

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, March 21, 2023, 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 21, 2023, Board of Supervisors' Meeting**

Business Matters

2. **Ratification of Payment Authorization Nos. 72 – 74**
3. **Recommendation of Work Authorization/Proposed Services (*if applicable*)**
4. **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

Adjournment



Midtown Improvement District

**Minutes of the February 21, 2023,
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 21, 2023, at 3:30 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, FL 32827.

Present:

Brent Schademan	Assistant Secretary
Damon Ventura	Assistant Secretary
Julie Salvo	Assistant Secretary

Also Attending:

Jennifer Walden	PFM	(via phone)
Lynne Mullins	PFM	
Amanda Lane	PFM	(via phone)
Jorge Jimenez	PFM	(via phone)
Tucker Mackie	Kutak Rock	(via phone)
Jeffrey Newton	Donald W. McIntosh Associates	
Larry Kaufmann	Construction Supervisor	(via phone)
Matt McDermott	Construction Committee Member	
Samantha Sharenow	Berman	
Katie Harmer	Berman	

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Mullins called for public comments. There were no public comments.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
December 13, 2022, Board of
Supervisors' Meeting**

The Board reviewed the minutes of the December 13, 2022, Board of Supervisors' Meeting.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Midtown Improvement District approved the Minutes of the December 13, 2022, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Ratification of Pressure Washing
Proposal from Berman**

Ms. Mullins explained that District staff asked four vendors for proposals but only received three proposals as one declined. Overall, Berman was the lowest option amongst all the Districts. The Chair approved this outside of a meeting, so District staff is looking for ratification of this item.

On motion by Mr. Schademan, seconded by Mr. Ventura, with all in favor, the Board of Supervisors for the Midtown Improvement District ratified the Pressure Washing Proposal from Berman.

FIFTH ORDER OF BUSINESS

**Ratification of Payment Authorization
Nos. 61 – 71**

Ms. Mullins noted that these Payment Authorizations have been approved and need to be ratified by the Board.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Midtown Improvement District ratified Payment Authorization Nos. 61 – 71.

SIXTH ORDER OF BUSINESS

**Recommendation of Work
Authorization/Proposed Services**

Mr. Kaufmann stated there were no Work Authorizations.

SEVENTH ORDER OF BUSINESS

Review of District's Financials

Ms. Mullins noted these are the financials through the end of January. The District has spent \$98,000.00 of the budget of just under \$500,000.00, so the District has spent 19% of the budget so far.

EIGHTH ORDER OF BUSINESS

Staff Reports

District Counsel – No report.

District Manager – Ms. Mullins stated the next meeting is March 21, 2023.

District Engineer – Mr. Newton reviewed the Construction Status Memorandum (Minutes Exhibit A). He stated Centerline Drive Segment F, which the Poitras East CDD is building, is substantially complete. The final lift of asphalt is needed, and the road should be done by the end of March. There are a couple Change Order requests. Change Order No. 12 is for asphalt price escalation, and \$14,790.64 of the change order amount is applicable to Centerline Drive Segment F. Change Order No. 14 in the additive amount

of \$401,376.94 is for the extension of OUC electrical duct bank along the west side of existing Centerline Drive Segment E to provide for future system connectivity. No action is required by this Board as the Poitras East CDD Board will handle approvals under the contract.

Construction Supervisor – No report.

Landscape Supervisor – No report.

Ms. Mullins introduced the Board to Katie Harmer and Samantha Sharenow as they are taking over for Aaron Wilbanks with Berman.

Irrigation Supervisor – No report.

NINTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor requests.

TENTH ORDER OF BUSINESS

Adjournment

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the February 21, 2023, Meeting of the Board of Supervisors for the Midtown Improvement District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair



MEMORANDUM

DONALD W. MCINTOSH ASSOCIATES, INC.

DATE: February 21, 2023
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: Project is substantially complete. The final lift of asphalt is expected to be completed by the end of February. Storm repair videos have been received and final project completion is currently anticipated by the end of March pending receipt of as-builts and other closeout documentation from the Contractor.

SURVEYORS

Change Order (C.O.) Status: As an informational item, the Contractor has submitted to the Poitras East CDD two change order requests for approval. Change Order No. 12 for asphalt price escalation, \$14,790.64 of which is applicable to Centerline Drive Segment F. Change Order No. 14 in the additive amount of \$401,376.94 for the extension of OUC electrical duct bank along the west side of existing Centerline Drive Segment E to provide for future system connectivity. Both of the amounts listed above will be applied to the Midtown Improvement District’s pay application for Centerline Drive Segment F. No action is required by this board.



Recommended Motion: None.

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

Thank you.

2200 Park Ave. North

c: Larry Kaufmann
Matt McDermott
Chris Wilson
Dan Young
Hudson Larson
Tarek Fahmy

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-4068

Midtown Improvement District

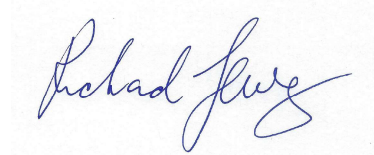
Payment Authorizations Nos. 72 – 74

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #072

2/17/2023

Item No.	Payee	Invoice Number	General Fund
1	BrightView Landscape Services January Irrigation Inspection	8275949	\$ 346.61
2	Donald W McIntosh Associates Engineering Services Through 01/27/2023	43781	\$ 187.50
TOTAL			\$ 534.11



Chairperson

RECEIVED

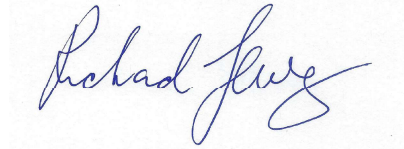
By Amanda Lane at 12:54 pm, Feb 20, 2023

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #073

2/24/2023

Item No.	Payee	Invoice Number	General Fund
1	Berman Construction Monument/Wall Pressure Washing	34672	\$ 440.00
2	Kutak Rock General Counsel Through 01/31/2023	3182118	\$ 572.00
TOTAL			\$ 1,012.00



Chairperson

RECEIVED

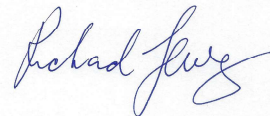
By Amanda Lane at 11:28 am, Feb 24, 2023

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #074

3/3/2023

Item No.	Payee	Invoice Number	General Fund
1	Berman Construction March Administrator & Irrigation Specialist	34962	\$ 1,139.99
2	Cepra Landscape March Section 1 Landscaping	O-S4074	\$ 1,722.25
	March Section 3 Landscaping	O-S4075	\$ 1,428.59
3	Orlando Sentinel Legal Advertising on 02/13/2023 (Ad: 7372120)	OSC68516307	\$ 223.25
4	PFM Group Consulting January Reimbursables	OE-EXP-02-2023-31	\$ 2.40
TOTAL			\$ 4,516.48



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 4:58 pm, Mar 05, 2023

Midtown Improvement District

**Work Authorization/Proposed Services
*(if applicable)***

Midtown Improvement District

District's Financials

Midtown Improvement District
Statement of Financial Position
As of 2/28/2023

	General Fund	Capital Projects Fund	Total
<u>Assets</u>			
<u>Current Assets</u>			
General Checking Account	\$25,524.96		\$25,524.96
Infrastructure Capital Reserve	8,436.48		8,436.48
Interchange Maintenance Reserve	1,195.81		1,195.81
Accounts Receivable - Due from Developer	124,880.62		124,880.62
Accounts Receivable - Due from Developer		\$240,444.13	240,444.13
Total Current Assets	\$160,037.87	\$240,444.13	\$400,482.00
Total Assets	\$160,037.87	\$240,444.13	\$400,482.00
<u>Liabilities and Net Assets</u>			
<u>Current Liabilities</u>			
Accounts Payable	\$11,357.81		\$11,357.81
Due To Other Governmental Units	3,121.16		3,121.16
Deferred Revenue	124,880.62		124,880.62
Accounts Payable		\$240,444.13	240,444.13
Deferred Revenue		240,444.13	240,444.13
Total Current Liabilities	\$139,359.59	\$480,888.26	\$620,247.85
Total Liabilities	\$139,359.59	\$480,888.26	\$620,247.85
<u>Net Assets</u>			
Net Assets - General Government	\$16,331.73		\$16,331.73
Current Year Net Assets - General Government	4,346.55		4,346.55
Net Assets, Unrestricted		(\$8,081.76)	(8,081.76)
Current Year Net Assets, Unrestricted		(232,362.37)	(232,362.37)
Total Net Assets	\$20,678.28	(\$240,444.13)	(\$219,765.85)
Total Liabilities and Net Assets	\$160,037.87	\$240,444.13	\$400,482.00

Midtown Improvement District
Statement of Activities
As of 2/28/2023

	General Fund	Capital Projects Fund	Total
<u>Revenues</u>			
Developer Contributions	\$124,880.62		\$124,880.62
Developer Contributions		\$413,407.31	413,407.31
Total Revenues	\$124,880.62	\$413,407.31	\$538,287.93
<u>Expenses</u>			
Supervisor Fees	\$200.00		\$200.00
Public Officials' Liability Insurance	2,419.00		2,419.00
Management	14,583.35		14,583.35
Engineering	562.50		562.50
District Counsel	2,922.12		2,922.12
Legal Advertising	983.00		983.00
Miscellaneous	300.00		300.00
Meeting Room	32.13		32.13
Web Site Maintenance	640.00		640.00
Holiday Decorations	400.00		400.00
Dues, Licenses, and Fees	175.00		175.00
Electric	231.07		231.07
Water Reclaimed	1,071.77		1,071.77
General Insurance	2,956.00		2,956.00
Property & Casualty	220.00		220.00
Irrigation	4,859.88		4,859.88
Landscaping Maintenance & Material	43,529.10		43,529.10
Flower & Plant Replacement	11,100.70		11,100.70
Contingency	758.57		758.57
IME - Aquatics Maintenance	500.95		500.95
IME - Irrigation	317.22		317.22
IME - Landscaping	13,770.30		13,770.30
IME - Lighting	113.53		113.53
IME - Miscellaneous	211.20		211.20
IME - Water Reclaimed	89.01		89.01
Entry and Wall Maintenance	440.00		440.00
Streetlights	11,459.20		11,459.20
Personnel Leasing Agreement	5,699.95		5,699.95
Engineering		\$13,959.73	13,959.73
District Counsel		203.00	203.00
Legal Advertising		255.35	255.35
Contingency		631,351.60	631,351.60
Total Expenses	\$120,545.55	\$645,769.68	\$766,315.23
<u>Other Revenues (Expenses) & Gains (Losses)</u>			
Interest Income	\$11.48		\$11.48
Total Other Revenues (Expenses) & Gains (Losses)	\$11.48	\$0.00	\$11.48
Change In Net Assets	\$4,346.55	(\$232,362.37)	(\$228,015.82)
Net Assets At Beginning Of Year	\$16,331.73	(\$8,081.76)	\$8,249.97
Net Assets At End Of Year	\$20,678.28	(\$240,444.13)	(\$219,765.85)

Midtown Improvement District
 Budget to Actual
 For the Month Ending 02/28/2023

	Actual	Budget	Variance	FY 2023 Adopted Budget	Percentage Spent
Revenues					
Developer Contributions	\$ 124,880.62	\$ 208,134.36	\$ (83,253.74)	\$ 499,522.46	25.00%
Net Revenues	\$ 124,880.62	\$ 208,134.36	\$ (83,253.74)	\$ 499,522.46	25.00%
General & Administrative Expenses					
Legislative					
Supervisor Fees	\$ 200.00	\$ 2,000.00	\$ (1,800.00)	\$ 4,800.00	4.17%
Financial & Administrative					
Public Officials' Liability Insurance	2,419.00	1,125.00	1,294.00	2,700.00	89.59%
Trustee Services	-	3,125.00	(3,125.00)	7,500.00	0.00%
Management	14,583.35	14,583.33	0.02	35,000.00	41.67%
Engineering	562.50	4,166.67	(3,604.17)	10,000.00	5.63%
Dissemination Agent	-	2,083.33	(2,083.33)	5,000.00	0.00%
Property Appraiser	-	833.33	(833.33)	2,000.00	0.00%
District Counsel	2,922.12	12,500.00	(9,577.88)	30,000.00	9.74%
Assessment Administration	-	3,125.00	(3,125.00)	7,500.00	0.00%
Reamortization Schedules	-	104.17	(104.17)	250.00	0.00%
Audit	-	2,500.00	(2,500.00)	6,000.00	0.00%
Arbitrage Calculation	-	208.33	(208.33)	500.00	0.00%
Travel and Per Diem	-	125.00	(125.00)	300.00	0.00%
Telephone	-	10.42	(10.42)	25.00	0.00%
Postage & Shipping	-	416.67	(416.67)	1,000.00	0.00%
Copies	-	625.00	(625.00)	1,500.00	0.00%
Legal Advertising	983.00	3,125.00	(2,142.00)	7,500.00	13.11%
Bank Fees	-	150.00	(150.00)	360.00	0.00%
Miscellaneous	300.00	2,083.32	(1,783.32)	5,000.00	6.00%
Meeting Room	32.13	166.67	(134.54)	400.00	8.03%
Office Supplies	-	104.17	(104.17)	250.00	0.00%
Property Taxes	-	416.67	(416.67)	1,000.00	0.00%
Web Site Maintenance	640.00	1,354.17	(714.17)	3,250.00	19.69%
Holiday Decorations	400.00	833.33	(433.33)	2,000.00	20.00%
Dues, Licenses, and Fees	175.00	104.17	70.83	250.00	70.00%
Total General & Administrative Expenses	\$ 23,217.10	\$ 55,868.75	\$ (32,651.65)	\$ 134,085.00	17.32%

Midtown Improvement District
 Budget to Actual
 For the Month Ending 02/28/2023

	Actual	Budget	Variance	FY 2023 Adopted Budget	Percentage Spent
<u>Field Operations</u>					
Electric Utility Services					
Electric	\$ 231.07	\$ 1,900.00	\$ (1,668.93)	\$ 4,560.00	5.07%
Water-Sewer Combination Services					
Water Reclaimed	1,071.77	7,916.67	(6,844.90)	19,000.00	5.64%
Other Physical Environment					
General Insurance	2,956.00	1,375.00	1,581.00	3,300.00	89.58%
Property & Casualty Insurance	220.00	104.17	115.83	250.00	88.00%
Other Insurance	-	41.67	(41.67)	100.00	0.00%
Irrigation Repairs	4,859.88	8,708.33	(3,848.45)	20,900.00	23.25%
Landscaping Maintenance & Material	43,529.10	73,464.58	(29,935.48)	176,315.00	24.69%
Tree Trimming	-	3,166.67	(3,166.67)	7,600.00	0.00%
Flower & Plant Replacement	11,100.70	6,333.33	4,767.37	15,200.00	73.03%
Contingency	758.57	3,750.00	(2,991.43)	9,000.00	8.43%
Pest Control	-	500.00	(500.00)	1,200.00	0.00%
Interchange Maintenance Expenses					
IME - Aquatics Maintenance	500.95	530.00	(29.05)	1,272.00	39.38%
IME - Irrigation Repairs	317.22	500.00	(182.78)	1,200.00	26.44%
IME - Landscaping	13,770.30	13,770.30	-	33,048.72	41.67%
IME - Landscape Improvements	-	2,000.00	(2,000.00)	4,800.00	0.00%
IME - Lighting	113.53	200.00	(86.47)	480.00	23.65%
IME - Miscellaneous	211.20	1,000.00	(788.80)	2,400.00	8.80%
IME - Water Reclaimed	89.01	250.00	(160.99)	600.00	14.84%
Road & Street Facilities					
Entry and Wall Maintenance	440.00	475.00	(35.00)	1,140.00	38.60%
Hardscape Maintenance	-	625.00	(625.00)	1,500.00	0.00%
Streetlights	11,459.20	15,625.00	(4,165.80)	37,500.00	30.56%
Accent Lighting	-	316.67	(316.67)	760.00	0.00%
Parks & Recreation					
Personnel Leasing Agreement	5,699.95	5,700.00	(0.05)	13,680.00	41.67%
Reserves					
Infrastructure Capital Reserve	-	3,515.00	(3,515.00)	8,436.00	0.00%
Interchange Maintenance Reserve	-	498.22	(498.22)	1,195.73	0.00%
Total Field Operations Expenses	\$ 97,328.45	\$ 152,265.61	\$ (54,937.16)	\$ 365,437.46	26.63%
Total Expenses	\$ 120,545.55	\$ 208,134.36	\$ (87,588.81)	\$ 499,522.46	24.13%
Income (Loss) from Operations	\$ 4,335.07	\$ -	\$ 4,335.07	\$ -	
<u>Other Income (Expense)</u>					
Interest Income	\$ 11.48	\$ -	\$ 11.48	\$ -	
Total Other Income (Expense)	\$ 11.48	\$ -	\$ 11.48	\$ -	
Net Income (Loss)	\$ 4,346.55	\$ -	\$ 4,346.55	\$ -	