

MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD

Regular Monthly Meeting
Tuesday, July 10, 2018

Call to Order: Chairman Peacock called the meeting to order at 7:30 a.m.

Attendance: John Peacock, Deedee Davis, Teri Levin, Michael Carro, John Switzer

Consideration of Minutes:

- 1) Mr. Peacock confirmed that the meeting was properly noticed.
- 2) There was a motion and a second to approve the July 10, 2018, agenda with two additions (LTU review and CPH parking). The agenda was approved unanimously.
- 3) There was a motion and a second to accept the minutes from the regular meeting held on June 12, 2018. The motion passed unanimously.

Ongoing Business:

- 1) Parking Interlocal Agreement.
 - a) Ms. Dees advised that this item would be removed from the agenda due to compliance issues and will be placed on a future agenda.
- 2) Downtown Pensacola Alliance
 - a) IRS documents and check were signed by Mr. Peacock and will be mailed today.
- 3) Handicap parking painting has been completed
- 4) Jefferson Garage landscaping has been completed.
- 5) Palafox Trot dance steps has been completed.
- 6) Visit Pensacola FCLF grant was submitted, and the meeting is scheduled for July 17 at Pensacola Sports Association.
- 7) Bike Share.
 - a) Ms. Dees has a meeting the first week in August to try and get a plan formalized.
 - b) Mr. Carro asked that it be clarified the bikes will be returned to a bike bank rather than left all over town.
- 8) SPS Parking Master Plan.
 - a) A meeting with Ms. Dees, Greg Darden, Mr. Bednar, and Mr. Kullander is scheduled for next week to ensure all compliance issues have been met.
 - b) Chairman Peacock would like to attend the meeting or have one member of the DIB board attend.
- 9) Interlocal Agreement Plan for 2020
 - a) Chairman Peacock stressed the importance of reading and understanding this document and suggested that the new board move forward with the mission of identifying very specific plans for the board's vision for the future.
 - b) Mr. Carro inquired whether the board was following the requirements of the DIB concerning the provision of updates. Ms. Dees will assure compliance is met in July and August as part of the budget process.
- 10) LTU will be put on hold until a new report is received in the September time frame.

Parking:

- 1) Premium parking update
 - a) Mr. Kullander reported that 26 new pay stations are in operation and things are proceeding well.
 - b) Chairman Peacock suggested that the (877) number be more easily visible for customers who have problems to call and get assistance. Mr. Kullander will comply.
 - c) Mr. Carro asked that data be captured to report time of day and number of parking spaces available. Mr. Kullander will provide that.
 - d) Mr. Carro shared benchmarking data comparing Pensacola and other Florida cities that had been provided to him by Amy Newburn from the Haas Center.
- 2) Pay-station upgrades have been completed.
- 3) Five new pay stations – deployment plan
 - a) Mr. Kullander said new pay stations will be deployed around the courthouse where there are a lot of pay machines, and reallocate all the other meters.
- 4) LPR – Parking Committee recommendation:
 - a) Mr. Bednar brought forth the recommendation of the parking committee to lease-purchase the LRP rather than to pay the money up front at a cost of \$23,751.
 - b) There was a motion and a second to purchase the LPR outright. The motion passed unanimously.
- 5) Residential parking applications.
 - a) Mr. Bednar will review the current residential parking application and send it to Mike Stebbins for his review, then it will be back before the board.
- 6) Waste Co-op surplus – Parking Committee recommendation
 - a) Mr. Bednar brought forth the recommendation that the additional funds being generated be retained in a contingency fund until the operational costs can be reviewed on perhaps a six-month or annual basis. Chairman Peacock said that had been discussed and agreed at the last meeting.
 - b) Ms. Levin inquired about the striping in front of the no parking, is that going to be changed? Mr. Glass will work with Ms. Dees to accomplish what needs to be done.
- 7) Marketing vehicles policy
 - a) Mr. Bednar advised that the parking committee did not recommend creating a policy, but rather enforcing the policy in existence.
 - b) Chairman Peacock recommended writing a letter to those who may be in violation and to begin enforcing the two-hour restricted time at a future date certain.
 - c) Parking committee will clarify whether there is a signage ordinance against parking vehicles that have advertising on them.
- 8) Tarragona Street – two-hour Parking Committee recommendation.
 - a) Mr. Bednar suggested that, after a warning period, DIB introduce a two-hour time restriction for Tarragona Street, from Garden to Main, and get a separate cost for metering the same area.
 - b) There was much discussion about the confusing traffic situation currently in this area and that it would be best to proceed slowly with any parking changes to allow people time to get accustomed to new restrictions.
 - c) Motion was made and seconded to begin the process to implement two-hour parking on Tarragona. The motion passed unanimously.
- 9) YMCA parking changes.
 - a) Parking update from YMCA was included in Board members' packet.

- 10) Clark Partington Hart temporary parking
 - a) Motion made and seconded to allow CPH five spaces for client parking temporarily during Intendencia construction. The motion passed unanimously.

Finance:

- 1) DIB Review
 - a) Ms. Dees presented the June P&L and Balance Sheets for DIB
 - b) Motion made by Mr. Caro to allow the executive director latitude to make internal adjustments on the budget. Motion was seconded and passed unanimously.
- 2) DPMD Review
 - a) Ms. Dees provided the June P&L and Balance Sheets for DPMD, as well as P&L Previous Year Comparison October 2017 through June 2018
 - b) Motion made by Ms. Davis to approve the finance report. Motion seconded and passed unanimously.

Marketing Report:

- 1) Ideaworks – Caron Sjoberg.
 - a) Ms. Sjoberg presented the Board the June Marketing and PR Report overview.
 - b) Ms. Dees informed the Board that future marketing will be done by Ms. Sjoberg.
 - c) Chairman Peacock asked that while working on the Festival of Lights, try and think of ideas to enhance the downtown retail experience.

New Business:

- 1) City/CRA Compliance
 - a) Ms. Dees will provide information and forms at the August meeting for Board approval and submission to the City.
- 2) Officer Elections
 - a) Motion was made by Ms. Levin to appoint Deedee Davis as Chair, John Peacock as Vice Chair, and Charlie Switzer as Treasurer. Motion was seconded and passed unanimously.

Public Comment:

- 1) Ms. Dubuisson requested: a) cleanup of the cross-area between Government and Church Streets; b) the pedestrian sidewalk west of the Premium parking on Jefferson Street, close to Cabaret, be blocked off and have no pedestrian access, for safety; c) exploring the use of a sidewalk paint that is activated by rain, to bring people downtown on rainy days; and d) look into the use of a machine that pulverizes beer and wine bottles and turns them into a fine, construction-grade sand.
- 2) Ms. Levin inquired about the rollout of new garbage cans ordered by the City and asked that Ambassadors clean the tops of the trash receptacles. Ms. Dees will give an update on this next month.

Adjournment:

Meeting was adjourned at 8:40 a.m.