

DOWNTOWN SOUTH NEIGHBORHOOD IMPROVEMENT DISTRICT ADVISORY COUNCIL

Annual Report
Fiscal Year 2019-2020





I. Purpose

- A. **MISSION STATEMENT.** The mission of the Downtown South Neighborhood Improvement District Advisory Council (NID) 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.

II. Administration

- A. **STAFF.** The City provides staff support and administration for the Downtown South Neighborhood Improvement District Advisory Council. Key staff are as follows:
1. Martin Hudson, Recording Secretary/City Staff Liaison
 2. Stacey Adams, Assistant City Attorney

III. Board Members

- A. **NUMBER.** The Downtown South Neighborhood Improvement District Advisory Council has five (5) members who are recommended to the Mayor for appointment by the Nominating Board, appointed by the Mayor, and confirmed by City Council.
- B. **REQUIREMENTS.** The advisory council shall consist of five (5) members. Each member must own property in the district, represent a corporate owner of property within the district, or reside in the district. Members must be nominated and appointed to the advisory council pursuant to Article XV, Chapter 2, Orlando City Code. 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 a board member of the City's SoDo District Main Street program. The board member from the City's SoDo District Main Street program may not serve as chair of the advisory board unless elected as provided by the by-laws of the district. In the event that a board member of the City's SoDo District Main Street program is not available to serve on the advisory council, then this seat must be filled by an owner of land, or a representative of a corporate owner of land, abutting Orange Avenue that is designated as mixed use corridor or activity center on the City's future land use map and that is utilized for retail or commercial use.
- C. **ATTENDANCE.** The annual attendance report is attached.
- D. **TERMS.** Term lengths are two (2) years each and no member may serve more than two (2) consecutive terms.



DOWNTOWN SOUTH NID ADVISORY COUNCIL

Annual Report • Fiscal Year 2019-2020

E. CHAIR. Charlotte Manley
55 W. Crystal Lake Street, Suite 30
Orlando, Florida 32806
p: 407.302.6510 · e: cmanley@kimcorealty.com

F. VICE CHAIR. James Krawczyk
3235 Inverness Court
Orlando, Florida 32806
p: 407.590.5758 · e: jk@heyjk.com

G. BOARD MEMBERS.

Member	Term	Appointed	Term Expires	Status
Charlotte Manley	1	03/20/2017	10/31/2020	Active
James Krawczyk	1	12/10/2018	10/31/2021	Active
Aaron Bottenhorn	2	05/15/2017	10/31/2020	Active
Darren Cunningham	1	11/01/2019	10/31/2021	Active
Harlan Hanson	2	12/07/2015	10/31/2021	Active

H. BOARD APPOINTMENTS. Throughout Fiscal Year 2019-2020, one (1) new member was appointed and two (2) members were reappointed by Mayor Dyer and confirmed by City Council.

I. ELECTIONS. On October 9, 2019, Charlotte Manley was elected Chair by a unanimous vote. On December 11, 2019, James Krawczyk was elected Vice Chair by a unanimous vote.

J. BOARD MEMBER TRAINING. No Board member trainings were held during Fiscal Year 2019-2020.

IV. Meetings

A. DAY AND TIME. The Downtown South Neighborhood Improvement District Advisory Council meets on the second Wednesday of each month at 9:00 a.m.

B. NUMBER. The Downtown South Neighborhood Improvement District Advisory Council scheduled twelve (12) meetings in Fiscal Year 2019-2020 and held six (6) meetings. Meetings held July through September were held virtually via Zoom Webinar at 11:00 a.m. due to the COVID-19 pandemic. Volunteer hours for the Downtown South Neighborhood Improvement District Advisory Council for Fiscal Year 2019-2020 totaled 29.12 cumulative hours.

C. SPECIAL MEETINGS. Neighborhood Advisory Board community meeting on the O-Line was held on August 19, 2020.



V. Workload

- A. SYNOPSIS. The Downtown South Neighborhood Improvement District 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.

1. Columbia Street and Sligh Rebuild Design
This project will begin in 2021 and will include new streets, infrastructure and streetscapes.
2. Orange Avenue Complete Streets Project Phase 2 Design
This project will include repaving, streetscape elements and branding designs along Orange Avenue from Pineloch to north of Grant Street.
Estimated Completion Date: Late 2021
3. Regional Bike Trail on Division Street Design
This project will extend the regional bike trail from downtown along Division Street to Michigan Street. The project will also include a bike trail from Division Street to the SODO Train Station on Sligh Blvd. The project is currently in design and has been funded through FDOT.
Estimated Completion Date: 2021
4. Art Installations
Work and planning began on bringing multiple new art installations into the district.
Estimated Completion Date: This is an on-going effort.
5. Marketing
New marketing material and media has been developed for the district. This includes an updated website, a new media video and data information. The District also held a developer forum to update the broker/investment community on the SODO vision and efforts.
Estimated Completion Date: This is an on-going effort.
6. Budget
An updated and refined budget was developed for the NID in 2018. This new document provides clarity on projects, timelines, additional funding, and estimated public investment within the district.
Estimated Completion Date: This is an on-going effort.

B. SPECIFIC ACCOMPLISHMENTS.

Work on the streetscape and road improvements for Orange Avenue Phase 1 was mostly completed in Fiscal Year 2019-2020. This included decorative crosswalks, new lighting, pavement, landscaping, ADA improvements and signage.



DOWNTOWN SOUTH NID ADVISORY COUNCIL
Annual Report • Fiscal Year 2019-2020


Charlotte Manley
Chair


Martin Hudson
Recording Secretary


Candace Cardillo
Board Coordinator



DOWNTOWN SOUTH NID ADVISORY COUNCIL

Annual Report • Fiscal Year 2019-2020



Downtown South Neighborhood Improvement District Advisory Council Attendance Report

Fiscal Year: 2019-2020

Recording Secretary: Martin Hudson

Target Number of Meetings: 12

Name	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	# held	# miss	% miss	Date Appointed	Term Ends
Charlotte Manley*	X	N	X	N	X	X	N	N	N	X	X	N	6	0	0%	03/20/17	10/31/20
Aaron Bottenhorn	X	N	X	N	X	X	N	N	N	X	X	N	6	0	0%	05/15/17	10/31/20
James Krawczyk**	X	N	X	N	X	X	N	N	N	X	X	N	6	0	0%	12/10/18	10/31/21
Darren Cunningham	NM	N	X	N	X	X	N	N	N	A	X	N	6	1	8%	11/01/19	10/31/21
Harlan Hanson	X	N	X	N	X	X	N	N	N	X	X	N	6	0	0%	12/07/15	10/31/21

Total Meetings Held:

6

Duration of Meeting***:	93	0	48	0	69	89	0	0	0	50	29	0
Total Members Attending:	4	0	5	0	5	5	0	0	0	4	5	0

Volunteer Hours:	6.20	0.00	4.00	0.00	5.75	7.42	0.00	0.00	0.00	3.33	2.42	0.00	Total YTD Volunteer Hours:	29.12
------------------	------	------	------	------	------	------	------	------	------	------	------	------	----------------------------	-------

*Chair

A=Absent

*Contacted due to Attendance

**Vice Chair

X=Attended

Green/Yellow/Red=Letter Issued

Quorum = 3

N=No Meeting

TE=Term Expired

NM=New Member

R=Resigned

T=Terminated

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