



A meeting of the Downtown Development Board was held on Wednesday, December 4, 2013 at City Hall, 400 South Orange Avenue, Conference Room "R", Second Floor, Orlando, Florida. Noting a quorum was present; Vice-Chair Doug Taylor called the meeting to order at 3:06 p.m.

MEMBERS PRESENT: Doug Taylor, Vice-Chair  
Bill Dymond  
Wendy Connor – arrived 3:09 p.m.  
Jessica Burns

MEMBER ABSENT: Roger Chapin, Chair

COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD REPRESENTATIVE  
PRESENT: Terry Delahunty

STAFF PRESENT: Thomas Chatmon, Executive Director  
Walter Hawkins, Director of Urban Development  
David Barilla, Assistant Director  
Judy Frisby, Marketing and Communications Coordinator  
Pat Dellacona, Division Fiscal Manager  
Kelly Moody, DDB/CRA Project Manager  
Christel Brooks, Administrative Specialist  
Sylvia Johnson, Interim Board Secretary  
Mercedes Blanca, Economic Development Coordinator III  
Bob Fish, Clean Team Supervisor  
Rose Garlick, Downtown Information Center Manager  
Kristen Quinones, Social Media Coordinator  
TeNeika Walker, Special Assistant to the Executive Director

**Approval of Minutes** - A motion was made by Bill Dymond and seconded by Jessica Burns to approve the minutes for October 23, 2013 Downtown Development Board meeting. The motion carried unanimously.

**Orlando Police Department** –Cpl. David Evangelista gave an update on recent activities in Downtown. The Board thanked Cpl. Evangelista for his update.

**Downtown Information Center** - Rose Garlick gave a PowerPoint presentation on recent activity at the Downtown Information Center and provided a year end review of 2013. The Board thanked Ms. Garlick for her presentation.

**Executive Director's Report** - Mr. Thomas Chatmon, Executive Director, gave a PowerPoint presentation recapping Downtown & Staff activities of 2013. The Board thanked Mr. Chatmon for his presentation.

**Public Comments** Mr. Jonathan Blount, 1203 Hillcrest Street, Orlando, FL 32805, addressed the Board Members regarding homelessness in Downtown Orlando.

### **New Business**

a. **Farmer's Market Manager Contract** - Since 2007, Red Top Production Corporation has operated as the DDB's Farmers Market Manager. Under Red Top's leadership, the Market has grown and achieved great success. The DDB seeks to grow the Market even more in the near future, by expanding the area of the Market to include a portion of the "new" area at Lake Eola Park.

DDB staff recommended and requested authorization for the Director of Procurement to pursue a negotiated procurement and enter into the proposed contract, subject to review and approval of the City Attorney's Office, with Red Top Production Corporation to continue as the Market Manager for up to the next three years, in an amount not to exceed \$42,900 annually.

A motion was made by Wendy Connor and seconded by Jessica Burns to authorize the Director of Procurement to pursue a negotiated procurement and enter into the proposed contract, subject to review and approval of the City Attorney's Office, with Red Top Production Corporation to continue as the Market Manager for up to the next three years, in an amount not to exceed \$42,900 annually. The motion carried unanimously.

b. **Farmer's Market Vendor Agreement Policy and Procedures Amendment** - Staff requested approval of an amendment to the Farmers Market Vendor Agreement/Policies and Procedures. The policies and procedures establish general market parameters and rules, operational procedures and merchandise mix goals. This amendment adds an attendance policy and weather fee waiver policy, increases the space rental fee, includes an extension of hours of the market during daylight savings time, and emphasizes that the right given the vendors is a revocable license.

Staff requested approval of the amended Farmers Market Vendor Agreement/Policies and Procedures.

A motion was made by Bill Dymond and seconded by Wendy Connor to approve the amendment of the Farmer's Market Vendor Agreement/Policies and Procedures. The motion carried unanimously.

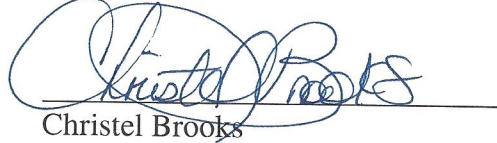
**Date of Next Meeting** – The next scheduled meeting of the Downtown Development Board is Wednesday January 22, 2014, 3:00 p.m., at City Hall in Conference Room “R” on the Second Floor.

**Adjournment**

There being no further business to come before the Downtown Development Board, Vice Chair Doug Taylor adjourned the meeting at approximately 4:41 p.m.

A handwritten signature in blue ink, appearing to read "T.C. Chatmon, Jr.", written over a horizontal line.

Thomas C. Chatmon, Jr.  
Executive Director

A handwritten signature in blue ink, appearing to read "Christel Brooks", written over a horizontal line.

Christel Brooks  
Administrative Specialist