



DDB

MEETING NOTICE

Orlando City Hall, Veterans Conference Room, 2nd Floor at 3:00PM

Welcome,

We are glad you have joined us for the September 28, 2022 Downtown Development Board 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 request form and hand it to the Board Secretary. 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 3 minutes per item or as set during the meeting.

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.

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Approval of Minutes
 - a. August 24, 2022 – Downtown Development Board Meeting
4. Executive Director’s Report – Thomas C. Chatmon Jr., Executive Director
5. Public Comment
6. New Business
 - a. Holiday Market – Thomas C. Chatmon Jr., Executive Director
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
Eugene Jones
Kimberly Stewart

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

DATE: September 28, 2022

SUBJECT: Agenda items to be considered at the Downtown Development Board Meeting for September 28, 2022.

Approval of Minutes:

Staff will be available to answer any questions prior to Board consideration of approving the minutes of the August 24, 2022 Downtown Development Board Meeting

Executive Director's Report:**Public Comment:****New Business:****a. Downtown for the Holidays – Thomas C. Chatmon Jr., Executive Director**

Each year, the Downtown Development Board (DDB) and Community Redevelopment Agency create a seasonal holiday experience around Lake Eola Park for residents and visitors to enjoy. Activations for the thousands that visit each year include a Christmas Tree at the park complete with holiday music, holiday movies, and Santa Claus at the Eola House.

This year, the DDB is seeking to build on previous efforts and expand activations in an effort to generate more attendance and awareness of downtown's offerings. Part of expansion efforts include a weekend holiday market in December with local vendors, carolers, and artificial snow fall. Through the proposed agreements with Nelson's Tents & Events, Inc. and Birchmore Group, Inc., DDB would provide 150' x 10' tents to host the market vendors at a cost of \$10,453.84 and provide snow and other entertainment such as face painting and balloon artists at a cost of \$24,474.00.

Staff requests that the DDB approve and authorize the Chief Procurement Officer to negotiate and execute contracts, in substantially the form attached, and enter into renewals thereto, subject to review and approval of the City Attorney's Office, with Nelson's Tents & Events, Inc. and Birchmore Group LLC. Additionally, staff requests that the DDB approve the attached form Vendor agreement and authorize the Market Manager and Executive Director to execute such Vendor agreements on behalf of DDB

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DDB

Date of Next Meeting:

The next Downtown Development Board Meeting will be held Wednesday, October 26, 2022, at 3:00 p.m. in Veterans Conference Room.

Adjournment

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