



A meeting of the Community Redevelopment Agency Advisory Board was held on Wednesday, September 1, 2021 at City Hall, 400 South Orange Avenue, Second Floor, Veterans Conference Room, Orlando, Florida. Chair Jamie Barati called the meeting to order at 3:09 p.m. noting a quorum was present.

MEMBERS PRESENT:        Jamie Barati, Chair  
                                   Monica McCown, Vice Chair  
                                   Eugene Jones  
                                   Commissioner Victoria Siplin

MEMBERS ABSENT:        David Swanson  
                                   Doug Taylor

STAFF PRESENT:         David Barilla, Assistant Director  
                                   Walter Hawkins, Director of Urban Development  
                                   Christel Brooks, Fiscal Coordinator  
                                   Ashley Edwards, Board Secretary  
                                   Liz Nigro, Senior Administrative Assistant  
                                   Kelly Allen, Marketing and Communications Manager  
                                   Nicole Sisson, Interactive Media Coordinator  
                                   Michael Whiteman, Economic Development Coordinator III  
                                   Victoria Nguyen, Fiscal Manager  
                                   Rose Vignetti-Garlick, Downtown Information Center Manager  
                                   Rondale Silcott, Downtown Facilities Supervisor  
                                   Mercedes Blanca, Project Manager  
                                   Mary-Stewart Droege, Project Manager  
                                   Chelsey Parrish, Event Coordinator

**Approval of Minutes**

- a. A motion was made by Monica McCown and seconded by Eugene Jones to approve the July 14, 2021 CRA Advisory Board meeting minutes. The motion carried unanimously.
- b. A motion was made by Monica McCown and seconded by Eugene Jones to approve the August 18, 2021 DDB/CRAAB Budget Workshop Meeting minutes. The motion carried unanimously.

**Public Comment:** None.

**New Business:**

- a. **2021-2022 Proposed Budget and Resolution – David Barilla, Assistant Director** - Staff requested that the CRA Advisory Board recommend to the CRA approval of the attached FY 2021-2022 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 Victoria Siplin and seconded by Monica McCown to recommend to the CRA approval of the attached FY 2021-2022 Community Redevelopment Agency Budget, adoption of the Resolution, and authorization for the Chair and Executive Director to execute the Resolution. The motion passed unanimously.

- b. **2021-2022 DDB/CRA Cost Share Agreement– David Barilla, Assistant Director** - The Cost Share Agreement between the CRA and DDB outlines the terms under which the DDB and CRA will share administrative costs for FY 2021-2022.

Staff requested approval of the attached Cost Share Agreement for FY 2021-2022 between the Downtown Development Board and the Community Redevelopment Agency and authorization for the Chair and Executive Director to execute the Agreement, subject to review and approval by the City Attorney's Office.

A motion was made by Monica McCown and seconded by Victoria Siplin to approve the attached Cost Share Agreement for FY 2021-2022 between the Downtown Development Board and the Community Redevelopment Agency and authorization for the Chair and Executive Director to execute the Agreement, subject to review and approval by the City Attorney's Office. The motion passed unanimously.

- c. **2021-2022 City Services Agreement– David Barilla, Assistant Director** - 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 attached City Services Agreement for FY 2021-2022 between the City of Orlando and the Community Redevelopment Agency and authorize the Chair and Executive Director to execute the Agreement, subject to review and approval by the City Attorney's Office.

A motion was made by Monica McCown and seconded by Victoria Siplin to recommend to the CRA approval of the attached City Services Agreement for FY 2021-2022 between the City of Orlando and the Community Redevelopment Agency and authorize the Chair and Executive Director to execute the Agreement, subject to review and approval by the City Attorney's Office. The motion passed unanimously.

- d. **2021-2022 Seniors First – Senior Tran Funding Agreement – David Barilla, Assistant Director Manager** - Our annual agreement between Seniors First, Inc. and the Community Redevelopment Agency to provide a senior transportation service to residents of 12 downtown senior housing complexes. Staff requested the CRA approval of the agreement for a period of October 1, 2021 to September 30, 2022 for up to a total amount of \$48,837.09. Subject to review and approval by the City Attorney's Office and authorization of execution of the Agreement by the Chair and the Executive Director.

A motion was made by Victoria Siplin and seconded by Monica McCown to recommend to the CRA to approve the agreement for a period of October 1, 2021 to September 30, 2022 for up to a total amount of \$48,837.09. Subject to review and approval by the City Attorney's Office and authorization of execution of the Agreement by the Chair and the Executive Director. The motion passed unanimously.

- e. **Downtown Orlando Inc., (DOP) Funding Agreement – David Barilla, Assistant Director** - The agreement between the CRA and DOP provides funding to the DOP for activities related to the support and enhancement of downtown businesses and DOP's assistance in meeting the CRA Redevelopment Plan goals.

Staff requested that the CRA Advisory Board recommend to the CRA that it approve the funding agreement between the CRA and Downtown Orlando, Inc. in the amount of \$25,000 for the FY 2021-2022, authorizing the execution of the Agreement by the Chair and the Executive Director. Subject to review and approval by the City Attorney's Office.

A motion was made by Monica McCown and seconded by Eugene Jones to recommend to the CRA that it approve the funding agreement between the CRA and Downtown Orlando, Inc. in the amount of \$25,000 for the FY 2021-2022, authorizing the execution of the Agreement by the Chair and the Executive Director. Subject to review and approval by the City Attorney's Office. The motion passed unanimously.

- f. **Homeless Outreach Funding Agreement – David Barilla, Assistant Director** - For the last few years, under an agreement with the CRA and other entities, the Health Care Center for the Homeless, Inc. (HCCH), has been providing outreach services within the Downtown CRA. The CRA desires to partner with this agency again in order to retain the services of the two homeless outreach specialists currently serving the Downtown CRA. The total estimated cost for outreach services is \$118,510, the agreement for October 1, 2021 to September 30, 2022 would have the CRA contributing \$67,200 and the Homeless Services Network contributing \$35,000; HCCH would cover all remaining costs. The HCCH will supervise the activities of the homeless outreach specialists and provide quarterly progress and summary reports to the CRA and HSN.

Staff requested that the CRA Advisory Board recommend to the CRA that it approve the Homeless Outreach Funding Agreement, subject to review and approval of the City Attorney's Office, and authorize execution of the agreement by the Chair and Executive Director.

A motion was made by Victoria Siplin and seconded by Monica McCown to recommend to the CRA that it approve the Homeless Outreach Funding Agreement, subject to review and approval of the City Attorney's Office, and authorize execution of the agreement by the Chair

and Executive Director. The motion passed unanimously.

- g. Starter Studio Funding Agreement – David Barilla, Assistant Director** - The CRA’s Downtown Orlando Community Redevelopment Area Plan (“Plan”), most recently adopted on May 4, 2015, addresses the need for business recruitment, development, and retention within the Downtown Orlando Redevelopment Area (“Area”), with a specific goal to support and incentivize business incubators within the Area. Starter Studio will host two cohorts of up to 16 companies per year in its accelerator program, with a minimum of four companies in each cohort. Starter Studio will provide seed funding to its second stage seed accelerator participants if they reach success metrics established by Starter Studio. The amounts of funding provided to the businesses range from \$25,000 to \$225,000, with such investment made in the form of convertible notes. Returns from convertible notes will be returned to the Starter Studio seed fund to invest in other companies.

Staff requested that the CRA Advisory Board recommend to the CRA, approval of the Starter Studio Funding Agreement to contribute \$125,000 to Starter Studio to provide funding for operations of its accelerator program and non-profit seed fund, subject to review and approval of the City Attorney’s Office, and authorize the Chair and Executive Director to execute the Funding Agreement.

A motion was made by Monica McCown and seconded by Victoria Siplin to recommend to the CRA, approval of the Starter Studio Funding Agreement to contribute \$125,000 to Starter Studio to provide funding for operations of its accelerator program and non-profit seed fund, subject to review and approval of the City Attorney’s Office, and authorize the Chair and Executive Director to execute the Funding Agreement. The motion passed unanimously.

- h. Thornton Park District Funding Agreement – David Barilla, Assistant Director** - The agreement between the CRA and the District provides funding to the District for activities related to District events, marketing, and programming, public art, the provision of a superior pedestrian experience, and the District’s assistance in meeting the Downtown Community Redevelopment Area (“Area”) Plan goals. The funding agreement proposed between the CRA and the District includes benchmarks for the District to meet including, but not limited to, maintaining an office in the Area, hosting events, and conducting clean-up/beautification activities.

Staff requested that the CRA Advisory Board recommend to the CRA that it approve the funding agreement between the CRA and Thornton Park District, Inc. in the amount of \$50,000 for the FY 2021-2022, subject to review and approval by the City Attorney’s Office, and authorize the execution of the Agreement by the Chair and the Executive Director.

A motion was made by Victoria Siplin and seconded by Monica McCown to recommend to the CRA that it approve the funding agreement between the CRA and Thornton Park District, Inc. in the amount of \$50,000 for the FY 2021-2022, subject to review and approval by the City Attorney’s Office, and authorize the execution of the Agreement by the Chair and the Executive Director. The motion passed unanimously.

- i. **Church Street District Inc., Funding Agreement – David Barilla, Assistant Director** - The agreement between the CRA and the District provides funding to the District for activities related to District events, marketing, and programming, the provision of a superior pedestrian experience, and the District’s assistance in meeting the Downtown Community Redevelopment Area (“Area”) Plan goals. The funding agreement proposed between the CRA and the District includes benchmarks for the District to meet including, but not limited to, maintaining an office in the Area, hosting events, and conducting clean-up/beautification activities.

Staff requested that the CRA Advisory Board recommend to the CRA that it approve the funding agreement between the CRA and Church Street District, Inc. in the amount of \$50,000 for the FY 2021-2022, subject to review and approval by the City Attorney’s Office, and authorize the execution of the Agreement by the Chair and the Executive Director.

A motion was made by Victoria Siplin and seconded by Monica McCown to recommend to the CRA that it approve the funding agreement between the CRA and Church Street District, Inc. in the amount of \$50,000 for the FY 2021-2022, subject to review and approval by the City Attorney’s Office, and authorize the execution of the Agreement by the Chair and the Executive Director. The motion passed unanimously.

- j. **Parramore Infill Housing Authorization – David Barilla, Assistant Director** - In 2017, the CRA commenced an initiative to construct ten (10) single family homes within the Parramore area. In 2019, the CRA authorized increasing the initiative to accommodate the construction of up to seventeen (17) homes and increased the overall budget to Four Million Dollars. Eight (8) homes are now complete. Due to increases in construction costs since the 2019 approval, staff would like to increase the overall project funding from Four Million Dollars to Four Million Nine Hundred Thousand Dollars. The Chief Procurement Officer will negotiate and execute the contracts for construction of the remaining homes.

Staff requested the CRA Advisory Board recommend that the CRA authorize the Chief Procurement Officer to execute contracts for infill home construction in accordance with the above in an amount not to exceed \$4.9 Million.

A motion was made by Victoria Siplin and seconded by Monica McCown to recommend that the CRA authorize the Chief Procurement Officer to execute contracts for infill home construction in accordance with the above in an amount not to exceed \$4.9 Million. The motion passed unanimously.

### **Next Meeting**

The next scheduled meeting of the Community Redevelopment Agency Advisory Board is Wednesday September 22, 2021 at 3:00 p.m. in Veterans Conference Room.

**Adjournment**

There being no further business to come before the Community Redevelopment Agency Advisory Board, Chair Jamie Barati adjourned the meeting at 3:29 p.m.



David Barilla  
Assistant Director



Ashley Edwards  
Board Secretary