



**DDB**

**MEETING NOTICE**

**Welcome,**

**We are glad you have joined us for the September 22, 2021 Downtown Development Board meeting. 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.**

**AGENDA**

1. Call Meeting to Order
2. Roll Call
3. Approval of Minutes
  - a. September 1, 2021 – Downtown Development Board Meeting
4. Executive Director’s Report – Thomas C. Chatmon Jr., Executive Director
5. Public Comment
6. New Business
  - a. Artistic Lighting – 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  
David Swanson  
Eugene Jones

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

**DATE:** September 22, 2021

**SUBJECT:** Agenda items to be considered at the Downtown Development Board Meeting for September 22, 2021.

### **Approval of Minutes:**

Staff will be available to answer any questions prior to Board consideration of approving the minutes of the September 1, 2021 Downtown Development Board Meeting.

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

### **Public Comment:**

### **New Business:**

#### **a. Artistic Lighting – Thomas C. Chatmon, Jr., Executive Director**

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 these celebrations, the DDB and community partners have commemorated this anniversary through the installation of the DTO Sculpture; the unveiling of Elevating DTO – 50 Years and Rising: Through the Eyes of Local Artists, an art exhibition at CityArts; the sale of 50<sup>th</sup> anniversary merchandise that is available at Discover Downtown; and a What's Up Downtown that focused on the past, present, and future of the area. In addition, the Orange County Regional History Center will be hosting an exhibit that will focus on the evolution of the area.

To further celebrate the DDB's anniversary and increase the vibrancy of the Central Business District, Memoir Agency LLC has proposed the installation of artistic lighting that would include up to 200 fixtures that would add color to sidewalks, plaza spaces, and tree canopies. The lights are proposed to be installed along stretches of Orange Ave., Church St., and Central Blvd. and would be in place for about one year which would

begin in October. During this time, Memoir Agency LLC would conduct regular inspections to adjust lights as needed and ensure they are functional. Memoir Agency LLC is proposing to provide all lights and related services which include installation, regular maintenance, and removal of light fixtures for up to \$29,200.

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

**Date of Next Meeting:** – October 27, 2021, at 3:00 p.m. in Veterans Conference Room.

**Adjournment:**



**DDB**

A meeting of the Downtown Development Board was held on Wednesday, September 1, 2021 at City Hall, 400 South Orange Avenue, Second Floor, Veterans Conference Room, Orlando, Florida. Chair Jamie Barati called the meeting to order at 3:05 p.m. noting a quorum was present.

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

MEMBER ABSENT:            David Swanson

COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD REPRESENTATIVE PRESENT:

Commissioner Victoria Siplin

MEMBER ABSENT:            Doug Taylor

STAFF PRESENT:            David Barilla, Assistant Director  
   Walter Hawkins, Director of Urban Development  
   Christel Brooks, Fiscal Coordinator  
   Ashley Edwards, Board Secretary  
   Liz Nigro, Senior Administrative Assistant  
   Kelly Allen, Marketing and Communications Manager  
   Nicole Sisson, Interactive Media Coordinator  
   Michael Whiteman, Economic Development Coordinator III  
   Victoria Nguyen, Fiscal Manager  
   Rose Vignetti-Garlick, Downtown Information Center Manager  
   Rondale Silcott, Downtown Facilities Supervisor  
   Mercedes Blanca, Project Manager  
   Mary-Stewart Droege, Project Manager  
   Chelsey Parrish, Event Coordinator

**Approval of Minutes:**

- a. A motion was made by Monica McCown and seconded by Eugene Jones to approve the July 14, 2021 Downtown Development Board meeting minutes. The motion carried unanimously.
  
- b. A motion was made by Monica McCown and seconded by Eugene Jones to approve the August 18, 2021 DDB/CRAAB Budget Workshop Meeting minutes. The motion carried unanimously.

**Public Comment:** None.

**New Business:**

- a. **2021-2022 Proposed Budget and Resolution – David Barilla, Assistant Director -**  
Staff requested approval of the attached Fiscal Year 2021-2022 Downtown Development Board Budget and adoption of the Resolution, directing staff to disburse funds in accordance with the proposed budget and authorization for the Chair and Executive Director to execute the Resolution

A motion was made by Monica McCown and seconded by Eugene Jones to approve the attached Fiscal Year 2021-2022 Downtown Development Board Budget and adoption of the Resolution, directing staff to disburse funds in accordance with the proposed budget and authorization for the Chair and Executive Director to execute the Resolution. The motion carried unanimously.

- b. **2021-2022 DDB/CRA Cost Share Agreement– David Barilla, Assistant Director -**  
The Cost Share Agreement between the CRA and DDB outlines the terms under which the DDB and CRA will share administrative costs for FY 2021-2022.

Staff requested approval of the attached Cost Share Agreement for FY 2021-2022 between the Downtown Development Board and the Community Redevelopment Agency and authorization for the Chair and Executive Director to execute the Agreement, 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 attached Cost Share Agreement for FY 2021-2022 between the Downtown Development Board and the Community Redevelopment Agency and authorization for the Chair and Executive Director to execute the Agreement, subject to review and approval by the City Attorney's Office. The motion carried unanimously.

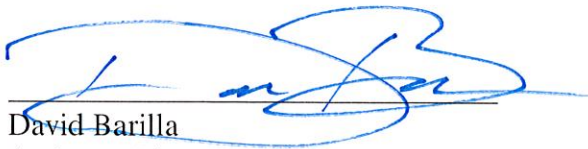
- c. **2021-2022 City Services Agreement– David Barilla, Assistant Director -** The City Services Agreement outlines the terms under which the City will provide administrative and professional support to the DDB.

Staff requested that the Downtown Development Board approve the attached City Services Agreement for FY 2021-2022 between the City of Orlando and the Downtown Development Board and authorize the Chair and Executive Director to execute the Agreement, subject to review and approval by the City Attorney's Office.

A motion was made by Monica McCown and seconded by Eugene Jones that the Downtown Development Board approve the attached City Services Agreement for FY 2021-2022 between the City of Orlando and the Downtown Development Board and authorize the Chair and Executive Director to execute the Agreement, subject to review and approval by the City Attorney's Office. The motion carried unanimously.

**Adjournment**

There being no further business to come before the Community Redevelopment Agency Advisory Board, Chair Jamie Barati adjourned the meeting at 3:29 p.m.



David Barilla  
Assistant Director



Ashley Edwards  
Board Secretary