



DDB

A meeting of the Downtown Development Board was held on Wednesday, October 26, 2022 at City Hall, 400 South Orange Avenue, Second Floor, Veterans Conference Room, Orlando, Florida. Chair Jamie Barati called the meeting to order at 3:01p.m. noting a quorum was present.

MEMBERS PRESENT: Jamie Barati, Chair
 Monica McCown, Vice Chair
 Eugene Jones
 Kimberly Stewart

COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD REPRESENTATIVE
PRESENT:

Doug Taylor

STAFF PRESENT: Walter Hawkins, Director of Urban Development
 David Barilla, Assistant Director
 Christel Brooks, Fiscal Coordinator
 Stacey Adams, Assistant City Attorney
 Felix Roman, Board Secretary
 Liz Nigro, Senior Administrative Assistant
 Kelly Allen, Marketing and Communications Manager
 Chelsey Parrish, Special Event Coordinator
 Michael Whiteman, Economic Development Coordinator III
 Tiffany Stephens, Fiscal Division Manager
 Gerhard van der Snel, Downtown Facilities Supervisor
 Mercedes Blanca, Project Manager
 Mary-Stewart Droege, Project Manager
 Justin Eason, Nighttime Economy Manager

Approval of Minutes:

- a. A motion was made by Monica McCown and seconded by Eugene Jones to approve the August 24, 2022 Downtown Development Board meeting minutes. The motion carried unanimously.

Public Comment: None.

New Business:

a. Downtown for the Holidays – Kelly Allen, Marketing & Communications Manager

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 at a cost of \$11,732.00.

Staff requested 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 requested 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.


A motion was made by Monica McCown and seconded by Eugene Jones to 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, approving the attached form Vendor agreement and authorize the Market Manager and Executive Director to execute such Vendor agreements on behalf of DDB. The motion carried unanimously.

Date of Next Meeting

The next regularly scheduled Downtown Development Board meeting will be held November 16, 2022 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 Hawkins
Director of Urban Development



Felix Roman
Board Secretary