



**Downtown Improvement Board  
Regular Monthly Meeting**

Tuesday, September 22, 2020

7:30am

**AGENDA**

- I. Call to Order
  - a. Comments from the Chairman
  
- II. Recurring Agenda
  - a. Meeting was properly noticed
  - b. \* Approval of the proposed meeting agenda for September 22, 2020
  - c. \* Approval of the minutes from the regular meeting of the DIB held on August 25, 2020
  
- III. Parking
  - a. \*September DPMD Consent Agenda
  - b. City Transition – Update
    - \*IA – bollard storage and Trash Compactor
    - \*IA Cancellation – UWF Historic Trust / Tarragona Lot agreement
    - \*MOU Paysafe credit card processing 90-day agreement
  
- IV. Finance
  - a. \*September Finance Consent Agenda
  - b. \*DIB – August Financials
  - c. \*DPMD – August Financials
  
- V. On-Going Business
  - a. StreetPlus August Report
  - b. \* IA DIB & City for shared expense of Streetplus through current contract
  - c. City Inspections Contractor Survey – Next step discussion

**(\* ) = approval item**



- d. Drain Art Dixon School of Arts & Sciences – update
- e. \*CRA Interlocal Agreement
- f. Palafox Market – Will re-open on Oct. 3<sup>rd</sup>

VI. New Business

- a. Welcome Walker Wilson – New ED
- b. 4<sup>th</sup> Qtr – ED Bonus

VII. Marketing Report

- a. August marketing report

VIII. On-Hold

- a. Street Cameras – final camera on-hold for Seville Tower repairs

IX. Upcoming Events

- a. September 24 - Dr. Ronald Ferguson will introduce The Basics Pensacola to the community. This innovative program created by Ferguson, a Harvard professor. Free virtual event.
- b. October 19 - Valerie Lemmie will share examples of what good local government looks like. Free virtual event
- c. Nov.18 & 19 - EntreCon interactive online - \$99 and up registration required

X. Public Comment

XI. Adjournment

**Next meeting – October 27, 2020**

## MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD

Regular Monthly Meeting – Via Teleconference  
Tuesday, August 25, 2020, 7:30 a.m.

### Attendance

Chair Michael Carro, Adam Cobb, Jean Pierre N'Dione, Patti Sonnen  
Councilwoman Ann Hill, *ex officio*, Commissioner Robert Bender, *ex officio*  
Lissa Dees, Executive Director

### Call to Order

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

### Recurring Agenda

- a. Mrs. Dees confirmed that the meeting was properly noticed.
- b. Proposed meeting agenda for August 25, 2020, unanimously approved.
- c. Minutes of the regular meeting of DIB held on July 24, 2020, unanimously approved.

### Parking

- a. August DPMD Consent Agenda – unanimously approved.
- b. City transition update
  - Bollards: Mrs. Dees explained that DIB maintains possession of bollards which are stored in Jefferson Street Garage and have an assessed value of \$70,000, and offered two options from which the board may choose to proceed: 1) DIB maintains possession of the bollards and requests use of the storage facility by an interlocal agreement with the city; 2) DIB gives the asset to the city with an interlocal agreement allowing DIB to use the bollards. Motion for option #1 carried unanimously.
  - Golf cart: The golf cart was purchased by DIB as a dual use to be shared with DPMD, for which DPMD reimburses DIB one half of the payment. The current balance is \$2,000. Motion made and carried unanimously to transfer title to the city along with the loan balance as of October 1, 2020.
  - Trash co-op and Compactor: Motion made and carried unanimously to continue operating the trash co-op under the DIB and reimburse DPMD for the \$6,000 buildout as excess funds are collected until paid in full.

### Finance

- a. August Finance Consent Agenda was approved unanimously.
- b. DIB - July financial report was approved unanimously.
- c. DPMD - July financial report was approved unanimously.

### Ongoing Business

- a. StreetPlus June report

1. Mrs. Dees reported that there is a consistently high increase each month in the amount of waste around MLK Plaza being generated by the growing number of people living on the streets.
  2. Chair Carro reminded the members that DIB has tried in the past to effect a strategy for the panhandlers in the downtown area and adopt ordinances that worked well in other cities, and asked City Administrator Keith Wilkins how DIB can move forward with an ordinance or if the mayor has a more comprehensive plan.
  3. Mr. Wilkins discussed a staff-level work group that was formed two months ago with the goal of designing a comprehensive plan to present to the mayor and anticipates it will be addressed in September.
- b. Romana Street Puppy Pitstop LTU approval and update
    1. Motion made and carried unanimously for Chairman Carro to execute the LTU on behalf of DIB.
  - c. City Inspections Contractor Survey – City Administrator Keith Wilkins
    1. The survey was completed and Freddie Haydn-Slater of Ideaworks gave a presentation of the results, followed by comments from Mr. Wilkins.
    2. This item will be placed on the September agenda to discuss the next steps.
  - d. Drain Art Dixon School of Arts & Sciences
    1. Motion made and carried unanimously to have the students paint all seven drains in the alley space at Jefferson Street Garage.
  - e. CRA and Parking Interlocal Agreement renewal
    1. Mrs. Dees advised of a change in the proposed interlocal agreement: Going forward the CRA will reimburse the TIF minus \$100,000 to go towards affordable housing. If this is passed by the CRA in September, Mrs. Dees will bring back a budget for DIB to resubmit to the city.
  - f. ED 3<sup>rd</sup> Quarter bonus – Unanimously approved.

#### New Business

- a. ED Interview questions were provided to the board members.
- b. Confirmation of interview times and locations
  1. Interviews will be conducted August 28 and September 2.

#### Marketing Report

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

#### On Hold

- a. Street Cameras – final camera on hold for Seville Tower repairs
- b. Palafox Market – postponed through September

#### Upcoming Events

- a. November 18 & 19 - EntreCon.interactive online \$99 and up, registration required

#### Public Comment – None

Adjournment – The meeting was adjourned at 9:35 a.m.

## 4th QTR 2020

### Executive Director Accomplishments:

- Attended City Homeless working group meetings
- Audit Prep
- Completed Elevator repairs
- COVID-19 business mask delivery
- Attended Statewide collaboration DIB meetings
- Attended COVID-19 response and recovery meetings
- Completed CRA 2021-2022 work plan
- Completed Puppy Pit -Stop
- 2021 Budget approvals through City Council
- i[heart] downtown campaign roll-out
- Partnership with City and Visit Pensacola for cobranding and marketing of Pensacola City App
- Work Plan for FLCF with Winterfest
- Secured FCLF Sponsorship from Gulf Power and Contractors
- Continued to work with Trash Can manufacture to replace 'New' Broken trash receptacles
- Completed LTU for Puppy Pit Stop and received City Council approval
- Sent out cancellation notices for parking enforcement services and App services contracts.
- Worked with Flowbird on City branded parking app and products for transition
- Worked with Dixon School of Arts on possible drain project
- City Council approval of city parking ordinance
- Worked with City to finalize Pensacola Airport Citation agreement
- Presented final City sign design to parking committee
- Completed and presented City Permit Survey
- Worked with accountants to update asset list for DIB and DPMD
- Attended Urban Core Redevelopment Board Meeting to answer questions on TIFF agreement
- Met with Mr. Dana and City 2021 Garden Street Project
- City Council Approval on final 2021 CRA IA
- Attended City Transportation Working group meetings
- Worked with City to set-up parking accounting structure
- Presentation of City Parking system to parking committee
- Finalized lease agreement with City for Bollard storage and compactor use
- MOU for extension of parking credit card services
- Set-up interviews for new ED
- Worked with DIB attorney to draft cancellation of IA with UWFHT
- Worked with DIB and City attorneys to finalized Streetplus IA
- Worked with Chair, CRA, City attorney and staff on CRA IA
- Worked with citation software company, City attorney and Staff on contract
- Worked with Flowbird, City staff and attorney on contract modification
- Worked with City to establish Parking Magistrate

- Attended City Council and CRA agenda conferences and meetings
- Attended WHM meetings
- Met with private lot owners
- Litter Sidewalk decal installation
- Worked with DIB attorney on New ED Contract
- Met with Utility providers on Romana pole removal
- Attended City Budget workshop
- Attended Citizen Police Advisory Committee meetings
- Walk-out with Dixon Staff and students for alley project
- Worked with new ED on Palafox Market re-opening plan and meeting with vendors