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A meeting of the Community Redevelopment Agency Advisory Board was held on Wednesday, August 24, 2016 at City Hall, 400 South Orange Avenue, City Hall, Second Floor, Sustainability Conference Room. Noting a quorum was present; Chair Doug Taylor called the meeting to order at 4:05 p.m.

MEMBERS PRESENT: Doug Taylor, Chair
Wendy Connor, Vice Chair
Jessica Burns
Roger Chapin
Bill Lambert
Terry Delahunty

STAFF PRESENT: Thomas C. Chatmon, Jr., Executive Director
Walter Hawkins, Director of Urban Development
David Barilla, Assistant Director
Christel Brooks, Administrative Specialist
Shaniqua Rose, Board Secretary
Kelly Allen, Marketing Coordinator
Analys Sanchez, Interactive Media Coordinator
Mercedes Blanca, Division Fiscal Manager
Marya Collier, Economic Development Coordinator
Rose Garlick, Downtown Information Center Manager
Bob Fish, Clean Team Supervisor
Robert Taylor, Intern
Stacey Adams, Assistant City Attorney
Jason Wojkiewicz, Budget Analyst II

Approval of Minutes – A motion was made by Terry Delahunty and seconded by Jessica Burns to approve the minutes of the July 20, 2016 CRA Advisory Board meeting. The motion carried unanimously.

A motion was made by Bill Lambert and seconded by Jessica Burns to approve the minutes of the August 17, 2016 CRA Advisory Board Budget Workshop meeting. The motion carried unanimously.

Parramore Update:

Walter Hawkins gave an update on events taking place in the Parramore area. The Board thanked Mr. Hawkins for his update.

Public Comment: None.

New Business:

- a. **Downtown Streetscape Matching Grant for 250 N. Orange Avenue** – Thomas C. Chatmon, Jr., Executive Director explained that in an effort to accomplish the objectives of Part III, Chapter 163, Florida Statutes and further implement the Downtown Orlando Community Redevelopment Plan adopted pursuant thereto, the CRA has adopted and established the Streetscape Cost Sharing Program (Program). Under the Program, which is included within the Downtown Streetscape Guidelines (Guidelines), the CRA provides financial assistance towards certain eligible streetscape projects within the Downtown Orlando Community Redevelopment Area (Area). The Program as currently written has been underutilized, with only one applicant in the last decade.

As recommended by the Project DTO process, the City and CRA staff has begun the process of revising the Guidelines. It is anticipated that the Program will be restructured in conjunction with that process. However, the task of revising them requires a significant amount of work and will take approximately one year. Therefore, prior to completion of the full revision to the Guidelines and Program, staff is recommending that a few changes be made to the Program in the interim to encourage applications for the Program.

The recommended changes will generally allow an applicant to receive half of the cost of installation of the new streetscape based on what it would cost for the CRA to install, if proceeding to construct the streetscape on its own. Specifically, the suggestion is to allow reimbursement for a few items originally excluded from the Program including, removal and disposal of prior streetscape materials and trees, sub-base, general conditions, temporary walks, fencing and MOT costs.

Sentinel Capital North Orange, LLC is completing renovations to the property at 250 North Orange Avenue, consisting primarily of renovation to the entry plaza, the addition of two entry canopies in front of the building, and a new arcade along Orange Avenue building frontage. As part of such development, they are reconstructing and landscaping the public sidewalk and streetscape along North Orange Avenue.

Staff requested that until the time of completion of revisions to the Downtown Streetscape Guidelines and accompanying rewrite of the Program, that the CRA Advisory Board recommend to the CRA that demolition of existing sidewalks, driveways, trees and related streetscape, installation of sub-base for new streetscape and approved general

conditions, temporary walks, fencing and MOT costs be expenses eligible for reimbursement under the Program. Additionally, in order to offset expenses related to completion of the streetscape portion of the renovations, staff is requesting that the CRA Advisory Board recommend to the CRA approval of the Agreement with Sentinel Capital North Orange, LLC providing funding of up to \$86,697.75 towards the costs of such Streetscape Project pursuant to and contingent upon the terms of this Agreement, and authorization for the Chair and Executive Director to execute the Agreement, subject to review and approval of the City Attorney's Office.

A motion was made by Terry Delahunty and seconded by Roger Chapin to recommend to the CRA that until the time of completion of revisions to the Downtown Streetscape Guidelines and accompanying re-write of the Program, that demolition of existing sidewalks, driveways, trees and related streetscape, installation of sub-base for new streetscape, approved general conditions, temporary walks, fencing and MOT costs be expenses eligible for reimbursement under the Program and to recommend to the CRA that it approve the Agreement with Sentinel Capital North Orange, LLC providing funding of up to eighty six thousand six hundred ninety-seven dollars and seventy-five cents (\$86,697.75) towards the costs of such Streetscape Project pursuant to and contingent upon the terms of this Agreement, and authorization for the Chair and Executive Director to execute the Agreement, subject to review and approval of the City Attorney's Office. The motion carried unanimously.

Mr. Taylor deferred to Mercedes Blanca, Division Fiscal Manager, who informed the Board that the CRA Budget documents were unchanged since the Budget Workshop Review on August 17, 2016.

- b. **2016-2017 CRA Budget and Resolution** – Staff requested that the CRA Advisory Board recommend the CRA approval of the attached Fiscal Year 2016-2017 Community Redevelopment Agency Budget, adopt the Resolution and authorize the Chair and Executive Director to execute the Resolution. The TIF Revenue and contingency numbers will be revised in the budget upon receipt of the DR-422 (Orange County Property Appraiser form outlining the district "Certification of Final Taxable Value."

A motion was made by Terry Delahunty and seconded by Roger Chapin to recommend the CRA approve the attached Fiscal Year 2016-2017 Community Redevelopment Agency Budget, adopt the Resolution and authorize the Chair and Executive Director to execute the Resolution. The TIF Revenue and contingency numbers will be revised in the budget upon receipt of the DR-422 (Orange County Property Appraiser form outlining the district "Certification of Final Taxable Value." The motion carried unanimously.

- c. **2016-2017 Cost Share Agreement with DDB** – Mercedes Blanca, Division Fiscal Manager, explained that the Cost Share Agreement between the CRA and DDB outlines

the terms under which the DDB and CRA will share administrative costs for FY 2016-2017. Staff requested the CRA Advisory Board recommend the CRA approve the attached Cost Share Agreement for FY 2016-2017 between the Downtown Development Board 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 Roger Chapin and seconded by Terry Delahunty to recommend the CRA approve the attached Cost Share Agreement for FY 2016-2017 between the Downtown Development Board 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 carried unanimously.

- d. **2016-2017 City Services Agreement** – Mercedes Blanca, Division Fiscal Manager, explained that 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 the CRA Advisory Board recommend the CRA approve the attached City Services Agreement for FY 2016-2017 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 Bill Lambert and seconded by Terry Delahunty to recommend the CRA approve the attached City Services Agreement for FY 2016-2017 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 carried unanimously.

- e. **Seniors First Agreement** – Mercedes Blanca, Division Fiscal Manager, explained that our annual agreement between Seniors First, Inc. and the Community Redevelopment Agency to provide a senior transportation service (Senior Tran) to residents of 11 downtown senior housing complexes expires on September 30, 2016. Funding levels for this 2016-2017 agreement are the same as the funding level for fiscal year 2015-2016.

Staff requested the CRA Advisory Board recommend the CRA approve the agreement for a period of October 1, 2016 to September 30, 2017 for up to a total amount of \$46,242.00 and authorize expenditures from the Downtown Orlando Community Redevelopment Area Fund of up to \$46,242.00 for such project, subject to review and approval by the City Attorney's Office, and authorize execution of the Agreement by the Chairman and the Executive Director.

A motion was made by Wendy Connor and seconded by Terry Delahunty to recommend the CRA approve the agreement for a period of October 1, 2016 to September 30, 2017 for up to a total amount of \$46,242.00 and authorize expenditures from the Downtown Orlando Community Redevelopment Area Fund of up to \$46,242.00 for such project, subject to review and approval by the City Attorney's Office, and authorize execution of the Agreement by the Chairman and the Executive Director. The motion carried unanimously.

- f. **Downtown Orlando Inc. (DOP) Funding Agreement** – Mercedes Blanca, Division Fiscal Manager, explained that the Downtown Orlando Inc. (known as the Downtown Orlando Partnership or 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 Funding Agreement between the CRA and DOP provides funding to the DOP for activities related to their mission statement, the support and enhancement of our downtown businesses and DOP's assistance in meeting the CRA Redevelopment Plan goals. A typical calendar of events includes Golden Brick Awards, State of Downtown, Lunch and Learn series, Artful Networking, and the Taste of Downtown (which is currently being rebranded). DOP interacts with our Downtown businesses and stakeholders, always striving to support and promote them.

The funding agreement contemplates for the CRA to contribute \$25,000 for FY 2016-2017. Within the funding agreement are benchmarks for the DOP to meet, including their commitment to host at least 10 Third Thursday partnership events per year, one major event per strategic priority (Art, Sports & Entertainment, Technology, Lodging & Dining, Real Estate & Development, and Quality of Life), host one event in which the proceeds will benefit a downtown related non-profit organization, will work with the CRA to continue the work of Project DTO, will assist in welcoming new businesses downtown, will partner with the CRA on bringing back Scrub Down Downtown or a similar event and offer affordable and /or sponsored membership opportunities for Parramore businesses.

Staff requested the CRA Advisory Board recommend to the CRA that it approve the Funding Agreement between the CRA and the Downtown Orlando Partnership, subject to review and approval by the City Attorney's Office, and authorize the expenditure of \$25,000 from the Downtown Orlando Community Redevelopment Area Fund for such project and the execution of the Funding Agreement by the Chairman and Executive Director.

A motion was made by Wendy Connor and seconded by Terry Delahunty to recommend to the CRA that it approve the Funding Agreement between the CRA and the Downtown Orlando Partnership, subject to review and approval by the City Attorney's Office, and authorize the expenditure of \$25,000 from the Downtown Orlando Community

Redevelopment Area Fund for such project and the execution of the Funding Agreement by the Chairman and Executive Director. The motion carried unanimously.

Date of Next Meeting

The next scheduled meeting of the Community Redevelopment Agency Advisory Board is Wednesday, September 28, 2016, 3:00 p.m., at City Hall, Sustainability Conference Room, on the Second Floor.

Adjournment

There being no further business to come before the Community Redevelopment Agency Advisory Board, Chairman Doug Taylor adjourned the meeting at 4:41 p.m.



Thomas C. Chatmon, Jr.
Executive Director



Christel Brooks
Administrative Specialist