

Davenport Road South Community Development District

12051 Corporate Boulevard, Orlando, FL 32817; 407.723.5900

www.davenportroadsouthcdd.com

The following is the proposed agenda for the Auditor Selection Committee and Board of Supervisors meetings for the Davenport Road South Community Development District, scheduled to be held **Wednesday, September 16, 2020 at 9:45 a.m. via conference call due to the Executive Order 20-193 extending COVID-19 Executive Order 20-69**. Attached to this Agenda is a copy of the Executive Order 20-193. 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 #**

AUDITOR SELECTION COMMITTEE MEETING AGENDA

- **Roll Call to Confirm a Quorum**
- **Public Comment Period** *[limited to items on the agenda]*
- 1. **Review of Auditing Services Proposals** *(provided under separate cover)*
- 2. **Ranking of Auditing Services Proposals**
- **Public Comment Period**
- **Adjournment**

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 August 19, 2020 Board of Supervisors' Meeting**

Business Matters

2. **Consideration of Recommendation of the Auditor Selection Committee**
3. **Consideration of Proposals for ADA Ramp** *(provided under separate cover)*
4. **Consideration of Proposals for Gate Extension** *(provided under separate cover)*
5. **Ratification of Payment Authorization Nos. 68**
6. **Review of Monthly Financials**

Other Business

Staff Reports

- District Counsel
- District Engineer
- District Manager
 - Field Management Update



**Supervisor Requests and Audience Comments
Adjournment**



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- Roll Call to Confirm Quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*
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Supervisor Requests and Audience Comments

Adjournment



pfm

STATE OF FLORIDA

OFFICE OF THE GOVERNOR EXECUTIVE ORDER NUMBER 20-193

(Amending Executive Order 20-179)

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

WHEREAS, Executive Order 20-69, as amended by Executive Order 20-179, requires amendment to provide local government bodies with additional time to notice their meetings.

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.

Section 3. of Executive Order 20-179 is amended to read, as follows:

Except as amended herein, I hereby extend Executive Order 20-69, as extended by Executive Orders 20-112, 20-123, 20-139 and 20-150, until 12:01 a.m. on October 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 7th day of August, 2020.


RON DESANTIS, GOVERNOR

ATTEST:


SECRETARY OF STATE

DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA

2020 AUG -7 PM 4:32

FILED

**Davenport Road South
Community Development District**

Review of Auditing Services Proposals

(provided under separate cover)

**Davenport Road South
Community Development District**

Ranking of Auditing Services Proposals

Davenport Road South Community Development District

Minutes

(provided under separate cover)

**Davenport Road South
Community Development District**

**Recommendation of the Auditor
Selection Committee**

**Davenport Road South
Community Development District**

Proposals for ADA Ramp

(provided under separate cover)

**Davenport Road South
Community Development District**

Proposals for Gate Extension

(provided under separate cover)

**Davenport Road South
Community Development District**

Payment Authorization Nos. 68

**DAVENPORT ROAD SOUTH
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization 68

8/17/2020

Item No.	Payee	Invoice Number	Amount
1	Complete Pool Care Inc Pool Service September	A85	\$ 1,525.00
2	PFM Group Consulting DM fees - August 2020 Website - August 2020	DM-08-2020-0014 DM-08-2020-0015	\$ 1,667.67 \$ 100.00
3	Polk County Property Appraiser Admin fee 1%	4651735	\$ 7,631.22
4	Business Observer Legal Ad 08/07/2020	20-00942K	\$ 94.06
5	City of Davenport Pool meter Orchid Grove	----	\$ 114.53
Total			\$ 11,132.48

Secretary / Assistant Secretary

Chairperson

Verona Griffith

From: Bobbie Henley <bhenley@heathfl.com>
Sent: Thursday, August 20, 2020 3:43 PM
To: Verona Griffith; Rennie Heath
Cc: Nicole Hill; Amanda Lane; Nicole Hill; Elizabeth Hay; Alex Aponte
Subject: RE: Davenport Road South - PA 68-APPROVED
Attachments: DRS CDD - PA 68 \$11,132.48.pdf

EXTERNAL EMAIL: Use care with links and attachments.

Thank you,

Bobbie Henley
Heath Construction
The Cassidy Organization
346 East Central Avenue
Winter Haven, FL 33880
Cell (863) 521-3350
Office (863) 324-3698 ext. 244
bhenley@heathfl.com

From: Verona Griffith <griffithv@pfm.com>
Sent: Tuesday, August 18, 2020 8:50 AM
To: Rennie Heath <rheath@heathfl.com>; Bobbie Henley <bhenley@heathfl.com>
Cc: Nicole Hill <nhill@WHMSFL.COM>; Kathryn Agner <kagner@WHMSFL.COM>; Amanda Lane <lanea@pfm.com>
Subject: Davenport Road South - PA 68

Hi Rennie and Bobby,

Please find attached DRS Payment Authorization 68 for your review and approval to pay.
If you have any questions, please let me know.

Verona Griffith
District Accountant

PFM Group Consulting LLC
GriffithV@pfm.com | phone 407.723.5938 | fax 407.723.5901 | web pfm.com
12051 Corporate Blvd. | Orlando, FL 32817

**Davenport Road South
Community Development District**

Monthly Financials

Davenport Road South CDD
 Budget to Actual
 For the Month Ending 8/31/2020

	Year To Date			FY 2020 Adopted Budget
	Actual	Budget	Variance	
<u>Revenues</u>				
On-Roll Assessments	\$271,889.01	\$241,102.62	\$ 30,786.39	\$263,021.00
Developer Contributions	59,358.00	54,411.50	4,946.50	59,358.00
Other Income & Other Financing Sources	136.37	-	136.37	-
Net Revenues	\$331,383.38	\$295,514.12	\$ 35,869.26	\$322,379.00
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$ 4,600.00	\$ 5,500.00	\$ (900.00)	\$ 6,000.00
D&O Insurance	2,537.00	2,566.63	(29.63)	2,800.00
Trustee Services	3,717.38	5,500.00	(1,782.62)	6,000.00
Management	18,333.37	18,333.37	-	20,000.00
Field Management	290.89	1,650.00	(1,359.11)	1,800.00
Engineering	312.50	9,166.63	(8,854.13)	10,000.00
Dissemination Agent	5,000.00	4,583.37	416.63	5,000.00
District Counsel	9,953.50	18,333.37	(8,379.87)	20,000.00
Assessment Administration	7,500.00	6,875.00	625.00	7,500.00
Reamortization Schedules	-	229.13	(229.13)	250.00
Audit	6,000.00	5,500.00	500.00	6,000.00
Travel and Per Diem	30.48	-	30.48	-
Telephone	-	183.37	(183.37)	200.00
Postage & Shipping	617.95	275.00	342.95	300.00
Copies	50.10	458.37	(408.27)	500.00
Legal Advertising	2,585.09	2,750.00	(164.91)	3,000.00
Miscellaneous	1,300.70	1,008.26	292.44	250.00
Contingency	7,831.22	18,075.71	(10,244.49)	19,124.20
Web Site Maintenance	1,700.00	2,658.37	(958.37)	1,100.00
Dues, Licenses, and Fees	175.00	229.13	(54.13)	2,900.00
Storm Cleanup & Repairs	-	6,875.00	(6,875.00)	7,500.00
Total General & Administrative Expenses	\$ 72,535.18	\$110,750.71	\$ (38,215.53)	\$120,224.20
<u>Field Expenses</u>				
General Liability Insurance	\$ 3,296.00	\$ 3,116.63	\$ 179.37	\$ 3,400.00
Irrigation	3,407.22	7,333.37	(3,926.15)	8,000.00
Landscaping Maintenance & Material	41,205.00	32,083.37	9,121.63	35,000.00
Landscape Improvements	-	11,458.37	(11,458.37)	12,500.00
Fertilizer / Pesticides	-	5,148.00	(5,148.00)	5,616.00
Contingency	360.00	6,219.27	(5,859.27)	5,334.00
Streetlights	2,794.18	16,641.90	(13,847.72)	18,154.80
Total Field Expenses	\$ 51,062.40	\$ 82,000.91	\$ (30,938.51)	\$ 88,004.80

Davenport Road South CDD
 Budget to Actual
 For the Month Ending 8/31/2020

Cabana & Pool Expenses

Janitorial Service	\$ 11,780.00	\$ 13,750.00	\$ (1,970.00)	\$ 15,000.00
Leased Space	26,473.43	18,333.37	8,140.06	20,000.00
Security	4,580.00	6,875.00	(2,295.00)	7,500.00
Electric	25,660.55	18,333.37	7,327.18	20,000.00
Amenity - Water	1,112.75	6,875.00	(5,762.25)	7,500.00
Cable Television	1,452.20	825.00	627.20	900.00
Property & Casualty	8,445.00	9,166.63	(721.63)	10,000.00
Contingency	-	5,000.00	(5,000.00)	7,500.00
Equipment Repair & Maintenance	214.20	4,583.37	(4,369.17)	5,000.00
Pest Control	577.80	916.63	(338.83)	1,000.00
Signage & Amenities Repair	-	687.50	(687.50)	750.00
Swimming Pools	18,580.00	17,416.63	1,163.37	19,000.00
Total Cabana & Pool Expenses	\$ 98,875.93	\$102,762.50	\$ (3,886.57)	\$114,150.00
Total Expenses	\$222,473.51	\$295,514.12	\$ (73,040.61)	\$322,379.00
Income (Loss) from Operations	\$108,909.87	\$ -	\$ 108,909.87	\$ -

Other Income (Expense)

Interest Income	\$ 485.25	\$ -	\$ 485.25	\$ -
Total Other Income (Expense)	\$ 485.25	\$ -	\$ 485.25	\$ -
Net Income (Loss)	\$109,395.12	\$ -	\$ 109,395.12	\$ -

Davenport Road South CDD

Statement of Activities

As of 8/31/2020

	General Fund	Debt Service Fund	Capital Projects Fund	Long Term Debt Group	Total
<u>Revenues</u>					
On-Roll Assessments	\$271,889.01				\$271,889.01
Developer Contributions	59,358.00				59,358.00
Other Income & Other Financing Sources	136.37				136.37
On-Roll Assessments		\$ 461,459.01			461,459.01
Developer Contributions			\$ 663.69		663.69
Total Revenues	\$331,383.38	\$ 461,459.01	\$ 663.69	\$ -	\$793,506.08
<u>Expenses</u>					
Supervisor Fees	\$ 4,600.00				\$ 4,600.00
D&O Insurance	2,537.00				2,537.00
Trustee Services	3,717.38				3,717.38
Management	18,333.37				18,333.37
Field Management	290.89				290.89
Engineering	312.50				312.50
Dissemination Agent	5,000.00				5,000.00
District Counsel	9,953.50				9,953.50
Assessment Administration	7,500.00				7,500.00
Audit	6,000.00				6,000.00
Janitorial Service	11,780.00				11,780.00
Travel and Per Diem	30.48				30.48
Postage & Shipping	617.95				617.95
Copies	50.10				50.10
Legal Advertising	2,585.09				2,585.09
Miscellaneous	1,300.70				1,300.70
Contingency	7,831.22				7,831.22
Leased Space	26,473.43				26,473.43
Web Site Maintenance	1,700.00				1,700.00
Dues, Licenses, and Fees	175.00				175.00
Security	4,580.00				4,580.00
Electric	25,660.55				25,660.55
Amenity - Water	1,112.75				1,112.75
Cable Television	1,452.20				1,452.20
General Liability Insurance	3,296.00				3,296.00
Property & Casualty	8,445.00				8,445.00
Irrigation	3,407.22				3,407.22
Landscaping Maintenance & Material	41,205.00				41,205.00
Contingency	360.00				360.00
Equipment Repair & Maintenance	214.20				214.20
Pest Control	577.80				577.80
Streetlights	2,794.18				2,794.18
Swimming Pools	18,580.00				18,580.00
Principal Payment - Series 2018		\$ 110,000.00			110,000.00
Interest Payments - Series 2018		332,562.50			332,562.50
Total Expenses	\$222,473.51	\$ 442,562.50	\$ -	\$ -	\$665,036.01
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$ 485.25				\$ 485.25
Interest Income		\$ 2,326.70			\$ 2,326.70
Interest Income			\$ 3.27		\$ 3.27
Total Other Revenues (Expenses) & Gains (Losses)	\$ 485.25	\$ 2,326.70	\$ 3.27	\$ -	\$ 2,815.22
Change In Net Assets	\$ 109,395.12	\$ 21,223.21	\$ 666.96	\$ -	\$ 131,285.29
Net Assets At Beginning Of Year	\$ 112,439.33	\$ 532,769.41	\$ (662.63)	\$ -	\$ 644,546.11
Net Assets At End Of Year	\$ 221,834.45	\$ 553,992.62	\$ 4.33	\$ -	\$ 775,831.40

Davenport Road South CDD
Statement of Financial Position
As of 8/31/2020

	General Fund	Debt Service Fund	Capital Projects Fund	Long Term Debt Group	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$ 224,376.73				\$ 224,376.73
Prepaid Expenses	1,548.91				1,548.91
Deposits	1,121.00				1,121.00
Debt Service Reserve S 2018 Bond		\$ 223,637.50			223,637.50
Revenue S 2018 Bond		330,355.12			330,355.12
Acquisition/Construction S 2018 Bond			\$ 4.33		4.33
Total Current Assets	<u>\$ 227,046.64</u>	<u>\$ 553,992.62</u>	<u>\$ 4.33</u>	<u>\$ -</u>	<u>\$ 781,043.59</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$ 553,992.62	\$ 553,992.62
Amount To Be Provided				6,166,007.38	6,166,007.38
Total Investments	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$6,720,000.00</u>	<u>\$6,720,000.00</u>
Total Assets	<u><u>\$ 227,046.64</u></u>	<u><u>\$ 553,992.62</u></u>	<u><u>\$ 4.33</u></u>	<u><u>\$6,720,000.00</u></u>	<u><u>\$7,501,043.59</u></u>
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$ 5,212.19				\$ 5,212.19
Total Current Liabilities	<u>\$ 5,212.19</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,212.19</u>
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$6,720,000.00	\$6,720,000.00
Total Long Term Liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$6,720,000.00</u>	<u>\$6,720,000.00</u>
Total Liabilities	<u><u>\$ 5,212.19</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$6,720,000.00</u></u>	<u><u>\$6,725,212.19</u></u>
<u>Net Assets</u>					
Net Assets, Unrestricted	\$ (5,138.25)				\$ (5,138.25)
Net Assets - General Government	117,577.58				117,577.58
Current Year Net Assets - General Government	109,395.12				109,395.12
Net Assets, Unrestricted		\$ 532,769.41			532,769.41
Current Year Net Assets, Unrestricted		21,223.21			21,223.21
Net Assets, Unrestricted			\$ (662.63)		(662.63)
Current Year Net Assets, Unrestricted			666.96		666.96
Total Net Assets	<u><u>\$ 221,834.45</u></u>	<u><u>\$ 553,992.62</u></u>	<u><u>\$ 4.33</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 775,831.40</u></u>
Total Liabilities and Net Assets	<u><u>\$ 227,046.64</u></u>	<u><u>\$ 553,992.62</u></u>	<u><u>\$ 4.33</u></u>	<u><u>\$6,720,000.00</u></u>	<u><u>\$7,501,043.59</u></u>

Davenport Road South Community Development District

Staff Reports