

A meeting of the Community Redevelopment Agency Advisory Board was held on Wednesday, August 28, 2024 at City Hall, 400 South Orange Avenue, Second Floor, Veterans Conference Room, Orlando, Florida. Chair, Eugene Jones called the meeting to order at 3:38 p.m. noting a quorum was present.

MEMBERS PRESENT: Eugene Jones, Chairman  
Kimberly Stewart, Vice Chair  
Rachel Moalli  
Doug Taylor

MEMBERS ABSENT: Commissioner Emily Bonilla  
Steve Garrity

STAFF PRESENT: David Barilla, Executive Director  
Mercedes Blanca, Assistant Director  
Justin Eason, Assistant Director  
Stacey Adams, Chief Assistant City Attorney  
Felix Roman, Board Secretary  
Kelly Allen, Marketing and Communications Manager  
Charles Zollars, Economic Development Coordinator  
Christina Hyson, Project Manager  
Gerhard van der Snel, Downtown Facilities Supervisor  
Hareton Tejada, CRA Operations Manager  
Tiffany Stephens, Fiscal Manager  
Christel Brooks, Fiscal Coordinator  
Michael Whiteman, Economic Development Coordinator  
Mary-Stewart Droege, Project Manager  
Jason Wojkiewicz, Budget Analyst IV  
Nicole Novak, Budget Analyst II

### **Approval of Minutes**

- a. A motion was made by Doug Taylor and seconded by Kimberly Stewart to approve the July 31, 2024 CRA Advisory Board meeting minutes. The motion carried unanimously.
- b. A motion was made by Doug Taylor and seconded by Rachel Moalli to approve the August 21, 2024 Downtown Development Board and Community Redevelopment Agency Advisory Board Budget Workshop meeting minutes. The motion carried unanimously.

**Public Comment:** None

### **New Business:**

- a. **2024-2025 Proposed Budget and Resolution – Tiffany Stephens, Fiscal Division Manager**

The Resolution sets forth the CRA budget for Fiscal Year 2024-2025.

Staff requested that the CRA Advisory Board recommend to the CRA approval of the attached FY 2024-2025 Community Redevelopment Agency Budget, adoption of the Resolution, and authorization for the Chair and Executive Director to execute the Resolution.

A motion was made by Kimberly Stewart and seconded by Doug Taylor to recommend to the CRA approval of the attached FY 2024-2025 Community Redevelopment Agency Budget, adoption of the Resolution, and authorization for the Chair and Executive Director to execute the Resolution. The motion carried unanimously.

**b. 2024-2025 DDB/CRA Cost Share Agreement – Tiffany Stephens, Fiscal Division Manager**

The Cost Share Agreement between the CRA and DDB outlines the terms under which the DDB and CRA will share administrative costs for FY 2024-2025.

Staff requested that the CRA Advisory Board recommend to the CRA approval of the Cost Share Agreement for FY 2024-2025 between the Downtown Development Board and the Community Redevelopment Agency, subject to review and approval of the City Attorney's Office, and authorization for the Chair and Executive Director to execute the Agreement.

A motion was made by Rachel Moalli and seconded by Kimberly Stewart to recommend to the CRA approval of the Cost Share Agreement for FY 2024-2025 between the Downtown Development Board and the Community Redevelopment Agency, subject to review and approval of the City Attorney's Office, and authorization for the Chair and Executive Director to execute the Agreement. The motion carried unanimously.

**c. 2024-2025 City Services Agreement – Tiffany Stephens, Fiscal Division Manager**

The City Services Agreement outlines the terms under which the City will provide administrative and professional support to the CRA in its implementation of the Community Redevelopment Plan.

Staff requested that the CRA Advisory Board recommend to the CRA approval of the City Services Agreement for FY 2024-2025 between the City of Orlando and the Community Redevelopment Agency, subject to review and approval of the City Attorney's Office and authorization for the Chair and Executive Director to execute the Agreement.

A motion was made by Doug Taylor and seconded by Kimberly Stewart to recommend to the CRA approval of the City Services Agreement for FY 2024-2025 between the City of Orlando and the Community Redevelopment Agency, subject to review and approval of the City Attorney's Office and authorization for the Chair and Executive Director to execute the Agreement. The motion carried unanimously.

**d. 2024-2025 Seniors First – Senior Transportation Funding Agreement – Tiffany Stephens, Fiscal Division Manager**

This annual agreement between Seniors First, Inc. and the Community Redevelopment Agency is to provide senior transportation services to residents of 12 downtown senior housing complexes.

Staff requested that the CRA Advisory Board recommend that the CRA approve the Agreement for up to a total amount of \$66,423.03, subject to review and approval by the City Attorney's Office, and authorize the Chair and Executive Director to execute the Agreement.

A motion was made by Kimberly Stewart and seconded by Rachel Moalli to recommend that the CRA approve the Agreement for up to a total amount of \$66,423.03, subject to review and approval by the City Attorney's Office, and authorize the Chair and Executive Director to execute the Agreement. The motion carried unanimously.

**e. 2024-2025 Homeless Outreach Funding Agreement with Health Care Center for the Homeless, Inc. and Homeless Services Network of Central Florida – Tiffany Stephens, Fiscal Manager**

The Health Care Center for the Homeless, Inc. (HCCH), has been providing outreach services within the Downtown CRA (Area) to assist those experiencing homelessness for over a decade. The Community Redevelopment Agency (CRA) desires to partner with this agency again in order to retain the services of the two (2) homeless outreach specialists currently assisting the CRA in fulfilling its Downtown Orlando Community Redevelopment Area Plan goals of supporting and funding outreach programs to assist homeless persons in regaining self-sufficiency and minimizing the impacts of the homeless on residents and businesses within the Area. Pursuant to the terms of the Agreement, HCCH will supervise

the activities of the homeless outreach specialists and provide quarterly progress and summary reports to the CRA and HSN. The Agreement provides for the CRA to contribute \$116,974.36, the Homeless Services Network to contribute \$35,000, and HCCH covering all remaining costs for these outreach services during fiscal year 2024-2025.

Staff requested that the CRA Advisory Board recommend to the CRA that it approve the Homeless Outreach Funding Agreement with the Health Care Center for the Homeless, Inc. and Homeless Services Network of Central Florida, Inc., subject to review and approval of the City Attorney's Office and authorize the Chair and Executive Director to execute the Agreement.

A motion was made by Doug Taylor and seconded by Kimberly Stewart to recommend to the CRA that it approve the Homeless Outreach Funding Agreement with the Health Care Center for the Homeless, Inc. and Homeless Services Network of Central Florida, Inc., subject to review and approval of the City Attorney's Office and authorize the Chair and Executive Director to execute the Agreement. The motion carried unanimously.

f. **2024-2025 Downtown Orlando Inc., (DOP) Funding Agreement – Tiffany Stephens, Fiscal Division Manager**

The Downtown Orlando Inc. (Downtown Orlando Partnership) is a 501c (6) founded in 1961 and comprised of more than 200 corporate members. Their mission is to enhance business and community relationships through collaborative events and initiatives. The agreement between the CRA and DOP provides funding of \$100,000 to the DOP for its assistance in conducting two events, the State of Downtown and the Golden Brick Awards, to promote the CRA's Projects and Programs and redevelopment within Downtown Orlando, as well as for DOP's assistance to the CRA in implementing its Redevelopment Plan goals by conducting stakeholder engagement to further promote such CRA Projects and Programs and solicit input on CRA initiatives.

Staff requested that the CRA Advisory Board recommend to the CRA that it approve the funding agreement between the CRA and Downtown Orlando, Inc. for FY 2024-2025 and authorize the Chair and the Executive Director to execute the Agreement, subject to review and approval by the City Attorney's Office

A motion was made by Kimberly Stewart and seconded by Rachel Moalli to recommend to the CRA that it approve the funding agreement between the CRA and Downtown Orlando, Inc. for FY 2024-2025 and authorize the Chair and the Executive Director to execute the Agreement, subject to review and approval by the City Attorney's Office. The motion carried unanimously.

g. **Community Policing Innovation Implementation – Tiffany Stephens, Fiscal Division Manager**

City Council and the CRA adopted the DTOutlook in 2015 (Plan), which approved the development of community policing innovations by the CRA, as contemplated by Part III, Chapter 163, Florida Statutes (Act). The Act allows for CRAs to expend CRA funds on implementing community policing innovations, generally defined as specific strategies to reduce crime by reducing opportunities for, and increasing the perceived risks of engaging in, criminal activity through visible police presence in the community. The Plan specifically calls upon the CRA to improve the perception and reality of safety within the Downtown Community Redevelopment Area (Area) through the implementation of community policing innovations. The Plan further sets a CRA goal for implementation of such short-term community policing innovations through working in collaboration with the Orlando Police Department (OPD) to address issues such as aggressive panhandling and criminal activity. This current initiative, developed in collaboration with OPD, seeks to utilize budgeted funds to fund additional foot patrol within targeted areas within the Area to enhance police visibility and interact with community members to deter criminal activity. The initiative also seeks to work with downtown businesses regarding coordinated entry and seeks to create a collaborative approach to crime prevention. By emphasizing collaboration with community members and implementing proactive strategies, the intent of the initiative is to foster a sense of safety and security while addressing crime prevention in targeted areas.

Through this initiative, the CRA can demonstrate its commitment to enhancing public safety, building trust between law enforcement and the community, and promoting effective crime prevention strategies in alignment with state regulations.

Staff requested that the CRA Advisory Board recommend to the CRA that it approve the implementation of the above-described community policing innovation initiatives and approve expenditures in the amount of up to budgeted amounts for such initiatives.

A motion was made by Doug Taylor and seconded by Kimberly Stewart to recommend to the CRA that it approve the implementation of the above-described community policing innovation initiatives and approve expenditures in the amount of up to budgeted amounts for such initiatives. The motion carried unanimously.

**h. Budget Amendment Number One – FY2023-2024 – Tiffany Stephens, Fiscal Division Manager**

Due to higher-than-expected revenues and lower than anticipated expenses in FY 22-23, as well as a continuation of that trend in the current fiscal year (23-24), the Community Redevelopment Agency (for the Downtown Redevelopment Area) has an estimated \$9,000,000 available to be allocated at this time. Pursuant to section 163.387 (7)(d), these funds may be allocated to specific projects contemplated by the DTOutlook. The following projects have been identified as priority projects for such additional revenues.

Under I Design/Implementation - \$4,100,000

Community Policing - \$2,000,000

Streetscapes, Plazas, and Corridors - \$2,900,000

Staff requested that the CRA Advisory Board recommend to the CRA approval of the CRA Budget Amendment One, amending the 2023-2024 Community Redevelopment Agency budget as stated in the resolution.

A motion was made by Kimberly Stewart and seconded by Doug Taylor to recommend to the CRA approval of the CRA Budget Amendment One, amending the 2023-2024 Community Redevelopment Agency budget as stated in the resolution. The motion carried unanimously.

**i. DTO Retail Program Funding Agreement with Bienal, Inc – Michael Whiteman, Economic Development Coordinator**

In 2010, the Community Redevelopment Agency (CRA) created the CRA Retail Stimulus Program to attract strong retail operators and to achieve high-quality interior buildouts of new retail establishments within the CRA. In 2023, the program was divided into two programs, the DTO Retail Program and the DTO Restaurant Program. The DTO Retail Program allows qualifying businesses to be eligible for up to \$150,000 for tenant improvements and \$50,000 for rent expenses for a potential maximum funding amount of \$200,000. Exact funding levels are dependent on program criteria such as location, square footage, and retail classification.

Bienal Inc, a cabinetry store, has signed a three (3) year lease for the space at 122 W. Pine Street, suite 104, with an opportunity to extend the lease term by an additional two (2) years. The 1,922 sq. ft. retail space will offer custom cabinets in a showroom setting.

This entrepreneur brings over ten (10) years ownership or operations management experience in a similar type of retail business to this new venture, including a current Bienal Cabinets location in Fort Lauderdale.

Bienal Inc. has applied for funding in the amount of \$80,784.24 which includes \$32,076 for tenant improvements, along with \$48,708.24 in rent assistance. Funding received would be used for build out expenses including electrical, ceiling, bathrooms, drywall, and flooring. The overall build out of the space is anticipated to cost approximately \$35,640, with \$32,076 from the CRA under this Funding Agreement.

Staff requested that the CRA Advisory Board recommend to the CRA approval of the DTO Retail Program Funding Agreement between the Community Redevelopment Agency and Bienal Inc, subject to review and approval of the City Attorney's Office, and authorization for the Chair and Executive Director of the CRA to execute such Funding Agreement.

A motion was made by Doug Taylor and seconded by Kimberly Stewart to recommend to the CRA approval of the DTO Retail Program Funding Agreement between the Community Redevelopment Agency and Bienal Inc, subject to review and approval of the City Attorney's Office, and authorization for the Chair and Executive Director of the CRA to execute such Funding Agreement. The motion carried unanimously.

**Next Meeting**

- b. The next regularly scheduled Community Redevelopment Agency Advisory Board will be held on Wednesday, September 25, 2024 at 3:00 p.m. in the Veterans Conference Room.

**Adjournment**

There being no further business to come before the Community Redevelopment Agency Advisory Board, Chair Eugene Jones adjourned the meeting at 4:03 p.m.



David Barilla  
Executive Director



Felix Roman  
Board Secretary