

REGULAR MEETING OF THE
PANAMA CITY DOWNTOWN IMPROVEMENT BOARD
MONDAY December 10, 2018 at 830AM
501 Grace Avenue

1. **CALL TO ORDER-** NICK BENINATE – officiating, LIANE HARDING, JANE LINDSEY, PAM ARMSTRONG, KIM SYFRETT, CATHERINE SHORES, DARYLE BURKEY
2. **CHAIRMAN’S REPORT-** Nick Beninate recognizes the new website is up, and urges board members to go see, as well as supply updates needed to complete their respective pages.
3. **FINANCIAL STATEMENT-** NONE
4. **NEW BUSINESS:**
 - **Update Jaycees Christmas Parade–** Due to inclement weather, the parade date was changed, and became a primetime event, rather than the afternoon event originally scheduled. All other details remain – street closures, permitting with Jaycees, obligations of the DIB (recruiting vendors, setting up village, booking entertainment, etc.) Jaycees still providing Grinch, Millies providing Santa/ Mrs. Claus. Allan Branch is still providing inflatable movie screen. Staff spent \$860 of the \$1000 budgeted for decorations for Gateway Park. Nick makes a motion to budget up to \$700 for snow machine purchase, Catherine seconds. Board unanimously approves.
 - **Letter to the City Commissioners -** Jane Lindsey recommends the DIB drafts a letter to request that the large Santa and the Christmas tree be brought back to the Historic Downtown district for Christmas season 2019. No official vote, but everyone agrees to direct staff to draft said letter.
 - **Discussion for formalizing paperwork-** Nick has requested someone take over some of his responsibilities temporarily while he’s commuting so much for work, such as signing check requests and such. Pam is a signatory for the account. Liane makes a motion to add Catherine Shores to be officially added as a signatory for all city-related documentation. Daryle Burkey seconds. Board approves unanimously.
 - **Incentives for attracting new businesses-** Staff and Chamber of Commerce began a dialog of how to attract new businesses to the Historic District, then included Property Owners and Managers to create new incentives concepts to attract newly-displaced businesses. Chamber acquired the Contact list for former tenants of PC Mall. Staff asked the Board for ideas and concepts for incentives-creation. Staff is tasked to discuss with the CRA options on the sign grant and it’s process, as well as the potential for even a temporary lift of the roofing block. Nick refers to FY2019 budget, and suggests possibly restructuring budgeted amounts towards this goal and taking some funds away from existing categories. Staff is directed to begin reaching out to known displaced businesses immediately, working directly with the Chamber.
 - **Funds/Assistance for getting Building Owners to get cleaned up-** Daryle brings up the number of businesses that still have broken windows/etc. Board would like to draw up recommendations to the City for Code Enforcement. Nick points out that best impact we can have is to focus on getting new tenants into the worst locations.
 - **Update on 413 Harrison Ave Insurance-** The policy that covers the contents of the building, as well as the Board and their decisions, autorenewed October 1, 2018. Staff had originally been directed by the City to not file an independent insurance claim; the

that decision was changed. The Policy that autorenewed was incorrect, based upon coverages the DIB no longer needs. The agent states we need to pay the billed amount immediately, and then we will be refunded the excess amount once the changes to the policy are made. Liane makes a motion to pay the Florida Municipal Insurance premium as presented. Catherine Seconds. Board approves unanimously.

- **December 24 Regular Scheduled Meeting-** Staff recommends cancelling the 24th, and adjusting the first scheduled meeting of 2019 from the 14th to the 28th of January. Jane makes the motion to do so. Liane Seconds. Board unanimously approves.
- **Streetlight failure-** Pam notes 2 blocks of Harrison have all the streetlights out. Staff to follow up with the City.

5. ADMINISTRATIVE UPDATES-NONE

6. REMINDERS/CALLS OF ACTION- next meeting January 7, 2019 at 501 Grace Avenue @8:30 am

7. ADJOURNMENT