

## MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD

Regular Monthly Meeting  
Thursday, December 20, 2018, 7:30 a.m.

### Attendance:

Chairwoman Deedee Davis, Members Teri Levin, Michael Carro, Charlie Switzer  
Lissa Dees, Executive Director

### Call to Order:

- a. Chairwoman Davis called the meeting to order at 7:30 a.m.

### Recurring Agenda:

- a. Exec. Dir. Dees confirmed that the meeting was properly noticed.
- b. Motion for approval of the proposed meeting agenda carried unanimously.
- c. Motion for approval of the minutes from the regular meeting of the DIB held November 27, 2018, carried unanimously.

### Ongoing Business:

- a. LTU/MOU Loitering letter to Mayor Robinson and City Council approved unanimously.
- b. 403(b) Plan revisions approved unanimously.
- c. Jefferson Street Alley Makeover
  1. Member Carro suggested a collaborative and open round-table discussion with the merchants.
  2. Member Levin made a motion to move forward conceptually with the plan for Phase 1, incorporating Member Carro's suggestion. Motion seconded by Member Carro and approved unanimously.
- d. StreetPlus Cleaning Ambassador program approved unanimously.
- e. January light turn-off and removal plan
  1. The tree will come down the week of January 7<sup>th</sup> and the lights are scheduled to come down the week of the 14<sup>th</sup>.

### Parking:

- a. Parking Consent Agenda approved unanimously.
- b. Passport transition update
  1. Exec. Dir. Dees advised that the transition from Premium to Platform is going very well. Premium's service will end on January 31, 2019. A soft launch to begin using Passport will take place on Friday, February 1, 2019, and the hard launch will follow on Monday.
  2. A discussion ensued concerning the need to keep machines in good working order and educate the public about the new program.
  3. Ms. Sjoberg advised the Board of IdeaWork's efforts toward accomplishing a smooth transition.

### Finance:

- a. Audit presentation
  - 1. Kristen McAllister, audit specialist with Warren Averett, presented the results of the 2018 audit.
- b. Finance Consent Agenda was presented by Exec. Dir. Dees
- c. Treasurer's Report was provided to board members by Ms. Dees
- d. DIB November Financials were approved unanimously.
- e. DPMD November Financials were approved unanimously.

### Marketing Report:

- a. Caron Sjoberg, of IdeaWorks, presented the December marketing report.

### New Business:

- a. Executive Landscaping contract extension
  - 1. Member Switzer made a motion to extend the landscape maintenance contract for Jefferson Street Garage with Jerry Pate Designs for one year.
  - 2. After further discussion, the motion was withdrawn, and the issue was tabled. The contract expires February 2.
- b. Pensacola Award presented to Quint and Rishy Studer for everything they have done and continue to do in making the city what it has become.

### Hold Items:

- a. Downtown Pensacola Alliance pending IRS approval
- b. Parking Interlocal Agreement Modification on hold from November 2018
- c. Interlocal Agreement Plan for 2020 on hold until after meeting with CRA

### Public Comment:

Public input was received from Quint Studer and Drew Buchanan.

### Adjournment:

The meeting was adjourned at 8:30 a.m.