



## **Downtown Improvement Board**

### **Regular Monthly Meeting**

Tuesday August 10, 2021

7:30am

#### **AGENDA**

- I. Call to Order
  - a. Comments from the Chairman
  
- II. Recurring Agenda
  - a. Meeting was properly noticed
  - b. \*Approval of the proposed meeting agenda for August 10, 2021
  - c. \*Approval of the minutes from the regular meeting of the DIB on June 22, 2021
  - d. \*DIB –June Financials
  - e. \*DIB- July Financials (if available)
  
- III. On-Going Business
  - a. StreetPlus May & June Report (if available)
  - b. Marketing Report
  - c. Palafox Market
  
- IV. New Business
  - a. \*FODT Christmas Lights Donation- \$75,000
  - b. Streets Plus Contract- Update
  - c. 2021/2022 Annual Budget Discussion
  - d. \*Jefferson St Garage Flower Beds
  - e. NYE Firework Show- Commissioner Bender
  - f. \*3<sup>rd</sup> QTR E.D. Bonus
  
- V. On–Hold
  - a. Fountain Lighting Project Plaza Ferdinand – Update
  - b. Before I Die Wall- Update
  
- VIII. Public Comment
  
- IX. Adjournment

**Next meeting – August 24, 2021**



**(\*) = approval item**

## MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD

Regular Monthly Meeting

Tuesday, June 22, 2021

### Attendance

Michael Carro, Chairman , Kevin Lehman, Jean Pierre N’Dione, Adam Cobb, Patti Sonnen, Robert Bender, *ex officio*, Casey Jones, *ex officio*, and Walker Wilson, Executive Director

### Call to Order

- a. Chairman Carro called the meeting to order at 7:31 a.m.
  - a. Comments for Chair- Chair Carro extended his thanks to board member Adam Cobb and thanked him for his service to the DIB and wished him luck on his future endeavors.

### Recurring Agenda

- a. Mr. Wilson confirmed that the meeting was properly noticed.
- b. The proposed meeting agenda was unanimously approved.
- c. The minutes of the regular meeting of the DIB held on May 25, 2021 were unanimously approved.

### Finance

- a. DIB May Financials were unanimously approved.
  - a. Board took the Finance Committee recommendation to look into setting aside funds into a C.D. if it was beneficial to the DIB.

### On-Going Business

- b. StreetPlus May Report

- i. The board thanked StreetsPlus and took note of the many graffiti removals that had been done.
- c. Marketing Report
  - i. Worked on Annual Report for CRA and future work plan
  - ii. Finalizing power box wraps for Garden St Median. Commissioner Bender said that these wraps help prevent graffiti and are low maintenance.
  - iii. The 14<sup>th</sup> Annual Palafox Market celebration was a success and was covered by local media.
- d. Palafox Market
  - 1. The Market has been running successfully and had a new Manager, Emily Kopas.

#### New Business

- a) StreetsPlus Contract- No action was taken to end StreetsPlus contract but will be reviewed again in July
- b) Spotless Logistics Contract- The board wanted clarification on what assets Spotless will be bringing to the table, what the take home hourly rate would be for employees, what difference in graffiti removal is in proposal, and could event cleanup be a service provided to run through City Event process. Commissioner Bender suggested get at least two more quotes just to make sure we are making a sound decision on such a big contract.
- c) Palafox Street Closure- Chair Carro explained background of discussion and that he and Mr. Wilson had meet with City leadership to discuss possible street closure from 6 p.m. on Saturdays to 6 p.m. on Sundays from Garden St to Intendencia St. In the conversation with the City items to be covered such as Insurance for event, installation of bollards, and cleaning service for the event were discussed.

- a. Several business owners on Palafox showed up to speak on the issue and many stated that when a street closure is in place, they see a drop in sales from 25%-35%. Other business owners wanted to know why these funds for a street closure weren't being used to maintain current projects or allocated for more safety measures in downtown. Also stated is that when Palafox is closed and parking is shut off retailers see their business affected in a negative way. Mention of a retail committee was brought up and the board wanted to further investigate if this would give them a better read of what was happening on a day to day basis with our retail owners and bar/restaurant owners. The Board decided to table the Palafox street closure discussion.
- d) Annual Report- The Board unanimously approved the DIB's annual report to be sent to the CRA
- e) 2022/2023 work plan- The Board unanimously approved the 2022/2023 work plan to be sent to the CRA.
- f) 2021/2022 Budget Discussion- The board asked to identify ways we can utilize new funding to maintain current projects, keep downtown safe, and enhance the experience people have in Downtown.

#### On-Hold

- a. Fountain Lighting Project- No update
- b. DIB Projects Idea- Power Box project is coming along and will be installed in next 8 weeks.

#### Public Comment

None

#### Adjournment

- a. The meeting was adjourned at 9:57 a.m.

**NEXT MEETING July 27, 2021**

**Minutes of the  
Finance Committee  
Tuesday, July 13, 2021**

**Attendance:** Malcolm Ballinger, Mambwe Mutanuka, John Hodgdon, Charlie Switzer, and Walker Wilson.

- I. Call to Order – Mr. Hodgdon called the meeting to order at 4:30 pm.
  - a) Mr. Wilson confirmed the meeting was properly noticed.
  - b) Meeting minutes from the June 15, 2021 were unanimously approved
  - c) There was a motion and a second to approve the agenda and passes unanimously.
  
- II. On-Going Business
  - a) The committee unanimously approved the June 2021 financials.
  
- III. New Business
  - a) Committee was informed the DIB board would be updated on options for a 6 month C.D. at their next board meeting. Committee members recalled opening a second account with Synovus that may still be open for this type of transaction. Members wanted to make sure to look at rates and how much cash we need on hand to operate until our next tax payment comes in early 2022.
  - b) Committee suggested finding ways to use Palafox Market profits to pour back into the market for any needed improvements. A discussion of increasing weekly fees for the Market were discussed from \$20 to \$25. The members wanted to know last time an increase was done and they also to show to the vendors what they would get for a weekly \$5 increase by showing them what improvements we would plan on implementing to make the Market better.
  
- IV. Public Comment

None
  
- V. Adjournment the meeting was adjourned at 5:01 p.m.

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

Accrual Basis

June 2021

	Jun 21	Budget	\$ Over Budget	Oct '20 - Jun 21	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
1301 · Co-Op Participation	4,747.90	4,800.84	-52.94	40,021.50	43,207.48	-3,185.98	57,610.00
1302 · Compactor Construction Re-Paymt	1,218.00	500.00	718.00	12,789.00	4,500.00	8,289.00	6,000.00
4085 · LTU - Sidewalk Pressure Washing	0.00	541.66	-541.66	0.00	4,875.02	-4,875.02	6,500.00
4000 · Misc Income	0.00	0.00	0.00	1,060.82	0.00	1,060.82	0.00
4010 · Ad Valorem Revenue	49,219.09	49,219.09	0.00	442,971.78	442,971.73	0.05	590,629.00
4015 · CRA Interlocal Income	0.00	0.00	0.00	326,478.72	326,479.00	-0.28	326,479.00
4020 · Website Membership and Map	0.00	50.00	-50.00	720.00	450.00	270.00	600.00
<b>Program Revenue</b>							
4030 · Palafox Market Vendor Payments	8,285.00	6,725.00	1,560.00	56,677.04	60,525.00	-3,847.96	80,700.00
<b>Total Program Revenue</b>	8,285.00	6,725.00	1,560.00	56,677.04	60,525.00	-3,847.96	80,700.00
4040 · DPMD Cleaning Reimbursement	0.00	6,641.34	-6,641.34	43,763.69	59,771.98	-16,008.29	79,696.00
4900 · Sales Tax Collected	-540.70	0.00	-540.70	-3,706.54	0.00	-3,706.54	0.00
<b>Total Income</b>	62,929.29	68,477.93	-5,548.64	920,776.01	942,780.21	-22,004.20	1,148,214.00
<b>Gross Profit</b>	62,929.29	68,477.93	-5,548.64	920,776.01	942,780.21	-22,004.20	1,148,214.00
<b>Expense</b>							
3001 · Compactor - Waste Services	6,743.19	4,441.59	2,301.60	35,059.68	39,974.23	-4,914.55	53,299.00
3002 · City Compactor Build Repayment	1,500.00	500.00	1,000.00	4,500.00	4,500.00	0.00	6,000.00
3004 · Compactor - Security Fees	87.84	291.66	-203.82	2,132.15	2,625.02	-492.87	3,500.00
3007 · Compactor - Electric	53.88	67.59	-13.71	472.35	608.23	-135.88	811.00
5227 · PPD Security	0.00	5,000.00	-5,000.00	30,000.00	45,000.00	-15,000.00	60,000.00
5005 · Workers Comp Insurance	0.00	166.66	-166.66	0.00	1,500.02	-1,500.02	2,000.00
5000 · CRA Interlocal Payment	0.00	0.00	0.00	426,478.72	426,479.00	-0.28	426,479.00
5001 · Salaries, Benefits & Taxes							
5003.5 · 403(b) Employer Contribution	537.86	0.00	537.86	5,458.40	0.00	5,458.40	0.00
5001 · Salaries, Benefits & Taxes - Other	7,765.84	8,519.75	-753.91	73,510.78	76,677.75	-3,166.97	102,237.00
<b>Total 5001 · Salaries, Benefits &amp; Taxes</b>	8,303.70	8,519.75	-216.05	78,969.18	76,677.75	2,291.43	102,237.00
5006 · Board Meetings	0.00	541.66	-541.66	521.00	4,875.02	-4,354.02	6,500.00
5007 · Annual Meeting	0.00	83.34	-83.34	0.00	749.98	-749.98	1,000.00
5009 · Bank Charges	48.00	41.66	6.34	425.90	375.02	50.88	500.00
5004 · Insurance Expense-Other	834.17	1,404.16	-569.99	7,387.53	12,637.52	-5,249.99	16,850.00
5011 · Interest Expense	0.00	29.16	-29.16	0.00	262.52	-262.52	350.00
5012 · Office Rent	1,237.72	1,238.41	-0.69	12,377.20	11,145.77	1,231.43	14,861.00
5013 · Office Supplies	9.47	125.00	-115.53	529.08	1,125.00	-595.92	1,500.00
5014 · Office Equipment/Software	50.60	449.50	-398.90	2,984.99	4,045.50	-1,060.51	5,394.00
5015 · Postage	181.55	16.66	164.89	199.35	150.02	49.33	200.00
5016 · Telecommunications	505.71	871.00	-365.29	5,661.17	7,839.00	-2,177.83	10,452.00
5017 · Website Support	93.75	416.66	-322.91	2,522.50	3,750.02	-1,227.52	5,000.00
5018 · Website Hosting	385.00	333.34	51.66	748.56	2,999.98	-2,251.42	4,000.00
5019 · Computer Support/Email Leasing	231.59	208.34	23.25	2,328.55	1,874.98	453.57	2,500.00
5020 · Dues, Subscriptions, Publicatio	417.98	208.34	209.64	1,666.95	1,874.98	-208.03	2,500.00
5021 · Travel Entertainment & Educ.	0.00	99.16	-99.16	292.00	892.52	-600.52	1,190.00
5023 · Marketing Consultants	4,397.50	3,500.00	897.50	36,919.75	31,500.00	5,419.75	42,000.00
5024 · Bookkeeping	665.00	1,041.66	-376.66	7,800.00	9,375.02	-1,575.02	12,500.00
5025 · Audit	0.00	0.00	0.00	8,850.00	18,000.00	-9,150.00	18,000.00
5026 · Legal Counsel	89.00	708.34	-619.34	3,260.60	6,374.98	-3,114.38	8,500.00
5027 · Economic Development	43.99	2,083.34	-2,039.35	4,964.07	18,749.98	-13,785.91	25,000.00
5029 · Donation to Friends of Downtown	0.00	0.00	0.00	0.00	75,000.00	-75,000.00	75,000.00
5080 · Florida Unemployment	0.00			3,551.93			
6000 · Palafox Market							
6001 · Palafox Market Project Mgmt	840.00	3,333.34	-2,493.34	23,353.16	29,999.98	-6,646.82	40,000.00
6003 · Permits / Street Closure	0.00	100.00	-100.00	0.00	900.00	-900.00	1,200.00
6004 · Portable Toilet Rental	1,580.00	1,645.84	-65.84	12,640.00	14,812.48	-2,172.48	19,750.00
6006 · Farm Visit- Mileage Reimburseme	0.00	20.84	-20.84	0.00	187.48	-187.48	250.00
6007 · Marketing	1,562.72	500.00	1,062.72	10,490.44	4,500.00	5,990.44	6,000.00
6008 · PMkt Credit Card Fees	0.00	41.66	-41.66	0.00	375.02	-375.02	500.00
6010 · Sales Tax Interest	0.00	416.66	-416.66	0.00	3,750.02	-3,750.02	5,000.00
6011 · Market App Program Fee	0.00	166.66	-166.66	1,033.43	1,500.02	-466.59	2,000.00
6012 · Market Security	528.00	500.00	28.00	3,307.95	4,500.00	-1,192.05	6,000.00
6000 · Palafox Market - Other	0.00	0.00	0.00	1,188.00	0.00	1,188.00	0.00

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

Accrual Basis

June 2021

	Jun 21	Budget	\$ Over Budget	Oct '20 - Jun 21	YTD Budget	\$ Over Budget	Annual Budget
Total 6000 · Palafox Market	4,510.72	6,725.00	-2,214.28	52,012.98	60,525.00	-8,512.02	80,700.00
7000 · Ambassador Program							
7001 · Ambassador Program Labor	10,349.88	13,282.59	-2,932.71	97,877.00	119,543.23	-21,666.23	159,391.00
Total 7000 · Ambassador Program	10,349.88	13,282.59	-2,932.71	97,877.00	119,543.23	-21,666.23	159,391.00
Total Expense	40,740.24	52,394.57	-11,654.33	830,493.19	991,030.29	-160,537.10	1,148,214.00
Net Ordinary Income	22,189.05	16,083.36	6,105.69	90,282.82	-48,250.08	138,532.90	0.00
Other Income/Expense							
Other Income							
4980 · Sales Tax Collection Allowance	10.06	0.00	10.06	79.61	0.00	79.61	0.00
Total Other Income	10.06	0.00	10.06	79.61	0.00	79.61	0.00
Net Other Income	10.06	0.00	10.06	79.61	0.00	79.61	0.00
Net Income	<b>22,199.11</b>	<b>16,083.36</b>	<b>6,115.75</b>	<b>90,362.43</b>	<b>-48,250.08</b>	<b>138,612.51</b>	<b>0.00</b>

**DOWNTOWN IMPROVEMENT BOARD**  
**Balance Sheet - For Management Use Only**

As of June 30, 2021

	Jun 30, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
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	289,896.60
<b>Total 101 · Cash - Coastal- 0237 Operating</b>	363,042.67
<b>Total Checking/Savings</b>	363,042.67
<b>Accounts Receivable</b>	
140.4 · A/R-Property Assessments	127,009.57
<b>Total Accounts Receivable</b>	127,009.57
<b>Other Current Assets</b>	
140.9 · Due from Downtown Pens Alliance	1,261.25
140.5 · Due from Friends of Downtown	1,091.30
162 · City of P-Clean Up Deposit/Perm	1,000.00
164 · Prepaid Insurance	2,502.47
<b>Total Other Current Assets</b>	5,855.02
<b>Total Current Assets</b>	495,907.26
<b>Fixed Assets</b>	
Puppy Pit Stop Project	72,745.00
240 · Equipment	168,473.57
260 · Furniture & Fixtures	4,541.23
275 · Website Capitalized	10,850.00
300 · Less Accumulated Depreciation	-118,225.58
<b>Total Fixed Assets</b>	138,384.22
<b>TOTAL ASSETS</b>	<b>634,291.48</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
481 · Sales Tax Payable	540.70
471 · Payroll Liabilities	1,136.14
4849 · Deferred Revenue Sign Maint	5,000.00
490 · Deferred Revenue-Prop Taxes	147,657.18
<b>Total Other Current Liabilities</b>	154,334.02
<b>Total Current Liabilities</b>	154,334.02
<b>Total Liabilities</b>	154,334.02
<b>Equity</b>	
32000 · Unrestricted Net Assets	410,241.59
587 · Fund Balance	
302-001 · Audit Reclass	39,018.00
587 · Fund Balance - Other	-115,563.00
<b>Total 587 · Fund Balance</b>	-76,545.00
589 · Add'l Paid in Capital	55,898.44
Net Income	90,362.43
<b>Total Equity</b>	479,957.46
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>634,291.48</b>

## DOWNTOWN IMPROVEMENT BOARD

### Account QuickReport

June 2021

Program Revenue	Type	Date	Memo	Split	Amount		Monthly	As of Mar 2021 Cummulative
<b>4030 · Palafox Market Vendor Payments</b>								
	Deposit	06/11/2021	Application Fee	101 · Cash - Coastal- 0237 Operating	60.00	App Fees	1050	\$ 3,867.50
	Deposit	06/11/2021	May 2021	101 · Cash - Coastal- 0237 Operating	60.00	Late Fees	5	\$ 40.00
	Deposit	06/11/2021	June 2021	101 · Cash - Coastal- 0237 Operating	800.00	Dec-20	0	\$ 286.00
	Deposit	06/11/2021	July 2021	101 · Cash - Coastal- 0237 Operating	325.00	Jan-21	0	\$ 843.00
	Deposit	06/11/2021	August 2021	101 · Cash - Coastal- 0237 Operating	45.00	Feb-21	0	\$ 1,516.40
	Deposit	06/29/2021	Application Fees	101 · Cash - Coastal- 0237 Operating	990.00	Mar-21	0	\$ 4,460.00
	Deposit	06/29/2021	May 2021	101 · Cash - Coastal- 0237 Operating	138.00	Apr-21	0	\$ 3,989.40
	Deposit	06/29/2021	June 2021	101 · Cash - Coastal- 0237 Operating	1,423.40	May-21	198	\$ 5,566.20
	Deposit	06/29/2021	July 2021	101 · Cash - Coastal- 0237 Operating	1,578.00	Jun-21	3738.4	\$ 5,406.00
	Deposit	06/29/2021	August 2021	101 · Cash - Coastal- 0237 Operating	493.60	Jul-21	1903	\$ 2,927.40
	Deposit	06/29/2021	September 2021	101 · Cash - Coastal- 0237 Operating	309.60	Aug-21	538.6	\$ 979.00
	Deposit	06/29/2021	October 2021	101 · Cash - Coastal- 0237 Operating	288.00	Sep-21	309.6	\$ 546.00
	Deposit	06/29/2021	November 2021	101 · Cash - Coastal- 0237 Operating	202.80	Oct-21	288	\$ 383.20
	Deposit	06/29/2021	June 2021	101 · Cash - Coastal- 0237 Operating	280.00	Nov-21	202.8	\$ 230.80
	Deposit	06/29/2021	December 2021	101 · Cash - Coastal- 0237 Operating	51.60	Dec-21	51.6	\$ 51.60
	Deposit	06/29/2021	Late Fee	101 · Cash - Coastal- 0237 Operating	5.00		<b>8285</b>	<b>\$ 31,092.50</b>
	Deposit	06/29/2021	June 2021	101 · Cash - Coastal- 0237 Operating	1,235.00			
Total 4030 · Palafox Market Vendor Payments					8,285.00			
Total Program Revenue					8,285.00			
<b>TOTAL</b>					<b>8,285.00</b>			

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

Accrual Basis

June 2021

	Jun 21	Budget	\$ Over Budget	Oct '20 - Jun 21	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>Program Revenue</b>							
4030 · Palafox Market Vendor Payments	8,285.00	6,725.00	1,560.00	56,677.04	60,525.00	-3,847.96	80,700.00
<b>Total Program Revenue</b>	8,285.00	6,725.00	1,560.00	56,677.04	60,525.00	-3,847.96	80,700.00
<b>Total Income</b>	8,285.00	6,725.00	1,560.00	56,677.04	60,525.00	-3,847.96	80,700.00
<b>Gross Profit</b>	8,285.00	6,725.00	1,560.00	56,677.04	60,525.00	-3,847.96	80,700.00
<b>Expense</b>							
6000 · Palafox Market							
6001 · Palafox Market Project Mgmt	840.00	3,333.34	-2,493.34	23,353.16	29,999.98	-6,646.82	40,000.00
6003 · Permits / Street Closure	0.00	100.00	-100.00	0.00	900.00	-900.00	1,200.00
6004 · Portable Toilet Rental	1,580.00	1,645.84	-65.84	12,640.00	14,812.48	-2,172.48	19,750.00
6006 · Farm Visit- Mileage Reimburseme	0.00	20.84	-20.84	0.00	187.48	-187.48	250.00
6007 · Marketing	1,562.72	500.00	1,062.72	10,490.44	4,500.00	5,990.44	6,000.00
6008 · PMkt Credit Card Fees	0.00	41.66	-41.66	0.00	375.02	-375.02	500.00
6010 · Sales Tax Interest	0.00	416.66	-416.66	0.00	3,750.02	-3,750.02	5,000.00
6011 · Market App Program Fee	0.00	166.66	-166.66	1,033.43	1,500.02	-466.59	2,000.00
6012 · Market Security	528.00	500.00	28.00	3,307.95	4,500.00	-1,192.05	6,000.00
<b>Total 6000 · Palafox Market</b>	4,510.72	6,725.00	-2,214.28	50,824.98	60,525.00	-9,700.02	80,700.00
<b>Total Expense</b>	4,510.72	6,725.00	-2,214.28	50,824.98	60,525.00	-9,700.02	80,700.00
<b>Net Ordinary Income</b>	3,774.28	0.00	3,774.28	5,852.06	0.00	5,852.06	0.00
<b>Net Income</b>	<b>3,774.28</b>	<b>0.00</b>	<b>3,774.28</b>	<b>5,852.06</b>	<b>0.00</b>	<b>5,852.06</b>	<b>0.00</b>

**DIB - May**

<u>Code</u>	<u>Description</u>	<u>DIB Notes</u>
Income	<i>Overview</i>	<i>\$5,500 under targeted budget (Haven't received payment from City for Cleaning Reimbursement)</i>
1301	Co-Op Participation	\$50 Under Budget
4030	Palafox Market	\$1,500 over Budget
4040	DPMD Reimbursement	\$6,600 Under Budget (Waiting on payment)
Expense		
Expense	<i>Overview</i>	<i>\$11k Under Budget</i>
5001	Salaries, Benefits & Taxes	\$200 Under Budget
5023	Marketing	\$860 Over Budget
5027	Economic Development	\$2,000 Under Budget
6000	Palafox Market	\$2,200 Under Budget
7000	Ambassador Program	\$2,900 Under budget

# Treasurer's Report - DIB

---

## MEMORANDUM

**To:** DIB Board

**From:** Walker Wilson, Executive Director

**Subject:** Treasurer's Report

**Date:** July 13

Total Income DIB April: \$62,929.29

Total Expense DIB April: \$22,189.05

Notes:

# Street Report



CLEANING AND HOSPITALITY AMBASSADOR SERVICES | JUNE 2021

The following data and information is provided to the Pensacola Downtown Improvement Board for tracking purposes. The information contained in this report is for activities reported in June 2021. The data and information are obtained from Ambassadors conducting patrols and entered in Statview.



*In the course of any given day, we may have to assist and take care of the average person. In this elevator on the 2nd floor of the Jefferson St Garage, two workers are waiting for the Fire Department to open the door.*

June was a challenging month in Pensacola-inclement weather was in full force: Heavy rain and winds swept the district. Luckily we persevered and were able to keep the district hazards to a minimum.



**Employee of the Month:**

**Lori Hughes, Operations Manager**

Lori is the glue that holds the Pensacola Account together. Congratulations Lori!

## Rescues



*During the clean up after the Fiesta Parade, local police were called to assist this Veteran. He moved 2 of the parade benches out of the parking spaces and blocked Palafox Place at Government St.*



*Once police arrived and spoke to our veteran, we were able to replace the benches until they were picked up by the parade crew. Palafox was reopened and traffic flowing as normal.*



*He made a landing area for the helicopter to land.*

*Palafox Market setup and clean up of the Fiesta Parade*



*The left-over beads were unbelievably heavy and everywhere.*



*Pressure washing the Jefferson Street Alley. It was going so well and on time to finish by Monday.*



*The hose sprung a leak in two places. It was late Friday and the local rubber shop was not open over the weekend. After some maneuvers with turning wrenches, all is well again. The alley was completed Sunday on time and early.*



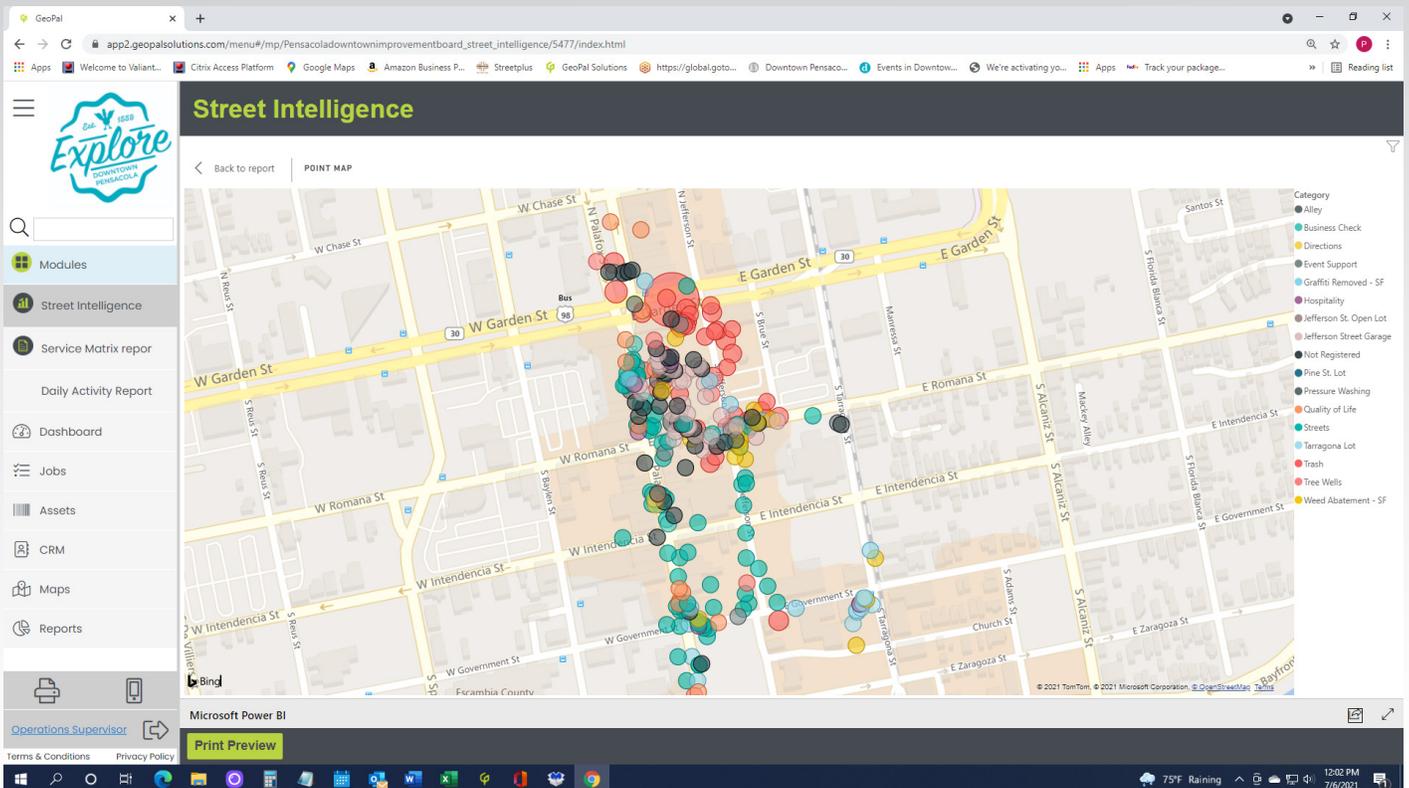
*JSG Compactor electrical wires cut by broken glass and stopped in mid air.*

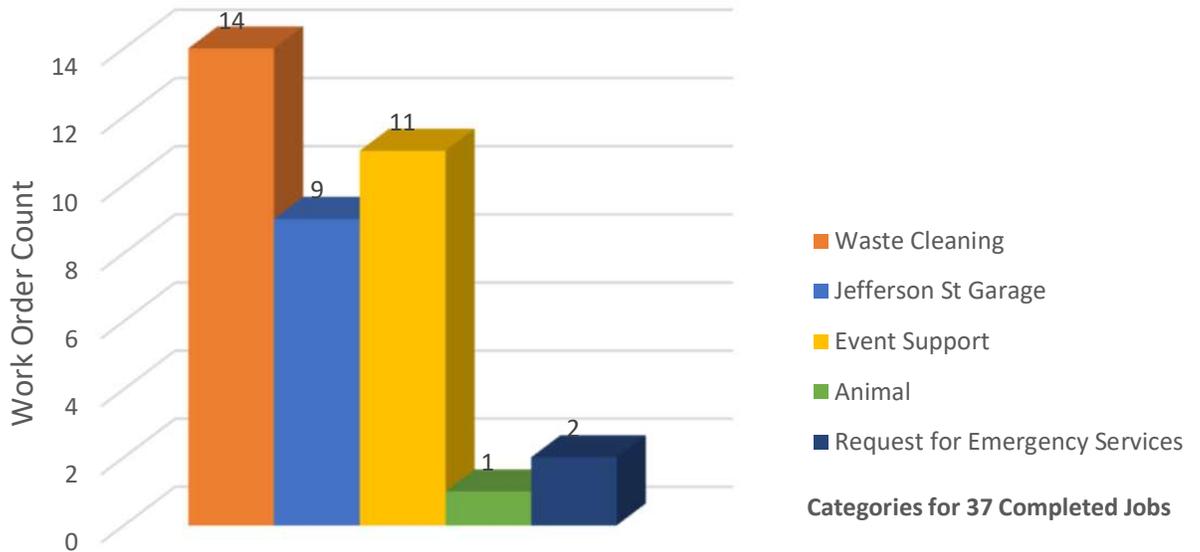
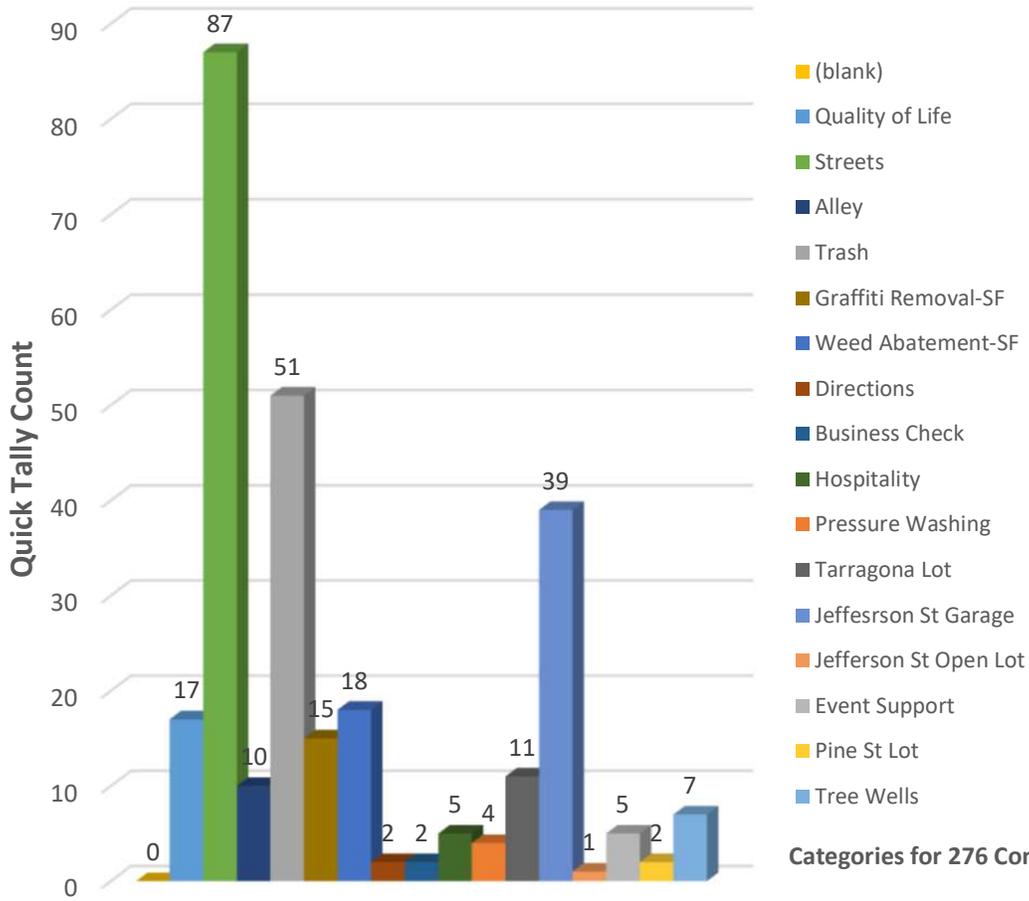


*We consolidated the existing bags, tagged out the switch, and called for a mechanic. No one was available on Saturday,*

After setting up Palafox Market, we cleaned out the compactor room of 105 bags.

This react and take action is what we do here in Downtown Pensacola. Surprize has little meaning here, It is almost as if it never happened.





Pensacola Downtown Improvement Board Operational Budget FY2021/22	Year Total	
	FY2021/22 Plan	FY2020/21
4000 - Misc. Income	\$ -	\$ -
4010 - Ad Valorem Revenue	\$ 619,059	\$ 590,629
4015 - CRA Interlocal Income	\$ 357,534	\$ 326,479
4020 - Website Membership	\$ 500	\$ 600
4030 - Palafox Market Vendor Payments	\$ 100,000	\$ 80,700
4040- City Cleaning Reimbursement	\$ 33,206	\$ 79,696
4050-Co-Op Participation	\$ 57,610	\$ 57,610
4080 - Bollard Rental	\$ -	\$ -
4081 - LTU - Sidewalk Pressure Washing	\$ 6,500	\$ 6,500
<b>DIB Revenue</b>	<b>\$ 1,174,409</b>	<b>\$ 1,142,214</b>
5000 - CRA Interlocal Payment	\$ 457,534	\$ 426,479
5001 - DIB Salaries Benefits & Taxes	\$ 82,172	\$ 102,237
5004 - Liability Insurance / Other	\$ 7,720	\$ 16,850
5005 - Workers Compensation	\$ 511	\$ 2,000
5006 - Board Meetings	\$ 250	\$ 6,500
5007 - Annual Meeting	\$ 250	\$ 1,000
5008 - Committee Meetings	\$ -	\$ -
5009 - Bank Charges	\$ 500	\$ 500
5010 - Bank Direct Deposit Fees	\$ -	\$ -
5011 - Interest	\$ 200	\$ 350
5012 - Office Rent	\$ 15,345	\$ 14,861
5013 - Office Supplies	\$ 1,000	\$ 1,500
5014 - Office Equipment	\$ 5,000	\$ 5,394
5015 - Postage	\$ 200	\$ 200
5016 - Telecommunications	\$ 10,452	\$ 10,452
5017 - Website Support	\$ 5,000	\$ 5,000
5018 - Website Hosting	\$ 2,500	\$ 4,000
5019 - Computer Support / Email Leasing	\$ 2,500	\$ 2,500
5020 - Dues Subscriptions & Publications	\$ 2,000	\$ 2,500
5021 - Travel, Entertainment & Education	\$ 1,200	\$ 1,190
5023 - Marketing Consultants	\$ 48,912	\$ 42,000
5024 - Bookkeeping	\$ 12,000	\$ 12,500
5025 - Audit	\$ 11,750	\$ 18,000
5026 - Legal Counsel	\$ 8,500	\$ 8,500
5027 - Economic Development	\$ 46,912	\$ 25,000
5028 - Arts and Culture	\$ -	\$ -
5029 - Holiday Lights	\$ 75,000	\$ 75,000
5030- PPD Security	\$ 60,000	\$ 60,000
<b>DIB Expense</b>	<b>\$ 857,408</b>	<b>\$ 844,513</b>
6000 - Market Other / Misc.	\$ 22,200	\$ -
6001 - Palafox Market Management	\$ 35,000	\$ 40,000
6003 - Permits / Street Closures	\$ 1,200	\$ 1,200
6004 - Portable Toilet Rental	\$ 6,500	\$ 19,750
6005 - Market Anniversary Celebration	\$ 1,000	\$ -
6006 - Farm Visit - Mileage Reimbursement	\$ 500	\$ 250
6007 - Marketing	\$ 20,000	\$ 6,000
6008 - PMkt Credit Card Fees	\$ 500	\$ 500
6010 - Sales Tax Interest	\$ 5,000	\$ 5,000
6011 - Market App Program Fee	\$ 1,500	\$ 2,000

Pensacola Downtown Improvement Board Operational Budget FY2021/22	Year Total	
	FY2021/22 Plan	FY2020/21
	6012 - Market Security	\$ 6,600
<b>Palafox Market Expense</b>	<b>\$ 100,000</b>	<b>\$ 80,700</b>
5050 - Ambassador Program Labor	\$ 159,391	\$ 159,391
<b>Ambassador Program Expense</b>	<b>\$ 159,391</b>	<b>\$ 159,391</b>
7001- Republic - Compactor Service	\$ 53,299	\$ 53,299
7003 - Security	\$ 3,500	\$ 3,500
7004 - Compactor Utilities	\$ 811	\$ 811
<b>Compactor Expense</b>	<b>\$ 57,610</b>	<b>\$ 57,610</b>
<b>DIB Operating Expense</b>	<b>\$ 1,174,409</b>	<b>\$ 1,142,214</b>

## Estimated Annual DIB Savings

	2020/21	2021/22	Annual Savings
Salaries, Benefits, Taxes	\$ 102,237	\$ 82,172	\$ 20,065
Palafox Market Management	\$ 40,000	\$ 35,000	\$ 5,000
Board Meetings	\$ 6,000	\$ -	\$ 6,000
Insurance	\$ 16,850	\$ 7,720	\$ 9,130
Workers Compensation	\$ 2,000	\$ 511	\$ 1,489
Verizon	\$ 3,960	\$ 2,196	\$ 1,764
Cox	\$ 4,836	\$ 3,876	\$ 960
App River	\$ 1,222	\$ 959	\$ 263
Total Annual Savings			\$ <b>44,671</b>



# Invoice

From

The Green Gardener

3350 Pine forest rd, Cantonment 32533

No.: 00030/2021

To

Downtown Improvement board

## Payment Data

Method of payment Bank transfer (8 days)

Date 7/25/2021

Due date 8/2/2021

Description Note	Quantity	Unit	Rate	Amount
brown mulch	60	1	\$ 4.98	\$ 298.80
Preen				
cleanup/ installation labor	1	1	\$ 620.00	\$ 620.00
weeding/ pruning/ cleanup of all beds. mulching included in this price.				
Misc Shrubs	31	1	\$ 18.88	\$ 585.28

Subtotal	\$ 1,504.08
Discount (0%)	\$ 0.00
Taxable subtotal	\$ 1,504.08
<b>Total</b>	<b>\$ 1,504.08</b>
Paid	\$ 0.00

Balance Due

**\$ 1,504.08**

### **3rd QTR 2020**

#### **Executive Director Accomplishments:**

- Attended Statewide collaboration DIB meetings for International Downtown Conference
- Submitted list of project ideas for DIB to explore
- Completed and presented DIB Mid-Year City/CRA reports
- Reduced staffing
- Attended City homeless meetings
- Began Preparations for 2021/2022 DIB Budget
- Began working on 2021 FCLF contracts, plans and sponsorships
- Worked with City to replace 'New' Broken trash receptacles
- Worked with Mr. Stebbins and Mr. Asmar on transfer of Legal Services
- Worked with UWF on 2021 – 200 Year City Celebration
- Attended Urban Core Redevelopment Board Meeting to answer questions on TIFF agreement
- Met with CRA on 2021 Garden Street Power Box Wrap Project
- Continued to work on finding savings to reduce DIB overhead. (estimated saving attached)
- Hired new C.O.O. to handle all financial and Palafox Market matters.
- Secured Foo Foo Festival Grant for Friends of DT
- Gave feedback to City on Bird Scooter role out.
- Working with Gardner to cleanup Jefferson St Garage.
- Finalized Fountain Lighting Project for Ferdinand Plaza.
- Worked with City to trim trees on Palafox
- Hosted a COVID-19 Vaccine site at Palafox Market
- Worked with local media to celebrate 14<sup>th</sup> anniversary of Palafox Market
- Coordinated with Mardi Gras and Fiesta to ensure cleanup of parades was completely finished
- Attend swearing in ceremony of new Pensacola Police Chief