



DOWNTOWN SOUTH NEIGHBORHOOD IMPROVEMENT DISTRICT ADVISORY COUNCIL

**ANNUAL REPORT
FISCAL YEAR 2015-16**



DOWNTOWN SOUTH NEIGHBORHOOD IMPROVEMENT DISTRICT ADVISORY COUNCIL

I. PURPOSE

- A. **MISSION STATEMENT.** The mission of the Downtown South Neighborhood Improvement District Advisory Council is to review plan for and prioritize capital improvement projects necessary to improve the District, review financial grants with potential public and private funding partners, and coordinate some activities with the Downtown South Main Street Board of Directors.
- B. **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.
- C. **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.
- D. **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.
- E. **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.



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II. ADMINISTRATION

A. STAFF. The City provides staff support and administration for the Downtown South NID Advisory Council. Key staff are as follows:

1. Sarah Elbadri, Executive Director and Board Secretary
2. Pauline Eaton, Orlando Main Street Coordinator
3. Jason Burton, AICP, Chief Planner
4. Kyle Shephard, Chief Assistant City Attorney

B. STAFF CHANGES.

1. Sarah Elbadri, Joint Executive Director of the Downtown South NID and South Downtown Orlando Main Street was hired on December 3, 2015.
2. A new Management Agreement was executed on April 1, 2016 for the time period between January 1, 2016 through December 31, 2016. This new Management Agreement changed language in the agreement regarding staff supporting the NID. It broadened the management support from "Executive Director" to "Executive Director and staff". The total compensation of the new staff team was increased for the fiscal year.
3. A Memorandum from the South Downtown Main Street was circulated on September 19, 2016 to the NID Advisory Council advising the NID that the Downtown South Main Street Board of Directors voted to terminate the Management Agreement, effective September 30, 2016. It was determined, for the strength of both the NID and Main Street organizations that each have their own dedicated, full-time Executive Director.

III. BOARD MEMBERS

A. NUMBER. The Downtown South NID Advisory Council has five (5) members which are recommended to the Mayor for appointment by the Nominating Board, appointed by the Mayor, and confirmed by City Council.

B. REQUIREMENTS. In accordance with City Code Section 40.16(2), each member of the Advisory Council must own property in the district, represent a corporate owner of property within the district, or reside in the district. At least one member of the Advisory Council must be a representative of Orlando Health, at least one other member must be an owner of land within the district that is designated for industrial use on the City's future land use map, and at least one other member must be both a member and representative of the City's Downtown South Orlando Main Street district and an owner of land abutting Orange Avenue and that is designated as mixed use corridor or activity center on the City's future land use map and utilized for retail or commercial uses. In that event that a member and representative of the City's Downtown South Main Street district and owner of land abutting Orange Avenue that is designated as mixed use corridor or activity center on the City's future land use map is not available to service on the Advisory Council, then this seat on the Advisory Council must be filled by an owner of land abutting Orange Avenue that is designated as



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mixed use corridor or activity center on the City's future land use map and utilized for retail or commercial uses.

C. ATTENDANCE. The annual attendance report is attached.

D. TERMS. Consistent with Article XV, Chapter 2, Orlando City Code (Section 2.120), members of the Advisory Council may serve a total of two (2) two-year terms. Terms shall be staggered, and shall expire on the last day of the month in which the two (2) year term ends.

E. CHAIRMAN. HARLAN HANSON
p. 407-421-8546 e. harlanhanson.inc@gmail.com

F. VICE CHAIRMAN. MELISSA KOCH
p. 407-924-7014 e. mck211@yahoo.com

G. BOARD MEMBERS.

<u>MEMBER</u>	<u>TERM</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>STATUS</u>
Melissa Koch	1	3/9/2015	10/31/2016	Active
Adam Freeman	1	4/6/2015	10/31/2017	Active
Harlan Hanson	1	12/7/2015	10/31/2017	Active
Mike Gluckman	1	12/14/15	10/31/2017	Active
Zach Winters	1	2/29/2016	10/31/2017	Active

H. BOARD APPOINTMENTS. Three new board members, two in December, one in February, were appointed by Mayor Dyer and confirmed by City Council.

I. ELECTIONS. Harlan Hanson and Melissa Koch were elected Chairman and Vice Chairman respectively on January 13, 2016 .

J. BOARD MEMBER TRAINING. Sunshine training took place at the December NID meeting.

IV. MEETINGS

A. DAY AND TIME. The Downtown South NID Advisory Council is scheduled to meet on the second Wednesday of every other month at 9:00 a.m.

B. NUMBER. The Downtown South NID Advisory Council scheduled six (6) meetings in Fiscal Year 2015-16 and held seven (7) meetings dated: December 9, 2015; January 13, 2016; March 9, 2016; April 1, 2016; May 11, 2016; July 20, 2016; and August 17, 2016. Volunteer hours for the Advisory Council for Fiscal Year 2015-16 totaled 41 cumulative hours.

C. SPECIAL MEETINGS. The Downtown South NID Advisory Council held one special meeting on April 1, 2016 to review a proposed workplan for the Downtown South NID.

D. AGENDAS. The Downtown South NID Advisory Council does not utilize a Consent Agenda. Rather, all agenda items are presented and discussed



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as part of a "Regular Agenda." There are regular executive director reports on specific items, and typically a development update.

V. WORKLOAD

- A. SYNOPSIS. The Downtown South NID Advisory Council reviews plans for and prioritizes capital improvement projects necessary to improve the district, reviews financial grants with potential public and private partners, and coordinates with the South Downtown Orlando Main Street Board of Directors.

VI. MAJOR INITIATIVES/SPECIFIC ACCOMPLISHMENTS

A. MAJOR INITIATIVES.

FY16-17 was the second year that the Downtown South NID collected revenues from the district, including voluntary in-lieu fees from Orlando Health. This year was focused rebuilding the Advisory Council, programming capital improvement projects in the district, supporting local economic development needs, and restructuring the organization.

B. SPECIFIC ACCOMPLISHMENTS. Fiscal Year 2015-16 marked the Downtown South NID Advisory Council's fifth year of operation, during which the following was accomplished:

- Renegotiated, finalized and executed an agreement with the South Downtown Orlando Main Street that merged management responsibilities between the two organizations with some additional support. A new joint executive director was hired by the Downtown South Main Street in December 2015 and a part-time marketing coordinator was hired by the Downtown South Main Street in January.
- Negotiated the prioritized LED lighting upgrades along the Michigan Street corridor with OUC at no cost to the NID. That project will be completed in early FY 16-17.
- Advanced construction of context-sensitive improvements along one-fifth of the S Orange Ave corridor by enhancing a programmed resurfacing project by FDOT; this project should result in overall efficiencies due to design services undertaken by FDOT, as well as mobilization costs. Established matching funds from MetroPlan which will double DSNID's investment. The total cost for this resurfacing project potentially to be undertaken in 2018 is about \$4M. The NID and MetroPlan have agreed to each contribute \$388,709 so far for the additional costs above the resurfacing for these enhancements. These improvements, focused on walkability and main street character include bulbouts, narrower lanes, medians, and improved onstreet parking. During the discussion with FDOT, It is also expected that the DSNID will potentially be coordinating further grants with FDOT for corridor enhancements (landscaping, etc.) and will need to negotiate with OUC for the potential undergrounding of utilities.



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- Supported the economic recovery efforts of the Downtown South Main Street program following the Pulse tragedy.
- The joint management agreement was terminated by the Downtown South Main Street Board of Directors to allow dedicated, full-time Executive Directors for each organization. It is expected that each organization's director will keep the the sister organization advised of the relevant activities of the partnering agency.
- Next year's focus: updating the Long Range Finance Plan for the District, updating the annual work program focusing on capital improvements, developing a partnership and plan alongside OUC to underground the utilities on S Orange Ave, creating partnerships to complete the remainder of context sensitive improvements to Orange Avenue from Grant Street to Downtown Orlando, developing Design Guidelines and Development Standards for the District including the transit corridors in the District, and crafting an annual strategic plan to collaborate on activities with the Main Street organization. The Advisory Council expects to hire a new Executive Director and Consultants to support some of these efforts utilizing the City's continuing services contracts.
- Reviewed and executed I-4 Palm Agreements wherein palm trees displaced by Ultimate I-4 improvements would be relocated to four properties within the District.
- Reviewed and approved the FY 2015-2016 Downtown South NID budget.
- Created a strategy for potential capital improvement projects within the District to be incorporated into the City's Capital Improvement Program, with revenues from the Downtown South NID and other funding partners.

HARLAN HANSON
CHAIRMAN

JASON BURTON
CHIEF PLANNER

KYLE D. REYNOLDS *Stephanie Herdovia*
BOARD COORDINATOR

AMY T. IENNACO
CITY CLERK



Downtown South Neighborhood Improvement District Advisory Council

Attendance Report



Fiscal Year: 2015-16

Target Number of Meetings: 6

Recording Secretary: Sarah Elbadri, DSNID Executive Dir.

Name	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	# held	# miss	% miss	Date Appointed	Term Ends
Freeman, Adam	N	N	N	A	N	X	X	X	N	X	X	N	6	1	8%	04/06/15	10/31/17
Gluckman, Michael		NM		X	N	A	X	X	N	X	X	N	6	1	8%	12/14/15	10/31/17
Gravitt, Shannon	N	N											6	0	0%	10/31/11	10/31/15
Hanson, Harlan*		NM		X	N	X	X	X	N	X	X	N	6	0	0%	12/06/15	10/31/17
Koch, Melissa**	N	N	N	X	N	X	X	X	N	X	X	N	6	0	0%	03/09/15	10/31/16
McPherson, Rex	N	N											6	0	0%	10/31/11	10/31/15
Toothman, Jon	N	N											6	0	0%	10/31/11	10/31/15
Winters, Zachary			NM			X	X	X	N	X	X	N	6	0	0%	02/28/16	10/31/17
														0	0%		
														0	0%		
														0	0%		
														0	0%		
Total Meetings Held:																	
Duration of Meeting***:	0	0	0	70	0	70	103	81	0	120	90	0	(in minutes)				
Total Members Attending:	0	0	0	3	0	4	5	5	0	5	5	0					
Volunteer Hours:	0.00	0.00	0.00	3.50	0.00	4.67	8.58	6.75	0.00	10.00	7.50	0.00	Total YTD Volunteer Hours:		41.00		

*Chairperson
 **Vice Chairperson
 Quorum = 3

A=Absent
 X=Attended
 N=No Meeting
 TE=Term Expired
 NM=New Member
 R=Resigned
 T=Terminated

*Contacted due to Attendance
 Green/Yellow/Red=Letter Issued

***In the 'Duration of Meeting' field, enter a whole number. (Example: if the meeting was 30 minutes long, enter '30'.)