

1 **MINUTES OF MEETING**

2 **CITY CENTER**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the City Center Community Development
5 District was held on Tuesday, February 13, 2024 at 1:04 p.m. at the Holiday Inn Express & Suites Orlando,
6 4050 Hotel Drive, Davenport, Florida, 33897.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Mr. McInnes called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10 Rolando Albino-Sanchez	Board Supervisor, Chairman
11 Mahmoud “Tommy” Khatib	Board Supervisor, Vice Chairman
12 Victor Khatib	Board Supervisor, Assistant Secretary
13 Raisa Contreras	Board Supervisor, Assistant Secretary

14 Also present were:

15 David McInnes	District Manager, Vesta District Services
16 Tracy Robin <i>(via phone)</i>	District Counsel, Straley Robin Vericker
17 Mark Wilson <i>(via phone)</i>	District Engineer, Kimley Horn

18 *The following is a summary of the discussions and actions taken at the February 13, 2024 City Center CDD*
19 *Board of Supervisors Regular Meeting.*

20 **SECOND ORDER OF BUSINESS – Audience Comments**

21 There were no comments from any audience members.

22 **THIRD ORDER OF BUSINESS – Vendor Reports**

23 A. Exhibit 1: Presentation of Yellowstone Landscape Irrigation Inspection Report

24 Mr. McInnes explained that the report was provided on a regular basis by the landscaper and was
25 being presented for informational purposes.

26 **FOURTH ORDER OF BUSINESS – Consent Agenda**

27 A. Exhibit 2: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
28 Held January 9, 2024

29 B. Exhibit 3: Consideration for Acceptance – The December 2023 Unaudited Financial Report

30 On a MOTION by Mr. Albino-Sanchez, SECONDED by Mr. Tommy Khatib, WITH ALL IN FAVOR, the
31 Board approved all items of the Consent Agenda, for the City Center Community Development District.

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33 On a MOTION by Mr. Albino-Sanchez, SECONDED by Mr. Tommy Khatib, WITH ALL IN FAVOR, the
34 Board approved recessing the regular meeting for the purpose of holding the Audit Committee Meeting,
35 for the City Center Community Development District.

36 *(The Board recessed the regular meeting at 1:07 p.m.)*

37 **FIFTH ORDER OF BUSINESS – Audit Committee Meeting**

38 A. Open the Audit Committee Meeting

39 On a MOTION by Mr. Albino-Sanchez, SECONDED by Mr. Tommy Khatib, WITH ALL IN FAVOR, the
40 Board approved opening the Audit Committee Meeting for the City Center Community Development
41 District.

42 B. Exhibit 4: Scoring Sheet

43 Mr. McInnes explained that the Board could score the audit RFP responses individually or as a
44 group, and noted that there were five evaluation categories worth 20 points each for a maximum
45 score of 100. Mr. McInnes presented each proposal, highlighting the pricing structure by fiscal year
46 for each firm.

47 C. Exhibit 5: Response from Grau & Associates

48 D. Exhibit 6: Response from DiBartolomeo, McBee, Hartley, & Barnes

49 E. Exhibit 7: Response from Berger, Toombs, Elam, Gaines & Frank

50 F. Audit Committee's Recommendation for Auditor Services

51 The Board filled out their scoring sheets as a group based on the discussion of the proposals. The
52 response from Grau & Associates scored 98 points, the response from Berger, Toombs, Elam,
53 Gaines & Frank scored 99 points, and the response from DiBartolomeo, McBee, Hartley, & Barnes
54 scored 100 points overall.

55 On a MOTION by Mr. Albino-Sanchez, SECONDED by Mr. Tommy Khatib, WITH ALL IN FAVOR, the
56 Board approved recommending DiBartolomeo, McBee, Hartley, & Barnes for auditing services for the City
57 Center Community Development District.

58 G. Close the Audit Committee Meeting

59 On a MOTION by Mr. Albino-Sanchez, SECONDED by Mr. Tommy Khatib, WITH ALL IN FAVOR, the
60 Board approved closing the Audit Committee Meeting for the City Center Community Development
61 District.

62 *(The Board reconvened the regular meeting at 1:21 p.m.)*

63 **SIXTH ORDER OF BUSINESS – Business Items**

64 A. Consideration of Audit Committee's Recommendation

65 On a MOTION by Mr. Albino-Sanchez, SECONDED by Mr. Tommy Khatib, WITH ALL IN FAVOR, the
66 Board accepted the Audit Committee's recommendation of hiring DiBartolomeo, McBee, Hartley, &
67 Barnes for auditing services, and approved signing an engagement letter with the auditing firm subject to
68 District Counsel's review, for the City Center Community Development District.

69 B. Exhibit 8: Presentation of Polk County Registered Voter Count – 417

70 Mr. McInnes noted that the District had now passed the threshold of 250 registered voters within
71 its boundaries, and that this would begin the process of transferring over the CDD Board seats from
72 landowner to resident control.

73 C. Exhibit 9: Consideration and Adoption of **Resolution 2024-03**, General Election

74 Mr. McInnes stated that Seat #2, currently held by Mr. Victor Khatib, and Seat #1, currently vacant,
75 would be going to the Supervisor of Elections. Mr. Robin provided an overview of the qualification

76 process and requirements, adding that after this year the Board no longer had the option of
77 appointing another non-resident landowner to fill a Board Seat.

78 On a MOTION by Mr. Albino-Sanchez, SECONDED by Mr. Tommy Khatib, WITH ALL IN FAVOR, the
79 Board adopted **Resolution 2024-03** for the General Election, for the City Center Community Development
80 District.

81 D. Exhibit 10: Consideration of Yellowstone Irrigation Repairs to Station #20 - \$259.74

82 On a MOTION by Mr. Albino-Sanchez, SECONDED by Mr. Tommy Khatib, WITH ALL IN FAVOR, the
83 Board approved the Yellowstone Irrigation Repairs proposal, in the amount of \$259.74, for the City Center
84 Community Development District.

85 **SEVENTH ORDER OF BUSINESS – Staff Reports**

86 A. District Manager

87 > Action Item Report

88 > Exhibit 11: Meeting Matrix

89 Mr. McInnes suggested that the meeting scheduled for March may be cancelled due to the
90 small number of business items set for discussion that month on the meeting matrix.

91 > Exhibit 12: FY 2025 Draft Budget

92 Mr. McInnes provided a brief overview of the draft FY 2025 budget, noting that trustee
93 fees had been reduced, and that overall there was a difference in total expenses of under
94 \$3,000 from the previous fiscal year’s adopted budget. Mr. McInnes noted that some funds
95 had been placed into a line item for a reserve study at the suggestion of District Counsel.

96 B. District Counsel

97 C. District Engineer

98 Mr. Wilson provided an overview of ongoing repairs for pavement infrastructure and asphalt
99 related to an agreement with the County, and Mr. Wilson and Mr. Robin shared some concerns
100 about recommending that the agreement be signed off as the requirements may still be unclear.

101 **EIGHTH ORDER OF BUSINESS – Supervisors Requests**

102 There being none, the next item followed.

103 **NINTH ORDER OF BUSINESS – Audience Comments - New Business – (limited to 3 minutes per
104 individual for non-agenda items)**

105 There being none, the next item followed.

106 **TENTH ORDER OF BUSINESS – Adjournment**

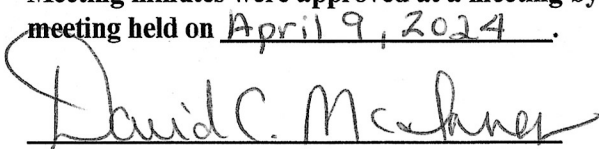
107 Mr. McInnes asked for final questions, comments, or corrections before requesting a motion to
108 adjourn the meeting. There being none, Mr. Albino-Sanchez made a motion to adjourn the meeting.

109 On a MOTION by Mr. Albino-Sanchez, SECONDED by Mr. Tommy Khatib, WITH ALL IN FAVOR, the
110 Board adjourned the meeting at 1:45 p.m. for the City Center Community Development District.

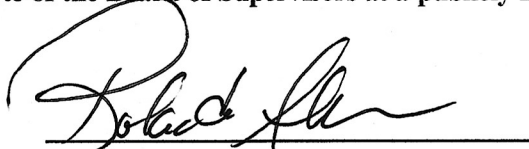
111 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
112 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
113 *including the testimony and evidence upon which such appeal is to be based.*

114 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
115 **meeting held on April 9, 2024.**

116



Signature



Signature

117

David C. McInnes

Printed Name

Rolando Albino

Printed Name

118

Title: **Secretary** **Assistant Secretary**

Title: **Chairman** **Vice Chairman**