



CITY OF ORLANDO

Downtown South Neighborhood Improvement District
Advisory Council Meeting Minutes
Veterans Conference Room – City Hall
June 11, 2014

Members Present:

Rex V. McPherson II, Chair
Jon Toothman
Shannon Gravitte
William Nassal, Sr.
Mary Hurley

1. Call to order and determination of a quorum

The meeting was called to order at 9:06 A.M.

2. Public comment

Doug Doudney expressed his concern with the referendum process and Orlando Health's role as a stakeholder. Chairman Rex McPherson commented on Orlando Health's PILOT payment. Dan Peterson suggested improving communication and outreach with stakeholders in the district.

3. Review and approval of minutes

Chairman Rex McPherson opened the floor for additions or corrections to the minutes of the May 14, 2014 Advisory Council meeting. Hearing none, the minutes were approved as submitted.

4. Staff reports

Eminent Domain Power

Kyle Shephard briefed the board as a follow up to a question on Eminent Domain posed at May's meeting. Eminent domain is the exercise of the power of government to acquire private property necessary for a public use on the payment of just compensation and following due process of law. In Florida, there are eight different types of neighborhood improvement districts. The DSNID is a local government NID, and does not have Eminent Domain power. DSNID's Board of Directors is the City Council, and the City of Orlando always has the ability to exercise Eminent Domain.

Referendum Results, Projected Revenue, and CIP Update

Jason Burton reported a 41% turnout of 56% of the value of the district for the ad valorem referendum. A total of 514 of the 1,160 ballots mailed were returned. Of the 514 ballots counted, 323 voted "Yes" and 191 voted "No." The results were certified by the City Clerk within the 5 day requirement and presented to City Council. Property

Appraiser Singh's office has been notified, and TRIM notices will be adjusted to reflect the ad valorem assessment. Jason Burton noted the initial projected revenue of approximately \$407,000, and outlined preliminary uses of funding to include administration, marketing, transportation, and Division Avenue improvements. The City of Orlando's Streets and Stormwater Division are working on making improvements to drainage on Division Avenue, which will benefit the water quality of Lake Holden. A potential use of NID funds could include supplementing this project by extending sidewalks (to include the Orlando Urban Trail), streetscape, and on-street parking. Other NID funded enhancements could include bike path improvements, and planting costs for additional street trees. Jon Toothman asked a question about the need for on street parking on Division Avenue. Bill Nassal commented on the problem of trucks parked in the center lane of Division Avenue. Jason Burton addressed Doug Doudney's question regarding landscape islands, which will not be included in the final plans for Division Avenue. Mr. Burton also explained that going forward a capital budget would be set for the district, and NID funds could be used for future projects on an as needed basis. Kyle Shephard noted that some of the district's monies could be used as a local match to receive state and federal funding for capital improvement projects. Mary Hurley asked a question regarding broadband service in the district. Jason Burton reviewed the NID's fiscal year; having \$156,228 for the year and \$129,950 in expenditures to date. He noted these numbers do not include reserves from previous fiscal years.

A more detailed financial accounting will be presented at July's meeting.

5. Calendar

The next meeting will be held on Wednesday, July 16, 2014 at 9:00 A.M. in the Veterans Conference Room, City Hall.

6. Announcements and other business

Jason Burton informed the Board that the City has started using a new financial program called Workday. Mary Hurley and Bill Nassal are not able to attend the July 9, 2014 meeting. The meeting has been rescheduled for July 16th. Kyle Shephard noted that City staff will discuss ways to improve disseminating DSNID information to the public. Chairman Rex McPherson thanked Dana Loncar with Consensus Communications, and Rich Crotty, Molly Delahunty, and Christina Almanzar with Richard Crotty Consulting Group for their consulting services in effectively managing the referendum process to its conclusion.

7. Adjourn

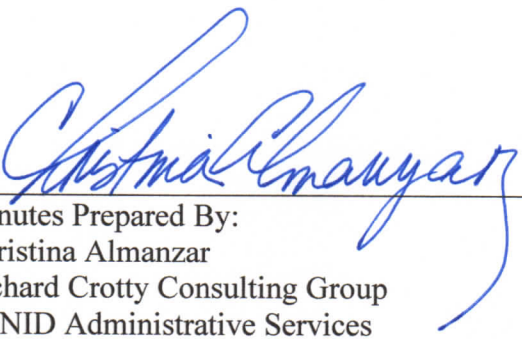
The meeting was adjourned at 9:51 A.M.

Orlando City Staff Present:

Kyle Shephard – City Attorney
Jason Burton – Chief City Planner
Elizabeth Davidson – Senior Assistant City Clerk

Others in Attendance:

Holly Vanture – Downtown South
Liz German – Downtown South
Joseph Welch – Downtown South
Jeff Reine - LYNX
Doug Doudney – Coalition for Property Rights
Dan Peterson – Coalition for Property Rights
Karl Hodges – Orlando Health
Jon Chapin – Realty Capital Advisors
Dana Loncar – Consensus Communications
Molly Delahunty – RCCG
Christina Almanzar – RCCG



Minutes Prepared By:
Christina Almanzar
Richard Crotty Consulting Group
DSNID Administrative Services



CITY OF ORLANDO

Downtown South
Neighborhood Improvement District
Advisory Council

MEETING NOTICE

A meeting of the Downtown South Neighborhood Improvement District (NID) Advisory Council will be held on Wednesday, June 11, 2014 at 9:00 a.m., City Hall, Second Floor, Veterans Conference Room, 400 South Orange Avenue, Orlando, Florida.

AGENDA

1. Call to order and determination of a quorum
2. Public comment
3. Review and approval of minutes
 - a. May 14, 2013 – Regular meeting (Motion to approve)
4. Staff reports
 - a. Eminent domain power (Kyle Shephard)
 - b. Referendum results (Elizabeth Davidson)
 - c. Projected revenue and CIP Update (Jason Burton)
5. Next meeting: Wednesday, July 9, 2014, City Hall, Veterans Conference Room, 9:00 a.m.
6. Announcements and other business
7. Adjourn



CITY OF ORLANDO

SIGN IN SHEET

Downtown South Neighborhood Improvement District
Advisory Council

NAME	AGENCY/COMPANY	EMAIL ADDRESS	PHONE NUMBER
Holly Venture	Downtown South	hollie@DowntownSouthOrlando.org	407-715-3311
Liz German	"	"	"
Joseph Welch	"	"	"
Set + Rein	LYNX	jrein@golynx.com	407.294.6446
Bill Nassal	The Nassal Company	WANNASSAL@NASSAL.COM	-
Mary Hurley	NID	mhurley@ydwood.com	407-721-0065



CITY OF ORLANDO

SIGN IN SHEET
Downtown South Neighborhood Improvement District
Advisory Council

NAME	AGENCY/COMPANY	EMAIL ADDRESS	PHONE NUMBER
Dan Peterson	Coalition for Property Rights	danpeterson@proprights.com	407 481-2289
Karl Hodges	Orlando Health		
Jon Chopin	Realty Capital Advisors	Chopin@RealtyCapital.com	321 247 7707
molly delahunty	richard cratty consulting group	mdelahunty@rccgfl.com	407-985-1934
CHRISTINA ALMADORE	" "	calmadore@rccgfl.com	" "
RICHARD CRATTY	" "	RCRATTY@RCCGFL.COM	407-222-2841

Certification of Results of the Downtown South Neighborhood Improvement District Referendum

On May 21, 2014 at 1:00 p.m., the results of the Downtown South Neighborhood Improvement District Referendum were tallied.

The following individuals participated in the tallying:

Alana C. Brenner, City Clerk
Elizabeth Davidson, Senior Assistant City Clerk
Christopher McCullion, City Treasurer
Jason Burton, Chief Planner
Kyle Shephard, Assistant City Attorney

The question posed on the ballot was as follows:

“Do you favor authorizing the Downtown South Neighborhood Improvement District to levy up to 2 mills of ad valorem taxes for no more than 15 years?”

A total of 514 ballots were voted. The results were as follows:

Yes	No
\$143,077,711 (323 properties)	\$86,386,493 (191 properties)

Based on these results, the referendum was approved by the voters.

A further accounting of the ballots is as follows:

A total of 1160 ballots (representing 1160 properties) were mailed out on May 5, 2014 representing a total assessed value of \$407,984,343. The ballots were due in the City Clerk's office by 7 p.m. on May 20, 2014. 514 of those ballots were counted in the referendum. Of the 514 ballots, the following were reviewed as unusual but were counted:

- Three were signed by the voter but their name was not printed on the envelope.
- One voter had added his wife's signature to the ballot in addition to his signature.
- Three ballots were received from one voter in only one envelope.
- One ballot which had been properly executed and enclosed in the ballot envelope which had then been placed in a plain white envelope and mailed.

All of these ballots were accepted and are included in the 514 total.

646 property holders either did not vote or the ballots were not counted for the following reasons:

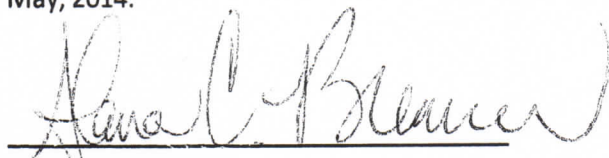
- 29 ballots were returned to the Clerk's Office as undeliverable.
- 4 ballots were received on May 21, 2014, and 2 ballots were received on May 22, 2014, beyond the time frame set up in the ordinance and were thus received too late to be counted.
- Copies of 2 ballots were faxed to the Clerk's office and were rejected as not complying with the ordinance.
- 3 ballots were not signed by the voter nor witnessed as required by the ordinance and thus were rejected.
- 6 ballots were not properly witnessed as required by the ordinance and thus were rejected.
- 2 ballots were not signed by the voter and thus were rejected.
- One ballot was returned but had been cut off so that no vote was included.

STATE OF FLORIDA)

COUNTY OF ORANGE)

I, Alana C. Brenner, City Clerk, City of Orlando, Florida, hereby certify that the above are the results of the Downtown South Neighborhood Improvement District referendum.

Given under my hand and the corporate seal of the City of Orlando, Florida, affixed this 23rd day of May, 2014.

A handwritten signature in cursive script, appearing to read "Alana C. Brenner", is written over a horizontal line.

Alana C. Brenner

City Clerk

TYPE OF SERVICE: Administration		PROJECT NUMBER	PROJECT NAME:		PAGE					
DEPARTMENT: DSNID		1	Downtown South NID: Administrative Duties		1					
		PRIORITY: High		OMIS PROJECT #						
PROBLEM IDENTIFICATION OR Need.										
As an independent local agency, the Downtown South Neighborhood Improvement District requires administrative support services to hold meetings, review proposed projects and identify/manage potential grants and funding opportunities in order to leverage the local funds of the NID.										
RECOMMENDED SOLUTION (PROJECT DESCRIPTION)										
Part time administrative support services to implement the Downtown South Neighborhood Improvement District.										
SERVICE AREA										
PROPOSED PROJECT FINANCING AND EXPENDITURES BY YEAR										
FUND	14/15	15/16	16/17	17/18	18/19	FIVE YR	LATER	PRIOR	TOTAL	LOCATION
DSNID	50,000	50,000	50,000	50,000	50,000	250,000	500,000	N/A	\$750,000	
ALL	50,000	50,000	50,000	50,000	50,000	250,000	500,000		\$750,000	
PROJECT COST BY PHASE						IMPACT ON OPERATING COSTS (+ -)				
Project Phasing		Estimated Time		Estimated Cost		Personnel: Number Salaries, Wages, Benefits Operating Costs Other Capital Costs Total Annual Operating Costs				
Description	From	To	Mths			IMPACT ON REVENUE				
						Source: Total Annual Income				
Total										

TYPE OF SERVICE: Marketing		PROJECT NUMBER		PROJECT NAME:		PAGE				
DEPARTMENT: DSNID		2		Downtown South NID: Main Street Marketing Services		2				
		PRIORITY: Moderate				OMIS PROJECT #				
PROBLEM IDENTIFICATION OR Need. The Main Street District collects annual dues from business and property memberships. In order to defray the costs of possible business membership reductions associated with a Neighborhood Improvement District, it is proposed that these current revenues be backfilled with NID funds, while residential memberships and community partnerships be maintained. If the City's contribution of Main Street Program were to be discontinued, an additional \$35,000 could be allocated to defray the loss of this revenue.				PROJECT RANKING Department Rating CIE Requirement						
RECOMMENDED SOLUTION (PROJECT DESCRIPTION) Contract with the Downtown South Main Street to provide marketing, special event and support services on an annual basis.				CONTACT Jason Burton, Chief Planner Jason.Burton@cityoforlando.net						
				SERVICE AREA						
PROPOSED PROJECT FINANCING AND EXPENDITURES BY YEAR										
FUND	14/15	15/16	16/17	17/18	18/19	FIVE YR	LATER	PRIOR	TOTAL	LOCATION
DSNID	15,000	15,000	15,000	15,000	15,000	75,000	150,000	N/A	\$225,000	
City	35,000	35,000	35,000	35,000	35,000	175,000	Unknown		\$175,000	
Revenue	50,000	50,000	50,000	50,000	50,000	250,000	500,000		\$750,000	
Partners	16,500	16,500	16,500	16,500	16,500	82,500	165,000		\$247,500	
Res Mem	5,000	5,000	5,000	5,000	5,000	25,000	50,000		\$75,000	
ALL	121,500	121,500	121,500	121,500	121,500	607,500	865,000		\$1,472,500	
PROJECT COST BY PHASE										
Project Phasing			Estimated Time		Estimated Cost		IMPACT ON OPERATING COSTS (+ -)			
							Personnel: Number Salaries, Wages, Benefits Operating Costs Other Capital Costs Total Annual Operating Costs			
Description			From To		Mths		IMPACT ON REVENUE			
							Source: Total Annual Income			
Total										

TYPE OF SERVICE: Transportation		PROJECT NUMBER		PROJECT NAME:		PAGE				
DEPARTMENT: DSNID		3		Orange/Michigan Intersection Improvements		3				
		PRIORITY: High				OMIS PROJECT #				
PROBLEM IDENTIFICATION OR Need. With the construction of the Ultimate I-4 improvement, truck routes will change to focus more on Michigan Street. As a result, there is a critical regional and localized freight improvement to the geometry of the eastbound Michigan St to southbound Orange Avenue. Improvement of this movement, coupled with signage and new truck routes, will alleviate freight pressure on Orange Avenue itself north of Michigan Street, freeing up capacity to benefit business and development along the corridor (including improvements to walkability).				PROJECT RANKING Department Rating CIE Requirement						
RECOMMENDED SOLUTION (PROJECT DESCRIPTION) Improvement to the southwest corner of Orange/Michigan intersection to create freight friendly geometry, better define safe locations for pedestrians and sign the preferred truck route. Additional modifications to the intersection could create aesthetic improvements to the intersection by placing stamped/colored asphalt treatment to the intersection later (after the 5 year plan)				CONTACT Jason Burton, Chief Planner Jason.Burton@cityoforlando.net						
PROPOSED PROJECT FINANCING AND EXPENDITURES BY YEAR										
FUND	14/15	15/16	16/17	17/18	18/19	FIVE YR	LATER	PRIOR	TOTAL	LOCATION
DSNID	0	100,000	0	0	0	100,000	100,000	N/A	\$200,000	
State SIS	0	200,000	0	0	0	200,000	100,000	N/A	\$300,000	
ALL	0	300,000	0	0	0	300,000	200,000		\$500,000	
PROJECT COST BY PHASE										
Project Phasing			Estimated Time		Estimated Cost		Personnel: Number Salaries, Wages, Benefits Operating Costs Other Capital Costs Total Annual Operating Costs			
Description			From	To	Mths	IMPACT ON REVENUE				
Total						Source: Total Annual Income				

TYPE OF SERVICE: Transportation/Beautification		PROJECT NUMBER		PROJECT NAME:		PAGE	
DEPARTMENT: DSNID		4		Orange Avenue Traffic Management and Bulb-Outs		4	
		PRIORITY: Medium				OMIS PROJECT #	
PROBLEM IDENTIFICATION OR Need. Currently, Orange Avenue is built with oversized traffic lanes that encourage speeding throughout the corridor. As the corridor urbanizes, it is imperative to maximize the traffic volume through context sensitive design, address pedestrian/bike fatalities occurring on the corridor by creating a safe corridor by right-sizing the travel lanes, and improve the overall aesthetics of the corridor.						PROJECT RANKING Department Rating CIE Requirement	
RECOMMENDED SOLUTION (PROJECT DESCRIPTION) Design and construction documents, and construction of the ultimate Orange Avenue improvement, as contemplated by FDOT's preliminary plan study.						CONTACT Jason Burton, Chief Planner Jason.Burton@cityoforlando.net	
						SERVICE AREA	
PROPOSED PROJECT FINANCING AND EXPENDITURES BY YEAR							
FUND	14/15	15/16	16/17	17/18	18/19	FIVE YR	TOTAL
DSNID 0	0	0	250,000	250,000	250,000	750,000	\$2,000,000
GrantTBD 0	0	0	250,000	250,000	250,000	750,000	\$2,000,000
ALL		500,000	500,000	500,000	500,000	1,500,000	\$4,000,000
PROJECT COST BY PHASE							
Project Phasing		Estimated Time		Estimated Cost		Personnel: Number Salaries, Wages, Benefits Operating Costs Other Capital Costs Total Annual Operating Costs	
Description	From	To	Mths			IMPACT ON REVENUE	
						Source: Total Annual Income	
Total							

TYPE OF SERVICE: Transportation		PROJECT NUMBER		PROJECT NAME:		PAGE			
DEPARTMENT: DSNID		5		Division Avenue Enhancements – Kaley to Michigan		5			
		PRIORITY: High				OMIS PROJECT #			
PROBLEM IDENTIFICATION OR Need. The City of Orlando is working with property owners along Division Avenue between Michigan and Kaley Streets to improve the drainage of the right of way and address on-street parking issues. Additional enhancements to the right of way could be contemplated to increase the capacity of Division Avenue as a reliever to Orange Avenue and to accommodate freight movement within the NID. Additional future option to enhance Division Avenue north of Kaley Street to Gore Street.		PROJECT RANKING Department Rating CIE Requirement							
RECOMMENDED SOLUTION (PROJECT DESCRIPTION) . Contribute towards the differential costs of adding an additional lane of travel on Division Avenue between Kaley and Michigan Streets accommodated with in-kind contributions of land by adjacent landowners (such as Merita Bread site). Seek state SIS freight funds by identifying this route as a key regional corridor serving the NID and the overall Downtown area.		CONTACT Jason Burton, Chief Planner Jason.Burton@cityoforlando.net							
SERVICE AREA									
LOCATION									
FUND	14/15	15/16	16/17	17/18	18/19	FIVE YR	LATER	PRIOR	TOTAL
DSNID	250,000	250,000	0	0	0	500,000	0	0	500,000
SIS	250,000	250,000	0	0	0	500,000	0	0	500,000
City	TBD	TBD	0	0	0	TBD	0	0	TBD
Properties	TBD	TBD	0	0	0	TBD	0	0	TBD
In-Kind	TBD	TBD	0	0	0	TBD	0	0	TBD
ALL	500,000	500,000				1,000,000			1,000,000
PROJECT COST BY PHASE									
IMPACT ON OPERATING COSTS (+ -)									
Project Phasing	Estimated Time		Estimated Cost		Personnel: Number Salaries, Wages, Benefits Operating Costs Other Capital Costs Total Annual Operating Costs				
Description	From	To	Mths	IMPACT ON REVENUE					
Total				Source: Total Annual Income					

TYPE OF SERVICE: Infrastructure		PROJECT NUMBER	PROJECT NAME:		PAGE					
DEPARTMENT: DSNID		7	Infrastructure Participation: Water/Sewer/Drainage		7					
		PRIORITY: Medium		OMIS PROJECT #						
PROBLEM IDENTIFICATION OR Need. As new development occurs in the NID, there are critical corridors (Atlanta and Columbia) where new development will occur with the advent of SunRail, conversion of industrial to more urban uses, and near-hospital related development.				PROJECT RANKING Department Rating						
				CIE Requirement						
RECOMMENDED SOLUTION (PROJECT DESCRIPTION) If new infrastructure is placed on these corridors, the NID could participate in the differential cost to size water/sewer/drainage improvements on these corridors to benefit future redevelopment and phase-in such improvements over time.				CONTACT Jason Burton, Chief Planner Jason.Burton@cityoforlando.net						
				SERVICE AREA						
PROPOSED PROJECT FINANCING AND EXPENDITURES BY YEAR										
FUND	14/15	15/16	16/17	17/18	18/19	FIVE YR	LATER	PRIOR	TOTAL	LOCATION
DSNID	0	0	100,000	100,000	100,000	300,000	1,000,000	0	1,300,000	
Other										
ALL										
PROJECT COST BY PHASE						IMPACT ON OPERATING COSTS (+ -)				
Project Phasing	Estimated Time		Estimated Cost		Personnel: Number Salaries, Wages, Benefits Operating Costs Other Capital Costs Total Annual Operating Costs					
Description	From	To	Mths	IMPACT ON REVENUE						
				Source: Total Annual Income						
Total										

TYPE OF SERVICE: Beautification		PROJECT NUMBER		PROJECT NAME:		PAGE			
DEPARTMENT: DSNID		8		Aesthetic Improvements		8			
		PRIORITY: High		OMIS PROJECT #					
PROBLEM IDENTIFICATION OR Need. Orange Avenue and Michigan Street are currently devoid of street trees, median landscaping, ornamental lighting and entrance markers into the area. This program would seek to beautify the area through small interventions.									
RECOMMENDED SOLUTION (PROJECT DESCRIPTION) Improvements to the aesthetics of the corridor and overall NID through small interventions of trees, landscaping and entrance gateways. Additional funds would need to be set aside for such improvements to provide maintenance throughout the life of the NID.									
SERVICE AREA									
LOCATION									
FUND	14/15	15/16	16/17	17/18	18/19	FIVE YR	LATER	PRIOR	TOTAL
DSNID	135,000	85,000	0	0	0	220,000	TBD	0	220,000
ALL									
PROJECT COST BY PHASE									
IMPACT ON OPERATING COSTS (+ -)									
Project Phasing	Estimated Time		Estimated Cost		Personnel: Number Salaries, Wages, Benefits Operating Costs Other Capital Costs Total Annual Operating Costs				
Description	From	To	Mths	IMPACT ON REVENUE					
Total				Source: Total Annual Income					

TYPE OF SERVICE: Transportation		PROJECT NUMBER 9		PROJECT NAME: Transportation Connections		PAGE 9				
DEPARTMENT: DSNID		PRIORITY:				OMIS PROJECT #				
PROBLEM IDENTIFICATION OR Need. The area currently has a street grid that does not match up, and missing sidewalk connections. This causes confusion in the area, and hampers the ability for the area to increase its transportation connectivity and capacity.						PROJECT RANKING Department Rating CIE Requirement				
RECOMMENDED SOLUTION (PROJECT DESCRIPTION) . Fund small improvements within the right of way, or participate on creating key connections to the street grid.						CONTACT Jason Burton, Chief Planner Jason.Burton@cityoforlando.net				
PROPOSED PROJECT FINANCING AND EXPENDITURES BY YEAR						SERVICE AREA				
FUND	14/15	15/16	16/17	17/18	18/19	FIVE YR	LATER	PRIOR	TOTAL	LOCATION
DSNID	50,000	50,000	50,000	50,000	50,000	250,000	TBD	N/A	\$250,000	
ALL										
PROJECT COST BY PHASE		IMPACT ON OPERATING COSTS (+ -)								
Project Phasing	Estimated Time	Estimated Cost	Personnel: Number Salaries, Wages, Benefits Operating Costs Other Capital Costs Total Annual Operating Costs							
Description	From To	Mths	IMPACT ON REVENUE							
			Source: Total Annual Income							
Total										