



## **Finance Committee Meeting**

August 11, 2020

4:30pm

Zoom Meeting

### **AGENDA**

- 1) Call to Order
  - a) Meeting was properly noticed
  - b) Approval of July 14, 2020 Minutes
  - c) Approval of August 11, 2020 Agenda
- 2) New Business
  - a) July DIB financials
  - b) July DPMD financials
- 3) On-Going Business
- 4) Public Comment
- 5) Adjournment
- 6) On Hold

**Minutes of the  
Finance Committee  
Tuesday, July 14, 2020**

**Attendance:** Malcolm Ballinger, Adam Cobb, Mambwe Mutanuka, John Hodgdon and Lissa Dees

- I. Call to Order – Mr. Cobb called the meeting to order at 4:33 pm.
  - a) Mr. Cobb confirmed the meeting was properly noticed.
  - b) There was a motion and a second to approve the July 14, 2020 agenda.
  - c) There was a motion and a second to approve the June 9, 2020 minutes.
- II. On-Going Business
  - a) The committee unanimously approved the June DIB financials.
  - b) The committee unanimously approved the June DPMD financials.
  - c) Mrs. Dees provided an update on the status of transferring parking and all parking assets to the City by Oct. 1, 2020.
  - d) Mrs. Dees provided the 2020/2021 DIB Property Tax Calculations and walked the committee through the proposed DIB budget.
  - e) Discussion was had concerning needed Board decisions for capital and expense items such as the trash co-op, compactor loan, bollards and the golf cart which could impact the budget.
  - f) After much discussion and addressing all committee budget questions, the committee unanimously approved the 2020/2021 DIB proposed budget.
  - g) Mr. Cobb confirmed there was no public participation on the call and closed the meeting.
- III. New Business

None
- IV. Public Comment

None
- V. Adjournment the meeting was adjourned at 5:13 p.m.

# Treasurer's Report - DIB & DPMD

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## MEMORANDUM

**To:** DIB Board

**From:** Lissa Dees, Executive Director

**Subject:** Treasurer's Report

**Date:** August

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

Total Income DIB July: \$82,475.25

Total Expense DIB July: \$89,840.96

Total Income DPMD July: \$45,101.91

Total Expense DPMD July: \$143,455.06

Notes:

DIB - \$30k for 1<sup>st</sup> and 2<sup>nd</sup> Qtr. Payments for Police Services

DPMD - \$74K for elevator repair payment final payment

DIB - July		
<u>Code</u>	<u>Description</u>	<u>DIB Notes</u>
Income	<i>Overview</i>	<i>\$11K under targeted budget</i>
4030	Palafox Market	\$9K under budget - Market Closed in March
4060	DPMD Overhead Reimb.	\$11k under budget
Expense		
Expense	<i>Overview</i>	<i>\$3K over projected expenses</i>
5001	Salaries, Benefits & Taxes	\$16K under budget - cut backs due to COVID
5023	Marketing	\$2k under budget
5027	Economic Development	\$9k over budget - Puppy Park Project
5028	Arts and Culture	\$4k under budget
5227	PPD Security	\$30k for 1st and 2nd Qtr payment for PPD
6000	Palafox Market	\$8k under budget - Market suspended in March
7000	Ambassador Program	\$2k over budget

**DOWNTOWN IMPROVEMENT BOARD**  
**Balance Sheet - For Management Use Only**  
As of July 31, 2020

	Jul 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
101 · Cash - Coastal- 0237 Operating	
101.1 · BP Funds for Beautification	68,146.07
101.2 · LEAP Funds for Sign Maintenance	5,000.00
101 · Cash - Coastal- 0237 Operating - Other	347,201.81
Total 101 · Cash - Coastal- 0237 Operating	420,347.88
Total Checking/Savings	420,347.88
Other Current Assets	
169 · Deposit Holiday Lights	60,000.00
140.5 · Due from Friends of Downtown	7,089.50
140.7 · Due from Holiday Lights	1,070.53
140.11 · Due from Parking Fund	71,614.53
162 · City of P-Clean Up Deposit/Perm	1,000.00
164 · Prepaid Insurance	1,691.41
Total Other Current Assets	142,465.97
Total Current Assets	562,813.85
Fixed Assets	
240 · Equipment	135,717.17
260 · Furniture & Fixtures	4,541.23
275 · Website Capitalized	10,850.00
300 · Less Accumulated Depreciation	-111,590.00
Total Fixed Assets	39,518.40
<b>TOTAL ASSETS</b>	<b>602,332.25</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
450 · Accounts Payable	-1,207.67
452 · Compensated Absences	1,888.67
Total Accounts Payable	681.00
Other Current Liabilities	
Accrued Salaries	12,870.25
485 · Prepaid OH Reimbursement	632.00
453 · 403(b) Employer Contribution	1,165.72
458 · Due to 403(b) - Employee Contr	951.82
471 · Payroll Liabilities	4,582.10
4849 · Deferred Revenue Sign Maint	5,000.00
490 · Deferred Revenue-Prop Taxes	90,137.80
Total Other Current Liabilities	115,339.69
Total Current Liabilities	116,020.69
Long Term Liabilities	
N/P - DLL Financial Solutions	
Deferred Interest	-118.65
N/P - DLL Financial Solutions - Other	4,202.52
Total N/P - DLL Financial Solutions	4,083.87
Total Long Term Liabilities	4,083.87
<b>Total Liabilities</b>	<b>120,104.56</b>
<b>Equity</b>	
32000 · Unrestricted Net Assets	401,658.68

**DOWNTOWN IMPROVEMENT BOARD**  
**Balance Sheet - For Management Use Only**  
As of July 31, 2020

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	Jul 31, 20
587 - Fund Balance	-83,708.00
Net Income	164,277.01
Total Equity	482,227.69
TOTAL LIABILITIES & EQUITY	602,332.25

# DOWNTOWN IMPROVEMENT BOARD

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

### July 2020

	Jul 20	Budget	\$ Over Budget	Oct '19 - Jul 20	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4085 · LTU - Sidewalk Pressure Washing	0.00			6,500.00	6,500.00	0.00	6,500.00
4000 · Misc Income	0.00			4,732.00	0.00	4,732.00	0.00
4010 · Ad Valorem Revenue	54,161.50	45,068.92	9,092.58	459,781.78	450,689.16	9,092.62	540,827.00
4015 · CRA Interlocal Income	0.00			380,550.71	380,551.00	-0.29	380,551.00
4020 · Website Membership and Map	0.00	0.00	0.00	600.00	470.00	130.00	500.00
Program Revenue	-600.00	8,154.50	-8,754.50	52,205.25	81,545.00	-29,339.75	97,854.00
4060 · DMPD OverHd Reimbursement	28,913.75	40,202.84	-11,289.09	328,884.39	402,028.32	-73,143.93	482,434.00
4080 · Bollard Rentals	0.00	0.00	0.00	1,200.00	1,500.00	-300.00	1,500.00
4900 · Sales Tax Collected	0.00	0.00	0.00	-3,584.95	0.00	-3,584.95	0.00
<b>Total Income</b>	<b>82,475.25</b>	<b>93,426.26</b>	<b>-10,951.01</b>	<b>1,230,869.18</b>	<b>1,323,283.48</b>	<b>-92,414.30</b>	<b>1,510,166.00</b>
<b>Gross Profit</b>	<b>82,475.25</b>	<b>93,426.26</b>	<b>-10,951.01</b>	<b>1,230,869.18</b>	<b>1,323,283.48</b>	<b>-92,414.30</b>	<b>1,510,166.00</b>
<b>Expense</b>							
5227 · PPD Security	30,000.00	2,500.00	27,500.00	30,000.00	25,000.00	5,000.00	30,000.00
6012 · Market Security	0.00	500.00	-500.00	0.00	5,000.00	-5,000.00	6,000.00
6011 · Market App Program Fee	0.00	166.67	-166.67	0.00	1,666.66	-1,666.66	2,000.00
5005 · Workers Comp Insurance	0.00	166.67	-166.67	715.00	1,666.66	-951.66	2,000.00
5004 · Insurance Expense-Other	1,077.08	2,000.00	-922.92	14,307.23	20,000.00	-5,692.77	24,000.00
5000 · CRA Interlocal Payment	0.00			380,550.71	380,551.00	-0.29	380,551.00
5001 · Salaries, Benefits & Taxes	18,614.60	34,607.34	-15,992.74	242,964.71	346,073.32	-103,108.61	415,288.00
5006 · Board Meetings	0.00	541.67	-541.67	4,203.27	5,416.66	-1,213.39	6,500.00
5007 · Annual Meeting	0.00	0.00	0.00	23.19	2,000.00	-1,976.81	2,000.00
5008 · Committee Meetings	0.00	225.00	-225.00	0.00	2,250.00	-2,250.00	2,700.00
5009 · Bank Charges	66.00	452.00	-386.00	759.00	4,520.00	-3,761.00	5,424.00
5010 · Bank Direct Deposit Fee	0.00	10.42	-10.42	0.00	104.16	-104.16	125.00
5011 · Interest Expense	23.75	16.67	7.08	1,403.31	166.66	1,236.65	200.00
5012 · Office Rent	1,195.67	1,202.75	-7.08	12,016.70	12,027.50	-10.80	14,433.00
5013 · Office Supplies	93.12	266.67	-173.55	1,582.53	2,666.66	-1,084.13	3,200.00
5014 · Office Equipment/Software	46.00	416.67	-370.67	4,272.85	4,166.66	106.19	5,000.00
5015 · Postage	0.00	83.34	-83.34	481.75	833.32	-351.57	1,000.00
5016 · Telecommunications	976.52	1,125.00	-148.48	9,505.42	11,250.00	-1,744.58	13,500.00

**DOWNTOWN IMPROVEMENT BOARD**  
**Profit & Loss Budget Performance- For Mgmt Use Only**  
**July 2020**

	Jul 20	Budget	\$ Over Budget	Oct '19 - Jul 20	YTD Budget	\$ Over Budget	Annual Budget
5017 · Website Support	768.75	583.34	185.41	4,337.00	5,833.32	-1,496.32	7,000.00
5018 · Website Hosting	0.00	166.67	-166.67	513.27	1,666.66	-1,153.39	2,000.00
5019 · Computer Support/Email Leasing	0.00	208.34	-208.34	2,372.43	2,083.32	289.11	2,500.00
5020 · Dues, Subscriptions, Publicatio	0.00	375.00	-375.00	2,661.83	3,750.00	-1,088.17	4,500.00
5021 · Travel Entertainment & Educ.	0.00	416.67	-416.67	2,545.25	4,166.66	-1,621.41	5,000.00
5023 · Marketing Consultants	4,663.50	6,666.67	-2,003.17	80,950.05	66,666.66	14,283.39	80,000.00
5024 · Bookkeeping	1,105.00	2,083.34	-978.34	14,715.00	20,833.32	-6,118.32	25,000.00
5025 · Audit	0.00			7,475.00	18,000.00	-10,525.00	18,000.00
5026 · Legal Counsel	1,262.50	1,416.67	-154.17	11,395.56	14,166.66	-2,771.10	17,000.00
5027 · Economic Development	14,430.81	5,083.34	9,347.47	38,575.90	50,833.32	-12,257.42	61,000.00
5028 · Arts and Culture	31.25	4,166.67	-4,135.42	8,031.25	41,666.66	-33,635.41	50,000.00
5029 · Donation to Friends of Downtown	0.00	0.00	0.00	15,000.00	0.00	15,000.00	75,000.00
6000 · Palafox Market	0.00	7,711.18	-7,711.18	42,073.10	75,161.64	-33,088.54	89,854.00
7000 · Ambassador Program	15,486.41	13,282.59	2,203.82	135,771.32	132,825.82	2,945.50	159,391.00
<b>Total Expense</b>	<b>89,840.96</b>	<b>86,441.35</b>	<b>3,399.61</b>	<b>1,069,202.63</b>	<b>1,263,013.30</b>	<b>-193,810.67</b>	<b>1,510,166.00</b>
<b>Net Ordinary Income</b>	<b>-7,365.71</b>	<b>6,984.91</b>	<b>-14,350.62</b>	<b>161,666.55</b>	<b>60,270.18</b>	<b>101,396.37</b>	<b>0.00</b>
<b>Other Income/Expense</b>	<b>0.11</b>	<b>0.00</b>	<b>0.11</b>	<b>2,610.46</b>	<b>0.00</b>	<b>2,610.46</b>	<b>0.00</b>
<b>Net Income</b>	<b>-7,365.60</b>	<b>6,984.91</b>	<b>-14,350.51</b>	<b>164,277.01</b>	<b>60,270.18</b>	<b>104,006.83</b>	<b>0.00</b>



**DPMD - July**

<u>Code</u>	<u>Description</u>	<u>DPMD Notes</u>
Revenue	<i>Overview</i>	<i>\$39K under budgeted revenue</i>
11-00	North Palafox	On-target for the month
12-00	Tarragona Lot	On-target for the month
13-00	Trash Co -Op	\$4k under target due to reduced Republic expenses
20-00	Intendencia	\$2k under target for the month
21-00	JSG	\$20K under target for the month
23-00	Meter/Pay Station	\$15K under target for month
23-03	On street Platform	\$2k under target for the month
24-00	Parking Fines	\$3k over target for the month
Expense		
Expense	<i>Overview</i>	<i>\$60K over budgeted expenses</i>
30-00	Trash Co -Op	\$2k under budgeted expenses
40-00	Shared Expenses	\$20k over budgeted expenses - Annual payout of 50/50 revenue for Tarragona lot
50-05	Parking Meter CC Fees	\$1k over budgeted expenses - looking further into fees
50-12	Marketing/ Printing / Research	\$5k under budgeted expenses
50-14	Overhead Reimbursement	\$11k under budgeted expenses
50-16	Facility R&M	\$74k over projected expenses - final payment of elevator repairs
50-17	Signage & Striping	\$1k under projected expenses
50-21	Pay Station Parkeon	\$2k under projected expenses
50-25	Security	\$3k under budgeted expenses - no special event parking
50-26	Meter Equipment	\$4k under projected expenses
50-28	Street / Landscape Improvements	\$2k under projected expenses

**Downtown Parking Management District**  
**Balance Sheet- For Management Use Only**  
As of July 31, 2020

	Jul 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
103 · Parking Reserve Trust	16,666.70
100 · Petty Cash-Jefferson Garage	1,717.20
101 · Cash-Coastal -514-8	77,474.33
102 · Cash-Wells Fargo -9358	13,564.56
Total Checking/Savings	109,422.79
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	8,527.96
Total Other Current Assets	9,159.96
Total Current Assets	153,386.60
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>707,815.88</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
461 · Parking Res Trust	16,666.70
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.	71,614.53
460 · Restricted Fund	1,000.00
Total Other Current Liabilities	108,166.06
Total Current Liabilities	108,166.06
Total Liabilities	108,166.06
Equity	
32000 · Unrestricted Net Assets	606,871.39
32100 · Investment in Capital Assets	182,358.00
Net Income	-189,579.57
Total Equity	599,649.82
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>707,815.88</b>

**Downtown Parking Management District**  
**Profit & Loss Budget Performance - For Mgmt Use Only**  
**July 2020**

	Jul 20	Budget	\$ Over Budget	Oct '19 - Jul 20	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
23-03 · Onstreet Platform	2,065.89	3,712.00	-1,646.11	33,898.29	37,120.00	-3,221.71	44,544.00
10-00 · Judicial Center Lot	0.00	0.00	0.00	91.40	0.00	91.40	0.00
11-00 · North Palafox Lot	2,108.23	2,134.00	-25.77	24,218.18	21,340.00	2,878.18	25,608.00
12-00 · Tarragona Street Lot	1,965.68	1,994.17	-28.49	53,044.50	19,941.66	33,102.84	23,930.00
13-00 · Trash	2,755.61	6,573.34	-3,817.73	57,530.75	65,733.32	-8,202.57	78,880.00
20-00 · Intendencia Garage	0.00	2,306.00	-2,306.00	15,782.00	23,060.00	-7,278.00	27,672.00
21-00 · Jefferson Street Garage	13,811.07	33,385.00	-19,573.93	272,014.47	333,850.00	-61,835.53	400,620.00
23-01 · Paystations	4,836.93	18,514.17	-13,677.24	84,822.32	185,141.66	-100,319.34	222,170.00
23-02 · Single Space Meters	0.00	850.00	-850.00	5,958.56	8,500.00	-2,541.44	10,200.00
24-00 · Parking Fines	17,205.00	14,528.00	2,677.00	254,863.00	145,280.00	109,583.00	174,336.00
25-00 · OnStreet Dumpster Placement Fee	160.00	66.67	93.33	1,820.00	666.66	1,153.34	800.00
26-00 · Residential Parking Permits	193.50	0.00	193.50	967.50	0.00	967.50	0.00
29-01 · Sales Tax Collected	0.00	0.00	0.00	-32,330.83	0.00	-32,330.83	0.00
<b>Total Income</b>	<b>45,101.91</b>	<b>84,063.35</b>	<b>-38,961.44</b>	<b>772,680.14</b>	<b>840,633.30</b>	<b>-67,953.16</b>	<b>1,008,760.00</b>
<b>Gross Profit</b>	<b>45,101.91</b>	<b>84,063.35</b>	<b>-38,961.44</b>	<b>772,680.14</b>	<b>840,633.30</b>	<b>-67,953.16</b>	<b>1,008,760.00</b>
<b>Expense</b>							
50-30 · Parking Reserve Fund Expense	1,666.67	1,666.67	0.00	16,666.70	16,666.66	0.04	20,000.00
5034 · Sales Tax	0.00	67.00	-67.00	0.00	670.00	-670.00	804.00
30-00 · DPMD Trash Expense							
30-10 · Internet	84.96			380.81			
30-01 · Republic - Dumpster Service	2,962.31	5,271.67	-2,309.36	42,295.06	52,716.66	-10,421.60	63,260.00
30-03 · Landfill Fees	0.00	0.00	0.00	11.64	0.00	11.64	0.00
30-04 · Security Fees	0.00	250.00	-250.00	540.24	2,500.00	-1,959.76	3,000.00
30-06 · Compactor Construction	0.00			11.64	0.00	11.64	0.00
30-07 · Trash Compactor Utilities	48.26	51.67	-3.41	449.71	516.66	-66.95	620.00
30-09 · Misc Compactor Expenses	0.00			1,460.00	0.00	1,460.00	0.00
<b>Total 30-00 · DPMD Trash Expense</b>	<b>3,095.53</b>	<b>5,573.34</b>	<b>-2,477.81</b>	<b>45,149.10</b>	<b>55,733.32</b>	<b>-10,584.22</b>	<b>66,880.00</b>
40-00 · DPMD Shared Expenses							
40-01 · Intendencia Revenue share w/Co	0.00	785.00	-785.00	5,508.00	7,850.00	-2,342.00	9,420.00
40-03 · P.F. Less Rev Share PPD/Airport	0.00	402.00	-402.00	19,361.00	4,020.00	15,341.00	4,824.00
40-04 · Tarragona Lot Rev Share	21,252.89	1,600.00	19,652.89	32,452.89	16,000.00	16,452.89	19,200.00
<b>Total 40-00 · DPMD Shared Expenses</b>	<b>21,252.89</b>	<b>2,787.00</b>	<b>18,465.89</b>	<b>57,321.89</b>	<b>27,870.00</b>	<b>29,451.89</b>	<b>33,444.00</b>

**Downtown Parking Management District**  
**Profit & Loss Budget Performance - For Mgmt Use Only**  
July 2020

	Jul 20	Budget	\$ Over Budget	Oct '19 - Jul 20	YTD Budget	\$ Over Budget	Annual Budget
50-00 - DPMD Operating Expenses							
50-29 - Insurance - Garage Keeper	1,482.01	1,349.25	132.76	16,642.83	13,492.50	3,150.33	16,191.00
50-04 - Jefferson Garage CC Fees	408.14	369.00	39.14	3,688.38	3,690.00	-1.62	4,428.00
50-05 - Parking Meter CC Fees	3,195.64	2,050.00	1,145.64	30,337.69	20,500.00	9,837.69	24,600.00
50-06 - Auto	201.60	458.34	-256.74	4,182.74	4,783.32	-600.58	5,700.00
50-08 - Bank Charges	9.00	15.00	-6.00	1,045.20	150.00	895.20	180.00
50-11 - Dues & Subscriptions	102.50	16.67	85.83	185.16	166.66	18.50	200.00
50-12 - Marketing / Printing / Research	0.00	5,208.00	-5,208.00	19,386.10	52,080.00	-32,693.90	62,496.00
50-13 - Office Supplies	0.00	25.00	-25.00	1,508.02	250.00	1,258.02	300.00
50-14 - Overhead Reimbursement	28,913.75	40,202.84	-11,289.09	328,911.89	402,028.32	-73,116.43	482,434.00
50-15 - Professional Services	100.00			7,875.00	12,100.00	-4,225.00	12,100.00
50-16 - Facility Repair & Maintenance	81,060.70	7,379.59	73,681.11	256,728.29	73,795.82	182,932.47	88,555.00
50-17 - Signage & Striping	27.88	1,333.34	-1,305.46	6,068.17	13,333.32	-7,265.15	16,000.00
50-18 - Utilities	986.90	841.00	145.90	12,024.39	8,410.00	3,614.39	10,092.00
50-19 - Travel Entertainment & Educ	0.00	416.67	-416.67	1,086.87	4,166.66	-3,079.79	5,000.00
50-20 - Management Contracts	0.00	0.00	0.00	3,477.66	0.00	3,477.66	0.00
50-21 - Paystation Parkeon \$1456/mo	0.00	2,320.50	-2,320.50	19,523.43	23,205.00	-3,681.57	27,846.00
50-22 - Paystation Repairs	164.47	666.67	-502.20	5,720.49	6,666.66	-946.17	8,000.00
50-24 - Enforcement Spec Events Pkg	0.00	1,255.00	-1,255.00	18,129.79	12,550.00	5,579.79	15,060.00
50-25 - Security	0.00	2,500.00	-2,500.00	285.23	25,000.00	-24,714.77	30,000.00
50-26 - Meter Equipment	787.38	4,870.84	-4,083.46	43,734.15	48,708.32	-4,974.17	58,450.00
50-27 - Jefferson Garage Maintenance	0.00	0.00	0.00	2,266.75	0.00	2,266.75	0.00
50-28 - Street / Landscape Improvements	0.00	1,666.67	-1,666.67	2,016.13	16,666.66	-14,650.53	20,000.00
50-00 - DPMD Operating Expenses - Other	0.00			60,534.04			
<b>Total 50-00 - DPMD Operating Expenses</b>	<b>117,439.97</b>	<b>72,944.38</b>	<b>44,495.59</b>	<b>845,358.40</b>	<b>741,743.24</b>	<b>103,615.16</b>	<b>887,632.00</b>
<b>Total Expense</b>	<b>143,455.06</b>	<b>83,038.39</b>	<b>60,416.67</b>	<b>964,496.09</b>	<b>842,683.22</b>	<b>121,812.87</b>	<b>1,008,760.00</b>
<b>Net Ordinary Income</b>	<b>-98,353.15</b>	<b>1,024.96</b>	<b>-99,378.11</b>	<b>-191,815.95</b>	<b>-2,049.92</b>	<b>-189,766.03</b>	<b>0.00</b>
<b>Other Income/Expense</b>							
Other Income	62.83	0.00	62.83	2,280.88	0.00	2,280.88	0.00
Other Expense	0.00	0.00	0.00	44.50	0.00	44.50	0.00
<b>Net Other Income</b>	<b>62.83</b>	<b>0.00</b>	<b>62.83</b>	<b>2,236.38</b>	<b>0.00</b>	<b>2,236.38</b>	<b>0.00</b>
<b>Net Income</b>	<b>-98,290.32</b>	<b>1,024.96</b>	<b>-99,315.28</b>	<b>-189,579.57</b>	<b>-2,049.92</b>	<b>-187,529.65</b>	<b>0.00</b>

## MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD

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

### Attendance

Chair Michael Carro, Kevin Lehman, 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

- a. Chair Carro called the meeting to order at 7:30 a.m. and asked that Mrs. Dees share the ED announcement under New Business at this time.
- b. Mrs. Dees announced that she will resign the position of Executive Director effective October 1, 2020.

### Recurring Agenda

- a. Mrs. Dees confirmed that the meeting was properly noticed.
- b. The board unanimously approved the proposed meeting agenda for July 28, 2020.
- c. The board unanimously approved the minutes of the regular meeting of DIB held on June 24, 2020.

### Parking

- a. July DPMD Consent Agenda
  1. Motion to approve was made by Mr. Lehman and seconded by Ms. Sonnen.
  2. Chair Carro discussed the selection of Flowbird as a software provider and said that since parking is being turned over to the City, and an exhaustive research for an app provider has not taken place, he is not in favor of making a recommendation at this time. Mr. Cobb likewise does not want to make a decision that will bind the City and wants a parking plan that the public will be able to understand. Mr. N'Dione stated he does not feel this is an ultimate fix for parking and is concerned about the public's perception and understanding.
  3. Mr. Lehman stated that he is confident in the research done by the ED in the selection of Flowbird and suggested that the resources are available for anyone to be able to review and be sold on Flowbird as well.
  4. Committee Chair Bednar pointed out that representatives of the City weighed in at the parking & traffic meeting and were in favor of the selection of Flowbird.
  5. Addressing some of the board's concerns, Mrs. Dees explained that the inclusion of private parking is a significant consideration and that Flowbird's app will include parking in the private sector. Rather than being only a parking app, Flowbird will encompass many areas, such as public transportation, ferries, curb management and analysis of parking to ensure an even disbursement throughout the city.
  6. Mr. Zimmern suggested holding the item for 30 days and getting more input from the City. Mrs. Dees advised that cancellation notices were sent out per the decision of

- the committee and board, and those contracts will expire October 1. Delaying the decision may leave insufficient turnover time to integrate the new system.
7. Mr. Lehman asked the board members who are not confident in the push to Flowbird to state their specific objections to give guidance to Mrs. Dees.
  8. Mr. Cobb stated he is not comfortable voting for a contract that is going to extend well into the City's control and suggested that the City should make the decision. Mr. N'Dione agreed.
  9. Mrs. Dees advised that this would be an addendum to an already-existing contract with Flowbird who provide pay stations and will be reviewed by the City Attorney. It has already been approved by the City.
  10. After more discussion and hearing the thoughts of Councilwoman Hill and Commissioner Bender, Mr. N'Dione made a motion to wait 30 days and address the matter on the next agenda. Motion failed for lack of a second.
  11. Mr. Cobb then made a motion that DIB continue to work with the City to transition parking, and take steps to ensure the City is in the best position, once the transition occurs, to sign the most appropriate software provider for the City; but ultimately that it is the City entering into the contract, not the DIB. Seconded by Ms. Sonnen.
  12. Mr. Lehman asked if that plan would cause a lapse in having a parking app and expressed concern that the transition may occur during increased holiday parking.
  13. Mr. Bobby Switzer expressed his preference to have been contacted personally about the proposed changes and asked that the decision be postponed.
  14. Mr. Cobb restated his motion as follows: That DIB take steps to transition parking to the City and don't vote on the new parking app, but rather work with the City, work with the parking provider to ensure that upon that transition, the City is in the best position to enter into that new contract.
  15. Mr. N'Dione amended the motion to also ask Mrs. Dees to get with the private sector while what Mr. Cobb stated in the motion is being done with the City. Seconded by Mr. Cobb.
  16. Motion carried 3-1 with Mr. Lehman dissenting.
  17. Motion to approve DPMD Consent Agenda again made by Mr. Lehman and seconded by Mr. Cobb. Motion carried unanimously.
- b. City transition update – discussed above.

## Finance

- a. July Finance Consent Agenda was approved unanimously.
- b. DIB - June financial report was approved unanimously.
- c. DPMD - June financial report was approved unanimously.
- d. DIB 2021 Budget
  1. Chair Carro questioned the decreased salary for the incoming Executive Director.
  2. Mrs. Dees explained that the position will have responsibility for DIB only, rather than for both DIB and parking. A ratification can be done if necessary, and there is flexibility within the budget from which to obtain other funds.

## Ongoing Business

- a. StreetPlus June report – Update given by Mrs. Dees.
- b. Street cameras update – All cameras have been installed except the one to be installed on Seville Tower which is still being negotiated.
- c. Palafox Market update – Special event permits remain on hold through August.
- d. Romana Street Puppy Pitstop
  - 1. Tentative date for the grand opening is August 26. Staff will send an e-mail confirming the date and Mrs. Dees hopes everyone can attend.
- e. Anti-litter and Recycle campaign – Update given by Mrs. Dees.
- f. City Inspections Contractor Survey
  - 1. Mr. Lehman reintroduced the survey to the group and a discussion ensued.
  - 2. Councilwoman Hill asked that the findings be presented to the City Council.
  - 3. The item was approved unanimously.

### New Business

- a. Drain Art, Dixon School of Arts & Sciences
  - 1. Pictures of various drain art were provided to the board. Mrs. Dees and Caron Sjoberg of Ideaworks have been working with Dixon and suggested that students paint the 6-7 drains in the alley behind Jefferson Street Garage to remind businesses or people working there not to throw trash in the drains. This also would provide community outreach and would give the students and their families an opportunity to have a stake in downtown and something of which to be proud.
  - 2. Motion to approve made by Mr. Cobb and seconded.
  - 3. After some discussion, Mr. Cobb updated the motion to approve up to seven paintings in locations to be determined through working with Mrs. Dees and staff. Seconded by Ms. Sonnen and carried unanimously.
- b. ED 3<sup>rd</sup> Quarter bonus- not discussed.
- c. ED announcement – previously discussed.

### Marketing Report

- a. The June marketing report was presented by Freddie Haydn-Slater of Ideaworks.

### On Hold

- a. CRA & Parking Interlocal Agreement renewals – October 2020

### Upcoming Events

- a. August 4 – Virtual Civicon – Dr. Cedric Alexander, expert on police reform
- b. August 17 - Session 2 on Affordable Housing
- c. November 18 & 19 - EntreCon – Pensacola Little Theater, \$275 and up, registration required

Public Comment – None

Adjournment – The meeting was adjourned at 9:05 a.m.