



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, April 12, 2017 at 9:00 a.m., City Hall, Second Floor, Veterans Conference Rm, 400 South Orange Avenue, Orlando, Florida.

MEETING MINUTES

1. Call to order and determination of a quorum. The Chair called the meeting to order at 9:01 AM with the following advisory council members present:

Harlan Hanson - Chair
Melissa Koch – Vice Chair
Charlotte Manley
Adam Freeman (via teleconference) starting at 9:04 AM
Zach Winters (via teleconference) starting at 9:35 AM

Members of the public present:

Bill Kercher (Interim Program Manager)
Jason Burton (City staff)
Pauline Eaton (City staff)
Lynette Boldig (Sodo Main Street)
Buck Miller
James Krawczyk
Aaron Bottenhorn
Matt Taylor

2. Public comment. There were no public comments.
3. Review and approval of minutes
 - a. March 8, 2017
Minutes were approved by voice vote of all advisory council members present.

NOTE: Adam Freeman joined the meeting at 9:05 AM at this time in the meeting.

4. Items
 - a. Hiring Process (Chair/Bill Kercher)
 - i. Bill Kercher Contract Extension. Chair Hansen explained that Mr. Kercher's contract expired at the end of March, and would like to propose



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that we extend his contract an additional three months in order to have continuity of staff during this transition to a permanent manager.

Melissa Koch moved that Mr. Bill Kercher's contract be extended by an additional three months. Charlotte Manley seconded the motion. The motion passed unanimously by all those present.

Chair Hansen and Mr. Kercher explained a meeting that they held with the City's CAO, Byron Brooks, and Deputy CAO, Kevin Edmonds, to solidify the DSNID's Advisory Council's desire to have the Project Manager position on City staff to manage the NID's activities. Mr. Burton explained the progress in securing a Budget Review Committee item approving the creation of the position on City staff, which should be ratified by the City Council on April 24, 2017.

- b. Orange Avenue - Gore to Muriel (Gus Castro). Mr. Gus Castro of the City's Transportation Planning Division reported on a potential partnership he has arranged with FDOT/Metroplan. FDOT will be forwarding 3R work (re-mill, re-surface, and re-striping) on Orange Avenue from Gore Street to Muriel Street, similar to the DSNID's partnership for the 3R project and streetscape enhancements south of Grant Street. The DSNID's cost of the project south of Grant Street is approximately \$358k, which was matched by Metroplan.

Mr. Castro proposes that the DSNID potentially contribute up to \$750K towards this northern, larger section of Orange Avenue between Gore and Muriel Streets in order to execute the streetscape enhancements. The timing is critical, as Mr. Castro is arranging for matching funds through the Metroplan's TPP process, similar to our previous efforts south of Grant Street.

Mr. Kercher explained the importance of advancing the "complete streets" process for the district, which is supported by this project. Such designs equally consider access by all modes of transportation, by providing quality facilities for people, and not just automobiles.

Melissa Koch commented that working on Orange Avenue is important, but called the attention to needs for also improving Michigan Street and Division Avenue corridors as well. Mr. Burton responded that the design/construction process for Orange Avenue is further along on Orange Avenue than the other corridors due to FDOT's previous study of the corridor completed in Fall 2014; there are projects that are proposed for the Division and Michigan corridors in the consultant contract going to Council on April 24, 2017 that will also further those projects.

Chair Hansen described the need to multiply the DSNID's funds through grants and other means supported by the permanent project manager. Melissa Koch



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added that seeking such funds will be important, especially to the Orange Avenue corridor and the Pulse site in the future, as the DSNID seeks grants. The Advisory Council may want to explore this theme in the upcoming workshops as we better re-evaluate the vision for the area.

After further discussion Charlotte Manley moved that the Advisory Council recommend that up to \$750,000 be allocated towards supporting the streetscape/enhancement project on Orange Avenue between Gore and Muriel Streets. Melissa Koch seconded the motion. The motion passed unanimously by all those present.

(NOTE: Zach Winters joined the meeting via teleconference at 9:35 AM)

c. Report from the temporary Program Manager (Bill Kercher)

i. Long Term Finance Plan.

Mr. Kercher reviewed the long term finance plan, which has prepared in tandem with the Chair, Jim Ward of the SODO Main Street, and Jason Burton of City Staff. The plan has eleven main elements that match the Safe Neighborhood Improvement Plan (paraphrasing):

1. Districtwide Planning Efforts
2. Main Street District items.
3. Employee Costs
4. Transit Assessment
5. Streetscape Improvements
6. Stormwater/Greenway Plan
7. Wastewater Assessment
8. Fire Flow/Water Assessment
9. CPTED/Security – which could be handled by the Sodo Main St.
10. Road Improvements
11. Housing

Mr. Kercher highlighted the figures proposed in the Finance Plan, specifically in the Use of Funds and Revenue Details in the back of the document. He also described the annual fund balance as expenditures that are phased over time – limited in order to keep a positive fund balance.

Following a discussion of the Long Term Finance Plan, the Advisory Council voted unanimously to accept the Long Term Finance Plan as presented.

(Note: Charlotte Manley left the meeting at this time at approximately 9:45 AM, and was not present for the next item)



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- d. Internet Service Overview (Bill Kercher). Mr. Kercher explained that the District could create an Internet Service Master Plan, similar what the City of San Francisco have achieved. Melissa Koch commented that Dan Burns had worked with Tavistock Group in Lake Nona to create a similar plan. The Long Term Finance Plan, as previously mentioned, contains \$10,000 placeholders to fund a potential assessment of the district for this and other items. Mr. Kercher and City staff will be meeting to study and discuss the issue.
 - e. Interlocal Agreement (Jason Burton). Mr. Burton explained the need to renew the interlocal agreement between the City and the DSNID. The Advisory Council will need to approve a motion to forward a recommendation to renew to the Board of Directors.

Melissa Koch moved that the Advisory Council recommend that an Interlocal Agreement be executed between the City and the DSNID. Zach Winters seconded the motion. The motion passed unanimously by all those present.
 - f. Sustainability Program (Chris Castro). This item was deferred in the interest of time.
5. Next meeting: Wednesday, May 10, 2017, City Hall, Veterans Conference Room, 9:00 a.m.
6. Announcements and other business
 - a. Update from the Main Street. James Krawczyk reported that the SODO Main Street had hired a new executive director, Lynette Boldig, who was present at the meeting.
 - b. Next meeting – Sunshine Training (Kyle Shephard, Esq.)
7. Adjourn. The meeting adjourned at approximately 10:04 AM.