

MINUTES OF MEETING
URBAN ORLANDO COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Urban Orlando Community Development District was held Wednesday, October 18, 2023, at 8:30 a.m. at Grace Hopper Hall, 1913 Meeting Hall, Orlando, Florida 32814.

Present and constituting a quorum were:

Diana Pienaar	Chair
Jim Schirtzinger	Vice Chair
Kristin Chapman	Assistant Secretary
Anne Coppenhaver	Assistant Secretary
Matthew Williams	Assistant Secretary

Also participating were:

Gabriel Mena	District Manager, Inframark
Tucker Mackie (<i>via phone</i>)	District Counsel, Kutak Rock
John Woods	District Engineer, AtkinsRéalis
Bill Patterson	District Agent, CDD Liaison
Residents and Members of the Public	

This is not a certified or verbatim transcript but rather represents the context and summary of the meeting. The full meeting is available in audio format upon request. Contact the District Office for any related costs for an audio copy.

FIRST ORDER OF BUSINESS **Call to Order and Roll Call**

Mr. Mena called the meeting to order at 8:30 a.m.

Mr. Mena called the roll and indicated a quorum was present for the meeting.

SECOND ORDER OF BUSINESS **Audience Comments**

As most of the audience was present for the sod concern on Hank's Avenue, Mr. Patterson gave a short presentation to head off the many questions and passed out a spreadsheet with the accompanying proposals for the below. The issue is that cars are driving across the grass median, as the roads can be difficult to navigate.

Options:

1. Expand the road three feet all the way around.

Mr. Patterson believes this would not help with the issue of the sharp corner and would not stop the people driving on the sod.

2. Extend the curbs to go all the way around the median.

Mr. Patterson believes this will not stop people from hopping the curb and driving over the sod.

3. Natural Barrier

Mr. Patterson explained this would be installing bushes around the perimeter.

4. Signage

Mr. Patterson stated that the signage alone would not work, but installing the signage and the bushes would be a feasible option.

Ms. Kay Linton (1530 Hanks Avenue) passed out a picture of the current state of the median. She thinks the current state is unacceptable and it needs to be fixed as soon as possible.

Ms. Anika Roberts (1587 Hanks Avenue) asked why this median has grass. This problem has been ongoing for a long time. There is a safety concern for kids playing in the median and an aesthetic complaint.

The Board discussed whether landscaping would prevent anyone from driving through the median.

Mr. Mena advised regardless of the landscaping, there is still the issue of the sharp corner and drivers not feeling safe to turn there.

Ms. Roberts stated the issue is not just the turning; trucks are parking on the grass as there is not enough room on the road.

Mr. Jason Teliszcak (1571 Hanks Avenue) questioned if the problem would be resolved quickly. He stated that the landscaping has been horrible for a long time.

Ms. Linton stated she has concerns about the kids walking during Halloween. This area has muddy ruts through it, and she is worried people will trip.

Mr. William questioned if they needed permission from the City of Orlando to install a curb. Mr. Patterson answered that the curb would be installed on the CDD's property.

Mr. Woods stated that a curb would not stop this from happening. They should look at the large rock option.

Mr. Patterson will bring proposals for large rocks and sod replacement from Brightview for the next meeting.

Mr. Matt Schirtzinger asked if they could approve some money for a temporary barrier in this area just for Halloween.

Master Sergeant Rick McNichols suggested Hi-vis Construction netting, which would likely be the cheapest yet effective temporary option.

On MOTION by Mr. Schirtzinger, seconded by Ms. Coppenhaver, with all in favor, approval was given to direct Mr. Patterson to look for the most aesthetically pleasing temporary barrier until the Board can put together a permanent solution, in an amount not to exceed \$5,000.00.

Ms. Katherine Bear (1554 Hanks Avenue) asked if it would help to have a white striping line around the median.

Master Sergeant McNichols advised it would not stop anyone but would allow the police to do enforcement and issue minor parking tickets.

Master Sergeant McNichols stated that he has been trying to put off the need for an increase to hourly rates, but as of September 29, 2023, Universal Studios raised the extra duty rate range from \$55.00 an hour to \$75.00 an hour. The airport is offering increased rates as well. Together, these two will essentially eat up all the off-duty jobs, as they are the highest paying. His recommendation is to increase the rate to \$60.00 an hour but is not sure if this is feasible in the current budget. He discussed with Mr. Patterson prior and is not sure if the District will be able to cover the increase.

Mr. Patterson informed the Board increasing by \$5.00 would be a \$37,000.00 increase to the budget line item.

Master Sergeant McNichols stated he should be able to maintain employment levels during the week and may struggle for the weekends and through holidays.

Ms. Chapman suggested changing the weekday rate to \$55.00 and the weekend rate to \$60.00. Mr. Mena stated the budget is tight. They may need to fund this increase out of the unassigned cash.

On MOTION by Ms. Chapman, seconded by Ms. Coppenhaver, with all in favor, approval was given to increase the hourly rate for off-duty police officers to \$55.00 an hour on the weekdays and \$60.00 an hour on the weekends.

Mr. John Hilton (1248 Lake Baldwin Lane) stated he had the same concern with the parking lot he raised last meeting. He asked if the ROA and the CDD were able to coordinate schedule this together. Mr. Patterson advised this is a work in progress. The COA will be meeting next week. Mr. Woods stated he would be talking about this more under the District Engineer's report later in the meeting. He is waiting for the COA Board

October 18, 2023

meeting before updating the paving schedule for the CDD. Mr. Patterson will recommend to the COA Board that instead of doing all at once, they should split them into multiple segments. So, they might be able to accommodate a smaller repave like this on an expedited timeline.

THIRD ORDER OF BUSINESS **Consent Agenda**

A. Consideration of the Meeting Minutes from September 20, 2023

B. Consideration of the Invoices and Check Register

The Board reviewed the minutes and the invoices and check register.

On MOTION by Ms. Chapman, seconded by Mr. Williams, with all in favor, approval was given to the consent agenda.

Ms. Pienaar left the meeting.

FOURTH ORDER OF BUSINESS **Staff Reports**

A. District Agent

1. Review of the Grounds Maintenance Report

Mr. Patterson presented the report to the Board. The Board reviewed and had no questions or comments.

2. Consideration of the October Authorizations

Mr. Patterson presented the October authorizations to the Board.

On MOTION by Ms. Coppenhaver, seconded by Mr. Schirtzinger, with all in favor, approval was given to Brightview proposals SO #8246720 in the amount of \$12,150.00, and SO #826685 in the amount of \$1,250.00.

On MOTION by Mr. Schirtzinger, seconded by Ms. Coppenhaver, with all in favor, approval was given to pressure wash the bridge, in an amount not to exceed \$1,500.00 once Mr. Patterson can confirm the work with the vendor.

Mr. Patterson informed the Board he does not think the accident at the fountain will impact the Christmas tree display but will work on getting it repaired.

B. District Engineer

1. Review of the District Engineer's Report

Mr. Woods presented the report to the Board. He informed the Board that the sign direction 68 is complete and 69 is underway.

Mr. Woods informed the Board the Unit 1 seal restriping keeps getting pushed back due to the rain and is hoping it will be completed soon.

October 18, 2023

Mr. Woods updated the Board on the fiscal year 2024 pavement projection. The last pavement assessment was completed in 2017. He feels it was good to reassess and present the changes and put them in his report. The previous score was based on the paver system which is much more in-depth. He used a different system this time. It was much quicker but less precise. Seal coating is recommended every three to five years. He has evaluated the roads, which were recently seal-coated, and does not think they need to adhere to the “three to five years” recommendation as there is not enough use of the alleyways.

Mr. Woods updated the Board on Unit 3 South. This is the same area with the complaint about the parking lot from the resident. The timeline has moved a bit. They need to coordinate with the COA, some complaints are within the COA property. Resident John Hill complained that this has been going on for years. Mr. Woods has stated that the work done was for a much larger area than just the lot he is concerned about, and he must realize that we have a proposed schedule already in place.

C. District Counsel

Ms. Mackie had nothing to update the Board on at this time other than the OUC easement.

D. District Manager

1. Review of the Financial Statements

Mr. Mena informed the Board he is working on reconstituting the amount in the checking accounts and said that the Valley account is a mislabeled high-yield checking account. Because of this, Inframark is working on moving the money from the PNC account and lowering the amount in the Valley checking account, so it limits the exposure.

On MOTION by Mr. Williams, seconded by Ms. Chapman, with all in favor, approval was given to close the PNC checking account, if possible, and move money to the money market account.

Mr. Williams asked for a cash analysis at the next meeting, including how much is needed in the operational checking account, investment strategy, and so forth.

2. Motion to Assign Fund Balance

On MOTION by Ms. Coppenhaver, seconded by Ms. Chapman, with all in favor, approval was given to assign fund balance, as provided.

FIFTH ORDER OF BUSINESS

**Consideration of Orlando Utilities
Commission Utilities Easement**

Ms. Tucker informed the Board she received a request from the landowner to work with various easements for a reconstruction effort on Jake Street. There is an existing OUC water main, but it is not subject to the easement. This necessitates a permanent OUC easement for work to be completed.

On MOTION by Mr. Williams, seconded by Ms. Chapman, with all in favor, approval was given to the OUC easement with Orlando Utilities Commission.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2024-01,
Amending Urban Orlando CDD General
Fund Budget for Fiscal Year 2023**

Mr. Mena read Resolution 2024-01 into the record by title.

On MOTION by Mr. Schirtzinger, seconded by Ms. Chapman, with all in favor, approval was given to Resolution 2024-01, amending the general fund budget for fiscal year 2023.

SEVENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Coppenhaver asked why the agenda was so small this time. Mr. Mena advised just the lack of invoices.

EIGHTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Chapman, seconded by Mr. Williams, with all in favor, the meeting adjourned at 10:23 a.m.


Secretary/Assistant Secretary
Chairman/Vice Chairman