

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, July 18, 2023, at Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

District Staff, please use the following information to join via the computer or the conference line:

Phone: 1-844-621-3956

Computer: pfmgroup.webex.com

Participant Code: 796 580 192#

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the June 20, 2023, Board of Supervisors' Meeting**
- 2. **Consideration of Resolution 2023-05, Approving an Annual Meeting Schedule for Fiscal Year 2024** *(provided under separate cover)*

Business Matters

3. **Consideration of Landscaping Maintenance Services Proposals for Centerline Segment F** *(provided under separate cover)*
4. **Consideration of Landscaping Maintenance Services Proposals for Hitchings and Centerline Segment C** *(provided under separate cover)*
5. **Ratification of Payment Authorization Nos. 86 – 88**
6. **Recommendation of Work Authorization/Proposed Services** *(if applicable)*
7. **Review of District's Financials** *(provided under separate cover)*

Other Business

- A. Staff Reports
 1. District Counsel
 2. District Manager
 3. District Engineer
 4. Construction Supervisor
 5. Landscape Supervisor
 6. Irrigation Supervisor
- B. Supervisor Requests

Adjournment



Midtown Improvement District

**Minutes of the June 20, 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, June 20, 2023, at 3:46 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, FL 32827.

Present:

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

Also Attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	
Jorge Jimenez	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Tucker Mackie	Kutak Rock	
Ryan Dugan	Kutak Rock	(via phone)
Jeffrey Newton	Donald W. McIntosh Associates	
Matt McDermott	Construction Committee Member	
Katie Harmer	Berman	
Samantha Sharenow	Berman	(via phone)
Chris Wilson	Tavistock	

SECOND ORDER OF BUSINESS

Public Comment Period

Dr. Levey called for public comments and noted there was no one in attendance from the public.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
May 9, 2023, Board of Supervisors'
Meeting**

The Board reviewed the minutes of the May 9, 2023, Board of Supervisors' Meeting.

On motion by Mr. Schademan, seconded by Mr. Ventura, with all in favor, the Board of Supervisors for the Midtown Improvement District approved the Minutes of the May 9, 2023, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2023-04,
Extending Terms of Office**

Ms. Walden stated this Resolution extends the current terms of the Board Members by one year so they will expire in even years to coincide with the State and local general election cycle. Seat 3, held by Rob Adams, Seat 4, held by Julie Salvo, and Seat 5, held by Brent Schademan, will all extend their expiration date to November of 2024 and Seat 1, held by Richard Levey, and Seat 2, held by Damon Ventura, will both extend their expiration date to November of 2026.

On motion by Mr. Adams, seconded by Mr. Schademan, with all in favor, the Board of Supervisors for the Midtown Improvement District approved Resolution 2023-04, Extending Terms of Office.

FIFTH ORDER OF BUSINESS

**Discussion of Construction
Committee Member Vacancy**

Ms. Walden noted that Larry Kaufmann provided his resignation after the Construction Committee meeting that took place on Thursday, June 15, 2023. The recommendation is to fill the seat with David Beyer. She added that the sister Districts approved this at their meetings earlier today.

On motion by Mr. Ventura, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Midtown Improvement District approved filling the vacant seat on the Construction Committee with David Beyer.

SIXTH ORDER OF BUSINESS

**Consideration of Non-Ad Valorem
Assessment Administration
Agreement with Orange County
Property Appraiser**

Ms. Walden explained that this is a standard agreement that the District signs each year with the Property Appraiser for their services related to the tax roll.

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

SEVENTH ORDER OF BUSINESS

**Review and Acceptance of Fiscal
Year 2022 Audit**

Ms. Walden stated District staff has reviewed and provided comments for the Fiscal Year 2022 Audit, and those comments were incorporated into the final version provided today. This was a standard and clean audit, and there were no deficiencies in internal controls that would be considered material weaknesses.

On motion by Mr. Schademan, seconded by Mr. Ventura, with all in favor, the Board of Supervisors for the Midtown Improvement District accepted the Fiscal Year 2022 Audit.

EIGHTH ORDER OF BUSINESS

Presentation of the Public Facilities Report

Mr. Newton explained this item is a requirement under Florida Statutes, and the report must outline what the District has done to date and what is planned for the next seven years. He added this is the initial report and the report is to be updated every seven years.

On motion by Mr. Ventura, seconded by Mr. Schademan, with all in favor, the Board of Supervisors for the Midtown Improvement District accepted the Public Facilities Report.

NINTH ORDER OF BUSINESS

Ratification of Payment Authorization Nos. 80 – 85

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

On motion by Mr. Adams, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Midtown Improvement District ratified Payment Authorization Nos. 80 – 85.

TENTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

Ms. Walden stated there were no Work Authorizations.

ELEVENTH ORDER OF BUSINESS

Review of District's Financials

Ms. Walden noted these are the financials through the end of May. The District has spent \$196,000.00 of the budget of just under \$500,000.00, so the District has spent 39% of the adopted budget so far.

TWELFTH ORDER OF BUSINESS

Staff Reports

<u>District Counsel</u> –	No report.
<u>District Manager</u> –	Ms. Walden noted that the next meeting is scheduled for Tuesday, July 18, 2023.
<u>District Engineer</u> –	Mr. Newton reviewed the Construction Status Memorandum (Minutes Exhibit A). For Centerline Drive Segment F, the certificate of completion from the City was received, and the contract is being closed out with Jr. Davis. For Centerline Drive Segments C & D, the Developer has asked that the project award continue to be deferred. As such, there is no current action for the Board.
<u>Construction Supervisor</u> –	No report.
<u>Landscape Supervisor</u> –	No report.
<u>Irrigation Supervisor</u> –	No report.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor requests.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On motion by Mr. Schademan, seconded by Mr. Ventura, with all in favor, the June 20, 2023, Meeting of the Board of Supervisors for the Midtown Improvement District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair

Midtown Improvement District

**Resolution 2023-05,
Approving an Annual Meeting Schedule for Fiscal Year 2024**
(provided under separate cover)

Midtown Improvement District

**Landscaping Maintenance Services Proposals for
Centerline Segment F**
(provided under separate cover)

Midtown Improvement District

**Landscaping Maintenance Services Proposals for
Hitchings and Centerline Segment C**
(provided under separate cover)

Midtown Improvement District

**Payment Authorizations
Nos. 86 - 88**


MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #086

6/9/2023

Item No.	Payee	Invoice Number	General Fund
1	Boggy Creek Improvement District May ICM Expenses	ICM2023-08	\$ 2,900.91
2	BrightView Landscape Services June Landscaping	8429112	\$ 5,554.98
3	Donald W McIntosh Associates Public Facilities Report Preparation Services Through 05/19/2023 Engineering Services Through 05/19/2023	44248 44250	\$ 3,000.00 \$ 571.02
4	OUC Acct: 5032993173 ; Service 05/02/2023 - 06/01/2023	--	\$ 3,617.78
5	PFM Group Consulting May Billable Expenses DM Fee: June 2023 April Reimbursables May Reimbursables	125184 DM-06-2023-31 OE-EXP-05-2023-32 OE-EXP-06-2023-26	\$ 64.25 \$ 2,916.67 \$ 1.20 \$ 1.20
6	VGlobalTech June Website Maintenance	5072	\$ 160.00
TOTAL			\$ 18,788.01


Secretary/Assistant Secretary


Chairperson


JK 6/13/23

Midtown Improvement District
c/o PFM Group Consulting
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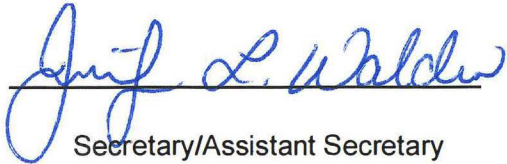
RECEIVED
By Amanda Lane at 9:18 am, Jun 13, 2023

MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #087

6/23/2023

Item No.	Payee	Invoice Number	General Fund
1	Supervisor Fees - 06/20/2023 Meeting Richard Levey	--	\$ 200.00
TOTAL			\$ 200.00


Secretary/Assistant Secretary


Chairperson

RECEIVED
By Amanda Lane at 6:17 pm, Jun 26, 2023

Midtown Improvement District
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3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

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: 2023.06.26
08:48:49-04'00'

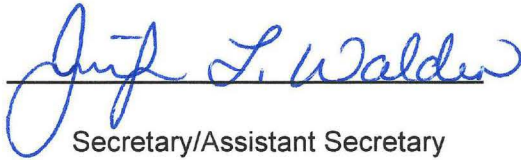
MIDTOWN IMPROVEMENT DISTRICT

Payment Authorization #088

6/30/2023

Item No.	Payee	Invoice Number	General Fund
1	BrightView Landscape Services		
	Irrigation Repair: Replaced Valve by Timer 18	8422258	\$ 350.00
	Irrigation Repair: Replaced Timer 18	8452165	\$ 1,066.73
2	Orlando Sentinel		
	Legal Advertising on 06/12/2023 (Ad: 7438533)	OSC74830002	\$ 223.25

TOTAL \$ 1,639.98


Secretary/Assistant Secretary


Chairperson

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RECEIVED

By Amanda Lane at 10:45 am, Jul 05, 2023

Daniel J. Young

Digitally signed by Daniel J. Young
DN: c=US,
E=dan_young@tavislock.com,
CN=Tavislock Development Co.,
CN=Daniel J. Young
Date: 2023.07.04
07:02:31-0400

Midtown Improvement District

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

Midtown Improvement District

District's Financials
(provided under separate cover)