



Downtown Improvement Board
Regular Monthly Meeting
Tuesday January 25, 2022 7:30
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 January 25, 2022
 - c. *Approval of the minutes from the regular meeting of the DIB on December 14, 2021
 - d. *Approval of the December Financials

- III. On-Going Business
 - a. StreetPlus December Report
 - b. Marketing Report
 - c. Palafox Market
 - d. PPD Report

- IV. New Business
 - a. Bird Scooter Update
 - b. Cleaning Service RFP Update
 - c. Discussion- Palafox Street Closure Guideline for Events
 - d. *1st QTR E.D. Bonus

- V. On-Hold

- VIII. Public Comment

- IX. Adjournment

Next meeting – Feb 22, 2022
(*) = approval item



Minutes of the Downtown Improvement Board Regular Monthly Meeting
Tuesday, November 23, 2021 7:30 a.m.

Attendance

Kevin Lehman, Jean Pierre N'Dione, Patti Sonnen, Claire Campbell, Casey Jones, Ex Officio, Robert Bender, County Commissioner, Walker Wilson, Executive Director, and Emily Kopas, Chief Operating Officer.

I. Call to Order

- a. Kevin Lehman called the meeting to order at 7:30 a.m.

II. Recurring Agenda

- a. Mr. Wilson confirmed that the meeting was properly noticed.
- b. The proposed meeting agenda was motioned, seconded, and unanimously approved.
- c. The minutes of the regular meeting of the DIB held on November 2, 2021 were motioned, seconded, and unanimously approved.
- d. DIB October financials were motioned, seconded, and unanimously approved.

III. On-Going Business

a. StreetPlus October Report

- Crew is now fully staffed. Crew worked on pressure washing areas that were not covered under the pressure washing contract.
- Door on compactor is not closing properly.
- Email about leaving bigger items was requested.
- Pressure wash the area leading up to the dumpster.

b. Marketing Report

- October was a busy month with Son Et Lumiere and Halloween Market.
 - Son Et Lumiere received over 65,000 views which was a record for the DIB.
 - Halloween Market brought in a variety of media channels including PNJ and WEAR-TV.
- All I Want Campaign launched and will run until December 24th.

c. Palafox Market

- Bike parking was installed in one of the parking spaces next to MLK. Thanks to Christian Wagley and Zac Lane with Bike Pensacola and the City of Pensacola for assisting with the project.



- Small Business Saturday is an event scheduled for November 27th. A raffle of items donated by vendors will be included.
- Market has been very successful.

d. PPD Report

- Officer Darling reported to the board. Open container issue is more of a problem in public parks than on Palafox Street.
- Police Chief Randall also reported that the scooters are a concern within the Downtown because they are intensifying traffic congestion and dangerous behavior.
- Police Chief Randall inquired about lighting in the Downtown Area.

IV. New Business

a. Audit 2020/21

- Net surplus of about \$90,000 from budgeted items.
- Motioned, seconded, and unanimously approved.

b. Cleaning Service RFP Update/Meeting with City on cleaning

- City to quote DIB about street sweepers.
- Trash cans on Palafox and Jefferson emptied more than once a week.
- In the process of working on the RFP.

c. City Parking Stall Study

- David Forte, Deputy City Administrator, inquired to see if the DIB would be interested in getting involved with a crosswalk created on Palafox Street.

d. America's First Freedom Trail- \$7,500

- Request for DIB funds to support this project.

V. On-Hold

VIII. Public Comment

- Warren Sonnen with O'Riley's Irish Pub spoke about scooter concerns in the Downtown Area.

IX. Adjournment at 8:56 a.m.

Next meeting – December 14, 2021

DOWNTOWN IMPROVEMENT BOARD

Profit & Loss Budget Performance- For Mgmt Use Only

Accrual Basis

December 2021

| | Dec 21 | Budget | \$ Over Budget | Oct - Dec 21 | YTD Budget | \$ Over Budget | Annual Budget |
|---|------------|------------|----------------|--------------|------------|----------------|---------------|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| 1301 · Co-Op Participation | 4,312.05 | 4,800.84 | -488.79 | 13,847.55 | 14,402.52 | -554.97 | 57,610.00 |
| 4010 · Ad Valorem Revenue | 51,588.25 | 51,588.25 | 0.00 | 154,764.75 | 154,764.75 | 0.00 | 619,059.00 |
| 4015 · CRA Interlocal Income | 357,534.39 | 357,534.00 | 0.39 | 357,534.39 | 357,534.00 | 0.39 | 357,534.00 |
| 4020 · Website Membership and Map | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 |
| Program Revenue | | | | | | | |
| 4030 · Palafox Market Vendor Payments | 7,760.00 | 8,333.34 | -573.34 | 30,992.50 | 25,000.02 | 5,992.48 | 100,000.00 |
| Total Program Revenue | 7,760.00 | 8,333.34 | -573.34 | 30,992.50 | 25,000.02 | 5,992.48 | 100,000.00 |
| 4040 · DPMD Cleaning Reimbursement | 6,641.00 | 2,767.25 | 3,873.75 | 16,535.48 | 8,301.75 | 8,233.73 | 33,207.00 |
| 4085 · LTU - Sidewalk Pressure Washing | 0.00 | 541.66 | -541.66 | 6,475.00 | 1,624.98 | 4,850.02 | 6,500.00 |
| 4900 · Sales Tax Collected | -507.66 | 0.00 | -507.66 | -1,086.63 | 0.00 | -1,086.63 | 0.00 |
| Total Income | 427,328.03 | 425,565.34 | 1,762.69 | 579,063.04 | 561,628.02 | 17,435.02 | 1,174,410.00 |
| Gross Profit | 427,328.03 | 425,565.34 | 1,762.69 | 579,063.04 | 561,628.02 | 17,435.02 | 1,174,410.00 |
| Expense | | | | | | | |
| 3001 · Compactor - Waste Services | 6,188.27 | 4,441.59 | 1,746.68 | 19,188.03 | 13,324.77 | 5,863.26 | 53,299.00 |
| 3002 · City Compactor Build Repayment | 0.00 | 0.00 | 0.00 | 10.00 | 0.00 | 10.00 | 0.00 |
| 3004 · Compactor - Security Fees | 87.84 | 291.66 | -203.82 | 263.52 | 874.98 | -611.46 | 3,500.00 |
| 3007 · Compactor - Electric | 56.47 | 67.59 | -11.12 | 164.04 | 202.77 | -38.73 | 811.00 |
| 5000 · CRA Interlocal Payment | 457,534.39 | 457,534.00 | 0.39 | 457,534.39 | 457,534.00 | 0.39 | 457,534.00 |
| 5001 · Salaries, Benefits & Taxes | | | | | | | |
| 5003.5 · 403(b) Employer Contribution | 604.64 | 0.00 | 604.64 | 1,683.05 | 0.00 | 1,683.05 | 0.00 |
| 5001 · Salaries, Benefits & Taxes - Other | 6,294.67 | 6,847.66 | -552.99 | 18,768.66 | 20,542.98 | -1,774.32 | 82,172.00 |
| Total 5001 · Salaries, Benefits & Taxes | 6,899.31 | 6,847.66 | 51.65 | 20,451.71 | 20,542.98 | -91.27 | 82,172.00 |
| 5006 · Board Meetings | 0.00 | 20.84 | -20.84 | 0.00 | 62.52 | -62.52 | 250.00 |
| 5007 · Annual Meeting | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 250.00 |
| 5009 · Bank Charges | 18.00 | 452.00 | -434.00 | 18.00 | 1,356.00 | -1,338.00 | 5,424.00 |
| 5010 · Bank Direct Deposit Fee | 0.00 | 10.41 | -10.41 | 0.00 | 31.23 | -31.23 | 125.00 |
| 5004 · Insurance Expense-Other | 724.42 | 0.00 | 724.42 | 2,173.26 | 0.00 | 2,173.26 | 0.00 |
| 5005 · Workers Comp Insurance | 0.00 | 42.59 | -42.59 | 0.00 | 127.77 | -127.77 | 511.00 |
| 5030 · Insurance- General Liability | 0.00 | 643.34 | -643.34 | 0.00 | 1,930.02 | -1,930.02 | 7,720.00 |
| 5011 · Interest Expense | 0.00 | 16.66 | -16.66 | 0.00 | 49.98 | -49.98 | 200.00 |
| 5012 · Office Rent | 1,274.85 | 1,278.75 | -3.90 | 5,136.53 | 3,836.25 | 1,300.28 | 15,345.00 |
| 5013 · Office Supplies | 66.77 | 104.16 | -37.39 | 638.31 | 312.48 | 325.83 | 1,250.00 |
| 5014 · Office Equipment/Software | 50.60 | 416.66 | -366.06 | 787.15 | 1,249.98 | -462.83 | 5,000.00 |
| 5015 · Postage | 0.00 | 16.66 | -16.66 | 23.20 | 49.98 | -26.78 | 200.00 |
| 5016 · Telecommunications | 447.91 | 833.34 | -385.43 | 1,343.73 | 2,500.02 | -1,156.29 | 10,000.00 |
| 5017 · Website Support | 0.00 | 416.66 | -416.66 | 281.25 | 1,249.98 | -968.73 | 5,000.00 |
| 5018 · Website Hosting | | | | | | | |
| 5018 · Website Hosting - Other | 0.00 | 333.34 | -333.34 | 17.88 | 1,000.02 | -982.14 | 4,000.00 |
| Total 5018 · Website Hosting | 0.00 | 333.34 | -333.34 | 17.88 | 1,000.02 | -982.14 | 4,000.00 |
| 5019 · Computer Support/Email Leasing | 169.68 | 83.34 | 86.34 | 509.04 | 250.02 | 259.02 | 1,000.00 |
| 5020 · Dues, Subscriptions, Publicatio | 9.99 | 166.66 | -156.67 | 29.97 | 499.98 | -470.01 | 2,000.00 |
| 5021 · Travel Entertainment & Educ. | 0.00 | 125.00 | -125.00 | 0.00 | 375.00 | -375.00 | 1,500.00 |
| 5022 · Repair & Maintenance | 43.00 | | | 43.00 | | | |
| 5023 · Marketing Consultants | | | | | | | |
| 5023 · Marketing Consultants - Other | 6,217.25 | 3,500.00 | 2,717.25 | 14,903.50 | 10,500.00 | 4,403.50 | 42,000.00 |
| Total 5023 · Marketing Consultants | 6,217.25 | 3,500.00 | 2,717.25 | 14,903.50 | 10,500.00 | 4,403.50 | 42,000.00 |
| 5024 · Bookkeeping | 0.00 | 1,041.66 | -1,041.66 | 1,924.00 | 3,124.98 | -1,200.98 | 12,500.00 |
| 5025 · Audit | 0.00 | 0.00 | 0.00 | 11,750.00 | 18,000.00 | -6,250.00 | 18,000.00 |
| 5026 · Legal Counsel | | | | | | | |
| 5026 · Legal Counsel - Other | 0.00 | 666.66 | -666.66 | 1,220.00 | 1,999.98 | -779.98 | 8,000.00 |
| Total 5026 · Legal Counsel | 0.00 | 666.66 | -666.66 | 1,220.00 | 1,999.98 | -779.98 | 8,000.00 |
| 5027 · Economic Development | 5,045.99 | 3,535.66 | 1,510.33 | 8,996.86 | 10,606.98 | -1,610.12 | 42,428.00 |
| 5028 · Arts and Culture | 0.00 | 0.00 | 0.00 | 2,950.00 | 0.00 | 2,950.00 | 0.00 |
| 5029 · Donation to Friends of Downtown | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 75,000.00 |
| 5227 · PPD Security | 0.00 | 5,000.00 | -5,000.00 | 15,000.00 | 15,000.00 | 0.00 | 60,000.00 |
| 6000 · Palafox Market | | | | | | | |
| 6001 · Palafox Market Project Mgmt | 1,730.78 | 2,916.66 | -1,185.88 | 5,192.34 | 8,749.98 | -3,557.64 | 35,000.00 |
| 6003 · Permits / Street Closure | 0.00 | 0.00 | 0.00 | 512.50 | 0.00 | 512.50 | 1,200.00 |

DOWNTOWN IMPROVEMENT BOARD

Profit & Loss Budget Performance- For Mgmt Use Only

Accrual Basis

December 2021

| | Dec 21 | Budget | \$ Over Budget | Oct - Dec 21 | YTD Budget | \$ Over Budget | Annual Budget |
|--|-------------------|-------------------|------------------|-------------------|-------------------|-------------------|---------------------|
| 6004 · Portable Toilet Rental | 0.00 | 541.66 | -541.66 | 1,040.00 | 1,624.98 | -584.98 | 6,500.00 |
| 6005 · Market Anniversary Celebration | 0.00 | 83.34 | -83.34 | 0.00 | 250.02 | -250.02 | 1,000.00 |
| 6006 · Farm Visit- Mileage Reimburseme | 0.00 | 41.66 | -41.66 | 0.00 | 124.98 | -124.98 | 500.00 |
| 6007 · Marketing | 264.40 | 1,666.66 | -1,402.26 | 5,520.15 | 4,999.98 | 520.17 | 20,000.00 |
| 6008 · PMkt Credit Card Fees | 0.00 | 125.00 | -125.00 | 0.00 | 375.00 | -375.00 | 1,500.00 |
| 6010 · Sales Tax Interest | 0.00 | 416.66 | -416.66 | 0.00 | 1,249.98 | -1,249.98 | 5,000.00 |
| 6011 · Market App Program Fee | 0.00 | 87.50 | -87.50 | 0.00 | 262.50 | -262.50 | 1,050.00 |
| 6012 · Market Security | 660.00 | 550.00 | 110.00 | 2,277.00 | 1,650.00 | 627.00 | 6,600.00 |
| 6000 · Palafox Market - Other | 0.00 | 1,804.16 | -1,804.16 | 112.45 | 5,412.48 | -5,300.03 | 21,650.00 |
| Total 6000 · Palafox Market | 2,655.18 | 8,233.30 | -5,578.12 | 14,654.44 | 24,699.90 | -10,045.46 | 100,000.00 |
| 7000 · Ambassador Program | | | | | | | |
| 7001 · Ambassador Program Labor | 14,389.92 | 13,282.59 | 1,107.33 | 37,813.44 | 39,847.77 | -2,034.33 | 159,391.00 |
| Total 7000 · Ambassador Program | 14,389.92 | 13,282.59 | 1,107.33 | 37,813.44 | 39,847.77 | -2,034.33 | 159,391.00 |
| 5041 · Pressure Washing | 0.00 | | | 6,475.00 | | | |
| Total Expense | 501,879.84 | 509,402.78 | -7,522.94 | 624,300.25 | 631,140.34 | -6,840.09 | 1,174,410.00 |
| Net Ordinary Income | -74,551.81 | -83,837.44 | 9,285.63 | -45,237.21 | -69,512.32 | 24,275.11 | 0.00 |
| Other Income/Expense | | | | | | | |
| Other Income | | | | | | | |
| 4980 · Sales Tax Collection Allowance | 23.52 | 0.00 | 23.52 | 53.76 | 0.00 | 53.76 | 0.00 |
| Total Other Income | 23.52 | 0.00 | 23.52 | 53.76 | 0.00 | 53.76 | 0.00 |
| Net Other Income | 23.52 | 0.00 | 23.52 | 53.76 | 0.00 | 53.76 | 0.00 |
| Net Income | -74,528.29 | -83,837.44 | 9,309.15 | -45,183.45 | -69,512.32 | 24,328.87 | 0.00 |

DOWNTOWN IMPROVEMENT BOARD

Profit & Loss Budget Performance- For Mgmt Use Only

Accrual Basis

December 2021

| | Dec 21 | Budget | \$ Over Budget | Oct - Dec 21 | YTD Budget | \$ Over Budget | Annual Budget |
|--|----------|----------|----------------|--------------|------------|----------------|---------------|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| Program Revenue | | | | | | | |
| 4030 · Palafox Market Vendor Payments | 7,760.00 | 8,333.34 | -573.34 | 30,992.50 | 25,000.02 | 5,992.48 | 100,000.00 |
| Total Program Revenue | 7,760.00 | 8,333.34 | -573.34 | 30,992.50 | 25,000.02 | 5,992.48 | 100,000.00 |
| Total Income | 7,760.00 | 8,333.34 | -573.34 | 30,992.50 | 25,000.02 | 5,992.48 | 100,000.00 |
| Gross Profit | 7,760.00 | 8,333.34 | -573.34 | 30,992.50 | 25,000.02 | 5,992.48 | 100,000.00 |
| Expense | | | | | | | |
| 6000 · Palafox Market | | | | | | | |
| 6001 · Palafox Market Project Mgmt | 1,730.78 | 2,916.66 | -1,185.88 | 5,192.34 | 8,749.98 | -3,557.64 | 35,000.00 |
| 6003 · Permits / Street Closure | 0.00 | 0.00 | 0.00 | 512.50 | 0.00 | 512.50 | 1,200.00 |
| 6004 · Portable Toilet Rental | 0.00 | 541.66 | -541.66 | 1,040.00 | 1,624.98 | -584.98 | 6,500.00 |
| 6005 · Market Anniversary Celebration | 0.00 | 83.34 | -83.34 | 0.00 | 250.02 | -250.02 | 1,000.00 |
| 6006 · Farm Visit- Mileage Reimburseme | 0.00 | 41.66 | -41.66 | 0.00 | 124.98 | -124.98 | 500.00 |
| 6007 · Marketing | 264.40 | 1,666.66 | -1,402.26 | 5,520.15 | 4,999.98 | 520.17 | 20,000.00 |
| 6008 · PMkt Credit Card Fees | 0.00 | 125.00 | -125.00 | 0.00 | 375.00 | -375.00 | 1,500.00 |
| 6010 · Sales Tax Interest | 0.00 | 416.66 | -416.66 | 0.00 | 1,249.98 | -1,249.98 | 5,000.00 |
| 6011 · Market App Program Fee | 0.00 | 87.50 | -87.50 | 0.00 | 262.50 | -262.50 | 1,050.00 |
| 6012 · Market Security | 660.00 | 550.00 | 110.00 | 2,277.00 | 1,650.00 | 627.00 | 6,600.00 |
| Total 6000 · Palafox Market | 2,655.18 | 6,429.14 | -3,773.96 | 14,541.99 | 19,287.42 | -4,745.43 | 78,350.00 |
| Total Expense | 2,655.18 | 6,429.14 | -3,773.96 | 14,541.99 | 19,287.42 | -4,745.43 | 78,350.00 |
| Net Ordinary Income | 5,104.82 | 1,904.20 | 3,200.62 | 16,450.51 | 5,712.60 | 10,737.91 | 21,650.00 |
| Net Income | 5,104.82 | 1,904.20 | 3,200.62 | 16,450.51 | 5,712.60 | 10,737.91 | 21,650.00 |

DOWNTOWN IMPROVEMENT BOARD

Balance Sheet - For Management Use Only

As of December 31, 2021

| | Dec 31, 21 |
|--|-------------------|
| ASSETS | |
| 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 | 150,242.07 |
| Total 101 · Cash - Coastal- 0237 Operating | 223,388.14 |
| Total Checking/Savings | 223,388.14 |
| Accounts Receivable | |
| 140.4 · A/R-Property Assessments | 548,972.71 |
| Total Accounts Receivable | 548,972.71 |
| Other Current Assets | |
| 140.9 · Due from Downtown Pens Alliance | 1,261.25 |
| 140.5 · Due from Friends of Downtown | 1,071.30 |
| 162 · City of P-Clean Up Deposit/Perm | 1,000.00 |
| 164 · Prepaid Insurance | 6,519.70 |
| Total Other Current Assets | 9,852.25 |
| Total Current Assets | 782,213.10 |
| Fixed Assets | |
| Puppy Pit Stop Project | 72,745.00 |
| 240 · Equipment | 169,220.56 |
| 260 · Furniture & Fixtures | 4,541.23 |
| 275 · Website Capitalized | 10,850.00 |
| 300 · Less Accumulated Depreciation | -128,735.58 |
| Total Fixed Assets | 128,621.21 |
| TOTAL ASSETS | 910,834.31 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 450 · Accounts Payable | 14,248.65 |
| Total Accounts Payable | 14,248.65 |
| Other Current Liabilities | |
| 481 · Sales Tax Payable | -433.25 |
| 453 · 403(b) Employer Contribution | 604.64 |
| 471 · Payroll Liabilities | 1,097.22 |
| 4849 · Deferred Revenue Sign Maint | 5,000.00 |
| 490 · Deferred Revenue-Prop Taxes | 464,294.25 |
| Total Other Current Liabilities | 470,562.86 |
| Total Current Liabilities | 484,811.51 |
| Total Liabilities | 484,811.51 |
| Equity | |
| 32000 · Unrestricted Net Assets | 399,626.27 |
| 587 · Fund Balance | |
| 302-001 · Audit Reclass | 187,142.98 |
| 587 · Fund Balance - Other | -115,563.00 |
| Total 587 · Fund Balance | 71,579.98 |
| Net Income | -45,183.45 |
| Total Equity | 426,022.80 |
| TOTAL LIABILITIES & EQUITY | 910,834.31 |

| DIB - Dec 21 | | |
|---------------------|----------------------------|---|
| <u>Code</u> | <u>Description</u> | <u>DIB Notes</u> |
| Income | <i>Overview</i> | <i>\$1,700 Over Budget</i> |
| 1301 | Co-Op Participation | \$400 Under Budget |
| 4030 | Palafox Market | \$500 Under Budget (No Market on Christmas) |
| 4040 | DPMD Reimbursement | On Budget |
| Expense | | |
| Expense | <i>Overview</i> | <i>\$7,500 Under Budget</i> |
| 5001 | Salaries, Benefits & Taxes | \$500 Under Budget |
| 5023 | Marketing | \$2,700 Over Budget (All I Want Campaign & 2 invoices sent in December) |
| 5027 | Economic Development | \$1,500 Over Budget (Fireworks for NYE) |
| 6000 | Palafox Market | \$5,500 Under Budget |
| 7000 | Ambassador Program | \$1,100 Over budget |

Treasurer's Report - DIB

MEMORANDUM

To: DIB Board

From: Walker Wilson, Executive Director

Subject: Treasurer's Report

Date: Jan



Total Income DIB **Dec:** \$427,328.03



Total Expense DIB **Dec:** \$501,879.84

Notes:



Shared Micromobility Devices Franchise Area Map Proposed Changes

-  Micromobility Franchise Area
-  Weekend No Operations Zone
-  No Sidewalk Parking Zones
-  No Riding Zones
-  Exclusion Areas

-  City of Pensacola
-  Escambia County

0 0.25 0.5 Miles

Date: 1/19/2022

This map was prepared by the GIS section of the City of Pensacola and is provided for information purposes only and is not to be used for development of construction plans or any type of engineering services based on information depicted herein. It is maintained for the function of this office only. It is not intended for conveyance nor is it a survey. The data is not guaranteed accurate or suitable for any use other than that for which it was gathered.

PENSACOLA
FLORIDA'S FIRST & FUTURE

**Jefferson St
parking garage
excluded**

**Escambia County offices
and parking garage excluded**

**parking garage
excluded**

**parking garage
corner of Main St
and Baylen St
excluded**

**Veterans
Memorial Park
excluded**

**Southtowne
parking garage
excluded**

**Ferry building
excluded**

1st QTR 2021

Executive Director Accomplishments:

- Finalized Worked on Foo Foo Festival project with Ideaworks and UWF Archology Institute
- Saw a successful Foo Foo Festival event during first weekend of November.
- Secured Trademark for Palafox Market. Good for 10 years then re-application must be sent
- Work completed on drainage issue behind Dog House Deli. Problem seems to be addressed.
- Secured all funding for First City Lights Festival in total \$154,000
- Polled Downtown Business owners on Micro-Mobility Scooter Program
- Collected feedback from Business owners & DIB Board on Scooter Program and sent the city a letter with request for changes to the Scooter Program.
- Worked with Warren Averett to finalize Dib Audit for 2020/21 and provided copies to the city
- Continued conversations with Visit Pensacola on plan for this year's SunBelt conference and how DIB could help facilitate.
- Partnered with the City on installing bike racks at the Palafox Market.
- Used new revenue from Market to put down Mulch.
- Participated in LeaPs Local Civics & Government Day.
- Worked with Legal team to create RFP for Downtown Cleaning Services.
- Met with City to provide more frequent trash pickup on downtown trash cans on Palafox.
- Had StreetsPlus team continue pressure washing Palafox North of Garden to Wright St.
- Attended CivicCon awards to accept Place Making award on behalf of the Palafox Market Vendors.
- Provided Downtown merchants with All I Want promotional materials.
- Worked with Gulf Power to ensure all road worked was completed during night shifts so not to disrupt retailers during the Holiday shopping season.

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 | | | \$ 44,671 |