



**DDB**

A meeting of the Downtown Development Board was held on Tuesday, September 26, 2018 at City Hall, 400 South Orange Avenue, Manatee A & B Conference Room, Sixth Floor, Orlando, Florida. Chair Wendy Connor called the meeting to order at 3:03 p.m., noting a quorum was present.

MEMBERS PRESENT: Wendy Connor, Chair  
Bill Lambert, Vice Chair  
Eugene Jones  
Monica McCown

MEMBER ABSENT: Jamie Barati

COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD REPRESENTATIVES PRESENT:

Terry Delahunty  
Commissioner Victoria Siplin (arrived at 3:10 p.m.)

STAFF PRESENT: Thomas C. Chatmon Jr, Executive Director  
Walter Hawkins, Director of Urban Development  
Christel Brooks, Administrative Specialist  
Ashley Edwards, Board Secretary  
Tiffany Stephens, Fiscal Manager  
Mercedes Blanca, Project Manager  
Kelly Allen, Marketing Coordinator  
Dominique Greco, DDB/CRA Project Manager  
Mary-Stewart Droge, Project Manager  
Kimberley Allonce, Economic Development Coordinator III  
Analys Sanchez, Interactive Media Coordinator  
Bob Fish, Downtown Clean Team Manager  
Stacey Adams, Assistant City Attorney II  
Victoria Walker, Assistant City Attorney II  
Matthew Broffman, Innovation Official  
Kathleen Devault, Director of Strategic Partnerships  
Sherry Gutch, Business Development Division Manager

**Approval of Minutes** - A motion was made Monica McCown and seconded by Bill Lambert to approve the minutes for the August 22, 2018 Downtown Development Board meeting. The motion carried unanimously.

A motion was made by Bill Lambert and seconded by Monica McCown to reconsider the approval of minutes with an amendment to include Eugene Jones as present. The motion carried unanimously.

**Executive Director Report:** Thomas Chatmon Jr., Executive Director updated the Board regarding upcoming events sponsored by the Downtown Development Board, including Orlando hosting the 2019 and 2020 Monster Jam Finals. Mr. Chatmon also updated the Board regarding the Sports Entertainment District and the Downtown Information Center Renovation. The Board thanked Mr. Chatmon for his presentation.

**Public Comment:** Mr. Johnathan Blount expressed his concerns regarding the need for hygienic resources for transient residents in the Downtown area. The Board thanked Mr. Blount for his input.

**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.

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

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 to 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 is requesting 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.

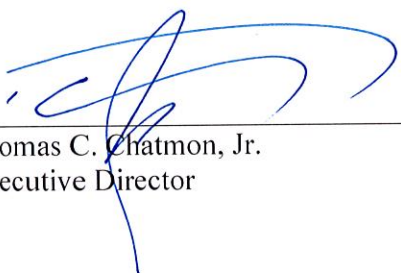
A motion was made by Eugene Jones and seconded by Monica McCown to approve the Eighth Amendment to Occupancy Agreement between the Downtown Development Board and Highwoods Realty Limited Partnership, in substantially the form attached hereto, subject to review and approval of the City Attorney's Office, 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. The motion carried unanimously.

**Date of Next Meeting**

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

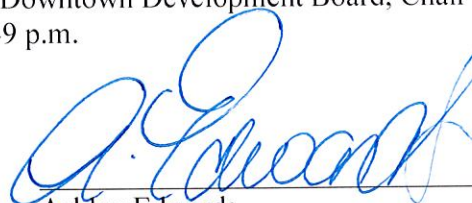
**Adjournment**

There being no further business to come before the Downtown Development Board, Chair Wendy Connor adjourned the meeting at approximately 3:49 p.m.



---

Thomas C. Chatmon, Jr.  
Executive Director



---

Ashley Edwards  
Board Secretary