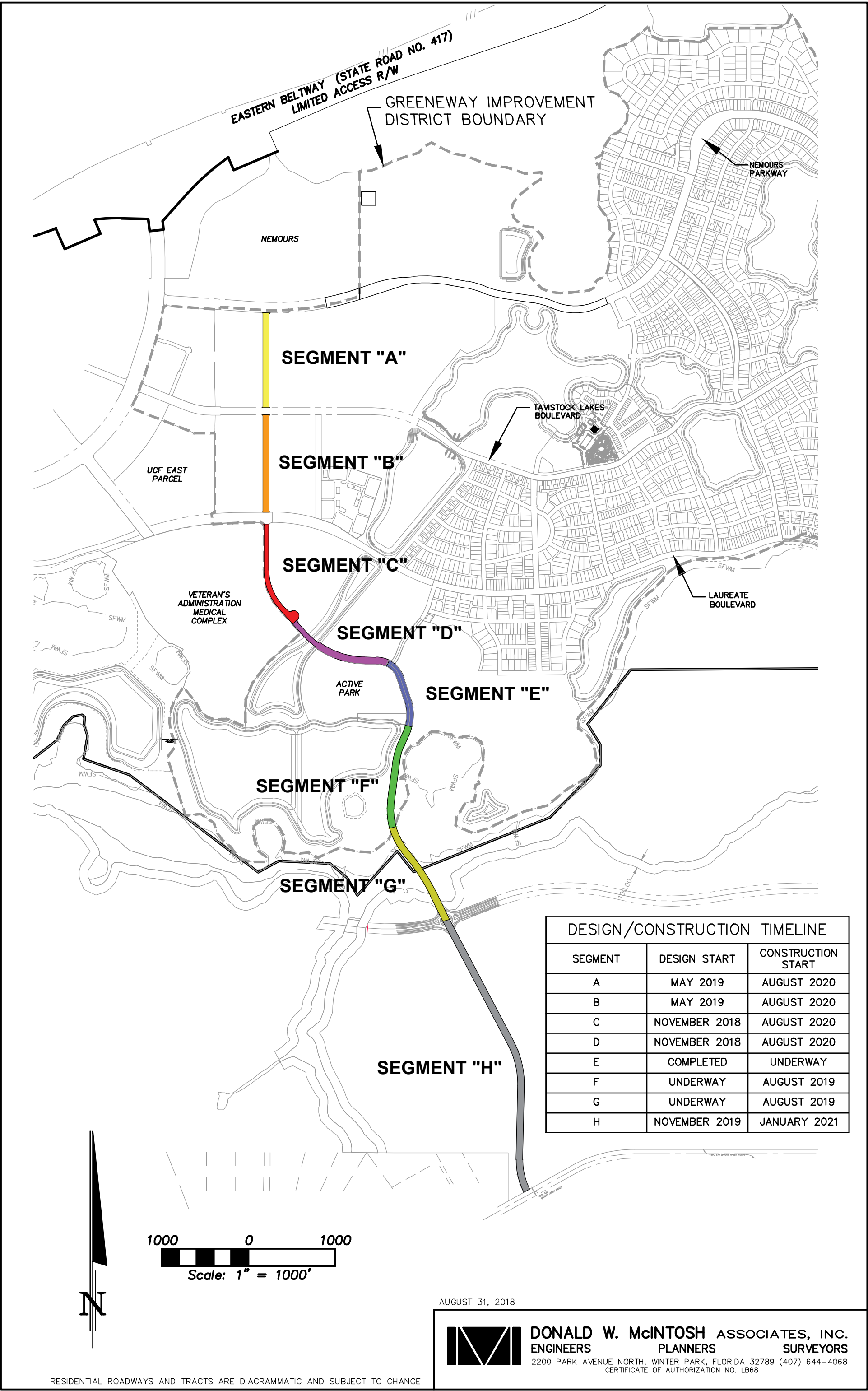
Special terms and conditions (if any) and general conditions of this agreement are contained in the following tables.

TABLE A.3: SPECIAL TERMS AND CONDITIONS OF AGREEMENT	
1	
2	

TABLE A.4: GENERAL CONDITIONS OF AGREEMENT	
1	<p>PARTIES AND SCOPE OF WORK: Devo Seereeram Ph.D., P.E. (hereinafter referred to as "Devo") shall be performing the work. "Work" means the specific geotechnical investigations, testing, and engineering or other service performed by Devo as set forth above. "Client" refers to the person or business entity ordering the work to be done by Devo. If the Client is ordering the work on behalf of another, the Client represents and warrants that the Client is the duly authorized agent of said party for the purpose of ordering and directing said work. The ordering of work from Devo shall constitute acceptance of the terms of Devo's proposal and these General Conditions.</p>
2	<p>PAYMENT: Invoices will be submitted upon completion of work or at monthly intervals for continuing projects. Payment terms are Net 30 Days, unless alternative arrangements are stated under the Specific Conditions. Charges at 1½% per month will be levied on invoices not paid within 30 days from invoice date. Client agrees to pay Devo's cost of collection of all amounts due and unpaid after 60 days, including court costs, reasonable attorney's fees, filing fees, and certified mail postage. Failure to make payment within 30 days of invoice shall constitute a release of Devo from any and all claims which Client may have, either in tort, or contract, and whether known or unknown at the time.</p>
3	<p>OBLIGATION TO PAY: Devo will perform services under this agreement with professional skill and care. Devo does not guarantee Governmental or Regulatory Agency approval of Client's project. Client's obligation to pay for Devo's services is in no way dependent upon Client's ability to obtain financing, payment from third parties, approval of Government or Regulatory Agencies, or upon Client's successful completion of project.</p>
4	<p>ACCESS TO SITE: Client grants Devo the right of entry to the project by Devo, his employees, agents, and subcontractors in order to perform the services under this agreement. If the Client does not own the project, Client warrants and represents to Devo that Client has the authority and permission of the owner and occupant of the project site to grant this right of entry to Devo.</p> <p>Devo shall take reasonable measures and precautions to minimize damage to the project site from Devo's activities and use of equipment. Client recognizes that the performance of the services included in this Agreement may cause alteration or damage to the site. Client accepts the fact that this is inherent in the work and will not look to Devo for reimbursement or hold Devo liable or responsible for any alteration or damage required to perform our scope of work. Should the Client not be the owner of the property, then Client agrees to notify the owner of the aforementioned possibility of unavoidable alteration and damage and to indemnify, and defend Devo against any claims by the owner or persons having possession of the site through the owner which are related to such alteration or damage.</p> <p>Devo has not included in his fee the cost of restoration of damage which may occur. If Client desires or requires Devo to restore the site to its former condition, Devo will, upon written request, perform additional work as is necessary to do so and the Client agrees to pay Devo the cost thereof.</p>
5	<p>DAMAGE TO EXISTING MAN-MADE OBJECTS: deleted.</p>



<b>TABLE A.4: GENERAL CONDITIONS OF AGREEMENT</b>	
6	<b>SAMPLE DISPOSAL:</b> Unless otherwise agreed, laboratory test specimens or samples will be disposed immediately upon completion of the test. All samples or specimens collected from soil borings will be disposed sixty (60) days after submission of Devo's report.
7	<b>WARRANTY AND LIMITATION OF LIABILITY:</b> Devo's geotechnical engineering services will be performed in accordance with his proposal and with generally accepted principles and practices. In performing his professional services, Devo will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of his profession. This warranty is in lieu of all other warranties and representations, either express or implied. Statements made in Devo's reports are opinions based on engineering judgement and are not to be construed as representations of fact.
8	<b>INDEMNITY:</b> Subject to the foregoing limitations, Devo agrees to indemnify and hold Client harmless from and against any and all claims, suits, costs, and expenses, including reasonable attorney's fees and court costs arising out of Devo's negligence to the extent of Devo's negligence. Client shall provide the same protection to the extent of its negligence. In the event that Client or Client's principal shall bring any suit, cause of action, claim or counterclaim against Devo, the party initiating such action shall pay to Devo the costs and expenses incurred by Devo to investigate, answer and defend it, including reasonable attorney's fees, witness fees, and court costs to the extent that Devo shall prevail in such a suit.
9	<b>THIRD PARTY RELIANCE:</b> The services under this Agreement are being performed for and on behalf of the Client for the Client's exclusive use. Devo assumes no responsibility for third party use of or reliance on Devo's findings, opinions, conclusions, or recommendations unless such use or reliance by Third Parties is authorized in writing by Devo.
10	<b>ENTIRE AGREEMENT:</b> This Agreement constitutes the entire understanding of the parties, and there are no representations, warranties, undertakings made other than as set forth herein. This agreement may be modified only in writing, signed by each of the parties hereto.
11	<b>CANCELLATION:</b> This contract is cancellable by either party at any time for any reason. Work performed to the time of notice shall be paid as interpolated within and defined by the contract. All such work shall become the property of the Client upon such payment.



AUGUST 31, 2018



**DONALD W. McINTOSH ASSOCIATES, INC.**  
**ENGINEERS PLANNERS SURVEYORS**  
2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 644-4068  
CERTIFICATE OF AUTHORIZATION NO. LB68

# **GREENEWAY IMPROVEMENT DISTRICT**

**District's Financial Position and  
Budget to actual YTD**

**Greenway Improvement District**  
Statement of Financial Position  
As of 4/30/2020

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<b><u>Assets</u></b>					
<b><u>Current Assets</u></b>					
General Checking Account	\$319,998.00				\$319,998.00
State Board of Administration	1,515.02				1,515.02
Accounts Receivable - Due from Developer	3,318.50				3,318.50
Assessments Receivable	41,131.60				41,131.60
Prepaid Expenses	942.81				942.81
Deposits	1,251.00				1,251.00
Infrastructure Capital Reserve	32,002.05				32,002.05
Interchange Maintenance Reserve	15,782.62				15,782.62
Assessments Receivable		\$167,301.34			167,301.34
Debt Service Reserve (Series 2013)		3,478,503.13			3,478,503.13
Debt Service Reserve (Series 2018)		512,287.07			512,287.07
Revenue (Series 2013)		330,460.48			330,460.48
Interest (Series 2013)		1,230,128.13			1,230,128.13
Interest (Series 2018)		369.05			369.05
Prepayment (Series 2013)		3,741.83			3,741.83
Sinking Fund (Series 2013)		1,045,000.00			1,045,000.00
General Checking Account			\$7,073.19		7,073.19
Acquisition/Construction (Series 2013)			75,333.49		75,333.49
Acquisition/Construction (Series 2018)			20,863.70		20,863.70
Total Current Assets	<u>\$415,941.60</u>	<u>\$6,767,791.03</u>	<u>\$103,270.38</u>	<u>\$0.00</u>	<u>\$7,287,003.01</u>
<b><u>Investments</u></b>					
Amount Available in Debt Service Funds				\$6,600,489.69	\$6,600,489.69
Amount To Be Provided				41,404,510.31	41,404,510.31
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$48,005,000.00</u>	<u>\$48,005,000.00</u>
<b>Total Assets</b>	<u><u>\$415,941.60</u></u>	<u><u>\$6,767,791.03</u></u>	<u><u>\$103,270.38</u></u>	<u><u>\$48,005,000.00</u></u>	<u><u>\$55,292,003.01</u></u>
<b><u>Liabilities and Net Assets</u></b>					
<b><u>Current Liabilities</u></b>					
Accounts Payable	\$28,573.03				\$28,573.03
Due To Other Governmental Units	11,330.89				11,330.89
Deferred Revenue	40,128.03				40,128.03
Deferred Revenue		\$162,627.95			162,627.95
Accounts Payable			\$30,836.00		30,836.00
Retainage Payable			459,934.12		459,934.12
Due To Other Governmental Units			57.50		57.50
Total Current Liabilities	<u>\$80,031.95</u>	<u>\$162,627.95</u>	<u>\$490,827.62</u>	<u>\$0.00</u>	<u>\$733,487.52</u>
<b><u>Long Term Liabilities</u></b>					
Revenue Bonds Payable - Long-Term				\$48,005,000.00	\$48,005,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$48,005,000.00</u>	<u>\$48,005,000.00</u>
<b>Total Liabilities</b>	<u><u>\$80,031.95</u></u>	<u><u>\$162,627.95</u></u>	<u><u>\$490,827.62</u></u>	<u><u>\$48,005,000.00</u></u>	<u><u>\$48,738,487.52</u></u>

**Greeneway Improvement District**  
Statement of Financial Position  
As of 4/30/2020

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<b><u>Net Assets</u></b>					
Net Assets, Unrestricted	\$54,019.91				\$54,019.91
Current Year Net Assets, Unrestricted	(4,673.39)				(4,673.39)
Net Assets - General Government	(27,780.87)				(27,780.87)
Current Year Net Assets - General Government	314,344.00				314,344.00
Net Assets, Unrestricted		\$5,349,653.80			5,349,653.80
Current Year Net Assets, Unrestricted		1,255,509.28			1,255,509.28
Net Assets, Unrestricted			(\$10,264,278.80)		(10,264,278.80)
Net Assets, Unrestricted			(926,546.33)		(926,546.33)
Current Year Net Assets, Unrestricted			1,089,893.71		1,089,893.71
Net Assets - General Government			9,713,374.18		9,713,374.18
<b>Total Net Assets</b>	<u>\$335,909.65</u>	<u>\$6,605,163.08</u>	<u>(\$387,557.24)</u>	<u>\$0.00</u>	<u>\$6,553,515.49</u>
<b>Total Liabilities and Net Assets</b>	<u><u>\$415,941.60</u></u>	<u><u>\$6,767,791.03</u></u>	<u><u>\$103,270.38</u></u>	<u><u>\$48,005,000.00</u></u>	<u><u>\$55,292,003.01</u></u>

# Greenway Improvement District

## Statement of Activities

As of 4/30/2020

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<b>Revenues</b>					
On-Roll Assessments	\$432,991.95				\$432,991.95
Off-Roll Assessments	329,188.55				329,188.55
Inter-Fund Transfers In	(4,673.39)				(4,673.39)
On-Roll Assessments		\$1,912,999.28			1,912,999.28
Other Assessments		1,449,458.19			1,449,458.19
Other Income & Other Financing Sources		253,561.89			253,561.89
Inter-Fund Group Transfers In		(70,881.13)			(70,881.13)
Other Income & Other Financing Sources			\$1,896,451.16		1,896,451.16
Inter-Fund Transfers In			75,554.52		75,554.52
Total Revenues	<u>\$757,507.11</u>	<u>\$3,545,138.23</u>	<u>\$1,972,005.68</u>	<u>\$0.00</u>	<u>\$6,274,651.02</u>
<b>Expenses</b>					
Supervisor Fees	\$1,800.00				\$1,800.00
Public Officials' Liability Insurance	2,300.00				2,300.00
Trustee Services	7,133.96				7,133.96
Management	23,333.31				23,333.31
Engineering	5,584.50				5,584.50
Dissemination Agent	5,000.00				5,000.00
Property Appraiser	1,672.00				1,672.00
District Counsel	11,427.31				11,427.31
Assessment Administration	7,500.00				7,500.00
Travel and Per Diem	39.75				39.75
Postage & Shipping	59.74				59.74
Legal Advertising	1,915.01				1,915.01
Miscellaneous	15.00				15.00
Property Taxes	59.88				59.88
Web Site Maintenance	105.00				105.00
Holiday Decorations	7,150.00				7,150.00
Dues, Licenses, and Fees	250.00				250.00
Electric	5,440.51				5,440.51
Water Reclaimed	24,182.13				24,182.13
General Insurance	2,588.00				2,588.00
Property & Casualty	4,112.00				4,112.00
Irrigation	31,636.19				31,636.19
Landscaping Maintenance & Material	141,636.94				141,636.94
Landscape Improvements	5,966.50				5,966.50
Tree Trimming	5,040.00				5,040.00
Flower & Plant Replacement	9,395.00				9,395.00
Contingency	7,498.68				7,498.68

# Greenway Improvement District

## Statement of Activities

As of 4/30/2020

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
IME - Aquatics Maintenance	2,104.20				2,104.20
IME - Irrigation	2,782.07				2,782.07
IME - Landscaping	46,572.21				46,572.21
IME - Lighting	18,294.65				18,294.65
IME - Miscellaneous	3,936.60				3,936.60
IME - Water Reclaimed	313.48				313.48
Hardscape Maintenance	6,771.36				6,771.36
Streetlights	46,956.41				46,956.41
Personnel Leasing Agreement	11,666.69				11,666.69
Principal Payments		\$955,000.00			955,000.00
Interest Payments		1,337,744.26			1,337,744.26
Engineering			\$249,401.46		249,401.46
District Counsel			3,334.00		3,334.00
Legal Advertising			384.49		384.49
Contingency			629,017.11		629,017.11
Total Expenses	\$452,239.08	\$2,292,744.26	\$882,137.06	\$0.00	\$3,627,120.40
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>					
Interest Income	\$4,402.58				\$4,402.58
Interest Income		\$3,115.31			3,115.31
Interest Income			\$25.09		25.09
Total Other Revenues (Expenses) & Gains (Losses)	\$4,402.58	\$3,115.31	\$25.09	\$0.00	\$7,542.98
<b>Change In Net Assets</b>	\$309,670.61	\$1,255,509.28	\$1,089,893.71	\$0.00	\$2,655,073.60
<b>Net Assets At Beginning Of Year</b>	\$26,239.04	\$5,349,653.80	(\$1,477,450.95)	\$0.00	\$3,898,441.89
<b>Net Assets At End Of Year</b>	\$335,909.65	\$6,605,163.08	(\$387,557.24)	\$0.00	\$6,553,515.49

**Greeneway Improvement District**  
Budget to Actual  
For the Month Ending 04/30/2020

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	YTD Actual
<b>Revenues</b>								
On-Roll Assessments	\$ -	\$ 23,843.01	\$ 150,361.14	\$ 150,351.82	\$ 33,655.81	\$ 36,166.09	\$ 38,614.08	\$ 432,991.95
Off-Roll Assessments	-	219,459.04	-	-	-	109,729.51	-	329,188.55
<b>Net Revenues</b>	<b>\$ -</b>	<b>\$ 243,302.05</b>	<b>\$ 150,361.14</b>	<b>\$ 150,351.82</b>	<b>\$ 33,655.81</b>	<b>\$ 145,895.60</b>	<b>\$ 38,614.08</b>	<b>\$ 762,186.50</b>
<b>General &amp; Administrative Expenses</b>								
<b>Legislative</b>								
Supervisor Fees	\$ 400.00	\$ 200.00	\$ 200.00	\$ 400.00	\$ 200.00	\$ -	\$ 400.00	\$ 1,800.00
<b>Financial &amp; Administrative</b>								
Public Officials' Liability Insurance	2,300.00	-	-	-	-	-	-	2,300.00
Trustee Fees	2,419.89	-	-	4,714.07	-	-	-	7,133.96
Management	-	3,333.33	3,333.33	6,666.66	3,333.33	3,333.33	3,333.33	23,333.31
Engineering	-	-	-	-	1,597.50	386.00	3,601.00	5,584.50
Dissemination Agent	-	-	1,250.00	-	-	-	3,750.00	5,000.00
Property Appraiser	-	1,672.00	-	-	-	-	-	1,672.00
District Counsel	-	-	1,905.07	2,207.00	3,174.36	2,256.63	1,884.25	11,427.31
Assessment Administration	7,500.00	-	-	-	-	-	-	7,500.00
Reamortization Schedules	-	-	-	-	-	-	-	-
Audit	-	-	-	-	-	-	-	-
Travel and Per Diem	-	-	-	-	32.66	7.09	-	-
Telephone	-	-	-	-	-	-	-	-
Postage & Shipping	-	-	11.17	-	48.57	-	-	39.75
Copies	-	-	-	-	-	-	-	-
Legal Advertising	256.25	-	396.25	870.01	196.25	196.25	-	59.74
Miscellaneous	-	-	-	-	-	-	15.00	1,915.01
Property Taxes	-	59.88	-	-	-	-	-	-
Website Maintenance	105.00	-	-	-	-	-	-	15.00
Holiday Decorations	-	7,150.00	-	-	-	-	-	59.88
Dues, Licenses, and Fees	250.00	-	-	-	-	-	-	105.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 13,231.14</b>	<b>\$ 12,415.21</b>	<b>\$ 7,095.82</b>	<b>\$ 14,857.74</b>	<b>\$ 8,582.67</b>	<b>\$ 6,179.30</b>	<b>\$ 12,983.58</b>	<b>\$ 75,345.46</b>
								250.00



**Greenway Improvement District**  
Budget to Actual  
For the Month Ending 04/30/2020

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	YTD Actual
<b><u>Field Operations</u></b>								
<b>Electric Utility Services</b>								
Electric	\$ -	\$ 829.23	\$ 989.99	\$ 845.90	\$ 928.52	\$ 860.23	\$ 986.64	\$ 5,440.51
<b>Water-Sewer Combination Services</b>								
Water Reclaimed	95.64	6,431.29	3,228.05	2,866.47	3,136.53	3,217.98	5,206.17	24,182.13
<b>Other Physical Environment</b>								
General Insurance	2,588.00	-	-	-	-	-	-	2,588.00
Property & Casualty Insurance	4,112.00	-	-	-	-	-	-	4,112.00
Other Insurance	-	-	-	-	-	-	-	-
Irrigation Repairs	1,038.22	6,494.21	3,514.22	4,080.50	4,077.37	8,524.13	3,907.54	31,636.19
Landscaping Maintenance & Material	18,420.42	21,189.42	20,405.42	20,405.42	20,405.42	20,405.42	20,405.42	141,636.94
Other Landscaping Maintenance	-	65.00	5,151.00	-	750.50	-	-	5,966.50
Tree Trimming	-	5,040.00	-	-	-	-	-	5,040.00
Flower & Plant Replacement	-	684.00	184.00	5,428.00	1,500.00	-	1,599.00	9,395.00
Contingency	-	-	-	185.00	648.03	6,665.65	-	7,498.68
Hurricane Cleanup	-	-	-	-	-	-	-	-
<b>Interchange Maintenance Expenses</b>								
IME - Aquatics Maintenance	300.60	300.60	300.60	300.60	300.60	300.60	300.60	2,104.20
IME - Irrigation	864.00	1,335.38	144.90	-	195.24	242.55	-	2,782.07
IME - Landscaping	7,272.24	7,272.24	7,613.52	7,272.24	9,869.73	7,272.24	-	46,572.21
IME - Lighting	59.40	84.05	75.01	15,058.21	58.44	62.56	2,896.98	18,294.65
IME - Miscellaneous	-	2,692.80	1,134.00	-	-	109.80	-	3,936.60
IME - Water Reclaimed	-	72.53	48.69	135.76	(89.06)	40.74	104.82	313.48
<b>Road &amp; Street Facilities</b>								
Entry and Wall Maintenance	-	-	-	-	-	-	-	-
Hardscape Maintenance	-	1,516.36	4,500.00	300.00	300.00	155.00	-	6,771.36
Streetlights	-	7,454.04	7,912.35	8,518.42	7,455.49	7,559.48	11,056.63	49,956.41
Accent Lighting	-	-	-	-	-	-	-	-
<b>Parks &amp; Recreation</b>								
Personnel Leasing Agreement	-	-	5,000.01	1,666.67	1,666.67	1,666.67	1,666.67	11,666.69
<b>Reserves</b>								
Infrastructure Capital Reserve	-	-	-	-	-	-	-	-
Interchange Maintenance Reserve	-	-	-	-	-	-	-	-
<b>Total Field Operations Expenses</b>	<b>\$ 34,750.52</b>	<b>\$ 61,461.15</b>	<b>\$ 60,201.76</b>	<b>\$ 67,063.19</b>	<b>\$ 51,203.48</b>	<b>\$ 57,083.05</b>	<b>\$ 48,130.47</b>	<b>\$ 379,893.62</b>
<b>Total Expenses</b>	<b>\$ 47,981.66</b>	<b>\$ 73,876.36</b>	<b>\$ 67,297.58</b>	<b>\$ 81,920.93</b>	<b>\$ 59,786.15</b>	<b>\$ 63,262.35</b>	<b>\$ 61,114.05</b>	<b>\$ 455,239.08</b>
<b>Income (Loss) from Operations</b>	<b>\$ (47,981.66)</b>	<b>\$ 169,425.69</b>	<b>\$ 83,063.56</b>	<b>\$ 68,430.89</b>	<b>\$ (26,130.34)</b>	<b>\$ 82,633.25</b>	<b>\$ (22,499.97)</b>	<b>\$ 306,941.42</b>
<b><u>Other Income (Expense)</u></b>								
Interest Income	\$ 6.98	\$ 7.31	\$ 538.28	\$ 15.10	\$ 9.78	\$ 3,813.98	\$ 11.15	\$ 4,402.58
<b>Total Other Income (Expense)</b>	<b>\$ 6.98</b>	<b>\$ 7.31</b>	<b>\$ 538.28</b>	<b>\$ 15.10</b>	<b>\$ 9.78</b>	<b>\$ 3,813.98</b>	<b>\$ 11.15</b>	<b>\$ 4,402.58</b>
<b>Net Income (Loss)</b>	<b>\$ (47,974.68)</b>	<b>\$ 169,433.00</b>	<b>\$ 83,601.84</b>	<b>\$ 68,445.99</b>	<b>\$ (26,120.56)</b>	<b>\$ 86,447.23</b>	<b>\$ (22,488.82)</b>	<b>\$ 311,344.00</b>

**Greenway Improvement District**

Budget to Actual

For the Month Ending 04/30/2020

	Actual	Budget	Variance	FY 2020 Adopted Budget
<b><u>Revenues</u></b>				
On-Roll Assessments	\$ 432,991.95	\$ 289,903.04	\$ 143,088.91	\$ 496,976.64
Off-Roll Assessments	329,188.55	241,611.54	87,577.01	414,191.21
<b>Net Revenues</b>	<b>\$ 762,180.50</b>	<b>\$ 531,514.58</b>	<b>\$ 230,665.92</b>	<b>\$ 911,167.85</b>
<b><u>General &amp; Administrative Expenses</u></b>				
<b>Legislative</b>				
Supervisor Fees	\$ 1,800.00	\$ 4,200.00	\$ (2,400.00)	\$ 7,200.00
<b>Financial &amp; Administrative</b>				
Public Officials' Liability Insurance	2,300.00	1,458.33	841.67	2,500.00
Trustee Services	7,133.96	2,333.33	4,800.63	4,000.00
Management	23,333.31	23,333.33	(0.02)	40,000.00
Engineering	5,584.50	5,833.33	(248.83)	10,000.00
Dissemination Agent	5,000.00	2,916.67	2,083.33	5,000.00
Property Appraiser	1,672.00	991.67	680.33	1,700.00
District Counsel	11,427.31	17,500.00	(6,072.69)	30,000.00
Assessment Administration	7,500.00	4,375.00	3,125.00	7,500.00
Reamortization Schedules	-	145.83	(145.83)	250.00
Audit	-	4,083.33	(4,083.33)	7,000.00
Travel and Per Diem	39.75	145.83	(106.08)	250.00
Telephone	-	145.83	(145.83)	250.00
Postage & Shipping	59.74	466.67	(406.93)	800.00
Copies	-	875.00	(875.00)	1,500.00
Legal Advertising	1,915.01	3,500.00	(1,584.99)	6,000.00
Miscellaneous	15.00	58.34	(43.34)	100.00
Property Taxes	59.88	1,166.67	(1,106.79)	2,000.00
Web Site Maintenance	105.00	1,575.00	(1,470.00)	2,700.00
Holiday Decorations	7,150.00	-	7,150.00	-
Dues, Licenses, and Fees	250.00	102.08	147.92	175.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 75,345.46</b>	<b>\$ 75,206.24</b>	<b>\$ 139.22</b>	<b>\$ 128,925.00</b>

# Greeneway Improvement District

Budget to Actual  
For the Month Ending 04/30/2020

	Actual	Budget	Variance	FY 2020 Adopted Budget
<b><u>Field Operations</u></b>				
<b>Electric Utility Services</b>				
Electric	\$ 5,440.51	\$ 4,083.33	\$ 1,357.18	\$ 7,000.00
<b>Water-Sewer Combination Services</b>				
Water Reclaimed	24,182.13	23,333.33	848.80	40,000.00
<b>Other Physical Environment</b>				
General Insurance	2,588.00	1,750.00	838.00	3,000.00
Property & Casualty Insurance	4,112.00	4,083.33	28.67	7,000.00
Other Insurance	-	87.50	(87.50)	150.00
Irrigation Repairs	31,636.19	32,083.33	(447.14)	55,000.00
Landscaping Maintenance & Material	141,636.94	134,021.07	7,615.87	229,750.40
Other Landscaping Maintenance	5,966.50	11,666.67	(5,700.17)	20,000.00
Tree Trimming	5,040.00	36,227.63	(31,187.63)	62,104.50
Flower & Plant Replacement	9,395.00	26,250.00	(16,855.00)	45,000.00
Contingency	7,498.68	4,958.33	2,540.35	8,500.00
Hurricane Cleanup	-	11,666.67	(11,666.67)	20,000.00
<b>Interchange Maintenance Expenses</b>				
IME - Aquatics Maintenance	2,104.20	2,226.00	(121.80)	3,816.00
IME - Irrigation Repairs	2,782.07	6,300.00	(3,517.93)	10,800.00
IME - Landscaping	46,572.21	50,905.68	(4,333.47)	87,266.88
IME - Lighting	18,294.65	12,923.07	5,371.58	22,153.84
IME - Miscellaneous	3,936.60	969.15	2,967.45	1,661.40
IME - Water Reclaimed	313.48	1,938.46	(1,624.98)	3,323.08
<b>Road &amp; Street Facilities</b>				
Entry and Wall Maintenance	-	1,750.00	(1,750.00)	3,000.00
Hardscape Maintenance	6,771.36	2,916.67	3,854.69	5,000.00
Streetlights	49,956.41	64,382.55	(14,426.14)	110,370.08
Accent Lighting	-	1,166.67	(1,166.67)	2,000.00
<b>Parks &amp; Recreation</b>				
Personnel Leasing Agreement	11,666.69	11,666.67	0.02	20,000.00
<b>Reserves</b>				
Infrastructure Capital Reserve	-	12,950.00	(12,950.00)	22,200.00
Interchange Maintenance Reserve	-	1,835.56	(1,835.56)	3,146.67
	<b>\$ 379,893.62</b>	<b>\$ 462,141.67</b>	<b>\$ (82,248.05)</b>	<b>\$ 792,242.85</b>
<b>Total Expenses</b>	<b>\$ 455,239.08</b>	<b>\$ 537,347.91</b>	<b>\$ (82,108.83)</b>	<b>\$ 921,167.85</b>
<b>Income (Loss) from Operations</b>	<b>\$ 306,941.42</b>	<b>\$ (5,833.33)</b>	<b>\$ 312,774.75</b>	<b>\$ (10,000.00)</b>
<b><u>Other Income (Expense)</u></b>				
Interest Income	\$ 4,402.58	\$ 5,833.33	\$ (1,430.75)	\$ 10,000.00
<b>Total Other Income (Expense)</b>	<b>\$ 4,402.58</b>	<b>\$ 5,833.33</b>	<b>\$ (1,430.75)</b>	<b>\$ 10,000.00</b>
<b>Net Income (Loss)</b>	<b>\$ 311,344.00</b>	<b>\$ -</b>	<b>\$ 311,344.00</b>	<b>\$ -</b>

Greenway Improvement District  
FY 2020  
O&M Cash Reconciliation

	Beg. Cash	FY19 Inflows	FY19 Outflows	FY20 Inflows	FY20 Outflows	End. Cash
10/1/2018	4,499.76	610.65	(5,629.50)	-	-	5,400.77
11/1/2018	5,400.77	235,975.89	(76,859.32)	-	-	160,750.66
12/1/2018	160,750.66	1,394,381.28	(735,704.80)	-	-	818,224.74
1/1/2019	818,224.74	136,470.07	(678,444.72)	-	-	276,250.09
2/1/2019	276,250.09	261,390.01	(183,917.67)	-	-	353,722.43
3/1/2019	353,722.43	330,302.13	(325,886.77)	-	-	358,137.79
4/1/2019	358,137.79	27,311.22	(95,472.88)	-	-	289,976.13
5/1/2019	289,976.13	233,360.34	(166,204.37)	-	-	357,132.10
6/1/2019	357,132.10	67,457.53	(121,720.13)	-	-	302,869.50
7/1/2019	302,869.50	30,373.89	(85,753.06)	-	-	247,490.33
8/1/2019	247,490.33	4,532.79	(84,675.15)	-	-	167,347.97
9/1/2019	167,347.97	308.36	(117,050.52)	-	(9,000.00)	41,605.81
10/1/2019	41,605.81	6,360.14	(16,918.51)	0.52	(5,789.07)	25,258.89
11/1/2019	25,258.89	-	(95.64)	348,644.10	(15,695.08)	358,112.27
12/1/2019	358,112.27	-	(38,792.20)	815,202.81	(644,551.24)	489,971.64
1/1/2020	489,971.64	-	(23,296.91)	814,629.24	(963,631.28)	317,672.69
2/1/2020	317,672.69	-	-	182,354.52	(278,177.70)	221,849.51
3/1/2020	221,849.51	-	-	316,541.37	(17,637.14)	520,753.74
4/1/2020	520,753.74	-	-	214,773.30	(415,529.04)	319,998.00
5/1/2020	319,998.00	-	-	-	(33,802.78)	286,195.22 as of 05/15/2020
FY 20 Totals		2,728,834.30	(2,756,422.15)	2,692,145.86	(2,383,813.33)	

**Greeneway Improvement District  
Construction Tracking - mid-May**

Amount

<b>Series 2013 Bond Issue</b>	
Original Construction Fund	\$ 48,700,000.00
Additions (Interest, Transfers from DSR, etc.)	654,103.43
Cumulative Draws Through Prior Month	(49,279,063.39)
	=====
<b>Construction Funds Available</b>	<b>\$ 75,040.04</b>
<b>Requisitions This Month</b>	
	=====
<b>Total Requisitions This Month</b>	<b>\$ -</b>
	=====
<b>Series 2013 Construction Funds Remaining</b>	<b>\$ 75,040.04</b>

<b>Series 2018 Bond Issue</b>	
	\$ 24,000,000.00
Additions (Interest, Transfers from DSR, etc.)	84,472.30
Cumulative Draws Through Prior Month	(5,477,909.76)
	=====
<b>Requisitions This Month</b>	
	=====
<b>Total Requisitions This Month</b>	<b>\$ -</b>
	=====
<b>Series 2018 Construction Funds Remaining</b>	<b>\$ 18,606,562.54</b>

**Current Committed Funding**

Lake Nona South - Traffic Control Devices	\$ (54,546.10)
Lake Nona Hartwell Court Extension - DeWitt Excavation	(2,027.66)
Lake Nona Nemours Parkway Phase 7 - Jr. Davis	(1,843,109.11)
	=====
<b>Total Current Committed Funding</b>	<b>\$ (1,899,682.87)</b>

**Upcoming Committed Funding**

Lake Nona Kellogg Avenue Extension – DeWitt Excavation	\$ (1,396,482.20)
	=====
<b>Total Upcoming Committed Funding</b>	<b>\$ (1,396,482.20)</b>
 <b>Total Committed Funding</b>	 <b>\$ (3,296,165.07)</b>

<b>Net Uncommitted</b>	<b>15,385,437.51</b>
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Highlighted projects are currently being billed and funded