



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, March 8, 2017 at 9:00 a.m., City Hall, Second Floor, Veterans Conference Rm,
400 South Orange Avenue, Orlando, Florida.

AGENDA

1. Call to order and determination of a quorum. The Chair called the meeting to order at 9:09am with the following advisory council members present:

Harlan Hanson
Melissa Koch
Mike Gluckman
Zach Winters (via teleconference)

Members of the public present:

Jason Burton (City staff)
Kyle Shephard (City staff)
Pauline Eaton (City staff)
Jay Hood
Bill Kercher
Leah Nash
Jim Ward
James Krawczyk
Pat Tyjeski
Charlotte Manley
Curt Ostrodka
Pete Sechler
Andrew McCown

2. Public comment – there was no public comment.
3. Review and approval of minutes
 - a. February 8, 2017
Minutes were approved by voice vote of all advisory council members present.
4. Items



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- a. Report from the temporary Program Manager (Bill Kercher)
 - i. Finance/Work Plan Update
 - ii. Other

Bill Kercher gave a brief update on his work on the Workplan. He is about two weeks from completing a full report; an introductory presentation of the workplan was presented at the previous meeting.

- b. Scopes of Services (Chair/Jason Burton/Jim Ward/Bill Kercher)
 - i. GAI Consultants/Littlejohn-S&ME

Mr. Burton described a scope of services presented to the Advisory Council for review from GIA and Littlejohn/S&ME. The project involves an early validation of the direction of the district, and planning design work for public infrastructure and private improvements. With that, he turned it over to Pete Sechler of GAI Consultants to describe this joint process.

Pete Sechler described an initial set of events for validating the vision assumptions for the District. These discussions will explore how the District development will influence the streets and infrastructure work going forward. Pete also described two sub-consultants, Kittleson for multi-modal transportation and Toole Design Group as a specialized Bike/Pedestrian consultant. GAI will also work with FDOT on the design of Orange Avenue, how the vision of the area would influence the desirable improvements going forward. Jay Hood of Littlejohn/S&ME described his group working on the Division Avenue corridor design, in terms of the configuration of the road and the extension of the Orlando Urban Trail. There will also be regulatory and policy changes that could be visual and incorporated in the city's land development code, supported by Pat Tyjeski of Littlejohn/S&ME.

Approximately at the beginning of May, Pete will be coordinating a design charrette for three days. Kittleson, as sub-consultants, will be engaged to better understand technical operations of intersections for transportation and transit services. Toole Design Group is a bike/ped specialist in terms of how to accommodate bike/pedestrian solutions into complete networks for the area. All consultants will work collaboratively together.

Jay Hood of Littlejohn/S&ME further described a process for considering all the streets in the District, by applying "complete streets" concepts to create networks for accommodating various modes of mobility.

Melissa Koch asked how the Michigan corridor would be incorporated in to the work. Pete Sechler described how Michigan Street is a complex area, with large properties and small, with the right of way controlled by



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the County. The corridor is constrained; there are neighborhood scale intersections with a convoluted control of traffic. Likely in the next fiscal year, after the immediate design work needs for Orange Avenue is developed, they'll be looking at the Michigan Avenue corridor. Mr. Burton described how the spring design charrette could initially explore concepts for Michigan Street.

Pat Tyjeski described some of her background for dealing with public sector planning and how it would be applied to the District. The first part of the project is transportation and public space; Pat will be developing a guidebook for the private side's development in the second phase. The final product will be a visual booklet to describe everything that a developer, citizen or staff person would need to know in regards to development in the area. In the process, her approach will likely break the area down into different character zones. The whole project should be wrapped out by the end of next year.

ii. Recommendation to Authorize \$370,000.

Melissa Koch moved that the Advisory Council recommend that \$370,000 be authorized towards the presented scope of services to engage GAI Consultants and Littlejohn/S&ME. Zach Winters seconded the motion, and all present voted in the affirmative.

c. DSNID Related CIP Amendments (Bill Kercher/Jason Burton)
i. 2017-18 "Hard Money" projects.

Mr. Burton described the process for getting our project onto the City's Capital Improvement Program (CIP). There are two projects that Mr. Burton seeks recommendations from the Advisory Council:

1. Orange Michigan Corner (\$250,000 + \$250,000 previous TIF Match). This project would create a truck-friendly corner at the southeast corner of Orange Avenue and Michigan Street, so that north of Michigan Street can be designed as a more pedestrian friendly corridor.

Mike Gluckman moved that the advisory council recommend that \$250,000 be authorized from the DSNID, matched with \$250,000 of previously identified Transportation Impact Fees toward the project on the City's Capital Improvement Program. Zach Winters seconded the motion, all those present voted in the affirmative.

2. Orange Avenue (\$358,000 + \$358,000 Metroplan). This project provides \$358,000 from the DSNID, matched with \$358,000 by Metroplan, for streetscape enhancements on Orange Avenue south of



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Grant Street. The construction is anticipated in 2018-19.

Mike Gluckman moved that the advisory council recommend that \$358,000 be authorized from the DSNID, matched with \$358,000 by Metroplan toward the project on the City's Capital Improvement Program. Zach Winters seconded the motion, all those present voted in the affirmative.

ii. "Rainbow" projects.

Mr. Burton will bring back next month future infrastructure improvements that will need to identify funds and matching funds in the future.

d. Hiring Process (Chair/Bill Kercher)

NOTE: This item was heard by the council prior to the DSNID Related CIP Amendment item above.

- i. Workplan/Job Description. Bill Kercher forwarded a job description for the Advisory Council's review. Chair Hanson described the process that a written request will be needed to go to the City's Budget Review Committee, which eventually gets approved by the City Council. That process could take some months to accomplish. The other alternative is to hire someone independently for the district; the District could advertise and start recruiting for the position. Mr. Hanson intends to bring three to four candidates that could be interviewed by the full Advisory Council. When meeting with Brooke Bonnett – Economic Development Director, if this position was within the City's Project Manager series with a salary range of approximately \$60-80,000; an additional cost of 40% of above the salary would be benefit and overhead costs. If the DSNID recruits their own independent position, Mr. Hanson suggested to create a cafeteria style benefits package limited to 25% of the salary cost.

Melissa Koch described challenges of hiring an Executive Director and managing them independently; she fears the Advisory Council and DSNID is not set up to manage an employee. The Advisory Council discussed recruiting an employee, and transforming them into a permanent City employee.

ii. Survey/City paperwork.

Mr. Burton described the process of creating a permanent City position via a budget review committee and council action; this could take some time before the position is created and is authorized for recruitment.

Following discussion by the Advisory Council, which included reservations by Ms. Koch to having an independent employee, and Mr. Hanson describing the benefits of immediately recruiting an independent employee, the Advisory Council came to the following motion:



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Zach moved to approve a motion that the job description is approved as presented, and that the NID move forward with exploring a direct hiring while simultaneously creating a permanent position with the City. Harlan seconded the motion. All those present voted in the affirmative.

- e. Sustainability Program (Chris Castro). The presentation was delayed to the following month due to the time constraints of the meeting.
5. Next meeting: Wednesday, April 12, 2017, City Hall, Veterans Conference Room, 9:00 a.m.

The group discussed scheduling a spring charrette coordinated by GAI. The group settled on the dates of May 10, 11 and 12, 2017.

NOTE: Mr. Hanson left the meeting at approximately 10:05 AM.

6. Announcements and other business
- a. Update from the Main Street
The main street board will be deliberating this week about hiring a new executive director, which should be hired by the end of the week.
 - b. Next meeting – Sunshine Training (Kyle Shephard, Esq.) – Proposed for May after Sustainability Program presentation.

Other Business: Melissa Koch described being contacted by Greg Lee with communication about potentially giving up her seat on the Advisory Council; she stated that she intends on staying on the council as a property and business owner within the district.

7. Adjourn: The meeting adjourned at approximately 10:15AM.