



**DDB**

A meeting of the Downtown Development Board was held on Wednesday, August 27, 2025, at City Hall, 400 South Orange Avenue, Second Floor, Veterans Conference Room, Orlando, Florida. Chair Kimberly Stewart called the meeting to order at 3:01 p.m. noting a quorum was present.

**Board Members Present**      Kimberly Stewart, *Chair*  
Dr. Robert M. Spooner  
Jason Chin  
Steve Garrity

**Board Member Absent**      Rachel Moalli, *Vice Chair*

**Community Redevelopment Agency Advisory Board Member Absent**  
Kelly Martinez Semrad, *Orange County Commissioner*

**Staff Present**

David Barilla, Executive Director  
Justin Eason, Assistant Director  
Dr. Khristen Holmes, Assistant Director  
Stacey Young Adams, Chief Assistant City Attorney  
Felix Roman, Board Secretary  
Charles Zollars, Economic Development Coordinator  
Christel Brooks, Fiscal Coordinator  
Christina Hyson, Project Manager  
Eric Ushkowitz, Business Development Division Manager  
Gerhard van der Snel, Downtown Facility Supervisor  
Harry Tejada, CRA Operations Manager  
Jeramiah Caret, Project Manager  
Juliana Bernal Guinand, Project Manager  
Kelly Allen, Marketing and Communications Manager  
Kim King-Maysonet, Business Development Assistant Manager  
Liz Nigro, Senior Administrative Assistant  
Manuel Ospina, Economic Development Coordinator  
Molly Diaz, Fiscal Manager  
Nicole Carro, Marketing and Communications Intern  
Nicole Novak, Budget Analyst  
Rose Garlick, Discover Downtown Manager  
Samantha Levine, Housing and Homelessness Initiatives Manager

### **Approval of Minutes**

A motion was made by Steve Garrity and seconded by Dr. Robert M. Spooner to approve the July 23, 2025, Downtown Development Board meeting minutes. The motion carried unanimously.

A motion was made by Jason Chin and seconded by Dr. Robert M. Spooner to approve the August 20, 2025 DDB + CRA Advisory Board Budget Workshop meeting minutes. The motion carried unanimously.

### **Executive Director's Report**

*David Barilla, Executive Director*

David Barilla presented a PowerPoint to the Board that provided updates on downtown businesses, the nighttime economy, and recent and upcoming events such as:

- 150<sup>th</sup> City of Orlando Anniversary Celebration at Discover Downtown
- Outpost Neighborhood Tavern Grand Opening on September 5, 2025
- Parramore Speaks Project
- East Orlando Chamber of Commerce
- City of Orlando seeking animated art for Art2, applications close September 1, 2025
- IEDC, Project DTOLive: Feel the Art Beat of the City
- 407 Connect Program launches
- ICSC Florida, August 24-26, 2025, at the Orange County Convention Center
- Downtown Employee Appreciation Week, September 8-12, 2025
- Flower Installations throughout downtown starting September 8, 2025
- 2025 POW-MIA Recognition Ceremony to be held September 19, 2025, in the Dr. Phillips Center for the Performing Arts
- DTO Local Line-up on September 13 at Discover Downtown

## **Public Comment**

- A. Lawanna Gelzer provided public comment on various topics. The Board thanked Ms. Gelzer for her input.

## **New Business**

### **A. 2025-2026 Proposed Budget and Resolution**

*Molly Diaz, Fiscal Manager*

The Resolution sets forth the DDB budget for Fiscal Year 2025-2026.

Staff requested approval of the proposed Fiscal Year 2025-2026 Downtown Development Board Budget, adoption of the Resolution, and authorize the Chair and Executive Director to execute the Resolution.

A motion was made by Steve Garrity and seconded by Dr. Robert M. Spooner to approve the proposed Fiscal Year 2025-2026 Downtown Development Board Budget, adopt the Resolution, and authorize the Chair and Executive Director to execute the Resolution. The motion carried unanimously.

### **B. 2025-2026 DDB/CRA Cost Share Agreement**

*Molly Diaz, Fiscal Manager*

The Cost Share Agreement between the CRA and DDB outlines the terms under which the DDB and CRA will share administrative costs for Fiscal Year 2025-2026.

Staff requested approval of the Cost Share Agreement for Fiscal Year 2025-2026 between the Downtown Development Board and the Community Redevelopment Agency, subject to review and approval by the City Attorney's Office, and authorize the Chair and Executive Director to execute the Agreement.

A motion was made by Dr. Robert M. Spooner and seconded by Jason Chin to approve the Cost Share Agreement for Fiscal Year 2025-2026 between the Downtown Development Board and the Community Redevelopment Agency, subject to review and approval by the City Attorney's Office, and authorize the Chair and Executive Director to execute the Agreement. The motion carried unanimously.

### **C. 2025-2026 City Services Agreement**

*Molly Diaz, Fiscal Manager*

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 City Services Agreement for Fiscal Year 2025-2026 between the City of Orlando and the Downtown Development Board, subject to review and approval by the City Attorney's Office, and authorize the Chair and Executive Director to execute the Agreement.

A motion was made by Jason Chin and seconded by Dr. Robert M. Spooner to approve the City Services Agreement for Fiscal Year 2025-2026 between the City of Orlando and the Downtown Development Board, subject to review and approval by the City Attorney's Office, and authorize the Chair and Executive Director to execute the Agreement. The motion carried unanimously.

**D. 2025-2026 City District, Inc. Funding Agreement**

*Samantha Levine, Housing and Homelessness Initiatives Manager*

City District, Inc. is an Orlando Main Street with a mission to promote and advocate for the stakeholders and serve as a vehicle for business and community enhancement, while supporting and ensuring economic stability through event programming, design, and heightened community marketing promotions. The agreement between the Downtown Development Board (DDB) and the District provides up to a total of \$50,000 in reimbursable funding to the District for pre-approved events and projects within the District. The Funding Agreement between the DDB and the District includes benchmarks for the District to meet including, but not limited to, maintaining an office in the Area, promoting events within the District conducted by District businesses, the City or its agencies, and assisting in welcoming new businesses to the District.

Staff requested that the DDB approve the Funding Agreement between the DDB and City District, Inc. in the not to exceed amount of \$50,000 for FY 2025-2026, subject to review and approval by the City Attorney's Office, and authorize the Chair and Executive Director to execute the Agreement.

A motion was made by Dr. Robert M. Spooner and seconded by Jason Chin to approve the Funding Agreement between the DDB and City District, Inc. in the not to exceed amount of \$50,000 for FY 2025-2026, subject to review and approval by the City Attorney's Office, and authorize the Chair and Executive Director to execute the Agreement. The motion carried unanimously.

**E. 2025-2026 Thornton Park District, Inc. Funding Agreement**

*Samantha Levine, Housing and Homelessness Initiatives Manager*

Thornton Park District is an Orlando Main Street with a mission to create a vibrant community for its business owners, residents, and visitors through events, public art, and design. The agreement between the Downtown Development Board (DDB) and the District provides up to a total of \$50,000 in reimbursable funding to the District for pre-approved events and projects. The Funding Agreement between the DDB and the District includes benchmarks for the District to meet including, but not limited to, maintaining an office in the Area, promoting events within the District conducted by District businesses, the City or its agencies, and assisting in welcoming new businesses to the District.

Staff requested that the DDB approve the Funding Agreement between the DDB and Thornton Park District, Inc. in the not to exceed amount of \$50,000 for FY 2025- 2026, subject to review and approval by the City Attorney's Office, authorize the Chair and Executive Director to execute the Agreement.

A motion was made by Jason Chin and seconded by Dr. Robert M. Spooner to approve the

Funding Agreement between the DDB and Thornton Park District, Inc. in the not to exceed amount of \$50,000 for FY 2025- 2026, subject to review and approval by the City Attorney's Office, and authorize the Chair and Executive Director to execute the Agreement. The motion carried unanimously.

**F. 2025-2026 Downtown Arts District Funding Agreement**

*Samantha Levine, Housing and Homeless Initiatives Manager*

Downtown Arts District, Inc. (DAD) is a Florida not-for-profit corporation with a mission to lead, stimulate, and guide the development of a vibrant, innovative arts and cultural district that enhances economic development in Downtown Orlando. The agreement between the Downtown Development Board (DDB) and DAD provides up to a total of \$50,000 in reimbursable funding to DAD for pre-approved events or projects within the District. The Funding Agreement between the DDB and DAD includes benchmarks for DAD to meet including, but not limited to, maintaining an office in the Area, promoting events within the district conducted by artists or art related groups, the City or its agencies, and assisting in welcoming new artists or art related businesses.

Staff requested that the DDB approve the Funding Agreement between the DDB and Downtown Arts District, Inc. in the not to exceed amount of \$50,000 for FY 2025-2026, subject to review and approval by the City Attorney's Office, and authorize the Chair and Executive Director to execute the Agreement.

A motion was made by Steve Garrity and seconded by Jason Chin to approve the Funding Agreement between the DDB and Downtown Arts District, Inc. in the not to exceed amount of \$50,000 for FY 2025-2026, subject to review and approval by the City Attorney's Office, and authorize the Chair and Executive Director to execute the Agreement. The motion carried unanimously.

**G. 2025-2026 Special Event Funding Agreement between the Downtown Development Board and the City of Orlando**

*Samantha Levine, Housing and Homelessness Initiatives Manager*

The City of Orlando and the Downtown Development Board (DDB) strive to bring world class events to the downtown corridor encouraging both visitors and residents to come and enjoy not only the events but downtown businesses as well. The Funding Agreement between the DDB and the City will provide the City with DDB funding for Fall Fiesta in the Park at Lake Eola on November 1-2, 2025, Spring Fiesta in the Park on April 4-5, 2026, Earth Day on April 26, 2026, and Fireworks at the Fountain on July 4, 2026.

Staff requested that the DDB approve the Funding Agreement between the DDB and the City of Orlando in the total not to exceed amount of \$76,000 for FY 2025- 2026, subject to review and approval by the City Attorney's Office and authorize the execution of the Agreement by the Chair and the Executive Director.

A motion was made by Dr. Robert M. Spooner and seconded by Jason Chin to approve the the Funding Agreement between the DDB and the City of Orlando in the total not to exceed amount of \$76,000 for FY 2025- 2026, subject to review and approval by the City Attorney's Office and authorize the execution of the Agreement by the Chair and the Executive Director. The motion carried unanimously.

**H. 2025-2026 Vegan Farmers Market Funding Agreement**

*Jeremiah Caret, Project Manager*

The Orlando Bearded Vegan LLC has been successfully presenting an International Vegan Farmers Market event on a quarterly basis within the Central Business District, bringing in



anywhere from 8,000 to 12,000 attendees each quarter. The Downtown Development Board (DDB) deems this event integral to the continued efforts to highlight a central area of the DDB that does not often have an opportunity to host events and bring visitors to its core. The market also fills an important gap by providing fresh food opportunities to an area lacking in fresh options. The DDB would like to guarantee both the longevity and growth of this event by providing the Orlando Bearded Vegan LLC with \$10,000 for each of its four events during the 2025-2026 fiscal year.

Staff requested that the DDB approve the funding agreement with Orlando Bearded Vegan LLC in a not to exceed amount of \$40,000 for FY 2025-2026, subject to review and approval of the City Attorney's Office and authorize the Chair and Executive Director to execute the Agreement.

A motion was made by Dr. Robert M. Spooner and seconded by Steve Garrity to approve the Funding Agreement with Orlando Bearded Vegan LLC in a not to exceed amount of \$40,000 for FY 2025-2026, subject to review and approval of the City Attorney's Office and authorize the Chair and Executive Director to execute the Agreement. The motion carried unanimously.

### **Next Meeting**

The next regularly scheduled Downtown Development Board will be held on Wednesday, September 24, 2025, at 3:00 p.m. in the Veterans Conference Room.

### **Adjournment**

There being no further business to come before the Downtown Development Board, Chair Kimberly Stewart adjourned the meeting at 3:25 p.m.



David Barilla  
Executive Director



Felix Roman  
Board Secretary