

A meeting of the Community Redevelopment Agency Advisory Board was held on Wednesday, August 27, 2025, at City Hall, 400 South Orange Avenue, Second Floor, Veterans Conference Room, Orlando, Florida. Chair Kimberly Stewart called the meeting to order at 3:25 p.m. noting a quorum was present.

**Board Members Present**

Kimberly Stewart, *Chair*  
Dr. Robert M. Spooner  
Jason Chin  
Steve Garrity

**Board Members Absent**

Rachel Moalli, *Vice Chair*  
Kelly Martinez Semrad, *Orange County Commissioner*

**Staff Present**

David Barilla, Executive Director  
Justin Eason, Assistant Director  
Dr. Kristen Holmes, Assistant Director  
Stacey Young Adams, Chief Assistant City Attorney  
Felix Roman, Board Secretary  
Charles Zollars, Economic Development Coordinator  
Christel Brooks, Fiscal Coordinator  
Christina Hyson, Project Manager  
Eric Ushkowitz, Business Development Division Manager  
Gerhard van der Snel, Downtown Facility Supervisor  
Harry Tejada, CRA Operations Manager  
Jeramiah Caret, Project Manager  
Juliana Bernal Guinand, Project Manager  
Kelly Allen, Marketing and Communications Manager  
Kim King-Maysonet, Business Development Assistant Manager  
Liz Nigro, Senior Administrative Assistant  
Manuel Ospina, Economic Development Coordinator  
Molly Diaz, Fiscal Manager  
Nicole Carro, Marketing and Communications Intern  
Nicole Novak, Budget Analyst  
Rose Garlick, Discover Downtown Manager  
Samantha Levine, Housing and Homelessness Initiatives Manager

**Approval of Minutes**

A motion was made by Steve Garrity and seconded by Jason Chin to approve the July 23, 2025, CRA Advisory Board meeting minutes. The motion carried unanimously.

A motion was made by Steve Garrity and seconded by Jason Chin to approve the August 20, 2025 DDB + CRA Advisory Board Budget Workshop meeting minutes. The motion carried unanimously.

**Public Comment****New Business****A. 2025-2026 Proposed Budget and Resolution**

*Molly Diaz, Fiscal Manager*

The Resolution sets forth the CRA budget for Fiscal Year 2025-2026.

Staff requested that the CRA Advisory Board recommend to the CRA approval of the attached Fiscal Year 2025-2026 Community Redevelopment Agency Budget, adoption of the Resolution, subject to review and approval by the City Attorney's Office, and authorization for the Chair and Executive Director to execute the Resolution.

A motion was made by Jason Chin and seconded by Dr. Robert M. Spooner to recommend to the CRA approval of the attached Fiscal Year 2025-2026 Community Redevelopment Agency Budget, adoption of the Resolution, subject to review and approval by the City Attorney's Office, and authorization for the Chair and Executive Director to execute the Resolution. The motion carried unanimously.

**B. 2025-2026 DDB/CRA Cost Share Agreement**

*Molly Diaz, Fiscal Manager*

The Cost Share Agreement between the CRA and DDB outlines the terms under which the DDB and CRA will share administrative costs for Fiscal Year 2025-2026.

Staff requested that the CRA Advisory Board recommend to the CRA approval of the Cost Share Agreement for Fiscal Year 2025-2026 between the Downtown Development Board and the Community Redevelopment Agency, subject to review and approval by the City Attorney's Office, and authorization for the Chair and Executive Director to execute the Agreement.

A motion was made by Dr. Robert M. Spooner and seconded by Jason Chin to recommend to the CRA approval of the Cost Share Agreement for Fiscal Year 2025-2026 between the Downtown Development Board and the Community Redevelopment Agency, subject to review and approval by the City Attorney's Office, and authorization for the Chair and Executive Director to execute the Agreement. The motion carried unanimously.

**C. 2025-2026 City Services Agreement**

*Molly Diaz, Fiscal 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 the approval of the City Services Agreement for Fiscal Year 2025-2026 between the City of Orlando and the Community Redevelopment Agency, subject to review and approval by the City Attorney's Office, and authorization for the Chair and Executive Director to execute the Agreement.

A motion was made by Jason Chin and seconded by Dr. Robert M. Spooner to recommend to the CRA approval of the City Services Agreement for Fiscal Year 2025-2026 between the City of Orlando and the Community Redevelopment Agency, subject to review and approval by the City Attorney's Office, and authorization for the Chair and Executive Director to execute the Agreement. The motion carried unanimously.

**D. Budget Resolution Amendment Two for Fiscal Year 2024-2025**

*Molly Diaz, Fiscal Manager*

The Community Redevelopment Agency (CRA) is requesting approval of budget amendment two for Fiscal Year 2024-2025 to recognize additional revenue and allocate such funds to projects pursuant to Section 163.387(7)(d), Florida Statutes. This amendment proposes the transfer of \$1,700,000 from the Capital Improvement Fund to the CRA Operating Fund to be used towards the SED Conference Center obligation. Additionally, the amendment includes the reallocation of \$18,710 from the Highway Beautification Bridge

District and the Under I-4 Grant Match projects, both of which have been completed. The following projects have been identified as projects for such allocations.

CRA-SED Conference Center - \$1,700,000

DTO Implementation - \$15,165

Arts & Culture - \$3,545

Staff requested that the CRA Advisory Board recommend to the CRA that it adopt Budget Resolution Amendment Two for Fiscal Year 2024-2025.

A motion was made by Steve Garrity and seconded by Dr. Robert M. Spooner to recommend to the CRA adoption of the Budget Resolution Amendment Two for Fiscal Year 2024-2025. The motion carried unanimously.

**E. 2025-2026 Downtown Orlando Inc., Funding Agreement**

*Kelly Allen, Marketing and Communications Manager*

The Downtown Orlando Inc. (Downtown Orlando Partnership - DOP) 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 the DOP provides funding to DOP for promotion of CRA initiatives and redevelopment projects within the Area through conducting the State of Downtown, the annual update on both completed and upcoming projects in the Area, and the Golden Brick Awards, featuring the year's most significant redevelopment projects, and by conducting CRA stakeholder engagement to promote CRA programs and obtain feedback on initiatives, thereby assisting the CRA in fulfilling its Redevelopment Plan goals.

In addition to conducting the State of Downtown and the Golden Brick Awards, other benchmarks for the DOP to meet including, but not limited to, maintaining an office in the Area, recognizing the CRA at the highest membership level, and enhancing business and community relationships through collaborative events and initiatives are included in the Funding Agreement.

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 not to exceed amount of \$100,000 for FY 2025-2026, subject to review and approval by the City Attorney's Office, and authorization for the Chair and Executive Director to execute the Agreement.

A motion was made by Jason Chin and seconded by Dr. Robert M. Spooner to recommend to the CRA approval of the Funding Agreement between the CRA and Downtown Orlando, Inc. in the not to exceed amount of \$100,000 for FY 2025-2026, subject to review and approval by the City Attorney's Office, authorization for the Chair and Executive Director to execute the Agreement. The motion carried unanimously.

**F. 2025-2026 Homeless Outreach Funding Agreement**

*Samantha Levine, Housing and Homelessness Initiatives 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 Homeless Services Network of Central Florida, Inc. (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 2025-2026.

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 authorization for the Chair and Executive Director to execute the Agreement.

A motion was made by Jason Chin and seconded by Dr. Robert M. Spooner to recommend to the CRA approval of 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 authorization for the Chair and Executive Director to execute the Agreement. The motion carried unanimously.

#### **G. Mariposa Grove Affordable Housing Documents**

*Juliana Bernal Guinand, Project Manager*

The Community Redevelopment Agency (CRA) and the CRA Redevelopment Area Plan outline goals to provide affordable housing, improve housing options, and ensure long-term affordability in the Downtown Orlando Area.

Mariposa Grove is a proposed multi-family residential building being developed within the Area at 417 E. Jackson Street, Orlando, Florida ('Project'). The project will be a 12-story, mixed-use, high-rise apartment building containing 138 affordable units for seniors (age 55+), 10,500 square feet of ground floor commercial/retail and 120 parking spaces.

The agreements in this package (Development and Loan Agreement for Mariposa Grove Apartments, Declaration of Affordable Housing Restrictive Covenant for Mariposa Grove Apartments, Promissory Note, Mortgage and Security Agreement, the Subordination Agreement with Florida Housing Finance Corporation, the Subordination Agreement Governmental Entity-TEL with The Bank of New York Mellon Trust Company, and the Subordination Agreement with Truist Bank ("Agreements")) outline the terms and conditions under which the CRA will provide an affordable housing incentive in the form of a loan in the amount of \$5,000,000 for the 138-unit project. No funds from the CRA Loan shall be advanced by the CRA until thirty (30) days after Project Completion, which is expected no later than June 30, 2028. Furthermore, as outlined in the terms of the Agreement's affordability requirement, for a period of 30 years from construction completion, units will be leased to households as follows:

- no fewer than 5 units will be leased to households earning 22% or less of the average area median income (AMI)
- no fewer than 21 units will be leased to households earning 30% or less of the AMI;
- no fewer than 16 units will be leased to households earning 50% or less of the AMI;
- no fewer than 17 units will be leased to households earning 60% or less of the AMI;
- and no fewer than 79 units will be leased to households earning 70% or less of the AMI.
- 11 units will be reserved for Permanent Supportive Housing for Eligible Persons with 30% AMI or below.

The overall project shall contain a mix of units consisting of nine (9) efficiency studio units, thirty-eight (38) studio units, seventy-seven (77) 1-bedroom units, and fourteen (14) 2-bedroom units.



The CRA loan is non-interest bearing and will reach maturity in 30 years with no payments due until maturity, subject to the terms of the Subordination Agreements. The loan is non-recourse and the rights to collect are limited to the mortgaged property. The Subordination Agreements give the construction and permanent loans of the Senior Lenders for the development precedence over the CRA Mortgage and Security Agreement, Promissory Note and Declaration of Restrictive Covenant.

As is common in Low Income Tax Credit projects, the final financial terms may be adjusted as final financing is put into place. Additionally, it is contemplated that Bank of New York Mellon will be the permanent lender, and its Subordination Agreement will not be signed at closing. It is contemplated that after construction is complete, there will be a closing of the permanent loan, and the Bank of New York Subordination Agreement will be signed at that time.

Staff requested that the CRA Advisory Board recommend to the CRA that, contingent upon a complete and satisfactory environmental review of the Project under HUD's environmental review rules at 24 CFR part 58 and HUD's approval of the request for release of HUD funds, it recommend to the CRA that it approve the Agreements, in substantially the form attached hereto, subject to review and approval of the City Attorney's Office, and authorization for the Chair and Executive Director of the CRA to execute the Agreements. Additionally, authorization for the CRA Executive Director to execute additional closing documents, such as closing statements, directions to closing agents, and other similar items to effectuate the transaction.

A motion was made by Dr. Robert M. Spooner and seconded by Jason Chin to recommend to the CRA approval, contingent upon a complete and satisfactory environmental review of the Project under HUD's environmental review rules at 24 CFR part 58 and HUD's approval of the request for release of HUD funds, of the Agreements, in substantially the form attached hereto, subject to review and approval of the City Attorney's Office, and authorization for the Chair and Executive Director of the CRA to execute the Agreements. Additionally, authorization for the CRA Executive Director to execute additional closing documents, such as closing statements, directions to closing agents, and other similar items to effectuate the transaction. The motion carried unanimously.

#### **H. High Wage/High-Value Program Agreement with ECS, Florida, LLC**

*Kim King-Maysonet, Business Development Assistant Manager*

On April 17, 2006, the Community Redevelopment Agency (CRA) approved the High Wage/High Value Job Creation Program for the purpose of locating industries and headquarters with high-value jobs in Downtown Orlando. In 2023, the program was amended to include a new incentive, the Parramore HQ Incentive, for a company that locates high-wage, high-value jobs within the Parramore Planning Area, with a total package of eligible incentives of up to \$4,000 per job.

ECS Florida, LLC (Engineering Consulting Services) is a geotechnical, construction materials, environmental and facilities engineering firm. The company headquarters is currently located in Chantilly, Virginia, with offices along the east coast, including Orlando, in the Midwest and the West Coast. ECS is looking to expand its Orlando, Florida office into a regional headquarters.

ECS Florida will create 27 high-wage, high-value jobs over three years and relocate 51 existing jobs to Downtown Orlando that are more than 150% of the average annual private-sector wage in Orange County. ECS's capital investment for the build out is estimated to be \$1,000,000 in 2025. The maximum funding amount that ECS is eligible for is \$117,000 through the High Wage/High Value Job Creation Program.

Staff requested that the CRA Advisory Board recommend to the CRA approval of the High Wage/High-Value Job Creation Program Agreement between the Community Redevelopment Agency and ECS Florida, LLC., subject to review and approval of the City Attorney's Office, and authorization for the Chair and Executive Director to execute such High Wage/High-Value Program Agreement.

A motion was made by Jason Chin and seconded by Dr. Robert M. Spooner to recommend to the CRA approval of the High Wage/High-Value Job Creation Program Agreement between the Community Redevelopment Agency and ECS Florida, LLC., subject to review and approval of the City Attorney's Office, and authorization for the Chair and Executive Director to execute such High Wage/High-Value Program Agreement. The motion carried unanimously.

**I. Amendment Three to Contract with Universal Protection Service, LLC**

*Dr. Kristen Holmes, Assistant Director*

In 2023, the CRA entered into a contract with Universal Protection Service LLC d/b/a Allied Universal Security Services (Allied) to provide downtown ambassador services. These services include engaging the community to provide directions, offering safety escorts to and from any location in the downtown area, and outreach to the unsheltered. In addition to these ambassador services, Allied provides janitorial services with Sani-Guards who provide cleaning and patrol services, as well as Porters who supplement the Clean Team's services by providing roving cleaning services.

By renewing this contract, the CRA would be able to continue providing ambassador and janitorial services within the boundaries of the Downtown Orlando Community Redevelopment Area (Area). These services support efforts to engage visitors and residents in the Area, while contributing to the beautification of our downtown streets. The estimated total annual cost for this renewal is \$1,020,925.05. The term of the renewal is one year.

Staff requested that the CRA Advisory Board recommend to the CRA approval of Amendment Three to the Contract with Universal Protection Service LLC, subject to review and approval by the City's Attorney's Office, and authorization for the Chief Procurement Officer to execute Amendment Three.

A motion was made by Dr. Robert M. Spooner and seconded by Jason Chin to recommend to the CRA approval of Amendment Three to the Contract with Universal Protection Service LLC, subject to review and approval by the City's Attorney's Office, and authorization for the Chief Procurement Officer to execute Amendment Three. The motion carried unanimously.

**Next Meeting**

The next regularly scheduled Community Redevelopment Agency Advisory Board will be held on Wednesday, September 24, 2025, 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 Kimberly Stewart adjourned the meeting at 4:00 p.m.



David Barilla  
Executive Director



Felix Roman  
Board Secretary: