

# Midtown Improvement District

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

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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, December 12, 2023, at 6900 Tavistock Lakes Blvd. Ste 200, 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: pfmcd.webex.com

Participant Code: 2531 126 0013#

## BOARD OF SUPERVISORS' MEETING AGENDA

### Organizational Matters

- Roll Call to Confirm Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the October 17, 2023, Board of Supervisors' Meeting**

### Business Matters

2. **Notice of Construction Committee Member Resignation**
3. **Consideration of Pest Control Proposals (*provided under separate cover*)**
4. **Ratification of Non-Ad Valorem Assessment Administration Agreement**
5. **Ratification of Special Warranty Deed for Centerline Drive – Segment F**
6. **Ratification of Payment Authorization Nos. 102 – 107 (*provided under separate cover*)**
7. **Recommendation of Work Authorization/Proposed Services (*if applicable*)**
8. **Review of District's Financials (*provided under separate cover*)**

### 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 October 17, 2023,  
Board of Supervisor's 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, October 17, 2023, at 3:30 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, FL 32827.

Present:

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

Also Attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Jorge Jimenez	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Tucker Mackie	Kutak Rock	
Ryan Dugan	Kutak Rock	
Jeffrey Newton	Donald W. McIntosh Associates	(via phone)
Samantha Sharenow	Berman	
Katie Harmer	Berman	
Dan Young	Tavistock	
DJ Batten	Berman	

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Dr. Levey called for public comments and noted there were no public comments.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the  
August 15, 2023, Board of  
Supervisors' Meeting**

The Board reviewed the minutes of the August 15, 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 August 15, 2023, Board of Supervisors' Meeting.

**FOURTH ORDER OF BUSINESS**

**Consideration of Pest Control Proposals**

Ms. Walden asked to table this item as the proposals have been requested but not yet provided.

**FIFTH ORDER OF BUSINESS**

**Consideration of Lighting Installation, Upgrade and Service Agreement – Centerline Segment F**

Ms. Walden noted that the OUC Agreement and terms have been reviewed by District staff and there is one item that needs to be fixed. That item is the description of the District should be listed as independent special district, not as a not-for-profit corporation. District staff is asking for approval subject to District staff working with OUC on fixing the language prior to execution.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Midtown Improvement District approved OUC Lighting Installation, Upgrade and Service Agreement – Centerline Segment F, subject to District staff working with OUC on fixing the language prior to execution.

**SIXTH ORDER OF BUSINESS**

**Ratification of Fiscal Year 2023 Audit Engagement Letter with Grau & Associates**

Ms. Walden stated the Fiscal Year 2023 audit fee is \$5,000.00 and falls within budget. The Chair executed this outside of a meeting to keep the process moving. So, District staff is looking for ratification of this item.

On motion by Mr. Schademan, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Midtown Improvement District ratified the Fiscal Year 2023 Audit Engagement Letter with Grau & Associates.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Egis Insurance Package for FY 2024**

Ms. Walden stated for all insurance items the budgeted amount was \$6,400.00 while the actual cost came in under budget at \$5,661. In order to maintain coverage, the Chair executed this item outside of a meeting. So, District staff is looking for ratification of this item.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Midtown Improvement District ratified Egis Insurance Package for FY 2024.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Payment Authorization  
Nos. 93 – 101**

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

On motion by Mr. Adams, seconded by Mr. Schademan, with all in favor, the Board of Supervisors for the Midtown Improvement District ratified Payment Authorization Nos. 93 – 101.

**NINTH ORDER OF BUSINESS**

**Recommendation of Work  
Authorization/Proposed Services**

Ms. Walden stated there are two Work Authorizations from Berman. The first one is for pressure washing the monuments and ribbon walls at a cost of \$550.00. The second one is for the holiday decorations at a cost of \$750.00 which includes installation, removal and storage.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Midtown Improvement District approved Work Authorizations from Berman for pressure washing in the amount of \$550.00 and holiday decorations in the amount of \$750.00.

**TENTH ORDER OF BUSINESS**

**Review of District's Financials**

Ms. Walden noted the financials are through the end of September. The District has spent just under \$320,000.00 of the overall budget which is just under \$500,000.00. So, the District has spent approximately 64% of the adopted budget so far. She noted that while the financials are showing expenses through the end of September, the District has 60 days past the end of the Fiscal Year to book any expenses to the budget. Updated financials will be provided at the next meeting.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

District Counsel –

Mr. Dugan explained that the District adopted a Prompt Payment Policy back in 2021. The policy is set up so that any law changes can automatically get incorporated so that the policy has all the current laws. District Counsel has been working with the District Manager to get the

District's policy updated with the recent changes. Those involve items related to construction contracts, closeout and punch list items, and dispute resolution.

District Manager – Ms. Walden noted that the next meeting is scheduled for Tuesday, November 14, 2023, which is the second Tuesday of the month.

District Engineer – No report.

Construction Supervisor – No report.

Landscape Supervisor – No report.

Irrigation Supervisor – No report.

**TWELFTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no Supervisor requests.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the October 17, 2023, Meeting of the Board of Supervisors for the Midtown Improvement District was adjourned.

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**Secretary/Assistant Secretary**

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**Chair/Vice Chair**

# **Midtown Improvement District**

**Construction Committee Member Resignation**

November 3, 2023

Lake Nona Family of Districts

C/O PFM Consulting LLC.

3501 Quadrangle Blvd, STE 270

Orlando, FL 32817

To Whom it May Concern:

Please accept this letter as formal notification of my resignation from my position on the Construction Committee for the Lake Nona Family of Districts. My last day of work will be November 3, 2023 and appreciate the opportunities provided during my time here.

Thank you,

Matthew McDermott



# **Midtown Improvement District**

**Pest Control Proposals**  
*(provided under separate cover)*

# **Midtown Improvement District**

**Non-Ad Valorem Assessment  
Administration Agreement**



## NON-AD VALOREM ASSESSMENT ADMINISTRATION AGREEMENT

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An AGREEMENT made this 1st day of October 2023 between **AMY MERCADO** 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, 2024.

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 precedent 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 2024 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.
  - C. Receive from the Taxing Authority its proposed or adopted non-ad valorem assessment levy for each type of property and apply that amount to 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 any other applicable Florida statute, 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 and accurate 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.
6. On 1st day of October of each applicable year, the 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.
7. 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.
8. This agreement constitutes the entire agreement between the parties and can only be modified in writing and signed by both parties.
9. All parts of this Agreement not held unenforceable for any reason shall be given full force and effect.
10. 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](mailto: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](mailto:ccrespo@ocpafl.org)  
(407) 836-5353

11. 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.
12. TERM. This Agreement shall continue until such time as either party terminates the Agreement pursuant to Paragraph 11, above.
13. GOVERNING LAW; VENUE. This Agreement shall be governed by the laws of the State of Florida. Any action to interpret or enforce any provision of this Agreement shall be brought in the State and Federal courts for Orange County, Florida.

ORANGE COUNTY PROPERTY APPRAISER

Signed   
Amy Mercado (Nov 14, 2023 23:59 GMT)  
AMY MERCADO, MBA

Date Nov 14, 2023

MIDTOWN IMPROVEMENT DISTRICT

Name Richard Levey

Signed 

Date 11.2.23

## **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**

- The 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 hearing.

### **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**

**Special Warranty Deed for  
Centerline Drive – Segment F**



This instrument was prepared by and upon recording should be returned to:

Tucker F. Mackie, Esq.  
**Kutak Rock LLP**  
107 West College Avenue  
Tallahassee, Florida 32301

Property Appraisers Parcel I.D. No.:  
36-24-30-1745-18-000

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**SPECIAL WARRANTY DEED**  
(Centerline Drive - Segment F)

**THIS SPECIAL WARRANTY DEED**, is made effective as of the \_\_\_\_ day of \_\_\_\_\_ 2023, by **MIDTOWN IMPROVEMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, whose address is 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817 (the “**Grantor**”), to and in favor of the **CITY OF ORLANDO, FLORIDA**, a municipal corporation, whose address is 400 South Orange Avenue, Orlando, Florida 32801 (the “**Grantee**”).

**WITNESSETH:**

That Grantor, for and in consideration of the sum of Ten and 00/100 Dollars (\$10.00) and other valuable consideration, the receipt whereof is hereby acknowledged, subject to the matters listed herein, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto Grantee, all that certain land situate in Orange County, Florida, more particularly described in **Exhibit “A”** attached hereto and incorporated herein by this reference (the “**Property**”).

**TOGETHER**, with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

**TO HAVE AND TO HOLD**, the same in fee simple forever.

**AND**, Grantor hereby covenants with Grantee, that Grantor is lawfully seized of the Property in fee simple; that Grantor has good right and lawful authority to sell and convey the Property and hereby warrants the title to the Property and will defend the same against the lawful claims of all persons claiming by, through, or under Grantor; subject to (i) covenants, easements, restrictions, reverters and other matters of record if any now exist but this reference shall not serve to reimpose same; (ii) all applicable zoning and other land use regulations or restrictions; and (iii) taxes and assessments for the year 2023 and subsequent years which are not yet due and payable.

IN WITNESS WHEREOF, the said Grantor has hereunto set its hand and seal the day and year first above written.

Signed, sealed and delivered in the presence of:

Amanda Lane  
Print Name: Amanda Lane

Victoria L. Mullins  
Print Name: Victoria L. Mullins

**MIDTOWN IMPROVEMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes

Richard Levey  
Richard Levey  
Chairman, Board of Supervisors

STATE OF FLORIDA )  
COUNTY OF ORANGE )

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 25th day of October, 2023, by Richard Levey, as Chairman of the Midtown Improvement District, who  is personally known to me or  produced \_\_\_\_\_ as identification.



Victoria L. Mullins  
NOTARY PUBLIC, STATE OF FLORIDA

Victoria L. Mullins  
(Print, Type or Stamp Commissioned Name of Notary Public)

**Note to Examiner: This instrument evidences a conveyance of an interest in unencumbered real estate as a gift and is exempt from Florida documentary stamp tax pursuant to Rule 12B-4.014(2)(a), Florida Administrative Code.**

**EXHIBIT "A"**

**PROPERTY**

Tract R, CENTERLINE DRIVE SEGMENT F, according to the plat thereof, as recorded in Plat Book 107, Pages 131 through 133, inclusive, in the Public Records of Orange County, Florida.

# **Midtown Improvement District**

**Payment Authorizations  
Nos. 102 – 107**  
*(provided under separate cover)*

# **Midtown Improvement District**

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

# **Midtown Improvement District**

**District's Financials**  
*(provided under separate cover)*