

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, June 18, 2024, 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: pfmccd.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 May 21, 2024, Board of Supervisors' Meeting** (*provided under separate cover*)

Business Matters

2. **Consideration of Trail Maintenance Proposals** (*provided under separate cover*)
3. **Ratification of Payment Authorization Nos. 127 – 132**
4. **Recommendation of Work Authorization/Proposed Services** (*if applicable*)
5. **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 May 21, 2024,
Board of Supervisor's Meeting**
(provided under separate cover)

Midtown Improvement District

Trail Maintenance Proposals
(provided under separate cover)

Midtown Improvement District

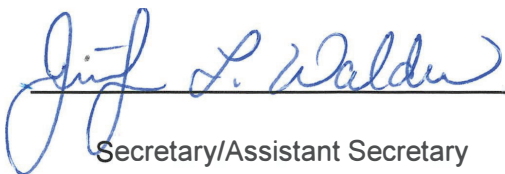
**Payment Authorizations
Nos. 127 – 132**

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #127

5/3/2024

Item No.	Payee	Invoice Number	General Fund
1	Berman Construction May Administrator & Irrigation Specialist	44912	\$ 1,139.99
2	Boggy Creek Improvement District April ICM Expenses	ICM2024-07	\$ 3,005.05
3	Cepra Landscape May Landscaping	O-S5960	\$ 1,722.25
	April Landscaping for Centerline Dr - Segment F	O-S6000	\$ 2,844.58
	May Landscaping, Centerline Dr - Segment F	O-S6001	\$ 4,273.17
TOTAL			\$ 12,985.04


Secretary/Assistant Secretary


Chairperson

Midtown Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 70
Orlando, FL 817
LaneA@pfm.com // (407) 723-5925

RECEIVED
By Amanda Lane at 4:25 pm, May 23, 2024

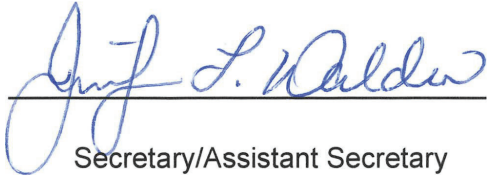
Digitally signed by Daniel J. Young
DN: cn=Daniel J. Young, o=PFM Group Consulting, email=Daniel.J.Young@pfm.com, c=US
Date: 2024.05.23 16:25:00 -0400

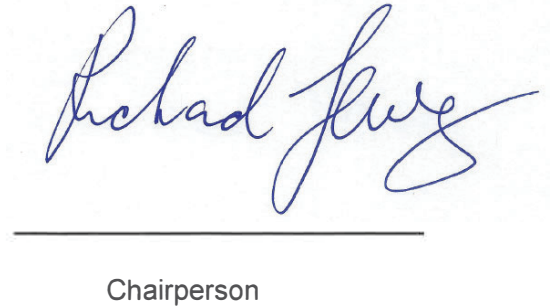
MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #128

5/10/2024


Item No.	Payee	Invoice Number	General Fund
1	Cepra Landscape Irrigation Repairs - Controller Doisy M.I	O-S5934	\$ 688.00
2	OUC Utility Service 04/02/2024 - 05/02/2024	Acct: 5032993173	\$,189.70
TOTAL			\$,877.70


Secretary/Assistant Secretary


Chairperson

Midtown Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 70
Orlando, FL 32817
LaneA@pfm.com (407) 723-5925

RECEIVED
By Amanda Lane at 9:39 am, May 16, 2024

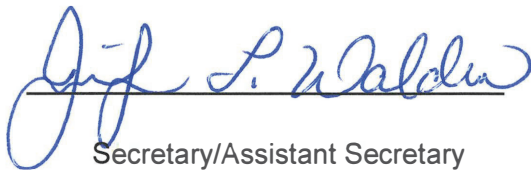
Daniel J. Young

Digitally signed by Daniel J. Young
DN: C=US,
E=dan.young@lavistock.com,
O=Lavistock Development Co.,
CN=Daniel J. Young
Date: 024.05.1
8:54:17 -0400

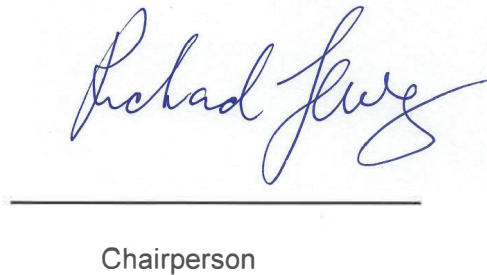
MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #129


5/17/2024

Item No.	Payee	Invoice Number	General Fund
1	Brightview Landscape Services May Landscape Maintenance	8879163	\$,721.00
2	Donald W McIntosh Associates Engineering Services Through 04/26/2024	752	\$ 910.00
TOTAL			\$ 6,631.00


Secretary/Assistant Secretary


Chairperson

Midtown Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 70
Orlando, FL 817
LaneA@pfm.com // (407) 723-5925


Digitally signed by Daniel J. Young
DN: C=US,
E=dan.young@tavistock.com,
O=Tavistock Development
CN=Daniel J. Young
Date: 2024.5.20
07:16:21-04'

Daniel J. Young

RECEIVED
By Amanda Lane at 11:09 am, May 23, 2024

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #130

5/24/2024

Item No.	Payee	Invoice Number	General Fund
1	Cepra Landscape Section 3 Centerline Repairs	O-S601	\$ 567.00
2	Kutak Rock General Counsel Through 4/30/2024	95673	\$ 568.50
3	PFM Group onsulting May DM Fee	DM-05-2024-32	\$,916.67
TOTAL			\$ 4,052.17


Secretary/Assistant Secretary


Chairperson

Midtown Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 70
Orlando, FL 817
LaneA@pfm.com // (407) 723-5925

RECEIVED
By Amanda Lane at 4:27 pm, May 28, 2024

Digitally signed by Daniel J. Young
DN: cn=US, email=young@tavinstock.com,
o=Tavinstock Development Co.,
c=US, Daniel J. Young
Date: 2024.05.24
14:01:27 -0400

MIDTOWN IMPROVEMENT DISTRICT

Payment authorization #131

5/31/2024

Item No.	Payee	Invoice Number	General Fund
1	Cepira Landscape		
	Section 3 Irrigation Repairs	-S6096	\$ 664.50
	Section 1 Irrigation Repairs	-S6099	\$ 53.00
2	Orlando Sentinel		
	Legal Advertising on 05/13/2024 (Ad: 7631477)	93366932000	\$ 215.75
3	VGlobalTech		
	May Website Maintenance	6121	\$ 60.00
TOTAL			\$ 1,193.25


Secretary/Assistant Secretary


Chairperson

Midtown Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 817
LaneA@pfm.com // (407) 723-5925

RECEIVED

By Amanda Lane at 11:55 am, Jun 05, 2024

Daniel J. Young

Digitally signed by Daniel J. Young
DN: c=US,
E=dan.young@tavistock.com,
O=Tavistock Development
Co., CN=Daniel J. Young
Date: 2024.06.03
09:37:41-0400




MIDTOWN IMPROVEMENT DISTRICT

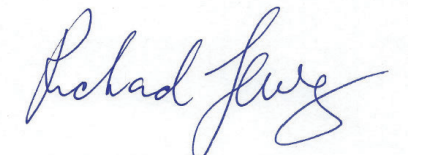
Payment Authorization #132

6/7/2024

Item No.	Payee	Invoice Number	General Fund
1	Berman Construction June Personnel Agreement	45648	\$,139.99
2	Bog y Creek Improvement District May ICM Expenses	ICM2024-08	\$ 3,130.28
3	BrightView Landscape Services June Landscaping	8919067	\$ 5,721.00
	Cepra Landscape June Section Landscape Maintenance	O-S6128	\$,722.25
	June Section 3 & Centerline Drive Landscape Maintenance	O-S6129	\$ 4,273.17
	OUC Utility Service 05/02/2024 - 6/03/2024	Acct: 5032993173	\$ 4,365.98
	VGlobalTech June Website Maintenance	6209	\$ 60.00
TOTAL			\$ 20,512.67



 Secretary/Assistant Secretary



 Chairperson

Midtown Improvement District
 c/o PFM Group Consulting
 3501 Quadrangle Boulevard, Ste. 70
 Orlando, FL 817
 LaneA@pfm.com // (407) 723-5925

RECEIVED
 By Amanda Lane at 9:53 am, Jun 11, 2024

Digitally signed by Daniel J. Young
 DN: cn=Daniel J. Young, o=Midtown Improvement District, email=Daniel.J.Young@midtownimprovement.com, c=US
 Daniel J. Young
 On: 2024.06.11 07:45:41 -0400

Midtown Improvement District

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

Midtown Improvement District

District's Financials

Midtown Improvement District

Statement of Financial Position

As of 5/31/2024

	General Fund	Capital Projects Fund	Total
<u>Assets</u>			
<u>Current Assets</u>			
General Checking Account	\$133,713.65		\$133,713.65
Infrastructure Capital Reserve	16,875.00		16,875.00
Interchange Maintenance Reserve	2,391.91		2,391.91
Accounts Receivable - Due from Developer		\$172.65	172.65
Total Current Assets	<u>\$152,980.56</u>	<u>\$172.65</u>	<u>\$153,153.21</u>
Total Assets	<u><u>\$152,980.56</u></u>	<u><u>\$172.65</u></u>	<u><u>\$153,153.21</u></u>
<u>Liabilities and Net Assets</u>			
<u>Current Liabilities</u>			
Accounts Payable	\$1,193.25		\$1,193.25
Due To Other Governmental Units	3,130.28		3,130.28
Accounts Payable		\$172.65	172.65
Deferred Revenue		172.65	172.65
Total Current Liabilities	<u>\$4,323.53</u>	<u>\$345.30</u>	<u>\$4,668.83</u>
Total Liabilities	<u><u>\$4,323.53</u></u>	<u><u>\$345.30</u></u>	<u><u>\$4,668.83</u></u>
<u>Net Assets</u>			
Net Assets - General Government	\$0.55		\$0.55
Current Year Net Assets - General Government	148,656.48		148,656.48
Net Assets, Unrestricted		(\$126,491.94)	(126,491.94)
Current Year Net Assets, Unrestricted		126,319.29	126,319.29
Total Net Assets	<u><u>\$148,657.03</u></u>	<u><u>(\$172.65)</u></u>	<u><u>\$148,484.38</u></u>
Total Liabilities and Net Assets	<u><u>\$152,980.56</u></u>	<u><u>\$172.65</u></u>	<u><u>\$153,153.21</u></u>

Midtown Improvement District
Statement of Activities
As of 5/31/2024

	General Fund	Capital Projects Fund	Total
<u>Revenues</u>			
Developer Contributions	\$349,182.34		\$349,182.34
Developer Contributions		\$188,596.42	188,596.42
Total Revenues	<u>\$349,182.34</u>	<u>\$188,596.42</u>	<u>\$537,778.76</u>
<u>Expenses</u>			
Supervisor Fees	\$600.00		\$600.00
Public Officials' Liability Insurance	2,419.00		2,419.00
Management	23,333.36		23,333.36
Engineering	2,424.97		2,424.97
District Counsel	8,213.70		8,213.70
Audit	5,000.00		5,000.00
Travel and Per Diem	11.66		11.66
Postage & Shipping	47.20		47.20
Legal Advertising	1,127.43		1,127.43
Web Site Maintenance	1,880.00		1,880.00
Holiday Decorations	750.00		750.00
Dues, Licenses, and Fees	175.00		175.00
Electric	342.66		342.66
Water Reclaimed	4,372.89		4,372.89
General Insurance	2,956.00		2,956.00
Property & Casualty	286.00		286.00
Irrigation	10,595.32		10,595.32
Landscaping Maintenance & Material	76,663.88		76,663.88
Tree Trimming	1,820.00		1,820.00
Contingency	188.78		188.78
IME - Aquatics Maintenance	801.52		801.52
IME - Irrigation	872.35		872.35
IME - Landscaping	22,970.00		22,970.00
IME - Lighting	113.30		113.30
IME - Miscellaneous	36.59		36.59
IME - Water Reclaimed	126.03		126.03
Pest Control	579.50		579.50
Entry and Wall Maintenance	550.00		550.00
IME - Landscape Improvements	1,964.40		1,964.40
Streetlights	20,197.27		20,197.27
Personnel Leasing Agreement	9,119.92		9,119.92
Engineering		\$812.70	812.70
District Counsel		556.50	556.50
Legal Advertising		297.10	297.10
Landscaping Maintenance & Material		29,374.98	29,374.98
Contingency		31,235.85	31,235.85
Total Expenses	<u>\$200,538.73</u>	<u>\$62,277.13</u>	<u>\$262,815.86</u>

Midtown Improvement District
Statement of Activities
As of 5/31/2024

	General Fund	Capital Projects Fund	Total
<u>Other Revenues (Expenses) & Gains (Losses)</u>			
Interest Income	\$12.87		\$12.87
Total Other Revenues (Expenses) & Gains (Losses)	\$12.87	\$0.00	\$12.87
 Change In Net Assets	 \$148,656.48	 \$126,319.29	 \$274,975.77
 Net Assets At Beginning Of Year	 \$0.55	 (\$126,491.94)	 (\$126,491.39)
 Net Assets At End Of Year	 \$148,657.03	 (\$172.65)	 \$148,484.38

Midtown Improvement District
 Budget to Actual
 For the Month Ending 5/31/2024

	Actual	Budget	Variance	FY 2024 Adopted Budget	Percentage Spent
Revenues					
Developer Contributions	\$ 349,182.34	\$ 366,782.49	\$ (17,600.15)	\$ 550,173.73	63.47%
Net Revenues	\$ 349,182.34	\$ 366,782.49	\$ (17,600.15)	\$ 550,173.73	63.47%
General & Administrative Expenses					
Legislative					
Supervisor Fees	\$ 600.00	\$ 3,200.00	\$ (2,600.00)	\$ 4,800.00	12.50%
Financial & Administrative					
Public Officials' Liability Insurance	2,419.00	1,800.00	619.00	2,700.00	89.59%
Trustee Services	-	5,000.00	(5,000.00)	7,500.00	0.00%
Management	23,333.36	23,333.33	0.03	35,000.00	66.67%
Engineering	2,424.97	11,666.67	(9,241.70)	17,500.00	13.86%
Disclosure	-	3,333.33	(3,333.33)	5,000.00	0.00%
Property Appraiser	-	1,333.33	(1,333.33)	2,000.00	0.00%
District Counsel	8,213.70	20,000.00	(11,786.30)	30,000.00	27.38%
Assessment Administration	-	5,000.00	(5,000.00)	7,500.00	0.00%
Reamortization Schedules	-	166.67	(166.67)	250.00	0.00%
Audit	5,000.00	4,000.00	1,000.00	6,000.00	83.33%
Arbitrage Calculation	-	333.33	(333.33)	500.00	0.00%
Travel and Per Diem	11.66	200.00	(188.34)	300.00	3.89%
Telephone	-	16.66	(16.66)	25.00	0.00%
Postage & Shipping	47.20	666.67	(619.47)	1,000.00	4.72%
Copies	-	1,000.00	(1,000.00)	1,500.00	0.00%
Legal Advertising	1,127.43	5,000.00	(3,872.57)	7,500.00	15.03%
Bank Fees	-	240.00	(240.00)	360.00	0.00%
Miscellaneous	-	3,333.33	(3,333.33)	5,000.00	0.00%
Meeting Room	-	533.33	(533.33)	800.00	0.00%
Office Supplies	-	180.00	(180.00)	270.00	0.00%
Web Site Maintenance	1,880.00	2,166.67	(286.67)	3,250.00	57.85%
Holiday Decorations	750.00	333.33	416.67	500.00	150.00%
Dues, Licenses, and Fees	175.00	116.67	58.33	175.00	100.00%
Total General & Administrative Expenses	\$ 45,982.32	\$ 92,953.32	\$ (46,971.00)	\$ 139,430.00	32.98%

Midtown Improvement District
 Budget to Actual
 For the Month Ending 5/31/2024

	Actual	Budget	Variance	FY 2024 Adopted Budget	Percentage Spent
<u>Field Operations</u>					
Electric Utility Services					
Electric	\$ 342.66	\$ 3,040.00	\$ (2,697.34)	\$ 4,560.00	7.51%
Water-Sewer Combination Services					
Water Reclaimed	4,372.89	12,666.67	(8,293.78)	19,000.00	23.02%
Other Physical Environment					
General Insurance	2,956.00	2,200.00	756.00	3,300.00	89.58%
Property & Casualty Insurance	286.00	266.67	19.33	400.00	71.50%
Other Insurance	-	66.67	(66.67)	100.00	0.00%
Irrigation Repairs	10,595.32	13,933.33	(3,338.01)	20,900.00	50.70%
Landscaping Maintenance & Material	76,663.88	137,543.33	(60,879.45)	206,315.00	37.16%
Tree Trimming	1,820.00	7,000.00	(5,180.00)	10,500.00	17.33%
Flower & Plant Replacement	-	10,133.33	(10,133.33)	15,200.00	0.00%
Contingency	188.78	13,233.33	(13,044.55)	19,850.00	0.95%
Pest Control	579.50	800.00	(220.50)	1,200.00	48.29%
Interchange Maintenance Expenses					
IME - Aquatics Maintenance	801.52	848.00	(46.48)	1,272.00	63.01%
IME - Irrigation Repairs	872.35	800.00	72.35	1,200.00	72.70%
IME - Landscaping	22,970.00	22,970.00	-	34,455.00	66.67%
IME - Lighting	113.30	320.00	(206.70)	480.00	23.60%
IME - Miscellaneous	36.59	1,600.00	(1,563.41)	2,400.00	1.52%
IME - Water Reclaimed	126.03	400.00	(273.97)	600.00	21.01%
IME - Landscape Improvements	1,964.40	3,200.00	(1,235.60)	4,800.00	40.93%
Road & Street Facilities					
Entry and Wall Maintenance	550.00	760.00	(210.00)	1,140.00	48.25%
Hardscape Maintenance	-	1,000.00	(1,000.00)	1,500.00	0.00%
Streetlights	20,197.27	25,000.00	(4,802.73)	37,500.00	53.86%
Accent Lighting	-	506.67	(506.67)	760.00	0.00%
Parks & Recreation					
Personnel Leasing Agreement	9,119.92	9,120.00	(0.08)	13,680.00	66.67%
Reserves					
Infrastructure Capital Reserve	-	5,624.00	(5,624.00)	8,436.00	0.00%
Interchange Maintenance Reserve	-	797.16	(797.16)	1,195.73	0.00%
Total Field Operations Expenses	\$ 154,556.41	\$ 273,829.17	\$ (119,272.75)	\$ 410,743.73	37.63%
Total Expenses	\$ 200,538.73	\$ 366,782.49	\$ (166,243.75)	\$ 550,173.73	36.45%
Income (Loss) from Operations	\$ 148,643.61	\$ -	\$ 148,643.61	\$ -	
<u>Other Income (Expense)</u>					
Interest Income	\$ 12.87	\$ -	\$ 12.87	\$ -	
Total Other Income (Expense)	\$ 12.87	\$ -	\$ 12.87	\$ -	
Net Income (Loss)	\$ 148,656.48	\$ -	\$ 148,656.48	\$ -	