



## **Finance Committee Meeting**

July 14, 2020

4:30pm

Zoom Meeting

### **AGENDA**

- 1) Call to Order
  - a) Meeting was properly noticed
  - b) Approval of June 9, 2020 Minutes
  - c) Approval of July 14, 2020 Agenda
- 2) New Business
  - a) June DIB financials
  - b) June DPMD financials
  - c) DPMD transfer to City
  - d) 2021 DIB Budget
- 3) On-Going Business
- 4) Public Comment
- 5) Adjournment
- 6) On Hold

**Minutes of the  
Finance Committee  
Tuesday, June 9, 2020**

**Attendance:** Malcolm Ballinger, Adam Cobb, Charlie Switzer and Lissa Dees

I. Call to Order – Mr. Cobb called the meeting to order at 4:30 pm.

- a) Mr. Cobb confirmed the meeting was properly noticed.
- b) There was a motion and a second to approve the June 9, 2020 agenda.
- c) There was a motion and a second to approve the May 12, 2020 minutes.

II. On-Going Business

- a) The committee unanimously approved the May DIB financials.
- b) The committee unanimously approved the May DPMD financials.
- c) Mrs. Dees provided an update on the reforecast estimates provided to the City for May and how it compared to actuals.
- d) Mrs. Dees provided an update on the loan and plan for the City to move parking under the City beginning on Oct. 1, 2020.
- e) Mrs. Dees gave an update on the decreased estimate to repair the JSG corbel.
- f) Discussion was had concerning the impacts of the parking move to DIB future and the importance of renewing the CRA Interlocal agreement.
- 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 5:10 p.m.

## MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD

Regular Monthly Meeting – Via Teleconference  
Wednesday, June 24, 2020, 4:00 p.m.

### Attendance

Chair Michael Carro, Kevin Lehman, Adam Cobb, 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 4:00 p.m.

### Recurring Agenda

- a. Mrs. Dees confirmed that the meeting was properly noticed.
- b. The board unanimously approved the proposed meeting agenda for June 24, 2020.
- c. The board unanimously approved the minutes of the regular meeting of DIB held on May 26, 2020.

### Parking

- a. The June DPMD Consent Agenda was discussed by Mrs. Dees and approved unanimously.

### Finance

- a. The June Finance Consent Agenda was approved unanimously.
- b. DIB - May financial report was approved unanimously.
- c. DPMD - May financial report was approved unanimously.
- d. DIB – June Financial report was approved unanimously.
- e. DPMD – June Financial report was approved unanimously.

### Ongoing Business

- a. StreetPlus May report – Update was presented by Mrs. Dees and photos were given to board members depicting current conditions.
- b. Street cameras update – Three of the cameras have been installed; two are on hold.
- c. Palafox Market update – Special event permits remain on hold, anticipating August reopening.
- d. Romana Street Puppy Pitstop
  - 1. Staff recommends puppy pitstop be completed using remaining \$50,000 that was permitted in arts & culture, in addition to adding \$20,000 in funds from economic development. It was suggested that water fountains be furnished for both dogs and their owners.
  - 2. Motion to complete puppy pitstop made and carried unanimously.

- e. Anti-litter and Recycle campaign
  - 1. Signs have been installed and sidewalk decals will be placed within the next two weeks.
- f. JSG Alley Art – on hold

#### New Business

- a. 2020 Holiday Lights – The Lighting Company contract
  - 1. Motion to approve carried unanimously.
- b. 2020 City/CRA Midyear Report
  - 1. Mrs. Dees will assure that businesses outside DIB boundaries are not included.
  - 2. Motion to approve with changes carried unanimously.
- c. City reappointed board members Michael Carro and Patti Sonnen until June of 2023.

#### Marketing Report

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

#### On Hold

- a. CRA & Parking Interlocal Agreement renewals – October 2020
- b. City Inspection Survey
  - 1. Mr. Lehman will continue formulating a prospective plan and contact list.

#### Upcoming Events

- a. Estuary Water Quality, July 20
- b. Session 2 on Affordable Housing, August 17
- c. EntreCon – Pensacola Little Theater, \$275 and up, registration required, November 18 & 19

#### Public Comment – None

Adjournment – The meeting was adjourned at 5:00 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:** July

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

Total Income DIB June: \$74,227.29

Total Expense DIB June: \$58,969.11

Total Income DPMD June: \$60,772.67

Total Expense DPMD June: \$41,050.45

Notes:

DIB - June		
<u>Code</u>	<u>Description</u>	<u>DIB Notes</u>
Income	<i>Overview</i>	<i>\$19K under targeted budget</i>
4030	Palafox Market	\$8K under budget - Market Closed in March
4060	DPMD Overhead Reimb.	\$11k under budget
Expense		
Expense	<i>Overview</i>	<i>\$27K under projected expenses</i>
5001	Salaries, Benefits & Taxes	\$15K under budget - cut backs due to COVID
5023	Marketing	\$775 over budget
5027	Economic Development	\$4k over budget - \$22K under YTD
5028	Arts and Culture	\$4k under budget - timing of Puppy Park Project
6000	Palafox Market	\$6k under budget - Market suspended in March
7000	Ambassador Program	\$2k over budget

# DOWNTOWN IMPROVEMENT BOARD

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

June 2020

	Jun 20	Budget	\$ Over Budget	Oct '19 - Jun 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	45,068.92	45,068.92	0.00	405,620.28	405,620.24	0.04	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	-115.00	8,154.50	-8,269.50	52,805.25	73,390.50	-20,585.25	97,854.00
4060 · DMPD OverHd Reimbursement	29,273.37	40,202.84	-10,929.47	299,970.64	361,825.48	-61,854.84	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	-3,580.70	0.00	-3,580.70	0.00
<b>Total Income</b>	<b>74,227.29</b>	<b>93,426.26</b>	<b>-19,198.97</b>	<b>1,148,398.18</b>	<b>1,229,857.22</b>	<b>-81,459.04</b>	<b>1,510,166.00</b>
<b>Gross Profit</b>	<b>74,227.29</b>	<b>93,426.26</b>	<b>-19,198.97</b>	<b>1,148,398.18</b>	<b>1,229,857.22</b>	<b>-81,459.04</b>	<b>1,510,166.00</b>
<b>Expense</b>							
6012 · Market Security	0.00	500.00	-500.00	0.00	4,500.00	-4,500.00	6,000.00
6011 · Market App Program Fee	0.00	166.67	-166.67	0.00	1,499.99	-1,499.99	2,000.00
5005 · Workers Comp Insurance	0.00	166.67	-166.67	715.00	1,499.99	-784.99	2,000.00
5004 · Insurance Expense-Other	1,077.08	2,000.00	-922.92	13,230.15	18,000.00	-4,769.85	24,000.00
5000 · CRA Interlocal Payment	0.00			380,550.71	380,551.00	-0.29	380,551.00
5001 · Salaries, Benefits & Taxes	19,532.34	34,607.34	-15,075.00	224,350.11	311,465.98	-87,115.87	415,288.00
5006 · Board Meetings	862.50	541.67	320.83	4,203.27	4,874.99	-671.72	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	2,025.00	-2,025.00	2,700.00
5009 · Bank Charges	60.00	452.00	-392.00	693.00	4,068.00	-3,375.00	5,424.00
5010 · Bank Direct Deposit Fee	0.00	10.42	-10.42	0.00	93.74	-93.74	125.00
5011 · Interest Expense	23.75	16.67	7.08	229.56	149.99	79.57	200.00
5012 · Office Rent	1,201.67	1,202.75	-1.08	10,821.03	10,824.75	-3.72	14,433.00
5013 · Office Supplies	76.20	266.67	-190.47	1,489.41	2,399.99	-910.58	3,200.00
5014 · Office Equipment/Software	46.00	416.67	-370.67	3,934.24	3,749.99	184.25	5,000.00
5015 · Postage	177.40	83.34	94.06	481.75	749.98	-268.23	1,000.00
5016 · Telecommunications	973.58	1,125.00	-151.42	8,528.90	10,125.00	-1,596.10	13,500.00
5017 · Website Support	0.00	583.34	-583.34	3,568.25	5,249.98	-1,681.73	7,000.00

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

	Jun 20	Budget	\$ Over Budget	Oct '19 - Jun 20	YTD Budget	\$ Over Budget	Annual Budget
5018 · Website Hosting	0.00	166.67	-166.67	513.27	1,499.99	-986.72	2,000.00
5019 · Computer Support/Email Leasing	0.00	208.34	-208.34	1,999.98	1,874.98	125.00	2,500.00
5020 · Dues, Subscriptions, Publicatio	0.00	375.00	-375.00	2,201.36	3,375.00	-1,173.64	4,500.00
5021 · Travel Entertainment & Educ.	0.00	416.67	-416.67	2,481.65	3,749.99	-1,268.34	5,000.00
5023 · Marketing Consultants	7,441.25	6,666.67	774.58	76,286.55	59,999.99	16,286.56	80,000.00
5024 · Bookkeeping	1,140.00	2,083.34	-943.34	13,610.00	18,749.98	-5,139.98	25,000.00
5025 · Audit	0.00			7,475.00	18,000.00	-10,525.00	18,000.00
5026 · Legal Counsel	1,371.50	1,416.67	-45.17	10,133.06	12,749.99	-2,616.93	17,000.00
5027 · Economic Development	8,902.50	5,083.34	3,819.16	23,435.86	45,749.98	-22,314.12	61,000.00
5028 · Arts and Culture	0.00	4,166.67	-4,166.67	8,000.00	37,499.99	-29,499.99	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
5225 · Direct Parking staff support	0.00	2,500.00	-2,500.00	0.00	22,500.00	-22,500.00	30,000.00
6000 · Palafox Market	1,037.50	7,346.18	-6,308.68	41,749.10	67,450.46	-25,701.36	89,854.00
7000 · Ambassador Program	15,045.84	13,282.59	1,763.25	120,284.91	119,543.23	741.68	159,391.00
<b>Total Expense</b>	<b>58,969.11</b>	<b>86,076.35</b>	<b>-27,107.24</b>	<b>975,989.31</b>	<b>1,176,571.95</b>	<b>-200,582.64</b>	<b>1,510,166.00</b>
<b>Net Ordinary Income</b>	<b>15,258.18</b>	<b>7,349.91</b>	<b>7,908.27</b>	<b>172,408.87</b>	<b>53,285.27</b>	<b>119,123.60</b>	<b>0.00</b>
<b>Other Income/Expense</b>							
Other Income	0.10	0.00	0.10	2,610.35	0.00	2,610.35	0.00
<b>Net Other Income</b>	<b>0.10</b>	<b>0.00</b>	<b>0.10</b>	<b>2,610.35</b>	<b>0.00</b>	<b>2,610.35</b>	<b>0.00</b>
<b>Net Income</b>	<b>15,258.28</b>	<b>7,349.91</b>	<b>7,908.37</b>	<b>175,019.22</b>	<b>53,285.27</b>	<b>121,733.95</b>	<b>0.00</b>



# DOWNTOWN IMPROVEMENT BOARD

## Balance Sheet - For Management Use Only

As of June 30, 2020

	Jun 30, 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	384,347.69
Total 101 · Cash - Coastal- 0237 Operating	457,493.76
Total Checking/Savings	457,493.76
Accounts Receivable	
140.4 · A/R-Property Assessments	79,356.84
Total Accounts Receivable	79,356.84
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	9,566.47
162 · City of P-Clean Up Deposit/Perm	1,000.00
164 · Prepaid Insurance	1,718.92
Total Other Current Assets	80,445.42
Total Current Assets	617,296.02
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>656,814.42</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
450 · Accounts Payable	-1,482.28
452 · Compensated Absences	1,888.67
Total Accounts Payable	406.39
Other Current Liabilities	
Accrued Salaries	12,870.25
485 · Prepaid OH Reimbursement	632.00
2110 · Direct Deposit Liabilities	-1,150.00
453 · 403(b) Employer Contribution	1,177.98
458 · Due to 403(b) - Employee Contr	951.91
471 · Payroll Liabilities	4,689.15
4849 · Deferred Revenue Sign Maint	5,000.00
490 · Deferred Revenue-Prop Taxes	135,206.72
Total Other Current Liabilities	159,378.01
Total Current Liabilities	159,784.40
Long Term Liabilities	
N/P - DLL Financial Solutions	
Deferred Interest	-142.40
N/P - DLL Financial Solutions - Other	4,202.52
Total N/P - DLL Financial Solutions	4,060.12

**DOWNTOWN IMPROVEMENT BOARD**  
**Balance Sheet - For Management Use Only**  
As of June 30, 2020

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	Jun 30, 20
Total Long Term Liabilities	4,060.12
Total Liabilities	163,844.52
Equity	
32000 · Unrestricted Net Assets	401,658.68
587 · Fund Balance	-83,708.00
Net Income	175,019.22
Total Equity	492,969.90
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>656,814.42</b>

**DPMD - June**

<u>Code</u>	<u>Description</u>	<u>DPMD Notes</u>
Revenue	<i>Overview</i>	<i>\$23K under budgeted revenue</i>
11-00	North Palafox	On-target for the month
12-00	Tarragona Lot	\$2k over budgeted revenue
13-00	Trash Co -Op	On-target for the month
20-00	Intendencia	\$2k under budgeted revenue
21-00	JSG	\$14K under budgeted revenue
23-00	Meter/Pay Station	\$11K under budgeted revenue
23-03	On street Platform	On-target for the month
24-00	Parking Fines	On-target for the month
Expense		
Expense	<i>Overview</i>	<i>\$34K under budgeted expenses</i>
30-00	Trash Co -Op	\$5k under budgeted expenses
40-00	Shared Expenses	\$3k under budgeted expenses
50-12	Marketing/ Printing / Research	\$4k under budgeted expenses
50-14	Overhead Reimbursement	\$11k under budgeted expenses
50-16	Facility R&M	\$5k under projected expenses
50-21	Pay Station Parkeon	\$2k under projected expenses
50-25	Security	\$3k under budgeted expenses
50-26	Meter Equipment	\$5k under projected expenses
50-28	Street / Landscape Improvements	\$2k under projected expenses

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

	Jun 20	Budget	\$ Over Budget	Oct '19 - Jun 20	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
23-03 · Onstreet Platform	4,068.83	3,712.00	356.83	31,832.40	33,408.00	-1,575.60	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	1,929.77	2,134.00	-204.23	22,109.95	19,206.00	2,903.95	25,608.00
12-00 · Tarragona Street Lot	4,435.34	1,994.17	2,441.17	51,078.82	17,947.49	33,131.33	23,930.00
13-00 · Trash	7,310.42	6,573.34	737.08	54,775.14	59,159.98	-4,384.84	78,880.00
20-00 · Intendencia Garage	0.00	2,306.00	-2,306.00	15,782.00	20,754.00	-4,972.00	27,672.00
21-00 · Jefferson Street Garage	19,429.53	33,385.00	-13,955.47	258,203.40	300,465.00	-42,261.60	400,620.00
23-01 · Paystations	8,328.96	18,514.17	-10,185.21	79,985.39	166,627.49	-86,642.10	222,170.00
23-02 · Single Space Meters	0.00	850.00	-850.00	5,958.56	7,650.00	-1,691.44	10,200.00
24-00 · Parking Fines	14,960.00	14,528.00	432.00	237,658.00	130,752.00	106,906.00	174,336.00
25-00 · OnStreet Dumpster Placement Fee	0.00	66.67	-66.67	1,660.00	599.99	1,060.01	800.00
26-00 · Residential Parking Permits	0.00	0.00	0.00	774.00	0.00	774.00	0.00
29-01 · Sales Tax Collected	309.82	0.00	309.82	-29,356.42	0.00	-29,356.42	0.00
<b>Total Income</b>	<b>60,772.67</b>	<b>84,063.35</b>	<b>-23,290.68</b>	<b>730,552.64</b>	<b>756,569.95</b>	<b>-26,017.31</b>	<b>1,008,760.00</b>
<b>Gross Profit</b>	<b>60,772.67</b>	<b>84,063.35</b>	<b>-23,290.68</b>	<b>730,552.64</b>	<b>756,569.95</b>	<b>-26,017.31</b>	<b>1,008,760.00</b>
<b>Expense</b>							
50-30 · Parking Reserve Fund Expense	1,666.67	1,666.67	0.00	15,000.03	14,999.99	0.04	20,000.00
5034 · Sales Tax	0.00	67.00	-67.00	0.00	603.00	-603.00	804.00
30-00 · DPMD Trash Expense							
30-10 · Internet	84.96			295.85			
30-01 · Republic - Dumpster Service	0.00	5,271.67	-5,271.67	34,833.55	47,444.99	-12,611.44	63,260.00
30-03 · Landfill Fees	11.64	0.00	11.64	11.64	0.00	11.64	0.00
30-04 · Security Fees	34.99	250.00	-215.01	540.24	2,250.00	-1,709.76	3,000.00
30-06 · Compactor Construction	0.00			11.64	0.00	11.64	0.00
30-07 · Trash Compactor Utilities	50.72	51.67	-0.95	401.45	464.99	-63.54	620.00
30-09 · Misc Compactor Expenses	70.00			1,460.00	0.00	1,460.00	0.00
<b>Total 30-00 · DPMD Trash Expense</b>	<b>252.31</b>	<b>5,573.34</b>	<b>-5,321.03</b>	<b>37,554.37</b>	<b>50,159.98</b>	<b>-12,605.61</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	7,065.00	-1,557.00	9,420.00
40-03 · P.F. Less Rev Share PPD/Airport	0.00	402.00	-402.00	19,361.00	3,618.00	15,743.00	4,824.00
40-04 · Tarragona Lot Rev Share	0.00	1,600.00	-1,600.00	11,200.00	14,400.00	-3,200.00	19,200.00
<b>Total 40-00 · DPMD Shared Expenses</b>	<b>0.00</b>	<b>2,787.00</b>	<b>-2,787.00</b>	<b>36,069.00</b>	<b>25,083.00</b>	<b>10,986.00</b>	<b>33,444.00</b>

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

	Jun 20	Budget	\$ Over Budget	Oct '19 - Jun 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	15,160.82	12,143.25	3,017.57	16,191.00
50-04 · Jefferson Garage CC Fees	136.37	369.00	-232.63	3,280.24	3,321.00	-40.76	4,428.00
50-05 · Parking Meter CC Fees	1,599.14	2,050.00	-450.86	27,142.05	18,450.00	8,692.05	24,600.00
50-06 · Auto	217.96	458.34	-240.38	3,981.14	4,324.98	-343.84	5,700.00
50-08 · Bank Charges	0.00	15.00	-15.00	1,036.20	135.00	901.20	180.00
50-11 · Dues & Subscriptions	27.50	16.67	10.83	82.66	149.99	-67.33	200.00
50-12 · Marketing / Printing / Research	1,705.67	5,208.00	-3,502.33	19,386.10	46,872.00	-27,485.90	62,496.00
50-13 · Office Supplies	0.00	25.00	-25.00	1,508.02	225.00	1,283.02	300.00
50-14 · Overhead Reimbursement	29,273.37	40,202.84	-10,929.47	299,998.14	361,825.48	-61,827.34	482,434.00
50-15 · Professional Services	0.00			7,775.00	12,100.00	-4,325.00	12,100.00
50-16 · Facility Repair & Maintenance	2,729.17	7,379.59	-4,650.42	134,484.26	66,416.23	68,068.03	88,555.00
50-17 · Signage & Striping	186.11	1,333.34	-1,147.23	5,562.82	11,999.98	-6,437.16	16,000.00
50-18 · Utilities	1,019.95	841.00	178.95	11,037.49	7,569.00	3,468.49	10,092.00
50-19 · Travel Entertainment & Educ	0.00	416.67	-416.67	1,086.87	3,749.99	-2,663.12	5,000.00
50-20 · Management Contracts	0.00	0.00	0.00	2,314.26	0.00	2,314.26	0.00
50-21 · Paystation Parkeon \$1456/mo	0.00	2,320.50	-2,320.50	17,391.43	20,884.50	-3,493.07	27,846.00
50-22 · Paystation Repairs	46.23	666.67	-620.44	5,556.02	5,999.99	-443.97	8,000.00
50-24 · Enforcement Spec Events Pkg	0.00	1,255.00	-1,255.00	18,129.79	11,295.00	6,834.79	15,060.00
50-25 · Security	0.00	2,500.00	-2,500.00	285.23	22,500.00	-22,214.77	30,000.00
50-26 · Meter Equipment	0.00	4,870.84	-4,870.84	42,946.77	43,837.48	-890.71	58,450.00
50-27 · Jefferson Garage Maintenance	707.99	0.00	707.99	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	14,999.99	-12,983.86	20,000.00
50-00 · DPMD Operating Expenses - Other	0.00			55,740.15			
<b>Total 50-00 · DPMD Operating Expenses</b>	<b>39,131.47</b>	<b>72,944.38</b>	<b>-33,812.91</b>	<b>678,168.34</b>	<b>668,798.86</b>	<b>9,369.48</b>	<b>887,632.00</b>
<b>Total Expense</b>	<b>41,050.45</b>	<b>83,038.39</b>	<b>-41,987.94</b>	<b>766,791.74</b>	<b>759,644.83</b>	<b>7,146.91</b>	<b>1,008,760.00</b>
<b>Net Ordinary Income</b>	<b>19,722.22</b>	<b>1,024.96</b>	<b>18,697.26</b>	<b>-36,239.10</b>	<b>-3,074.88</b>	<b>-33,164.22</b>	<b>0.00</b>
<b>Other Income/Expense</b>	<b>34.02</b>	<b>0.00</b>	<b>34.02</b>	<b>2,173.55</b>	<b>0.00</b>	<b>2,173.55</b>	<b>0.00</b>
<b>Net Income</b>	<b>19,756.24</b>	<b>1,024.96</b>	<b>18,731.28</b>	<b>-34,065.55</b>	<b>-3,074.88</b>	<b>-30,990.67</b>	<b>0.00</b>

# Downtown Parking Management District Balance Sheet- For Management Use Only

As of June 30, 2020

	<u>Jun 30, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
103 · Parking Reserve Trust	15,000.03
100 · Petty Cash-Jefferson Garage	1,717.20
101 · Cash-Coastal -514-8	174,972.03
102 · Cash-Wells Fargo -9358	10,385.45
Total Checking/Savings	<u>202,074.71</u>
Accounts Receivable	
140.4 · Parking Fees & Fines	157,080.00
145.4 · Allowance for Doubtful Accounts	-122,276.15
Total Accounts Receivable	<u>34,803.85</u>
Other Current Assets	
165 · Prepaid OH Reimburse	632.00
164 · Prepaid Expense	7,675.33
Total Other Current Assets	<u>8,307.33</u>
Total Current Assets	<u>245,185.89</u>
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	<u>554,429.28</u>
<b>TOTAL ASSETS</b>	<u><u>799,615.17</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
461 · Parking Res Trust	15,000.03
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.	9,566.47
460 · Restricted Fund	1,000.00
Total Other Current Liabilities	<u>44,451.33</u>
Total Current Liabilities	<u>44,451.33</u>
Total Liabilities	<u>44,451.33</u>
Equity	
32000 · Unrestricted Net Assets	606,871.39
32100 · Investment in Capital Assets	182,358.00
Net Income	-34,065.55
Total Equity	<u>755,163.84</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>799,615.17</u></u>

**DOWNTOWN IMPROVEMENT DISTRICT  
CALCULATION OF PROPERTY TAX  
FISCAL YEAR 2021**

Current Year gross taxable value	310,857,283
Millage Rate	X <u>2.0000</u>
	<u>621,714,566</u>
	÷ <u>1,000</u>
	<u>621,714.57</u>
	X <u>95%</u>
Property Tax Revenue to Budget	<u>590,629</u>

**CALCULATION OF TIF PAYMENT**

Current Year Net Taxable Value	224,462,482
Collection Rate	X <u>95%</u>
	<u>213,239,358</u>
Millage Rate	X <u>2.0000</u>
	<u>426,478,716</u>
	÷ <u>1,000</u>
TIF Payment	<u>426,479</u>

**Pensacola Downtown Improvement Board**

**Operational Budget**

**FY2019/20**

**Year Total**

	FY2019/20	FY2019/20	FY2020/21	
	Budget	Actuals - May	Plan	Notes
4000 - Misc. Income	\$ -	\$ -	\$ -	
4010 - Ad Valorem Revenue	\$ 540,827	\$ 568,120	\$ 590,629	actuals from City
4015 - CRA Interlocal Income	\$ 380,551	\$ 380,551	\$ 426,479	pending actuals from CRA
4020 - Website Membership	\$ 500	\$ 600	\$ 600	
4030 - Palafox Market Vendor Payments	\$ 97,854	\$ 52,920	\$ 80,700	decrease due to anticipated changes in vendor spacing due to Social Distancing
4040-DPMD Cleaning Reimbursement	\$ -	\$ -	\$ 79,696	New MOU for 1/2 Cleaning Ambassador Program
4080 - Bollard Rental	\$ 1,500	\$ 1,200	\$ -	
4081 - LTU - Sidewalk Pressure Washing	\$ 6,500	\$ 6,500	\$ 6,500	as per City agreement
<b>DIB Revenue</b>	<b>\$ 1,027,732</b>	<b>\$ 1,009,892</b>	<b>\$ 1,184,604</b>	
5000 - CRA Interlocal Payment	\$ 380,551	\$ 380,551	\$ 426,479	pending actuals from CRA
5001 - DIB Salaries Benefits & Taxes	\$ 415,288	\$ 204,818	\$ 102,237	\$55K for ED and \$35k for assistant
5001.9 - Payroll Admin	\$ 3,600	\$ -	\$ -	covered under accounting services
5004 - Liability Insurance / Other	\$ 24,000	\$ 12,153	\$ 16,850	holding for final #'s from Dawn to cover DIB only
5005 - Workers Compensation	\$ 2,000	\$ 715	\$ 2,000	
5006 - Board Meetings	\$ 6,500	\$ 3,341	\$ 6,500	court reporter fees
5007 - Annual Meeting /Reports	\$ 2,000	\$ -	\$ 1,000	reduced due to parking removal
5008 - Committee Meetings	\$ 2,700	\$ -	\$ -	reduced based on 2 year trend and removal of parking
5009 - Bank Charges	\$ 5,424	\$ 633	\$ 500	Reduced based on 2020 trend
5011 - Interest	\$ 200	\$ 206	\$ 350	increase based on 2020 trend
5012 - Office Rent	\$ 14,432	\$ 9,619	\$ 14,861	Rate in 2021 will be \$1,238.45 per month
5013 - Office Supplies	\$ 3,200	\$ 1,413	\$ 1,500	reduced based on trend (minus parking)
5014 - Office Equipment	\$ 5,000	\$ 3,596	\$ 5,394	based on 2020 trend ( contract for copier& desk phones)
5015 - Postage	\$ 1,000	\$ 304	\$ 200	reduced based on COVID changes to AP, 2020 trend & minus parking
5016 - Telecommunications	\$ 13,500	\$ 7,555	\$ 10,452	Est. for monthly cell = \$200 per month Est. for desk phone = \$171 per month Cox communication services =\$500 per month
5017 - Website Support	\$ 7,000	\$ 3,468	\$ 5,000	Decreased due to removal of Parking
5018 - Website Hosting	\$ 2,000	\$ 3,468	\$ 4,000	increase based on 2020 trend (minus 1/2 for parking)
5019 - Computer Support / Email Leasing	\$ 2,500	\$ 1,721	\$ 2,500	
5020 - Dues Subscriptions & Publications	\$ 4,500	\$ 2,136	\$ 3,500	
5021 - Travel, Entertainment & Education	\$ 5,000	\$ 2,444	\$ 2,190	
5023 - Marketing Consultants	\$ 80,000	\$ 61,477	\$ 70,000	
5024 - Bookkeeping	\$ 25,000	\$ 12,470	\$ 12,500	reduced by 1/2 due to parking change
5025 - Audit	\$ 18,000	\$ 7,475	\$ 18,000	set price based on contract
5026 - Legal Counsel	\$ 17,000	\$ 8,762	\$ 8,500	reduced by 1/2 due to parking change
5027 - Economic Development	\$ 61,000	\$ 14,471	\$ 50,000	
5028 - Arts and Culture	\$ 50,000	\$ 8,000	\$ 45,000	
5029 - Holiday Lights	\$ 75,000	\$ 15,000	\$ 75,000	increase in Ad Valorem revenue applied to FCLF
5030- PPD Security	\$ 30,000	\$ -	\$ 60,000	As per IA
<b>DIB Expense</b>	<b>\$ 1,256,395</b>	<b>\$ 765,796</b>	<b>\$ 944,513</b>	
6000 - Market Other / Misc.	\$ -			
6001 - Palafox Market Management	\$ 60,154	\$ 22,167	\$ 40,000	Includes PT Manager (25-32 hours & PT asst. at 10-15hr)
6003 - Permits / Street Closures	\$ 1,200	\$ -	\$ 1,200	
6004 - Portable Toilet Rental	\$ 15,500	\$ 9,875	\$ 19,750	increase based on 2020 trend and additional handwashing stations
6006 - Farm Visit - Mileage Reimbursement	\$ 500	\$ -	\$ 250	decrease based on 2020 trend
6007 - Marketing	\$ 6,000	\$ 4,219	\$ 6,000	no anticipated changes



Pensacola Downtown Improvement Board

Operational Budget

FY2019/20

Year Total

	FY2019/20	FY2019/20	FY2020/21	
	Budget	Actuals - May	Plan	Notes
6008 - PMkt Credit Card Fees	\$ 1,500	\$ 556	\$ 500	decrease based on 2020 changes to processing vendor payments through Market App
6010 - Sales Tax Interest	\$ 5,000	\$ -	\$ 5,000	no anticipated changes
6011 - Market App Program Fee	\$ 2,000	\$ 2,000	\$ 2,000	no anticipated changes
6012 - Market Security	\$ 6,000	\$ 3,895	\$ 6,000	no anticipated changes
<b>Palafox Market Expense</b>	<b>\$ 97,854</b>	<b>\$ 42,712</b>	<b>\$ 80,700</b>	
5050 - Ambassador Program Labor	\$ 159,391	\$ 105,239	\$ 159,391	includes all staff, expenses and capital equip based on contract
<b>Ambassador Program Expense</b>	<b>\$ 159,391</b>		<b>\$ 159,391</b>	

DIB Operating Expense

\$ 1,513,640

\$ 1,184,604

Y.O.Y. Variance

Tot Revenues	\$ 1,027,732		\$ 1,184,604	\$ 156,872
Tot Expenses	\$ 1,513,640		\$ 1,184,604	\$ (329,036)
Tot Variance			\$ -	\$ -
% of budget			0%	0%

## DIB Revenue to Expense %

### **Budgeted Revenue**

Property Assessments Ad Valorem	\$	590,629.00	50%
CRA Agreement	\$	426,479.00	36%
Palafox Market	\$	80,700.00	7%
DPMD Cleaning Reimbursement	\$	79,696.00	7%
Other Miscellaneous Income	\$	7,100.00	1%

<b>TOTAL BUDGETED REVENUE</b>	<b>\$</b>	<b>1,184,604</b>	<b>100%</b>
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### **Budgeted Expenses**

<b>User Experience</b>	\$	420,091.00	35%
<i>Hospitality/Safety/Maintenance/Landscaping</i>			
<i>Special Projects</i>			
<b>Marketing &amp; Collaboration</b>	\$	89,000.00	8%
<i>Communications/Marketing</i>			
<i>Education/Annual Meeting</i>			
<b>Economic Development</b>	\$	50,000.00	4%
<i>Recruitment/Retention</i>			
<b>General &amp; Administrative Expenses DIB</b>	\$	199,034.00	17%

CRA Agreement	\$	426,479.00	36%
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<b>TOTAL BUDGETED EXPENSES</b>	<b>\$</b>	<b>1,184,604.00</b>	<b>100%</b>
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## Salary Calculations

FY2020-2021					
Position	2021 Rate	Hours	Increase %	Weekly	Annual
DIB ED		40	0%	\$1,057.69	\$ 55,000
DIB Admin	\$ 18.10	40	0%	\$ 724.00	\$ 37,648
Palafox Market Manager	\$ 16.00	32	0%	\$ 512.00	\$ 26,624
Market Assistant	\$ 12.00	10	0%	\$ 120.00	\$ 6,240
Bonus					\$ 1,500
403(b)				\$ 155.55	\$ 8,089
<b>Total</b>					<b>\$135,101</b>