

## MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD

Regular Monthly Meeting  
Tuesday, November 27, 2018, 7:30 a.m.

### Attendance:

Chairwoman Deedee Davis, Members John Peacock, Teri Levin, Michael Carro, Charlie Switzer, Commissioner Doug Underhill, *Ex Officio* 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. There was a motion and a second to approve the November 27, 2018, meeting agenda with one addition (discussion concerning consent agenda plan). The motion carried unanimously.
- c. There was a motion and a second to accept the minutes from the regular meeting of the DIB held October 9, 2018. The motion carried unanimously.

### Ongoing Business:

- a. Interlocal Agreement Plan for 2020
  1. Ms. Dees met with Mayor Elect Robinson and CRA's Helen Gibson and discussed DIB goals. Ms. Gibson asked to meet again in March to discuss DIB's role in partnering with CRA.
  2. Member Peacock suggested that DIB needs to be formalizing a plan that will document and memorialize how DIB intends to utilize its funds, i.e., for cleanliness, infrastructure, lighting, safety, in order to have solid footing before October of 2020 when the existing interlocal agreement expires.
- b. LEAP trash cans update
  1. The trash cans have all been installed except a few that need new concrete pads. Ms. Dees received several concerns from merchants about the design of the trash cans, and asked Ms. Gibson if going forward we can have more of a conversation about what the merchants need before capital decisions of that nature are made.
- c. FCLF – Installation
  1. DIB was reimbursed \$76,953 from Visit Pensacola and \$91,000 from the City, leaving a deficit of \$32,182 for the First City Lights installation.
  2. Member Peacock made a motion to approve the payment of the deficit by DIB. Motion seconded by Member Levin and carried unanimously.
- d. LTU/MOU loitering
  1. Member Peacock recommended that that DIB, via a letter from the Chair, encourage the City to contact Michael Kahn, from Melbourne, Florida, who wrote an ordinance that has withstood the test of time and all other challenges, and has left the City of

St. Augustine with apparently no issues at all. His contract was for approximately \$35,000.

2. Member Carro made a motion that the Chair send a letter to Mayor Elect Robinson, and pending that conversation, allow up to \$35,000 to investigate hiring this consultant. The motion was seconded by Member Peacock.
3. Commissioner Underhill would like the opportunity to review the material and consider taking it before the Board of County Commissioners to be a partner in hiring Mr. Kahn. The County should be able to cover one-third of the cost and Commissioner Underhill will do so out of his discretionary fund if need be.
4. Member Carro clarified his motion to state DIB will not spend any money before the proposal is reviewed at the next meeting. The motion carried unanimously.

#### Parking:

- a. Parking Consent Agenda
  1. Member Peacock requested that in the future, big expenditure items be highlighted so that the board can easily see what they are.
  2. Member Peacock moved for approval of the consent agenda (minus the plan). Motion seconded by Member Levin and carried unanimously.
- b. Parking Interlocal Agreement Modification Reconsideration
  1. Exec. Dir. Dees recommended that parking dollars remain where they are until the parking infrastructure is determined.
- c. Parking Consent Agenda Plan
  1. Member Peacock emphasized that the thought process discussed in the parking committee was that DIB staff spend a few months gathering data as the first point.
  2. Exec. Dir. Dees asked that staff be given three months to compile this data because there is a lot of transition going on within the DIB and with parking.
  3. After some discussion, Chairwoman Davis iterated that staff will be allowed through the end of March to collect data and then go back to the parking committee as we begin to formulate a plan.

#### Finance:

- a. DIB Financials - Approval
  1. Exec. Dir. Dees presented the treasurer's report for September and October.
  2. Member Switzer moved for approval, seconded by Member Levin. The motion carried unanimously.
  3. Member Switzer wishes to publicly thank John Hodgden, Adam Cobb, and Mambwe Mutanuka for their service.
- b. DPMD Financials – Approval
  1. Exec. Dir. Dees presented the treasurer's report for September and October.
  2. Member Peacock moved for approval, seconded by Member Switzer. The motion carried unanimously.
- c. Audit – update
  1. Exec. Dir. Dees advised that as of yesterday the audit was 91 percent complete.
- d. Finance Consent Agenda – Approval
  1. Member Switzer moved to approve the finance consent agenda. The motion was seconded by Member Levin and carried unanimously.

## Marketing Report:

1. Freddie Haydn-Slater, of IdeaWorks, presented the November marketing report.

## New Business:

- a. December meeting date
  1. The DIB board will meet next month on Thursday, December 20, 2018, at 7:30 a.m.
- b. 403(b) Plan revisions - vote
  1. Exec. Dir. Dees requested that the plan be modified to require a 90-day probationary period before participating and the contribution of a matching share.
  2. This matter will be tabled until the next meeting to allow review of information by the members.
- c. 2019 Employee Handbook update - vote
  1. Exec. Dir. Dees requested that the board allow her the flexibility to manage staff without the necessity of asking for board recommendations.
  2. Member Carro made the motion that Ms. Dees be allowed to have the authority to make those calls regarding the employees if it is vetted, if necessary, with Mr. Stebbins and approved by the Chair. The motion was seconded by Member Peacock and carried unanimously.
  3. Ms. Dees will provide a redline copy of the proposed changes in the employee handbook to the board members.
- d. Jefferson Street Alley makeover – vote
  1. Exec. Dir. Dees presented a plan to expend the unused funds from economic development and arts and culture to reengage Jefferson Street alleyways into art projects and community spaces; and asked the board to allocate \$30,000 to be spent as phase one of this project.
  2. Member Switzer said that Ms. Dees should have gotten input from the owners and merchants before approaching the board. Member Peacock encouraged Ms. Dees to meet with every board member in the future before asking for a vote on such a large expenditure.
  3. Chairwoman Davis asked Ms. Dees to send all the board members the two proposals she received as well as the specifics and the potential associated with the two plans, so the board can take definite action.
- e. StreetPlus – vote
  1. Ms. Melea Solheim, of StreetPlus, presented a proposal to the board for DIB to enter a contract for street maintenance at a cost of \$159,391 annually for three years.
  2. Chairwoman Davis asked for suggestions from the board as to the direction to take as far as approval, or not, of the plan and implementation.
  3. After much discussion, Member Carro moved to approve StreetPlus for a three-year agreement with a 60-day termination clause. There was no second.
  4. Ms. Dees will provide all the data she has to the board members and the matter will be tabled until next month.
- f. Pensalocal Award
  1. Frank and Jane Taylor were the recipients of November's Pensalocal Award for their contribution to the downtown restaurant business and community involvement.

- g. Commissioner Underhill brought two matters to the board's attention: 1) The county is entertaining a proposal for a fieldhouse facility at the site of Old Stinky and DIB's interests and equities need to be addressed; 2) Power Boat Nationals is considering bringing an in-shore, high-speed boat race event to Pensacola. Comm. Underhill would like for someone to provide him a point of contact on the city side so that he can make that introduction.

Hold Items:

- a. Downtown Pensacola Alliance is still on hold.

Public Comment:

Public input was heard from Ms. Dottie Dubuisson.

Adjournment:

The meeting was adjourned at 9:20 a.m.