



DDB

MEETING NOTICE

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

Welcome,

We are glad you have joined us for the January 24, 2024 Downtown Development 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. December 6, 2023 – Downtown Development Board Meeting
4. Executive Director's Report – David Barilla, Executive Director
5. Public Comment
6. New Business
 - a. Downtown Development Board Budget Amendment One and Budget Resolution One – Tiffany Stephens, Division Fiscal Manager
7. Date of Next Meeting
8. Adjournment

Persons wishing to appeal any decision made with respect to any matter considered at the Downtown Development 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.

MEMORANDUM

TO: Monica McCown, Chair
Eugene Jones, Vice Chair
Kimberly Stewart
Rachel Moalli
Steve Garrity

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

DATE: January 24, 2024

SUBJECT: Agenda items to be considered at the Downtown Development Board Meeting for January 24, 2024.

Approval of Minutes:

Staff will be available to answer any questions prior to Board consideration of approving the minutes of the December 6, 2023 Downtown Development Board Meeting.

Public Comment:**New Business:**

a. Downtown Development Board Budget Amendment One and Budget Resolution One – Tiffany Stephens, Division Fiscal Manager

The Orlando Farmers Market hosted by the Downtown Development Board, recognizes a budgeted total revenue of \$110,000 from vendor booth rentals during fiscal year 2023-2024, to be redistributed into the DDB operational fund account for future use.

Staff seeks approval of the Downtown Development Board Amendment One and Budget Resolution One, amending the 2023-2024 Downtown Development Board budget as stated in the resolution.

Date of Next Meeting:

- a. The next Downtown Development Board Meeting will be held Wednesday, February 28, 2024 at 3:00 p.m. in Veterans Conference Room.

Adjournment

Persons wishing to appeal any decision made with respect to any matter considered at the Downtown Development 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.

**BUDGET RESOLUTION ONE OF THE DOWNTOWN
DEVELOPMENT BOARD OF THE CITY OF ORLANDO
AMENDING THE BUDGET FOR THE FISCAL YEAR
BEGINNING OCTOBER 1, 2023 AND ENDING
SEPTEMBER 30, 2024; RECOGNIZING ADDITIONAL
REVENUE, APPROVING ALLOCATION OF FUNDING
FOR SPECIFIC PROJECTS AND LINE ITEMS; MAKING
FINDINGS; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, on October 1, 2023, the Downtown Development Board (the “DDB”) approved, by resolution, a budget for Fiscal Year 2023-2024; and

WHEREAS, during Fiscal Year 2023-2024, the DDB received additional revenues from farmers market vendor booth rentals and desires to allocate those funds to be used for the operations of the Downtown Development Board; and

NOW, THEREFORE, BE IT RESOLVED BY THE DOWNTOWN DEVELOPMENT BOARD OF THE CITY OF ORLANDO:

SECTION 1: The DDB does hereby amend its budget for the Fiscal Year beginning October 1, 2023 and ending September 31, 2024, to include the changes specified on Exhibit “A”.

SECTION 2: This budget amendment is adopted in accordance with Section 189.418, Florida Statutes (2023).

SECTION 3: The budget for Fiscal Year 2023-2024 adopted by the Downtown Development Board on October 1, 2023 shall otherwise remain in full effect as shall the terms of the resolution adopting such budget.

SECTION 4: This resolution shall take effect immediately upon its adoption by City Council as required by the Downtown Development Board Act provision codified as Chapter 18 Section 6(2) of the City Charter.

ADOPTED at a regular meeting of and by the Downtown Development Board this ____ day of _____, 2024.

DOWNTOWN DEVELOPMENT BOARD

ATTEST:

By: _____
Executive Director

By: _____
Chairman

APPROVED AS TO FORM AND LEGALITY FOR THE
USE AND RELIANCE OF THE DOWNTOWN
DEVELOPMENT BOARD, ONLY.

_____, 2024.

Assistant City Attorney

Exhibit “A”
FY 2023/2024 Amendment One
Revenue and Appropriations Summary

Downtown Development Board
Fund 4190

Revenues

Charges for Services	110,000
<u>Total Revenues</u>	<u>\$ 110,000</u>

Appropriations

<u>Downtown Development Board Fund</u>	<u>\$ 110,000</u>
Economic Development	110,000
<u>Total Appropriations</u>	<u>\$ 110,000</u>