

Midtown Improvement District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817; Phone: 407-723-5900

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Midtown Improvement District ("District"), scheduled to be held at **3:30 p.m. on Tuesday, April 19, 2022, at Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

District Staff, please use the following information to join via the computer or the conference line:

Phone: 1-844-621-3956

Computer: pfmgroup.webex.com

Participant Code: 796 580 192#

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

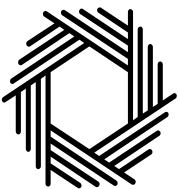
- Roll Call to Confirm Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the February 15, 2022, Auditor Selection Committee Meeting**
- 2. **Consideration of the Minutes of the February 18, 2022, Board of Supervisors' Meeting**

Business Matters

3. **Review of Fiscal Year 2023 Operations & Maintenance Budget (*provided under separate cover*)**
4. **Consideration of Property Appraiser Agreement**
5. **Consideration of OUC Revision Streetlight Agreement for Centerline Segment F (*provided under separate cover*)**
6. **Consideration of OUC Streetlight Agreement Transfers (*provided under separate cover*)**
 - a. **Centerline**
 - b. **Landon House**
 - c. **Laureate Blvd at Unit 1C**
7. **Ratification of Payment Authorization Nos. 026 – 033**
8. **Ratification of Funding Request Nos. 015 & 021**
9. **Recommendation of Work Authorization/Proposed Services (*if applicable*)**
10. **Review of District's Financials**

Other Business

- A. **Staff Reports**
 1. **District Counsel**
 2. **District Manager**
 3. **District Engineer**
 4. **Construction Supervisor**
 5. **Landscape Supervisor**
 6. **Irrigation Supervisor**
- B. **Supervisor Requests**



pfm

Adjournment



pfm

Midtown Improvement District

**Minutes of the February 15, 2022,
Auditor Selection Committee Meeting**

MIDTOWN IMPROVEMENT DISTRICT
AUDITOR SELECTION COMMITTEE MEETING MINUTES

FIRST ORDER OF BUSINESS

The Auditor Selection Committee Meeting for the Midtown Improvement District was called to order on Tuesday, February 15, 2022, at 3:30 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, FL 32827.

Present:

Richard Levey	Committee Member
Brent Schademan	Committee Member
Julie Salvo	Committee Member
Rob Adams	Committee Member

Also, attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Cassie Thompson	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Tucker Mackie	Kutak Rock	
Jeff Newton	Donald W. McIntosh Associates, Inc.	
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Scott Thacker	District Landscape Supervisor	(via phone)

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

Review of Auditing Services Proposals
a) Carr, Riggs & Ingram
b) Grau & Associates

The Board reviewed the audit proposals. Ms. Walden noted that both proposers are auditors the DM team works with on multiple Districts, and they are capable auditors.

FOURTH ORDER OF BUSINESS

Ranking of Auditing Services Proposals

Ms. Walden reviewed the ranking of the two proposals based on the designated criteria and the decision really comes down to price. Carr, Riggs & Ingram had an overall amount of \$32,500 and Grau & Associates had an overall amount of \$20,000 and the pricing is for a total of five years.

The recommended rankings are as follows:

1. Grau & Associates with 100 points
2. Carr, Riggs & Ingram with 87.5 points

On Motion by Ms. Salvo, second by Mr. Schademan, with all in favor, the Auditor Selection Committee for the Midtown Improvement District accepted the recommended rankings, ranking Grau & Associates as the No. 1 bidder and Carr, Riggs & Ingram as the No. 2 bidder.

FIFTH ORDER OF BUSINESS

Adjournment

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

On Motion by Ms. Salvo, second by Mr. Schademan, with all in favor, the February 15, 2022, Meeting of the Auditor Selection Committee for the Midtown Improvement District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair

Midtown Improvement District

**Minutes of the February 15, 2022,
Board of Supervisors' Meeting**

MIDTOWN IMPROVEMENT DISTRICT BOARD OF SUPERVISORS' MEETING MINUTES

FIRST ORDER OF BUSINESS

Roll Call to Confirm a Quorum

The Board of Supervisors' Meeting for the Midtown Improvement District was called to order on Tuesday, February 15, 2022, at 3:34 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, FL 32827.

Present:

Richard Levey	Chairman
Brent Schademan	Assistant Secretary
Julie Salvo	Assistant Secretary
Rob Adams	Vice Chairman

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Cassie Thompson	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Tucker Mackie	Kutak Rock	
Jeff Newton	Donald W. McIntosh Associates, Inc.	
Larry Kaufmann	Construction Supervisor & Construction Committee Member	
		(via phone)
Scott Thacker	District Landscape Supervisor	(via phone)

SECOND ORDER OF BUSINESS

Public Comment Period

Dr. Levey called for public comments. There were no public comments at this time.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the January 18, 2022, Auditor Selection Committee Meeting

The Board reviewed the minutes of the January 18, 2022, Auditor Selection Committee Meeting.

On Motion by Mr. Schademan, second by Ms. Salvo, with all in favor, the Board of Supervisors for the Midtown Improvement District approved the Minutes of the January 18, 2022, Auditor Selection Committee Meeting.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the January 18, 2022, Board of Supervisors Meeting

The Board reviewed the minutes of the January 18, 2022, Board of Supervisors' Meeting.

On Motion by Mr. Adams, second by Mr. Schademan, with all in favor, the Board of Supervisors for the Midtown Improvement District approved the Minutes of the January 18, 2022, Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS

**Review of Auditor Selection
Committee Rankings & Selection
of Auditor**

Ms. Walden noted the recommended rankings from the Auditor Selection Committee as follows:

1. Grau & Associates received 100 points
2. Carr, Riggs & Ingram received 87.5 points

She requested a motion to accept the recommended rankings by the Auditor Selection Committee.

On Motion by Ms. Salvo, second by Mr. Schademan, with all in favor, the Board of Supervisors for the Midtown Improvement District accepted the recommended rankings from the Auditor Selection Committee with Grau & Associates ranked as No. 1 and Carr, Riggs & Ingram ranked as No. 2.

SIXTH ORDER OF BUSINESS

**RFP for District Landscaping and
Common Area Maintenance**

Ms. Walden explained that District staff has been working on the Landscape Maintenance RFP. The next step is for approval of placing the advertisement for the RFP and the evaluation criteria for inclusion in the RFP package. She noted the evaluation criteria previously used had 10 points for understanding of scope of work, 30 points for technical capability, 30 points for experience and 30 points for price, and the recommendation is to use the same criteria.

On Motion by Mr. Schademan, second by Ms. Salvo, with all in favor, the Board of Supervisors for the Midtown Improvement District approved moving forward with the RFP for District Landscaping and Common Area Maintenance and approved the evaluation criteria as presented.

SEVENTH ORDER OF BUSINESS

**Consideration of Property
Appraiser Agreement**

Ms. Walden requested to table this item.

EIGHTH ORDER OF BUSINESS

**Ratification of Payment
Authorization Nos. 022 – 025**

The Board reviewed Payment Authorization Nos. 022 – 025. Ms. Walden noted these have been approved and need to be ratified by the Board.

On Motion by Mr. Adams, second by Mr. Schademan, with all in favor, the Board of Supervisors for the Midtown Improvement District ratified Payment Authorization Nos. 022 – 025.

NINTH ORDER OF BUSINESS

**Ratification of Funding Request
Nos. 008 & 012**

Board Members reviewed Funding Request Nos. 008 & 012. Ms. Walden noted these have been approved and just need to be ratified by the Board.

On Motion by Mr. Adams, second by Mr. Schademan, with all in favor, the Board of Supervisors for the Midtown Improvement District ratified Funding Request Nos. 008 & 012.

TENTH ORDER OF BUSINESS

**Recommendation of Work
Authorization/Proposed Services**

Mr. Kaufmann stated there are none for this Board.

ELEVENTH ORDER OF BUSINESS

Review of District's Financials

The Board reviewed the District's Financial Statements through January 31, 2022. Ms. Walden noted the District has spent \$56,000.00 vs. a budget of \$456,000.00.

TWELFTH ORDER OF BUSINESS

Staff Reports

District Counsel – Ms. Mackie provided a legislative update on three items her team is monitoring. The first item is ethics training which may require the Board to complete four hours. The second item is that there may be an increase in the early payment discount which would result in the assessments possibly being increased. The third item is an increase in the statutory limit on liability from \$200,000.00 to \$1,000,000.00.

District Manager – Ms. Walden noted the next meeting is scheduled for Tuesday, March 15, 2022. Several Board Members noted they will not be available. District Staff will ensure there is a quorum prior to the meeting.

District Engineer – Mr. Newton presented the Construction Contract Status Memorandum (Minutes Exhibit A). He noted that Centerline Drive Segment F is being built by the Poitras East CDD and it is under construction in the early stages. The project is anticipated to be completed in November. As for Centerline Drive Segments B, C and D, all bids were rejected per the Board's direction and District staff is waiting on direction from the Developer for when they are ready to proceed.

Construction Supervisor – No Report

District Landscape Supervisor – No Report

Irrigation Supervisor – No Report

THIRTEENTH ORDER OF BUSINESS

**Supervisor Requests &
Adjournment**

There were no Supervisor requests, so Dr. Levey requested a motion to adjourn.

On Motion by Mr. Schademan, second by Ms. Salvo, with all in favor, the February 15, 2022, Meeting of the Board of Supervisors for the Midtown Improvement District was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman



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

MEMORANDUM

DATE: February 15, 2022
TO: Midtown 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.

CIVIL ENGINEERS

Centerline Drive Segment F – Jr. Davis Construction Company, Inc.:
(Note: this construction project is being managed by Poitras East CDD)

LAND PLANNERS

Construction Status: Rough grading has been completed and box culvert construction is underway; the floor is poured, and it is anticipated that the culvert will be completed by the end of February.

SURVEYORS

Change Order (C.O.) Status: None

Recommended Motion: None

Centerline Drive Segments B, C & D:

Construction Status: All bids were rejected per the Board’s direction. The project is currently on hold pending notification that the Developer is ready to proceed.



Change Order (C.O.) Status: None

Recommended Motion: None.

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

2200 Park Ave. North

Thank you.

Winter Park, FL

End of memorandum.
c: Larry Kaufmann
Matt McDermott
Chris Wilson
Dan Young
Tarek Fahmy

32789-2355

Fax 407-644-8318

407-644-4068

Midtown Improvement District

**Fiscal Year 2023
Operations & Maintenance Budget**
(provided under separate cover)

Midtown Improvement District

Property Appraiser Agreement

NON-AD VALOREM ASSESSMENT ADMINISTRATION AGREEMENT

An AGREEMENT made this 1st day of October 2021 between **AMY MERCADO, MBA**, as Orange County Property Appraiser (Property Appraiser) and **Midtown Improvement District**, (Taxing Authority), and is effective upon acceptance by both parties and through September 30, 2022.

1. The Taxing Authority desires to use the services of the Property Appraiser to maintain non-ad valorem assessments on the tax roll and the Property Appraiser is prepared to do so, on behalf of the Taxing Authority. Each party represents that it has satisfied all conditions necessary to enter into this agreement.

2. The Property Appraiser agrees to perform the following service for the Taxing Authority:

A. Create a Non-Ad Valorem Assessment Roll for the Taxing Authority for the 2021 tax roll year using data provided annually to the Property Appraiser's Office by the Taxing Authority per attached Calendar for Implementation of Non-Ad Valorem Assessment Roll.

B. Provide the Taxing Authority with a data file in a compatible format on or before April 1, containing all parcels within the boundaries of the Taxing Authority to be used for the Taxing Authority's planning purposes in establishing its non-ad valorem assessments. Provide subsequent files or reports at request of the Taxing Authority.

C. Receive from the Taxing Authority its proposed or adopted non-ad valorem assessment levy for each type of property and extend that amount against each parcel of real property as stipulated by Taxing Authority.

D. Include the Taxing Authority's non-ad valorem assessments on the Notice of Proposed Property Taxes and Proposed or Adopted Non-Ad Valorem Assessments mailed to all property owners in August of each year.

E. Receive from the Taxing Authority, corrections or changes to the roll and update the Non-Ad Valorem Assessment Roll for tax bills on or before September 15 of each year, the statutory deadline for certification of non-ad valorem assessments.

F. Deliver the Taxing Authority's Non-Ad Valorem Assessment Roll to the Orange County Tax Collector's Office so that tax bills mailed on or about November 1 will include the Taxing Authority's non-ad valorem assessment levies.

3. Taxing Authority agrees to perform the following acts in connection with this agreement:

A. Advise the property owners within the Taxing Authority in an appropriate and lawful manner of the Taxing Authority's intention to utilize the Uniform non-ad valorem assessment method described in Sections 197.3631 through 197.3635, Florida Statutes, and carry out its responsibilities under said sections.

B. Timely provide the Property Appraiser with information required to prepare the Uniform Non-Ad Valorem Assessment Roll per the Calendar For Implementation Of Non-Ad Valorem Assessment Roll.

C. Advise the property owners within the Taxing Authority as appropriate that the Property Appraiser's office is acting in a ministerial capacity for the Taxing Authority in connection with the non-ad valorem assessments.

D. Preparation and delivery of certificate of corrections directly to Tax Collector, with copy to Property Appraiser, for any corrections to a certified final tax roll.

4. The Taxing Authority shall use its best efforts in furnishing the Property Appraiser with up-to-date data concerning its boundaries, proposed assessments, and other information as requested from time to time by the Property Appraiser and necessary to facilitate his making the assessment in question. The Property Appraiser shall, using the information provided by the Taxing Authority, place the district's non-ad valorem assessments, as made from time to time and certified to him, on properties within the district.

5. The Property Appraiser shall be compensated by the Taxing Authority for the administrative costs incurred in carrying out this Agreement. These costs include, but are not limited to labor, printing, forms, office supplies, computer equipment usage, postage, programming, or any other associated costs.

On 1st day of October 2021 an administrative fee will be invoiced to the Taxing Authority equivalent to **\$0** per parcel assessed with a non-ad valorem tax. Parcel counts supporting the invoiced fee will be determined based upon the most current certified non-ad valorem assessment roll. Any new assessments added to the tax roll that were not previously certified and invoiced an administrative fee, will be separately invoiced on or around July 15 and prior to mailing of the Notice of Proposed Property Taxes in August.

6. The specific duties to be performed under this agreement and their respective timeframes are contained in the Calendar for Implementation of Non-Ad Valorem Assessment Roll, which is incorporated herein by reference.

7. This agreement constitutes the entire agreement between the parties and can only be modified in writing.

8. All parts of this Agreement not held unenforceable for any reason shall be given full force and effect.

9. All communications required by this agreement shall be in writing and sent by first class mail, email, or facsimile to the other party.

Notices to the Taxing Authority shall be addressed to:

Midtown Improvement District
Lynne Mullins
PFM Group Consulting LLC
3501 Quadrangle Blvd., Ste. 270
Orlando, FL 32817
mullinsl@pfm.com
(407)723-5935

Notices to the Property Appraiser shall be addressed to:

Carmen Crespo, Director, Accounting and Finance
Orange County Property Appraiser
200 S. Orange Ave., Suite 1700
Orlando, FL 32801
ccrespo@ocpafl.org
(407)836-5353

10. TERMINATION. This Agreement may be terminated by either party upon written notice. Property Appraiser will perform no further work after the written termination notice is received.

ORANGE COUNTY PROPERTY APPRAISER

Signed _____
AMY MERCADO, MBA

Date _____

MIDTOWN IMPROVEMENT DISTRICT

Name _____

Signed _____

Date _____

CALENDAR FOR IMPLEMENTATION OF NON-AD VALOREM ASSESSMENTS

On or about April 1st , Property Appraiser to provide the Taxing Authority with an electronic file that includes parcel ID and any other information applicable or requested. Taxing Authority may request this file at any time after January 1st, but must understand that many splits/ combos, annexations, etc., may not be reflected early in the tax year and subsequent files may be necessary. If any additional information is required at any time by Taxing Authority, it should be requested of the Property Appraiser by Taxing Authority, allowing for a reasonable turnaround time. The file shall be in an ascii file, text or excel file, unless another format is requested and agreed upon between parties.

June 1

- Property Appraiser distributes Best Estimate of Taxable Value to all Taxing Authorities.

July 1

- Property Appraiser certifies Preliminary tax roll to all taxing authorities.
- Taxing Authority reviews all assessments and provides final approval for Notice of Proposed Property Taxes (TRIM)

July 15

- Property Appraiser to invoice Administrative Fee for new parcels, if any, assessed and in excess of prior year certified non-ad valorem assessment roll parcel count.

August 4

- Taxing Authority adopts its proposed millage rate and submits to the Property Appraiser for TRIM.

August 24

- Last day Property Appraiser can mail TRIM notices to all property owners on the tax roll.

September 3 – October 3

- Taxing Authority holds initial and final public budget hearings.

September 15

- Taxing Authority certifies final non-ad valorem assessment roll to Property Appraiser on or before September 15 with any changes, additions, or deletions to the non-ad valorem assessment roll since the TRIM notices.

October

- Property Appraiser to mail Non-Ad Valorem Assessment Administration Agreement and invoice for non-ad valorem assessment processing for subsequent tax roll, based upon most recent certified non-ad valorem assessment roll parcel count.
- Property Appraiser delivers the Taxing Authority non-ad valorem assessment roll to the Tax Collector for collection of taxes on November 1 tax bills.

Midtown Improvement District

OUC Revision Streetlight Agreement for Centerline Segment F
(provided under separate cover)

Midtown Improvement District

**OUC Streetlight Agreement Transfers
(provided under separate cover)**

Centerline

Landon House

Laureate Blvd at Unit 1C

Midtown Improvement District

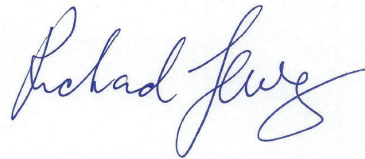
**Payment Authorization
Nos. 026 – 033**

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #026

2/11/2022

Item No.	Payee	Invoice Number	General Fund
1	Cepra Landscape January Irrigation Repairs	ORL1322	\$ 359.00
TOTAL			\$ 359.00



Chairperson

Midtown Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

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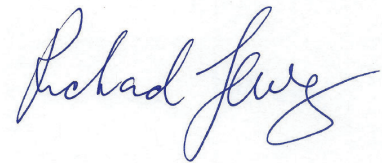
By Amanda Lane at 10:21 am, Feb 15, 2022

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #027

2/18/2022

Item No.	Payee	Invoice Number	General Fund
1	Donald W McIntosh Associates Engineering Services Through 01/28/2022	42236	\$ 444.00
2	PFM Group Consulting DM Fee: February 2022	DM-02-2022-032	\$ 2,916.67
3	Supervisor Fees - 02/15/2022 Meeting Richard Levey	--	\$ 200.00
TOTAL			\$ 3,560.67



Chairperson

Midtown Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

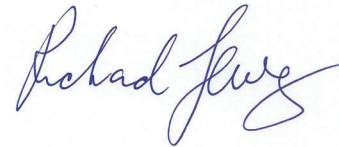
RECEIVED
By Amanda Lane at 9:02 am, Feb 18, 2022

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #028

3/4/2022

Item No.	Payee	Invoice Number	General Fund
1	Cepira Landscape		
	February Irrigation Repairs	ORL1435	\$ 542.00
	March Section 1 Landscaping	ORL1502	\$ 1,983.33
	March Section 2 Landscaping	ORL1504	\$ 5,644.38
	March Section 3 Landscaping	ORL1505	\$ 880.33
2	Kutak Rock		
	General Counsel Through 01/31/2022	3009791	\$ 1,634.26
3	Orlando Sentinel		
	Legal Advertising on 02/08/2022 (Ad: 7136122)	OSC49327493	\$ 271.25
TOTAL			\$ 10,955.55



Chairperson

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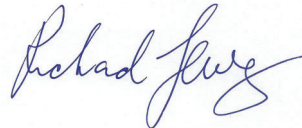
By Amanda Lane at 5:03 pm, Mar 07, 2022

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #029

3/11/2022

Item No.	Payee	Invoice Number	General Fund
1	Berman Construction March Administrator & Irrigation Specialist	17812	\$ 1,139.99
TOTAL			\$ 1,139.99



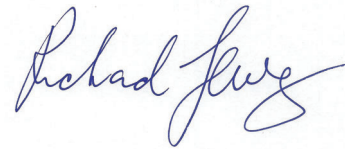
Chairperson

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #030

3/18/2022

Item No.	Payee	Invoice Number	General Fund
1	Donald W McIntosh Associates Engineering Services Through 02/25/2022	42353	\$ 506.50
2	OUC Acct: 5032993173 ; Service 02/22/2022 - 03/01/2022	--	\$ 207.88
3	PFM Group Consulting DM Fee: March 2022	DM-03-2022-032	\$ 2,916.67
TOTAL			\$ 3,631.05



Chairperson

Midtown Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

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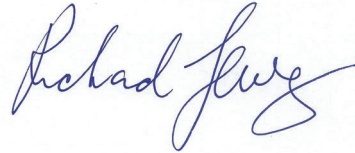
By Amanda Lane at 10:17 am, Mar 21, 2022

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #031

3/25/2022

Item No.	Payee	Invoice Number	General Fund
1	Kutak Rock General Counsel Through 02/28/2022	3023564	\$ 1,585.60
2	Orlando Sentinel Legal Advertising on 03/08/2022 (Ad: 7161958)	OSC50716431	\$ 241.25
TOTAL			\$ 1,826.85



Chairperson

Midtown Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

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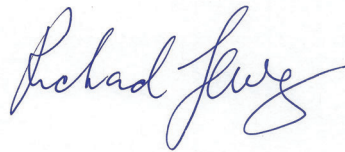
By Amanda Lane at 10:34 am, Mar 28, 2022

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #032

4/1/2022

Item No.	Payee	Invoice Number	General Fund
1	DWC Outdoors & Hauling Hardwood Pruning	1691	\$ 10,500.00
2	PFM Group Consulting Billable Expenses	119370	\$ 102.90
TOTAL			\$ 10,602.90



Chairperson

Midtown Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

RECEIVED

By Amanda Lane at 10:50 am, Apr 04, 2022

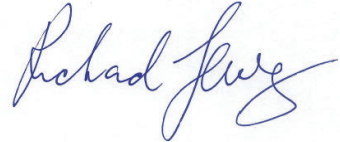
MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #033

4/8/2022

Item No.	Payee	Invoice Number	General Fund
1	Boggy Creek Improvement District March ICM Expenses	ICM2022-06	\$ 3,248.68
2	Cepira Landscape April Section 1 Landscaping	ORL1704	\$ 1,983.33
	April Section 2 Landscaping	ORL1706	\$ 5,644.38
	April Section 3 Landscaping	ORL1707	\$ 880.33
	Sod Installation Section 1	ORL1809	\$ 11,985.00
3	Greenway Improvement District January/February ICM Expenses	ICM2022-06	\$ 6,501.04
4	OUC Acct: 5032993173 ; Service 03/01/2022 - 04/01/2022	--	\$ 484.50

TOTAL \$ 30,727.26



Chairperson

Midtown Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

RECEIVED
By Amanda Lane at 2:00 pm, Apr 10, 2022

Midtown Improvement District

**Funding Request
Nos. 015 & 021**

MIDTOWN IMPROVEMENT DISTRICT

Funding Request #015

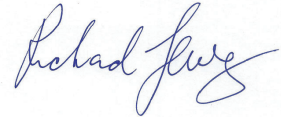
12/10/2021

Item No.	Payee	Invoice Number	General Fund
1	Developer Operations & Maintenance (O&M) Funding Request	--	\$ 50,000.00

TOTAL \$ 50,000.00



Secretary/Assistant Secretary



Chairperson

MIDTOWN IMPROVEMENT DISTRICT

Funding Request #021

2/4/2022

Item No.	Payee	Invoice Number	General Fund
1	Developer Operations & Maintenance (O&M) Funding Request	--	\$ 50,000.00

TOTAL \$ 50,000.00



Secretary/Assistant Secretary



Chairperson

Midtown Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

RECEIVED

By Amanda Lane at 10:48 am, Feb 19, 2022

Midtown Improvement District

Work Authorization/Proposed Services
(if applicable)

Midtown Improvement District

District's Financials

Midtown Improvement District
Statement of Financial Position
As of 3/31/2022

	General Fund	Capital Projects Fund	Total
<u>Assets</u>			
<u>Current Assets</u>			
General Checking Account	\$41,195.41		\$41,195.41
Accounts Receivable - Due from Developer		\$2,452.75	2,452.75
Total Current Assets	\$41,195.41	\$2,452.75	\$43,648.16
Total Assets	\$41,195.41	\$2,452.75	\$43,648.16
<u>Liabilities and Net Assets</u>			
<u>Current Liabilities</u>			
Accounts Payable	\$9,648.03		\$9,648.03
Due To Other Governmental Units	9,749.72		9,749.72
Accounts Payable		\$2,452.75	2,452.75
Deferred Revenue		2,452.75	2,452.75
Total Current Liabilities	\$19,397.75	\$4,905.50	\$24,303.25
Total Liabilities	\$19,397.75	\$4,905.50	\$24,303.25
<u>Net Assets</u>			
Net Assets - General Government	(\$4,030.12)		(\$4,030.12)
Current Year Net Assets - General Government	25,827.78		25,827.78
Net Assets, Unrestricted		(\$74,789.43)	(74,789.43)
Current Year Net Assets, Unrestricted		72,336.68	72,336.68
Total Net Assets	\$21,797.66	(\$2,452.75)	\$19,344.91
Total Liabilities and Net Assets	\$41,195.41	\$2,452.75	\$43,648.16

Midtown Improvement District
Statement of Activities
As of 3/31/2022

	General Fund	Capital Projects Fund	Total
<u>Revenues</u>			
Developer Contributions	\$125,000.00		\$125,000.00
Developer Contributions		\$313,505.07	313,505.07
Total Revenues	\$125,000.00	\$313,505.07	\$438,505.07
<u>Expenses</u>			
Supervisor Fees	\$800.00		\$800.00
Public Officials' Liability Insurance	2,250.00		2,250.00
Management	17,500.02		17,500.02
Engineering	1,902.50		1,902.50
District Counsel	6,224.33		6,224.33
Postage & Shipping	39.99		39.99
Legal Advertising	1,597.43		1,597.43
Miscellaneous	72.29		72.29
Dues, Licenses, and Fees	175.00		175.00
Electric	40.24		40.24
Water Reclaimed	166.07		166.07
General Insurance	2,750.00		2,750.00
Property & Casualty	200.00		200.00
Irrigation	1,139.00		1,139.00
Landscaping Maintenance & Material	42,540.20		42,540.20
Flower & Plant Replacement	5,188.00		5,188.00
Contingency	1.57		1.57
IME - Aquatics Maintenance	300.60		300.60
IME - Irrigation	570.96		570.96
IME - Landscaping	8,715.96		8,715.96
IME - Lighting	84.04		84.04
IME - Miscellaneous	36.60		36.60
IME - Water Reclaimed	41.56		41.56
Personnel Leasing Agreement	6,839.94		6,839.94
Engineering		\$43,121.13	43,121.13
District Counsel		1,360.00	1,360.00
Legal Advertising		285.75	285.75
Contingency		196,401.51	196,401.51
Total Expenses	\$99,176.30	\$241,168.39	\$340,344.69
<u>Other Revenues (Expenses) & Gains (Losses)</u>			
Interest Income	\$4.08		\$4.08
Total Other Revenues (Expenses) & Gains (Losses)	\$4.08	\$0.00	\$4.08
Change In Net Assets	\$25,827.78	\$72,336.68	\$98,164.46
Net Assets At Beginning Of Year	(\$4,030.12)	(\$74,789.43)	(\$78,819.55)
Net Assets At End Of Year	\$21,797.66	(\$2,452.75)	\$19,344.91

Midtown Improvement District
 Budget to Actual
 For the Month Ending 03/31/2022

	Actual	Budget	Variance	FY 2022 Adopted Budget	Percentage Variance
Revenues					
Developer Contributions	\$ 125,000.00	\$ 228,093.17	\$ (103,093.17)	\$ 456,186.33	27.40%
Net Revenues	\$ 125,000.00	\$ 228,093.17	\$ (103,093.17)	\$ 456,186.33	27.40%
General & Administrative Expenses					
Legislative					
Supervisor Fees	\$ 800.00	\$ 6,000.00	\$ (5,200.00)	\$ 12,000.00	6.67%
Financial & Administrative					
Public Officials' Liability Insurance	2,250.00	1,350.00	900.00	2,700.00	83.33%
Trustee Services	-	3,750.00	(3,750.00)	7,500.00	0.00%
Management	17,500.02	17,500.00	0.02	35,000.00	50.00%
Engineering	1,902.50	5,000.00	(3,097.50)	10,000.00	19.03%
Dissemination Agent	-	2,500.00	(2,500.00)	5,000.00	0.00%
Property Appraiser	-	1,000.00	(1,000.00)	2,000.00	0.00%
District Counsel	6,224.33	15,000.00	(8,775.67)	30,000.00	20.75%
Assessment Administration	-	3,750.00	(3,750.00)	7,500.00	0.00%
Reamortization Schedules	-	125.00	(125.00)	250.00	0.00%
Audit	-	3,000.00	(3,000.00)	6,000.00	0.00%
Travel and Per Diem	-	150.00	(150.00)	300.00	0.00%
Telephone	-	25.00	(25.00)	50.00	0.00%
Postage & Shipping	39.99	500.00	(460.01)	1,000.00	4.00%
Copies	-	1,250.00	(1,250.00)	2,500.00	0.00%
Legal Advertising	1,597.43	3,750.00	(2,152.57)	7,500.00	21.30%
Bank Fees	-	180.00	(180.00)	360.00	0.00%
Miscellaneous	72.29	500.00	(427.71)	1,000.00	7.23%
Office Supplies	-	125.00	(125.00)	250.00	0.00%
Property Taxes	-	500.00	(500.00)	1,000.00	0.00%
Web Site Maintenance	-	3,000.00	(3,000.00)	6,000.00	0.00%
Holiday Decorations	-	1,000.00	(1,000.00)	2,000.00	0.00%
Dues, Licenses, and Fees	175.00	125.00	50.00	250.00	70.00%
Total General & Administrative Expenses	\$ 30,561.56	\$ 70,080.00	\$ (39,518.44)	\$ 140,160.00	21.80%

Midtown Improvement District
 Budget to Actual
 For the Month Ending 03/31/2022

	Actual	Budget	Variance	FY 2022 Adopted Budget	Percentage Variance
<u>Field Operations</u>					
Electric Utility Services					
Electric	\$ 40.24	\$ 2,280.00	\$ (2,239.76)	\$ 4,560.00	0.88%
Water-Sewer Combination Services					
Water Reclaimed	166.07	9,500.00	(9,333.93)	19,000.00	0.87%
Other Physical Environment					
General Insurance	2,750.00	1,500.00	1,250.00	3,000.00	91.67%
Property & Casualty Insurance	200.00	950.00	(750.00)	1,900.00	10.53%
Other Insurance	-	50.00	(50.00)	100.00	0.00%
Irrigation Repairs	1,139.00	10,450.00	(9,311.00)	20,900.00	5.45%
Landscaping Maintenance & Material	42,540.20	53,260.80	(10,720.60)	106,521.60	39.94%
Tree Trimming	-	3,800.00	(3,800.00)	7,600.00	0.00%
Flower & Plant Replacement	5,188.00	7,600.00	(2,412.00)	15,200.00	34.13%
Contingency	1.57	16,684.70	(16,683.13)	33,369.40	0.00%
Pest Control	-	494.00	(494.00)	988.00	0.00%
Interchange Maintenance Expenses					
IME - Aquatics Maintenance	300.60	725.04	(424.44)	1,450.08	20.73%
IME - Irrigation Repairs	570.96	684.00	(113.04)	1,368.00	41.74%
IME - Landscaping	8,715.96	18,598.51	(9,882.55)	37,197.01	23.43%
IME - Lighting	84.04	171.00	(86.96)	342.00	24.57%
IME - Miscellaneous	36.60	889.20	(852.60)	1,778.40	2.06%
IME - Water Reclaimed	41.56	342.00	(300.44)	684.00	6.08%
Road & Street Facilities					
Entry and Wall Maintenance	-	570.00	(570.00)	1,140.00	0.00%
Hardscape Maintenance	-	1,520.00	(1,520.00)	3,040.00	0.00%
Streetlights	-	15,908.05	(15,908.05)	31,816.10	0.00%
Accent Lighting	-	380.00	(380.00)	760.00	0.00%
Parks & Recreation					
Personnel Leasing Agreement	6,839.94	6,840.00	(0.06)	13,680.00	50.00%
Reserves					
Infrastructure Capital Reserve	-	4,218.00	(4,218.00)	8,436.00	0.00%
Interchange Maintenance Reserve	-	597.87	(597.87)	1,195.73	0.00%
Total Field Operations Expenses	\$ 68,614.74	\$ 158,013.17	\$ (89,398.43)	\$ 316,026.33	21.71%
Total Expenses	\$ 99,176.30	\$ 228,093.17	\$ (128,916.87)	\$ 456,186.33	21.74%
Income (Loss) from Operations	\$ 25,823.70	\$ -	\$ 25,823.70	\$ -	
<u>Other Income (Expense)</u>					
Interest Income	\$ 4.08	\$ -	\$ 4.08	\$ -	
Total Other Income (Expense)	\$ 4.08	\$ -	\$ 4.08	\$ -	
Net Income (Loss)	\$ 25,827.78	\$ -	\$ 25,827.78	\$ -	