



Downtown Improvement Board
Regular Monthly Meeting
Tuesday, Feb. 26, 2019
7:30am

AGENDA

- I. Call to Order
 - a. Comments from the Chairwoman
- II. Recurring Agenda
 - a. Meeting was properly noticed
 - b. *Approval of the proposed meeting agenda for February 26, 2019
 - c. *Approval of the minutes from the regular meeting of the DIB held on January 22, 2019
- III. Parking
 - a. *Parking Consent Agenda
 - b. Passport Rollout – update
 - c. LPR Rollout – update
- IV. Finance
 - a. *Finance Consent Agenda
 - b. *DIB – January Financials
 - c. *DPMD – January Financials
- V. On-Going Business
 - a. *Jefferson Street Alley – Approval
 - b. *StreetPlus Contract and MOU – Approval
 - c. Safety – update
- VI. Marketing Report
 - a. Welcome Kits



VII. New Business

- a. Foo-Foo & Visit Pensacola Grant changes - discuss
- b. PensaLocal Award

VIII. Hold Items

- a. Parking Interlocal Agreement Modification – on hold from Nov. 2018
- b. Interlocal Agreement Plan for 2020 - on hold until after meeting with CRA

IX. Public Comment

X. Adjournment

Next meeting – March 26, 2019

(*) = approval item

MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD
(Amended as to Hold Items 2 & 3)

Regular Monthly Meeting
Tuesday, January 22, 2019, 7:30 a.m.

Attendance:

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

Call to Order:

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

Recurring Agenda:

- a. Mrs. Dees confirmed that the meeting was properly noticed.
- b. Motion for approval of the proposed meeting agenda with one addition (Jefferson Street guard shack removal) carried unanimously.
- c. Motion for approval of the minutes from the regular meeting of the DIB held December 20, 2019, carried unanimously.

Ongoing Business:

- a. LTU/MOU Loitering letter
 - 1. Letter was sent to Mayor Robinson, City Council, and County Commissioners. No response has been received.
- b. Jefferson Street Alley
 - 1. First quote received for lighting is \$25,000. Mrs. Dees will obtain two more quotes to report at the February meeting. DIB's target is \$30,000.
 - 2. Mr. Carro asked that the quotes be lined out to specifically state all items being quoted.
 - 3. The board held a discussion on renewing the ongoing contract with Jerry Pate Design for one additional year. Motion for extension was made, seconded, and carried 4-1, with Mr. Carro dissenting.
- c. Streetplus Cleaning Ambassador program update
 - 1. Anticipated launch date in March. Contract is about 90 percent complete.
- d. Downtown Pensacola Alliance
 - 1. IRS letter of approval received. This will become an agenda item to be discussed as part of an overall planning meeting.

Parking:

- a. Parking Consent Agenda - approved unanimously.
- b. Passport transition update
 - 1. Mrs. Dees reported that the transition is proceeding smoothly. Three dates have been set for the "Parking Road Show" to educate merchants, employees, and the public.

- c. JSG guard shack removal
 - 1. Chair Davis requested that the Parking Committee discuss ways in which to make the JSG entrance aesthetically pleasing after removal of the guard shack, and in line with what is planned for the alley.

Finance:

- a. Finance Consent Agenda - unanimously approved.
- b. DIB December Financials - unanimously approved.
- c. DPMD December Financials - unanimously approved.

Marketing Report:

- a. Caron Sjoberg, of Ideaworks, presented a Return on Investment (ROI) report and Community Impact Report for 2018.

New Business:

- a. Safety
 - 1. Chair Davis, Mrs. Dees, Helen Gibson, and Chief Lyter met to discuss the issue of safety at the request of the mayor and his office personnel. It was agreed by everyone that a police presence downtown is now a necessity.
 - 2. DIB, in partnership with the city, CRA, and PPD, will continue to work towards a solution.
- b. ED Quarterly Bonus
 - 1. Motion to approve quarterly bonus to the Executive Director carried unanimously.
- c. Pensalocal Award presented to Seville Quarter and accepted by Buck Mitchell.

Hold Items:

- a. Parking Interlocal Agreement Modification on hold from November 2018
- b. Interlocal Agreement Plan for 2020 on hold until after meeting with CRA
 - 1. Mrs. Dees provided an update on her meetings, along with Chair Davis, with Helen Gibson of the CRA, and suggested that it is time to schedule the 2020 planning meeting with the Board and will try to schedule a time in February-March.
 - 2. Buck Mitchell asked that the board consider helping to alleviate his sole responsibility of raising the \$8,000 necessary for the New Year's Eve fireworks display.
 - 3. Mr. Peacock asked when the City Council will vote on who its representative will be on the board. Mrs. Dees will follow up.

Public Comment:

No public comment was given.

Adjournment:

The meeting was adjourned at 8:45 a.m.

Jefferson Street Garage Lighting Quotes

- Inside Garage - to add 3rd bulb to all 83 fixtures
 - Irby = \$1,743.00
 - Gulf Coast LED Lighting = \$3,720.00

2nd option from Irby – upgrade all lighting inside the Garage to 10-year Vapor Fixtures for \$6,800.19
- Lighting in the Alley
 - Irby – Holophane Product
Material = \$21,500 – Labor \$2,500
 - AMA – RSX1 LED Luminaire
Material = \$2,785.75 – Labor – N/A
 - SESCO = Philips
Material = \$ pending - Labor – N/A