

North Boulevard Community Development District

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

<http://northboulevardcdd.com/.com>

The following is the proposed agenda for the meeting of the Board of Supervisors for the North Boulevard Community Development District, scheduled to be held **Wednesday, July 22, 2020 at 10:15 a.m. via conference call due to the Executive Order 20-150 extending COVID-19 Executive Order 20-69**. Attached to this Agenda is a copy of the Executive Order 20-150. The attendance of three Board Members is required to constitute a quorum. Questions or comments on the Board Meeting or proposed agenda may be addressed to Jane Gaarlandt at gaarlandtj@pfm.com or (407) 723-5900.

To attend the meeting, please use the below conference call information:

Call-in Number: **1-844-621-3956**
Access Code: **790 393 986 #**

PROPOSED BOARD OF SUPERVISORS' MEETING AGENDA

Administrative Matters

- Roll Call to Confirm Quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*
- 1. **Consideration of the Minutes of the May 20, 2020 Board of Supervisors' Meeting**
- 2. **Consideration of Resolution 2020-09, Designating Dates, Times and Locations for Regular Meetings for FY 2021** *(provided under separate cover)*

Business Matters

3. **Public Hearing on the Adoption of the District's Fiscal Year 2020-2021 Budget**
 - Public Comments and Testimony
 - Board Comments
 - **Consideration of Resolution 2020-10, Adopting a Fiscal Year 2020-2021 Budget and Appropriating Funds** *(provided under separate cover)*
4. **Public Hearing on the Imposition of Special Assessments to Fund the District's Fiscal Year 2020-2021 Budget**
 - Public Comments and Testimony
 - Board Comments
 - **Consideration of Resolution 2020-11, Adopting an Assessment Roll for Fiscal Year 2020-2021 and Certifying Special Assessments for Collection** *(provided under separate cover)*
5. **Public Hearing on the Adoption of Rules Relating to Overnight Parking and Traffic Enforcement**
 - Public Comments and Testimony
 - Board Comments
 - **Consideration of Resolution 2020-12, Adopting Rules Relating to Overnight Parking and Traffic Enforcement** *(provided under separate cover)*
6. **Consideration of PFM Fee Letter**



7. **Consideration of First Amendment to Agreement between the District and VGlobalTech for Website Maintenance Services**
8. **Review of Fiscal Year 2019 Audited Financial Report**
9. **Ratification of Payment Authorization Nos. 121 -**
10. **Review of Monthly Financials** (*provided under separate cover*)

Other Business

Staff Reports

District Counsel
Interim Engineer
District Manager

Supervisor Requests and Audience Comments
Adjournment



STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-150

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

WHEREAS, Executive Order 20-69, as extended by Executive Order 20-112, Executive Order 20-123 and Executive Order 20-139, expires on June 30, 2020, unless extended.

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 extend Executive Order 20-69, as extended by Executive Orders 20-121, 20-123 and 20-139, until 12:01 a.m. on August 1, 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 23rd day of June, 2020.

A large, stylized handwritten signature of Ron Desantis in black ink, written over a horizontal line.

RON DESANTIS, GOVERNOR

ATTEST:

A handwritten signature of Laurel M. Lee in black ink, written over a horizontal line.

SECRETARY OF STATE

DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA

2020 JUN 23 PM 5:54

FILED

North Boulevard Community Development District

Minutes

MINUTES OF MEETING

NORTH BOULEVARD COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS' MEETING

Thursday, May 20, 2020 at 11:59 a.m.

Via telephonic conferencing due to the COVID-19 Executive Orders 20-52, 20-69, & 20-112.

Board Members present at roll call:

Rennie Heath	Chair	(via phone)
Scott Shapiro	Vice Chair	(via phone)
Patrick Marone	Assistant Secretary	(via phone)
Matthew Cassidy	Assistant Secretary	(via phone)

Also Present:

Roy Van Wyk	Hopping Green & Sams, P.A.	(via phone)
Jane Gaarlandt	PFM Group Consulting LLC	(via phone)
Christina Hanna	PFM Group Consulting, LLC	(via phone)
Jennifer Glasgow	PFM Group Consulting, LLC	(via phone)
Dexter Glasgow	PFM Group Consulting, LLC	(via phone)
Amanda Lane	PFM Group Consulting, LLC	(via phone)

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The meeting was called to order approximately at 11:59 a.m. Those in attendance are outlined above.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the February 19, 2020 Board of Supervisors' Meeting

The Board reviewed the Minutes of the February 19, 2020 Board of Supervisors' Meeting.

On MOTION by Mr. Marone, seconded by Mr. Cassidy, with all in favor, the Board approved the Minutes of the February 19, 2020 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Review of Registered Voters

As of April 15, 2020 there were 165 registered voters living in the District.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2020-07, Approving a Proposed Budget for Fiscal Year 2020-2021 and Setting a Public Hearing Date

District staff suggested the Public Hearing to take place on July 22, 2020 at 10:15 a.m. it will either take place telephonically or at the Holiday Inn Winter Garden. The notice will indicate that possibility.

Mr. Lane stated the amount she put down for the intergovernmental expense has not yet been updated for the current year. The budgeted amount before the Board is for \$38,000.00 and is not correct. It should be \$42,383.66 which increased the budget a little bit more up to \$282,309.50 for the on-roll assessments. The Gross assessment O & M per lot is \$780.36 and the net amount of \$725.73. this was a result of the Interlocal Agreement between Holly Hill and North Boulevard and the percentage that North Boulevard is paying for the Amenity. The other difference between the prior year budget and the Fiscal Year 2021 Budget is an increase to the Management fee by \$5,000.00 for general and admin expenses. Field expenses have decreased from last year.

Ms. Gaarlandt asked Ms. Lane to state the increase from last year to the assessments for the O & M. Ms. Lane responded last year it was \$769.70 for the gross amount per lot and \$715.82 for the Net assessment per lot. For the current year she is proposing \$780.36 for the Gross per unit and \$725.73 for the Net per unit.

Ms. Gaarlandt asked Mr. Van Wyk if the increase makes a change to the language in the Resolution. Mr. Van Wyk replied the Budget Resolution can stay the same but the District must consider whether they have exceeded the cap on notices for assessment purposes. If the District has exceeded the cap, they can do a notice and come back with an assessment hearing date at the next Board Meeting and schedule it to coincide with the Budget Hearing.

On MOTION by Mr. Marone, seconded by Mr. Heath, with all in favor, the Board approved Resolution 2020-07, Approving a Preliminary Budget for Fiscal year 2020-2021 in the amount of \$282,309.50 and Setting a Public Hearing Date for July 22, 2020 at 10:15 a.m. at the Holliday Inn Winter Garden or telephonically.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2020-08, Setting Public Hearing to Adopt Parking and Towing Policies a) Rules Relating to Overnight Parking Enforcement

b) Notices for Publication

Ms. Gaarlandt suggested July 22, 2020 as the public hearing date. Mr. Van Wyk noted at the last meeting a member of the public mentioned that Highland Meadows is looking good without any parking and towing. He suggested setting the Public Hearing on this and the Board can amend the policies at any time up until the next meeting. He mentioned the Board may want to discuss if they should have parking on the street, provide overnight parking, or eliminate on the street all together.

On MOTION by Mr. Heath, seconded by Mr. Shapiro, with all in favor, the Board approved Resolution 2020-08, Setting Public Hearing to Adopt Parking and Towing Policies for July 22, 2020 at 10:15 a.m. at the Holiday Inn Winter Garden or via telephonic conferencing.

SEVENTH ORDER OF BUSINESS

Ratification of Payment Authorization Nos. 110 - 120

The Board reviewed payment authorizations numbers 110 - 120.

On MOTION by Mr. Heath, seconded by Mr. Marone, with all in favor, the Board ratified Payment Authorization Nos. 110– 120.

EIGHTH ORDER OF BUSINESS

Review of Monthly Financials

Ms. Gaarlandt presented the monthly financials to the Board as of April 30, 2020. There was no action required by the Board.

NINTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Engineer – Not Present

District Manager – No Report

TENTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

There were no Supervisor requests or audience comments.

ELEVENTH ORDER OF BUSINESS

Adjournment

There were no other questions or comments. Ms. Gaarlandt requested a motion to adjourn.

ON MOTION by Mr. Heath, seconded by Mr. Marone, with all in favor, the May 20, 2020 Board of Supervisors' Meeting for the North Boulevard Community Development District was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**North Boulevard
Community Development District**

Resolution 2020-09

(provided under separate cover)

**North Boulevard
Community Development District**

**District's Fiscal Year 2020-2021
Budget**

**North Boulevard
Community Development District**

Resolution 2020-10

(provided under separate cover)

North Boulevard Community Development District

Special Assessments

**North Boulevard
Community Development District**

Resolution 2020-11

(provided under separate cover)

**North Boulevard
Community Development District**

**Overnight Parking and Traffic
Enforcement**

**North Boulevard
Community Development District**

Resolution 2020-12

(provided under separate cover)

**North Boulevard
Community Development District**

PFM Fee Letter



July 22, 2020

Mr. Warren K. Heath
Chairman of the Board of Supervisors
North Boulevard Community Development District
12051 Corporate Boulevard
Orlando, FL 32817

Dear Mr. Heath:

pfm

12051 Corporate Blvd.
Orlando, FL 32817
407.723.5900

pfm.com

Thank you for the opportunity to continue serving as District Manager to the North Boulevard Community Development District (the "District"). The agreement in place between our firm and the District dated January 16, 2019 provides for the review and adjustment annually of our fees pursuant to the District's annual budget process. We are respectfully requesting a fee increase from \$20,000 to \$25,000 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)

**North Boulevard
Community Development District**

**Agreement between the District and
VGlobalTech**

Website Maintenance Proposal For

North Boulevard CDD

Date	Version#	Comments	Author
May 13, 2020	1.0	Created Proposal	VB Joshi



BBB Rating: A+
Click for Profile

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Any violations are punishable under the law and shall be prosecuted.

** VGlobalTech has developed unique ADA and WCAG compliance expertise, optimized website templates, compliance multi-step procedure and quality control, document conversion software and test procedures. Contact us for details of VGlobalTech's Intellectual Property.*

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1.0 Pricing

1.1 Monthly Maintenance, Hosting and Email Support

Maintenance contract is required for VGlobalTech's proprietary document conversion software (PDF to RTF) to be used that allows faster, accurate and batch processing for document conversion.

	Task
1.	Full content upload support to regularly keep site updated (includes all documents, audit reports, agendas, meeting minutes, events etc). Update turnaround time – less than 24 hrs from customer sending the content and documents to be updated to VGT team.
2.	PDF Documents conversion (to Text, HTML etc) as needed (new documents during the maintenance year only) for ADA Compliance / Reader Compliance. VGlobalTech's proprietary batch conversion software shall be used by our team for faster batch-conversion processing as long as the contract is valid (big time saver that creates compliant documents that can be uploaded to the website). If Auto conversion fails, VGlobalTech team shall perform manual OCR and conversion within 24 hrs.
3.	Email accounts setup and support
	<p>Total Monthly Maintenance with full content upload, document conversion:</p> <p>\$125 / month</p> <p>*support beyond 10 hrs. / month / CDD shall be billed at \$55 / hr. separately (VGlobalTech team shall be responsible to track and report hours exceeded, if any)</p> <p>***Monthly maintenance must be paid before the 10th of every month</p>

This proposal includes following points, stipulations terms and conditions:

*(1) conference call or in person meetings per month with client to review metrics, results and monthly recaps **unless otherwise noted*

* email and phone communication

*Anything out of the scope of work in the above proposal will be addressed and client will be immediately notified. After notification of additional work, a subsequent quote will be provided to cover that work.

*Client is responsible to adhering to timelines as far as information required to complete the task is concerned. If timelines are not adhered to and exceed 15 business days past the current marketing months, last day, all work will end. A new month with new allocated costs will be presented for future work to commence. No refunds and owed work will be due unless otherwise agreed upon. **An Invoice will be provided once signature approval of this project proposal. Payments will be made to VGLOBALTECH**

*Client is responsible for verifying quality of work, providing feedback, verifying that compliance has been met as required. VGlobalTech team shall not be responsible for any legal ramifications arising from work not done as per external agencies / organizations / associations needs if proper feedback is not provided by the customer. VGlobalTech's work will be in best faith but cannot guarantee all compliance / legal needs since we are not the final authority in the ADA or WCAG compliance area. VGlobalTech shall not be liable for any legal ramifications arising from compliance issues and cannot be held responsible for any legal or other lawsuits.

Refund Policy: The client may halt work and request for a refund within seven days of the date of signing this services agreement by mailing a signed letter to the main address listed on www.VGlobalTech.com website. If client requests a refund within seven days of the date of signing their agreement, they shall be liable to pay for all work completed and will be refunded the remaining balance of the initial payment if billable work has not exceeded a charge that would be greater than client's initial payment. If client requests a refund after the seven days from the date of the signing of the agreement client is liable to pay for all work completed plus an additional 25% of any remaining balance that may still be due. Once line item projects are complete no refunds will be issued. Confidentiality: All information between client and service provider inclusive of technical and business information relating to proprietary ideas, patentable ideas and/or trade secrets, existing and/or contemplated products and services, research and development, production, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure and will be treated as such and with absolute confidentiality and will not be shared or used, which will be maintained at all times. The client is not allowed to disclose their price with any third parties. Doing so is in breach of this agreement. All information development will be shared and proprietary information and property between client and service providers.

2.0 Proposal Acceptance:

The VGlobalTech proposed solution and terms have been accepted by the customer and the VGlobalTech can proceed with the project. All payments shall be made according to this agreement.

☒ *Website, Monthly Maintenance w/ Hosting and Email support*

Signatures:

For Customer Date

VB Joshi

For VGlobalTech Date

**North Boulevard
Community Development District**

**Fiscal Year 2019 Audited Financial
Report**

(provided under separate cover)

**North Boulevard
Community Development District**

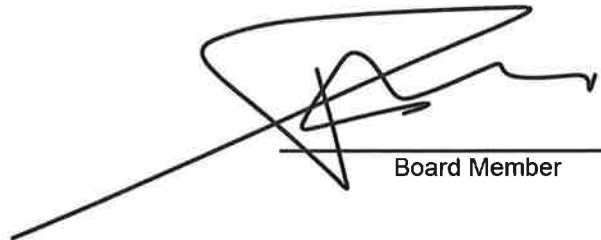
Payment Authorization Nos. 121-129

**NORTH BOULEVARD
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 121

5/1/2020

Item No.	Vendor	Invoice Number	General Fund
1	Creative Association Services		
	January Phase 1 Landscaping	6494	\$ 1,825.00
	February Phase 1 Landscaping	6495	\$ 1,825.00
	March Phase 1 Landscaping	6496	\$ 1,825.00
	January Phase 2 Landscaping	6497	\$ 2,797.00
	February Phase 2 Landscaping	6498	\$ 2,797.00
	March Phase 2 Landscaping	6499	\$ 2,797.00
2	Navitas		
	Playground Lease	--	\$ 524.58
TOTAL			\$ 14,390.58



Board Member

Please Return To:
North Boulevard CDD
c/o Fishkind & Associates
12051 Corporate Boulevard
Orlando, FL 32817

RECEIVED MAY 11 2020

**NORTH BOULEVARD
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 122

5/8/2020

Item No.	Vendor	Invoice Number	General Fund
1	Carr Riggs & Ingram FY 2019 Audit	16899104	\$ 2,000.00
2	Duke Energy 901 Fillmore Blvd, Entrance ; Service 04/03/2020 - 05/05/2020 1900 North Blvd W ; Service 04/03/2020 - 05/05/2020 582 Taft Dr, Well/Lites ; Service 04/03/2020 - 05/05/2020	-- -- --	\$ 11.04 \$ 117.17 \$ 136.24

TOTAL

\$ 2,264.45

Board Member

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Orlando, FL 32817

RECEIVED MAY 11 2020

**NORTH BOULEVARD
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 123

5/15/2020

Item No.	Vendor	Invoice Number	General Fund
1	Business Observer Legal Advertising on 05/08/2020	20-00675K	\$ 131.25
2	Creative Association Services May Landscaping Phase 1 May Landscaping Phase 2	6692 6693	\$ 1,825.00 \$ 2,797.00
3	PFM Group Consulting DM Fee: May 2020 Website Fee: May 2020	DM-05-2020-0045 DM-05-2020-0046	\$ 1,666.67 \$ 125.00
4	VGlobalTech Quarterly ADA & WCAG Audits	1607	\$ 300.00

TOTAL \$ 6,844.92



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Orlando, FL 32817

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**NORTH BOULEVARD
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 124

5/22/2020

Item No.	Vendor	Invoice Number	General Fund
1	Duke Energy		
	000 North Blvd Lite ; Service 04/17/2020 - 05/18/2020	--	\$ 728.87
	0000 Forest Lake Dr Lite ; Service 04/20/2020 - 05/19/2020	--	\$ 669.69
	564 Buchanan Dr Lift ; Service 04/22/2020 - 05/21/2020	--	\$ 151.89
2	PFM Group Consulting		
	Reimbursables: March 2020	OE-EXP-00792	\$ 14.00
	Reimbursables: April 2020	OE-EXP-00852	\$ 4.50
3	Supervisor Fees - 05/20/2020 Meeting		
	Rennie Heath	--	\$ 200.00
	Scott Shapiro	--	\$ 200.00
	Matthew Cassidy	--	\$ 200.00
	Patrick Marone	--	\$ 200.00
	Andrew Rhinehart	--	\$ 200.00

TOTAL \$ 2,568.95



Board Member

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12051 Corporate Boulevard
Orlando, FL 32817

Received via email on June 1, 2020

**NORTH BOULEVARD
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 125

5/29/2020

Item No.	Vendor	Invoice Number	General Fund
1	Hopping Green & Sams		
	General Counsel Through 04/30/2020	114874	\$ 825.50
	2018 Boundary Amendment Counsel Through 04/30/2020	114875	\$ 66.00
2	Navitas Credit Corp.		
	Playground Lease	--	\$ 524.58
3	PFM Group Consulting		
	Reimbursables: February 2020	OE-EXP-00744	\$ 46.05

TOTAL \$ 1,462.13



Board Member

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12051 Corporate Boulevard
Orlando, FL 32817

Received via email on June 1, 2020

**NORTH BOULEVARD
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 126

6/5/2020

Item No.	Vendor	Invoice Number	General Fund
1	Carr Riggs & Ingram FY 2019 Audit	16919154	\$ 1,000.00
2	Duke Energy 901 Fillmore Blvd, Entrance ; Service 05/05/2020 - 06/04/2020 1900 North Blvd W ; Service 05/05/2020 - 06/04/2020 582 Taft Dr, Well/Lites ; Service 05/05/2020 - 06/04/2020	-- -- --	\$ 15.25 \$ 140.64 \$ 163.69

TOTAL \$ 1,319.58



Board Member

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Orlando, FL 32817

RECEIVED

By Amanda Lane at 9:42 am, Jun 08, 2020

**NORTH BOULEVARD
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 127

6/12/2020

Item No.	Vendor	Invoice Number	General Fund
1	Business Observer Legal Advertising on 06/05/2020	20-00768K	\$ 131.25

TOTAL \$ 131.25



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12051 Corporate Boulevard
Orlando, FL 32817

Received via email on June 15, 2020

**NORTH BOULEVARD
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 128

6/19/2020

Item No.	Vendor	Invoice Number	General Fund
1	Business Observer Legal Advertising on 06/12/2020	20-00786K	\$ 76.56
2	Duke Energy 000 North Blvd Lite ; Service 05/18/2020 - 06/17/2020 0000 Forest Lake Dr Lite ; Service 05/19/2020 - 06/18/2020	-- --	\$ 784.57 \$ 720.95
3	PFM Group Consulting DM Fee: June 2020 Website Fee: June 2020	DM-06-2020-0039 DM-06-2020-0040	\$ 1,666.67 \$ 125.00

TOTAL \$ 3,373.75



Board Member

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Orlando, FL 32817

RECEIVED

By Amanda Lane at 12:14 pm, Jun 22, 2020

**NORTH BOULEVARD
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 129

6/26/2020

Item No.	Vendor	Invoice Number	General Fund
1	Business Observer Legal Advertising on 06/19/2020	20-00808K	\$ 74.38
2	Duke Energy 564 Buchanan Dr Lift ; Service 05/21/2020 - 06/22/2020	--	\$ 154.50
3	Hopping Green & Sams General Counsel Through 05/31/2020	115378	\$ 1,007.00
4	Navitas Credit Corp. Playground Lease	--	\$ 524.58

TOTAL \$ 1,760.46



Board Member

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RECEIVED
By Amanda Lane at 2:42 pm, Jun 29, 2020

**North Boulevard
Community Development District**

Monthly Financials

(provided under separate cover)

North Boulevard Community Development District

Staff Reports