



DDB

A meeting of the Downtown Development Board was held on Wednesday, August 27, 2014 at City Hall, 400 South Orange Avenue, Conference Room “R”, Orlando, Florida. Noting a quorum was present; Chair Roger Chapin called the meeting to order at 3:03 p.m.

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

MEMBER ABSENT: Wendy Connor

COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD REPRESENTATIVE PRESENT:

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
Stacey Adams, Assistant City Attorney

Approval of Minutes - A motion was made by Doug Taylor and seconded by Jessica Burns to approve the minutes for the July 30, 2014 Downtown Development Board meeting. The motion carried unanimously. A motion was made by Bill Dymond and seconded by Doug Taylor to approve the minutes for the August 22, 2014 Downtown Development Board and Community Redevelopment Agency Budget Workshop meeting. The motion carried unanimously.

Orlando Police Department – No report given because there was not an officer present.

Downtown Arts District – Barbara Hartley, Downtown Arts District Manager, recapped recent events that took place at the City Arts Factory and with the Downtown Arts District and informed the Board of DAD’s upcoming events. The Board thanked Ms. Hartley for her updates.

Executive Director Report –

Thomas C. Chatmon Jr., Executive Director, gave a PowerPoint presentation on recent activities, updates and upcoming events in Downtown Orlando. The Board thanked Mr. Chatmon for his presentation.

Public Comment: None.

New Business:

Mr. Chatmon deferred to Patricia Dellacona, who informed the Board that following documents were unchanged since the Budget Workshop Review on August 22, 2014.

- a. **2014-2015 Budget and Resolution** - Staff requested approval of the proposed Fiscal Year 2014-2015 Downtown Development Board Budget and adoption of the Resolution, directing staff to disburse funds in accordance with the proposed budget. The revenue, tax increment contribution and contingency numbers will be revised upon receipt of the DR-422 Orange County Property Appraiser form outlining the district “Certification of Final Taxable Value”.

A motion was made by Bill Dymond and seconded by Doug Taylor to approve the proposed Fiscal Year 2014-2015 Downtown Development Board Budget and adopt of the Resolution, directing staff to disburse funds in accordance with the proposed budget. The revenue, tax increment contribution and contingency numbers will be revised upon receipt of the DR-422 Orange County Property Appraiser form outlining the district “Certification of Final Taxable Value”. The motion carried unanimously.

- b. **2014-2015 Cost Share Agreement with CRA** - The Cost Share Agreement between the CRA and DDB outlines the terms under which the DDB and CRA will share administrative costs for FY 2014-2015. Staff requested the approval of the proposed Cost Share Agreement for FY 2014-2015 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. The motion carried unanimously.

A motion was made by Jessica Burns and seconded by Doug Taylor to approve the proposed Cost Share Agreement for FY 2014-2015 between the Downtown Development Board and the Community Redevelopment Agency 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.

- c. **2014-2015 City Services Agreement** - 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 proposed City Services Agreement for FY 2014-2015 between the City of Orlando and the Downtown Development Board 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 Bill Dymond and seconded by Jessica Burns to approve the proposed City Services Agreement for FY 2014-2015 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. **2014-2015 Special Event Funding** - Staff presented the proposed 2014-2015 Special Events Funding Budget for approval. This year's recommended special event funding budget calls for funding a total of 17 events, with a total expenditure of \$41,000 with \$34,000 in contingency. Staff requested approval of the proposed 2014-2015 Special Event Funding budget and renewal of the policy in which any subsequent Special Event Funding request in the amount of \$3,000 or less can be approved by staff and one board member. Doug Taylor volunteered to be the Board member to approve requests in the amount of \$3,000 or less.

A motion was made by Jessica Burns and seconded by Bill Dymond to approve the proposed 2014-2015 Special Event Funding budget attached hereto and renewal of the policy in which any subsequent Special Event Funding request in the amount of \$3,000 or less can be approved by staff and one board member. The motion carried unanimously.

- e. **2014-2015 Downtown Community Concert Funding** – The Downtown Community Concert Funding budget calls for funding 3 WMMO Downtown Concert Series events, Blues BQ Concert, a Star 94.5 concert, CBS Radio Downtown Food and Wine Fest, 5 Ventana al Jazz concerts and 3 First Fridays events for a total expenditure of \$125,750, with \$74,250 remaining in contingency. Staff requested approval of the proposed Downtown Community Concert Funding budget.

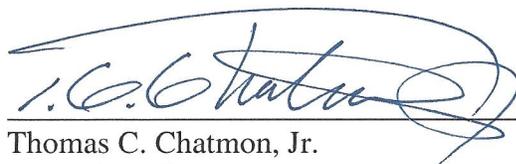
A motion was made by Bill Dymond and seconded by Doug Taylor to approve the proposed Downtown Community Concert Funding budget. The motion carried unanimously.

Date of Next Meeting

The next scheduled regular meeting of the Downtown Development Board is Wednesday, September 24, 2014, 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 3:44 p.m.



Thomas C. Chatmon, Jr.
Executive Director



Shaniqua Rose
Board Secretary