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Meeting Notice

Orlando City Hall, Veterans Conference Room, 2nd Floor at 3:00PM

Welcome,

We are glad you have joined us for the January 22, 2025, Community Redevelopment Agency Advisory Board meeting. If you are not on the agenda and would like to speak at the meeting and address the Board, please fill out an appearance request form and hand it to the Board Secretary. The Board is pleased to hear all non-repetitive public comment. Large groups are requested to name a spokesperson. When you are recognized, state your name and address, direct all your remarks to the Board and limit your comments to 3 minutes per item or as set during the meeting.

Written public comment must include your name, address, phone number, and topic. Comments are limited to a maximum of 700 words per item. To submit written public comment, select one of the following options: (1) complete an online comment form on orlando.gov/publiccomments, (2) email to publiccomments@orlando.gov, (3) mail to City Clerk, Public Comment 400 South Orange Avenue, Orlando, FL, 32801, or (4) drop off to the 1st floor Security Station at City Hall. Written public comments received 24 hours in advance of the meeting are distributed to the Board and attached to the related agenda item for public viewing.

Note: Comments that do not include the required information will not be distributed or attached to the agenda. All comments received are public record.

Agenda

1. Call Meeting to Order
2. Roll Call
3. Approval of Minutes
 - a. October 23, 2024 – CRA Advisory Board Meeting
4. Public Comment
5. New Business
 - a. Agreement with Green Earth Powerwashing, LLC for Power Washing Sanitation Services
 - b. Award to Orlando Utilities Commission (OUC) for Downtown Lighting Improvements
 - c. CRA Policy & Procedures Update
 - d. DTO Restaurant Program Funding Agreement with HeatWave Orl, LLC
 - e. Service Authorization with Keith and Associates, Inc. for Continuing Professional Civil Engineering Services for the Parramore Avenue Utilities and Streetscape Improvements Project, RQS22-0088-4
6. Date of Next Meeting
7. Adjournment

Persons wishing to appeal any decision made with respect to any matter considered at the Community Redevelopment Agency Advisory Board meeting, will need a record of the proceedings; for this purpose, such person may need to ensure that a verbatim record of the proceedings is made to include the testimony and evidence upon which the appeal is to be based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office 24 hours in advance of the meeting at 407-246-2251.

Downtown Development Board/Community Redevelopment Agency Advisory Board
Orlando City Hall, 6th Floor, 400 South Orange Ave, P.O. Box 4990, Orlando, FL 32802
Phone: (407)-246-2555 www.downtownorlando.com

Memorandum

To Eugene Jones, Chairman
Kimberly Stewart, Vice Chair
Rachel Moalli
Steve Garrity
Doug Taylor
Kelly Semrad, Orange County Commissioner

From David Barilla, Executive Director of the Downtown Development Board/Community Redevelopment Agency

Date January 22, 2025

Subject Agenda items to be considered at the Community Redevelopment Agency Advisory Board Meeting for Wednesday, January 22, 2025

Approval of Minutes

Staff will be available to answer any questions prior to Board consideration of approving the minutes of the October 23, 2024, Community Redevelopment Agency Advisory Board Meeting.

Public Comment**New Business****a. Agreement with Green Earth Powerwashing, LLC for Power Washing Sanitation Services**

Hareton Tejada, CRA Operations Manager

Several locations within the Community Redevelopment Agency (CRA) district have been identified as areas of congregation. This situation has led to significant sanitation challenges. To mitigate these issues, the CRA is seeking to enter into the attached agreement with Green Earth Powerwashing to provide professional cleaning services on a recurring basis. The proposed services will be conducted monthly, on three consecutive days each month specifically on a Monday, Tuesday, and Wednesday, during the hours of 10 PM to 6 AM. The scope of work will encompass the cleaning of sidewalks, curbs, and medians. The cleaning process will employ a 100% biodegradable degreaser, a 48-inch surface cleaner, and hot water to effectively eliminate gum, debris, and other contaminants from these public areas.

Staff requests that the CRA Advisory Board recommend to the CRA approval of Agreement with Green Earth Powerwashing, LLC for the aforementioned cleaning service and authorizing the Chief Procurement Officer to execute subject to the review and approval of the City Attorney's Office.

b. Award to Orlando Utilities Commission (OUC) for Downtown Lighting Improvements

Christina Hyson, Project Manager

The Downtown Orlando Community Redevelopment Area (CRA) Plan identifies the need to improve lighting within the Downtown CRA to create a safer, more pedestrian-friendly environment. The proposed street lighting projects will improve the attractiveness of

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these locations and enhance visibility along key corridors and areas with high pedestrian activity. Such infrastructure improvements, which include replacing existing, yellow-tinted street lighting with white LEDs, are outlined as a strategy to improve the perception and reality of public safety in downtown.

The Community Redevelopment Agency and Procurement and Contracts Division are requesting approval to issue Purchase Orders to Orlando Utilities Commission for street lighting projects at Amelia St, Central Blvd, Garland Ave/Terry Ave, Lake Dot, Lucerne Circle, Magnolia Ave, South St, Wall St, Washington St, and Westmoreland Dr, in a total amount not to exceed \$1,500,000. Improvements include removing existing light fixtures, installing brighter and more efficient LED fixtures, installation of new light poles, replacing globes as needed, and addition of GFI receptacles.

Per Sec. 7.300, Methods of Source Selection, of the City of Orlando Code, purchasing construction services, supplies, or services from public entities is exempt from competitive procedures.

Staff requests that the CRA Advisory Board recommend to the CRA approving the award to Orlando Utilities Commission (OUC) and authorizing the Chief Procurement Officer to enter into an agreement with Orlando Utilities Commission, not to exceed \$1,500,000, subject to review and approval by the City Attorney's Office.

c. CRA Policy & Procedure Update

Justin Eason, Assistant Director

In 2008, the CRA adopted policies and procedures to codify practices of the CRA with respect to meetings, CRA operation, procurement of goods and services, procurement of construction related services, and contracting. This policy amendment brings the CRA policies up to date with current programs and practices.

Staff requests that the CRA Advisory Board recommend to the CRA that it approve the attached revised policy and procedures for the CRA. Additionally, staff requests that the CRA Advisory Board recommend to the CRA that it submit such policy to the City Clerk for codification in the City's Policies and Procedures.

d. DTO Restaurant Program Funding Agreement with HeatWave Orl, LLC

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 Restaurant Program allows qualifying businesses to be eligible for up to \$400,000 for tenant improvements, \$50,000 for rent expenses, and \$25,000 for the addition of or improvements to outside seating areas for a potential maximum funding amount of \$475,000. Exact funding levels are dependent on program criteria such as location, square footage, and restaurant classification.

HeatWave Orl LLC, doing business as Heatwave, a full-service restaurant, has signed a five (5) year lease for the space located at 741 W Church Street, Orlando, Florida 32805. This 3,920 sq. ft. restaurant space will have table and bar service with approximately eighty (87) overall seats. This restaurateur brings five (5) years of restaurant ownership and operations experience to this new venture, including Main House Market, Market on South and The Wood House.

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HeatWave Orl LLC qualifies for funding in the amount of \$125,000 which includes \$75,000 for tenant improvements, along with \$50,000 in rent assistance. Funding received would be used for build-out expenses including plumbing, flooring, mechanical, electrical, painting and interior finishings. The overall build-out of the retail space is anticipated to cost approximately \$139,000 with \$75,000 from the CRA under this Funding Agreement.

Staff requests that the CRA Advisory Board recommend to the CRA approval of the DTO Restaurant Program Funding Agreement between the Community Redevelopment Agency and HeatWave Orl LLC, subject to review and approval of the City Attorney's Office and authorization for the Chair of the CRA and Executive Director to execute such DTO Restaurant Program Funding Agreement.

- e. **Service Authorization with Keith and Associates, Inc. for Continuing Professional Civil Engineering Services for the Parramore Avenue Utilities and Streetscape Improvements Project, RQS22-0088-4**
Mary-Stewart Droege, Project Manager

The CRA's DTOutlook discusses the importance of creating a well-balanced street network to support a livable and economically successful downtown through-out its diverse and vibrant neighborhoods, with a priority on connecting people and places. In particular, Goal A. Subpart 9 calls out improving streetscape treatments to provide safe access and comfort for all pedestrians, both day and night. The CRA plan further emphasizes, that this is particularly important along historic corridors, such as S. Parramore Ave., to provide support for continued neighborhood development, reconnect isolated areas and strengthen earlier CRA subsidized initiatives, such as the Parramore Oaks residential development.

The subject section of S. Parramore Ave., is located in the Parramore Heritage District, within a southern subpart known as Holden-Parramore. It will involve a 0.35 mile linear portion of the roadway from W. Gore St. to Long St. that is targeted for key improvements due to antiquated utility systems that have declined in performance and contribute to challenging environmental conditions.

As a result, the project scope will include reconstructing OUC water and the City's sewer infrastructure as well as City stormwater systems and hardscape, the latter including treatments that reflects CRA defined design goals.

On May 1, 2022, the City and Keith and Associates entered a contract for Continuing Professional Civil Engineering Services (RQS22-0088-3). The present Service Authorization (SA) (SA#21259(1)) is between the City, CRA and Keith and Associates for professional engineering, surveying and landscape architecture services within the project area.

Total project cost includes the not to exceed amount of \$409,889.00 inclusive of the pre-authorized fee of \$57,378.00 for optional lighting design services. The CRA's share of costs is \$162,542.82, with an up to \$57,378.00 in optional lighting design services, for a total of \$219,920.82. Staff considers this fee proposal reasonable and appropriate for the scope of work to be performed.

Keith's M/WBE Participation Plan for this Service Authorization totals 24.51%

Staff requests that the CRA Advisory Board recommend to the CRA that it approve and

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authorize the Chief Procurement Officer to execute a Service Authorization with Keith and Associates Inc. on behalf of the CRA in the total not-to-exceed amount of \$409,889.00, with up to \$219,920.82 from the CRA, subject to review and approval by the City Attorney's Office.

Date of Next Meeting

- a. The next Community Redevelopment Agency Advisory Board Meeting will be held Wednesday, February 26, 2025, at 3:00PM in the Veterans Conference Room.

Adjournment

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