

Downtown South Neighborhood Improvement District  
Advisory Council Meeting Minutes  
Agenda Conference Room, 2<sup>nd</sup> Floor, City Hall  
July 16, 2014

**Members Present**

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

**Members Absent**

William Nassal, Sr.

**1. Call to Order/Determination of a Quorum**

The meeting was called to order at 9:06 a.m. by Chair McPherson.

**2. Public Comments.**

Dan Peterson, representing the Coalition for Property Rights was in attendance, and asked questions about the monies collected in the District; whether they go to the City or toward other improvements. Jason Burton, Chief Planner, responded that we are scheduled to review refinements the draft Capital Improvement Plan today on the agenda, which will shed further light on the subject. Further, we would be able to forward the contact information for the Board members to him if needs be.

**3. Approval of Minutes**

Chair McPherson opened the floor for the approval of the minutes of the last Regular Meeting. Hearing no objections, the minutes of both meetings were approved as submitted.

**4. Staff Reports**

DEO Annual Filing. Kyle Shephard with the City Attorney's Office explained our annual filing with the State Department of Economic Opportunity as a special taxing district will occur in the fall. Currently, Jason Burton is listed as the contact with the State for information purposes.

Budget Approval. Kyle Shephard and Jason Burton of the City explained that July 28<sup>th</sup>, the City Council and DSNID Board of Directors will officially consider the levy of 1.0 mil.

Also, Jason Burton introduced Ashley Connolly from the City's budget office, and explained the income statement, circulated today, factored in the current in kind contributions to the NID, as well as the cash on hand for the NID. The income statement shows a need to invoice Orlando Health for expenses incurred by the NID for the consulting services that occurred leading up the referendum.

Ms. Connolly further explained the budget sheet to the Advisory Council. A copy of the income statement is attached to the minutes.

Annual Capital Improvement Plan. Discussed below under “CIP Update”.

Future Staffing Needs. Mr. Shephard opened a discussion about the future staffing needs of the Advisory Council, as well as the frequency of meetings. Over the next month, he would like the Advisory Council members to think of several options for staffing the needs of the Advisory Council and DSNID. While Mr. Burton has been helping the DSNID along during the referendum process, his time in the Planning Division cannot be devoted at the level needed to coordinate the activities of the NID; however, as Chief Planner, he will remain on hand to ensure the overall direction and continuity. There are two main options for this area:

- Continue to rely on City staff, who can coordinate improvements to the public facilities and work with the City’s Chief Administrative Officer and Public Works Department, to acquire/manage grants, identify/manage projects for public improvements, and support the functions of the Advisory Council. Staff believes that the position is probably a half-time position, going forward, which could be housed in the CAO’s office.
- Hire an outside consultant or executive director part-time. Even if someone is hired part-time, they would likely need to be located at Orlando City Hall in order to coordinate the improvements and projects of the DSNID.

We will have a larger discussion at the next meeting regarding the direction that the Advisory Council would like to take on this matter. Additionally, the Advisory Council may want to consider meeting every-other-month or once a quarter, as typically the City’s advisory boards that do not perform discretionary land use permit functions, meet on that basis. The frequency of meeting was necessary leading up to the referendum, but will likely need to meet on a less frequent basis in the future.

CIP Update. Mr. Burton handed out a revised draft Capital Improvement Plan for the Boards consideration, which refined the previous version of the CIP. There are refinements to the descriptions of the proposed projects, and lesser amounts in the proposed annual budget to match the estimates for revenue generation of the DSNID (eg. there is \$50,000 less in the “Beautification” sheet to reflect the change of estimated revenues

Over the next month, Ashley Connolly will work with Orlando Health to figure out their total contributions to date, and rectify the revenues and income statement for the Board. Karl Hodges, who is attendance representing Orlando Health, will coordinate and receive invoices from the City in this process.

## **5. Next Meeting**

Wednesday, August 13, 2014, 9:00 AM in the Veteran’s Conference Room.

## **6. Announcements and Other Business**

## **7. Adjourn**

Chair McPherson moved for adjournment at 9:57

### **City Staff Present**

Kyle Shephard

Jason Burton

Ashley Connolly

### **Members of the Public Present**

Karl Hodges, Orlando Health

Dan Peterson, Coalition for Property Rights

Christina Almanzar, Rich Crotty Consulting Group

Molly Delahunty, Rich Crotty Consulting Group

Kipp Chapin, Realty Capital



CONFERENCE ROOM: Manatee B Conference Room

MEETING: Downtown South NID Advisory Board

DATE: 7/16/14

SIGN-IN SHEET

Name (Please Print)	Business / Property	Telephone	Email Address
Jason Burton	City	407-246-3389	jason.burton@cityoforlando.net
Karl Hodges	Orlando Health	407-841-5724	karl.hodges@orlandohealth.com
Dan Peterson	CTR	407-758-2491	danpeterson@propvillage.com
CHRISTINA MANANAN	RCCG	321-998-1154	ccalmanzar@rccgfl.com
Mary Hurley	NID	407-721-0065	mhurley@xdeland.com
Ashley Connolly	City	407-246-2303	Ashley.Connolly@cityoforlando.net
Bruce Muerz	DSO	407-446-3456	movpics@mindspring.com
Kipp Chapin	Realty Capital	321-247-7707	Jchapin@realtycapitalfl.com
Molly Delahunty	RCCG	407-985-1934	mdelahunty@rccgfl.com

City of Orlando  
Neighborhood Improvement District - Downtown South  
Income Statement

	FY 2014 Adopted Budget	As of 7/14/14 FY 2014 Cash Balance YTD	Variance	FY 2013 Adopted Budget	FY 2013 Cash Balance Year End
<b>Revenues</b>					
Cash Carry Forward	\$ 120,503.00 <sup>1</sup>	\$ -	\$ 120,503.00	\$ 78,903.00	\$ 78,903.00
In-Kind Carry Forward	35,825.00 <sup>2</sup>	-	35,825.00	155,576.00	119,751.00
Fund Balance	-	20,234.94	(20,234.94)	-	-
Interest - Investments	-	280.20	(280.20)	-	(268.50)
Community Contributions (Orlando Health)	-	-	-	100,000.00	-
Contributed Services (In-kind)	-	-	-	-	-
<b>Revenues</b>	<u>\$ 156,328.00</u>	<u>\$ 20,515.14</u>	<u>\$ 135,812.86</u>	<u>\$ 334,479.00</u>	<u>\$ 198,385.50</u>
<b>Expenditures</b>					
Contractual Services	\$ 120,503.00	\$ 130,620.38	\$ (10,117.38)	\$ 334,479.00	\$ 58,224.02
In-Kind Expenses	35,825.00	-	35,825.00	-	119,751.00
Subscriptions, Memberships	-	175.00	(175.00)	-	175.00
<b>Expenditures</b>	<u>\$ 156,328.00</u>	<u>\$ 130,795.38</u>	<u>\$ 25,532.62</u>	<u>\$ 334,479.00</u>	<u>\$ 178,150.02</u>
Excess (Deficit) of Revenues over Expenditures	\$ -	(110,280.24)	\$ 110,280.24	\$ -	\$ 20,235.48
Orlando Health cash available		100,000.00 <sup>3</sup>		(129,894.43)	
Orlando Health contributed services available		35,825.00 <sup>3</sup>		19,614.19	
		<u>\$ 135,825.00</u>		<u>(110,280.24)</u>	
Potential Total Available		\$ 25,544.76 <sup>4</sup>			

1 Cash carry forward budget of \$120,503 used FY13 budget of \$178,903 less actual expenses of \$58,400

2 In-Kind carry forward budget used FY13 budget of \$155,576 less In-Kind Services booked \$119,751

3 Orlando Health still owes the \$100,000 from FY13

3 Orlando Health still owes \$35,825 In-Kind

4 Available Revenue assuming cash and services from Orlando Health will be received less YTD net

Actual Carry forward is the net balance from FY 2013 of \$20,235

There are no more funds available for the City to pay invoices.



TYPE OF SERVICE: Administration		PROJECT NUMBER		PROJECT NAME:						PAGE
DEPARTMENT: DSNID		1		Downtown South NID: Administrative Duties						1
		PRIORITY: High						OMIS PROJECT #		
<b>PROBLEM IDENTIFICATION OR Need.</b> 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.								<b>PROJECT RANKING</b> Department Rating CIE Requirement		
<b>RECOMMENDED SOLUTION (PROJECT DESCRIPTION )</b> Part time administrative support services to implement the Downtown South Neighborhood Improvement District.								<b>CONTACT</b> Jason Burton, Chief Planner Jason.Burton@cityoforlando.net		
<b>PROPOSED PROJECT FINANCING AND EXPENDITURES BY YEAR</b>								<b>SERVICE AREA</b>		
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										

<b>TYPE OF SERVICE:</b> Marketing/Special Events		<b>PROJECT NUMBER</b>		<b>PROJECT NAME:</b>				<b>PAGE</b>	
<b>DEPARTMENT:</b> DSNID		2		Downtown South NID: Main Street Marketing Services				2	
		<b>PRIORITY:</b> Moderate				<b>OMIS PROJECT #</b>			
<b>PROBLEM IDENTIFICATION OR Need.</b> 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.								<b>PROJECT RANKING</b> Department Rating  CIE Requirement	
<b>RECOMMENDED SOLUTION (PROJECT DESCRIPTION )</b> Contract with the Downtown South Main Street to provide marketing, special event and support services on an annual basis. The Main Street program can engage local residents/businesses through special events and market the area as Orlando's favorite neighborhood to live, work and play.								<b>CONTACT</b> Jason Burton, Chief Planner Jason.Burton@cityoforlando.net	
<b>PROPOSED PROJECT FINANCING AND EXPENDITURES BY YEAR</b>								<b>SERVICE AREA</b>	
<b>FUND</b>	<b>14/15</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>FIVE YR</b>	<b>LATER</b>	<b>PRIOR</b>	<b>TOTAL</b>
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
<b>ALL</b>	121,500	121,500	121,500	121,500	121,500	607,500	865,000		\$1,472,500
<b>PROJECT COST BY PHASE</b>				<b>IMPACT ON OPERATING COSTS (+ -)</b>					
<b>Project Phasing</b>		<b>Estimated Time</b>		<b>Estimated Cost</b>		<b>Personnel: Number</b> <b>Salaries, Wages, Benefits</b> <b>Operating Costs</b> <b>Other Capital Costs</b> <b>Total Annual Operating Costs</b>			
<b>Description</b>	<b>From</b>	<b>To</b>	<b>Mths</b>						
						<b>IMPACT ON REVENUE</b>			
						<b>Source:</b> <b>Total Annual Income</b>			
<b>Total</b>									



<b>TYPE OF SERVICE:</b> Transportation		<b>PROJECT NUMBER</b>		<b>PROJECT NAME:</b>				<b>PAGE</b>	
<b>DEPARTMENT:</b> DSNID		3		Orange/Michigan Intersection Improvements				3	
		<b>PRIORITY:</b> High				<b>OMIS PROJECT #</b>			
<b>PROBLEM IDENTIFICATION OR Need.</b> 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).								<b>PROJECT RANKING</b> <b>Department Rating</b> <b>CIE Requirement</b>	
<b>RECOMMENDED SOLUTION (PROJECT DESCRIPTION )</b> 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)								<b>CONTACT</b> Jason Burton, Chief Planner Jason.Burton@cityoforlando.net	
<b>PROPOSED PROJECT FINANCING AND EXPENDITURES BY YEAR</b>								<b>SERVICE AREA</b>	
<b>FUND</b>	<b>14/15</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>FIVE YR</b>	<b>LATER</b>	<b>PRIOR</b>	<b>TOTAL</b>
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
<b>ALL</b>	0	300,000	0	0	0	300,000	200,000		\$500,000
<b>PROJECT COST BY PHASE</b>					<b>IMPACT ON OPERATING COSTS (+ -)</b>				
<b>Project Phasing</b>		<b>Estimated Time</b>		<b>Estimated Cost</b>	<b>Personnel: Number</b> <b>Salaries, Wages, Benefits</b> <b>Operating Costs</b> <b>Other Capital Costs</b> <b>Total Annual Operating Costs</b>				
<b>Description</b>		<b>From To</b>	<b>Mths</b>						
					<b>IMPACT ON REVENUE</b>				
					<b>Source:</b> <b>Total Annual Income</b>				
<b>Total</b>									



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 #				
<b>PROBLEM IDENTIFICATION OR Need.</b> Currently, Orange Avenue is built with oversized traffic lanes that encourage speeding throughout the corridor. It is imperative to maximize the traffic volume through context sensitive design, address pedestrian/bike fatalities occurring on the corridor by right-sizing the travel lanes, and improve the overall aesthetics of the corridor.								<b>PROJECT RANKING</b> Department Rating  CIE Requirement		
<b>RECOMMENDED SOLUTION (PROJECT DESCRIPTION)</b> Design and construction documents, and construction of the ultimate Orange Avenue improvement, as contemplated by FDOT's preliminary plan study.								<b>CONTACT</b> 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	0	0	250,000	250,000	250,000	750,000	1,250,000		\$2,000,000	
GrantTBD	0	0	250,000	250,000	250,000	750,000	1,250,000		\$2,000,000	
ALL			500,000	500,000	500,000	1,500,000	2,500,000		\$4,000,000	
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						
				Source:						
Total				Total Annual Income						

TYPE OF SERVICE: Transportation		PROJECT NUMBER		PROJECT NAME:						PAGE
DEPARTMENT: DSNID		5		Division Avenue– Kaley to Michigan, Kaley to Gore						5
		PRIORITY: High						OMIS PROJECT #		
<b>PROBLEM IDENTIFICATION OR Need.</b> 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.								<b>PROJECT RANKING</b> Department Rating  CIE Requirement		
<b>RECOMMENDED SOLUTION (PROJECT DESCRIPTION)</b> . 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). Add aesthetic improvements to the cross section that create a multi-use trail with shade. Improve pedestrian connections in the area. Seek state SIS freight funds by identifying this route as a key regional corridor serving the NID and the overall Downtown area.								<b>CONTACT</b> 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	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					
					Source: Total Annual Income					
Total										



TYPE OF SERVICE: Infrastructure		PROJECT NUMBER		PROJECT NAME:						PAGE
DEPARTMENT: DSNID		7		Infrastructure Participation: Water/Sewer/Drainage						7
		PRIORITY: Medium						OMIS PROJECT #		
<b>PROBLEM IDENTIFICATION OR Need.</b> 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.								<b>PROJECT RANKING</b> Department Rating  CIE Requirement		
<b>RECOMMENDED SOLUTION (PROJECT DESCRIPTION)</b> 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.								<b>CONTACT</b> Jason Burton, Chief Planner Jason.Burton@cityoforlando.net		
<b>PROPOSED PROJECT FINANCING AND EXPENDITURES BY YEAR</b>								<b>SERVICE AREA</b>		
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 #		
<b>PROBLEM IDENTIFICATION OR Need.</b> The area generally is 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. This could include landscaping improvements, to adding wayfinding and gateway signage into the area.								<b>PROJECT RANKING</b> Department Rating  CIE Requirement		
<b>RECOMMENDED SOLUTION (PROJECT DESCRIPTION)</b> 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.								<b>CONTACT</b> Jason Burton, Chief Planner Jason.Burton@cityoforlando.net		
<b>PROPOSED PROJECT FINANCING AND EXPENDITURES BY YEAR</b>								<b>SERVICE AREA</b>		
FUND	14/15	15/16	16/17	17/18	18/19	FIVE YR	LATER	PRIOR	TOTAL	LOCATION
DSNID	85,000	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							
Total				IMPACT ON REVENUE						
				Source: Total Annual Income						



TYPE OF SERVICE: Transportation		PROJECT NUMBER		PROJECT NAME:				PAGE	
DEPARTMENT: DSNID		9		Transportation Connections & Enhance Signalization				9	
		PRIORITY:				OMIS PROJECT #			
<b>PROBLEM IDENTIFICATION OR Need.</b> 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.								<b>PROJECT RANKING</b> Department Rating  CIE Requirement	
<b>RECOMMENDED SOLUTION (PROJECT DESCRIPTION)</b> . Fund small improvements within the right of way, or participate on creating key connections to the street grid. Improve signal timing on the corridor, and improve pedestrian signals at crossings with special treatments and audible signals.								<b>CONTACT</b> Jason Burton, Chief Planner Jason.Burton@cityoforlando.net	
<b>PROPOSED PROJECT FINANCING AND EXPENDITURES BY YEAR</b>								<b>SERVICE AREA</b>	
FUND	14/15	15/16	16/17	17/18	18/19	FIVE YR	LATER	PRIOR	TOTAL
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					
						<b>IMPACT ON REVENUE</b>  Source: Total Annual Income			
Total									