



DDB

MEETING NOTICE

WELCOME! We are very glad you have joined us for today's 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 form and hand it to the Board Secretary. When you are recognized, state your full name and address to the Board. The Board is pleased to hear relevant comments; however a 5-minute limit is set by City Code. Large groups are asked to name a spokesperson. Robert's Rules of Order governs the conduct of the meeting.

A meeting of the Downtown Development Board will be held Wednesday, August 22, 2018 at 3:00 p.m., at City Hall, Sixth Floor, Manatee A & B Conference Room, 400 South Orange Avenue, Orlando, Florida.

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Election of Officers
4. Approval of Minutes
 - a. July 25, 2018 – Downtown Development Board Meeting
 - b. August 15, 2018 – DDB/CRAAB Budget Workshop Meeting
5. Chairman's Report:
 - a. Orlando Police Department – Sgt. Andrew Gillespie
 - b. Orlando Farmers Market – Dana Brown
6. Executive Director's Report – Thomas C. Chatmon Jr., Executive Director
7. Public Comment
8. New Business
 - a. 2018-2019 Proposed Budget and Resolution – Tiffany Stephens, Fiscal Manager
 - b. 2018-2019 DDB/CRA Cost Share Agreement– Tiffany Stephens, Fiscal Manager
 - c. 2018-2019 City Services Agreement– Tiffany Stephens, Fiscal Manager
 - d. 2018-2019 Special Event Funding– Tiffany Stephens, Fiscal Manager
 - e. 2018-2019 Community Concert Funding– Tiffany Stephens, Fiscal Manager
9. Date of Next Meeting – September 26, 2018, 3:00 PM, in Manatee A & B Conference Room
10. 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.

**Downtown Development Board/Community Redevelopment Agency
Orlando City Hall, 6th Floor, 400 South Orange Ave., P.O. Box 4990, Orlando, FL 32802
Phone: (407) 246-2558 Fax: (407) 246-3359 www: downtownorlando.com**



MEMORANDUM

TO: Wendy Connor, Chair
Bill Lambert, Vice Chair
Monica McCown
Jamie Barati
Eugene Jones

FROM: Thomas Chatmon, Executive Director of the Downtown Development Board/Community Redevelopment Agency

DATE: August 22, 2018

SUBJECT: Agenda items to be considered at the Downtown Development Board Meeting for August 22, 2018.

Election of Officers

Approval of Minutes:

Staff will be available to answer any questions prior to Board consideration of approving the minutes of the July 25, 2018 Downtown Development Board Meeting.

Chairman's Report:

- a. Orlando Police Department – Sgt. Andrew Gillespie
- b. Orlando Farmers Market – Dana Brown

Executive Director's Report: Thomas C. Chatmon Jr., Executive Director

Public Comment:

New Business:

a. 2018-2019 Proposed Budget and Resolution – Tiffany Stephens, Fiscal Manager- Staff is requesting approval of the attached Fiscal Year 2018-2019 Downtown Development Board Budget and adoption of the Resolution, directing staff to disburse funds in accordance with the proposed budget and authorization for the Chair and Executive Director to execute the Resolution.

b. 2018-2019 DDB/CRA Cost Share Agreement– Tiffany Stephens, 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 FY 2018-2019. Staff is requesting approval of the attached Cost Share Agreement for FY 2018-2019 between the Downtown Development Board and the Community Redevelopment Agency and authorization for the Chair and Executive Director to

execute the Agreement, subject to review and approval by the City Attorney's Office.

c. 2018-2019 City Services Agreement– Tiffany Stephens, Fiscal Manager-The City Services Agreement outlines the terms under which the City will provide administrative and professional support to the DDB. Staff is requesting that the Downtown Development Board approve the attached City Services Agreement for FY 2018-2019 between the City of Orlando and the Downtown Development Board and authorize the Chair and Executive Director to execute the Agreement, subject to review and approval by the City Attorney's Office.

d. 2018-2019 Special Event Funding– Tiffany Stephens, Fiscal Manager- Staff is requesting approval of the proposed FY 2018-2019 Special Event Funding budget. This year's recommended special event funding budget calls for funding a total of 17 events, with a total expenditure of \$124,500 and an additional \$20,000 contingency.

e. 2018-2019 Community Concert Funding– Tiffany Stephens, Fiscal Manager- Staff is requesting approval of the proposed FY 2018-2019 Downtown Community Concert funding budget. The Downtown Community Concert funding budget calls for funding of 10 events, with a total expenditure of \$135,500 and an additional \$20,000 contingency.

Date of Next Meeting: – September 26, 2018, 3:00 PM, in Manatee A & B Conference Room

Adjournment: