



CITY OF ORLANDO

Downtown South Neighborhood Improvement District Advisory Council Annual Report Fiscal Year 2013-14

I. PURPOSE

- A. *Definition of Local Government Neighborhood Improvement District.* A Local Government Neighborhood Improvement District (LGNID) is one of four types of Neighborhood Improvement Districts authorized by Florida law (see Part IV, Chapter 163, Florida Statutes). A LGNID is a dependent special district established to monitor and advocate for the interests of the business and property owners within a defined geographic area. It is intended to foster communication and cooperation among business and property owners. It may also plan for, construct, operate or maintain physical improvements. The LGNID may make and collect ad valorem and special assessments, if approved by referendum.
- B. *Creation of Downtown South Neighborhood Improvement District.* On March 28, 2011, the Orlando City Council adopted Ordinance No. 2011-3 allowing LGNIDs in the City. On July 25, 2011, the Orlando City Council adopted Ordinance No. 2011-28 creating the Downtown South NID. Ordinance No. 2011-28 established the Orlando City Council as the Downtown South NID Board of Directors; granted the Downtown NID all the powers allowed under Section 163.514, Florida Statutes; and authorized a Downtown South NID Advisory Council.
- C. *Board of Directors.* The Downtown South NID Board of Directors (City Council) is responsible for "Major Decisions," such as:
- Taxation;
 - Special Assessments;
 - Financing;
 - Eminent Domain; and
 - Contracts in Excess of \$100,000.
- D. *Advisory Council.* The Downtown South NID Advisory Council is responsible for "Minor Decisions," such as:
- Preparing an operating budget, neighborhood improvement plan, capital improvements plan, financing plan, and annual report of district activities for review and approval by the Board of Directors;
 - Applying for and receiving grants;
 - Monitoring and providing comments regarding planning, zoning and development proposals affecting Downtown South;
 - Providing recommendations to the Board of Directors regarding "Major Decisions"; and
 - Contracts under \$100,000, subject to the annual budget.

II. ADMINISTRATION

- A. *City Staff.* The City Attorney's Office and Economic Development Department provide staff support for the Downtown South NID Advisory Council. Key City staff are as follows:
1. Kyle Shephard, Assistant City Attorney
 2. Jason Burton, Chief Planner, DSNID Coordinator.
 3. Pauline Eaton, Main Street Coordinator.

In addition, the Richard Crotty Consulting Group and Consensus Communications perform a combination of Administrative and Communication functions. The primary contacts for the consultants are:

Administrative Functions (until the end of 2014):

Molly Delahunty - Associate
Richard Crotty Consulting Group
2111 E Michigan Street, Suite 142
Orlando, FL 32806
407.985.1934
mdelahunty@rccgfl.com

Communications Strategy (ended June 2014)

Dana Loncar
Consensus Communications
201 S Orange Avenue, Suite 950
Orlando, FL 32801
407.608.5921
dana@onmessage.com

Ms. Christina Almanzar and Ms. Molly Delahunty, Richard Crotty Consulting Group, prepared the meeting minutes for the DSNID Advisory Council throughout FY2013-2014 in addition to City Staff.

- B. *Staff Changes.* There were no significant staff changes during FY2013-2014. However, it is anticipated that an Executive Director will be hired in tandem with the Downtown South Main Street in early 2015 (see Major Initiatives for an explanation).
- C. *Funding.* Funding for the Downtown South NID is currently provided by a contribution (monetary and in-kind "PILOT" agreement) from Orlando Health and ad valorem assessments approved by the Downtown South Board of Directors (Orlando City Council) in September 2014 (millage rate of 1.0). The total revenues from both sources is approximately \$450,000 per year.

III. BOARD MEMBERS

- A. *Number.* The Downtown South NID Advisory Council has five (5) members nominated by the Mayor and confirmed by the City Council.
- B. *Attendance.* The annual attendance report is attached.

C. Chairperson

Rex McPherson
 13100 W. Colonial Drive
 Winter Garden, FL 34787
rexmcp@rdktrust.com
 (407) 656-2291

D. Vice Chairperson

William Nassal
 415 W. Kaley Street
 Orlando, FL 32806
wanassal@nassal.com
 (407) 648-0400

E. Board Changes.

Member	Appointed	Term Ended or Expires	Resigned
1. Rex McPherson*	10/31/11	10/31/15	--
2. William Nassal**	10/31/11	10/31/15	--
3. Shannon Gravitte	10/31/11	10/31/15	--
4. Mary Hurley	10/31/11	N/A	9/10/14
5. Jon Toothman	10/31/11	10/31/15	--

* Chair

** Vice Chair

It is anticipated that one additional Advisory Board member will resign by the end of 2014, in order to allow more evenly staggered terms.

IV. MEETINGS

- A. *Day and Time.* The Downtown South NID Advisory Council typically meets on the second Wednesday of each month at 9:00 a.m. Beginning in FY2014-15, the Advisory Council will be going to an every other month meeting schedule.
- B. *Number.* The Downtown South NID Advisory Council met 11 times this fiscal year. No meeting was held in January 2014. It is anticipated that the Downtown South NID will meet 6 times in FY 2014-2015.
- C. *Agendas.* The Downtown South NID Advisory Council does not utilize a Consent Agenda. Rather, agenda items are presented and discussed as part of a "Regular Agenda."

V. WORKLOAD

The Downtown South NID Advisory Council does not review specific case types such as the Municipal Planning Board or Board of Zoning Adjustment. The current mission of the Advisory Council is to review and prioritize capital improvement projects necessary to improve the district, review financial grants with potential public and private funding partners, and coordinate with the Downtown South Main Street Board of Directors.

VI. MAJOR INITIATIVES

During its third year of operation, the Downtown South NID Advisory Council (DSNID) accomplished the following:

- Amended the NID boundaries in anticipation of the ad valorem special assessment referendum.
- Modified the special assessment referendum ordinance.
- Prepared PILOT (payment in lieu of taxes) agreement with Orlando Health.
- Mail-out and certification of special assessment referendum. A total of 514 of the 1,160 ballots mailed out 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 was notified and TRIM notices were adjusted to reflect the ad valorem assessment.
- Prepared Budget and Draft Capital Improvement Plan.
- Prepared a Growth Management Plan amendment to provide appropriate reference to the Safe Neighborhood Improvement Plan.
- Addressed future staffing needs including coordination with the Downtown South Main Street Board of Directors to create a project manager position for both the DSNID and Downtown South Main Street program.
- To date, the Chair of the Advisory Board (Rex McPherson) and the Chair of the Downtown South Main Street (Charlotte Manley) have drafted the body of an agreement to move forward with a merged Executive Director position, which will be considered by their respective Boards in November 2014.

DOWNTOWN SOUTH NEIGHBORHOOD IMPROVEMENT DISTRICT ADVISORY COUNCIL

ANNUAL ATTENDANCE REPORT 2013-2014

Meetings 2013-14																	
NAME	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	MEETINGS			Date Appointed	Date Term Ends
													# Held	# Missed	Volunteer Hours		
Length of meeting (hrs)	0.72	0.65	1.80	No Mtg	1.17	1.27	0.30	0.28	0.75	0.85	0.68	0.45					
Rex McPherson*	X	X	X		X	X	X	X	X	X	X	X	11	0	8.92	10.31.11	10.31.15
William Nassal**	A	X	X		X	X	X	X	X	A	X	X	11	2	7.35	10.31.11	10.31.15
Shannon Gravitte	X	X	X		X	X	X	X	X	X	X	A	11	1	8.47	10.31.11	10.31.15
Mary Hurley	X	X	X		X	A	A	X	X	X	A	X	11	3	6.67	10.31.11	10.31.15
Jon Toothman	X	X	X		X	X	X	X	X	X	X	A	11	1	8.47	10.31.11	10.31.15
													Total Volunteer Hours			39.87	

The Downtown South NID Advisory Council was created on July 25, 2011 (Ordinance No. 2011-28), and held its first meeting on November 17, 2011.

Instructions: Indicate attendance or non-attendance, as follows: X = Attended A = Absent Res. = Resigned TE = Term Ended *Chairperson / **Vice Chairperson

Downtown South NID Advisory Council Annual Report for FY 2013-2014

2 messages

Paul Lewis <paul.lewis@cityoforlando.net>
To: Rex McPherson II <rexmcp@rdktrust.com>

Thu, Oct 30, 2014 at 1:22 PM

Hi Mr. McPherson,

Attached for your review and approval is the Downtown South NID Advisory Council Annual Report for Fiscal Year 2013-2014. Every City advisory board is required to prepare and submit an annual report regarding board activity to the City Clerk by November 1 every year. For your convenience, we have prepared the report in the format required by the City Clerk. If the report is prepared by City staff, the Board Chairperson is required to review and sign-off. This sign-off can simply be an e-mail back from you (a physical signature is not required). Please let me know if you have any questions or comments regarding the attached Downtown South NID Advisory Council Annual Report. If you find the report acceptable, we will submit the report to the City Clerk upon hearing back from you.

Thanks,

Paul

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Paul S. Lewis, AICP, Chief Planning Manager
City of Orlando
400 South Orange Avenue
Orlando, Florida 32801
p. 407.246.3358
f. 407.246.2895
cityoforlando.net/city-planning/

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Florida has a very broad public records law. As a result, any written communication created or received by the City of Orlando officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records.

If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

Rex McPherson II <rexmc@rdktrust.com>
To: Paul Lewis <paul.lewis@cityoforlando.net>

Tue, Nov 4, 2014 at 10:11 AM

Paul.....I have reviewed and do hereby approve the Downtown South NID Advisory Council Annual Report as previously submitted to me on October 30, 2014. I believe it provides an excellent summary of the purpose, responsibilities and accomplishments of the Advisory Council for the fiscal year 2013 – 2014. Well done.

Rex V. McPherson II

Advisory Council Chair

From: Paul Lewis [mailto:paul.lewis@cityoforlando.net]
Sent: Thursday, October 30, 2014 1:23 PM
To: Rex McPherson II
Subject: Downtown South NID Advisory Council Annual Report for FY 2013-2014

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