



## **Parking & Traffic Committee Meeting**

May 14, 2020

4:30pm

J. Earle Bowden Bldg., Room 1

### **AGENDA**

- 1) Call to Order
  - a) Meeting was properly noticed
  - b) Approval of Meeting Agenda for May 14, 2020
  - c) Approval of Minutes for April 16, 2020
- 2) On-Going Business
  - a) JSG Spalling and seam repairs – update
  - b) JSG Repair loan – update
  - c) JSG corbel repairs – update
- 3) New Business
  - a) 2020 DPMD City budget reforecast request
  - b) 2021 DPMD City budget request
  - c) Re-Opening Plan
- 4) Financial Report
  - a) April Financials – vote
- 5) Public Comment



6) Adjournment

7) **On hold Items**

- a.) Valet Parking – on-hold for City
- b.) JSG Rates
- c.) Sign replacement project
- d.) Escambia County garage contract
- e.) PPD / Ride Share parking spaces

## MINUTES

### **Parking & Traffic Committee Meeting**

Via Teleconference

April 16, 2020, 4:30 p.m.

Members present      Mark Bednar, Chairman  
                                 Danny Zimmern, Justine Gudmundson-McCain  
                                 Mike Ziarnek, *Ex Officio*  
                                 Lissa Dees, Executive Director

Call to order: Meeting called to order by Chairman Mark Bednar at 4:30 p.m.

- a) Mrs. Dees confirmed that the meeting was properly noticed.

#### Ongoing Business

- a) JSG spalling and seam repairs – currently being finalized.
- b) JSG elevator repair funding from City
  - 1. Bagby Elevator is currently having problems receiving parts. DIB to move forward with securing a loan to have financing in place when repairs are possible.
- c) Sign replacement project – on hold.
- d) JSG corbel repairs
  - 1. Mr. Zimmern made a motion to move forward with Washburn Construction, not to exceed \$24,000 for corbel repairs, with the contingency that the money first be secured through a bank loan. Seconded by Ms. Gudmundson-McCain and approved unanimously.
- e) Escambia County garage contract – on hold.
- f) PPD/Ride Share parking spaces – on hold.
- g) Camera installation – completed.

#### New Business

- a) Financial health
  - 1. Mrs. Dees updated the committee on its financial viability if all revenue ceased, and advised that cutbacks have been made, staff has been furloughed, and the parking manager has moved to part time. It is the finance committee's recommendation that the board secure a three-year, \$250,000 bank loan at 4 percent, which would cover all repair expenses that are needed, and to leave the committee's operating cash in place.
  - 2. Mr. Zimmern moved that the board be asked to secure a three-year, \$250,000, interest-only bank loan with the interest rate as close as possible to 4 percent. Seconded by Ms. Gudmundson-McCain and carried unanimously.

### Financial Report

- a) March financial report was presented by Mrs. Dees and approved unanimously.

### Public Comment - None

Adjournment – The meeting was adjourned at 4:50 p.m.

### On-hold items

- a. Valet parking – on hold for City.
- b. JSG rates

# Treasurer's Report - DPMD

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## MEMORANDUM

**To:** DPMD Committee

**From:** Lissa Dees, Executive Director

**Subject:** Treasurer's Report

**Date:** May

Following this Memo is the April Income Statement and Balance Sheet.

Total Income DPMD April: \$16,495.12

Total Expense DPMD April: \$59,779.63

Notes:

DPMD - April		
<u>Code</u>	<u>Description</u>	<u>DPMD Notes</u>
Revenue	Overview	\$68k under budgeted revenue
11-00	North Palafox	\$2k under budgeted revenue
12-00	Tarragona Lot	\$2k under budgeted revenue
13-00	Trash Co -Op	\$2k under budgeted revenue
20-00	Intendencia	\$2k under budgeted revenue
21-00	JSG	\$37k under budgeted revenue
23-00	Meter/Pay Station	\$19k under budgeted revenue
23-03	On street Platform	\$4k under budgeted revenue
24-00	Parking Fines	\$1k over budgeted revenue
Expense		
Expense	Overview	\$23k under budgeted expenses
30-00	Trash Co -Op	\$2k under budgeted expenses
40-00	Shared Expenses	\$5k over budgeted expenses - payment of 1st qtr revenue share with County and City
50-12	Marketing/ Printing / Research	\$1k under budgeted expenses
50-14	Overhead Reimbursement	\$8k under budgeted expenses
50-16	Facility R&M	\$4k under projected expenses
50-21	Pay Station Parkeon	\$2k under projected expenses - timing of invoice
50-24	Enforcement Special Event	\$1k under projected expenses
50-25	Security	\$2k under budgeted expenses
50-26	Meter Equipment	\$5k under projected expenses
50-28	Street / Landscape Improvements	\$2k under projected expenses

# Downtown Parking Management District Balance Sheet- For Management Use Only

As of April 30, 2020

	Apr 30, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
112 · Synovus - Securities	51.50
111 · Synovus - 3 Mo CD	50,000.00
110 · Synovus - 6 Mo CD	50,000.00
103 · Parking Reserve Trust	11,666.69
100 · Petty Cash-Jefferson Garage	1,717.20
101 · Cash-Coastal -514-8	119,981.40
102 · Cash-Wells Fargo -9358	3,718.93
Total Checking/Savings	237,135.72
Accounts Receivable	
140.4 · Parking Fees & Fines	157,080.00
145.4 · Allowance for Doubtful Accounts	-122,276.15
Total Accounts Receivable	34,803.85
Other Current Assets	
165 · Prepaid OH Reimburse	632.00
164 · Prepaid Expense	5,970.09
Total Other Current Assets	6,602.09
Total Current Assets	278,541.66
Fixed Assets	
245 · Signage	8,828.37
241 · Equipment	504,061.05
290 · Improvements	377,314.00
300 · Accumulated Depreciation	-335,774.14
Total Fixed Assets	554,429.28
<b>TOTAL ASSETS</b>	<b>832,970.94</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
461 · Parking Res Trust	11,666.69
Compensated Absences	1,255.42
Accrued Salaries	5,793.62
455 · Due to City of Pensacola	8,678.00
24000 · Payroll Liabilities	546.13
404 · N/P-CB & T-Pay Stations-Current	2,611.66
452 · Due to D.I.B.	9,566.27
460 · Restricted Fund	1,000.00
Total Other Current Liabilities	41,117.79
Total Current Liabilities	41,117.79
Total Liabilities	41,117.79
Equity	
32000 · Unrestricted Net Assets	606,871.39
32100 · Investment in Capital Assets	182,358.00
Net Income	2,623.76
Total Equity	791,853.15
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>832,970.94</b>

# Downtown Parking Management District Profit & Loss Budget Performance - For Mgmt Use Only

April 2020

## Ordinary Income/Expense

### Income

23-03 - Onstreet Platform	150.26	3,712.00	-3,561.74	26,023.69	25,984.00	39.69	44,544.00
10-00 - Judicial Center Lot	91.40	0.00	91.40	91.40	0.00	91.40	0.00
11-00 - North Palatka Lot	4.00	2,134.00	-2,130.00	18,430.98	14,938.00	3,492.98	25,608.00
12-00 - Tarragona Street Lot	36.25	1,994.17	-1,957.92	45,116.95	13,959.15	31,157.80	23,930.00
13-00 - Trash	4,297.58	6,573.34	-2,275.76	42,150.25	46,013.30	-3,863.05	78,880.00
20-00 - Intendencia Garage	0.00	2,306.00	-2,306.00	15,782.00	16,142.00	-360.00	27,672.00
21-00 - Jefferson Street Garage	-3,779.25	33,385.00	-37,164.25	227,894.61	233,695.00	-5,800.39	400,620.00
23-01 - Paystations	144.88	18,514.17	-18,369.29	68,080.23	129,599.15	-61,518.92	222,170.00
23-02 - Single Space Meters	0.00	850.00	-850.00	5,958.56	5,950.00	8.56	10,200.00
24-00 - Parking Fines	15,520.00	14,528.00	992.00	209,208.00	101,696.00	107,512.00	174,336.00
25-00 - OnStreet Dumpster Placement Fee	30.00	66.67	-36.67	1,110.00	466.65	643.35	800.00
26-00 - Residential Parking Permits	0.00	0.00	0.00	774.00	0.00	774.00	0.00
29-01 - Sales Tax Collected	0.00	0.00	0.00	-28,231.85	0.00	-28,231.85	0.00
<b>Total Income</b>	<b>16,495.12</b>	<b>84,063.35</b>	<b>-67,568.23</b>	<b>632,388.82</b>	<b>588,443.25</b>	<b>43,945.57</b>	<b>1,008,760.00</b>

### Gross Profit

### Expense

50-30 - Parking Reserve Fund Expense	1,666.67	1,666.67	0.00	11,666.69	11,666.65	0.04	20,000.00
5034 - Sales Tax	0.00	67.00	-67.00	0.00	469.00	-469.00	804.00
30-00 - DPMD Trash Expense	3,749.73	5,573.34	-1,823.61	34,154.13	39,013.30	-4,859.17	66,880.00
<b>40-00 - DPMD Shared Expenses</b>							
40-01 - Intendencia Revenue Share w/Co	2,470.00	785.00	1,685.00	5,508.00	5,495.00	13.00	9,420.00
40-03 - P.F. Less Rev Share PPD/Airport	3,570.68	402.00	3,168.68	19,361.00	2,814.00	16,547.00	4,824.00
40-04 - Tarragona Lot Rev Share	1,600.00	1,600.00	0.00	11,200.00	11,200.00	0.00	19,200.00
<b>Total 40-00 - DPMD Shared Expenses</b>	<b>7,640.68</b>	<b>2,787.00</b>	<b>4,853.68</b>	<b>36,069.00</b>	<b>19,509.00</b>	<b>16,560.00</b>	<b>33,444.00</b>
<b>50-00 - DPMD Operating Expenses</b>							
50-29 - Insurance - Garage Keeper	1,482.01	1,349.25	132.76	12,196.80	9,444.75	2,752.05	16,191.00
50-04 - Jefferson Garage CC Fees	418.62	369.00	49.62	3,089.75	2,583.00	506.75	4,428.00
50-05 - Parking Meter CC Fees	2,923.49	2,050.00	873.49	25,427.39	14,350.00	11,077.39	24,600.00
50-06 - Auto	56.33	458.34	-402.01	3,763.18	3,308.30	454.88	5,700.00
50-08 - Bank Charges	1.45	15.00	-13.55	1,034.75	105.00	929.75	180.00
50-11 - Dues & Subscriptions	25.00	16.67	8.33	25.00	116.65	-91.65	200.00
50-12 - Marketing / Printing / Research	3,795.75	5,208.00	-1,412.25	17,610.43	36,456.00	-18,845.57	62,486.00



# Downtown Parking Management District

## Profit & Loss Budget Performance - For Mgmt Use Only

April 2020

	Apr 20	Budget	\$ Over Budget	Oct '19 - Apr 20	YTD Budget	\$ Over Budget	Annual Budget
50-13 · Office Supplies	0.00	25.00	-25.00	1,508.02	175.00	1,333.02	300.00
50-14 · Overhead Reimbursement	32,208.54	40,202.84	-7,994.30	246,168.71	281,419.80	-35,251.09	482,434.00
50-15 · Professional Services	0.00			7,775.00	12,100.00	-4,325.00	12,100.00
50-16 · Facility Repair & Maintenance	3,452.14	7,379.59	-3,927.45	85,706.32	51,657.05	34,049.27	88,555.00
50-17 · Signage & Striping	815.71	1,333.34	-517.63	4,601.26	9,333.30	-4,732.04	16,000.00
50-18 · Utilities	1,073.95	841.00	232.95	9,274.17	5,887.00	3,387.17	10,092.00
50-19 · Travel Entertainment & Educ	95.39	416.67	-321.28	1,086.87	2,916.65	-1,829.78	5,000.00
50-20 · Management Contracts	0.00	0.00	0.00	1,300.62	0.00	1,300.62	0.00
50-21 · Paystation Parkeon \$1456/mo	0.00	2,320.50	-2,320.50	13,387.43	16,243.50	-2,856.07	27,846.00
50-22 · Paystation Repairs	350.00	666.67	-316.67	1,649.66	4,666.65	-3,016.99	8,000.00
50-24 · Enforcement Spec Events Pkg	0.00	1,255.00	-1,255.00	18,129.79	8,785.00	9,344.79	15,060.00
50-25 · Security	0.00	2,500.00	-2,500.00	285.23	17,500.00	-17,214.77	30,000.00
50-26 · Meter Equipment	0.00	4,870.84	-4,870.84	42,946.77	34,095.80	8,850.97	58,450.00
50-27 · Jefferson Garage Maintenance	0.00	0.00	0.00	1,558.76	0.00	1,558.76	0.00
50-28 · Street / Landscape Improvements	0.00	1,666.67	-1,666.67	2,016.13	11,666.65	-9,650.52	20,000.00
50-00 · DPMD Operating Expenses - Other	24.17			47,863.04			
Total 50-00 · DPMD Operating Expenses	46,722.55	72,944.38	-26,221.83	548,405.08	522,810.10	25,594.98	887,632.00
Total Expense	59,779.63	83,038.39	-23,258.76	630,294.90	593,468.05	36,826.85	1,008,760.00
Net Ordinary Income	-43,284.51	1,024.96	-44,309.47	2,093.92	-5,024.80	7,118.72	0.00
Other Income/Expense							
Other Income							
Interest Income	0.03	0.00	0.03	10.92	0.00	10.92	0.00
60-00 · Other Income	70.42	0.00	70.42	563.42	0.00	563.42	0.00
Total Other Income	70.45	0.00	70.45	574.34	0.00	574.34	0.00
Other Expense							
50-31 · Interest	0.00	0.00	0.00	44.50	0.00	44.50	0.00
Total Other Expense	0.00	0.00	0.00	44.50	0.00	44.50	0.00
Net Other Income	70.45	0.00	70.45	529.84	0.00	529.84	0.00
Net Income	-43,214.06	1,024.96	-44,239.02	2,623.76	-5,024.80	7,648.56	0.00

**Downtown Parking Management District**

**Operational Budget**

FY2018/19	FY2019/20		Notes
	Original Budget	Re-forecast	
00-00 Garage Maintenance Loan	\$ -	\$ 250,000	
11-00 - North Palafox Lot	\$ 25,608	\$ 27,620	
12-00 - Tarragona Street Lot	\$ 23,930	\$ 67,622	
<b>DPMD Parking Lot Revenue</b>	<b>\$ 49,538</b>	<b>\$ 345,241</b>	
20-00 - Intendencia Garage	\$ 27,672	\$ 23,673	
21-00 - Jefferson Garage	\$ 400,620	\$ 345,309	
22-00 - Judicial Center Garage	\$ -	\$ -	
<b>DPMD Parking Garage Revenue</b>	<b>\$ 428,292</b>	<b>\$ 368,982</b>	
23-01- Paystations	\$ 222,170	\$ 101,924	
23-02 -Single Space Meters	\$ 10,200	\$ 5,958	
23-03 - On street Platform	\$ 44,544	\$ 38,810	
24-00 - Parking Fines	\$ 174,336	\$ 250,500	
25-00 - On Street Dumpster Placement Fee	\$ 800	\$ 2,000	
<b>DPMD Parking Meter / Fines Revenue</b>	<b>\$ 452,050</b>	<b>\$ 399,192</b>	
<b>DPMD Parking Revenue</b>	<b>\$ 929,880</b>	<b>\$1,113,415</b>	
13-01 - Co-Op Participation	\$ 61,880	\$ 33,605	
13-01.5 - Overages	\$ 5,000	\$ -	
13-02 - Compactor Loan Re-payment	\$ 12,000	\$ 10,556	
<b>13-00 - Trash Revenue</b>	<b>\$ 78,880</b>	<b>\$ 44,161</b>	
30-01 - Republic - Dumpster Service	\$ 58,260	\$ 42,618	
30-01.5 Overage	\$ 5,000	\$ -	
30-04 - Security	\$ 3,000	\$ 1,011	
30-06 - Compactor Construction	\$ -	\$ -	
30-07 Compactor Utilities	\$ 620	\$ 532	
<b>30-00 - Trash Expense</b>	<b>\$ 66,880</b>	<b>\$ 44,161</b>	
40-01 - Revenue Share w/ County	\$ 9,420	\$ 3,038	
40-03 Revenue Share w/ PPD/Airport	\$ 4,824	\$ 18,422	
40-04 Revenue Share w/ UWFHT	\$ 19,200	\$ 19,200	
<b>40-00 Revenue Share Expense</b>	<b>\$ 33,444</b>	<b>\$ 40,660</b>	
50-04 - Jefferson Garage CC Fees	\$ 4,428	\$ 3,116	
50-05 - Parking Meter CC Fees	\$ 24,600	\$ 26,255	
<b>DPMD Credit Card / Fees Expense</b>	<b>\$ 29,028</b>	<b>\$ 29,371</b>	
50-06.2 -Auto Insurance	\$ 100	\$ 284	
50-06.4 - Auto Tag & Licenses	\$ 100	\$ 100	
50-06.6 - Auto Repair and Maintenance	\$ 5,000	\$ 3,500	
50-06 - Auto Other	\$ 500	\$ 1,000	
<b>Auto Expense</b>	<b>\$ 5,700</b>	<b>\$ 4,884</b>	
50-00.1 - Maintenance Loan Payment	\$ -	\$ 37,000	4% for 3-year term (\$7,400 per month)
50-08 - Bank Charges	\$ 180	\$ 1,200	
50-11 - Dues & Subscriptions	\$ 200	\$ -	
50-12 - Marketing/Printing/Research	\$ 62,496	\$ 62,496	
50-13 - Office Supplies (parking only paper supplies)	\$ 300	\$ 1,600	
50-14 - Overhead Reimbursement	\$ 157,549	\$ 142,700	
50-14 -1 Overhead Reimbursement Salaries Benefits and Taxes	\$ 324,885	\$ 226,491	
50-15.1 - Annual Audit	\$ 12,100	\$ 12,100	
50-16 - Facility Repairs & Maintenance	\$ 88,555	\$ 300,000	\$250K / 3-year loan to cover garage repairs

**Downtown Parking Management District  
Operational Budget**

FY2018/19	FY2019/20		Notes
	Original Budget	Re-forecast	
50-17 - Signage & Striping	\$ 16,000	\$ 10,000	
50-18 - Utilities	\$ 10,092	\$ 16,234	
50-19 - Travel & Education	\$ 5,000	\$ 1,000	
50-20 - Management Contracts	\$ -	\$ -	
50-21 - Paystations Parkeon \$55.25/month/per unit	\$ 27,846	\$ 27,846	
50-22 - Paystations repairs	\$ 8,000	\$ 4,000	
50-23 - Contract Parking Enforcement Services	\$ -	\$ 65,000	
50-24 - Enforcement Special Event Parking	\$ 15,060	\$ 21,152	
50-25 - Security/PPD	\$ 30,000	\$ 30,000	
50-26.2 - Meter/Paystations Purchase	\$ 58,450	\$ 42,887	
50-28 - Street/Landscape Improvements	\$ 20,000	\$ 10,000	
50-29 - Insurance - Garage Keeper	\$ 16,191	\$ 16,191	
50-30 - Parking Reserve Fund	\$ 20,000	\$ 10,000	
60-10 - Sales Tax	\$ 804	\$ 603	
<b>DPMD Operating Expense</b>	<b>\$ 873,708</b>	<b>\$1,038,500</b>	

**DPMD Operating Expense Total**

**\$ 1,008,760 \$1,157,576**

**Original**

**FY2019-2020**

Tot Revenues - Total Revenues	\$ 1,008,760
Tot Expenses - Total Expenses	\$ 1,008,760
Tot Variance	\$ -
% of budget	\$ -



**Downtown Parking Management District**

**Operational Budget**

**FY2020/21**

FY 2020/21

Re-forecast

Notes

11-00 - North Palafox Lot	\$ 36,826	
12-00 - Tarragona Street Lot	\$ 90,162	
<b>DPMD Parking Lot Revenue</b>	<b>\$ 126,988</b>	
20-00 - Intendencia Garage	\$ 31,564	
21-00 - Jefferson Garage	\$ 460,412	
22-00 - Judicial Center Garage	\$ -	
<b>DPMD Parking Garage Revenue</b>	<b>\$ 491,976</b>	
23-01- Paystations	\$ 135,898	
23-03 - On street Platform	\$ 51,746	
24-00 - Parking Fines	\$ 387,376	
25-00 - On Street Dumpster Placement Fee	\$ 1,500	
<b>DPMD Parking Meter / Fines Revenue</b>	<b>\$ 576,520</b>	
<b>DPMD Parking Revenue</b>	<b>\$ 1,195,484</b>	
13-01 - Co-Op Participation	\$ 57,610	
13-01.5 - Overages	\$ -	
13-02 - Compactor Loan Re-payment	\$ 6,000	
<b>13-00 - Trash Revenue</b>	<b>\$ 63,610</b>	
30-01 - Republic - Dumpster Service	\$ 59,299	
30-01.5 Overage	\$ -	
30-04 - Security	\$ 3,500	
30-06 - Compactor Construction	\$ -	
30-07 Compactor Utilities	\$ 811	
<b>30-00 - Trash Expense</b>	<b>\$ 63,610</b>	
40-01 - Revenue Share w/ County	\$ 6,076	
40-03 Revenue Share w/ PPD/Airport	\$ 31,580	
40-04 Revenue Share w/ UWFHT	\$ 19,200	
<b>40-00 Revenue Share Expense</b>	<b>\$ 56,856</b>	
50-04 - Jefferson Garage CC Fees	\$ 5,500	
50-05 - Parking Meter CC Fees	\$ 45,008	
<b>DPMD Credit Card / Fees Expense</b>	<b>\$ 50,508</b>	
50-06.2 -Auto Insurance	\$ 5,700	
50-06.4 - Auto Tag & Licenses	\$ 100	
50-06.6 - Auto Repair and Maintenance	\$ 3,500	
50-06 - Auto Other	\$ 1,000	
<b>Auto Expense</b>	<b>\$ 10,300</b>	
50-00.1 - Maintenance Loan Payment	\$ 88,800	3-year laon (\$7,400 per month)
50-08 - Bank Charges	\$ 2,046	
50-11 - Dues & Subscriptions	\$ 500	
50-12 - Marketing/Printing/Research	\$ 58,000	
50-13 - Office Supplies (parking only paper supplies)	\$ 1,450	
50-14 - Overhead Reimbursement	\$ 158,899	
50-14 -1 Overhead Reimbursement Salaries Benefits and Taxes	\$ 330,340	
50-15.1 - Annual Audit	\$ 12,100	
50-16 - Facility Repairs & Maintenance	\$ 165,000	
50-17 - Signage & Striping	\$ 20,000	
50-18 - Utilities	\$ 16,234	

**Downtown Parking Management District****Operational Budget****FY2020/21****FY 2020/21****Re-forecast****Notes**

50-19 - Travel & Education	\$	3,000	
50-21 - Paystations Parkeon \$75.00/month/ 41 units	\$	3,300	
50-22 - Paystations repairs	\$	1,500	
50-23 - Contract Parking Enforcement Services	\$	62,000	
50-24 - Enforcement Special Event Parking	\$	35,350	
50-25 - Security/PPD	\$	30,000	
50-26.2 - Meter/Paystations Purchase	\$	22,500	
50-28 - Street/Landscape Improvements	\$	30,000	
50-29 - Insurance - Garage Keeper	\$	16,191	
50-30 - Parking Reserve Fund	\$	20,000	
60-10 - Sales Tax	\$	603	
<b>DPMD Operating Expense</b>	<b>\$</b>	<b>1,077,820</b>	

**DPMD Operating Expense Total****\$ 1,259,094**

## MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD

Regular Monthly Meeting – Via Teleconference  
Tuesday, April 28, 2020, 7:30 a.m.

### Attendance

Chair Michael Carro, Kevin Lehman, Jean Pierre N'Dione, Adam Cobb, Patti Sonnen  
Commissioner Robert Bender, *Ex Officio*  
Lissa Dees, Executive Director

### Call to Order

- a. Mr. Carro 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 proposed meeting agenda for April 28, 2020.
- c. The board unanimously approved the minutes of the regular meeting of DIB held on March 24, 2020.

### Parking

- a. Mrs. Dees discussed item (d) on the consent agenda and noted that a quote of \$23,600 was received from Washburn Construction for corbel and seam repairs to Jefferson Street Garage. The parking committee requested that the board approve this amount, with the contingency that the money first be secured through a three-year, \$250,000 bank loan at four percent interest, to cover all planned repairs and to allow operating funds to remain accessible during the pandemic.
- b. Commissioner Bender suggested that the City loan DIB \$250,000 and that DIB repay the City. The City made a similar interfund loan to the SRIA for re-nourishing the beaches. Mr. Carro inquired what interest rate the City would charge and was advised to contact Amy Lavoy at the City.
- c. Mr. Lehman made a motion to continue with the structural repairs using the existing line of credit and seek up to the full \$250,000 from the City to pay down the line of credit if those terms are favorable. Seconded by Ms. Sonnen and carried unanimously.
- d. The April DPMD Consent Agenda was approved unanimously.

### Finance

- a. April Finance Consent Agenda was approved unanimously.
- b. DIB - March financials were presented by Mrs. Dees and unanimously approved by the board. Mrs. Dees thanked Mr. Darden and others for donating their time during the ongoing pandemic.
- c. DPMD - March financials were presented by Mrs. Dees and approved unanimously.
- d. DPMD - Financial status and sustainability plan were discussed and approved unanimously by the board.

### Ongoing Business

- a. StreetPlus March report
  - 1. Mrs. Dees provided to the board photo samples that were provided by StreetPlus.
- b. Additional street cameras
  - 1. Mrs. Dees reported that of the five additional cameras, two have been installed; one is pending the City providing a bucket truck; and one is dependent upon whether Seville Tower would like to partner with DIB.

### New Business

- a. "All I Want" campaign
  - 1. Mrs. Dees advised the board that she has received requests from merchants to run a campaign that would incentivize people to do online shopping with small businesses downtown. The ED asked that her \$1,200 bonus be donated toward such a campaign to highlight downtown and the DIB. The board thanked Mrs. Dees for her generosity and discussed ways in which to use the donation.
  - 2. Mr. Lehman moved that the board allow the ED to spend the \$1,200 that would have been allocated to her bonus as a marketing campaign at her and Ideaworks' discretion. Seconded by Ms. Sonnen and carried unanimously.
  - 3. The quarterly bonus to the ED was approved unanimously.
- b. Business Recovery Plan – Meeting in the Park
  - 1. Mrs. Dees suggested that a meeting be held outdoors, with proper social distancing, to give business and property owners the opportunity to discuss a recovery plan.
  - 2. Motion made by Mr. Cobb that a meeting announcement be sent requesting merchants to submit ideas in advance, so that ideas can be vetted as discussion points during the meeting and the meeting be properly moderated. Seconded by Mr. Lehman and carried unanimously.
- c. Joining the Florida Downtown Association
  - 1. Mrs. Dees asked that the board approve DIB joining the Florida Downtown Association with annual dues of \$482.
  - 2. Motion to approve passed 3-1 with Mr. Lehman dissenting.
- d. ED Second Quarter Bonus – Deferred to sponsorship of community art and/or promotion campaign. Motion to approve carried unanimously.

### Marketing Report

- a. The March marketing report was presented by Freddie Haydn-Slater of Ideaworks.
- b. DIB Perception Survey (net promoter score)
  - 1. Mr. Haydn-Slater updated the board as to the content of the survey which will be provided to board members for tweaking before sending out.
  - 2. Mrs. Dees suggested that the survey be put on hold until post pandemic.

### On Hold

- a. Romana Street Puppy Pitstop – on hold for corbel repair

- b. Anti-Litter and Recycle campaign – on hold for post COVID-19 recovery
- c. JSG Alley Art – on hold for post COVID-19 recovery
- d. Parking Interlocal Agreement Renewals – October 2020
- e. City Inspection survey on hold for post COVID-19 recovery

#### Upcoming Events

- a. Charles Marohn and Quint Studer, "What the future looks like and what leaders can do to help their communities," April 28, 3:00 p.m., free Webinar
- b. EntreCon – Pensacola Little Theater, \$275 and up, registration required, November 18 & 19

#### Public Comment – None

Adjournment – The meeting was adjourned at 9:30 a.m.