



DDB

Meeting Notice

Orlando City Hall, Veterans Conference Room, 2nd Floor at 3:00PM

Welcome,

We are glad you have joined us for the January 22, 2025, Downtown Development Board meeting. If you are not on the agenda and would like to speak at the meeting and address the Board, please fill out an appearance request form and hand it to the Board Secretary. The Board is pleased to hear all non-repetitive public comment. Large groups are requested to name a spokesperson. When you are recognized, state your name and address, direct all your remarks to the Board and limit your comments to 3 minutes per item or as set during the meeting.

Written public comment must include your name, address, phone number, and topic. Comments are limited to a maximum of 700 words per item. To submit written public comment, select one of the following options: (1) complete an online comment form on orlando.gov/publiccomments, (2) email to publiccomments@orlando.gov, (3) mail to City Clerk, Public Comment 400 South Orange Avenue, Orlando, FL, 32801, or (4) drop off to the 1st floor Security Station at City Hall. Written public comments received 24 hours in advance of the meeting are distributed to the Board and attached to the related agenda item for public viewing.

Note: Comments that do not include the required information will not be distributed or attached to the agenda. All comments received are public record.

Agenda

1. Call Meeting to Order
2. Roll Call
3. Approval of Minutes
 - a. December 18, 2024 – Downtown Development Board Meeting
4. Executive Director's Report – Justin Eason, Assistant Director
5. Public Comment
6. New Business
 - a. DDB Policy & Procedure Update
 - b. Funding Agreement for Creative City Project
7. Date of Next Meeting
8. Adjournment

Persons wishing to appeal any decision made with respect to any matter considered at the Downtown Development Board meeting, will need a record of the proceedings; for this purpose, such person may need to ensure that a verbatim record of the proceedings is made to include the testimony and evidence upon which the appeal is to be based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office 24 hours in advance of the meeting at 407-246-2251.

Downtown Development Board/Community Redevelopment Agency Advisory Board
Orlando City Hall, 6th Floor, 400 South Orange Ave., P.O. Box 4990, Orlando, FL 32802
Phone: (407) 246-2555 www.downtownorlando.com

Memorandum

To Eugene Jones, Chairman
Kimberly Stewart, Vice Chair
Rachel Moalli
Steve Garrity

From David Barilla, Executive Director of the Downtown Development Board/Community Redevelopment Agency

Date January 22, 2025

Subject Agenda items to be considered at the Downtown Development Board Meeting for January 22, 2025

Approval of Minutes

Staff will be available to answer any questions prior to Board consideration of approving the minutes of the December 18, 2024, Downtown Development Board Meeting.

Executive Director's Report

Justin Eason, Assistant Director

Public Comment**New Business****a. DDB Policy & Procedure Update**

Justin Eason, Assistant Director

In 2008, the DDB adopted policies and procedures to codify practices of the DDB with respect to meetings, CRA operation, procurement of goods and services, procurement of construction related services, and contracting. This policy amendment brings the DDB policies up to date with current programs and practices, including an increase in the Chief Procurement Officer's authority to \$25,000 to account for the significant cost increases encountered since the initial adoption of the policy, particularly over the last 4 years post-COVID.

Staff requests that the DDB approve the attached revised policy and procedures for the DDB. Additionally, staff requests that the DDB submit such policy to the City Clerk for codification in the City's Policies and Procedures

b. Funding Agreement for Creative City Project

Justin Eason, Assistant Director

Creative City Project Inc. is a not-for-profit corporation that strives to cultivate a thriving arts community in Orlando. Creative City will host a three-day arts festival on February 21-23, 2025, named IMMERSE that will cover 10 city blocks of Downtown Orlando to showcase various forms of performing arts.

IMMERSE strives to connect people through arts and anticipates bringing approximately 75,000 to the Orlando Central City Neighborhood Development Area (DDB Area) to experience art events.

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By entering into this Funding Agreement, the DDB and the City of Orlando have the opportunity to assist in bringing thousands of people downtown to showcase both local and global artists, which will help to achieve the DDB's goal of making Downtown Orlando an arts and culture corridor. Under the Funding Agreement, the DDB will be contributing \$50,000 and the City of Orlando will be contributing \$250,000. Additionally, Orange County has granted Creative City \$1,000,000 for IMMERSE 2025.

Staff is seeking approval of the Funding Agreement for Creative City Project, subject to review and approval of the City Attorney's Office, and authorization for the Chair and Executive Director to execute the Agreement.

Date of Next Meeting

- a. The next Downtown Development Board Meeting will be held Wednesday, February 26, 2025, at 3:00 p.m. in Veterans Conference Room.

Adjournment

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