



CITY OF ORLANDO

Downtown South Neighborhood Improvement District Advisory Council Minutes

MEETING NOTICE

A meeting of the Downtown South Neighborhood Improvement District (NID) Advisory Council was held in the Veteran's Conference Room, City Hall.

MINUTES – February 14, 2024

Advisory Council Members Present:

Bryan Waldron
Sharon Subryan
Sean Burke
Adam Wonus

City/DSNID Staff Present:

Martin Hudson, Chief Project Planner
Fernanda Paronetto, Urban Project Manager
(See Sign In Sheet)

1. Call Meeting to Order (9:10 AM)
2. Roll Call
3. Approval of Minutes
 - a. Approval of Minutes August 9, 2023 (Motion: Sharon Subryan/Adam Wonus, 4-0)
4. Public Comment – None
5. Business Items
 - a. Selection of New Board Chair: Sharon Subryan (Motion: Bryan Waldron/Adam Wonus, 4-0).
 - b. Selection of New Board Vice-Chair: Adam Wonus (Motion: Bryan Waldron/Sharon Subryan, 4-0).
 - c. Legal Training for NID Advisory board, presented by Stacey Young Adams, Assistant City Attorney (see attachment).
6. Announcements and Other Business –
 - a. Martin updated the Board on the S. Orange Avenue construction work. He also updated the board on the Pulse Memorial Walk construction. Both are expected to be concluded later this year.
 - b. Sharon updated the Board on Orlando Health's work to install traffic signs. She also let the Board know that they are obtaining the MOT for the Children's Pavilion construction, that should start soon.
7. Next Meeting Date – March 13, 2024
8. Adjourn (9:55 AM)

Downtown South Neighborhood Improvement District

DSNID

- ▶ Created by Ordinance of the City Council on November 14, 2011
 - ▶ Chapter 40 of City Code
- ▶ Governed by 7-member Board of Directors-City Commissioners and Mayor
- ▶ Is a Special District- unit of specific purpose local government
- ▶ Governed by Part IV, Chapter 163, Florida Statutes and Chapter 189, Florida Statutes

Advisory Council

- Created to assist the Board of Directors in governing the affairs of the District including monitoring, supporting, promoting and making recommendations regarding development and redevelopment within the Downtown South Area
- 5 members appointed by Mayor and confirmed by City Council
- Each Council member must be either a resident, property owner or representative of a property owner, with one representative of Orlando Health and one SODO Main Street Board member required
- Council elects Chair from among the members to serve a one-year term
- Members must attend a minimum of 75% of the regularly scheduled monthly meetings to maintain a seat on the Advisory Council

Sunshine Law

- Florida's Sunshine law (§286.011) was enacted to provide a right of access to the public to governmental proceedings
- Because of the role the Advisory Council plays, its meetings are covered by Florida's Sunshine Law
- Applies to any meeting (includes phone calls, e-mail or text communication) where two or more members of the Council are discussing any matter on which foreseeable action will be taken by the Council
- Three Basic Requirements
 - Meetings must be open to the public –publicly owned, leased or operated building with access for disabled
 - Reasonable advance notice must be given-48 hours required by City Code
 - Minutes must be taken (Marty)
- Be aware of potential issues with inaudible discussions during meetings, note-passing during meetings, conversations coming into & leaving meetings
- For e-mails, respond to City staff only, do not copy other Council members
- Sanctions-knowing \$500/6 months jail (2nd degree misdemeanor), inadvertent \$500 (civil infraction), action is void

Voting

- Sunshine law requires that each member vote each matter before the Council unless there is, or appears to be a possible conflict of interest
- §112.3143-Committee members may not vote on any matter which provides a special private gain to the member, his/her relative (father, mother, son , daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law) or business associate or principal (employer, client)
- If conflict exists, member must publicly explain conflict prior to the vote, abstain from voting and within 15 days after the vote, file required form (8-B) with Marty
- ▶ If want to participate in the discussion on an item and have a conflict (or possible conflict), you must declare the conflict at beginning of item & prior to participating
- Any concerns with possible issues, contact Stacey prior to the meeting

Ethics Policy-City Code 808.5, Chapter 112 F.S.

- Generally prevents Board members, employees, from using City role to own benefit and prevents accepting anything of value in exchange for certain action.
- You may not ask for any gift from anyone (except relatives and friends who have no business dealings with you in your City position).
- You may not take any gift that would influence your judgment or ability to make a fair and impartial decision or create an impression that you are not fair or impartial.

Ethics

- You may not take any gift worth more than \$100.00 from a person (other than a relative) or business if you, as a City representative, are currently doing business with that person or business, or making decisions about their business, property or personal interests.
- You may not take any gift worth more than \$25.00 without reporting that gift to the Chief Administrative Officer within 30 days of getting that gift, unless:
 - ▶ (a) The gift is for a holiday or birthday, when it's clear that the gift has nothing to do with City business.
 - ▶ (b) The gift is from your personal friend, who has no business dealings with you in your City position.
 - ▶ (c) The gift is a meal offered occasionally, and in a professional or social context.
 - ▶ (d) The gift is admission to events to which you are invited in your official capacity to represent the City of Orlando.
 - ▶ (e) The gift is made to the City, and the City will keep it. If the gift is perishable (such as food or flowers), then it should be for the enjoyment of everyone in a public or common room.

Ethics

- You may not use any City facilities, equipment, vehicles, supplies, on-duty personnel or other goods or services except for City business, except on the same basis that they are otherwise normally available to the public, unless written City policies allow such use.
- You may not use confidential information, or other information gained from your service that is not generally known to the public, for personal advantage.
- You may not use your City position to get any benefit that is not available to members of the public.
- You may not use anything that belongs to the City and is not available for use by the general public for any purpose or reason other than City business (unless the use is allowed by written City or Departmental policy).

Ethics

- You may not select (or participate in the selection of), refer City business to, approve City invoices or authorize City work for any companies or persons providing services or selling anything to the City if you are employed by those companies or persons.
- You may not, personally, or through a business in which you own a material interest, provide goods or other services to the City for compensation.
- You may not do anything in a City capacity that would: (a) cause you, or anyone in your household to get a special financial benefit; or (b) cause any business to get a special financial benefit if either you or anyone in your household owns more than five percent of that business. “Special financial benefit” is one that would give you a disproportionate advantage, compared to the general public.

Public Records-Chapter 119, Florida Statutes

- Statute-All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmissions, made or received pursuant to law or ordinance or in connection with the transaction of official business
- Case law-“includes all materials made or received in connection with official business which are used to perpetuate, communicate, or formalize knowledge”
- E-mails, texts are public records if in connection with business of the Council
- Documents submitted to you and prepared by staff for you are public records
- Must be available for inspections, some exemptions
- If don't comply & suit is filed to compel production, DSNID has to pay costs and attorney's fees if lose. Inadvertent violation \$500 (civil infraction), knowing-1 year/\$1000 fine (1st degree misdemeanor)