



A meeting of the Downtown Development Board was held on Wednesday, July 30, 2014 at City Hall, 400 South Orange Avenue, City Council Chambers, Second Floor, Orlando, Florida. Noting a quorum was present; Chair Roger Chapin called the meeting to order at 3:00 p.m.

MEMBERS PRESENT: Roger Chapin, Chair
Doug Taylor, Vice Chair
Jessica Burns

MEMBERS ABSENT: Bill Dymond
Wendy Connor

COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD REPRESENTATIVE
PRESENT:

Commissioner Tiffany Moore-Russell
Terry Delahunty

STAFF PRESENT: Thomas C. Chatmon, Jr., Executive Director
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
Victoria Walker, Assistant City Attorney

Approval of Minutes - A motion was made by Jessica Burns and seconded by Doug Taylor to approve the minutes for the June 25, 2014 Downtown Development Board meeting. The motion carried unanimously.

Orlando Police Department – Sergeant Jeffrey Blye gave an update on recent activities Downtown. He advised the Board that Lieutenant Jones had moved onto another division and that Lieutenant Richard Lane would be taking her place. Lt. Lane gave a brief history of his tenure with OPD and advised the Board of new initiatives that OPD was engaging in Downtown. The Board thanked Sergeant Blye and Lieutenant Lane for their updates. Mr. Chatmon let the Board know that there would be a personal appreciation letter sent on behalf of the DDB and CRA thanking Chief Mina for the recent return of the bike officer program to Downtown.

Executive Director Report –

Thomas C. Chatmon Jr., Executive Director, introduced the new Marketing Coordinator, Kelly Allen. He also gave a PowerPoint presentation on different projects within Downtown Orlando.

Mr. Chatmon recapped recent events since his last presentation in April and let the Board know about upcoming events. Mr. Chatmon gave an update on Project DTO Advancing Downtown, highlighting upcoming key dates. The Board thanked Mr. Chatmon for his presentation.

New Business:

- a. **Sixth Amendment to the Occupancy Agreement for Downtown Orlando Information Center (DOIC)** – Walter Hawkins, Director of Urban Development, presented the Sixth Amendment to the Occupancy Agreement for the Downtown Orlando Information Center (DOIC) to the Board. Mr. Hawkins reminded the Board that since September of 2007, the DOIC has been located in Seaside Plaza, courtesy of Highwoods Properties. This 2,400 sq. ft. information center serves as a resource center for guests to receive answers to all of their questions and needs. Since its inception, the DOIC has become home base for “What’s Up Downtown”, a monthly Downtown update and networking opportunity event. The Sixth Amendment to Occupancy Agreement extends the term of the Agreement through September 14, 2015.

Staff recommended approval of the Sixth Amendment to the Occupancy Agreement between the Downtown Development Board and Highwoods Properties; subject to final revision, review and approval of the City Attorney’s Office and authorization for the Chairman and Executive Director to execute such Sixth Amendment to the Occupancy Agreement.

A motion was made by Doug Taylor and seconded by Jessica Burns to approve the Sixth Amendment to the Occupancy Agreement for the Downtown Orlando Information Center subject to final revision, review and approval of the City Attorney’s Office and authorize the Chair and Executive Director to execute such Sixth Amendment to the Occupancy Agreement. The vote carried unanimously.

- b. **VetFest Concert Funding Request** – Thomas C. Chatmon Jr., Executive Director,

Mr. Chatmon gave a brief history of the event and deferred to Bob Snow. Mr. Snow gave a PowerPoint presentation explaining that the Vet Fest Concert would be held under the I-4 underpass during the Labor Day Weekend. He explained who would benefit from it and the different activities expected to take place.

Staff requested approval of funding in the amount of \$23,000 from the Community Concert Project, contingent upon the Downtown logo appearing on all media, and the DDB’s banner displayed at the event.

A motion was made by Doug Taylor and seconded by Jessica Burns to approve funding in the amount of \$23,000 from the Community Concert Project, contingent upon the Downtown logo appearing on all media, and the DDB’s banner displayed at the event. The vote carried unanimously.

- c. **DDB Millage Rate** – Ms. Patricia Dellacona presented the Fiscal Year 2014-2015 DDB Millage Rate to the Board. Staff requested that the DDB recommend to City Council that it adopt a millage rate of 1.000 for Fiscal Year 2014-2015.

A motion was made by Jessica Burns and seconded by Doug Taylor to adopt a millage rate of 1.000 for Fiscal Year 2014-2015. The motion carried unanimously.

- d. **Downtown Events and Meeting Program Funding Request** – Patricia Dellacona, Division Fiscal Manager, briefly explained the Events and Meeting Program and that the Grand Bohemian Hotel submitted an application to bring the Wencor Group meeting Downtown January 2015. The Grand Bohemian Hotel is competing against a Hotel in Atlanta, therefore requesting \$14,000 to reduce the rate by \$40 per night for 350 room nights in order to be more competitive.

Staff requested approval of \$14,000 in Downtown Events and Meeting Program funding for the Grand Bohemian Hotel for the Wencor Group meeting.

A motion was made by Doug Taylor and seconded by Jessica Burns to approve \$14,000 in Downtown Events and Meeting Program funding for the Grand Bohemian Hotel for the Wencor Group meeting. The vote carried unanimously.

Election of Officers

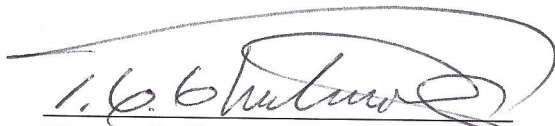
A motion was made by Doug Taylor and seconded by Jessica Burns, nominating Roger Chapin to serve as Chair of the Downtown Development. The motion carried unanimously. A motion was made by Jessica Burns and seconded by Roger Chapin, nominating Doug Taylor as Vice Chair of the Downtown Development Board. The motion carried unanimously. A motion was made by Roger Chapin and seconded by Jessica Burns, nominating Shaniqua Rose to serve as Board Secretary of the Downtown Development Board, The motion carried unanimously.

Date of Next Meeting

The next scheduled regular meeting of the Downtown Development Board is Wednesday, August 27, 2014, 3:00p.m. at City Hall, City Council Chambers, Second Floor.

Adjournment

There being no further business to come before the Downtown Development Board, Chair Roger Chapin adjourned the meeting at approximately 3:55 p.m.



Thomas C. Chatmon, Jr.
Executive Director



Shaniqua Rose
Board Secretary