

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, February 20, 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: 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 December 12, 2023, Board of Supervisors' Meeting**
- 2. **Consideration of Resolution 2024-01, Designating Authorized Signatories for the District's Bank Account(s)**
- 3. **Consideration of Resolution 2024-02, Election of Officers**
- 4. **Consideration of Resolution 2024-03, Underwriter Services Selection Policy**

Business Matters

5. **Consideration of Pest Control Proposals**
6. **Consideration of Segment F Landscape Maintenance Proposal with Cepra**
7. **Consideration of Trail Maintenance Proposal with Berman**
8. **Consideration of Tree Trimming Proposals with DWC**
9. **Ratification of Payment Authorization Nos. 108 – 117**
10. **Recommendation of Work Authorization/Proposed Services (*if applicable*)**
11. **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 December 12, 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, December 12, 2023, at 3:30 p.m. at the 6900 Tavistock Lakes Blvd., Ste 200, Orlando, FL 32827.

Present:

Richard Levey	Chairman
Damon Ventura	Assistant Secretary
Julie Salvo	Assistant Secretary
Brent Schademan	Assistant Secretary

Also Attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	
Jorge Jimenez	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Tucker Mackie	Kutak Rock	
Jeffrey Newton	Donald W. McIntosh Associates	
Greg Platt	Donald W. McIntosh Associates	
Samantha Sharenow	Berman	(via phone)
Chris Wilson	Tavistock	
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
October 17, 2023, Board of
Supervisors' Meeting**

The Board reviewed the minutes of the October 17, 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 October 17, 2023, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Notice of Construction Committee
Member Resignation**

Ms. Walden noted that Mr. McDermott resigned as a Construction Committee Member and his resignation letter is included in the agenda packet. She added that there is no recommendation from the team to fill the vacancy but once there is one, it will be brought back to the Board. No action is required at this time.

FIFTH ORDER OF BUSINESS

**Consideration of Pest Control
Proposals**

Ms. Walden asked to table this item.

SIXTH ORDER OF BUSINESS

**Ratification of Non-Ad Valorem
Assessment Administration
Agreement**

Ms. Walden stated this is an annual Agreement the District executes with the Property Appraiser to go on roll. As the Chair executed it outside of a meeting, District staff is looking for ratification.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Midtown Improvement District ratified the Non-Ad Valorem Assessment Administration Agreement.

SEVENTH ORDER OF BUSINESS

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

Ms. Mackie explained that action was taken for the City to take over Centerline Drive – Segment F and District staff is looking for ratification of the Special Warranty Deed as this is no longer owned by the District.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Midtown Improvement District ratified the Special Warranty Deed for Centerline Drive – Segment F.

EIGHTH ORDER OF BUSINESS

**Ratification of Payment Authorization
Nos. 102 – 107**

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

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Midtown Improvement District ratified Payment Authorization Nos. 102 – 107.

NINTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

Ms. Walden stated there are currently none.

TENTH ORDER OF BUSINESS

Review of District's Financials

Ms. Walden noted the financials are through the end of November. The District has spent just over \$48,000.00 of the overall \$550,000.00 budget. So, the District has spent approximately 9% of the adopted budget so far.

ELEVENTH ORDER OF BUSINESS

Staff Reports

District Counsel – Ms. Mackie explained that the annual requirement for ethics training is in effect and her team will be sending information regarding that training. She also noted that this is a self-reported requirement which will be done by checking a box on the Form 1.

District Manager – Ms. Walden noted that the next meeting is scheduled for Tuesday, January 16, 2023, which is back to the third Tuesday of the month.

District Engineer – Mr. Newton introduced Mr. Platt who will be assisting with District related items.

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 Mr. Ventura, with all in favor, the December 12, 2023, Meeting of the Board of Supervisors for the Midtown Improvement District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair

Midtown Improvement District

**Resolution 2024-01,
Designating Authorized Signatories
for the District's Bank Account(s)**

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MIDTOWN IMPROVEMENT DISTRICT AUTHORIZING THE DISTRICT MANAGER TO DESIGNATE THE AUTHORIZED SIGNATORIES FOR THE DISTRICT’S OPERATING BANK ACCOUNT(S); AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Midtown Improvement District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and Situated entirely within Orange County, Florida; and

WHEREAS, the Board of Supervisors of the District ("Board") has selected a depository as defined in Section 280.02, Florida Statutes, which meets all the requirements of Chapter 280 and has been designated by the State Chief Financial Officer as a qualified public depository; and

WHEREAS, the Board desires now to authorize signatories for the operating bank accounts(s).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MIDTOWN IMPROVEMENT DISTRICT:

Section 1. The Chairperson, Vice Chairperson, Secretary, Assistant Secretaries, Treasurer and Assistant Treasurers are hereby designated as authorized signatories for the operating bank account(s) of the District.

Section 2. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS 20th DAY of February 2024.

ATTEST:

**MIDTOWN
IMPROVEMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice-Chair

Midtown Improvement District

**Resolution 2024-02,
Election of Officers**

RESOLUTION 2024-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
MIDTOWN IMPROVEMENT DISTRICT ELECTING THE OFFICERS OF
THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the **MIDTOWN IMPROVEMENT DISTRICT** (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors of the District desires to elect the Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF THE MIDTOWN IMPROVEMENT DISTRICT:**

- Section 1. Richard Levey is appointed Chair.
- Section 2. Rob Adams is appointed Vice Chair.
- Section 3. Jennifer Walden is appointed Secretary.
- Section 4. Lynne Mullins is appointed Assistant Secretary.
Julie Salvo is appointed Assistant Secretary.
Damon Ventura is appointed Assistant Secretary.
Brent Schademan is appointed Assistant Secretary.
- Section 5. Jennifer Glasgow is appointed Treasurer.
- Section 6. Amanda Lane is appointed Assistant Treasurer.
Amy Champagne is appointed Assistant Treasurer.
Rick Montejano is appointed Assistant Treasurer.
Verona Griffith is appointed Assistant Treasurer.
- Section 7. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.
- Section 8. This Resolution shall become effective immediately upon its adoption.

Passed and Adopted this 20th day of February 2024.

ATTEST:

MIDTOWN IMPROVEMENT DISTRICT

Secretary/Assistant Secretary

Chairman/Vice-Chairman

Midtown Improvement District

**Resolution 2024-03,
Underwriter Services Selection Policy**

RESOLUTION 2024-03

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE
MIDTOWN IMPROVEMENT DISTRICT ADOPTING AN
UNDERWRITING SERVICES SELECTION POLICY;
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Midtown Improvement District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Orlando, Florida; and

WHEREAS, Chapters 190 *Florida Statutes*, authorize the District to adopt rules and policies to govern the administration of the District; and

WHEREAS, the District was created for the purpose of financing and managing the acquisition, construction, installation, maintenance, and operation of community development facilities, services, and improvements within and without the boundaries of the District; and

WHEREAS, the District has previously indicated its intention to undertake, install, establish, construct, or acquire certain public infrastructure improvements and to finance such public infrastructure improvements through the issuance of bonds; and

WHEREAS, in connection with the sale and issuance of such bonds, the District may employ the services of firms providing underwriting services in structuring and delivering bonds; and

WHEREAS, pursuant to section 190.033(3), *Florida Statutes*, certain contractual services, including underwriting services, are not subject to competitive purchasing requirements; however, the District desires to adopt this Policy to support economical and efficient operations of the District; and

WHEREAS, the District desires to adopt by resolution the Underwriting Services Selection Policy attached hereto as **Exhibit A** and hereby determines that adoption of such is in the best interests of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF THE MIDTOWN IMPROVEMENT DISTRICT:**

SECTION 1. The attached Underwriting Services Policy attached hereto as **Exhibit A** is hereby adopted pursuant to this Resolution.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2024.

ATTEST:

MIDTOWN IMPROVEMENT DISTRICT

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

EXHIBIT "A"

MIDTOWN IMPROVEMENT DISTRICT UNDERWRITING SERVICES SELECTION POLICY

A. Purpose.

1. The purpose of this policy is to establish procedures for the selection of a firm to provide Underwriting Services in connection with the offering of Bonds for the Midtown Improvement District as such terms are defined herein.
2. Pursuant to section 190.033(3), *Florida Statutes*, contractual services, including Underwriting Services, are not subject to competitive purchasing requirements. However, the District desires to adopt this Policy to support economical and efficient operations of the District. Regardless of the procedure used by the District under this Policy for selection of a firm to provide Underwriting Services, no rights or remedies under this Policy, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Underwriting Services to the District.

B. Definitions.

1. "Board" means the Board of Supervisors for the District.
2. "Bonds" means bonds issued by the District pursuant to Chapter 190, *Florida Statutes*, the maturity of which is greater than five (5) years.
3. "District" means the Midtown Improvement District.
4. "District Management" means (i) the independent contractor (and its employees) retained by the District to provide professional district management services to the District and (ii) any other independent contractor (and its employees) separately retained by the District to provide amenity management services, provided said services include a responsibility to safeguard and protect Assets.
5. "Sister Districts" means the Greenway Improvement District, the Boggy Creek Improvement District, the Myrtle Creek Improvement District, and the Poitras East Community Development District.
6. "Underwriting Services" means at a minimum, the following services to be provided to the District with respect to a specific Bond issuance and/or under a continuing basis:
 - (a) Advice to the District on the structure, timing and terms of the Bonds;
 - (b) Assistance with coordination of the financing process
 - (c) Performance of due diligence
 - (d) Assistance with the preparation of an offering memorandum
 - (e) Review of the District's assessment and Bond documents
 - (f) Marking and offering of Bonds to investors

C. Procedure Regarding Underwriting Services Selection.

1. Request for Proposals.

- (a) When Underwriting Services are desired with respect to a specific Bond issuance and/or under a continuing basis, the Board may cause to be prepared a Request for Proposals (“RFP”).
- (b) District Management shall make a good faith effort to provide written notice, including by electronic mail, of the RFP to at least three (3) firms who provide Underwriting Services. The notice is not required to be published in a newspaper, a publicly accessible website, or by any other means. The RFP shall request written qualifications from firms interested in providing Underwriting Services to the District. The RFP shall state the time and place for submitting proposals.
- (c) The District will evaluate timely submitted proposals during a publicly held meeting. The Board may conduct discussions with, and may require public presentation by, firms regarding their Proposal. The District will select the firm that submitted a proposal that best meets the overall needs of the District. Factors and qualifications that may be considered by the Board in its evaluation include, but are not limited to, all or a portion of the following:
 - i. Compensation structures including: management fee, underwriting fee, expenses, and take-down (commission).
 - ii. Relevant experience and analytic capability of the firm and the individuals assigned to the issuer, and experience of the individual in charge of day-to-day management of the bond sale, including both the investment banker(s) and the underwriter(s).
 - iii. The firm's bond distribution capabilities and firm's ability to access both retail and institutional investors should be described.
 - iv. The firm’s participation in the District’s recent bond sales or the bond sales of other issuers in the same state, including any Sister District or other governmental entity in the state, if any.
 - v. Analytic capability of the firm and assigned investment banker(s).
 - vi. Access to sources of current market information to provide bond pricing data before, during and after the sale.
 - vii. The amount of uncommitted capital available and the ability and willingness of the firm to purchase the entire offering of the issuer, if necessary, in the case of a firm underwriting.
- (d) Simultaneously with the review of the submitted Proposals, the District may undertake negotiations with those firms that have submitted reasonable and timely Proposals and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements.
- (e) Notice of the intent to award, including rejection of some or all Proposals, shall be provided in writing to all proposers by United States Mail or via electronic mail.
- (f) The District may maintain a list of firms interested in receiving notices of Requests for Proposals for Underwriting Services. The District shall make reasonable efforts to provide copies of any notices to such firms, but the failure to do so shall not give such

firms any protest or other rights or otherwise disqualify any otherwise valid selection process.

- (g) If only one (1) Proposal is received in response to an RFP, the District may proceed with the Proposal. If no Proposals are received, the District may take whatever steps are reasonably necessary in order to proceed with the selection of a firm to provide Underwriting Services. Nothing in this Policy shall prevent the District from evaluating and eventually selecting a firm if less than three (3) Proposals are received.
- (h) The Board has the right to reject any and all Proposals and such reservations shall be included in all Requests for Proposals and notices.

2. Exemptions. The selection of a firm to provide Underwriting Services to the District is exempt from this Policy when:

- (a) the District selects a firm that it has previously selected in a manner consistent with the procedures of this Policy and the Board determines it is in the best interests of the District to do so;
- (b) the District selects a firm that any Sister District or other governmental entity has previously selected in a manner consistent with the procedures of this Policy and the Board determines it is in the best interests of the District to do so;
- (c) the District selects a firm that it has previously selected to provide Underwriting Services and the Board determines it is in the best interests of the District to do so; or
- (d) the District selects a firm in any other manner that the Board determines is in the best interest of the District, which may include a direct negotiation and selection without a competitive selection process.

Specific Authority: §§ 190.011(3), (5) and (9); 190.033(3), *Florida Statutes*

Effective date: _____, 2024

Midtown Improvement District

Pest Control Proposals

Fire Ant Treatment Quotes

	Current Cost/Budget	Fire Ant Control	Massey	Cepra	BrightView
MID	\$1,200.00	\$579.50	\$0.00	\$0.00	\$0.00
Notes		Sister District Vendor	Declined to bid	Declined to bid	Declined to bid



FIRE ANT CONTROL, LLC

6671 Juniper Lane

Bokeelia, FL 33922

info@fireantcontrol.com

239-321-8200

FIRE ANT CONTROL PROPOSAL

Proposal Submitted to:

Contact Business
Name: Samantha Sharenow Name: Midtown Improvement District

Service
Location: _____ Date: 8 January 2024

City, State, Zip: Lake Nona, FL Phone: 407-522-7140

We hereby submit specifications and estimates for:

The treatment for the control of fire ants the above described property. Cost below includes the amterials and applications.

Additional work to be done, comments or special instructions: Area Roadways

Fire Ant Control, LLC. guarantees to provide full coverage service to apply fire ant bait to the above named property with permission of the above named contact. Fire Ant Control, LLC. guarantees to control fire ant infestations, specifically to reduce the size and number of fire ant colonies/mounds on the property.

Customer patience is all that is needed with fire ant control. For optimal results, 2-3 applications per year are mandatory for year-round control. If prior to the next treatment (after allowing eight (8) weeks from application date), a fire ant infestation occurs on the treated area, Fire Ant Control, LLC. **will retreat the area of infestation** at no additional cost.

TERMS OF AGREEMENT: All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra cost , will be executed only upon written orders, and will become an extra charge over and above the estimate.

Fire Ant Control, LLC. reserves the right to adjust pricing prior to the next treatment and will advise customer of an adjustment in advance.

All agreements are contingent upon weather, accidents, and unforeseen delays, which are all beyond the control of and no liability will be assumed by Fire Ant Control, LLC. due to these conditions. Fire Ant Control, LLC. makes no expressed or implied warranties of products used other than that specified by the manufacturer. This proposal is subject to acceptance within 30 days and is void thereafter.

Fire Ant Control, LLC cannot guarantee fire ants will never be present on the property. At any time during or after treatment, it is possible for fire ant nests to exist on and around the property, even with regular treatments - for this reason, continue to monitor the property to protect people and animals from possible contact with fire ants.

Price per treatment \$579.50 Submitted for Fire Ant Control, LLC by: Pete Rials, Owner

Acceptance of Proposal: The above prices, specification and conditions are hereby accepted. Fire Ant Control, LLC. is authorized to do the work as specified.

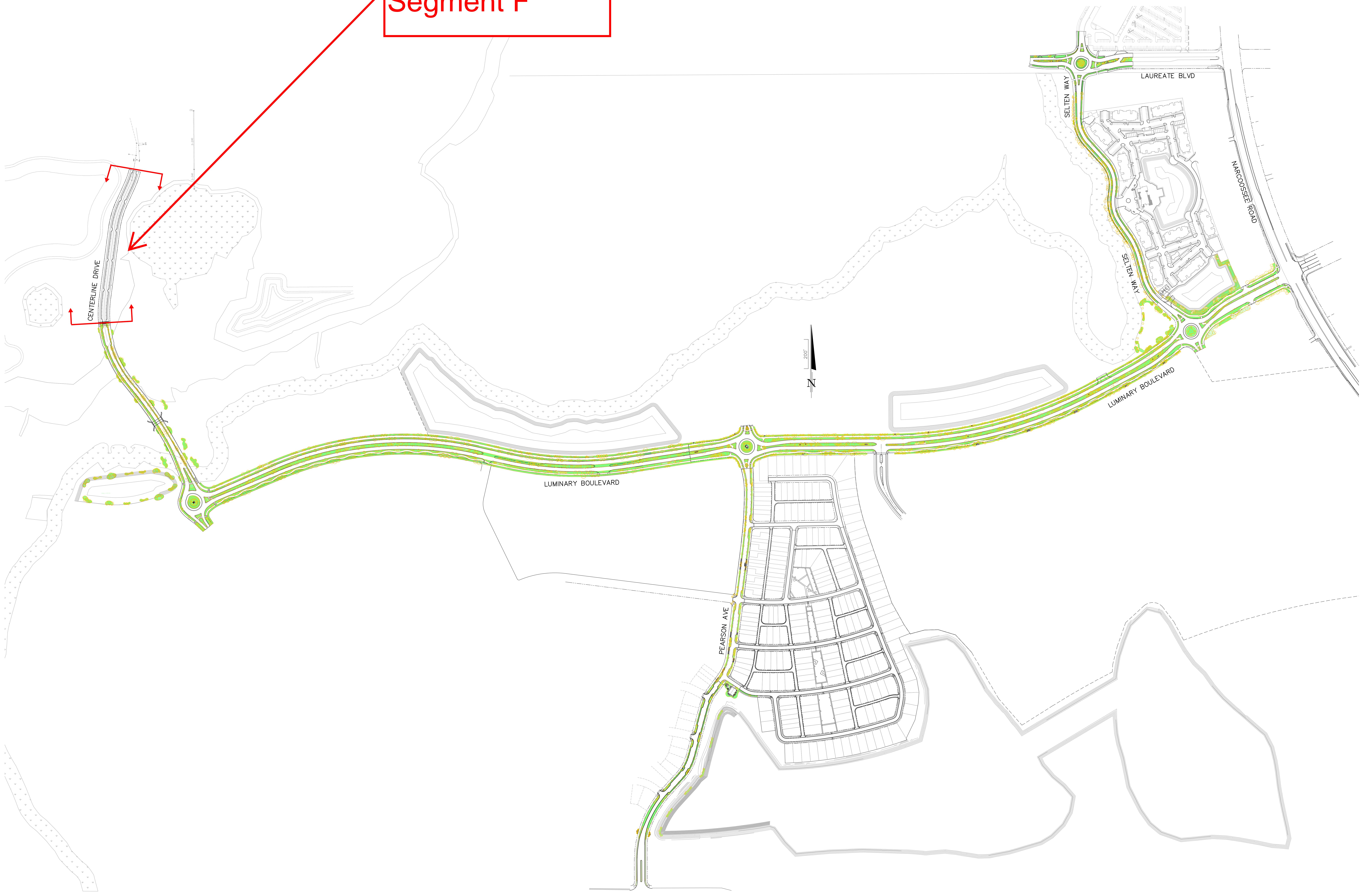
Customer Signature: _____ Date: _____

Acceptance of this proposal, either by signature or by verbal agreement, makes the agreement the invoice for payment of service. **Payment is due upon completion of the services stated above.** After thirty days, accounts are considered to be in arrears and an interest charge of 1.5% monthly accrues until this invoice is paid in full. Customer is liable for all legal and collection fees.

Midtown Improvement District

**Segment F Landscape Maintenance Proposal
with Cepra**

Centerline
Segment F





MID - Segment F

Base Maintenance Services (Monthly Costs)

Area	Landscape Management	Horticulture Services	Irrigation Management	Total
MID Segment F	\$1,950.00		\$300.00	\$2,250.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Base Monthly Costs	\$1,950.00	\$0.00	\$300.00	\$2,250.00
			Annual Base Maintenance Cost	\$27,000.00

Additional Services Included In Contract

Area	Mulch			Annuals			Palm Pruning			Misc. Services			
	Type	Freq.	Qty	Cost	Freq.	Qty	Cost	Freq.	Qty	Cost	Freq.	Qty	Cost
		2	35	\$3,850.00				1	73	\$3,285.00			
Total			70	\$3,850.00		0	\$0.00		73	\$3,285.00			\$0.00

Total Additional Services	\$7,135.00
Total Annual Cost	\$34,135.00
Total Monthly Cost	\$2,844.58

Midtown Improvement District

Trail Maintenance Proposal with Berman

WORK AUTHORIZATION FOR MAINTENANCE SERVICES

This Work Authorization (the “**Work Authorization**”), dated Feb 16, 2024, authorizes certain work in accordance with that certain *AGREEMENT BETWEEN THE MIDTOWN IMPROVEMENT DISTRICT AND BERMAN CONSTRUCTION, LLC FOR GENERAL MAINTENANCE SERVICES* (the “**Agreement**”), dated July 20, 2021, by and between:

Midtown Improvement District, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in the City of Orlando, Florida, and whose mailing address is 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817 (the “**District**”); and

Berman Construction, LLC, a Florida limited liability company, with a mailing address of 9801 Lake Nona Club Drive, Orlando, Florida 32827 (hereinafter “**Contractor**”, together with District the “**Parties**”).

Section 1. Scope of Services. Contractor shall provide _____Trail_____ maintenance services, as set forth in the attached **Exhibit A**, which is incorporated herein by reference, all in accordance with the terms of the Agreement (collectively, the “**Services**”).

Section 2. Compensation and Term. It is understood and agreed that the payment of compensation for the Services under this Work Authorization shall be in the amount and for the term set forth in the attached **Exhibit A**, and in the manner set forth in the Agreement.

Section 3. Acceptance. Acceptance of this Work Authorization will authorize the Contractor to complete the Services as outlined above and is indicated by the signature of the authorized representative of the District and the Contractor in the spaces provided below. Contractor shall commence the aforesaid Services as provided herein and shall perform the same in accordance with the terms and conditions of the Agreement, which, except to the extent expressly altered or changed in this Work Authorization, remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this Work Authorization to be executed the day and year first above written.

MIDTOWN IMPROVEMENT DISTRICT

Secretary

By: _____
Its: _____

BERMAN CONSTRUCTION, LLC

Witness

Katie Harmer

By: Katie Harmer - Berman VP
Its: _____

Exhibit A: Proposal/Scope of Services



BERMAN

Date of proposal: February 16, 2024
Client: Midtown Improvement District
Project: Trail inspection
Scope: Inspect the trails for repairs and maintenance

Berman proposes the following scope of work and specifications:

A. **Inspect the trails** – Monitor and maintain the trail's landscape and pathways. Clean signs and replace broken items. Survey the landscape, fix minor issues, and send written recommendations for significant problems

Total Project Costs \$180.00

Estimated Time of Completion – Work will be completed in the most expedient time frame possible.

Payment Schedule: Upon Completion

Additional Notes: Berman Construction State of Florida CGC # 1518721

All labor work is guaranteed for 1 year. Any work defects due to poor craftsmanship will be repaired at contractor's expense. Any defect or poor craftsmanship of an installed product will be subject to manufacturer's warranty. If any dispute arises as a result of this contract, then parties agree to seek binding arbitration as outlined by State of FL contracting policies. Berman Property Maintenance & Construction/ Berman Construction LLC is not responsible for damage to personal property as a result of accepted construction practices and such was not caused from negligent behavior or practices.

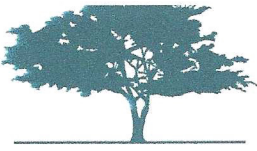
Revision and Approval Policy: Please contact our office upon receipt and approval of this contract, and any questions you might have. Due to availability and cost of material at this time, this proposal is only valid for 14 days, starting on the date of the proposal. Should you accept the terms outlined above please sign below and return. We can then schedule your services at that time. This proposal will become binding once executed by both parties.

Agent for owner (print name and signature)

Berman Property Maintenance & Construction
By, Katie Harmer, Vice President

Midtown Improvement District

Tree Trimming Proposals with DWC



Proposal For

PFM - Midtown Improvement District

Location

Nemours Pkwy
 Orlando, FL 32827

Hardwood Pruning

Terms

Due on receipt

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1) Prune - Structural Integrity Nemours Pkwy - Elevate hardwoods to 10-12FT for clearance purposes.	1	\$ 6,700.00	\$ 6,700.00

All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.

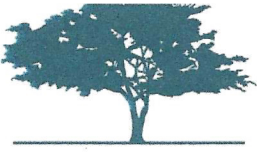
SUBTOTAL	\$ 6,700.00
SALES TAX	\$ 0.00
TOTAL	\$ 6,700.00

Signature

x

Date:

 Please sign here to accept the terms and conditions



Proposal For

PFM - Midtown Improvement District

Location

Centerline Dr
 Orlando, FL 32827

Hardwood Pruning

Terms

Due on receipt

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1) Prune - Structural Integrity Structural prune young installed trees off Centerline Dr.	1	\$ 1,820.00	\$ 1,820.00

All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.

SUBTOTAL	\$ 1,820.00
SALES TAX	\$ 0.00
TOTAL	\$ 1,820.00

Signature

x

Date:

Please sign here to accept the terms and conditions

Midtown Improvement District

**Payment Authorizations
Nos. 108 – 117**

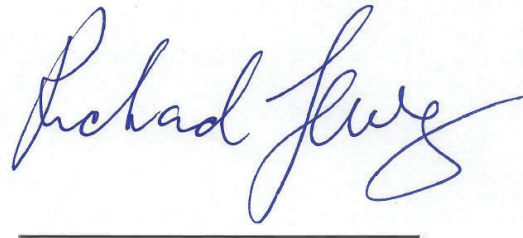
MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #108

11/30/2023

Item No.	Payee	Invoice Number	General Fund	Fiscal Year				
1	Donald W McIntosh Associates Engineering Services Through 11/03/2023	45013	\$ 312.50	FY 2024				
2	Kutak Rock General Counsel Through 10/31/2023	3311481	\$ 1,951.57	FY 2024				
3	Orlando Sentinel Legal Advertising on 11/06/2023 (Ad: 7524232)	OSC82806519	\$ 219.50	FY 2024				
TOTAL			\$ 2,483.57					
				<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;">\$ -</td> <td style="text-align: center;">FY 2023</td> </tr> <tr> <td style="text-align: right;">\$ 2,483.57</td> <td style="text-align: center;">FY 2024</td> </tr> </table>	\$ -	FY 2023	\$ 2,483.57	FY 2024
\$ -	FY 2023							
\$ 2,483.57	FY 2024							


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 11:05 am, Dec 11, 2023

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: 2023.12.06
10:32:50-0500

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #109

12/8/2023

Item No.	Payee	Invoice Number	General Fund
1	Berman Construction Holiday Decorations December Administrator & Irrigation Specialist	41130 41381	\$ 750.00 \$ 1,139.99
2	Boggy Creek Improvement District November ICM Fees	ICM2024-02	\$ 5,286.20
3	BrightView Landscape Services December Landscaping	8690694	\$ 5,721.00
4	Cepra Landscape December Section 1 Landscaping December Section 3 Landscaping	O-S5224 O-S5225	\$ 1,722.25 \$ 1,428.59
5	OUC Acct: 5032993173 ; Service 11/01/2023 - 12/01/2023	--	\$ 3,351.26
6	PFM Group Consulting December DM Fee	DM-12-2023-32	\$ 2,916.67
TOTAL			\$ 22,315.96


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 11:18 am, Dec 21, 2023

Digitally signed by Daniel J. Young
DN: cn=US, email=edward.young@stavislock.com,
o=Stavislock Development Co., cn=Daniel J. Young
Date: 2023.12.14 19:35:40-0500
Daniel J. Young

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #110

12/15/2023

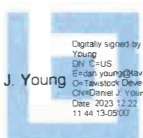
Item No.	Payee	Invoice Number	General Fund
1	Cepra Landscape November Irrigation Repairs - Centerline Controller	O-S5281	\$ 153.00
2	PFM Group Consulting October Billable Expenses	128428	\$ 219.50
3	Supervisor Fees - 12/12/2023 Meeting Richard Levey	--	\$ 200.00
4	VGlobalTech December Website Maintenance	5666	\$ 160.00
TOTAL			\$ 732.50


Secretary/Assistant Secretary


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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 9:06 am, Jan 08, 2024


Digitally signed by Daniel J. Young
DN: c=US
E=daniel.young@televestock.com
O=Televestock Development Co.
CN=Daniel J. Young
Date: 2023.12.22
11:44:13-0500

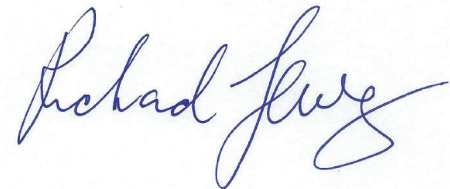
MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #111

12/22/2023

Item No.	Payee	Invoice Number	General Fund
1	Berman Construction Pressure Washing of Monument and Ribbon Walls	41687	\$ 550.00
2	Kutak Rock General Counsel Through 11/30/2023	3327959	\$ 491.57
3	Orlando Sentinel Legal Advertising on 12/04/2023 (Ad: 7539915)	OSC84349217	\$ 215.68
4	PFM Group Consulting November Reimbursables	OE-EXP-12-2023-16	\$ 24.47
TOTAL			\$ 1,281.72


Secretary/Assistant Secretary



Chairperson

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

RECEIVED
By Amanda Lane at 9:06 am, Jan 08, 2024

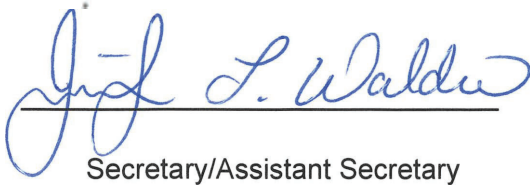
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Digitally signed by Daniel J. Young
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Date: 2023.12.31
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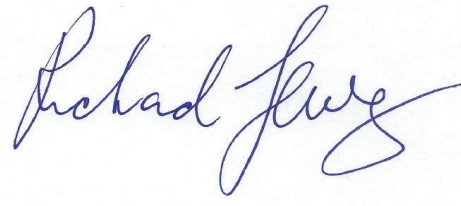
MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #112

1/5/2024

Item No.	Payee	Invoice Number	General Fund
1	Berman Construction January Administrator & Irrigation Specialist	42199	\$ 1,139.99
2	Boggy Creek Improvement District December ICM Fees	ICM2024-03	\$ 3,021.18
3	BrightView Landscape Services January Landscaping	8728900	\$ 5,721.00
4	Cepra Landscape January Section 1 Landscaping January Section 3 Landscaping	O-S5348 O-S5349	\$ 1,722.25 \$ 1,428.59
TOTAL			\$ 13,033.01


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 2:01 pm, Jan 17, 2024

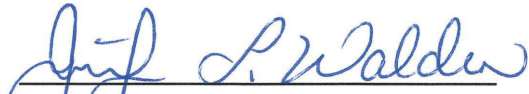
Daniel J. Young 
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CN=Daniel J. Young
Date: 2024.01.12
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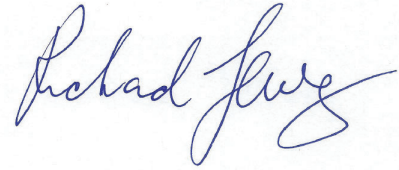
MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #113

1/12/2024

Item No.	Payee	Invoice Number	General Fund
1	OUC Utility Service 12/01/2023 - 01/02/2024	Acct: 5032993173	\$ 5,677.04
2	PFM Group Consulting January District Management Fee	DM-01-2024-32	\$ 2,916.67
TOTAL			\$ 8,593.71


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 2:01 pm, Jan 17, 2024

Daniel J. Young

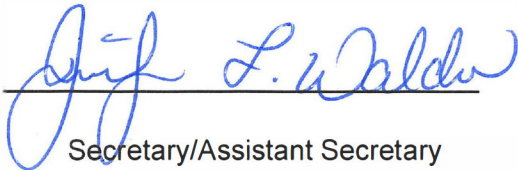
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MIDTOWN IMPROVEMENT DISTRICT

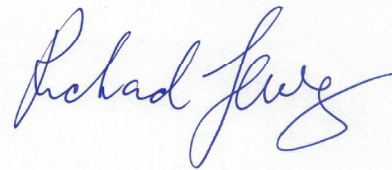
Payment Authorization #114

1/19/2024

Item No.	Payee	Invoice Number	General Fund
1	Donald W McIntosh Associates Engineering Services Through 12/31/2023	45244	\$ 631.26
2	VGlobalTech Q4 ADA Audit	5748	\$ 300.00
	January Website Maintenance	5759	\$ 160.00
TOTAL			\$ 1,091.26



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 4:38 pm, Jan 23, 2024

Digitally signed by Daniel J. Young
DN: C=US,
E=dan.young@tavistock.com,
O=Tavistock Development
Co., CN=Daniel J. Young
Date: 2024.01.20
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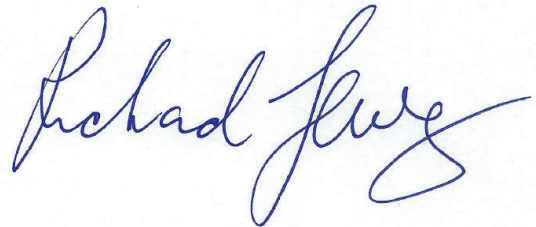
MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #115

1/26/2024

Item No.	Payee	Invoice Number	General Fund
1	Kutak Rock General Counsel Through 12/31/2023	3340801	\$ 1,645.47
TOTAL			\$ 1,645.47


Secretary/Assistant Secretary


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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 9:28 am, Jan 31, 2024

Digitaly signed by Daniel J. Young
DN: C=US,
E=dan.young@tavistock.com,
O=Tavistock Development
Co, CN=Daniel J. Young
Date: 2024.01.28
18:43:59-0500

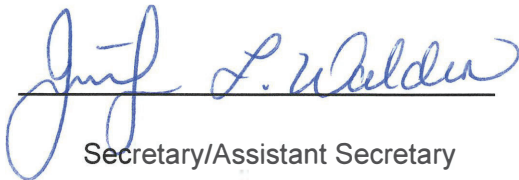
Daniel J. Young

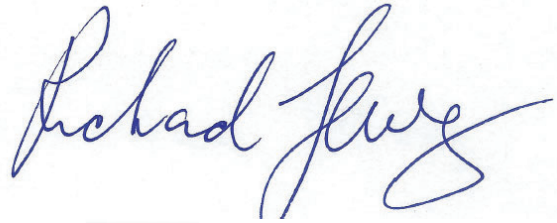
MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #116

2/2/2024

Item No.	Payee	Invoice Number	General Fund
1	Berman Construction February Irrigation and Admin Staffing Management	42795	\$ 1,139.99
2	Cepra Landscape February Landscape and Irrigation Section 1 February Landscape and Irrigation Section 3	O-S5499 O-S5500	\$ 1,722.25 \$ 1,428.59
TOTAL			\$ 4,290.83


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

RECEIVED
By Amanda Lane at 1:26 pm, Feb 05, 2024

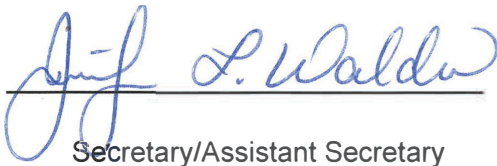
Daniel J. Young 
Digitally signed by Daniel J. Young
DN: C=US,
E=dan.young@tavistock.com,
O=Tavistock Development
Co., CN=Daniel J. Young
Date: 2024.02.02
11:55:58-05'00'

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #117

2/9/2024

Item No.	Payee	Invoice Number	General Fund
1	Boggy Creek Improvement District January ICM Expenses	ICM2024-04	\$ 2,989.02
2	BrightView Landscape Services February Landscaping	8762523	\$ 5,721.00
3	Grau and Associates FY 2023 Audit	25129	\$ 2,500.00
4	OUC Utility Service 01/02/2024 - 02/01/2024	Acct: 5032993173	\$ 3,188.21
TOTAL			\$ 14,398.23


Secretary/Assistant Secretary


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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 2:21 pm, Feb 12, 2024

Daniel J. Young
Digitally signed by Daniel J. Young
DN: cn=Daniel J. Young, email=Daniel.Young@pfm.com, o=PFM Group Consulting, ou=Orlando, st=FL, c=US
Date: 2024.02.12 07:33:17-0500

Midtown Improvement District

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

Midtown Improvement District

District's Financials

Midtown Improvement District
Statement of Financial Position
As of 1/31/2024

	General Fund	Capital Projects Fund	Total
<u>Assets</u>			
<u>Current Assets</u>			
General Checking Account	\$107,085.97		\$107,085.97
Infrastructure Capital Reserve	16,874.17		16,874.17
Interchange Maintenance Reserve	2,391.79		2,391.79
Accounts Receivable - Due from Developer		\$660.26	660.26
Due From Other Funds		4,943.46	4,943.46
Total Current Assets	\$126,351.93	\$5,603.72	\$131,955.65
Total Assets	\$126,351.93	\$5,603.72	\$131,955.65
<u>Liabilities and Net Assets</u>			
<u>Current Liabilities</u>			
Accounts Payable	\$1,645.47		\$1,645.47
Due To Other Funds	4,943.46		4,943.46
Due To Other Governmental Units	2,989.02		2,989.02
Accounts Payable		\$5,603.72	5,603.72
Retainage Payable		114,868.56	114,868.56
Deferred Revenue		660.26	660.26
Total Current Liabilities	\$9,577.95	\$121,132.54	\$130,710.49
Total Liabilities	\$9,577.95	\$121,132.54	\$130,710.49
<u>Net Assets</u>			
Net Assets - General Government	\$74,096.03		\$74,096.03
Current Year Net Assets - General Government	42,677.95		42,677.95
Net Assets, Unrestricted		(\$114,868.56)	(114,868.56)
Current Year Net Assets, Unrestricted		(660.26)	(660.26)
Total Net Assets	\$116,773.98	(\$115,528.82)	\$1,245.16
Total Liabilities and Net Assets	\$126,351.93	\$5,603.72	\$131,955.65

Midtown Improvement District
Statement of Activities
As of 1/31/2024

	General Fund	Capital Projects Fund	Total
<u>Revenues</u>			
Developer Contributions	\$137,543.43		\$137,543.43
Developer Contributions		\$15,007.52	15,007.52
Total Revenues	<u>\$137,543.43</u>	<u>\$15,007.52</u>	<u>\$152,550.95</u>
<u>Expenses</u>			
Supervisor Fees	\$400.00		\$400.00
Public Officials' Liability Insurance	2,419.00		2,419.00
Management	11,666.68		11,666.68
Engineering	943.76		943.76
District Counsel	4,088.61		4,088.61
Travel and Per Diem	11.66		11.66
Postage & Shipping	24.47		24.47
Legal Advertising	911.68		911.68
Web Site Maintenance	940.00		940.00
Holiday Decorations	750.00		750.00
Dues, Licenses, and Fees	175.00		175.00
Electric	155.22		155.22
Water Reclaimed	3,536.64		3,536.64
General Insurance	2,956.00		2,956.00
Property & Casualty	286.00		286.00
Irrigation	2,101.09		2,101.09
Landscaping Maintenance & Material	35,487.36		35,487.36
Contingency	3.97		3.97
IME - Aquatics Maintenance	400.76		400.76
IME - Irrigation	331.20		331.20
IME - Landscaping	11,485.00		11,485.00
IME - Lighting	53.94		53.94
IME - Water Reclaimed	32.54		32.54
Entry and Wall Maintenance	550.00		550.00
IME - Landscape Improvements	1,964.40		1,964.40
Streetlights	8,636.35		8,636.35
Personnel Leasing Agreement	4,559.96		4,559.96
Engineering		\$263.76	263.76
District Counsel		610.00	610.00
Legal Advertising		106.53	106.53
Landscaping Maintenance & Material		14,687.49	14,687.49
Total Expenses	<u>\$94,871.29</u>	<u>\$15,667.78</u>	<u>\$110,539.07</u>

Midtown Improvement District
Statement of Activities
As of 1/31/2024

	General Fund	Capital Projects Fund	Total
<u>Other Revenues (Expenses) & Gains (Losses)</u>			
Interest Income	\$5.81		\$5.81
Total Other Revenues (Expenses) & Gains (Losses)	\$5.81	\$0.00	\$5.81
 Change In Net Assets	 \$42,677.95	 (\$660.26)	 \$42,017.69
 Net Assets At Beginning Of Year	 \$74,096.03	 (\$114,868.56)	 (\$40,772.53)
 Net Assets At End Of Year	 \$116,773.98	 (\$115,528.82)	 \$1,245.16
	\$116,773.98	(\$115,528.82)	\$1,245.16

Midtown Improvement District
 Budget to Actual
 For the Month Ending 01/31/2024

	Actual	Budget	Variance	FY 2024 Adopted Budget	Percentage Spent
Revenues					
Developer Contributions	\$ 137,543.43	\$ 183,391.24	\$ (45,847.81)	\$ 550,173.73	25.00%
Net Revenues	\$ 137,543.43	\$ 183,391.24	\$ (45,847.81)	\$ 550,173.73	25.00%
General & Administrative Expenses					
Legislative					
Supervisor Fees	\$ 400.00	\$ 1,600.00	\$ (1,200.00)	\$ 4,800.00	8.33%
Financial & Administrative					
Public Officials' Liability Insurance	2,419.00	900.00	1,519.00	2,700.00	89.59%
Trustee Services	-	2,500.00	(2,500.00)	7,500.00	0.00%
Management	11,666.68	11,666.67	0.01	35,000.00	33.33%
Engineering	943.76	5,833.33	(4,889.57)	17,500.00	5.39%
Disclosure	-	1,666.67	(1,666.67)	5,000.00	0.00%
Property Appraiser	-	666.67	(666.67)	2,000.00	0.00%
District Counsel	4,088.61	10,000.00	(5,911.39)	30,000.00	13.63%
Assessment Administration	-	2,500.00	(2,500.00)	7,500.00	0.00%
Reamortization Schedules	-	83.33	(83.33)	250.00	0.00%
Audit	-	2,000.00	(2,000.00)	6,000.00	0.00%
Arbitrage Calculation	-	166.67	(166.67)	500.00	0.00%
Travel and Per Diem	11.66	100.00	(88.34)	300.00	3.89%
Telephone	-	8.33	(8.33)	25.00	0.00%
Postage & Shipping	24.47	333.33	(308.86)	1,000.00	2.45%
Copies	-	500.00	(500.00)	1,500.00	0.00%
Legal Advertising	911.68	2,500.00	(1,588.32)	7,500.00	12.16%
Bank Fees	-	120.00	(120.00)	360.00	0.00%
Miscellaneous	-	1,666.65	(1,666.65)	5,000.00	0.00%
Meeting Room	-	266.67	(266.67)	800.00	0.00%
Office Supplies	-	90.00	(90.00)	270.00	0.00%
Web Site Maintenance	940.00	1,083.33	(143.33)	3,250.00	28.92%
Holiday Decorations	750.00	166.67	583.33	500.00	150.00%
Dues, Licenses, and Fees	175.00	58.33	116.67	175.00	100.00%
Total General & Administrative Expenses	\$ 22,330.86	\$ 46,476.65	\$ (24,145.79)	\$ 139,430.00	16.02%

Midtown Improvement District
 Budget to Actual
 For the Month Ending 01/31/2024

	Actual	Budget	Variance	FY 2024 Adopted Budget	Percentage Spent
<u>Field Operations</u>					
Electric Utility Services					
Electric	\$ 155.22	\$ 1,520.00	\$ (1,364.78)	\$ 4,560.00	3.40%
Water-Sewer Combination Services					
Water Reclaimed	3,536.64	6,333.33	(2,796.69)	19,000.00	18.61%
Other Physical Environment					
General Insurance	2,956.00	1,100.00	1,856.00	3,300.00	89.58%
Property & Casualty Insurance	286.00	133.33	152.67	400.00	71.50%
Other Insurance	-	33.33	(33.33)	100.00	0.00%
Irrigation Repairs	2,101.09	6,966.67	(4,865.58)	20,900.00	10.05%
Landscaping Maintenance & Material	35,487.36	68,771.67	(33,284.31)	206,315.00	17.20%
Tree Trimming	-	3,500.00	(3,500.00)	10,500.00	0.00%
Flower & Plant Replacement	-	5,066.67	(5,066.67)	15,200.00	0.00%
Contingency	3.97	6,616.67	(6,612.70)	19,850.00	0.02%
Pest Control	-	400.00	(400.00)	1,200.00	0.00%
Interchange Maintenance Expenses					
IME - Aquatics Maintenance	400.76	424.00	(23.24)	1,272.00	31.51%
IME - Irrigation Repairs	331.20	400.00	(68.80)	1,200.00	27.60%
IME - Landscaping	11,485.00	11,485.00	-	34,455.00	33.33%
IME - Lighting	53.94	160.00	(106.06)	480.00	11.24%
IME - Miscellaneous	-	800.00	(800.00)	2,400.00	0.00%
IME - Water Reclaimed	32.54	200.00	(167.46)	600.00	5.42%
IME - Landscape Improvements	1,964.40	1,600.00	364.40	4,800.00	40.93%
Road & Street Facilities					
Entry and Wall Maintenance	550.00	380.00	170.00	1,140.00	48.25%
Hardscape Maintenance	-	500.00	(500.00)	1,500.00	0.00%
Streetlights	8,636.35	12,500.00	(3,863.65)	37,500.00	23.03%
Accent Lighting	-	253.33	(253.33)	760.00	0.00%
Parks & Recreation					
Personnel Leasing Agreement	4,559.96	4,560.00	(0.04)	13,680.00	33.33%
Reserves					
Infrastructure Capital Reserve	-	2,812.00	(2,812.00)	8,436.00	0.00%
Interchange Maintenance Reserve	-	398.58	(398.58)	1,195.73	0.00%
Total Field Operations Expenses	\$ 72,540.43	\$ 136,914.59	\$ (64,374.15)	\$ 410,743.73	17.66%
Total Expenses	\$ 94,871.29	\$ 183,391.24	\$ (88,519.94)	\$ 550,173.73	17.24%
Income (Loss) from Operations	\$ 42,672.14	\$ -	\$ 42,672.14	\$ -	
<u>Other Income (Expense)</u>					
Interest Income	\$ 5.81	\$ -	\$ 5.81	\$ -	
Total Other Income (Expense)	\$ 5.81	\$ -	\$ 5.81	\$ -	
Net Income (Loss)	\$ 42,677.95	\$ -	\$ 42,677.95	\$ -	