



**DDB**

A meeting of the Downtown Development Board was held on Thursday, August 22, 2018 at City Hall, 400 South Orange Avenue, Manatee A & B Conference Room, Sixth Floor, Orlando, Florida. Acting Chair, Jamie Barati called the meeting to order at 3:00 p.m., noting a quorum was present.

MEMBERS PRESENT: Wendy Connor, Chair  
Bill Lambert, Vice Chair  
Jamie Barati  
Monica McCown

MEMBER ABSENT: Eugene Jones

COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD REPRESENTATIVE PRESENT:

Terry Delahunty

STAFF PRESENT: Thomas Chatmon Jr., Executive Director  
Walter Hawkins, Director of Urban Development  
David Barilla, Assistant Director  
Christel Brooks, Administrative Specialist  
Ashley Edwards, Board Secretary  
Kimberley Allonce, Economic Development Coordinator III  
Analys Sanchez, Interactive Media Coordinator  
Mercedes Blanca, Project Manager  
Dominique Greco, Project Manager  
Tiffany Stephens, Fiscal Manager  
Thuy Nguyen, Accountant II  
Jason Wojkiewicz, Budget Analyst  
Mary-Stewart Droege, Project Manager  
Robert Fish, Downtown Facility Supervisor  
Stacey Adams, Assistant Attorney II

**Election of Officers:** A motion was made by Jamie Barati and seconded by Monica McCown to elect Wendy Connor as Board Chair, Bill Lambert as Vice Chair and Ashley Edwards as Board Secretary. The motion carried unanimously.

### **Approval of Minutes**

- a. **July 25, 2018 DDB/CRAAB Meeting Minutes** A motion was made by Monica McCown and seconded by Bill Lambert to approve the minutes for the July 25, 2018 Downtown Development Board meeting. The motion carried unanimously.
- b. **August 15, 2018 DDB/CRAAB Budget Workshop Meeting Minutes** - A motion was made by Bill Lambert and seconded by Monica McCown to approve the minutes for the August 15, 2018 DDB/CRAAB Budget Workshop. The motion carried unanimously.

## **Chairman's Report**

- a. Orlando Farmers Market – Dana Brown updated the Board on the recent happenings at the Orlando Farmers Market. Ms. Brown noted the decrease in weekly attendance due to inclement weather. The Board thanked Ms. Brown for her presentation.

**Executive Director's Report:** Thomas Chatmon Jr., Executive Director updated the Board on upcoming events in downtown. Mr. Chatmon also updated the Board on the status of the Downtown Ambassadors Program. The Board thanked Mr. Chatmon for his update.

**Public Comment:** Mr. Johnathan Blount invited the Board to attend the Art Heritage Educational Series at the Bronze Kingdom on September 1, 2018 at 7:00 p.m. The Board thanked Mr. Blount for his input.

## **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.

A motion was made by Bill Lambert and seconded by Monica McCown to approve the Fiscal Year 2018-2019 Downtown Development Board Budget and adoption of the Resolution. The motion carried unanimously.

- 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.

A motion was made by Monica McCown and seconded by Jamie Barati to approve the Cost Share Agreement for FY 2018-2019 between the Downtown Development Board and the Community Redevelopment Agency and authorize for the Chair and Executive director to execute the agreement, subject to review and approval by the City Attorney's Office. The motion carried unanimously.

- 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.

A motion was made by Bill Lambert and seconded by Monica McCown to approve the 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. The motion carried unanimously.

- 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.

Prior to the vote, Wendy Connor declared a conflict with respect to Church Street District funding. Ms. Connor also declared a conflict with respect to Thornton Park District Funding.

A motion was made by Jamie Barati and seconded by Bill Lambert to approve of the proposed FY 2018-2019 Special Event Funding budget. The motion carried unanimously.

- e. **2018-2019 Community Concert Funding – Tiffany Stephens, Fiscal Manger** - 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.


A motion was made by Bill Lambert and seconded by Monica McCown to approve the proposed FY 2018-2019 Downtown Community Concert funding budget. The motion carried unanimously.

**Date of Next Meeting**

The next scheduled regular meeting of the Downtown Development Board is Thursday, September 26, 2018 at 3:00 p.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 Conner adjourned the meeting at approximately 3:47 p.m.



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Thomas C. Chatmon, Jr.  
Executive Director



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Ashley Edwards  
Board Secretary