



CITY OF ORLANDO

Downtown South Neighborhood Improvement District Advisory Council Meeting Minutes

Agenda Conference Room, 400 South Orange Ave, Orlando, FL.
9am, Wednesday, May 11, 2016

Members Present

Harlan Hanson
Melissa Koch
Adam Freeman
Zachary Winters
Mike Gluckman

Staff Present

Sarah Elbadri, Executive Director
Jason Burton, City of Orlando
Pauline Eaton, City of Orlando

Public in attendance

Buck Miller
Jonathan Blunt
Aaron Bottenhorn

1. Call to Order and determination of quorum

Mr. Hanson called the meeting to order at 9:05am. All Advisory Board Members were in attendance.

2. Public comment

There were no public comments

3. Action Items

a. March and April Minutes:

Mr. Hanson opened the floor for additions or corrections to the minutes from the March 9 and April 1, 2016 minutes. Hearing none, there was a motion by Melissa Koch to approve the minutes. Zach Winters seconded the motion. The minutes were approved with a unanimous vote.

4. Discussion Items

a. Finance and Budget Update

i. Account Update:

1. Ms. Elbadri reported that as of May 6, 2016, the revenue collected for FY 15/16 was \$543,766.3. The total account balance for the NID is \$968,092.16. She will be meeting with the Fiscal Coordinator on a monthly basis to get a report on the account.

ii. Procurement / Purchasing process

1. The Fiscal Coordinator for the Downtown South NID account provided Ms. Elbadri with information related to procurement policies at different levels of expected cost. Ms. Elbadri presented this as the Quick Reference Sheet, which will be the procedure for moving forward with purchasing or procurement for the NID.



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b. Comprehensive Long Range Finance Plan Update

- i. Ms. Elbadri is working with Board Member Zach Winters to update this document, which was originally drafted in 2010. The document is being updated with information about projected revenue and expenses for the NID.

c. Downtown South Redevelopment Updates

- i. Ms. Elbadri presented on the current status of redevelopment projects in the district including:
 1. 2205 S. Orange Ave
 2. Lucerne Promenade at Orange and Gore
 3. Maudlin International at Division and Kaley
 4. Delaney Commons at Delaney and Gore
 5. S Orange Medical Complex at Orange and Harding

d. DSNID Work Plan Updates

- i. Utility Art Box Project
 1. Following a conversation with the Fiscal Coordinator for the DSNID, Ms. Elbadri is working with the Main Street program's design committee and City Store to order supplies for this project. Ms. Eaton commented on FDOT's new policies regarding this project on state right-of-way and their requirements for performance bonds and vinyl wraps instead of paint.
- ii. Façade Improvement Grant workshop
 1. Ms. Elbadri reported that she is working with a local business owner who was a recipient of this grant and Kim King at the City to host a Façade Improvement Grant workshop in June. This will be targeted to other small business owners in the area who are interested in learning about the program. She is working with the Economic Vitality committee of the Main Street program to organize this event.
- iii. Relocation of Downtown South Concrete Planters
 1. Ms. Elbadri reported that redevelopment plans for 2205 S. Orange Ave have advanced the timeline of moving these donated planters. Buck Miller, the former owner of the property, commented that he would help with the coordination of transporting these concrete structures. Mr. Koch and Mr. Winters expressed that as business owners in the area, they would be interested in adopting these planters to improve the aesthetics of the district.
- iv. S. Orange Ave. Improvements
 1. Ms. Elbadri discussed the meeting she and Mr. Burton had with FDOT staff regarding the resurfacing of S. Orange Ave, south of Grant St. This project comes ahead of the larger improvement to the corridor. Considerations for this resurfacing include adding new striping, in line with the ultimate plan for the corridor, creating drainage for curbs that will be constructed in the ultimate improvement project, and considering improving the corner of southwest corner of S. Orange Ave and W. Michigan St. to accommodate for truck traffic. Ms. Elbadri reported that it is



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expected that FDOT will resurface S. Orange Ave, south of Grant, in FY19, which begins in July of 2018.

2. Prioritization of Corridor Project

Following this conversation about S. Orange Ave resurfacing, Ms. Elbadri discussed the larger improvement project to S. Orange Ave from Anderson to Pineloch. This project has not yet been funded. MetroPlan is organizing meetings with their counties to discuss the prioritization of their projects. Mr. Burton stated that he and Ms. Elbadri will be working with City staff to discuss advancing the priority of this S. Orange Ave. project. Orange County municipalities will be meeting at MetroPlan on May 20 at 10am to discuss their projects, ahead of bringing their recommendations to the Technical Advisory Board. These recommendations will then go to the MetroPlan Board.

v. Division Improvements

1. There was a discussion about the constraints to improving S. Division Ave. Ms. Elbadri and Mr. Burton discussed their meeting with Lisa Henry, Streets and Stormwater manager. An improvement project for S. Division Ave, south of Kaley to Michigan, was not programmed into the CIP for the next fiscal year, but will be designed in the next year. Ms. Elbadri stated that the NID will be included in this process.

vi. Michigan Lighting Improvements

1. Ms. Elbadri reported on a meeting she had with OUC and City Staff. As a result, Michigan St. from Osceola to I-4 will be studied for a lighting improvement that will upgrade the lighting to LED. According to OUC staff, this project can be completed within the next year.

vii. Updated Design Guidelines and Development Standards

1. Ms. Elbadri reported on a meeting with Planning Staff and Chairman Harlan Hanson regarding the creation of Design Guidelines and Development Standards for the District. Mr. Hanson commented on how this document would help codify the vision for the district and consolidate, in one document, the multiple planning documents that cover the district.

Next meeting: Wednesday, July 13, 2016. Sustainability Conference Room, 2nd Floor, City Hall, 400 South Orange Ave, Orlando, FL.

5. Meeting Adjourned at 10:26am