

**MINUTES OF MEETING
MIDTOWN MIAMI
COMMUNITY DEVELOPMENT DISTRICT**

The Midtown Miami Community Development District's Board of Supervisors held a Regular Meeting on Tuesday, October 9, 2018 at 3:00 p.m., at the offices of the CDD, Shops at Midtown Miami, 3401 N. Miami Avenue, 2nd floor parking garage, Suite 132, Miami, Florida 33127.

Present and constituting a quorum were:

Jon Samuel	Chair
Alex Miranda (via telephone)	Vice Chair
Joseph Padula	Assistant Secretary
Michelle Jorge	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Ginger Wald	District Counsel
Deborah Samuel	Operations Manager
Jose Fonseca	Bell Landscape Architecture, Inc.
Christopher Garcia	Bell Landscape Architecture, Inc.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 3:05 p.m. Supervisors Samuel, Padula and Jorge were present, in person. Supervisor Miranda was attending via telephone. Supervisor Masarin was not present.

SECOND ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

Presentation: Status of Proposed Dog/Child Park by Bell Landscape Architecture, Inc. (Bell-la) and Proposed Budget

Mr. Jose Fonseca, of Bell Landscape Architecture, Inc. (Bell-la), introduced himself and his colleague, Mr. Christopher Garcia. He distributed and reviewed plans for the Midtown Miami Community Park, noting the following:

- The Dog Park would be separate from the Child Park.
- Existing live oak trees would be kept but the understory plants and shrubs would be replaced.
- Existing paved walkway on the exterior of the lot would be kept but the pathways and grassy areas, on the other side, would be demolished and replaced with faux sod to keep a clean appearance throughout the Dog and Child Park areas.
- There would be shade trees scattered.
- Dog Park would have different levels and berms to give it terracing and height to be seen from the street.
- Child Park would have about six pieces of playground equipment for children ranging in age from two to five year olds and five to 12 year olds.
- For security and safety, the entire area would be enclosed by a fence.
- The construction documents are fully completed, with the exception of engineering drawings from the playground equipment vendor hired.

Ms. Samuel stated that everything related to permitting is included in the proposal, except for the playground equipment; because there is a lot of extra engineering, the playground equipment vendor prepares its plans, which are then added to Bell's plans. Mr. Fonseca stated that the permit application for his part could be submitted now, without the playground equipment vendor's drawings. Bell-la was prepared to proceed immediately.

- Photos of the playground and Dog Park equipment were presented.
- Estimated cost to complete entire project is \$572,000; the project could also be completed in phases, beginning with the Dog Park.

Ms. Samuel stated that, given the timing to obtain permits and complete the work, the project could span two fiscal year budgets. Ms. Cerbone stated that \$200,000 was budgeted in the Fiscal Year 2019 budget for this project.

Mr. Fonseca noted that completing the project in phases could be done but it could be more complicated and increase the costs.

MIDTOWN MIAMI

October 9, 2018

Discussion ensued regarding how a faux sod in a dog park would be kept clean. Mr. Fonseca stated that there is irrigation for trees and the faux sod could be hosed off. Ms. Wald wanted confirmation that the City of Miami would allow faux sod.

Ms. Wald noted that, given the estimated cost, this project must be bid out through the formal bidding process; therefore, the bid package could request a bid for the entire project and bids for completing the project in phases. Ms. Wald explained the bid process, separating work by types and having contracts for each type of work, such as demolition, construction, landscaping, etc., and the District purchasing the equipment directly, since the District does not pay sales tax. Discussion ensued regarding whether the City would allow the project to be done with owner/builder oversight, instead of requiring a General Contractor for the entire project. Ms. Wald stated that, without a doubt, the District should purchase the equipment directly.

After meeting with DDR for comments, Ms. Samuel would meet with the City regarding the project.

This item would remain on future agendas as an "Update" item.

FOURTH ORDER OF BUSINESS

Approval of Unaudited Financial Statements as of August 31, 2018

Ms. Cerbone presented the Unaudited Financial Statements as of August 31, 2018. Discussion ensued regarding the increased credit card fees related to credit card use at the parking garage payments.

On MOTION by Mr. Padula and seconded by Ms. Jorge, with all in favor, the Unaudited Financial Statements as of August 31, 2018, were approved.

FIFTH ORDER OF BUSINESS

Approval of September 13, 2018 Public Hearings and Regular Meeting Minutes

Ms. Cerbone presented the September 13, 2018 Public Hearings and Regular Meeting Minutes and asked for any additions, deletions or corrections.

On MOTION by Mr. Padula and seconded by Ms. Jorge, with all in favor, the September 13, 2018 Public Hearings and Regular Meeting Minutes, as presented, were approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Operations Manager: *Deborah Samuel***i. Monthly Report**

Ms. Samuel reported the following:

- Benches: Deteriorating wood on 14 benches was replaced with TREX polywood.
- Miami Christmas Lights: The lights were installed on schedule and would be turned on November 1 and be lit through January 15.
- Sprinkler System: Sprinkler system is old, outdated and costs a lot for water use and repairs. Sprinkler systems are being evaluated and proposals obtained. The plan is to install a new system, in phases, which will enable management of the system remotely, with a computer.
- High Traffic Areas and Planters: The property is power washed but was not very effective so muriatic acid cleaning was implemented for these areas. The results were extremely good.
- Fiscal Year 2019 Capital Projects: Paint South Block Garage exterior façade and North Block Garage 2nd floor walls and ceiling, repair and replace North Block 3rd and 4th floor balcony re-bar and Midtown Community Park.
- Elevator Ceilings: Ceilings would be replaced.
- Infrastructure Punch List Items: Separate Punch Lists of items that need to be addressed are being maintained for Midtown 3, Midtown 8, Midtown 6 and Miscellaneous.

ii. Parking Information

- **Executive Summary**
- **Transient Parking Year Over Year Comparison**
- **Revenue By Lane Report**

These items were provided for informational purposes.

iii. Update: Enterprise Fund Major Projects

This item was not addressed.

B. District Counsel: *Billing, Cochran, Lyles, Mauro & Ramsey, P.A.*

Ms. Wald stated that she recently visited Midtown Miami and parked in one of the garages. When she returned to her vehicle, her battery was dead so she notified the parking office and kept them informed, as it was taking a long time for assistance to arrive. She

commended the parking garage office and garage staff as, throughout the ordeal, everyone was very professional, helpful and understanding.

C. District Engineer: *Alvarez Engineers, Inc.*

There being no report, the next item followed.

D. District Manager: *Wrathell, Hunt and Associates, LLC*

i. NEXT MEETING DATE: November 13, 2018 at 3:00 P.M.

The next meeting will be held on November 13, 2018 at 3:00 p.m.

Ms. Cerbone stated that the Federal Emergency Management Agency (FEMA) has obligated funds to the District, which means the District passed the first part of the reimbursement process but it still might be a few months before payment is received. The next step is for her to sign off on a contract and provide additional copies of invoices.

Regarding the opportunity for additional insurance, Mr. Wrathell asked her to relay that there is no option with the deductible. At the last meeting, the Board decided against breaking out the lighting structures, flower containers, etc. Ms. Wald noted that, once the Dog Park is completed, it must be thought about too, with regard to insurance. The Board agreed to discuss insurance again, once the Dog Park is completed.

SEVENTH ORDER OF BUSINESS

Audience Comments/Supervisors' Requests

There being no audience comments or Supervisors' requests, the next item followed.

EIGHTH ORDER OF BUSINESS

Adjournment

It was noted that the December meeting will be Mr. Padula's last meeting, as a Supervisor.

There being no further business to discuss, the meeting adjourned.

On MOTION by Mr. Padula and seconded by Ms. Jorge, with all in favor, the meeting adjourned at 3:48 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair