

**Minutes of the
DOWNTOWN IMPROVEMENT BOARD
Regular Monthly Meeting
Tuesday
December 12, 2017**

- I. Call to Order & Comments from The Chair – Chairman Peacock called the meeting to order at 7:30 a.m.
- II. Attendance – John Peacock, Michael Carro, DeeDee Davis & Charlie Switzer
- III. Recurring Agenda
 - i. Mr. Peacock confirmed that the meeting was noticed properly.
 - ii. There was a motion and a second to approve the December 12, 2017 agenda with the addition of Warren Averett presentation of 2017 Audit and vote to retire Holiday Lights capital assets. Agenda was approved unanimously with modifications.
 - iii. There was a motion and a second to accept the minutes from the regular meeting held on November 14, 2017. The motion was passed unanimously.
- IV. On Going Business
 - i. Committee Reports
 - i. Mr. Darden provided brief explanation on impacts to parking fees for management and electronics and stated that rates will increase as technology improves. Mr. Peacock requested that Mr. Darden explain further in Special meeting scheduled for December 13,2017.
 - ii. Mr. Carro confirmed overall goal for parking is to increase technology which will increase revenue and will therefore balance. Mr. Darden confirmed theory was correct.
 - iii. Mr. Morse reviewed all parking management related fees to include Republic, Parkeon, Complus & First Data
 - iv. Mr. Morse reminded Board of Special DIB/Parking meeting on 12/12/17 at 4:00pm
 - v. Kristen McAllister with Warren Averett provided overview of 2016-2017 audit. Having found ‘no material weaknesses’ and verifying it a ‘clean audit’, there was a motion to approve 2016- 17 audit. The motion passed unanimously.
 - vi. Mr. Morse presented Oct. and Nov. financial statements for which there were numerus questions by Board members and additional reporting corrections recognized and admitted by Mrs. Dees.
 - vii. Mr. Carro recommended Nov. and Dec. financials be corrected and re-presented for approval in the Jan. DIB meeting. Board agreed unanimously.
 - ii. Project Updates
 - i. Mr. Morse updated Board on staff changes for Ambassadors and requested feedback on performance.
 - ii. Mr. Peacock asked for clarification on supervision and recommended the Ambassadors expand their efforts beyond Palafox Street as well as, identifying scope of daily responsibilities and program expectations.
 - iii. Mr. Morse explained current supervision and updated Board of daily task list that was requested from Mr. Sengstock.
 - iv. Mr. Peacock reminded Mr. Morse that ultimate responsibility and supervision of the ambassador program belongs to DIB, not Mr. Sengstock.
 - v. Board agreed that cleanliness of Jefferson Street garage and entry into the district at Garden Street are a priority of the program.
 - vi. Mr. Morse stated utility vehicle was ordered and expected delivery next week.
 - vii. Mr. Carro asked if DIB has means to set-up an Ambassador ticketing request system. Mr. Morse stated Mr. Sengstock will get business cards with his cell phone to give to members of the district, as a request for services solution.

- viii. Mr. Morse provided update on Alliance bylaws. Mr. Peacock expressed concerns with bylaws specifying that DIB Board and Alliance Board are the same.
- ix. Mr. Morse provided update on Bike Share potential launch in March. Board requested advance notification of intended placement of bike-share stations.
- x. Mr. Morse informed Board of City Council approval required for compactor buildout and estimated construction completion 30 days after final approval.
- xi. Mr. Peacock requested Mr. Morse provide a project financing overview.
- xii. Mr. Switzer advised Mr. Morse to contact One Palafox Place for lessons learned on compactor usage before implementing.
- xiii. Mr. Stebbins is addressing 2016 DIB bylaw amendments not recognized by the State.
- xiv. Mr. Morse will present additional recommend changes needed to the bylaws at the January meeting.

V. New Business

- i. Mr. Morse and Mrs. Dees informed Board of need to retire holiday lights and décor capital assets from the books, as per audit recommendations and transference from ownership of lights to rental agreement in 2017. There was a motion and a second to retire the asset. The motion was passed unanimously
- ii. Mr. Peacock requested that Mr. Morse and Councilman Spencer re-engage in the LTU strengthening discussions.
- iii. Mr. Morse informed board of changes in fee structure on City LTU's from a flat fee to a per square foot rate. Board ascertained that LTU rates seem to be inconsistent with goals of the district.
- iv. Mr. Peacock requested Mr. Morse develop a plan that can be presented to the City, demonstrating how LTU dollars could be utilized to further district goals, such as sidewalk pressure washing.
- v. Mr. Peacock requested that DIB implement the 'Better Way to Give' program after the New Year.

VI. Executive Director Report

- i. Mr. Peacock recommended the Board sign new ED contract after annual review has been completed. Board agreed unanimously.

VII. Public Comment

- i. Ms. Dubuisson commended Board on participation in Elf Parade and President Trump's recent visit. She also 'thanked' Mr. Glass for ordering new bulbs for Belmont lot and requested a bike share station be considered for Belmont/ Devillers.
- ii. Ms. Sjoberg reminded Board of Parking Amnesty week beginning on the 17th and Token - not a – Ticket day this Friday.

VIII. Adjournment

- i. Meeting was adjourned at 8:38 a.m.