

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

Business Matters

2. **Review of Fiscal Year 2024 Operations & Maintenance Budget** *(provided under separate cover)*
3. **Consideration of Public Facilities Report Proposal from Donald W. McIntosh Associates Inc.** *(provided under separate cover)*
4. **Ratification of Payment Authorization Nos. 75 – 78**
5. **Recommendation of Work Authorization/Proposed Services** *(if applicable)*
6. **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 March 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, March 21, 2023, at 3:37 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, FL 32827.

Present:

Richard Levey	Chairman
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	
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
February 21, 2023, Board of
Supervisors' Meeting**

The Board reviewed the minutes of the February 21, 2023, 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 February 21, 2023, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Ratification of Payment Authorization
Nos. 72 – 74**

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 Mr. Ventura, with all in favor, the Board of Supervisors for the Midtown Improvement District ratified Payment Authorization Nos. 72 – 74.

FIFTH ORDER OF BUSINESS

**Recommendation of Work
Authorization/Proposed Services**

Mr. Kaufmann stated there were no Work Authorizations.

SIXTH ORDER OF BUSINESS

Review of District’s Financials

Ms. Mullins noted these are the financials through the end of February. The District has spent \$120,500.00 of the budget of just under \$500,000.00, so the District has spent 24% of the adopted budget so far.

SEVENTH ORDER OF BUSINESS

Staff Reports

District Counsel – No report.

District Manager – No report.

District Engineer – Mr. Newton reviewed the Construction Status Memorandum (Minutes Exhibit A).

For Centerline Drive Segment F, the project is complete and has the final lift of asphalt. The City should provide the certificate of completion by mid-April. There are a couple Change Order requests which are being presented to the Poitras East CDD for this project.

For Centerline Drive Segments C &D, the Developer has asked the District to proceed with construction. It was previously bid but the District ended up rejecting all the bids as the Developer was not ready at that time. The current plans and permits encompass Segments B, C & D. The rebid would be limited only to Segments C & D and the turn lane improvements in Laureate Boulevard. Once the construction begins, there will be a construction plan revision to the City and permit modifications to DEP to remove Segment B from that work. Mr. Newton asked for authorization from the Board to direct District staff to advertise an invitation to bid for Centerline Drive Segments C & D.

On motion by Mr. Ventura, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Midtown Improvement District approved District staff to advertise an invitation to bid for Centerline Drive Segments C & D.

Construction Supervisor – No report.

Landscape Supervisor – No report.

Irrigation Supervisor – No report.

EIGHTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor requests.

NINTH ORDER OF BUSINESS

Adjournment

On motion by Mr. Schademan, seconded by Mr. Ventura, with all in favor, the March 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: March 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 has been placed, storm repair videos have been received, and final project completion is currently anticipated by mid-April 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 a change order request for diesel fuel price adjustments for October 2022 through March 2023 and for Segment E Asphalt Repairs, \$14,948.83 of which is applicable to Centerline Drive Segment F (\$9,398.83 for diesel fuel and \$5,550.00 for asphalt repair). This amount 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.

Centerline Drive Segments C & D:

Construction Status: The developer has asked that the District proceed with construction of Centerline Drive Segments C & D. This project was previously bid but the developer requested the District at that time delay construction, so all bids were rejected. The current plans and permits encompass Centerline Drive Segments B, C, & D. A rebid would be specifically limited to Segments C & D and the related turn lane improvements in Laureate Boulevard, and the plans and permits would be modified after construction commencement to remove the work related to Segment B, allowing for proper project inspection and closeout.

2200 Park Ave. North

Winter Park, FL

32789-2355

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

Fax 407-644-8318

Recommended Motion: Authorize district staff to advertise an invitation to bid for Centerline Drive Segments C & D.

407-644-4068

Memorandum

*Re: Midtown Improvement District
Construction Contract Status*

March 21, 2023

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

Thank you.

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

Midtown Improvement District

**Fiscal Year 2024
Operations and Maintenance Budget**
(provided under separate cover)

Midtown Improvement District

**Public Facilities Report from
Donald W. McIntosh Associates Inc.**
(provided under separate cover)

Midtown Improvement District

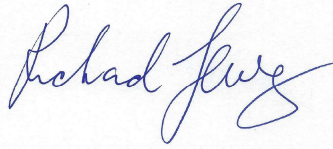
Payment Authorizations Nos. 75 – 78

MIDTOWN IMPROVEMENT DISTRICT

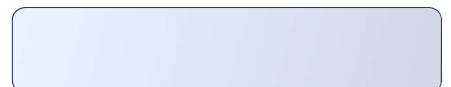
Payment Authorization #075

3/10/2023

Item No.	Payee	Invoice Number	General Fund
1	Boggy Creek Improvement District February ICM Expenses	ICM2023-05	\$ 3,121.16
2	BrightView Landscape Services March Landscaping	8303543	\$ 5,554.98
3	OUC Acct: 5032993173 ; Service 02/01/2023 - 03/01/2023	--	\$ 3,368.60
TOTAL			\$ 12,044.74



Chairperson

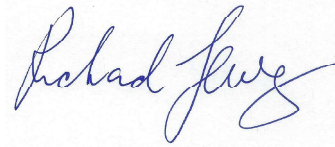


MIDTOWN IMPROVEMENT DISTRICT

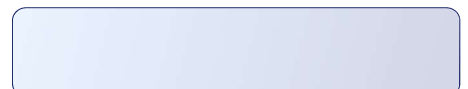
Payment Authorization #076

3/17/2023

Item No.	Payee	Invoice Number	General Fund
1	Donald W McIntosh Associates Engineering Services Through 02/24/2023	43899	\$ 508.52
2	Kutak Rock General Counsel Through 02/28/2023	3194544	\$ 977.00
3	PFM Group Consulting DM Fee: March 2023	DM-03-2023-30	\$ 2,916.67
TOTAL			\$ 4,402.19



Chairperson

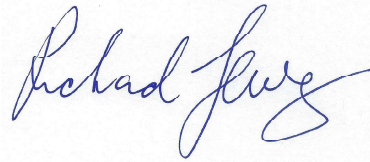


MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #077

3/23/2023

Item No.	Payee	Invoice Number	General Fund
1	Supervisor Fees - 03/21/2023 Meeting Richard Levey	--	\$ 200.00
TOTAL			\$ 200.00



Chairperson

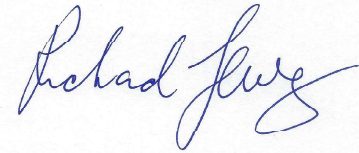


MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #078

3/31/2023

Item No.	Payee	Invoice Number	General Fund
1	Orlando Sentinel Legal Advertising on 03/13/2023 (Ad: 7392446)	OSC69997280	\$ 223.25
TOTAL			\$ 223.25



Chairperson



Midtown Improvement District

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

Midtown Improvement District

District's Financials

Midtown Improvement District
Statement of Financial Position
As of 3/31/2023

	General Fund	Capital Projects Fund	Total
<u>Assets</u>			
<u>Current Assets</u>			
General Checking Account	\$117,886.11		\$117,886.11
Infrastructure Capital Reserve	8,436.59		8,436.59
Interchange Maintenance Reserve	1,195.83		1,195.83
Accounts Receivable - Due from Developer		\$508,569.31	508,569.31
Total Current Assets	\$127,518.53	\$508,569.31	\$636,087.84
 Total Assets	 \$127,518.53	 \$508,569.31	 \$636,087.84
<u>Liabilities and Net Assets</u>			
<u>Current Liabilities</u>			
Accounts Payable	\$223.25		\$223.25
Due To Other Governmental Units	2,947.22		2,947.22
Accounts Payable		\$508,569.31	508,569.31
Deferred Revenue		508,569.31	508,569.31
Total Current Liabilities	\$3,170.47	\$1,017,138.62	\$1,020,309.09
 Total Liabilities	 \$3,170.47	 \$1,017,138.62	 \$1,020,309.09
 <u>Net Assets</u>			
Net Assets - General Government	\$16,331.73		\$16,331.73
Current Year Net Assets - General Government	108,016.33		108,016.33
Net Assets, Unrestricted		(\$8,081.76)	(8,081.76)
Current Year Net Assets, Unrestricted		(500,487.55)	(500,487.55)
Total Net Assets	 \$124,348.06	 (\$508,569.31)	 (\$384,221.25)
 Total Liabilities and Net Assets	 \$127,518.53	 \$508,569.31	 \$636,087.84

Midtown Improvement District
Statement of Activities
As of 3/31/2023

	General Fund	Capital Projects Fund	Total
<u>Revenues</u>			
Developer Contributions	\$249,761.24		\$249,761.24
Developer Contributions		\$461,869.84	461,869.84
Total Revenues	\$249,761.24	\$461,869.84	\$711,631.08
<u>Expenses</u>			
Supervisor Fees	\$400.00		\$400.00
Public Officials' Liability Insurance	2,419.00		2,419.00
Management	17,500.02		17,500.02
Engineering	1,071.02		1,071.02
District Counsel	3,899.12		3,899.12
Postage & Shipping	2.40		2.40
Legal Advertising	1,429.50		1,429.50
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	288.79		288.79
Water Reclaimed	1,508.11		1,508.11
General Insurance	2,956.00		2,956.00
Property & Casualty	220.00		220.00
Irrigation	4,859.88		4,859.88
Landscaping Maintenance & Material	52,234.92		52,234.92
Flower & Plant Replacement	11,100.70		11,100.70
Contingency	760.05		760.05
IME - Aquatics Maintenance	601.14		601.14
IME - Irrigation	317.22		317.22
IME - Landscaping	16,524.36		16,524.36
IME - Lighting	140.85		140.85
IME - Miscellaneous	247.79		247.79
IME - Water Reclaimed	118.07		118.07
Entry and Wall Maintenance	440.00		440.00
Streetlights	14,332.26		14,332.26
Personnel Leasing Agreement	6,839.94		6,839.94
Engineering		\$16,454.06	16,454.06
District Counsel		203.00	203.00
Legal Advertising		303.75	303.75
Contingency		945,396.58	945,396.58
Total Expenses	\$141,758.27	\$962,357.39	\$1,104,115.66
<u>Other Revenues (Expenses) & Gains (Losses)</u>			
Interest Income	\$13.36		\$13.36
Total Other Revenues (Expenses) & Gains (Losses)	\$13.36	\$0.00	\$13.36
Change In Net Assets	\$108,016.33	(\$500,487.55)	(\$392,471.22)
Net Assets At Beginning Of Year	\$16,331.73	(\$8,081.76)	\$8,249.97
Net Assets At End Of Year	\$124,348.06	(\$508,569.31)	(\$384,221.25)

Midtown Improvement District
 Budget to Actual
 For the Month Ending 3/31/2023

	Actual	Budget	Variance	FY 2023 Adopted Budget	Percentage Spent
Revenues					
Developer Contributions	\$ 249,761.24	\$ 249,761.23	\$ 0.01	\$ 499,522.46	50.00%
Net Revenues	\$ 249,761.24	\$ 249,761.23	\$ 0.01	\$ 499,522.46	50.00%
General & Administrative Expenses					
Legislative					
Supervisor Fees	\$ 400.00	\$ 2,400.00	\$ (2,000.00)	\$ 4,800.00	8.33%
Financial & Administrative					
Public Officials' Liability Insurance	2,419.00	1,350.00	1,069.00	2,700.00	89.59%
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	1,071.02	5,000.00	(3,928.98)	10,000.00	10.71%
Disclosure	-	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	3,899.12	15,000.00	(11,100.88)	30,000.00	13.00%
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%
Arbitrage Calculation	-	250.00	(250.00)	500.00	0.00%
Travel and Per Diem	-	150.00	(150.00)	300.00	0.00%
Telephone	-	12.50	(12.50)	25.00	0.00%
Postage & Shipping	2.40	500.00	(497.60)	1,000.00	0.24%
Copies	-	750.00	(750.00)	1,500.00	0.00%
Legal Advertising	1,429.50	3,750.00	(2,320.50)	7,500.00	19.06%
Bank Fees	-	180.00	(180.00)	360.00	0.00%
Miscellaneous	300.00	2,500.00	(2,200.00)	5,000.00	6.00%
Meeting Room	32.13	200.00	(167.87)	400.00	8.03%
Office Supplies	-	125.00	(125.00)	250.00	0.00%
Property Taxes	-	500.00	(500.00)	1,000.00	0.00%
Web Site Maintenance	640.00	1,625.00	(985.00)	3,250.00	19.69%
Holiday Decorations	400.00	1,000.00	(600.00)	2,000.00	20.00%
Dues, Licenses, and Fees	175.00	125.00	50.00	250.00	70.00%
Total General & Administrative Expenses	\$ 28,268.19	\$ 67,042.50	\$ (38,774.31)	\$ 134,085.00	21.08%

Midtown Improvement District
 Budget to Actual
 For the Month Ending 3/31/2023

	Actual	Budget	Variance	FY 2023 Adopted Budget	Percentage Spent
<u>Field Operations</u>					
Electric Utility Services					
Electric	\$ 288.79	\$ 2,280.00	\$ (1,991.21)	\$ 4,560.00	6.33%
Water-Sewer Combination Services					
Water Reclaimed	1,508.11	9,500.00	(7,991.89)	19,000.00	7.94%
Other Physical Environment					
General Insurance	2,956.00	1,650.00	1,306.00	3,300.00	89.58%
Property & Casualty Insurance	220.00	125.00	95.00	250.00	88.00%
Other Insurance	-	50.00	(50.00)	100.00	0.00%
Irrigation Repairs	4,859.88	10,450.00	(5,590.12)	20,900.00	23.25%
Landscaping Maintenance & Material	52,234.92	88,157.50	(35,922.58)	176,315.00	29.63%
Tree Trimming	-	3,800.00	(3,800.00)	7,600.00	0.00%
Flower & Plant Replacement	11,100.70	7,600.00	3,500.70	15,200.00	73.03%
Contingency	760.05	4,500.00	(3,739.95)	9,000.00	8.44%
Pest Control	-	600.00	(600.00)	1,200.00	0.00%
Interchange Maintenance Expenses					
IME - Aquatics Maintenance	601.14	636.00	(34.86)	1,272.00	47.26%
IME - Irrigation Repairs	317.22	600.00	(282.78)	1,200.00	26.44%
IME - Landscaping	16,524.36	16,524.36	-	33,048.72	50.00%
IME - Landscape Improvements	-	2,400.00	(2,400.00)	4,800.00	0.00%
IME - Lighting	140.85	240.00	(99.15)	480.00	29.34%
IME - Miscellaneous	247.79	1,200.00	(952.21)	2,400.00	10.32%
IME - Water Reclaimed	118.07	300.00	(181.93)	600.00	19.68%
Road & Street Facilities					
Entry and Wall Maintenance	440.00	570.00	(130.00)	1,140.00	38.60%
Hardscape Maintenance	-	750.00	(750.00)	1,500.00	0.00%
Streetlights	14,332.26	18,750.00	(4,417.74)	37,500.00	38.22%
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	\$ 113,490.08	\$ 182,718.73	\$ (69,228.65)	\$ 365,437.46	31.06%
Total Expenses	\$ 141,758.27	\$ 249,761.23	\$ (108,002.96)	\$ 499,522.46	28.38%
Income (Loss) from Operations	\$ 108,002.97	\$ -	\$ 108,002.97	\$ -	
<u>Other Income (Expense)</u>					
Interest Income	\$ 13.36	\$ -	\$ 13.36	\$ -	
Total Other Income (Expense)	\$ 13.36	\$ -	\$ 13.36	\$ -	
Net Income (Loss)	\$ 108,016.33	\$ -	\$ 108,016.33	\$ -	