



DDB

MEETING NOTICE

Meeting Location: Orlando City Hall, Veteran's Conference Room, 2nd Floor

Welcome,

We are glad you have joined us for the December 1, 2021 Downtown Development Board meeting. In response to the COVID-19 pandemic social distancing efforts, we encourage members of the public to participate by watching the virtual meeting online or listening by phone and providing live public comment or submitting written public comment in advance. Options to watch and participate in the meeting while it is occurring is available on orlando.gov/virtualmeetings.

The Board is pleased to hear all non-repetitive public comment. Large groups are requested to name a spokesperson. When you are recognized, state your name and address, direct all your remarks to the Board and limit your comments to 5 minutes per item or as set during the meeting.

The City of Orlando encourages courteous, civil discourse in online settings. Persons making public comment are asked to conduct themselves with the same rules of decorum as they would in a traditional public meeting.

Live Public Comment

- **Join the live virtual meeting**

Call into the virtual meeting by dialing any of these phone numbers:

- **312.626.6799**
- **312.626.6799**
- **929.205.6099**
- **253.215.8782**
- **301.715.8592**
- **346.248.7799**
- **669.900.6833**

Once dialed-in and prompted, enter the Webinar ID: 874 7688 1353

- **Use the "Raise Hand" feature to request to speak when prompted (or dial *9 if on the phone)**
- **Wait to be recognized (either by name or by the last 4 digits of your phone number)**
- **Provide name and address when called upon**

Written Public Comment

Written public comment must include your name, address, phone number, and topic. Comments are limited to a maximum of 700 words per item. To submit written public comment, select one of the following options: (1) complete an online comment form on orlando.gov/publiccomments, (2) email to publiccomments@orlando.gov, (3) mail to City Clerk, Public Comment 400 South Orange Avenue Orlando, FL 32801, or (4) drop off to the 1st floor Security Station at City Hall. Written public comments received 24 hours in advance of the meeting are distributed to the Board and attached to the related agenda item for public viewing.

Note: Comments that do not include the required information will not be distributed or attached to the agenda. All comments received are public record.

Anyone requiring assistance to participate in this virtual meeting should contact the City Clerk's Office as soon as possible at 407-246-2251 or cityclerk@orlando.gov

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Approval of Minutes
 - a. October 27, 2021 – Downtown Development Board Meeting
4. Executive Director's Report – Thomas C. Chatmon Jr., Executive Director
5. Public Comment
6. New Business
7. Date of Next Meeting
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: Jamie Barati, Chair
Monica McCown, Vice Chair
David Swanson
Eugene Jones

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

DATE: December 1, 2021

SUBJECT: Agenda items to be considered at the Downtown Development Board Meeting for December 1, 2021.

Approval of Minutes:

Staff will be available to answer any questions prior to Board consideration of approving the minutes of the October 27, 2021 Downtown Development Board Meeting.

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

Public Comment:

New Business:

Date of Next Meeting: – The next Downtown Development Board meeting will be held January 26, 2022, at 3:00 PM in Veterans Conference Room.

Adjournment:



DDB

A meeting of the Downtown Development Board was held on Wednesday, October 27, 2021 at City Hall, 400 South Orange Avenue, Second Floor, Veterans Conference Room, Orlando, Florida. Chair Jamie Barati called the meeting to order at 3:01 p.m. noting a quorum was present.

MEMBERS PRESENT: Jamie Barati, Chair
Monica McCown, Vice Chair
Eugene Jones
David Swanson

COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD REPRESENTATIVE PRESENT:

Commissioner Victoria Siplin (arrived at 3:02 p.m.)

MEMBER ABSENT: Doug Taylor

STAFF PRESENT: David Barilla, Assistant Director
Walter Hawkins, Director of Urban Development
Christel Brooks, Fiscal Coordinator
Liz Nigro, Senior Administrative Assistant
Stacey Adams, Assistant City Attorney
Kelly Allen, Marketing and Communications Manager
Nicole Sisson, Interactive Media Coordinator
Michael Whiteman, Economic Development Coordinator III
Victoria Nguyen, Fiscal Manager
Rondale Silcott, Downtown Facilities Supervisor
Chelsey Parrish, Event Coordinator
Mark Rendini, Operations Manager for Block by Block

Approval of Minutes:

- a. A motion was made by Monica McCown and seconded by Eugene Jones to approve the September 22, 2021 Downtown Development Board meeting minutes. The motion carried unanimously.

Executive Director's Report:

There was no Executive Director's Report.

Public Comment: David McCreary expressed his interest in buying property in the Parramore area. The Board thanked Mr. McCreary for his comments.

New Business:

a. Orange County Regional History Center: DDB Anniversary Exhibit Agreement – Kelly Allen, Marketing & Communications Coordinator Manager

Created by a Special Act of the Florida Legislature in 1971, the Downtown Development Board (DDB) serves to strengthen the role of downtown Orlando as the economic, governmental, and cultural center of Central Florida. This year, the DDB is celebrating 50 years of creating exciting experiences and new developments that keep people coming back to discover downtown Orlando.

As part of the anniversary celebration, the Orange County Regional History Center (History Center) will present an exhibition highlighting the achievements of the DDB through a timeline of important events and photographs showcasing the growth of downtown Orlando. The exhibition is scheduled to be on display from Friday, November 5, 2021, through January 30, 2022 and will be open to the public.

This exhibition will include more than 35 linear feet with 8' high ceilings and will highlight this important milestone through a colorful timeline, including information and photographs that highlight DDB's support of strengthening downtown Orlando. The design will feature elegant fabric banners, unique hexagonal patterns, and stunning oversized imagery.

Staff requested for the Chief Procurement Officer to enter into an agreement with the History Center in the amount of \$15,000 for its completion of the exhibition as described in the attached scope, inclusive of all research, design, fabrication, installation, facilitation of events, and some marketing of the exhibition, subject to review and approval of the City Attorney's Office.

A motion was made by Monica McCown and seconded by David Swanson to approve the Chief Procurement Officer entering into an agreement with the History Center in the amount of \$15,000 for its completion of the exhibition as described in the attached scope, inclusive of all research, design, fabrication, installation, facilitation of events, and some marketing of the exhibition, subject to review and approval of the City Attorney's Office.

The motion carried unanimously.

b. Downtown Artistic Lighting – Mercedes Blanca, Project Manager

In celebration of the Downtown Development Board's (DDB) 50th Anniversary, the DDB desires to have Memoir Agency LLC design, install, maintain, and remove artistic lighting throughout the DDB footprint. The proposed lighting would include colored lights which would be mounted to over 100 pedestrian light poles in public right-of-way and other public property.

The implementation is proposed to occur in two phases with the first phase of light installations taking place in Heritage Square to coincide with the opening of the exclusive exhibit at the Orange County Regional History Center, The City Beautiful: 50 Years of Developing Downtown Orlando on November 4th. The second phase of light installations is proposed to be completed by January 17, 2022, mainly along the Orange Avenue corridor, although other roadways such as Church Street and Central Avenue

will also receive lights. The removal date for both phases of light installations is proposed as November 7, 2022. The cost for design, installation, maintenance, and removal is \$33,900.

Staff requested that the Board approve the Contract with Memoir Agency LLC substantially in the form attached, and authorize the City's Chief Procurement Officer to execute the Contract, subject to review and approval by the City Attorney's Office.

A motion was made by Monica McCown and seconded by Eugene Jones to approve the Contract with Memoir Agency LLC substantially in the form attached, and authorize the City's Chief Procurement Officer to execute the Contract, subject to review and approval by the City Attorney's Office. The motion carried unanimously.

Next Meeting

The next regularly scheduled Downtown Development Board meeting will be held November 17, 2021 3:00 p.m. in Veterans Conference Room.

Adjournment

There being no further business to come before the Downtown Development Board, Chair Jamie Barati adjourned the meeting at approximately 3:13 p.m.



Walter G. Hawkins
Director of Urban Development



Liz Nigro
Senior Administrative Assistant