



A meeting of the Community Redevelopment Agency Advisory Board was held on Wednesday, April 23, 2025, at City Hall, 400 South Orange Avenue, Second Floor, Veterans Conference Room, Orlando, Florida. Chair Dr. Eugene Jones called the meeting to order at 3:02 p.m. noting a quorum was present.

- Board Members Present

Dr. Eugene Jones, *Chairman*
Kimberly Stewart, *Vice Chair*
Steve Garrity
Jason Chin
Rachel Moalli
- Board Member Absent

Kelly Martinez Semrad, *Orange County Commissioner*
- Staff Present

David Barilla, Executive Director
Justin Eason, Assistant Director
Dr. Khristen Holmes, Assistant Director
Stacey Adams, Chief Assistant City Attorney
Felix Roman, Board Secretary
Alejandra Caceres, Interactive Media Coordinator
Charles Zollars, Economic Development Coordinator
Christel Brooks, Fiscal Coordinator
Eric Ushkowitz, Business Development Division Manager
Gerhard van der Snel, Facilities Supervisor
Hareton Tejada, CRA Operations Manager
Juliana Bernal Guinand, Project Manager
Kim King-Maysonet, Business Development Assistant Manager
Manuel Ospina, Economic Development Coordinator
Mary-Stewart Droege, Project Manager
Michael Whiteman, Economic Development Coordinator
Molly Diaz, Fiscal Manager
Rose Garlick, Discover Downtown Manager

Approval of Minutes
A motion was made by Kimberly Stewart and seconded by Rachel Moalli to approve the March 26, 2025, CRA Advisory Board meeting minutes. The motion carried unanimously.

Public Comment
None

Old Business

- a. **DTO Retail Program Funding Agreement with The Wig Factory, 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 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.

The Wig Factory, LLC, a retail store, has signed a three (3) year lease for the space located at 642 W Church Street, Orlando, Florida 32805. This 800 sq. ft. retail space will offer a variety of wigs, hair care products, and styling services. This entrepreneur brings

over eight (8) years of ownership experience in a similar type of retail business to this new venture.

The total investment into build-out from the business owner is anticipated to cost approximately \$33,484. The eligible improvements include electrical, ceiling, mechanical systems, plumbing, flooring and interior build out, which qualifies The Wig Factory, LLC for \$20,000 in funding from the CRA. The Wig Factory, LLC also qualifies for up to \$15,129 in rent assistance for the first year of the 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 The Wig Factory, LLC, 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 Kimberly Stewart and seconded by Jason Chin to recommend to the CRA approval of the DTO Retail Program Funding Agreement between the Community Redevelopment Agency and The Wig Factory, LLC, 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.

New Business

a. Advisory Committee Ranking and Authorization to Contract for Construction Manager at Risk for the Canopy Project

Justin Eason, Assistant Director

A Request for Proposal (RFP) was issued on December 9, 2024, to select a qualified firm to provide Construction Manager at Risk (CMAR) services for the Under-i "The Canopy" project. Based on the information presented in the proposals and the evaluation criteria set forth in the RFP, the Advisory Committee ranked the firms in the following order:

- 1. The Whiting-Turner Contracting Company
- 2. The Collage Companies
- 3. Turner Construction
- 4. McCree Design Builders, Inc.

The first phase of the contract is Pre-Construction Services, wherein the CMAR will become an integral part of the project team. These services include constructability review, value engineering, cost estimating, and preparing a detailed construction schedule. It is the intent of the City and CRA to enter into good faith negotiations with the top ranked Proposer for the Construction Management Services Agreement and to authorize Pre-Construction Services in the amount of \$105,000. The final Guaranteed Maximum Price for the Construction Phase will be submitted for CRA approval at a later date. The goal is to achieve Substantial Completion of the project by August 31, 2027, with a punch list to be finalized within one hundred twenty (120) days following Substantial Completion.

The Downtown Orlando Community Redevelopment Area Plan (Redevelopment Plan) addresses activating vacant and underutilized areas. Further, the 2023 Amendment to the Redevelopment Plan outlined a strategy for the CRA to achieve this goal through supporting and funding the implementation of the Under-i elements, and supporting features, including infrastructure improvements, amenities, design, construction, wayfinding, associated streetscape and road improvements, to transform the space into a unique outdoor immersive destination environment while accommodating multi-modal transportation and parking needs. Executing a contract for a firm to provide Construction Manager at Risk services for the Under-i "The Canopy" project is not only consistent with the goals and strategies provided in the Redevelopment Plan but essential to bringing the project to fruition.

The Whiting-Turner Contracting Company meets the goals of the City's M/WBE program with a M/WBE Participation Plan totaling 24% and is as follows:

Firm	Percentage
Verity Construction	MBE 18%
Equal Access Construction	WBE 6%

Staff requested that the CRA Advisory Board recommend to the CRA that it approve the Advisory Committee ranking and authorize the Chief Procurement Officer to negotiate and execute a contract in materially the form attached for Construction Manager at Risk with the top-ranked firm, the Whiting Turner Contracting Company in the estimated amount of \$105,000.00. If negotiations are not successful with the top-ranked firm, also recommend that it approve and authorize the Chief Procurement Officer to negotiate with the remaining firms in ranked order and execute a contract in materially the form attached with the highest-ranked firm with whom agreement is reached. The final negotiated agreement will be subject to review and approval by the City Attorney’s office.

A motion was made by Rachel Moalli and seconded by Kimberly Stewart to recommend to the CRA that it approve the Advisory Committee ranking and authorize the Chief Procurement Officer to negotiate and execute a contract in materially the form attached for Construction Manager at Risk with the top-ranked firm, the Whiting Turner Contracting Company in the estimated amount of \$105,000.00. If negotiations are not successful with the top-ranked firm, also recommend that it approve and authorize the Chief Procurement Officer to negotiate with the remaining firms in ranked order and execute a contract in materially the form attached with the highest-ranked firm with whom agreement is reached. The final negotiated agreement will be subject to review and approval by the City Attorney’s office. The motion carried unanimously.

b. DTO Restaurant Program Funding Agreement with Turrio, LLC dba Acropolis Greek Taverna Orlando

Kim King-Maysonet, Business Development Assistant Manager

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.

Turrio, LLC, dba Acropolis Greek Taverna Orlando, has signed a ten (10) year lease for the space located at 390 N. Orange Avenue, Suite 110, Orlando, Florida 32801. This 5,332 sq. ft. restaurant space will be full-service with approximately two hundred and eleven (211) seats. This restaurateur brings five (5) years of restaurant ownership and operations experience to this new venture, including 1 existing location in Tampa.

The overall build-out of the restaurant cost \$400,000. Turrio, LLC qualifies for funding in the amount of \$49,300.50 for tenant improvements. Funding received would be used for build-out expenses including electrical, plumbing, life safety, carpentry, drywall, ceiling, flooring, masonry, awnings and signage, countertops, and kitchen equipment. Turrio, LLC also qualifies for up to \$50,000 in rent assistance for the first year of the agreement.

Staff requested that the CRA Advisory Board recommend to the CRA approval of the DTO Restaurant Program Funding Agreement between the Community Redevelopment Agency and Turrio, LLC dba Acropolis Greek Taverna Orlando 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 DTO Restaurant Program Funding Agreement.

A motion was made by Jason Chin and seconded by Rachel Moalli to recommend to the

CRA approval of the DTO Restaurant Program Funding Agreement between the Community Redevelopment Agency and Turrio, LLC dba Acropolis Greek Taverna Orlando 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 DTO Restaurant Program Funding Agreement. The motion carried unanimously.

c. **DTO Restaurant Program Funding Agreement with Buffalo Boss Orlando, LLC**

Kim King-Maysonet, Business Development Assistant Manager

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.

Buffalo Boss Orlando, LLC., a non-full-service restaurant, has signed a five (5) year lease for the space located at 333 N. Orange Avenue, Orlando, Florida 32801. This 1,700 sq. ft. restaurant space will be non-full-service with approximately twenty (20) overall seats. This restaurateur brings fourteen (14) years of restaurant ownership and operations experience to this new venture, including 3 additional locations in New York, Wisconsin, and Dubai.

The overall build-out of the restaurant space is anticipated to cost approximately \$217,718.80. Buffalo Boss Orlando, LLC., qualifies for funding in the amount of \$39,257.20 for tenant improvements. Funding received would be used for build-out expenses including electrical, plumbing, interior improvements for ADA compliance, flooring, interior drywall, masonry, carpentry, and bathrooms. Buffalo Boss Orlando, LLC also qualifies for up to \$50,000 in rent assistance for the first year of the agreement.

Staff requested that the CRA Advisory Board recommend to the CRA approval of the DTO Restaurant Program Funding Agreement between the Community Redevelopment Agency and Buffalo Boss Orlando, LLC. 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 DTO Restaurant Program Funding Agreement.

A motion was made by Kimberly Stewart and seconded by Jason Chin to recommend to the CRA approval of the DTO Restaurant Program Funding Agreement between the Community Redevelopment Agency and Buffalo Boss Orlando, LLC. 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 DTO Restaurant Program Funding Agreement. The motion carried unanimously.

d. **License Agreement between the CRA and City for Walker-Hendry House Shared Office Space**

Dr. Khristen Holmes, Assistant Director

The historic Walker-Hendry House was moved from Magnolia Avenue in 1982 and is now located at 125 N. Lucerne Circle E., Orlando, Florida and owned by the City of Orlando. The two-story, 10-room home is one of Orlando's few remaining Victorian homes built in the 1890s. This license agreement formally outlines the terms for common use of the house as shared office space.

Pursuant to the terms of the agreement, the house is to be used by the Downtown Clean Team as shared office space for public right-of-way maintenance services within the Community Redevelopment Agency's (CRA) downtown Orlando area. It also allows Allied Universal Security Service to use this shared office space for Downtown Ambassador services, which includes proactively engaging the community to provide directions, offering

safety escorts to and from any location in the downtown area, assisting those experiencing homelessness with immediate critical social services, and contacting the Downtown Clean Team with any beautification needs. Both programs support the CRA and use the Walker-Hendry House as a shared office space.

By entering into this agreement, the CRA will reimburse the city for usage expenses related to the house such as electricity, water, sewer, pest control, and janitorial services provided by the city at the house as well as landscaping, mowing, and grounds maintenance of the outdoor areas.

Staff requested that the CRA Advisory Board recommend to the CRA approval of the License Agreement between the Community Redevelopment Agency and the City of Orlando. 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 License Agreement.

A motion was made by Kimberly Stewart and seconded by Rachel Moalli to recommend to the CRA approval of the License Agreement between the Community Redevelopment Agency and the City of Orlando. 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 License Agreement. The motion carried unanimously.

Next Meeting

The next regularly scheduled Community Redevelopment Agency Advisory Board will be held on Wednesday, May 28, 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 Dr. Eugene Jones adjourned the meeting at 3:41 p.m.



David Barilla
Executive Director



Felix Roman
Board Secretary