



**DDB**

A meeting of the Downtown Development Board was held on Friday, May 29, 2015 at 10:00 a.m. at City Hall, 400 South Orange Avenue, Agenda Conference Room, Second Floor, Orlando, Florida. Noting a quorum was present; Chair Roger Chapin called the meeting to order at 10:01 a.m.

MEMBERS PRESENT: Roger Chapin, Chair  
Doug Taylor, Vice Chair  
Bill Dymond

MEMBERS ABSENT: Jessica Burns  
Wendy Connor

COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD REPRESENTATIVE PRESENT:

Terry Delahunty  
Commissioner Ted Edwards

STAFF PRESENT: Walter Hawkins, Director of Urban Development  
David Barilla, Assistant Director  
Christel Brooks, Administrative Specialist  
Shaniqua Rose, Board Secretary  
Kelly Allen, Marketing Coordinator  
Sydney Gray, Social Media Specialist  
Patricia Dellacona, Division Fiscal Manager  
Mercedes Blanca, Economic Development Coordinator  
Rose Garlick, Downtown Information Center Manager  
Bob Fish, Clean Team Supervisor  
Stacey Adams, Assistant City Attorney  
Victoria Walker, Assistant City Attorney  
Kim King, Business Development Assistant Manager  
Francis Flynn, Deputy Director of Economic Development  
Brooke Bonnett, Director of Economic Development

**Approval of Minutes** - A motion was made by Bill Dymond and seconded by Doug Taylor to approve the minutes for the April 22, 2015 Downtown Development Board meeting. The motion carried unanimously.

Roger Chapin let the Board know that in Thomas Chatmon's absence, Francis Flynn, Deputy Director of Economic Development, would be acting Executive Director. He also welcomed Commissioner Ted Edwards to the Board.

**Orlando Police Department** – Corporal Mike Grigsby gave an update on recent activities Downtown. The Board thanked Corporal Grigsby for his updates.

**Downtown Orlando Partnership** – Bridget Keefe, Executive Director of the Downtown Orlando Partnership, gave a presentation to the Board on the recent activities that have taken place, their goals for downtown, as well as upcoming events. The Board thanked Ms. Keefe for her update.

**Public Comment:**

Jonathon Blount voiced concerns about the presence of the homeless throughout downtown and felt that more needs to be done in order to address the situation. Mr. Hawkins explained the Board and is aware of the concerns and the City now has a representative working on permanent supportive housing for the homeless.

**New Business:**

**a. Winterland Contract Amendment** – Patricia Dellacona, Division Fiscal Manager, explained that on August 28, 2013, the Downtown Development Board approved the purchase of a 60' Christmas tree as well as other holiday decorations as part of the Downtown Development Board's quest to provide signature events to Downtown Orlando. The tree was purchased on a lease to purchase option which included 3 years of installation, takedown and storage. Staff is desirous of continuing Winterland's installation, takedown and storage of the 60' Christmas tree, as well as the ornaments which includes replacement if any should show signs of wear and tear. Winterland has proposed a 5 year contract for a total amount of \$73,400 or \$14,468 per year. Staff requested approval of an amount not to exceed \$73,400 and additionally, staff requested the Board authorize the City's Director of Purchasing to pursue an agreement with Winterland for a cumulative not to exceed \$73,400.00

Bill Dymond wanted to know the previous contract amount and if other companies were considered. Ms. Dellacona explained that the previous contract was a three year lease to own, it was approximately \$140,000 and it included all of the services currently being offered. She said other companies were considered but were either more expensive or would not consider it since the tree was not their company's.

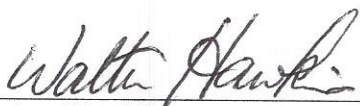
A motion was made by Doug Taylor and seconded by Bill Dymond to approve an amount not to exceed \$73,400 and additionally to authorize the City's Director of Purchasing to pursue an agreement with Winterland for a cumulative not to exceed \$73,400.00 for the installation, storage and take down of the Christmas tree. The motion carried unanimously.

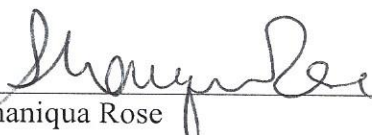
**Date of Next Meeting**

The next scheduled regular meeting of the Downtown Development Board is Wednesday, June 24, 2015, 3:00p.m. at City Hall, Sustainability Conference Room, Second Floor.

**Adjournment**

There being no further business to come before the Downtown Development Board, Chair Roger Chapin adjourned the meeting at approximately 10:16 a.m.

  
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Walter Hawkins  
Acting Executive Director

  
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Shaniqua Rose  
Board Secretary