



**DDB**

**MEETING NOTICE**

Welcome,

We are glad you have joined us for the September 23, 2020 Downtown Development Board meeting. In response to the COVID-19 pandemic social distancing efforts, City Hall is closed to the public and there is no physical location to attend this meeting in person. 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](https://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](https://orlando.gov/publiccomments), (2) email to [publiccomments@orlando.gov](mailto: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](mailto:cityclerk@orlando.gov)**

### **AGENDA**

1. Call Meeting to Order
2. Roll Call
3. Approval of Minutes - Approval of August 26, 2020
4. Executive Director's Report – Thomas C. Chatmon Jr., Executive Director
5. Public Comment
6. New Business
7. Date of Next Meeting – Thursday, October 28, 2020 at 3:00 PM, in Veterans Conference Room, Second Floor.
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:** Bill Lambert, Chair  
Jamie Barati, Vice Chair  
Marissa John  
Monica McCown  
Jamie Barati  
Eugene Jones

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

**DATE:** September 23, 2020

**SUBJECT:** Agenda items to be considered at the Downtown Development Board Meeting for September 23, 2020.

**Approval of Minutes:**

Staff will be available to answer any questions prior to Board consideration of approving the minutes of the August 26, 2020 Downtown Development Board Meeting.

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

**Public Comment:**

**New Business:**

**Date of Next Meeting:** – October 23, 2020, 3:00 PM, in Via Zoom Virtual Webinar.

**Adjournment:**



# DDB

A meeting of the Downtown Development Board was held on Wednesday August 26, 2020 via Zoom Virtual Webinar. Vice Chair Jamie Barati called the meeting to order at 3:01 p.m., noting a quorum was present.

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

MEMBER ABSENT: Bill Lambert, Chair

COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD REPRESENTATIVES PRESENT:

Doug Taylor  
Commissioner Victoria Siplin

STAFF PRESENT: Thomas C. Chatmon Jr, Executive Director  
David Barilla, Assistant 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 & Communications Manager  
Nicole Sisson, Interactive Media Coordinator  
Rondale Silcott, Downtown Clean Team Manager  
Stacey Adams, Assistant City Attorney, City Attorney's Office  
Dominique Greco, DDB/CRA Project Manager  
Mary-Stewart Droege, Project Manager  
Kimberley Allonce, Economic Development Coordinator III

## **Approval of Minutes:**

- a. A motion was made by Monica McCown and seconded by Eugene Jones to approve the minutes of the July 22, 2020 Downtown Development Board meeting. The motion carried unanimously.
- b. A motion was made by Monica McCown and seconded by Eugene Jones to approve the minutes of the August 19, 2020 DDB/CRAAB Budget Workshop. The motion carried unanimously.

## **Executive Director Report:**

Thomas C. Chatmon Jr., Executive Director, gave a PowerPoint presentation on the opening of 3 new businesses, and the launch of the DTOatNight website. A website designed to keep business owners updated and provide helpful resources that are relevant to downtown Orlando's nighttime businesses. The Board thanked Mr. Chatmon for his presentation.

**Public Comment:** Mr. Jonathan Blount commended the Board on their hard work during the pandemic. Mr. Blount requested that the Board reconsider rent abatement funding amount. The Board thanked Mr. Blount for his input.

**New Business:**

- a. **2020-2021 Proposed Budget and Resolution** – Tiffany Stephens, Fiscal Manager requested approval of the attached Fiscal Year 2020-2021 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 Fiscal Year 2020-2021 Downtown Development Board Budget and adoption of the Resolution. The motion carried unanimously.

- b. **2020-2021 DDB/CRA Cost Share Agreement** – Tiffany Stephens, Fiscal Manager presented the Cost Share Agreement between the CRA and DDB outlines the terms under which the DDB and CRA will share administrative costs for FY 2020-2021.

Staff requested approval of the attached Cost Share Agreement for FY 2020-2021 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 Marissa John to approve the Cost Share Agreement for FY 2020-2021 between the Downtown Development Board and the Community Redevelopment Agency and authorize 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. **2020-2021 City Services Agreement** – Tiffany Stephens, Fiscal Manager explained that 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 2020-2021 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 to approve the City Services Agreement for FY 2020-2021 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.

- d. **Special Event Funding Program Policy Update Extension** – David Barilla, Assistant Director explained that on May 27, the Board approved a Policy Update to the Special Events Funding Program. That Policy Update allowed funding requests for a limited time, from June 1, 2020 to September 1, 2020. It also provided that the COVID-19 reopening marketing reimbursement provided under the Policy Update was available for up to the first 100 approved businesses. To date, 72 businesses have been approved for funding under the Policy Update.

Staff recommended removing the language of "from June 1, 2020 to September 1, 2020" from the Policy Update, allowing businesses to continue to apply for funding until February 1, 2021 or until the 100 business threshold is met, whichever occurs first.

Monica McCown declared a conflict.

A motion was made by Eugene and seconded by Marissa John to remove the language of "from June 1, 2020 to September 1, 2020" from the Policy Update, allowing businesses to continue to apply for funding until February 1, 2021 or until the 100 business threshold is met, whichever occurs first. The motion carried 3-0 with Monica McCown abstaining.

**Date of Next Meeting:**

The next scheduled regular meeting of the Downtown Development Board is Wednesday, September 23, 2020 at 3:00p.m. via Zoom Virtual Webinar.

**Adjournment**

There being no further business to come before the Downtown Development Board, Vice Chair Jamie Barati adjourned the meeting at approximately 3:46 p.m.

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Thomas C. Chatmon, Jr.  
Executive Director

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Ashley Edwards  
Board Secretary