



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, September 26, 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. Approval of Minutes – August 22, 2018
4. Executive Director's Report – Thomas C. Chatmon Jr., Executive Director
5. Public Comment
6. New Business
 - a. Meetings and Events Guidelines – Tiffany Stephens, Fiscal Manager
 - b. Info Center Occupancy Agreement– Thomas C. Chatmon, Jr., Executive Director
7. Date of Next Meeting – October 24, 2018, 3:00 PM, in Manatee A & B Conference Room
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: 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: September 26, 2018

SUBJECT: Agenda items to be considered at the Downtown Development Board Meeting for September 26, 2018.

Approval of Minutes:

Staff will be available to answer any questions prior to Board consideration of approving the minutes of the August 22, 2018 Downtown Development Board Meeting.

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

Public Comment:

New Business:

- a. **Meetings and Events Guidelines** – Thomas C. Chatmon, Jr., Executive Director
This program is designed to support lodging establishments located within the Downtown Development Area and make them more competitive with other meeting hotels within the Orlando area for hosting larger events with more than 50 room nights. Staff recently met with local downtown hoteliers as well as the Central Florida Hotel & Lodging Association to discuss the program and ensure that it continued to serve the original purpose. With pricing for events having increased since the rollout of this program many years ago, the main change sought was an increase in funding.

Staff is requesting approval of the attached revised guidelines, providing for maximum funding per event to increase from \$3,000 to \$6,000 to be granted at the discretion and approval of the Executive Director or his designee for events meeting the program requirements.
- b. **Info Center Occupancy Agreement**– Thomas C. Chatmon, Jr., Executive Director
Since September of 2007, the Downtown Orlando Information Center (Information Center) has been located in Seaside Plaza, courtesy of Highwoods Realty limited Partnership (Highwoods). The Information Center serves as a resource center for

guests to receive answers to all of their questions and needs. For the last decade, the Information Center has operated in Suite 102 of the Seaside Plaza. Through the generosity of Highwoods, the DDB has the opportunity to almost double the size of the Information Center by the addition of adjoining Suite 103 to the space to be used by DDB under the Occupancy Agreement. The attached Eighth Amendment of Occupancy Agreement expands the space by 2,188 square feet and extends the term of the term of the Agreement through September 14, 2021. The Eighth Amendment also provides for Highwoods to solicit quotes from its approved contractors to complete renovations of the expanded space as agreed upon by DDB and Highwoods and shown in the exhibit to the Amendment. Pursuant to the terms of the Eighth Amendment, the DDB will reimburse Highwoods for actual construction costs upon invoice. Initial estimates for the build out are less than \$300,000.

Staff recommends approval of the Eighth Amendment to Occupancy Agreement between the Downtown Development Board and Highwoods Realty Limited Partnership, in substantially the form attached hereto, subject to review and approval of the City Attorney's Office, and authorization for the Chair and Executive Director to execute the Eighth Amendment, and authorization of expenditures within budgeted amounts to reimburse Highwoods for the construction costs as contemplated by the Eighth Amendment.

Date of Next Meeting: – October 24, 2018, 3:00 PM, in Manatee A & B Conference Room Conference Room

Adjournment: