

The Path to Success
City of Miami/Underdeck Committee Workplan to
Achieve Deliverables through July 1, 2022

Week of February 7, 2022

- Review of Bylaws template; discuss key considerations for governance structure and frame decision making points for recommendations to be developed by the governance working group in March.
- Expand membership of fund development working group and further discuss fund development framework and provide additional details and action steps to prepare for final budget numbers including capital delta and operating budget.
- Finalize expanded scope for engagement, public relations, and communication firm to implement monthly newsletters, monthly events, website and communication strategy.
- Release naming/branding survey to all stakeholders and beyond for participation in the naming/branding process.
- Launch a communication with all executive committee members that will set forth meetings through the end of the planning process and prepare them for an orientation meeting.
- LMGS will hold one on one briefings with all new designees to assist in answering any questions they may have.
- Monthly Status Update Memo to go to be drafted by City and LMGS and shared at weekly meeting. Memo will be transmitted the following week.
- Draft and process City/TSNDC MOU Amendment to provide greater detail to timelines for recommendations.

Week of February 14, 2022

- Finalize Community Feedback for Initial Creative Brief that will inform name concepts by holding two signature in-person community events in Overtown and in the Downtown areas. Both Commissioners to be engaged.
- Design and Construction Working Group will prepare for final FDOT meetings prior to consensus plan deadline and will also work with the City of Miami to determine if consultants will be working on an operating budget. If not, the Underdeck Committee can fund this work, so that we can have a solid operating/maintenance budget to inform the fund development strategy.
- Traffic, Mobility and Utilities team will convene to plan a round table of all stakeholders entities to discuss short term challenges and solutions...and to frame out what needs to be considered once all is built out. The long term challenges and potential solutions will have to be worked on beyond this summer, but will be summarized in the recommendations report and proposed approach will be recommended.

Week of February 21, 2022

- First Underdeck Executive Committee Meeting will be held.
- Website launched
- Newsletter launched
- Stakeholder interest groups launched providing all interested community residents, business owners, and community stakeholders an opportunity to learn about key elements of the project and the progress of the recommendations.
- Meeting with Mayor Suarez, City leadership and TSNDCL leadership to be held

February 28, 2022

- Consensus Plan finalized, and budget delta identified and shared.
- Prepare content related to Consensus plan that will be shared with the community at March community meeting.
- Kivvit finalizes Creative Brief and shares initial name concepts with working group to prepare for stakeholder events. Creative Brief will include summary of outreach and engagement efforts by neighborhood, stakeholder group, and transcripts of sessions will be available at back up. We will also have a summary one pager/slide deck prepared to explain at community meetings.
- Stakeholder Feedback events/strategies are coordinated regarding name concepts to inform Underdeck Executive Committee

March 7, 2022

- Stakeholder Feedback Events regarding name concepts to inform Underdeck Executive Committee.
- Governance Working Group finalizes recommendations to be considered and shared by community for governance model. These recommendations will be shared at March community meeting. A proposed approach for a management/operating plan will be discussed and an agenda for key considerations will be outlined for the April working group meeting. The City has conveyed that they will take lead on the initial drafting of the management agreement document. Review of this document will be the topic of the Governance Working Group's agenda for April.
- Fund Development Strategy and potential budget sources will be identified for the capital delta and compiled to be shared at the executive committee to be considered and included in the recommendations report.
- Stakeholder working group will work closely with the Public Engagement and Relations firm in the realization of the agreed upon scope through July 1, 2022.
- Kivvit will begin working on the branding deliverables. Initial concepts will be shared at community meetings and interest stakeholder working groups to inform the final recommended branding package.
- Monthly Status Update Memo to the Commission will be drafted and shared at weekly meeting. Memo will be transmitted the following week.

Week of March 14, 2022

- Monthly Community Meeting(s) Providing Updates and Engaging Stakeholder Input as needed on the Underdeck Committee's Work (Consensus Plan Content, Governance Framework, and Name Recommendation will be included on the agenda.)
- Design and Construction working group will work with consultants on operating budget; an estimated budget framework should be developed by March and finalized by April.
- Stakeholder Feedback Events regarding name concepts to inform Underdeck Executive Committee

Week of March 21, 2022

- Underdeck Executive Committee meets to address consensus design, name concepts, governance structure, and capital funding strategy.
- Kivvit will begin working on the branding deliverables. Concepts will be shared at community meetings and interest stakeholder working groups to inform the final recommended branding package through the end of March and beginning of April
- City of Miami and FDOT continue work on Memorandum of Lease Agreement.
- Community Engagement and Education Strategy continues to be implemented.

Week of March 28, 2022

- Kivvit will continue working on the branding deliverables.
- City will work on draft of management agreement framework.
- City of Miami will work with FDOT to continue work on Memorandum of Lease Agreement.
- Operating and Maintenance Budget Draft is worked on by consultants and key stakeholders and city leaders

Week of April 4, 2022

- Operating and Maintenance Budget Draft is shared with the Design and Construction Working Group and proposed draft will be finalized to be shared with the Fund Development Working Group.
- City presents Management Agreement Framework to Governance Working Group for discussion and feedback. Framework is updated to reflect the Governance Working Group's insights. This content will be shared with the Underdeck Executive Committee at their April Meeting to be considered as a recommendation to the Commission.
- Fund Development Working Group meets to strategize and flesh out fund development strategy for operating and budget needs based upon budget provided by consultants and Design and Construction Working Group.
- Monthly Status Memo to be drafted and shared at weekly meeting. Memo will be transmitted the following week.

Week of April 11, 2022

- Monthly Community Meeting(s) providing an opportunity for updates and feedback on almost final design concepts, management framework, fund development strategy.
- Community Engagement and Education Scope continues.
- Public Awareness and Public Relations Strategy continues.

Week of April 18, 2022

- Underdeck Executive Committee meets to finalize recommendations on management/operating framework; fund development strategy for operating and maintenance budget and branding deliverables.

Week of April 25, 2022

- Final recommendations presented to the full Underdeck Committee membership inclusive of all working group membership.
- Report is finalized after the meeting in preparation for final submission to the City.

Week of May 2, 2022

- Underdeck Committee submits final report to City Manager's Office to include joint deliverables detailed in the MOU including: governance/management model recommendation, operational plan, fund development strategy, name/brand for the public space, summary report of stakeholder engagement. The Recommendations will be considered by Commission on June 23, 2022.
- City of Miami and FDOT finalize the Memorandum of Lease Agreement Draft to be considered by Commission on June 23, 2022.
- Resolution for agenda item needs to be drafted.
- Final Monthly Status Memo is drafted and shared at weekly meeting. Memo will be transmitted the following week.

May 16, 2022

- Full Agenda Packet is due to Agenda Office
- Monthly Community Meeting(s) Providing Review on the Underdeck Committee's Recommendations/Report and summary of upcoming dates/processes for decision making.

May 23, 2022

- Underdeck Committee and City Staff begin Commissioner Meetings as appropriate.

June 14, 2022

- City Commission Agenda for June 23, 2022 item is published

- Monthly Community Meeting Providing a Review of the History of the Project, the item being considered by the Commission on June 23rd and an opportunity to answer any questions.

June 23, 2022

- City Commission to consider legislation and approve/refine recommendations for approach to consensus plan, funding strategy (build-out, operating, and maintenance), governance and management, naming/branding and Memorandum of Lease Agreement between the City and FDOT

June 30, 2022

- Both City/FDOT MOU and City/TSNDC MOU expire

July 1, 2022

- City Commission must transmit approved recommendations/deliverables to FDOT that once approved by FDOT will inform the Management Agreement

90 Days After FDOT Approval – Management Agreement with Governing Entity to be drafted