

MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD

Regular Monthly Meeting
Tuesday, August 14, 2018

Attendance:

Committee Chair DeeDee Davis, John Peacock, Teri Levin, Michael Carro
Lissa Dees, Interim Executive Director

Call to Order:

- a. Comm. Chair Davis called the meeting to order at 7:30 a.m.
- b. Recognition of new Ex Officio Becky Azelton
 1. Ms. Dees recognized Becky Azelton as ex officio member to replace Commissioner Grover Robinson
 2. Vice Chair Peacock read from the bylaws, Article II, Section (1)(3), which indicates that only the mayor or chairman may appoint an ex officio.
 3. Ms. Dees will seek further clarification from the mayor's office before officially naming Ms. Azelton ex officio member

Recurring Agenda:

- a. Ms. Dees confirmed that the meeting was properly noticed.
- b. There was a motion and a second to approve the August 14, 2018, agenda with one addition (Jefferson Street landscaping). The agenda was approved unanimously.
- c. There was a motion and a second to accept the minutes from the regular meeting held on July 10, 2018. The motion passed unanimously.

Ongoing Business:

- a. Parking Interlocal Agreement
 1. Ms. Dees advised that this agenda item is on hold until October, as it will be addressed in the compliance update.
- b. Downtown Pensacola Alliance
 1. Feedback from IRS indicated incorrect forms and amount had been submitted. It is now back in the hands of Attorney Kramer Litvak and will be addressed at a future meeting.
 2. Mr. Peacock asked that Mr. Litvak also provide clarification on the difference between 501(c)(3) and (6).
 3. Ms. Dees advised that 501(c)(3) cannot ask for political contributions, whereas Downtown Pensacola Alliance can do so.
- c. Visit Pensacola FCLF grant
 1. The First City Holiday Lights Festival has been granted \$76,953, slightly less than last year's funding. There are opportunities for additional contributions to compensate for the gap.

- d. Bike Share
 - 1. Gotcha Bikes indicated their charge would be \$50,000 per year for 25 bikes. This would be provided by local sponsorships.
 - 2. Mr. Peacock has knowledge of a group that may be interested in providing a sponsorship.
 - 3. Ms. Dees will have a conversation with Scott Remington to determine interest and will update the committee at next month's meeting.
- e. SPS Parking Master Plan wrap-up
 - 1. The final transportation and mobility report were provided to the committee members.
- f. Interlocal Agreement Plan for 2020
 - 1. Ms. Dees suggested this is an ongoing item that needs to stay on the agenda. Any ideas are welcome at any time.
 - 2. Mr. Peacock suggested putting together visioning workshops to begin laying out the objectives to be accomplished by 2020.
- g. Compliance
 - 1. Parking fund report was given to committee members and is due to the CRA in September.
 - 2. Mr. Peacock moved for approval of both the parking report and the three-year strategy. Both were seconded by Ms. Levin and approved unanimously.
 - 3. Approval of budget items and semi-annual accomplishment report will be discussed later in the meeting.
- h. ADA Impact – chirping at crosswalks
 - 1. Ms. Dees spoke with FDOT and learned that chirping requests are not to be received from committees/boards, but rather from the Community for the Blind. FDOT then works with individuals to discover which chirps are compatible.
 - 2. Ms. Levin will assist Ms. Dees in getting in touch with representatives from Independence for the Blind and related individuals to jumpstart this process.
- i. LEAP trash cans
 - 1. Delivery of trash cans is anticipated by the end of the month and Ms. Helen Gibson will advise Ms. Dees of the deployment plan.
 - 2. The committee would like input on placement of the cans.
- j. LTU/MOU loitering
 - 1. DIB and Pensacola Police Department will work together and propose a plan.
- k. Jefferson Street Garage
 - 1. In addition to the landscaping provided by Southtowne on the east side of Jefferson Street the CRA has set aside funding to landscape the west side of the Jefferson Street. Mr. Peacock thanked Councilman Spencer for his support in making this happen.

Parking:

- a. Jefferson Garage safety
 - 1. Ms. Dees pointed out that it was important to enhance security in the Jefferson Street Garage.
 - 2. It was suggested that parking dollars be used to pay for an off-duty police officer to be present in the garage as a temporary solution; and perhaps installing blue lights like those found on college campuses.

3. Councilman Spencer advocated for immediate expenditure for a police presence in the garage which should discourage incidents of crime.
 4. Mr. Peacock suggested installing signs indicating that the garage is under video surveillance.
 5. Ms. Young said the blue light zones would also be a visible reminder that emergency responders can be easily contacted.
 6. Mr. Carro offered that if extra protection is important, it should be implemented right away.
 7. Chief Lyter and members of the police force will meet with Ms. Dees and will have a proposal to present at the next meeting.
- b. Premium Parking update
1. Ms. Dees presented to the committee the results of an in-depth, comprehensive study she had conducted and recommended that the board cancel the contract with its third-party parking management company and allow DIB to enforce and manage parking in-house.
 2. Mr. Peacock moved to accept the recommendation for discussion; seconded by Mr. Carro.
 3. After a very lengthy discussion, the motion carried unanimously.
- c. Five new pay stations - deployment plan
1. The new pay stations are in and will be deployed, some on Government Street near the courthouse and some on Jefferson Street when construction is concluded.
- d. LPR computer purchase – approval
1. For the LPR which has already been purchased to operate correctly, a computer must be installed in the vehicle at a proposed cost of \$2,101.
 2. Mr. Peacock moved for approval.
 3. The motion was seconded and carried unanimously.
- e. Residential parking
1. This item was put on hold awaiting Mr. Bednar's return.
- f. Marketing vehicles
1. Ms. Dees has received concerns from citizens that DIB is potentially showing favoritism by allowing certain business to park marketing vehicles in public parking spaces.
 2. This is outside the realm of DIB and is the responsibility of the police department.
 3. Ms. Dees along with Sgt. Briarton will contact the violators to advise them of future enforcement.
- g. Tarragona Street – 2-hour parking deployment plan
1. Signs should be in by the end of the month and will be placed on Tarragona to start the clock on notification.
- h. Parking Training Session
1. The training session will begin at 10:00.
- i. Follow-up on parking survey
1. UWF Haas Center contacted Ms. Dees to advise of their readiness to conduct a follow-up parking survey.
 2. This will be readdressed in the November-December time frame.

Finance:

- a. DIB - July Financials – Approval
- b. DIB - 2018/2019 Budget Approval
- c. DPMD - July Financials – Approval
- d. DPMD 2018/2019 Budget Approval
 - 1. All financial reports were presented by Ms. Dees.
 - 2. Mr. Peacock moved for approval of all financial reports.
 - 3. Motion was seconded and carried unanimously.

Marketing Report:

- a. Ideaworks – Caron Sjoberg.
 - 1. Marketing report was presented by Ms. Sjoberg.
- b. City – Semi Annual Report – Approval
- c. City – 2018 Annual Report
- d. City – 2020 Plan
 - 1. Mr. Peacock moved for approval of the annual reports.
 - 2. Motion seconded and carried unanimously.

New Business:

- a. Port/INCOA – Approval
 - 1. Mr. Peacock made a motion that the board chair send a letter to the mayor endorsing the same position as UWF's Historic Trust Board, requesting that the city pause the Incoa project until more information is known.
 - 2. Motion was seconded by Ms. Levin and carried unanimously.
- b. Pensalocal Award
 - 1. Ms. Dottie Dubuisson was the recipient of the first Pensalocal Award.

Public Comment:

- 1. Ms. Amy Miller gave a report of the Port Strategic Plan Study and invited everyone to public input sessions now taking place.
- 2. Chris Mayo, marketing manager of ARC Gateway, thanked Ms. Dees and Ms. Sjoberg for their help in providing good marketing material about parking for the recent Crab Cake Cookoff at Seville Quarter.
- 3. Ms. Dubuisson encouraged the committee to get involved with the TPO and to be present when public input is heard concerning the bike advisory committee.

Adjournment:

Meeting was adjourned at 9:15 a.m.