

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, November 19, 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. **Swearing in Newly Elected Board Members**
- 2. **Consideration of the Minutes of the October 15, 2024, Board of Supervisors' Meeting**
- 3. **Consideration of the Minutes of the November 5, 2024, Landowners' Election Meeting**
- 4. **Consideration of Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election**
- 5. **Consideration of Resolution 2025-02, Election of Officers**

Business Matters

- 6. **Ratification of Payment Authorization Nos. 150 – 154**
- 7. **Recommendation of Work Authorization/Proposed Services (*if applicable*)**
- 8. **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

Oath of Office

**MIDTOWN IMPROVEMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF MIDTOWN IMPROVEMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

The foregoing oath was administered before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 2024, by _____, who is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Midtown Improvement District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

Midtown Improvement District

**Minutes of the October 15, 2024,
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, October 15, 2024, at 3:31 p.m. at 6900 Tavistock Lakes Blvd., Ste. 200, Orlando, FL 32827.

Present:

Rob Adams	Vice Chair
Brent Schademan	Assistant Secretary
Damon Ventura	Assistant Secretary
Julie Salvo	Assistant Secretary

Also Attending:

Jennifer Walden	PFM	
Jasmin Barone	PFM	(via phone)
Tucker Mackie	Kutak Rock	
Jeffrey Newton	Donald W. McIntosh Associates	
Samantha Sharenow	Berman	(via phone)
Dan Young	Tavistock	
DJ Batten	Berman	

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden called for public comments and noted there were no comments from the public.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
August 20, 2024, Board of
Supervisors' Meeting**

The Board reviewed the minutes of the August 20, 2024, Board of Supervisors' Meeting.

On motion by Mr. Adams, seconded by Mr. Schademan, with all in favor, the Board of Supervisors for the Midtown Improvement District approved the Minutes of the August 20, 2024, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Fiscal Year 2024
Audit Engagement Letter with Grau &
Associates**

Ms. Walden explained that this is the standard letter received from the Auditor. District staff has reviewed the letter, edits were made, and the Audit Engagement Letter is ready to be executed by the Board. She noted the cost of \$5,200.00 is within the Fiscal Year budget.

On motion by Mr. Ventura, seconded by Mr. Schademan, with all in favor, the Board of Supervisors for the Midtown Improvement District approved the Fiscal Year 2024 Audit Engagement Letter with Grau & Associates.

FIFTH ORDER OF BUSINESS

Ratification of Egis Insurance Package for FY 2025

Ms. Walden stated coverage for Fiscal Year 2025 came in at \$6,234.00 and the budget is \$6,510.15 which means the District is under budget for insurance. She noted the Chair executed this item outside of a meeting so that the District did not lose coverage.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Midtown Improvement District ratified the Egis Insurance Package for FY 2025.

SIXTH ORDER OF BUSINESS

Ratification of Payment Authorization Nos. 140 – 149

The Board reviewed Payment Authorization Nos. 140 – 149.

On motion by Mr. Ventura, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Midtown Improvement District ratified Payment Authorization Nos. 140 – 149.

SEVENTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

Ms. Walden stated the first Work Authorization is with Berman for holiday decorations in the amount of \$750.00.

On motion by Ms. Salvo, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Midtown Improvement District approved the Berman proposal for holiday decorations in the amount of \$750.00.

Ms. Walden stated the next Work Authorization is with BrightView for hurricane clean up in the amount of \$1,073.00.

On motion by Ms. Salvo, seconded by Mr. Schademan, with all in favor, the Board of Supervisors for the Midtown Improvement District approved the BrightView proposal for hurricane clean up in the amount of \$1,073.00.

Ms. Walden stated the last Work Authorization is with Cepra for hurricane clean up in the amount of \$1,010.00.

On motion by Mr. Adams, seconded by Mr. Ventura, with all in favor, the Board of Supervisors for the Midtown Improvement District approved the Cepra proposal for hurricane clean up in the amount of \$1,010.00.

EIGHTH ORDER OF BUSINESS

Review of District's Financials

Ms. Walden noted the financials are updated through the end of September. The District has spent just over \$330,000.00 of the overall \$550,000.00 budget, so the District has spent approximately 60% of the adopted budget.

NINTH ORDER OF BUSINESS

Staff Reports

District Counsel – No report.

District Manager – Ms. Walden noted that the next meeting is scheduled for Tuesday, November 19, 2024. She noted at that meeting the Fiscal Year 2024 budget will need to be revised.

District Engineer – No report.

Construction Supervisor – No report.

Landscape Supervisor – Ms. Sharenow stated the fire ant treatment and the annual pressure washing was postponed due to the storm. The vendors will take care of these previously approved items in the upcoming weeks.

Irrigation Supervisor – No report.

TENTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor requests.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Walden requested a motion to adjourn.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the October 15, 2024, Meeting of the Board of Supervisors for the Midtown Improvement District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair

Midtown Improvement District

**Minutes of the November 5, 2024,
Landowners' Election Meeting**

**MIDTOWN IMPROVEMENT DISTRICT
LANDOWNERS' MEETING MINUTES**

The Landowners' Election of the Midtown Improvement District was held on Tuesday, **November 5, 2024, at 10:15 a.m.** at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827.

Jennifer Walden	PFM
Lynne Mullins	PFM
Tucker Mackie	Kutak Rock (via phone)
Drew Dawson	Proxy Holder

FIRST ORDER OF BUSINESS

Call to Order

Ms. Walden called the Landowners' Election to order at 10:16 a.m.

SECOND ORDER OF BUSINESS

**Appointment of Meeting
Chairman**

Ms. Walden, an employee of the District Management's office, served as Chairman of the meeting.

THIRD ORDER OF BUSINESS

**Identification of
Landowners and/or
Landowners' Proxy
Holder(s)**

Ms. Walden stated Kenneth Drew Dawson is the proxy holder for Lake Nona Land Co. LLC which owns 316.55 acres total and allows for 321 votes.

FOURTH ORDER OF BUSINESS

**Call for Nominations and
Casting of Votes**

Mr. Dawson cast his votes as per the Official Ballot:

- Seat 3 – Rob Adams – 321 votes
- Seat 4 – Julie Salvo – 321 votes
- Seat 5 – Brent Schademan – 320 votes

Ms. Walden stated Ms. Salvo and Mr. Adams will each serve a four-year term and Mr. Schademan will serve a two-year term.

FIFTH ORDER OF BUSINESS**Adjournment**

The Midtown Improvement District Landowners' Election was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair

Midtown Improvement District

**Resolution 2025-01,
Canvassing and Certifying the Results
of the Landowners' Election**

RESOLUTION 2025-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MIDTOWN IMPROVEMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, 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*, being situated entirely within the City of Orlando, Florida; and

WHEREAS, pursuant to Section 190.006(2), *Florida Statutes*, a landowners’ meeting is required to be held within 90 days of the District’s creation and every two years following the creation of the District for the purpose of electing supervisors of the District; and

WHEREAS, such landowners’ meeting was held on November 5, 2024, the Minutes of which are attached hereto as **Exhibit A**, and at which the below recited persons were duly elected by virtue of the votes cast in his/her favor; and

WHEREAS, the Board of Supervisors of the District, by means of this Resolution, desire to canvas the votes and declare and certify the results of said election.

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

Section 1. The following person is found, certified, and declared to have been duly elected as Supervisor of and for the District, having been elected by the votes cast in their favor as shown:

<u>Rob Adams</u>	Votes <u>321</u>
<u>Julie Salvo</u>	Votes <u>321</u>
<u>Brent Schademan</u>	Votes <u>320</u>

Section 2. In accordance with Section 190.006(2), *Florida Statutes*, and by virtue of the number of votes cast for the Supervisor, the above-named person is declared to have been elected for the following term of office:

<u>Rob Adams</u>	4 Year Term	Seat <u>3</u>
<u>Julie Salvo</u>	4 Year Term	Seat <u>4</u>
<u>Brent Schademan</u>	2 Year Term	Seat <u>5</u>

Section 3. This resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 19th DAY OF NOVEMBER, 2024.

Attest:

MIDTOWN IMPROVEMENT DISTRICT

Secretary/Assistant Secretary

Chairman

**MIDTOWN IMPROVEMENT DISTRICT
LANDOWNERS' MEETING MINUTES**

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Lynne Mullins	PFM
Tucker Mackie	Kutak Rock (via phone)
Drew Dawson	Proxy Holder

FIRST ORDER OF BUSINESS

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Chairman**

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THIRD ORDER OF BUSINESS

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Landowners and/or
Landowners' Proxy
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Ms. Walden stated Kenneth Drew Dawson is the proxy holder for Lake Nona Land Co. LLC which owns 316.55 acres total and allows for 321 votes.

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**Call for Nominations and
Casting of Votes**

Mr. Dawson cast his votes as per the Official Ballot:

- Seat 3 – Rob Adams – 321 votes
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- Seat 5 – Brent Schademan – 320 votes

Ms. Walden stated Ms. Salvo and Mr. Adams will each serve a four-year term and Mr. Schademan will serve a two-year term.

FIFTH ORDER OF BUSINESS**Adjournment**

The Midtown Improvement District Landowners' Election was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair

Midtown Improvement District

**Resolution 2025-02,
Election of Officers**

RESOLUTION 2025-02

**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 19th day of November 2024.

ATTEST:

MIDTOWN IMPROVEMENT DISTRICT

Secretary/Assistant Secretary

Chairman/Vice-Chairman

Midtown Improvement District

**Payment Authorizations
Nos. 150 – 154**

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #150

10/11/2024

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	FloridaCommerce	91476	\$ 175.00	FY 2025
2	OUC	Acct: 5032993173	\$ 3,222.29	FY 2024
3	PFM Group Consulting	DM-10-2024-33	\$ 2,916.67	FY 2025
TOTAL			\$ 6,313.96	
			\$ 3,222.29	FY 2024
			\$ 3,091.67	FY 2025

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #151

10/18/2024

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	Fire Ant Control	25444	\$ 579.50	FY 2025
2	Kutak Rock	3466768	\$ 249.50	FY 2024
TOTAL			\$ 829.00	
			\$ 249.50	FY 2024
			\$ 579.50	FY 2025

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #152

10/25/2024

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	Orlando Sentinel	101991449000	\$ 279.43	FY 2025
TOTAL			\$ 279.43	
			\$ -	FY 2024
			\$ 279.43	FY 2025

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #153

11/1/2024

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	Berman Construction	49081	\$ 750.00	FY 2025
2	Brightview Landscape Services	9113196	\$ 1,073.00	FY 2025
	Brightview Landscape Services	9115342	\$ 5,884.00	FY 2025
3	Cepira Landscape	O-S6964	\$ 1,010.00	FY 2025
TOTAL			\$ 8,717.00	
			\$ -	FY 2024
			\$ 8,717.00	FY 2025

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #154

11/8/2024

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	Berman Construction	49252	\$ 1,139.99	FY 2025
2	Boggy Creek Improvement District	ICM2024-12 (2)	\$ 18.54	FY 2024
	Boggy Creek Improvement District	ICM2025-01	\$ 3,017.98	FY 2025
3	Cepira Landscape	O-S6992	\$ 1,773.92	FY 2025
	Cepira Landscape	O-S6993	\$ 4,314.67	FY 2025
4	Orlando Sentinel	OSC102758858	\$ 774.52	FY 2025
5	OUC	Acct: 5032993173	\$ 3,157.37	FY 2025
6	PFM Group Consulting	DM-11-2024-33	\$ 2,916.67	FY 2025
7	VGlobalTech	6704	\$ 160.00	FY 2025
TOTAL			\$ 17,273.66	
			\$ 18.54	FY 2024
			\$ 17,255.12	FY 2025

Midtown Improvement District

Work Authorization/Proposed Services
(if applicable)

Midtown Improvement District

Recommendation for Work Authorization / Proposed Services

Project Name:

Description:

Consultant:

Is the work pursuant to an agreement?

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Name:

Is the project included in the District Capital Improvement Plan?

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Are the services required contemplated in the Capital Improvement Plan?

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is this a continuation of previously authorized work?

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Proposal attached:


YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Form of Agreement Utilized:

Amount of Services:

Recommendation:

Approve	Deny
<input checked="" type="checkbox"/>	<input type="checkbox"/>

 Digitally signed by Daniel J Young
DN: C=US,
E=dan.young@tavistock.com,
O=Tavistock Development Company,
CN=Daniel J Young
Date: 2024.11.18 09:14:11-05'00'

Daniel Young, Chairman
Midtown Improvement District
Construction Committee

c: Jennifer Walden
Tucker Mackie
Jeffrey Newton
Lynne Mullins

November 13, 2024

Midtown Improvement District
3501 Quadrangle Boulevard
Suite 270
Orlando, FL 32817

Re: Centerline Drive – Segments C & D
McIntosh Job No. 18141 (048-059)

As requested by Dan Young, McIntosh Associates (McIntosh) is pleased to submit for your consideration this Additional Services Agreement to provide professional survey and engineering services to Midtown Improvement District (“CLIENT”) for Centerline Drive – Segments C & D (“Project”). The scope of this proposal includes professional surveying and engineering services associated with Developer-requested revisions to the existing construction drawings and permit applications for the Project to delete the Segment B plan sheets from the previously prepared construction plans and plat and add a roundabout at the intersection of Centerline Drive and Laureate Boulevard. McIntosh will provide these services pursuant to our current master contract with Midtown Improvement District dated October 19, 2021 (“Contract”), as follows:

I. Scope of Work

PART I - PROFESSIONAL SURVEYING & MAPPING

- A. **BOUNDARY AND TOPOGRAPHIC SURVEY FOR FINAL PLAT** – Preparation of an updated site boundary and topographic survey (NAVD88 Datum) of lands to be platted for purposes of submittal with the final plat as required by Chapter 177, Florida Statutes, prepared in accordance with applicable State of Florida Standards of Practice as set forth by the Board of Professional Surveyors and Mappers, Chapter 5J-17.05, Florida Administrative Code, per Section 472.027, Florida Statutes. As required by the City of Orlando, the survey will be prepared to include the information within the title certificate provided to McIntosh by CLIENT for the final plat submittal. The topographic information shown on this survey will not be updated to reflect site grading or improvements that may have occurred since preparation of the survey to accompany the Preliminary Plat submittal. If, during the preparation process, additional phases or revisions are required due to CLIENT changes, any related Additional Services will be authorized under a separate agreement.
- B. **FINAL PLAT PREPARATION** – Preparation and submittal to City of one (1) record plat for the project for recording complete with installation of PRM's and PCPs (one time only) as required by state and local regulation(s); includes submittal of supporting documents prepared by others. If, during the preparation process, additional phases or revisions are required due to CLIENT changes, any related Additional Services will be authorized under a separate agreement.

- C. FINAL PLAT PROCESSING - Process one (1) final plat through City; includes the review of plat review comment letters from the jurisdictional agency and the preparation of letters in response to the reviews, coordinating the changes and requests for information with the CLIENT and CLIENT's attorney, the preparation and resubmittal of the revised plats and documents and attendance at meetings if requested by CLIENT.
- D. LEGAL DESCRIPTIONS AND SKETCHES - Preparation of up to four (4) miscellaneous legal descriptions.

PART II - CIVIL ENGINEERING

- A. CONSTRUCTION DRAWING REVISIONS - Design, preparation, and submittal to regulatory agencies of revised roadway construction drawings and technical specifications to delete the Segment B plan sheets from the previously prepared construction plans and add a roundabout at the intersection of Centerline Drive and Laureate Boulevard, with related modifications the supporting utility and secondary collection system calculations for the Project.
- B. SFWMD ERP APPLICATION - Preparation and submittal of a modification to the previously approved South Florida Water Management District (SFWMD) Environmental Resource Permit (ERP).
- C. SFWMD WATER USE (DEWATERING) PERMIT - Assist the Geotechnical Consultant with completion of a SFWMD Water Use (Dewatering) Permit.
- D. FDEP POTABLE WATER PERMIT APPLICATION - Preparation and submittal of a new Florida Department of Environmental Protection (FDEP) general permit application for potable water distribution facilities serving the Project.
- E. FDEP WASTEWATER PERMIT MODIFICATION - Preparation and submittal of modification to the previously issued FDEP individual permit for wastewater collection facilities serving the Project.
- F. PLAN AND PERMIT PROCESSING - Processing of plans and permit applications through the City of Orlando, SFWMD, Orlando Utilities Commission (OUC), and FDEP.
- G. ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COSTS - Preparation of an estimate of probable construction costs for Project infrastructure construction for final engineering plan approval based on the pricing information contained in the contractor's sitework bid as provided to McIntosh by CLIENT.
- H. FINAL ENGINEERING MEETINGS AND COORDINATION - Coordination with City staff; OUC staff; regulatory agencies; geotechnical, structural, hardscape, landscape and other consultants; and CLIENT during the design phase of the project and representation at meetings associated with final design and permitting of the Project.

FEE SCHEDULE

Contract Item	Billing Item	Description	Fee
		Part I - Professional Surveying & Mapping	
A.	048	Boundary and Topographic Survey for Final Plat	\$6,900.00
B.	049	Final Plat Preparation	8,300.00
C.	050	Final Plat Processing	2,400.00
D.	051	Legal Descriptions and Sketches	1,500.00
		Subtotal	\$19,100.00
		Part II - Master Engineering	
A.	052	Construction Drawing Revisions	\$36,040.00
B.	053	SFWMD ERP Application	8,120.00
C.	054	SFWMD Water Use (Dewatering) Permit Assistance	2,520.00
D.	055	FDEP Potable Water Permit Application	2,180.00
E.	056	FDEP Wastewater Permit Modification	1,950.00
F.	057	Plan and Permit Processing	7,760.00
G.	058	Engineer's Opinion of Probable Construction Costs	3,260.00
H.	059	Final Engineering Meetings and Coordination	7,740.00
		Subtotal	\$69,570.00
		TOTAL	\$88,670.00

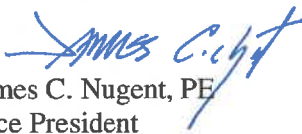
II. Compensation

Midtown Improvement District will compensate McIntosh Associates pursuant to the hourly rate schedule contained in the Engineering Agreement and/or the lump sums listed above. The CLIENT will reimburse McIntosh Associates, all direct costs, which include items such as printing, drawings, travel, deliveries, et cetera, pursuant to the Agreement.

This proposal, together with the Engineering Agreement, represents the entire understanding between the Midtown Improvement District and McIntosh Associates (Engineer) with regards to the referenced work authorization.

If you wish to accept this Work Authorization, please sign where indicated and return a complete copy to our office (executed electronic scanned copies are acceptable). Upon receipt, we will promptly schedule our services.

Sincerely,
McIntosh Associates
an LJA company


James C. Nugent, PE
Vice President

JCN/lt

ACCEPTANCE OF CONTRACT BY:

[Signature]

[Date]

[Name and Title]

[Company]

PURSUANT TO FLORIDA STATUTE 558.0035, AN INDIVIDUAL
EMPLOYEE OR AGENT OF MCINTOSH ASSOCIATES MAY NOT
BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

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WORK AUTHORIZATION FOR MAINTENANCE SERVICES

This Work Authorization (the “**Work Authorization**”), dated 11/10/24, 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 sealing monuments 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

Katie Harmer

Witness

By: Katie Harmer, VP
Its: _____

Exhibit A: Proposal/Scope of Services

Proposal: CDD MID Sealant Monument

Proposal Date: 11/08/2024

Project Name: CDD MID Sealant Monument

Client Contact: PFM

Work Order #: 72897

Project Scope

Objective:

To apply a protective sealant to monument surfaces (stone, metal, masonry) to preserve them from environmental factors while maintaining their integrity.

Key Steps:

- **Material Selection & Tools:**
 - Use breathable, UV-resistant, and weatherproof sealants (e.g., silane, siloxane, or silicate-based).
 - Tools include brushes, rollers, sprayers, and soft cleaning materials.
- **Surface Preparation:**
 - Inspect and clean the monument, removing dirt, biological growth, and old coatings.
 - Repair any damage or deterioration before applying sealant.
 - Ensure the surface is completely dry before application.
- **Sealant Application:**
 - Apply the sealant evenly using appropriate methods (brush, roller, sprayer).
 - Multiple coats may be required, depending on the material and product.
 - Ensure careful application around detailed features.
- **Post-Application:**
 - Inspect the work after the sealant has dried (24–48 hours) for uniform coverage and touch up any missed areas.
 - Clean up tools and remove protective coverings.
- **Safety & Compliance:**
 - Ensure workers use proper safety gear and follow regulations, especially for handling chemicals and working at heights.

Payment Terms

Total: \$ 800

Labor and materials are included.

Proposal: CDD MID Sealant Monuments

Additional Notes

Please contact our office upon receipt and approval of this contract, and any questions you might have. 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.

Thank You

We appreciate your business and look forward to our continued partnership. Please don't hesitate to reach out with any questions.

Approvals

Property Manager
By: PFM

Berman
By: Katie Harmer

About Berman

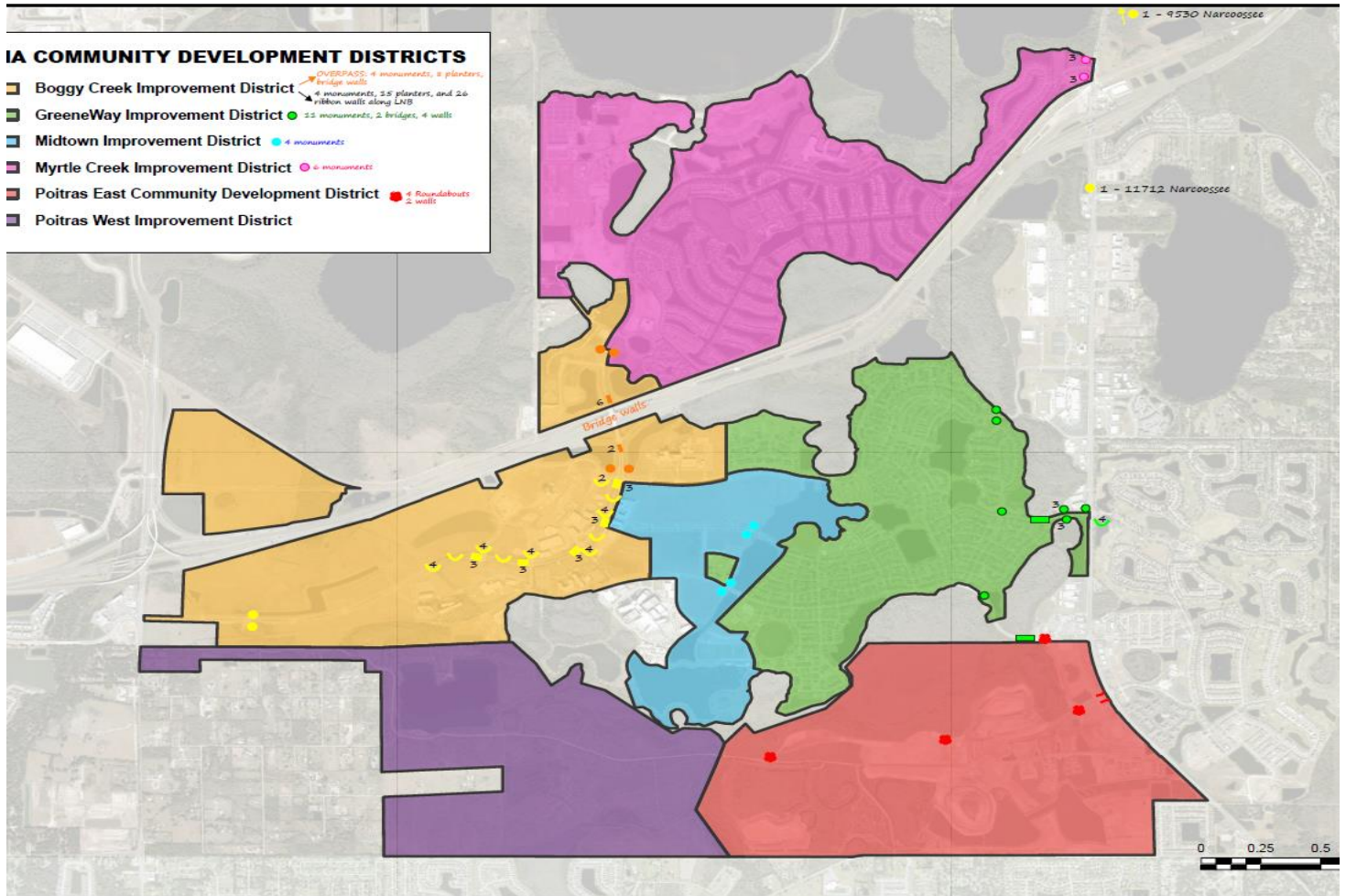
Berman is a national full-service property management, security and facility services company based in Lake Nona, Florida. Our team is highly skilled in providing dependable, professional and cost-effective solutions across facility, janitorial, on-demand repairs, maintenance staffing, security and all other ancillary facility services to help you run your facility as smoothly as possible.

We pride ourselves on being a single point for all facility and property needs. Quality and integrity are at the heart of what we do.

We are a tech-forward team, serving our clients with swift and diligent work, to ensure our client properties are well taken care of. We embrace problems quickly and tackle solutions intelligently in a unique, customized manner for each clients' needs.

Our Services

- ✓ **Property & Facility Management**
- ✓ **Property Maintenance**
- ✓ **24/7 Emergency Repairs**
- ✓ **General Construction**
- ✓ **Janitorial Services**
- ✓ **Security**
- ✓ **Pressure Washing**
- ✓ **Landscaping**
- ✓ **Disaster Response**



Midtown Improvement District

District's Financials



Midtown Improvement District

October 2024 Financial Package

October 31, 2024

PFM Group Consulting LLC
3501 Quadrangle Boulevard
Suite 270
Orlando, FL 32817-8329
(407) 723-5900



Midtown Improvement District
Statement of Financial Position
As of 10/31/2024

	General Fund	Capital Projects Fund	Total
<u>Assets</u>			
<u>Current Assets</u>			
General Checking Account	\$138,454.85		\$138,454.85
Infrastructure Capital Reserve	25,312.26		25,312.26
Interchange Maintenance Reserve	3,587.82		3,587.82
Accounts Receivable - Due from Developer		\$352.50	352.50
Total Current Assets	<u>\$167,354.93</u>	<u>\$352.50</u>	<u>\$167,707.43</u>
Total Assets	<u><u>\$167,354.93</u></u>	<u><u>\$352.50</u></u>	<u><u>\$167,707.43</u></u>
<u>Liabilities and Net Assets</u>			
<u>Current Liabilities</u>			
Due To Other Governmental Units	\$3,036.52		\$3,036.52
Accounts Payable		\$352.50	352.50
Total Current Liabilities	<u>\$3,036.52</u>	<u>\$352.50</u>	<u>\$3,389.02</u>
Total Liabilities	<u><u>\$3,036.52</u></u>	<u><u>\$352.50</u></u>	<u><u>\$3,389.02</u></u>
<u>Net Assets</u>			
Net Assets - General Government	\$63,389.69		\$63,389.69
Current Year Net Assets - General Government	100,928.72		100,928.72
Total Net Assets	<u><u>\$164,318.41</u></u>	<u><u>\$0.00</u></u>	<u><u>\$164,318.41</u></u>
Total Liabilities and Net Assets	<u><u>\$167,354.93</u></u>	<u><u>\$352.50</u></u>	<u><u>\$167,707.43</u></u>



Midtown Improvement District
Statement of Activities
As of 10/31/2024

	General Fund	Capital Projects Fund	Total
<u>Revenues</u>			
Developer Contributions	\$127,401.25		\$127,401.25
Total Revenues	<u>\$127,401.25</u>	<u>\$0.00</u>	<u>\$127,401.25</u>
<u>Expenses</u>			
Public Officials' Liability Insurance	\$2,588.00		\$2,588.00
Management	2,916.67		2,916.67
Legal Advertising	279.43		279.43
Web Site Maintenance	160.00		160.00
Dues, Licenses, and Fees	175.00		175.00
General Insurance	3,163.00		3,163.00
Property & Casualty	483.00		483.00
Landscaping Maintenance & Material	11,972.59		11,972.59
IME - Aquatics Maintenance	100.19		100.19
IME - Landscaping	2,881.20		2,881.20
IME - Miscellaneous	36.59		36.59
Pest Control	579.50		579.50
Personnel Leasing Agreement	1,139.99		1,139.99
Total Expenses	<u>\$26,475.16</u>	<u>\$0.00</u>	<u>\$26,475.16</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>			
Interest Income	\$2.63		\$2.63
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$2.63</u>	<u>\$0.00</u>	<u>\$2.63</u>
Change In Net Assets	\$100,928.72	\$0.00	\$100,928.72
Net Assets At Beginning Of Year	<u>\$63,389.69</u>	<u>\$0.00</u>	<u>\$63,389.69</u>
Net Assets At End Of Year	<u><u>\$164,318.41</u></u>	<u><u>\$0.00</u></u>	<u><u>\$164,318.41</u></u>



Midtown Improvement District
Budget to Actual
For the Month Ending 10/31/2024

	YTD Actual	YTD Budget	YTD Variance	FY 2025 Adopted Budget	Percentage Spent
<u>Revenues</u>					
Developer Contributions	\$ 127,401.25	\$ 509,605.00	\$ (382,203.75)	\$ 509,605.00	25.00%
Net Revenues	\$ 127,401.25	\$ 509,605.00	\$ (382,203.75)	\$ 509,605.00	25.00%
<u>General & Administrative Expenses</u>					
Legislative					
Supervisor Fees	\$ -	\$ 2,400.00	\$ (2,400.00)	\$ 2,400.00	0.00%
Financial & Administrative					
Public Officials' Liability Insurance	2,588.00	2,781.85	(193.85)	2,781.85	93.03%
Trustee Services	-	7,500.00	(7,500.00)	7,500.00	0.00%
Management	2,916.67	35,000.00	(32,083.33)	35,000.00	8.33%
Engineering	-	17,500.00	(17,500.00)	17,500.00	0.00%
Disclosure	-	5,000.00	(5,000.00)	5,000.00	0.00%
Property Appraiser	-	500.00	(500.00)	500.00	0.00%
District Counsel	-	30,000.00	(30,000.00)	30,000.00	0.00%
Assessment Administration	-	7,500.00	(7,500.00)	7,500.00	0.00%
Reamortization Schedules	-	250.00	(250.00)	250.00	0.00%
Audit	-	5,200.00	(5,200.00)	5,200.00	0.00%
Arbitrage Calculation	-	500.00	(500.00)	500.00	0.00%
Travel and Per Diem	-	300.00	(300.00)	300.00	0.00%
Telephone	-	25.00	(25.00)	25.00	0.00%
Postage & Shipping	-	1,000.00	(1,000.00)	1,000.00	0.00%
Copies	-	750.00	(750.00)	750.00	0.00%
Legal Advertising	279.43	5,000.00	(4,720.57)	5,000.00	5.59%
Bank Fees	-	360.00	(360.00)	360.00	0.00%
Miscellaneous	-	5,000.00	(5,000.00)	5,000.00	0.00%
Meeting Room	-	250.00	(250.00)	250.00	0.00%
Office Supplies	-	270.00	(270.00)	270.00	0.00%
Web Site Maintenance	160.00	3,250.00	(3,090.00)	3,250.00	4.92%
Holiday Decorations	-	1,000.00	(1,000.00)	1,000.00	0.00%
Dues, Licenses, and Fees	175.00	175.00	-	175.00	100.00%
Total General & Administrative Expenses	\$ 6,119.10	\$ 131,511.85	\$ (125,392.75)	\$ 131,511.85	4.65%



Midtown Improvement District
Budget to Actual
For the Month Ending 10/31/2024

	YTD Actual	YTD Budget	YTD Variance	FY 2025 Adopted Budget	Percentage Spent
<u>Field Operations</u>					
Electric Utility Services					
Electric	\$ -	\$ 3,000.00	\$ (3,000.00)	\$ 3,000.00	0.00%
Water-Sewer Combination Services					
Water Reclaimed	-	19,000.00	(19,000.00)	19,000.00	0.00%
Other Physical Environment					
General Insurance	3,163.00	3,399.40	(236.40)	3,399.40	93.05%
Property & Casualty Insurance	483.00	328.90	154.10	328.90	146.85%
Other Insurance	-	100.00	(100.00)	100.00	0.00%
Irrigation Repairs	-	20,900.00	(20,900.00)	20,900.00	0.00%
Landscaping Maintenance & Material	11,972.59	153,671.12	(141,698.53)	153,671.12	7.79%
Tree Trimming	-	10,500.00	(10,500.00)	10,500.00	0.00%
Flower & Plant Replacement	-	15,200.00	(15,200.00)	15,200.00	0.00%
Contingency	-	19,850.00	(19,850.00)	19,850.00	0.00%
Pest Control	579.50	1,200.00	(620.50)	1,200.00	48.29%
Interchange Maintenance Expenses					
IME - Aquatics Maintenance	100.19	1,272.00	(1,171.81)	1,272.00	7.88%
IME - Irrigation Repairs	-	1,200.00	(1,200.00)	1,200.00	0.00%
IME - Landscaping	2,881.20	36,000.00	(33,118.80)	36,000.00	8.00%
IME - Lighting	-	480.00	(480.00)	480.00	0.00%
IME - Miscellaneous	36.59	2,400.00	(2,363.41)	2,400.00	1.52%
IME - Water Reclaimed	-	600.00	(600.00)	600.00	0.00%
IME - Landscape Improvements	-	4,800.00	(4,800.00)	4,800.00	0.00%
Road & Street Facilities					
Trail Maintenance	-	20,000.00	(20,000.00)	20,000.00	0.00%
Road & Street Facilities					
Entry and Wall Maintenance	-	1,140.00	(1,140.00)	1,140.00	0.00%
Hardscape Maintenance	-	1,500.00	(1,500.00)	1,500.00	0.00%
Streetlights	-	37,500.00	(37,500.00)	37,500.00	0.00%
Accent Lighting	-	760.00	(760.00)	760.00	0.00%
Parks & Recreation					
Personnel Leasing Agreement	1,139.99	13,680.00	(12,540.01)	13,680.00	8.33%
Reserves					
Infrastructure Capital Reserve	-	8,436.00	(8,436.00)	8,436.00	0.00%
Interchange Maintenance Reserve	-	1,195.73	(1,195.73)	1,195.73	0.00%
Total Field Operations Expenses	\$ 20,356.06	\$ 378,113.15	\$ (357,757.09)	\$ 378,113.15	5.38%
Total Expenses	\$ 26,475.16	\$ 509,625.00	\$ (483,149.84)	\$ 509,625.00	5.20%
Income (Loss) from Operations	\$ 100,926.09	\$ (20.00)	\$ 100,946.09	\$ (20.00)	
<u>Other Income (Expense)</u>					
Interest Income	\$ 2.63	\$ 20.00	\$ (17.37)	\$ 20.00	13.15%
Total Other Income (Expense)	\$ 2.63	\$ 20.00	\$ (17.37)	\$ 20.00	13.15%
Net Income (Loss)	\$ 100,928.72	\$ -	\$ 100,928.72	\$ -	