

MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD

Regular Monthly Meeting – Via Teleconference
Tuesday, March 24, 2020, 7:30 a.m.

Attendance

Chair Michael Carro, Kevin Lehman, Jean Pierre N'Dione, Adam Cobb, Patti Sonnen
Councilwoman Ann Hill, *Ex Officio*
Lissa Dees, Executive Director

Call to Order

- a. Mr. Carro called the meeting to order at 7:30 a.m.

Recurring Agenda

- a. Mrs. Dees confirmed that the meeting was properly noticed.
- b. The board unanimously approved the proposed meeting agenda for March 24, 2020. The addition of Item (c) under new business (contractor survey) was added later.
- c. The board unanimously approved the minutes of the regular meeting of DIB held on February 28, 2020.

Parking

- a. Mrs. Dees discussed items on the March DPMD consent agenda and noted that during the coronavirus downtime, the parking staff will stay busy painting and restriping as needed, and doing annual maintenance on the pay stations; and reported on her work with Mr. Ziarnek in identifying two PPD/Ride Share spaces on Palafox and two on side streets.
- b. Mrs. Dees proposed having a discussion with Bagby Elevator concerning postponing the elevator repairs in the event a complete shutdown of the city ensues. Mr. Carro would prefer that repairs continue as planned to make sure the asset remains strong. Mr. Cobb agreed.
- c. At the request of the parking committee, Mrs. Dees met with city representatives to ask if the city would pay for the balance of repairs since it is a city asset. Mayor Robinson advised that if there is money in the parking fund, it should be used for the repairs.
- d. Mrs. Dees advised that DIB is not charging for parking at this time unless it's a violation of a handicapped space or an unsafe situation.
- e. The March DPMD consent agenda was unanimously approved.

Finance

- a. March finance consent agenda
 1. Mrs. Dees reported that the finance committee considered three proposals for the DIB audit and unanimously approved awarding the contract to Warren Averitt. Mr. Cobb explained to the board the reasons for the committee's recommendation.
 2. The March Finance Consent Agenda was approved unanimously.

- b. DIB February Financials were presented by Mrs. Dees and unanimously approved by the board.
- c. DPMD February Financials were presented by Mrs. Dees and unanimously approved by the board.

Ongoing Business

- a. Romana Street puppy pit-stop
 - 1. The LTU situation with the city was resolved and the city waived its \$1,000 annual fee. Gulf Power is currently working on its fiberoptic cable on Romana, unassociated with the puppy pit-stop. When this is completed Mrs. Dees will contact ECUA to have the water turned on.
 - 2. Mr. Carro suggested that the process in place be continued, but that no additional funds be spent on this or any other project until the board understands its financial situation considering the coronavirus pandemic. Ms. Sonnen agreed.
- b. StreetPlus January report and recommended local contacts
 - 1. StreetPlus has been fully staffed for several weeks and the numbers are slowly improving. Mrs. Dees asked for feedback concerning the monthly report that is furnished to the board. Does it hold value, or would the board prefer a year-to-date report?
 - 2. Mr. Carro advised that the report holds very little value to him, he would prefer to see an overall accounting.
 - 3. Mr. Lehman feels the most useful resource is Mrs. Dees' personal attention to whether calls are being adequately addressed or going unserved. Mr. Carro agreed.
- c. Additional street cameras
 - 1. Mrs. Dees reported that camera crews are making installations of additional street cameras this week.
- d. JSG Alley Art
 - 1. This item will be delayed until a point in the future when more is learned about the current pandemic and DIB's financial situation relative thereto. In the meantime, quotes have been received and have prices have been reduced.
- e. Anti-litter and recycle campaign
 - 1. The StreetPlus team removed the domes from the garbage cans in order to reduce the risk of touching metal when trash is thrown away. These can be replaced after the threat is over, if desired.
- f. RFQ Landscape Architect
 - 1. Mr. Cobb made a motion to award the contract to Jerry Pate. Seconded by Mr. Lehman.
 - 2. At Mr. Lehman's request, Mr. Cobb explained his reasons for choosing Jerry Pate.
 - 3. The motion carried unanimously.

New Business

- a. Net promoter score 2020 survey.
 - 1. Mrs. Dees advised that sending out a Net Promoter survey, as was done in 2017, could be helpful in focusing attention where it is needed, the cost would be \$6,000, and inquired as to the board's preference.

2. Mr. Carro suggested that a Survey Monkey could be developed in-house, free of charge, and tested on DIB's data base. Mr. Cobb agreed. Mr. Haydn-Slater offered that it is something Ideaworks can do. No vote was necessary.
- b. Future meetings amidst COVID-19
 1. Future meetings will be held via teleconference if individuals are quarantined to their homes.
- c. Mr. Lehman made a motion to amend the agenda to add Item (c) under new business to discuss a contractor survey. Seconded by Mr. Cobb.
 1. Mr. Lehman has been working with the ED and Ideaworks in putting together a survey to be forwarded to contractors who have done business with the city, giving the contractors the ability to anonymously fill out and return the survey indicating their pleasure or displeasure in working with the city.
 2. Mr. Lehman made a motion that the survey continue to be compiled over the next 30 days with the expectation that the board would vote on it to be released at its next regular meeting. The motion carried unanimously.

Marketing Report

- a. The February marketing report was presented by Freddie Haydn-Slater of Ideaworks.

On Hold

- a. CRA and Parking Interlocal Agreement renewals – October 2020.

Upcoming Events

- a. Victor Dover – "Street Design: The Secret to Great Cities and Towns"
April 20, 6:00 p.m., The Rex Theatre

Public Comment

Public input was received and discussed concerning businesses in the DIB district getting a fair rotation of publicity. Mr. Mark Bednar commented on gangs of teens roaming around downtown late at night and asked that DIB investigate getting some additional patrolling; and advised that the courthouse is basically closed for the foreseeable future.

Adjournment – The meeting was adjourned at 8:40 a.m.