



**DDB**

A meeting of the Downtown Development Board was held on Wednesday, December 6, 2017 at City Hall, 400 South Orange Avenue, Sustainability Conference Room, Second Floor, Orlando, Florida. Chair Wendy Connor called the meeting to order at 4:01 p.m., noting a quorum was present.

MEMBERS PRESENT: Wendy Connor, Chair  
Bill Lambert, Vice Chair  
Jamie Barati  
Eugene Jones  
Doug Taylor

COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD REPRESENTATIVE PRESENT:

Terry Delahunty  
Commissioner Victoria Siplin (arrived at 4:06 p.m.)

STAFF PRESENT: Thomas C. Chatmon, Jr., Executive Director  
David Barilla, Assistant Director  
Ashley Edwards, Board Secretary  
Kimberley Allonce, Economic Development Coordinator III  
Kelly Allen, Marketing Coordinator  
Analys Sanchez, Interactive Media Coordinator  
Rose Garlick, Downtown Information Center Manager  
Tiffany Stephens, Fiscal Manager  
Stacey Adams, Assistant City Attorney

**Approval of Minutes** - A motion was made by Doug Taylor and seconded by Bill Lambert to approve the minutes for the November 22, 2017 Downtown Development Board meeting. The motion carried unanimously.

**Orlando Police Department** – Sergeant Andrew Baker gave an update on recent activities Downtown. The Board thanked Andrew Baker for his updates.

**Downtown Orlando Partnership** - Bridget Keefe gave a brief update on recent activities of the DOP and the success of Third Thursday and other events in the Downtown area. The Board thanked Ms. Keefe for her presentation.

**Downtown Information Center** – Rose Garlick updated the Board on the information center and success of What's Up Downtown for the Holidays. The Board Thanked Ms. Garlick for her presentation.

**Executive Director Report** – Thomas Chatmon Jr., introduced two new staff members of the Downtown Development Board; Kimberley Allonce, Economic Development Coordinator, and

Tiffany Stephens, Fiscal Manager. Mr. Chatmon also updated the Board on previous events held in Downtown, the Board thanked Mr. Chatmon for his presentation.

**Public Comment:** Mr. Johnathan Blount wanted to express his appreciation to Mr. Thomas Chatmon Jr., Executive Director and Mayor Dyer for their efforts on addressing homelessness in Downtown. He also invited the Board to attend the Annual Toast of the Holidays event to be held on December 8, 2017 from 6 p.m. to 10 p.m. The Board thanked Mr. Blount for his commentary.

**New Business:**

**a. Parramore Farmers Market – Walter Hawkins, Director of Urban Development -**

The Parramore Farmers Market will be a secondary market for Downtown Orlando. The market is funded by a Federal Grant. The official opening of the Parramore Market is January 6, 2018. The market will have multiple vendors using the walkway on the East side of the Orlando City Stadium, near where Pine Street dead ends into the Stadium's entrance. The market will be open Saturdays (52 weeks per year weather permitting), and will occur on Saturday mornings from 8am – 1pm. The intention of the Parramore Farmers Market is to provide fresh, healthy food and craft goods in an engaging market that accepts SNAP benefits.

A common element of most markets is to provide a security component for public safety. The Parramore Market did not receive funding within the Federal Grant for security. The DDB staff is proposing to fund 1 security officer (unarmed) to support the Parramore Farmers Market during its hours of operation. The security officer will be contracted to perform 5 hours of security support each week. SecurAmerica (existing contract) will provide the officer at the cost of \$12.90/hour. Staff requests that the Board approve the expenditure of not to exceed five thousand dollars (\$5000.00) on an annual basis for such costs for the Parramore Farmers Market.

A motion was made by Bill Lambert and seconded by Doug Taylor to approve the funding of 1 security officer (unarmed) to support the Parramore Farmers Market during its hours of operation for up to a total of five thousand dollars annually. The motion carried unanimously.

**Date of Next Meeting**

The next scheduled regular meeting of the Downtown Development Board is Wednesday, January 24, 2018 3:00p.m. at City Hall, Manatee A & B Conference Room, Sixth Floor.

**Adjournment**

There being no further business to come before the Downtown Development Board, Chair Wendy Connor adjourned the meeting at approximately 5:10 p.m.

  
Thomas C. Chatmon, Jr.  
Executive Director

  
Ashley Edwards  
Board Secretary