



Downtown Improvement Board
Regular Monthly Meeting
Tuesday, November 26, 2019
7:30am
AGENDA

- I. Call to Order
 - a. Comments from the Chairman
 - b. PensaLocal Award – Chairman
- II. Recurring Agenda
 - a. Meeting was properly noticed
 - b. * Approval of the proposed meeting agenda for November 26, 2019
 - c. * Approval of the minutes from the regular meeting of the DIB held on October 22, 2019
- III. Parking
 - a. * Parking Consent Agenda
- IV. Finance
 - a. Finance Consent Agenda – No Quorum for Finance meeting
 - b. * DIB – October Financials
 - c. * DPMD – October Financials
- V. On-Going Business
 - a. 2019 Audit – Presentation
 - b. * 2019 CRA Parking Report
 - c. * 2020 FCLF
 - d. * 2020 ED Raise
 - e. Romana street Puppy pit-stop Executive Landscaping proposal



- f. StreetPlus October Report
- g. 2019 FCLF – Update

VI. New Business

- a. * New Year's Firework show \$5K

VII. Marketing Report

- a. October marketing report
- b. 2020 Marketing Scope of Work

VIII. On-Hold

- a. JSG Alley Art – on hold till Nov.
- b. Anti-Litter and Recycle campaign – Jan 2020
- c. Parking Interlocal Agreement Modification

IX. Upcoming Events

- a. CivicCon - TBD
- b. First City Lights – Lighting Ceremony 11/29 at 4:30pm

X. Public Comment

- a. Holiday Valet parking proposal

XI. Adjournment

Next meeting – December 28, 2019

MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD

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

Attendance

Acting Chairman 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 -- Mr. Cobb 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 October 22, 2019, meeting agenda.
- c. The board unanimously approved the September 24, 2019, minutes.

Parking

- a. Parking Consent Agenda was unanimously approved.

Finance

- a. Finance Consent Agenda was unanimously approved.
- b. Mrs. Dees presented the DIB September Financials and provided clarification on First City Lights expenditures. The board unanimously approved the September DIB financials.
- c. Mrs. Dees presented the DPMD September Financials and pointed out the end-of-year savings of \$175,000 since DIB redirected parking management to be handled in-house. The board unanimously approved the September DPMD financials.

Ongoing Business

- a. Parking Interlocal Agreement Modification
 1. Mrs. Dees is hopeful the board will have a report next month that the first stages of the parking interlocal agreement modifications have been completed.
- b. Romana Street Puppy Pit-stop
 1. The board unanimously approved the payment of \$5,000 in the landscaping proposal submitted by Jerry Pate Design.
- c. Anti-Litter and Recycle campaign
 1. Mrs. Dees explained that this campaign will be more focused in December, after festivals, parking plans, and end-of-year reports have been completed.
- d. Making Strides October Parking Campaign
 1. Pink stickers have been placed on pay stations for the month of October to encourage donations to Making Strides. The results of the campaign will be evaluated and used to determine future community-type projects.

- e. StreetPlus September report
 - 1. The board was provided color copies of the September report. Mrs. Dees advised that the street ambassadors are required to log in, via cell phone, every activity so that staff can track the numbers of where they have the highest need.
 - 2. Commissioner Bender suggested placing signs in their areas of activity indicating they are using the cell phone for metrics and keeping track of their activities, so it doesn't appear they are wasting time.
- f. Foo-Foo Events – Opening ceremony is October 31.
- g. Panhandling trespassing
 - 1. The board received a report from Mr. Stebbins advising against the potential enforcement mechanism via special power of attorney suggested by Mr. Lehman and discussed at the last meeting.
- h. FCLF update was provided by Mrs. Dees.
 - 1. Christmas-lighting ceremony will be presented at the November Gallery Night.
 - 2. Mrs. Dees advised that the DIB's \$75,000 contribution this year came from the ad valorem tax roll-on from Southtowne, and the board needs to discuss the funding of First City Lights going forward.
 - 3. At the request of Mr. Cobb, Mrs. Dees will attempt to attain a set of metrics indicating the economic impact of the lights being downtown.

New Business

- a. 2019 Audit
 - 1. Kristen from Warren Averett will give a presentation at the November meeting. The audit must be approved by the board and submitted to the City in December.
- b. 2019 End-of-Year City Report
 - 1. Mrs. Dees provided the fiscal year 2019 annual report. The board members will review the report for the November meeting.
- c. 2019 CRA Parking Report
 - 1. Mrs. Dees provided a draft of the annual parking report which covers what was accomplished last year and what needs to be accomplished next year. The finalized report will be presented at the November meeting.
- d. Phase One Parking Improvement Action List
 - 1. Mr. Darden provided a memorandum and explained to the board his understanding of the actions to be taken in Phase One.
 - 2. Ms. Sonnen made a motion that the board go forward with all action items, prioritizing the entire list rather than choosing individual components. Seconded by Mr. N'Dione and unanimously approved.
- e. 2010 FCLF – Tabled until the next meeting.
- f. Fourth quarter bonus and 2020 raise – Tabled until the full board is present.

Marketing Report -- The September marketing report was presented by Freddie Haydn-Slater.

On Hold -- JSG Alley Art - on hold until November.

Public Comment – None.

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