



**Downtown Improvement Board  
Regular Monthly Meeting  
Tuesday August 23<sup>rd</sup>, 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 August 23<sup>rd</sup>, 2022
  - c. \*Approval of the minutes from the regular meeting of the DIB on August 2<sup>nd</sup>, 2022
  - d. \*Approval of the July Financials
- III. On-Going Business
  - a. PPD Report (time sensitive)
  - b. Spotless June Report
  - c. Marketing Report
  - d. Palafox Market
  - e. Executive Director Report
- IV. New Business
  - a. \*Palafox Market Holiday Markets- Barbara Fletcher
  - b. \*2022-2023 Budget
  - c. \*Ken Griffin Quote- Nathan Holler
  - d. \*Website Re-design- Caron
  - e. Soofa Signs- Digital Kiosks
  - f. \*Friends of Downtown Donation- \$75,000
  - g. \*NYE Firework donation- \$5,500
  - h. Christmas Lights & Holiday Haul Kickoff- November 9<sup>th</sup>
  - i. \*All I Want Campaign- \$8,000
- V. On-Hold
- VIII. Public Comment
- IX. Adjournment

**Next meeting – August 27<sup>th</sup>, 2022  
(\* ) = approval item**



## Minutes of the Downtown Improvement Board Regular Monthly Meeting

Tuesday August 2<sup>nd</sup>, 2022 7:30 a.m.

### Attendance

Michael Carro, Chairman, Jean Pierre N'Dione, Claire Campbell, Nathan Holler, Walker Wilson, Executive Director, and Emily Kopas, Chief Operating Officer.

#### I. Call to Order

- a. Michael Carro, Chairman, called the meeting to order at 7:32 a.m.
- b. Board recognizes Kevin Lehman for his service to the board.

#### II. Recurring Agenda

- a. Mr. Wilson confirmed 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 June 28, 2022 were motioned, seconded, and unanimously approved.
- d. DIB May Financials were motioned, seconded, and unanimously approved.
  - Palafox Market doing extremely well.
  - Budget funds available for fireworks for New Year's Eve.
  - Down payment of \$89,000 and monthly payments for the permanent restrooms will begin in August.

#### III. On-Going Business

##### a. PPD Report

- PPD continues to work with homeless organizations to find safer homes.
- PPD is looking into having two more officers downtown at night.
- PPD spoke about concerns regarding the permanent restrooms including transients locking themselves in as this has been an issue previously.
- PPD recommends looking at city ordinances to reduce the problems related to transients downtown.

##### b. Spotless May Report

- Streetsweeper should be in Pensacola in August.
- Gallery Night did not clean up properly this past month. DIB would like to make a claim to a portion of the cleaning deposit this past month. DIB suggests that a larger deposit needs to be put down for events downtown.



c. Marketing Report

- Photo shoot for Palafox Market.
- Sponsor kit for First City Lights Festival.
- Zoom call for marketing overview for the Board.
- New website for DIB in the works.
- Metrics for CRA Annual Report.
- Board recommends sending out a survey to the merchants to incorporate new ideas for the website.

d. Executive Director Report

- FODT and Inweekly worked together to put a portable bathroom in place on the corner of Gregory and Palafox so that there is full-time access for anyone downtown.
- An article was promoted in response to the issue that discussed the partnership with the City to create permanent public restrooms. The board did not entertain an motion to request the State Attorney's Office to Drop charges against Mr. Kimbrel at this time.
- Small digital billboards integrated in downtown a possibility at the Palafox Market and possibly in other downtown parks after seeing digital kiosk in downtown Miami in conjunction with their Underline Project.

e. Palafox Market

- Signs for safer crossing of roadways were printed.
- Several new vendors at the Palafox Market in July.
- Integrate the Palafox Market website in the DIB website.
- Palafox Market has been featured on several prominent tourism Instagram pages in July which has helped increase the diversity, age, and number of customers at the market and in downtown Pensacola.

IV. New Business

a. Election of DIB Officers- Robert & Casey

- Michael Carro- Chairman, Jean Pierre N'Dione- Vice Chair, Nathan Holler-Treasurer, Walker Wilson-Secretary item was motioned, seconded, and unanimously approved.

b. 2022-2023 Budget

- Palafox Market projected to reach \$160,000.
- Marketing for Palafox Market decreased because of the 15<sup>th</sup> anniversary.
- Security costs increased for next year.
- Ambassador program savings as a result from switching the contract.



- Compactor expenses shown in the budget.
- c. Micro Mobility Scooter Recommendations to City
  - Proceed with the VEO and enter in a two-year contract with 250 scooters. Hybrid parking lot and more corrals suggested. Looking into an operation fee and a per-ride fee for the City. Fines for improper use by the ride will be a mainstay. Fines should be collected by VEO and given to the City or downtown charity. Parking services department is fining vendors if they are not complying with the Council's suggestions. City is recommending VEO from a risk management standpoint. VEO has been proactive about making changes that the City has requested. DIB recommends extending forced parking for entire DIB area and Palafox Street south of Main Street. App pop-up for \$150 fee for sidewalk parking. DIB Board motioned, seconded, unanimously approved.

V. On-Hold

VIII. Public Comment

- a. America's First Settlement Trail is officially opening on Sunday August 14<sup>th</sup> from 2pm-6pm.

IX. Adjournment: 9:15 am

**Next meeting – August 23<sup>rd</sup>, 2022**  
**(\*) = approval item**

# DOWNTOWN IMPROVEMENT BOARD

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

Accrual Basis

July 2022

	Jul 22	Budget	\$ Over Budget	Oct '21 - Jul 22	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
Income							
1301 · Co-Op Participation	5,597.10	6,048.75	-451.65	42,978.79	60,487.50	-17,508.71	72,585.00
4010 · Ad Valorem Revenue	66,605.87	51,588.25	15,017.62	530,900.12	515,882.50	15,017.62	619,059.00
4015 · CRA Interlocal Income	0.00			357,534.39	357,534.00	0.39	357,534.00
4020 · Website Membership and Map	0.00	0.00	0.00	480.00	500.00	-20.00	500.00
4025 · FY Starting Balance	0.00			0.00	89,454.00	-89,454.00	89,454.00
Program Revenue	13,890.00	14,610.33	-720.33	156,692.46	137,164.34	19,528.12	166,385.00
4040 · DPMD Cleaning Reimbursement	0.00	2,978.33	-2,978.33	40,387.70	29,783.34	10,604.36	35,740.00
4085 · LTU - Sidewalk Pressure Washing	0.00	0.00	0.00	6,475.00	6,475.00	0.00	6,475.00
4900 · Sales Tax Collected - Rent	-829.86	-904.17	74.31	-9,944.12	-9,041.66	-902.46	-10,850.00
4901 · Sales Tax Collected - Merch	-84.07			-335.87			
<b>Total Income</b>	<b>85,179.04</b>	<b>74,321.49</b>	<b>10,857.55</b>	<b>1,125,168.47</b>	<b>1,188,239.02</b>	<b>-63,070.55</b>	<b>1,336,882.00</b>
<b>Gross Profit</b>	<b>85,179.04</b>	<b>74,321.49</b>	<b>10,857.55</b>	<b>1,125,168.47</b>	<b>1,188,239.02</b>	<b>-63,070.55</b>	<b>1,336,882.00</b>
Expense							
3001 · Compactor - Waste Services	0.00	5,905.83	-5,905.83	59,899.16	59,058.34	840.82	70,870.00
3002 · Compactor Lease	0.00	2.00	-2.00	10.00	6.00	4.00	10.00
3004 · Compactor - Security Fees	96.04	87.92	8.12	894.80	879.16	15.64	1,055.00
3005 · Compactor - Repair	0.00			725.00			
3007 · Compactor - Electric	45.01	54.17	-9.16	461.94	541.66	-79.72	650.00
5000 · CRA Interlocal Payment	0.00	0.00	0.00	457,534.39	457,534.00	0.39	457,534.00
5001 · Salaries, Benefits & Taxes	7,660.53	6,949.36	711.17	66,880.73	67,626.58	-745.85	85,000.00
5006 · Board Meetings	0.00	20.83	-20.83	0.00	208.34	-208.34	250.00
5007 · Annual Meeting	0.00	0.00	0.00	0.00	250.00	-250.00	250.00
5009 · Bank Charges	36.00	41.67	-5.67	144.00	416.66	-272.66	500.00
5004 · Insurance Expense-Other	39.92	0.00	39.92	399.20	0.00	399.20	0.00
5005 · Workers Comp Insurance	41.17	42.58	-1.41	418.70	425.84	-7.14	511.00
5030 · Insurance- General Liability	643.33	643.33	0.00	6,433.30	6,433.34	-0.04	7,720.00
5011 · Interest Expense	0.00	16.67	-16.67	0.00	166.66	-166.66	200.00
5012 · Office Rent	1,274.85	1,278.75	-3.90	14,060.48	12,787.50	1,272.98	15,345.00
5013 · Office Supplies	193.12	250.00	-56.88	3,372.91	2,500.00	872.91	3,000.00
5014 · Office Equipment/Software	55.66	416.67	-361.01	3,621.77	4,166.66	-544.89	5,000.00
5015 · Postage	0.00	16.67	-16.67	196.20	166.66	29.54	200.00
5016 · Telecommunications	391.05	666.67	-275.62	4,386.59	6,666.66	-2,280.07	8,000.00
5017 · Website Support	0.00	416.67	-416.67	1,835.00	4,166.66	-2,331.66	5,000.00
5018 · Website Hosting	0.00	208.33	-208.33	788.19	2,083.34	-1,295.15	2,500.00
5019 · Computer Support/Email Leasing	203.88	208.33	-4.45	1,910.23	2,083.34	-173.11	2,500.00
5020 · Dues, Subscriptions, Publicatio	9.99	166.67	-156.68	1,266.90	1,666.66	-399.76	2,000.00
5021 · Travel Entertainment & Educ.	38.70	100.00	-61.30	509.98	1,000.00	-490.02	1,200.00
5022 · Repair & Maintenance	0.00			43.00			
5023 · Marketing Consultants	2,968.75	4,166.67	-1,197.92	34,800.94	41,666.66	-6,865.72	50,000.00
5024 · Bookkeeping	875.00	1,000.00	-125.00	9,606.00	10,000.00	-394.00	12,000.00
5025 · Audit	0.00	979.17	-979.17	11,750.00	9,791.66	1,958.34	11,750.00
5026 · Legal Counsel	0.00	708.33	-708.33	5,220.00	7,083.34	-1,863.34	8,500.00
5027 · Economic Development	1,048.46	4,826.00	-3,777.54	25,125.38	48,260.00	-23,134.62	57,912.00
5029 · Donation to Friends of Downtown	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00
5080 · Florida Unemployment	0.00			-86.46			
5227 · PPD Security	15,000.00	5,000.00	10,000.00	60,495.00	50,000.00	10,495.00	60,000.00
6000 · Palafox Market	3,649.03	31,238.05	-27,589.02	70,118.95	179,800.08	-109,681.13	244,989.00
7000 · Ambassador Program	10,993.42	11,746.75	-753.33	129,906.83	117,467.50	12,439.33	140,961.00
5041 · Pressure Washing	0.00	0.00	0.00	6,475.00	6,475.00	0.00	6,475.00
<b>Total Expense</b>	<b>45,263.91</b>	<b>77,158.09</b>	<b>-31,894.18</b>	<b>979,204.11</b>	<b>1,101,378.30</b>	<b>-122,174.19</b>	<b>1,336,882.00</b>
<b>Net Ordinary Income</b>	<b>39,915.13</b>	<b>-2,836.60</b>	<b>42,751.73</b>	<b>145,964.36</b>	<b>86,860.72</b>	<b>59,103.64</b>	<b>0.00</b>
<b>Other Income/Expense</b>							
Other Income							
4980 · Sales Tax Collection Allowance	30.00	0.00	30.00	232.90	0.00	232.90	0.00
4960 · Interest Income	33.70			61.51			
<b>Total Other Income</b>	<b>63.70</b>	<b>0.00</b>	<b>63.70</b>	<b>294.41</b>	<b>0.00</b>	<b>294.41</b>	<b>0.00</b>

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

Accrual Basis

July 2022

	Jul 22	Budget	\$ Over Budget	Oct '21 - Jul 22	YTD Budget	\$ Over Budget	Annual Budget
Net Other Income	63.70	0.00	63.70	294.41	0.00	294.41	0.00
Net Income	39,978.83	-2,836.60	42,815.43	146,258.77	86,860.72	59,398.05	0.00

# DOWNTOWN IMPROVEMENT BOARD

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

Accrual Basis

July 2022

	Jul 22	Budget	\$ Over Budget	Oct '21 - Jul 22	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Program Revenue							
4030 · Palafox Market Vendor Payments	12,685.00	13,333.33	-648.33	152,002.88	133,333.34	18,669.54	160,000.00
4036 · Palafox Market Merchandise	1,205.00	1,277.00	-72.00	4,689.58	3,831.00	858.58	6,385.00
Total Program Revenue	13,890.00	14,610.33	-720.33	156,692.46	137,164.34	19,528.12	166,385.00
Total Income	13,890.00	14,610.33	-720.33	156,692.46	137,164.34	19,528.12	166,385.00
Gross Profit	13,890.00	14,610.33	-720.33	156,692.46	137,164.34	19,528.12	166,385.00
Expense							
6000 · Palafox Market							
6001 · Palafox Market Project Mgmt	2,665.38	3,025.64	-360.26	27,986.49	28,935.90	-949.41	36,500.00
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	791.67	-791.67	6,445.00	7,916.66	-1,471.66	9,500.00
6005 · Market Anniversary Celebration	0.00	177.58	-177.58	4,343.70	1,775.84	2,567.86	2,131.00
6006 · Farm Visit- Mileage Reimburseme	0.00	41.67	-41.67	0.00	416.66	-416.66	500.00
6007 · Marketing	156.25	1,666.67	-1,510.42	19,802.75	16,666.66	3,136.09	20,000.00
6008 · PMkt Credit Card Fees	27.40	0.00	27.40	51.77	0.00	51.77	0.00
6011 · Market App Program Fee	0.00	125.00	-125.00	1,393.29	1,250.00	143.29	1,500.00
6012 · Market Security	800.00	550.00	250.00	6,521.00	5,500.00	1,021.00	6,600.00
6014 · Merchandise Expense	0.00	860.60	-860.60	0.00	2,581.80	-2,581.80	4,303.00
6015 · Bathroom Construction	0.00	17,890.80	-17,890.80	0.00	53,672.40	-53,672.40	89,454.00
Total 6000 · Palafox Market	3,649.03	25,129.63	-21,480.60	67,056.50	118,715.92	-51,659.42	171,688.00
Total Expense	3,649.03	25,129.63	-21,480.60	67,056.50	118,715.92	-51,659.42	171,688.00
Net Ordinary Income	10,240.97	-10,519.30	20,760.27	89,635.96	18,448.42	71,187.54	-5,303.00
Net Income	10,240.97	-10,519.30	20,760.27	89,635.96	18,448.42	71,187.54	-5,303.00

# Treasurer's Report - DIB

---

## MEMORANDUM

**To:** DIB Board

**From:** Walker Wilson, Executive Director

**Subject:** Treasurer's Report

**Date:** August

Total Income DIB **July:** \$85,179.04

Total Expense DIB **July:** \$42,263.91

Notes:

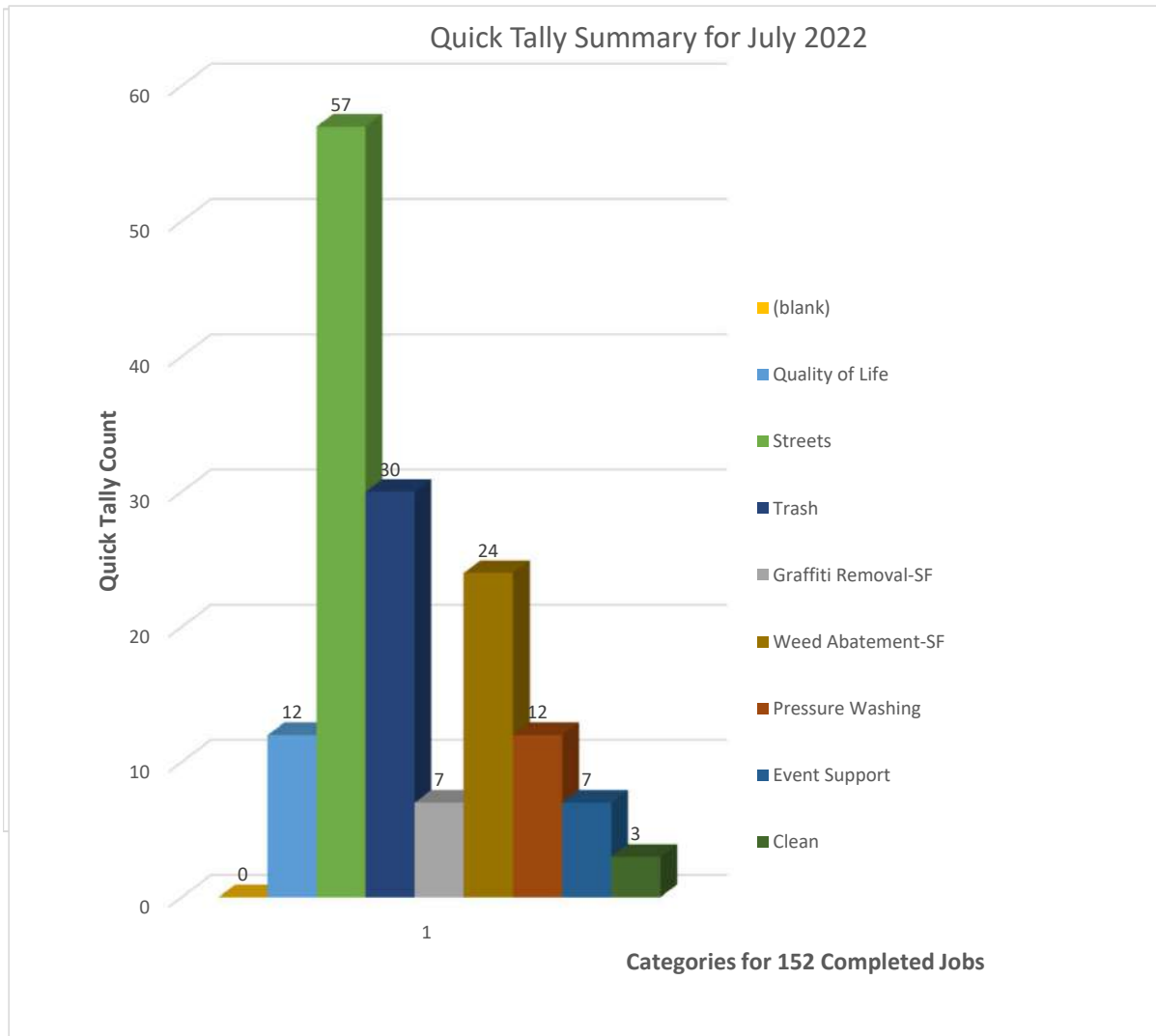


### DIB - July 22

<u>Code</u>	<u>Description</u>	<u>DIB Notes</u>	<u>YTD</u>
Income	Overview	\$10,800 Over Budget	\$63K Under Budget (FY Starting Balance not accounted for correctly on P&L)
1301	Co-Op Participation	\$450 Under Budget	\$17K Under Budget (Pricing has been adjusted & assesment invoiced)
4030	Palafox Market	\$720 Under Budget	\$19,500 Over Budget
Expense			
Expense	Overview	\$31K Under Budget	\$122K Under Budget
3001	Compactor Co-Op	\$5K Under Budget (No Bill in June due to contract change)	\$840 Over Budget
5001	Salaries, Benefits & Taxes	\$700 Over Budget	\$745 Under Budget
5023	Marketing	\$1,200 Under Budget	\$6,800 Under Budget
5027	Economic Development	\$3,700 Under Budget	\$23K Under Budget
6000	Palafox Market	\$27,500 Under Budget	\$109K Under Budget (Down payment for restrooms not expensed yet)
7000	Ambassador Program	\$700 Under Budget	\$12,400 Over Budget

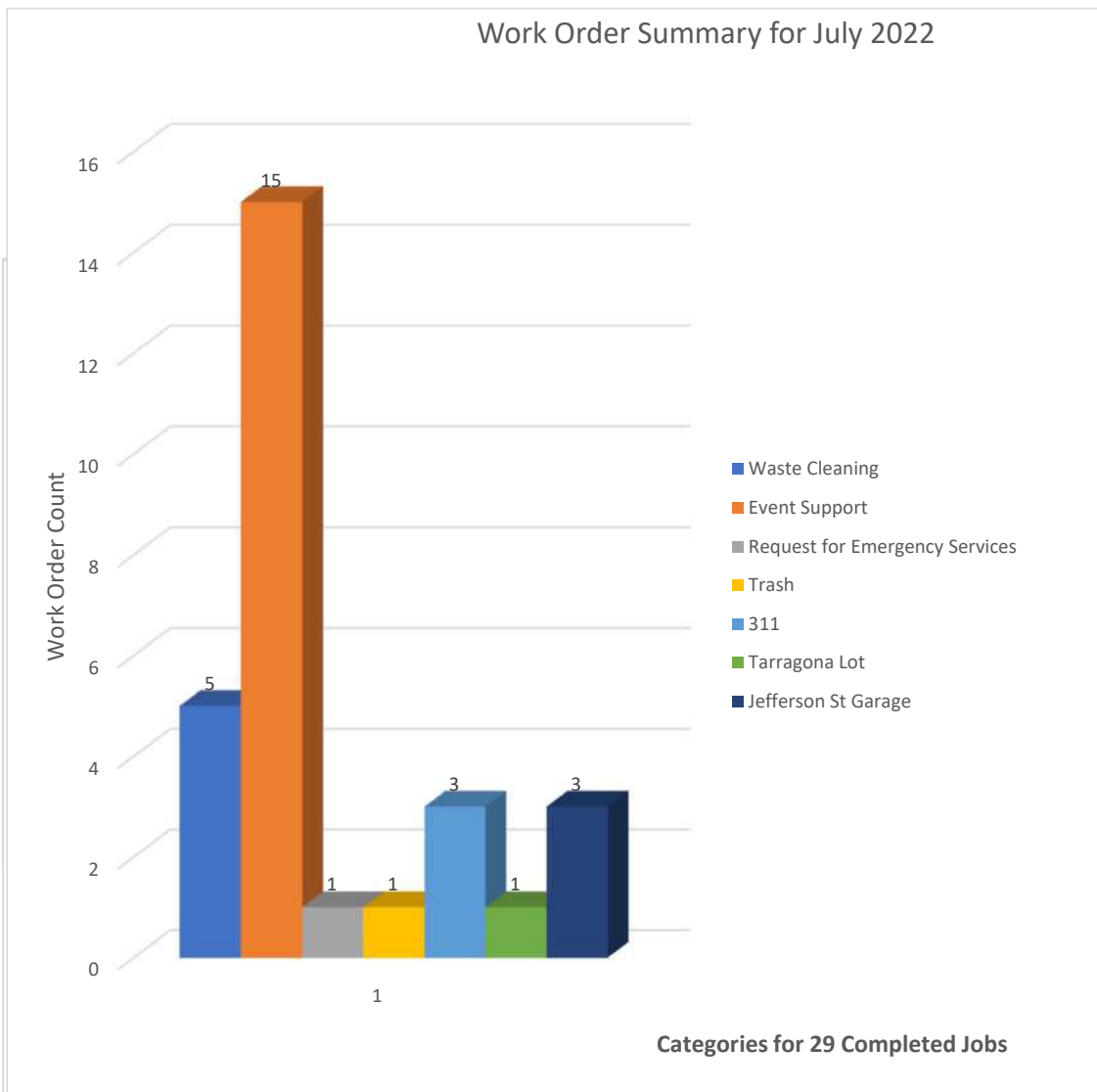
## July 2022 Quick Tally Summary

Categories	Count of Quick Tally Categories
(blank)	0
Quality of Life	12
Streets	57
Trash	30
Graffiti Removal-SF	7
Weed Abatement-SF	24
Pressure Washing	12
Event Support	7
Clean	3
<b>Grand Total</b>	<b>152</b>



## July 2022 Work Order Summary

Categories	Count of Work Order Categories
Waste Cleaning	5
Event Support	15
Request for Emergency Services	1
Trash	1
311	3
Tarragona Lot	1
Jefferson St Garage	3
<b>Grand Total</b>	<b>29</b>



## A District Served

Street cleaning at 4am. As I canvas the district, I come across an officer out of his patrol car attempting to clean up after vandals that have over turned a residential and city trash can. I approach and let the officer know that I will finish the pickup of this mess on Romana and on Palafox.

I thanked him for his service to Pensacola.

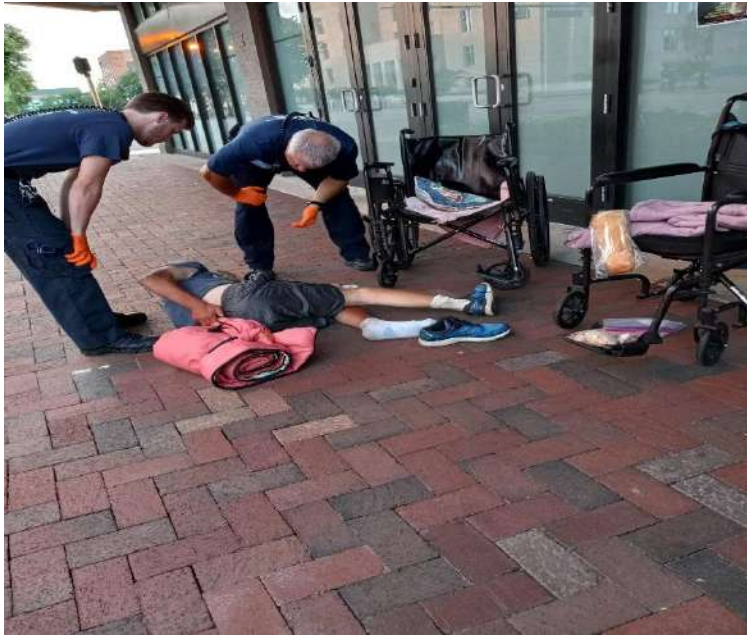






Ems was called to assist an approximately 50-year-old man in a wheel chair who is on the ground on Palafox next to Vinyl Music Hall. He possibly has a head wound and is asking me if he is bleeding from his leg and back side. I think he fell out of his chair overnight. I do not know how long he has been lying there. I found him at 6am and called for assistance.

EMS arrived and assessed his condition. He declined going to the hospital. I helped the EMT's put him back into his wheel chair early Wednesday morning.







The following week Parks and Recreation serviced all areas of MLK Park.



## The Handle Bar Project - July 2022

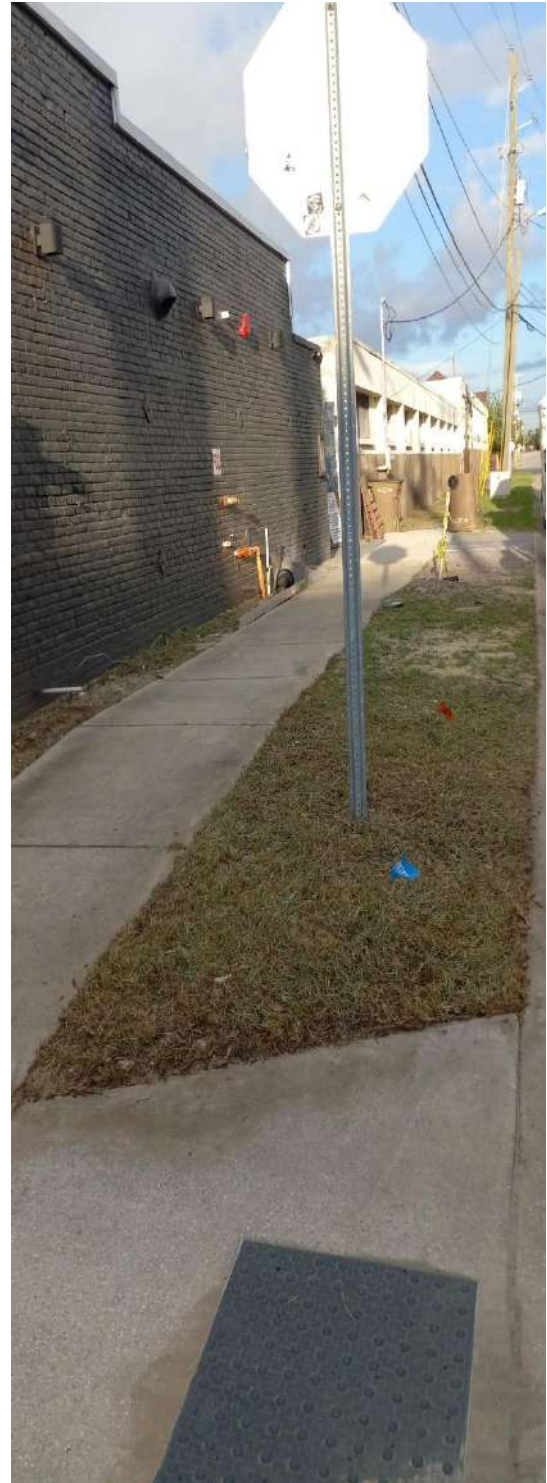
### Phase 1 (The Clean Up)













This phase consisted of removing trash and debris from all sidewalks as well as mowing and weed eating all grass areas from the corner of Wright Street to Tarragona ending on Belmont at Guillemard Street.



## The Handle Bar Project

### Phase 2 – Pressure Washing







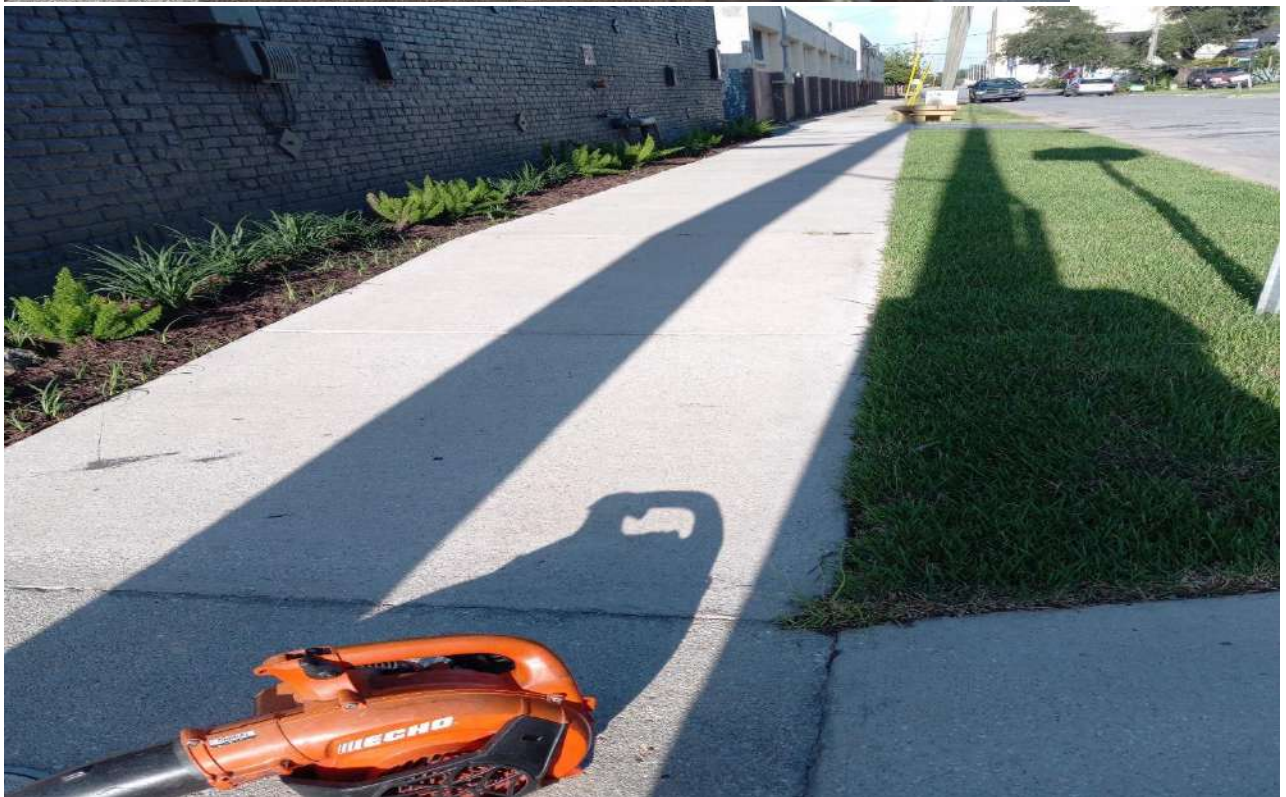
The same coverage area as was previously pre cleaned for debris and grass cutting.



The Handle Bar - Opening Day (Finishing Touch Ups)



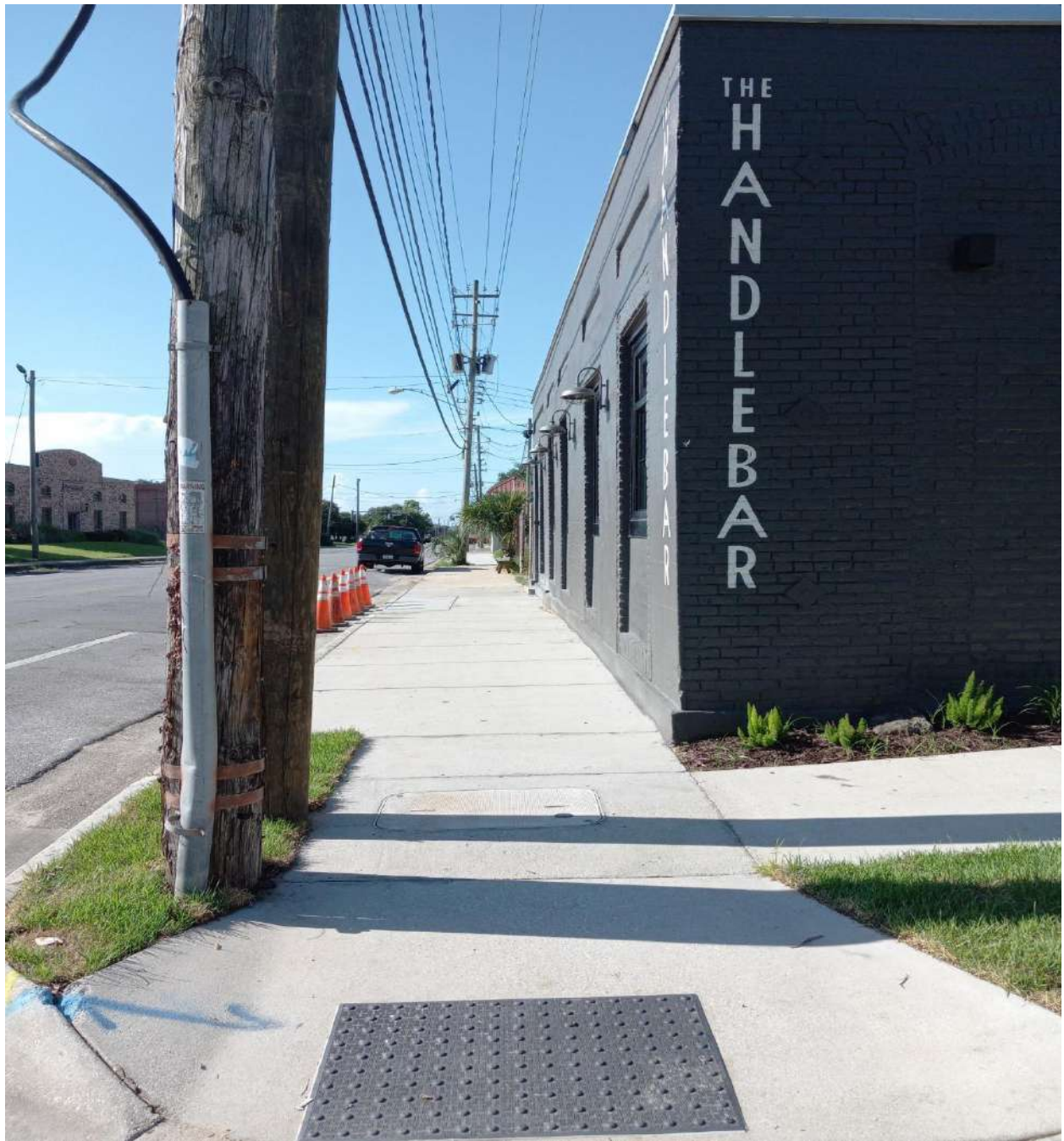








Opening day line up.....



Hold On to **The Handle Bar** and get ready for the new ride.

# Marketing Highlights July 2022



## SUMMARY



### PR/MEDIA

- Media response Pensacola News Journal
- Support WEAR-TV interview
- New board member PR prep
- Media response Good Grit magazine



### CONTENT/DESIGN

- New photos at Palafox Market
- First City Lights Festival Sponsor Kit
- Metrics for CRA Annual Report



### DIGITAL

- Downtown events created / promoted on website
- Updated home page banners
- New Downtown Pensacola website dev



### OTHER

- FCLF Sponsorship Levels
- Board Report
- Marketing video calls
- Foo Foo Festival marketing strategy
- Foo Foo Festival event meeting with vendor
- Foo Foo name change coordination
- Logo Bubble Alley production
- Board meeting
- MailChimp database updates



### SOCIAL MEDIA

- Daily Instagram and Facebook monitoring and response
- 49 Instagram Stories on @downtownpensacola
- FB ad campaign / Palafox Market 15th

## WEB METRICS

### DOWTOWNPENSACOLA.COM

**3.9K Users (-35%)**  
**4.6K Sessions (-31%)**

### TOP PAGES

**Home Page**  
**Events**

### DEVICE

**73.7% Mobile**  
**24.8% Desktop**  
**1.5% Tablet**

### ACQUISITION\*

**77.8% Organic**  
**18.4% Direct**  
**2.2% Social**

\*Organic traffic consists of visits from search engines, while direct traffic is made up of visits from people entering the DIB's URL into their browser. Social includes visits that original directly from a social media site.







**INSTAGRAM**

**37,723 FOLLOWERS**

**16.6K**

**ACCOUNTS REACHED**

-12.9% VS LAST MONTH

**1.83K**

**ACCOUNTS ENGAGED**

-24% VS LAST MONTH

**8.66K**

**TOP SINGLE POST ENGAGEMENT**



**FACEBOOK**

**88,082 FOLLOWERS**

**67.1K**

**ACCOUNTS REACHED**

-68.7% VS LAST MONTH

**88.2K**

**PAID REACH**

**4,227**

**FACEBOOK PAGE VISITS**

-25.3% VS LAST MONTH

**278.1K**

**PAID IMPRESSIONS**

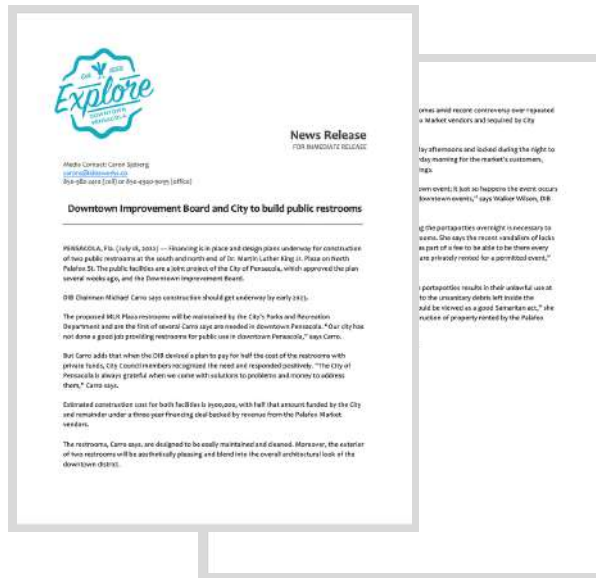
**23,894**

**TOP SINGLE POST ENGAGEMENT**



**707 TOTAL NEW  
LIKES / FOLLOWERS**

## CLIPS-JULY 2022



# Palafox Holiday Market

**Objective:** To bring more opportunities to the community to get to know and shop Palafox Market that may be convenient to them.

**Dates:** Wednesdays 11/16, 11/3, 12/14 and 12/20

**Location:** MLK Plaza

**Event Time:** 4pm to 8 pm

**Vendor time:** 2 pm to 9 pm

**Cost for vendors:** \$200 prepaid, no refunds

70 vendors x \$200 = \$14,000. \$2500 for expenses to include park rental, insurance and Santa.

Profit of \$11,500.

## Logistics

35 to 40 Palafox Market vendors, with 35 to 40 invites from PMV. The idea with invites is to gather or recruit new and quality vendors to give PM a 2<sup>nd</sup> string for replacing or retiring vendors. This would allow the market to thrive in years to come.

**Cut off dates:** October 1<sup>st</sup> for signup, Payment due November 1<sup>st</sup>.



**Pensacola Downtown Improvement Board**  
**Operational Budget**  
**FY2022/23**

Year Total

FY2022/23

<b>DIB Revenue</b>	
4010 - Ad Valorem Revenue	\$ 665,650
5000 - CRA Interlocal Payment	\$ (504,623)
5000 - CRA Revenue	\$ 404,623
4020 - Website Membership	\$ 500
4030 - Palafox Market Vendor Payments	\$ 160,000
1301-Co-Op Participation	\$ 61,258.60
5041 - LTU - Sidewalk Pressure Washing	\$ (6,500)
4085 - LTU - Sidewalk Pressure Washing	\$ 6,500
4900 - Palafox Market Sales Tax Collected	\$ (10,850)
<b>DIB Revenue</b>	<b>\$ 776,559</b>
5023 - Marketing Consultants	\$ 55,000
5027 - Economic Development	\$ 75,000
5028 - Arts and Culture	\$ 4,623
5029 - Donation to Friends of DT	\$ 75,000
5227- PPD Security	\$ 60,000
7000 - Ambassador Program Labor	\$ 135,000
<b>Total CRA Expenses</b>	<b>\$ 404,623</b>
5001 - DIB Salaries Benefits & Taxes	\$ 75,497
5005 - Workers Compensation	\$ 511
5030 - Liability Insurance / Other	\$ 7,720
5006 - Board Meetings	\$ 250
5007 - Annual Meeting	\$ 250
5008 - Committee Meetings	\$ -
5009 - Bank Charges	\$ 500
5010 - Bank Direct Deposit Fees	\$ -
5011 - Interest	\$ 200
5012 - Office Rent	\$ 15,758
5013 - Office Supplies	\$ 1,000
5014 - Office Equipment	\$ 4,000
5015 - Postage	\$ 200
5016 - Telecommunications	\$ 8,000
5017 - Website Support	\$ 4,891
5018 - Website Hosting	\$ 2,500
5019 - Computer Support / Email Leasing	\$ 2,500
5020 - Dues Subscriptions & Publications	\$ 3,000
5021 - Travel, Entertainment & Education	\$ 3,000
5024 - Bookkeeping	\$ 12,000
5025 - Audit	\$ 11,750
5026 - Legal Counsel	\$ 8,000
<b>DIB Expense</b>	<b>\$ 566,150</b>
<b>Palafox Market</b>	
6000 - Market Other / Misc.	\$ 14,196
6001 - Palafox Market Management	\$ 55,874
6003 - Permits / Street Closures	\$ 1,200
6004 - Portable Toilet Rental	\$ 13,000
6005 - Market Anniversary Celebration	\$ 2,000

**Pensacola Downtown Improvement Board**  
**Operational Budget**  
**FY2022/23**

Year Total

FY2022/23

6006 - Farm Visit - Mileage Reimbursement	\$ 500
6007 - Marketing	\$ 10,000
6011 - Market App Program Fee	\$ 1,500
6012 - Market Security	\$ 10,200
6015- Palafox Market Bathroom Construction	\$ 40,680
<b>Palafox Market Expense</b>	<b>\$ 149,150</b>

Waste Co-Op	
3001- Republic - Compactor Service	\$ 59,643.74
3002 - Compactor Lease	\$ 10.00
3004 - Security	\$ 1,021.10
3007 - Compactor Electric	\$ 583.76
<b>Compactor Expense</b>	<b>\$ 61,258.60</b>

<b>DIB Operating Expense</b>	<b>\$ 776,559</b>
------------------------------	-------------------

**FY2021-2022**

<b>Tot Revenues</b>	<b>\$ 776,559</b>
<b>Tot Expenses</b>	<b>\$ 776,559</b>
<b>Tot Variance</b>	<b>\$ -</b>
<b>% of budget</b>	<b>0%</b>





Landscape Contractors  
3004 Westfield Road • Gulf Breeze, FL 32563  
(850)932-9304 • Fax: (850)932-8694

## Proposal #2432

Date: 8/15/2022

PO #

Customer:

Property:

JEFFERSON PARKING GARAGE  
E ROMANA ST  
S JEFFERSON ST  
PENSACOLA, FL

### MULCH ALONG S JEFFERSON

SUPPLY AND INSTALL MULCH

DARK BROWN MIX HARDWOOD

#### MULCH INSTALL

**LANDSCAPE** **\$2,203.20**

Items	Quantity	Unit
WOOD MULCH INSTALLED	3,240.00	sqft

**PROJECT TOTAL:** **\$2,203.20**

## Terms & Conditions

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices.

Any alteration or deviation from the above specifications involving extra costs will be done upon a change order. The costs will become an extra charge over and above the estimate. This estimate does not include additional labor and materials which may be required should unforeseen problems arise after the work has started.

Contractor is not responsible for drought, vandalism, or freeze. All elements of this agreement are contingent upon accidents, weather, or delays beyond our control.

Contractor will warranty sod for a period of sixty days and plant material/trees for a period of one year from the date of installation. However, it is the responsibility of the owner to apply adequate irrigation, fertilizers, and pest controls to keep materials healthy and free of weeds and/or pests. Contractor will not warranty sod or plant material without an automatic irrigation system. Contractor will not warranty palm trees without bubblers being installed.

There is a one year limited warranty from the date of installation on irrigation parts and labor. Warranty does not cover damage to heads and rotors due to being hit or run over. Warranty does not cover damage due to freezing or lightning strikes.

Contractor maintains \$1,000,000 in General Liability Insurance and all employees are covered with state mandated workers compensation.

Contractor reserves the right to remove all materials if payment is not received within the specified time. If a dispute arises, we agree that the prevailing party will be entitled to reasonable attorney fees and costs. Interest will be charged at 2% per month on unpaid amounts.

Note: If you agree with this proposal, we require a %50 percent deposit to get on schedule.

Note: If you use a credit card there will be a 3% convenience fee added.

Note: Any irrigation work that needs to be done will be billed at a rate of \$85 dollars per hour plus materials.

By \_\_\_\_\_

**CHASE L GRIFFIN**

Date 8/15/2022

**Ken Griffin Landscape  
Contractors, Inc.**

By \_\_\_\_\_

Date \_\_\_\_\_

**JEFFERSON PARKING GARAGE**



Landscape Contractors  
3004 Westfield Road • Gulf Breeze, FL 32563  
(850)932-9304 • Fax: (850)932-8694

## Proposal #2433

Date: 8/15/2022

PO #

Customer:

Property:

JEFFERSON PARKING GARAGE  
E ROMANA ST  
S JEFFERSON ST  
PENSACOLA, FL

### MULCH ALONG S JEFFERSON

SUPPLY LABOR ONLY TO INSTALL MULCH

PROVIDED BY OTHER

### MULCH INSTALL

**LANDSCAPE** **\$1,306.28**

Items	Quantity	Unit
LABOR- LANDSCAPE	16.20	Hr

**PROJECT TOTAL:** **\$1,306.28**

## Terms & Conditions

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices.

Any alteration or deviation from the above specifications involving extra costs will be done upon a change order. The costs will become an extra charge over and above the estimate. This estimate does not include additional labor and materials which may be required should unforeseen problems arise after the work has started.

Contractor is not responsible for drought, vandalism, or freeze. All elements of this agreement are contingent upon accidents, weather, or delays beyond our control.

Contractor will warranty sod for a period of sixty days and plant material/trees for a period of one year from the date of installation. However, it is the responsibility of the owner to apply adequate irrigation, fertilizers, and pest controls to keep materials healthy and free of weeds and/or pests. Contractor will not warranty sod or plant material without an automatic irrigation system. Contractor will not warranty palm trees without bubblers being installed.

There is a one year limited warranty from the date of installation on irrigation parts and labor. Warranty does not cover damage to heads and rotors due to being hit or run over. Warranty does not cover damage due to freezing or lightning strikes.

Contractor maintains \$1,000,000 in General Liability Insurance and all employees are covered with state mandated workers compensation.

Contractor reserves the right to remove all materials if payment is not received within the specified time. If a dispute arises, we agree that the prevailing party will be entitled to reasonable attorney fees and costs. Interest will be charged at 2% per month on unpaid amounts.

Note: If you agree with this proposal, we require a %50 percent deposit to get on schedule.

Note: If you use a credit card there will be a 3% convenience fee added.

Note: Any irrigation work that needs to be done will be billed at a rate of \$85 dollars per hour plus materials.

By \_\_\_\_\_

**CHASE L GRIFFIN**

Date 8/15/2022

**Ken Griffin Landscape  
Contractors, Inc.**

By \_\_\_\_\_

Date \_\_\_\_\_

**JEFFERSON PARKING GARAGE**



Landscape Contractors  
3004 Westfield Road • Gulf Breeze, FL 32563  
(850)932-9304 • Fax: (850)932-8694

## Proposal #2431

Date: 8/15/2022

PO #

Customer:

Property:

JEFFERSON PARKING GARAGE  
E ROMANA ST  
S JEFFERSON ST  
PENSACOLA, FL

## JEFFERSON AND ROMANA CORNER MAINTENANCE - 2x MONTH

### Fixed Payment Services

Description of Services	Annual Cost
<b>Maintenance</b>	
26 BW Maintenance Service	\$2,727.40
Mulch Install	\$1,698.35
<b>Site Audit</b>	
Site Inspection	\$180.00
<b>Annual Maintenance Price</b>	<b>\$4,605.75</b>

## Payment Schedule

Schedule	Price	Sales Tax	Total Price
September	\$383.81	\$0.00	\$383.81
October	\$383.81	\$0.00	\$383.81
November	\$383.81	\$0.00	\$383.81
December	\$383.81	\$0.00	\$383.81
January	\$383.81	\$0.00	\$383.81
February	\$383.81	\$0.00	\$383.81
March	\$383.82	\$0.00	\$383.82
April	\$383.81	\$0.00	\$383.81
May	\$383.82	\$0.00	\$383.82
June	\$383.81	\$0.00	\$383.81
July	\$383.82	\$0.00	\$383.82
August	\$383.81	\$0.00	\$383.81
	<b>\$4,605.75</b>	<b>\$0.00</b>	<b>\$4,605.75</b>

By \_\_\_\_\_

**CHASE L GRIFFIN**

Date 8/15/2022

**Ken Griffin Landscape  
Contractors, Inc.**

By \_\_\_\_\_

Date \_\_\_\_\_

**JEFFERSON PARKING GARAGE**

**26 BW Maintenance Service**

**Mulch Install**

Install Approximately 2-3 inch depth mulch to Existing Mulch beds

**Site Inspection**

## Terms & Conditions

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices.

Any alteration or deviation from the above specifications involving extra costs will be done upon a change order. The costs will become an extra charge over and above the estimate. This estimate does not include additional labor and materials which may be required should unforeseen problems arise after the work has started.

Contractor is not responsible for drought, vandalism, or freeze. All elements of this agreement are contingent upon accidents, weather, or delays beyond our control.

Contractor will warranty sod for a period of sixty days and plant material/trees for a period of one year from the date of installation. However, it is the responsibility of the owner to apply adequate irrigation, fertilizers, and pest controls to keep materials healthy and free of weeds and/or pests. Contractor will not warranty sod or plant material without an automatic irrigation system. Contractor will not warranty palm trees without bubblers being installed.

There is a one year limited warranty from the date of installation on irrigation parts and labor. Warranty does not cover damage to heads and rotors due to being hit or run over. Warranty does not cover damage due to freezing or lightning strikes.

Contractor maintains \$1,000,000 in General Liability Insurance and all employees are covered with state mandated workers compensation.

Contractor reserves the right to remove all materials if payment is not received within the specified time. If a dispute arises, we agree that the prevailing party will be entitled to reasonable attorney fees and costs. Interest will be charged at 1.5% per month on unpaid amounts.





Landscape Contractors  
3004 Westfield Road • Gulf Breeze, FL 32563  
(850)932-9304 • Fax: (850)932-8694

## Proposal #2434

Date: 8/15/2022

PO #

Customer:

Property:

JEFFERSON PARKING GARAGE  
E ROMANA ST  
S JEFFERSON ST  
PENSACOLA, FL

## IRRIGATION ESTIMATE

ESTIMATE

RUN ZONE LINE TO ALLEYWAY TO WATER POTTED PLANTS WITH DRIP IRRIGATION

### Default Group

#### IRRIGATION ESTIMATE

**\$6,573.37**

Items	Quantity	Unit
Labor - Irrigation	0.00	Hr
PER ZONE COMMERCIAL IRRIGATION SYSTEM INSTALL	1.00	EACH
1/2 IN PVC CONDUIT CLAMP	110.00	ea

**PROJECT TOTAL: \$6,573.37**

## Terms & Conditions

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices.

Any alteration or deviation from the above specifications involving extra costs will be done upon a change order. The costs will become an extra charge over and above the estimate. This estimate does not include additional labor and materials which may be required should unforeseen problems arise after the work has started.

Contractor is not responsible for drought, vandalism, or freeze. All elements of this agreement are contingent upon accidents, weather, or delays beyond our control.

Contractor will warranty sod for a period of sixty days and plant material/trees for a period of one year from the date of installation. However, it is the responsibility of the owner to apply adequate irrigation, fertilizers, and pest controls to keep materials healthy and free of weeds and/or pests. Contractor will not warranty sod or plant material without an automatic irrigation system. Contractor will not warranty palm trees without bubblers being installed.

There is a one year limited warranty from the date of installation on irrigation parts and labor. Warranty does not cover damage to heads and rotors due to being hit or run over. Warranty does not cover damage due to freezing or lightning strikes.

Contractor maintains \$1,000,000 in General Liability Insurance and all employees are covered with state mandated workers compensation.

Contractor reserves the right to remove all materials if payment is not received within the specified time. If a dispute arises, we agree that the prevailing party will be entitled to reasonable attorney fees and costs. Interest will be charged at 2% per month on unpaid amounts.

Note: If you agree with this proposal, we require a %50 percent deposit to get on schedule.

Note: If you use a credit card there will be a 3% convenience fee added.

Note: Any irrigation work that needs to be done will be billed at a rate of \$85 dollars per hour plus materials.

By \_\_\_\_\_

**CHASE L GRIFFIN**

Date 8/15/2022

**Ken Griffin Landscape  
Contractors, Inc.**

By \_\_\_\_\_

Date \_\_\_\_\_

**JEFFERSON PARKING GARAGE**

# IRRIGATION PRO, LLC.

7480 SCENIC HWY  
PENSACOLA FL 32504

5027

## Invoice

Due Date	Date	Invoice #
7/23/2022	7/23/2022	746

Bill To

DOWNTOWN IMPROVEMENT BOARD  
226 S. PALAFOX, SUTTE 106  
PENSACOLA, FL 32502

☐ Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

New e-mail address? Enter here: \_\_\_\_\_

**Balance Due**

**\$536.55**

# IRRIGATION PRO, LLC.

7480 SCENIC HWY  
PENSACOLA FL 32504

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT.

		P.O. No.	Terms	Project	Rep
Item	Description	Qty	Rate	Amount	
SERVICE CAL...	SERVICE CALL 1ST HOUR	1	150.00	150.00	
LABOR	REPAIR IRRIGATION SYSTEM / REPLACE BATTERY ON THE TIMER / INSTALL NEW EMITTER AND STAKES	2	150.00	300.00	
DRIP SPIKE B...	STAKES	50	0.60	30.00	
9 VOLT BATT...	9 VOLT	1	8.50	8.50	
DRIP LINE	1/4 TUBING	100	0.18	18.00	
XERI-EMITTER	2.0 GPM	30	0.85	25.50	
DRIP COUPL...	XF COUPLING	7	0.65	4.55	

THANK YOU FOR YOUR BUSINESS!!!!!! FOR  
BILLING INQUIRIES PLEASE CALL.....  
(850) 525-2348

<b>Total</b>	\$536.55
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$536.55



Fireworks Proposal  
for  
**Fiesta Pensacola**  
Fireworks  
December 31, 2022





# Your Event

Event Date: December 31, 2022  
Fireworks Duration: 10 Min.

Fireworks Display Time: 11:59 PM  
Music: TBD

## Included Services

All permitting processing and fees required by the City and/or State.  
All Pyrotechnician labor (trained in safety, licensed in pyrotechnics and insured by Pyro Shows).

### **Insurance Liability Coverages:**

General Liability	\$10,000,000.00
Automobile Liability	\$ 5,000,000.00
Worker's Compensation	\$ 1,000,000.00

### **Insurance Agency:**

Britton-Gallagher and Associates  
1375 E. 9<sup>th</sup> Street, 30<sup>th</sup> Floor  
Cleveland, OH 44114

E.E. Hill & Son, Inc.  
701 W. Central Ave  
LaFollette, TN 37766

### **Workers Compensation:**

Full coverage as required by State and Federal law, including United States Longshoreman and Harbormaster coverage.

### **Compliance:**

Pyro Shows adheres to the following regulatory requirements:

- BATFE – Bureau Alcohol, Tobacco, Firearms & Explosives
- FAA – Federal Aviation Administration
- NFPA 1123, 1124
- U.S. Coast Guard

# Show Summary

Your show will feature this variety of our low level effects.

## Fiesta Pensacola New Year's Eve Saturday, December 31, 2022

**\$11,000.00**

<b>QTY</b>	<b>PRODUCT DESCRIPTION</b>	<b>SHOTS</b>
4	8-Shot Crackling Crossette	32
4	8-Shot Multi-Color Falling Leaves	32
4	8-Shot Dragon Eggs to Mine Whistle	32
4	8-Shot Popping Flower	32
4	8-Shot Variety Crossette	32
4	8-Shot Peachblow and Lemon Yellow Tail	32
4	8-Shot Crackling Crossette	32
4	8-Shot Blue Rhyme Dancing	32
4	8-Shot Gold Brocade to Blue and Purple	32
4	8-Shot Color Crossette	32
4	8-Shot Glittering Crackle	32
4	8-Shot Variagated Bombette	32
4	8-Shot White Flitter Comet	32
4	8-Shot Alternating Green and Yellow	32
6	Cannonades	6
8	48MM Glitter Mines	8
<b>TOTAL</b>		<b>462</b>

# PYROfessionals

We're good at what we do because we do what we LOVE.

At Pyro Shows, we believe that the mark of a good fireworks company is not the absence of an occasional “dud”, but what we **DO FOR** **YOU** if there is a “dud”.

Satisfaction  
Guaranteed



Superior  
Customer  
Service



Expertise



\$10M General  
Liability  
Coverage



Experience



Permits & Paperwork –  
we will handle it!





# Seriously Safe

Safety is first, EPIC is next.

As fun and festive as fireworks are, Pyro Shows is very **serious** about the **safety** of our spectators and our crews. In fact, safety is not just our job, its our **#1 mission**.



We get it. Business is business, but before hiring a fireworks company, do some fact-checking to verify their credentials. The answers to all of their safety and legal criteria must be YES.

(By the way, the ✓'s below signify that our answers are ALL YES.)

- ✓ Pyrotechnicians trained, licensed, and cleared by ATF
- ✓ Company ATF License
- ✓ State Display Exhibitor License
- ✓ USDOT Motor Carrier Policy for Public Liability
- ✓ Hazardous Materials Safety Permit
- ✓ \$10M Certificate of Liability Insurance Coverage
- ✓ \$1M Workers Compensation Insurance Coverage





We hope you've enjoyed reviewing our ideas for your show!

We look forward to hearing from you.



800.662.1331  
[pyroshows.com](http://pyroshows.com)