



Downtown Improvement Board
Regular Monthly Meeting
Thursday, July 23, 2019
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 July 23, 2019
 - c. * Approval of the minutes from the special meeting held on July 10, 2019 and regular meeting of the DIB held on June 27, 2019
- III. Parking
 - a. * Parking Consent Agenda
 - b. County Interlocal Agreement – Update
 - c. UWFHT / Tarragona Lot - Update
- IV. Finance
 - a. * Finance Consent Agenda
 - b. * DIB – June Financials
 - c. * DPMD – June Financials
 - d. * DIB 2019/2020 Budget
 - e. * DPMD 2019/2020 Budget
- V. On-Going Business
 - a. Parking Interlocal Agreement Modification – on hold
 - b. JSG Alley Art – update
 - c. Gulf Power construction – update
- VI. New Business
 - a. Merchant Committee



- b. 2019 FCLF Sponsorship
- c. 3rd quarter ED Bonus

VII. Marketing Report

- a. June marketing report

VIII. Public Comment

IX. Adjournment

Next meeting – August 22, 2019

MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD

Regular Monthly Meeting
Thursday, June 27, 2019, 7:30 a.m.

Attendance:

Chair Deedee Davis, Charlie Switzer, Teri Levin, John Peacock
Michael Carro (via telephone), Councilwoman Ann Hill, *Ex Officio*
Lissa Dees, Executive Director

Call to Order

- a. Chair Davis called the meeting to order at 7:30 a.m.
- b. The June Pensalocal Award was presented to Evan Levin and Harry Levin, on behalf of the entire Levin family, for their accomplishments and gifts to the city.

Recurring Agenda

- a. Exec. Dir. Dees confirmed that the meeting was properly noticed.
- b. Motion for approval of the proposed meeting agenda, with two additions (Gulf Power improvements on Palafox and member comments) carried unanimously.
- c. Motion for approval of the minutes from the regular meeting of the DIB held May 14, 2019, carried unanimously.

Parking

- a. Parking Consent Agenda approved unanimously.
- b. County Interlocal Agreement
 1. Answers to questions posed by the County have been submitted and DIB is awaiting the County's decision.
- c. UWFHT/Tarragona lot Interlocal Agreement
 1. Contract was approved by the parking committee and the DIB board and has been thoroughly reviewed by the attorneys for each party. Mrs. Dees needs approval to complete the final execution of the contract.
 2. Motion to approve was made by Mr. Peacock, seconded by Mrs. Levin, and carried unanimously.

Finance

- a. Finance Consent Agenda was approved unanimously.
- b. DIB April and May Financials approved unanimously.
- c. DPMD April and May Financials approved unanimously.

Ongoing Business

- a. Parking Interlocal Agreement Modification – on hold.

1. Staff and Attorney Stebbins are working with Complus to ensure DIB's collection notice complies with the Fair Debt Collection Practice.
- b. Jefferson Garage Alley – update.
 1. Chair Davis encouraged the members of the new board to continue with the improvements in the alleyways.
 2. Mrs. Dees encouraged the board members to attend the chamber ribbon cutting tomorrow morning at 10:30.

New Business

- a. Alley Art - \$14,500
 1. Mr. Peacock made a motion that DIB allocate the money for the structures to house public art. Seconded by Mrs. Levin and carried unanimously.
- b. Gulf Power improvements on Palafox
 1. Motion made by Mrs. Levin to present to the press, CRA, City, Gulf Power, and others, a petition signed by the downtown merchants asking that the City and Gulf Power come to a resolution in finding a way that the improvements to Palafox be less critically impacting on the businesses. The motion carried unanimously.

Marketing Report

- a. The May marketing report was presented by Caron Sjoberg.
- b. Mid-year CRA/City report
 1. Motion made by Mr. Peacock, seconded by Mrs. Levin, to approve the mid-year report. Motion carried unanimously.

Member Comments

- a. Member Levin submitted her letter of resignation effective July 1, 2019.
- b. Comments were made by Member Peacock, Chair Davis, Member Switzer, Member Carro, Member Levin, Councilwoman Hill, and Exec. Dir. Dees.

Public Comment

Public comment received from Dottie Dubuisson.

Meeting adjourned at 8:35 a.m.

MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD

Special Meeting
Wednesday, July 10, 2019, 7:30 a.m.

Attendance:

Michael Carro, Kevin Lehman, Adam Cobb, Jean Pierre N'Dione
Lissa Dees, Executive Director

Call to Order

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

Election of Officers

- a. Exec. Dir. Dees explained the duties of each position.
- b. Members Lehman, Cobb, Carro, and N'Dione briefly explained their visions for the DIB and their desires as to holding a position on the board.
- c. By written ballot the following elections were decided: As Chairman, Michael Carro; Vice-Chairman, Kevin Lehman; Treasurer, Adam Cobb.

Sunshine Training

Attorney Mike Stebbins addressed the board members concerning their individual responsibilities relative to the Florida Sunshine Laws.

DIB History overview

Ms. Caron Sjoberg, of Ideaworks, gave a presentation on the history of the DIB and the vast functions it performs today.

Mrs. Dees provided input concerning the great value of the DIB to downtown and the necessity for its continued existence and encouraged the new board to work in conjunction with the City and the CRA in consideration of ways in which to maximize parking revenue.

Date, time and location of future meetings

The next regular meeting of the DIB is Tuesday, July 23, 2019, at 7:30 a.m. Future meetings will be on the fourth Thursday of the month at 7:30 a.m.

Chairman Carro asked that an agenda item be included in the July 23 meeting agenda: The prospective formation of a bar and restaurant committee.

Public Comment

Public comment was received from Dottie Dubuisson, Caron Sjoberg, and Clay Roesch.

Adjournment

Chairman Carro adjourned the meeting at 8:30 a.m.

3rd Quarter Executive Director Accomplishments:

- All broken meters removed, poles cut off and concrete patched (200+ removed)
- JSG entry make-over completed
- Garage painted
- Garage interior lighting upgraded
- JSG Paystations Hardwired
- JSG Alley Makeover completed
- 2020 Planning session completed
- Worked with City, staff, and Gulf Power to identify dark spots in the district
- West Side parking time changes completed
- 3rd Annual Repast completed
- Foo-Foo Art Installation grant submittal, grant awarded and project planning
- City Parking Sign upgrade project planning
- Multiple meetings with Gulf Power, City, Business owners and merchants regarding GP construction on Palafox
- Submitted Impact 100 Grant for Portland Loo
- Installed 3 additional paystations
- Held 2 parking Road Shows
- 2019/2020 budgets completed and vetted with committees
- Began sidewalk pressure washing regular schedule
- Attended CRA, City Council meetings, Mayor's Monday announcement meetings and monthly City staff meetings.
- Continued working with legal to draft amended Interlocal for parking
- Worked with legal to correct citation collection notice wording
- Negotiated, drafted and executed new UWFHT – Tarragona lot parking contract
- Created internal standard process for public records request
- Public records legal training for staff
- Set-up Parking reserve fund CD's
- FCLF sponsorship packages and potential list of sponsors
- CRA Mid-Year Review for DIB and DPMD
- New Board orientation and Sunshine Training
- Worked with Greg Darden on developing a City parking plan of action
- Chamber Ribbon cutting ceremony for Jefferson Alley
- Completed UWFHT and Esc. County public records request
- Hardwire completed for paystations in JSG
- Filled 4th Parking Ambassador open position