



Downtown Improvement Board

Regular Monthly Meeting

Tuesday September 30th, 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 September 30th, 2022
 - c. *Approval of the minutes from the regular meeting of the DIB on August 23rd, 2022
 - d. *Approval of the August Financials
- III. On-Going Business
 - a. PPD Report
 - b. Spotless Report
 - c. Marketing Report
 - d. Palafox Market
- IV. New Business
 - a. *Puppy Pit Stop Maintenance
 - b. Website update- Caron
 - c. *Executive Director Annual & QTR Review
- V. On-Hold
- VIII. Public Comment
- IX. Adjournment

Next meeting – October 25th, 2022

(*) = approval item



Minutes of the Downtown Improvement Board Regular Monthly Meeting

Tuesday, August 23rd, 2022 7:30 a.m.

Attendance

Michael Carro, Chariman, Jean Pierre N'Dione, Claire Campbell, Patti Sonnen, Nathan Holler, Casey Jones, Ex-Officio, Walker Wilson, Executive Director, and Emily Kopas, Chief Operating Officer.

I. Call to Order

- a. Michael Carro called the meeting to order at 7:32 a.m.

II. Recurring Agenda

- a. Mr. Wilson confirmed that the meeting was properly noticed.
- b. The proposed meeting agenda was motioned by Patti Sonnen, seconded by Jean Pierre N'Dione, and unanimously approved.
- c. The minutes of the regular meeting of the DIB held on August 2nd, 2022 were motioned by Patti Sonnen, seconded by Jean Pierre N'Dione, and unanimously approved.
- d. DIB July financials were motioned by Patti Sonnen, seconded by Claire Campbell, and unanimously approved.
 - Permanent restroom payment came out in August.
 - Revenue \$156,000, \$19,000 estimated over what we budgeted.
 - Compactor 6-month and 3-month payment plan. Republic incorrectly invoiced us after the first contract. John is giving us credits each month to accommodate this issue.
 - Marketing was under budget again.
 - Economic Development was under budget. Funds can be used for a project.

III. On-Going Business

a. PPD Report

- PPD was absent this morning.

b. Spotless Report

- Pressure washer is here.
- Jefferson Street parking lot has not been cleaned properly most Friday and Saturday nights. Spotless crew had to clean up when the Downtown Business owners had no one else to go to. Lori with Spotless stepped up and took care of the issue even though this property is the responsibility of the City.
- Second month in a row where Gallery Night has not cleaned up



properly. Spotless had to clean up what Gallery Night did not take care of for the months of July and August.

c. Marketing Report

- There will be a marketing meeting with the board to discuss vision and marketing plan on 9/14. Also website rfp to be created.

d. Palafox Market

- Palafox Market will be working with Foo Foo Fest to bring the Foo Foo experience to the market.
- Social media has really helped the market. The Palafox Market Instagram is now up to 2,000 followers. One long-time vendor, Dorothy Burton mentioned she had her best sales on August 6th. We have a lot more features on various tourism websites. Vendors also have the ability to promote their product and get more visibility.
- New vendors on the horizon for fall.

e. Executive Director Report

- Mayor suggested for DIB to request the state to drop the charges if Michael Kimbrel would acknowledge that we are building restrooms and make an apology to the Palafox Market vendors.
- Inappropriate signage was posted after Gallery Night on downtown businesses.
- Walker will be providing a white paper to the bring to next board meeting.
- Councilwoman Brahier discussed our funding and how we report to the city in an uniformed way on a radio show. Michael worked on a letter sent to the city council to discuss the communication between the DIB and Council.

IV. New Business

a. Palafox Market Holiday Markets- Barbara Fletcher

- a. 11/30, 12/7, 12/14, 12/21
- b. 40-80 vendors exist from Palafox Market
- c. 40 vendors must sign up by September 15th.
- d. No-on site pre-prepared food.
- e. Motioned by Patti Sonnen, seconded by Jean Pierre N'Dione, unanimously approved.

b. 2022-2023 Budget

- a. Michael recommends sending a financial statement to the CRA.
- b. Motioned by Jean Pierre N'Dione, seconded by Nathan Holler, unanimously approved.

c. Ken Griffin Quote- Nathan Holler



- a. Michael Carro recommends DIB pays for the annual maintenance of the Jefferson Street flower beds and the City to pay for the infrastructure and half annual fees for the mulch. Motioned by Nathan Holler and seconded by Patti Sonnen in regards to the terms outlined by Michael Carro.
- d. Website Re-design- Caron
 - a. Re-scheduled for next month.
- e. Soofa Signs- Digital Kiosks
 - a. Solar panels power the device, there is also a backup battery.
 - b. DIB pays annual fee for servicing. Soofa will coordinate the content management. Many digital display options.
 - c. Competitor Ike seems to be a better option.
- f. Friends of Downtown Donation- \$75,000
 - a. Motioned by Jean Pierre N'Dione, seconded by Nathan Holler, unanimously approved.
- g. NYE Firework donation- \$5,500
 - a. Motion to approve \$5,500 contingent on marketing plan approved by the DIB or \$6,500 matched by Fiesta for DIB to market it. Motioned by Patti Sonnen and seconded by Claire Campbell.
- h. Christmas Lights & Holiday Haul Kickoff- November 9th
- i. All I Want Campaign- \$8,000
 - a. Cable, receipt stuffers, etc.
 - b. Video to capture essence of downtown. Look into partnership with Visit Pensacola.
 - c. Motioned by Jean Pierre N'Dione, seconded by Nathan Holler and unanimously approved.
 - d. Budgeted from economic development.
- j. Post Office Flag Poles
 - a. Parks and Rec take care of the flag poles and flags in front of the Post Office. Nathan Holler will follow up on this project.

V. On-Hold

VIII. Public Comment

IX. Adjourned at 11:00 a.m.

Next meeting – September 27th, 2022

(*) = approval item

DOWNTOWN IMPROVEMENT BOARD

Profit & Loss Budget Performance- For Mgmt Use Only

Accrual Basis

August 2022

	Aug 22	Budget	\$ Over Budget	Oct '21 - Aug 22	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
1301 · Co-Op Participation	10,797.91	6,048.75	4,749.16	53,776.70	66,536.25	-12,759.55	72,585.00
4000 · Misc Income	91.65	0.00	91.65	91.65	0.00	91.65	0.00
4010 · Ad Valorem Revenue	51,588.25	51,588.25	0.00	582,488.37	567,470.75	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	89,454.00			89,454.00	89,454.00	0.00	89,454.00
Program Revenue							
4030 · Palafox Market Vendor Payments	9,285.00	13,333.33	-4,048.33	161,287.88	146,666.67	14,621.21	160,000.00
4036 · Palafox Market Merchandise	0.00	1,277.00	-1,277.00	4,689.58	5,108.00	-418.42	6,385.00
Total Program Revenue	9,285.00	14,610.33	-5,325.33	165,977.46	151,774.67	14,202.79	166,385.00
4040 · DPMD Cleaning Reimbursement	0.00	2,978.33	-2,978.33	40,387.70	32,761.67	7,626.03	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	-607.43	-904.17	296.74	-10,551.55	-9,945.83	-605.72	-10,850.00
4901 · Sales Tax Collected - Merch	0.00			-335.87			
Total Income	160,609.38	74,321.49	86,287.89	1,285,777.85	1,262,560.51	23,217.34	1,336,882.00
Gross Profit	160,609.38	74,321.49	86,287.89	1,285,777.85	1,262,560.51	23,217.34	1,336,882.00
Expense							
3001 · Compactor - Waste Services	0.00	5,905.83	-5,905.83	64,662.51	64,964.17	-301.66	70,870.00
3002 · Compactor Lease	0.00	2.00	-2.00	10.00	8.00	2.00	10.00
3004 · Compactor - Security Fees	0.00	87.92	-87.92	922.75	967.08	-44.33	1,055.00
3005 · Compactor - Repair	0.00			725.00			
3007 · Compactor - Electric	45.66	54.17	-8.51	507.60	595.83	-88.23	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							
5003.5 · 403(b) Employer Contribution	946.68	0.00	946.68	7,204.25	0.00	7,204.25	0.00
5001 · Salaries, Benefits & Taxes - Other	8,633.90	10,424.06	-1,790.16	69,257.06	78,050.64	-8,793.58	85,000.00
Total 5001 · Salaries, Benefits & Taxes	9,580.58	10,424.06	-843.48	76,461.31	78,050.64	-1,589.33	85,000.00
5006 · Board Meetings	0.00	20.83	-20.83	0.00	229.17	-229.17	250.00
5007 · Annual Meeting	0.00	0.00	0.00	0.00	250.00	-250.00	250.00
5009 · Bank Charges	0.00	41.67	-41.67	144.00	458.33	-314.33	500.00
5004 · Insurance Expense-Other	39.92	0.00	39.92	439.12	0.00	439.12	0.00
5005 · Workers Comp Insurance	41.17	42.58	-1.41	459.87	468.42	-8.55	511.00
5030 · Insurance- General Liability	643.33	643.33	0.00	7,076.63	7,076.67	-0.04	7,720.00
5011 · Interest Expense	0.00	16.67	-16.67	0.00	183.33	-183.33	200.00
5012 · Office Rent	1,274.85	1,278.75	-3.90	15,335.33	14,066.25	1,269.08	15,345.00
5013 · Office Supplies	52.80	250.00	-197.20	3,425.71	2,750.00	675.71	3,000.00
5014 · Office Equipment/Software	95.90	416.67	-320.77	3,997.45	4,583.33	-585.88	5,000.00
5015 · Postage	0.00	16.67	-16.67	196.20	183.33	12.87	200.00
5016 · Telecommunications	415.42	666.67	-251.25	4,802.01	7,333.33	-2,531.32	8,000.00
5017 · Website Support	0.00	416.67	-416.67	1,835.00	4,583.33	-2,748.33	5,000.00
5018 · Website Hosting							
5018 · Website Hosting - Other	0.00	208.33	-208.33	788.19	2,291.67	-1,503.48	2,500.00
Total 5018 · Website Hosting	0.00	208.33	-208.33	788.19	2,291.67	-1,503.48	2,500.00
5019 · Computer Support/Email Leasing	223.06	208.33	14.73	2,133.29	2,291.67	-158.38	2,500.00
5020 · Dues, Subscriptions, Publicatio	9.99	166.67	-156.68	1,276.89	1,833.33	-556.44	2,000.00
5021 · Travel Entertainment & Educ.	602.29	100.00	502.29	1,112.27	1,100.00	12.27	1,200.00
5022 · Repair & Maintenance	0.00			579.55			
5023 · Marketing Consultants							
5023 · Marketing Consultants - Other	5,285.00	4,166.67	1,118.33	44,408.44	45,833.33	-1,424.89	50,000.00
Total 5023 · Marketing Consultants	5,285.00	4,166.67	1,118.33	44,408.44	45,833.33	-1,424.89	50,000.00
5024 · Bookkeeping	780.00	1,000.00	-220.00	10,386.00	11,000.00	-614.00	12,000.00
5025 · Audit	0.00	979.17	-979.17	11,750.00	10,770.83	979.17	11,750.00
5026 · Legal Counsel							
5026 · Legal Counsel - Other	0.00	708.33	-708.33	5,220.00	7,791.67	-2,571.67	8,500.00
Total 5026 · Legal Counsel	0.00	708.33	-708.33	5,220.00	7,791.67	-2,571.67	8,500.00
5027 · Economic Development	121.13	4,826.00	-4,704.87	25,246.51	53,086.00	-27,839.49	57,912.00
5029 · Donation to Friends of Downtown	75,000.00	75,000.00	0.00	75,000.00	75,000.00	0.00	75,000.00
5080 · Florida Unemployment	0.00			-86.46			

DOWNTOWN IMPROVEMENT BOARD

Profit & Loss Budget Performance- For Mgmt Use Only

Accrual Basis

August 2022

	Aug 22	Budget	\$ Over Budget	Oct '21 - Aug 22	YTD Budget	\$ Over Budget	Annual Budget
5227 · PPD Security	0.00	5,000.00	-5,000.00	60,495.00	55,000.00	5,495.00	60,000.00
6000 · Palafox Market							
6001 · Palafox Market Project Mgmt	3,998.07	4,538.46	-540.39	31,984.56	33,474.36	-1,489.80	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	1,118.00	791.67	326.33	8,088.00	8,708.33	-620.33	9,500.00
6005 · Market Anniversary Celebration	0.00	177.58	-177.58	4,343.70	1,953.42	2,390.28	2,131.00
6006 · Farm Visit- Mileage Reimburseme	0.00	41.67	-41.67	0.00	458.33	-458.33	500.00
6007 · Marketing	665.40	1,666.67	-1,001.27	23,331.83	18,333.33	4,998.50	20,000.00
6008 · PMkt Credit Card Fees	0.00	0.00	0.00	51.77	0.00	51.77	0.00
6011 · Market App Program Fee	0.00	125.00	-125.00	1,393.29	1,375.00	18.29	1,500.00
6012 · Market Security	1,000.00	550.00	450.00	7,521.00	6,050.00	1,471.00	6,600.00
6014 · Merchandise Expense	0.00	860.60	-860.60	0.00	3,442.40	-3,442.40	4,303.00
6015 · Bathroom Construction	89,454.00	17,890.80	71,563.20	89,454.00	71,563.20	17,890.80	89,454.00
6000 · Palafox Market - Other	0.00	6,108.42	-6,108.42	3,062.45	67,192.58	-64,130.13	73,301.00
Total 6000 · Palafox Market	96,235.47	32,750.87	63,484.60	169,743.10	212,550.95	-42,807.85	244,989.00
7000 · Ambassador Program							
7001 · Ambassador Program Labor	10,993.42	11,746.75	-753.33	140,900.25	129,214.25	11,686.00	140,961.00
Total 7000 · Ambassador Program	10,993.42	11,746.75	-753.33	140,900.25	129,214.25	11,686.00	140,961.00
5041 · Pressure Washing	0.00	0.00	0.00	6,475.00	6,475.00	0.00	6,475.00
Total Expense	201,439.99	157,145.61	44,294.38	1,193,962.91	1,258,523.91	-64,561.00	1,336,882.00
Net Ordinary Income	-40,830.61	-82,824.12	41,993.51	91,814.94	4,036.60	87,778.34	0.00
Other Income/Expense							
Other Income							
4980 · Sales Tax Collection Allowance	22.85	0.00	22.85	255.75	0.00	255.75	0.00
4960 · Interest Income	47.89			109.40			
Total Other Income	70.74	0.00	70.74	365.15	0.00	365.15	0.00
Net Other Income	70.74	0.00	70.74	365.15	0.00	365.15	0.00
Net Income	-40,759.87	-82,824.12	42,064.25	92,180.09	4,036.60	88,143.49	0.00

DOWNTOWN IMPROVEMENT BOARD**Balance Sheet**

As of August 31, 2022

	Aug 31, 22
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Synovus- 0237 Operating	
101.1 · BP Funds for Beautification	68,146.07
101.2 · LEAP Funds for Sign Maintenance	5,000.00
101 · Cash - Synovus- 0237 Operating - Other	-22,406.71
Total 101 · Cash - Synovus- 0237 Operating	50,739.36
103 · Synovus - Money Market	350,109.40
Total Checking/Savings	400,848.76
Other Current Assets	
161 · Prepaid Expenses	572.00
140.9 · Due from Downtown Pens Alliance	1,261.25
140.5 · Due from Friends of Downtown	1,141.30
162 · City of P-Clean Up Deposit/Perm	1,000.00
164 · Prepaid Insurance	724.34
Total Other Current Assets	4,698.89
Total Current Assets	405,547.65
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	534,168.86
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
450 · Accounts Payable	488.00
Total Accounts Payable	488.00
Other Current Liabilities	
481 · Sales Tax Payable	522.71
453 · 403(b) Employer Contribution	946.68
471 · Payroll Liabilities	1,690.88
4849 · Deferred Revenue Sign Maint	5,000.00
490 · Deferred Revenue-Prop Taxes	51,588.25
Total Other Current Liabilities	59,748.52
Total Current Liabilities	60,236.52
Total Liabilities	60,236.52
Equity	
32000 · Unrestricted Net Assets	399,626.27
587 · Fund Balance	
302-001 · Audit Reclass	187,142.98
587 · Fund Balance - Other	-205,017.00
Total 587 · Fund Balance	-17,874.02
Net Income	92,180.09
Total Equity	473,932.34
TOTAL LIABILITIES & EQUITY	534,168.86

DOWNTOWN IMPROVEMENT BOARD

Profit & Loss Budget Performance- For Mgmt Use Only

Accrual Basis

August 2022

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Income							
Program Revenue							
4030 · Palafox Market Vendor Payments	9,285.00	13,333.33	-4,048.33	161,287.88	146,666.67	14,621.21	160,000.00
4036 · Palafox Market Merchandise	0.00	1,277.00	-1,277.00	4,689.58	5,108.00	-418.42	6,385.00
Total Program Revenue	9,285.00	14,610.33	-5,325.33	165,977.46	151,774.67	14,202.79	166,385.00
Total Income	9,285.00	14,610.33	-5,325.33	165,977.46	151,774.67	14,202.79	166,385.00
Gross Profit	9,285.00	14,610.33	-5,325.33	165,977.46	151,774.67	14,202.79	166,385.00
Expense							
6000 · Palafox Market							
6001 · Palafox Market Project Mgmt	3,998.07	4,538.46	-540.39	31,984.56	33,474.36	-1,489.80	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	1,118.00	791.67	326.33	8,088.00	8,708.33	-620.33	9,500.00
6005 · Market Anniversary Celebration	0.00	177.58	-177.58	4,343.70	1,953.42	2,390.28	2,131.00
6006 · Farm Visit- Mileage Reimburseme	0.00	41.67	-41.67	0.00	458.33	-458.33	500.00
6007 · Marketing	665.40	1,666.67	-1,001.27	23,331.83	18,333.33	4,998.50	20,000.00
6008 · PMkt Credit Card Fees	0.00	0.00	0.00	51.77	0.00	51.77	0.00
6011 · Market App Program Fee	0.00	125.00	-125.00	1,393.29	1,375.00	18.29	1,500.00
6012 · Market Security	1,000.00	550.00	450.00	7,521.00	6,050.00	1,471.00	6,600.00
6014 · Merchandise Expense	0.00	860.60	-860.60	0.00	3,442.40	-3,442.40	4,303.00
6015 · Bathroom Construction	89,454.00	17,890.80	71,563.20	89,454.00	71,563.20	17,890.80	89,454.00
Total 6000 · Palafox Market	96,235.47	26,642.45	69,593.02	166,680.65	145,358.37	21,322.28	171,688.00
Total Expense	96,235.47	26,642.45	69,593.02	166,680.65	145,358.37	21,322.28	171,688.00
Net Ordinary Income	-86,950.47	-12,032.12	-74,918.35	-703.19	6,416.30	-7,119.49	-5,303.00
Net Income	-86,950.47	-12,032.12	-74,918.35	-703.19	6,416.30	-7,119.49	-5,303.00

Treasurer's Report - DIB

MEMORANDUM

To: DIB Board

From: Walker Wilson, Executive Director

Subject: Treasurer's Report

Date: September

Total Income DIB **August:** \$160,609.38

Total Expense DIB **August:** \$201,439.99

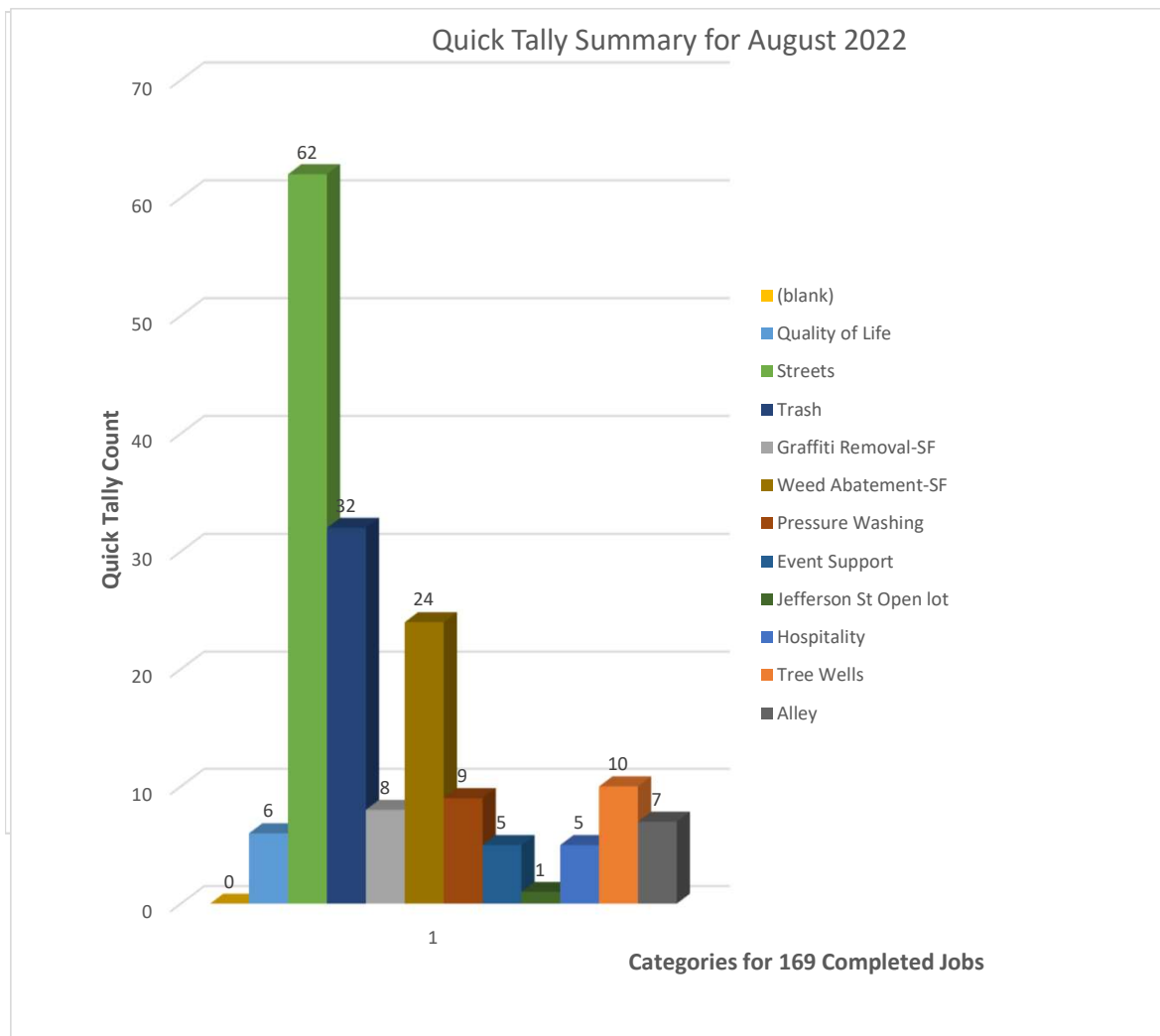
Notes:

DIB - Aug 22

<u>Code</u>	<u>Description</u>	<u>DIB Notes</u>	<u>YTD</u>
Income	<i>Overview</i>	<i>\$3,100 Under Budget</i>	<i>\$23K Over Budget</i>
1301	Co-Op Participation	\$4,700 Over Budget	\$12K Under Budget (Pricing has been adjusted & assesment invoiced)
4030	Palafox Market	\$5,300 Under Budget	\$14,200 Over Budget
Expense			
Expense	<i>Overview</i>	<i>\$44K Over Budget (Bathroom & FODT checks cut in August)</i>	<i>\$64K Under Budget</i>
3001	<i>Compactor Co-Op</i>	<i>\$5,900K Under Budget (No Bill in Aug due to contract change)</i>	<i>\$300 Under Budget</i>
5001	Salaries, Benefits & Taxes	\$800 Under Budget	\$1,500 Under Budget
5023	Marketing	\$1,100 Over Budget	\$1,400 Under Budget
5027	Economic Development	\$4,700 Under Budget	\$27K Under Budget
6000	Palafox Market	\$63K Over Budget (Bathroom Downpayment)	\$42K Under Budget
7000	Ambassador Program	700 Under Budget	\$11K Over Budget

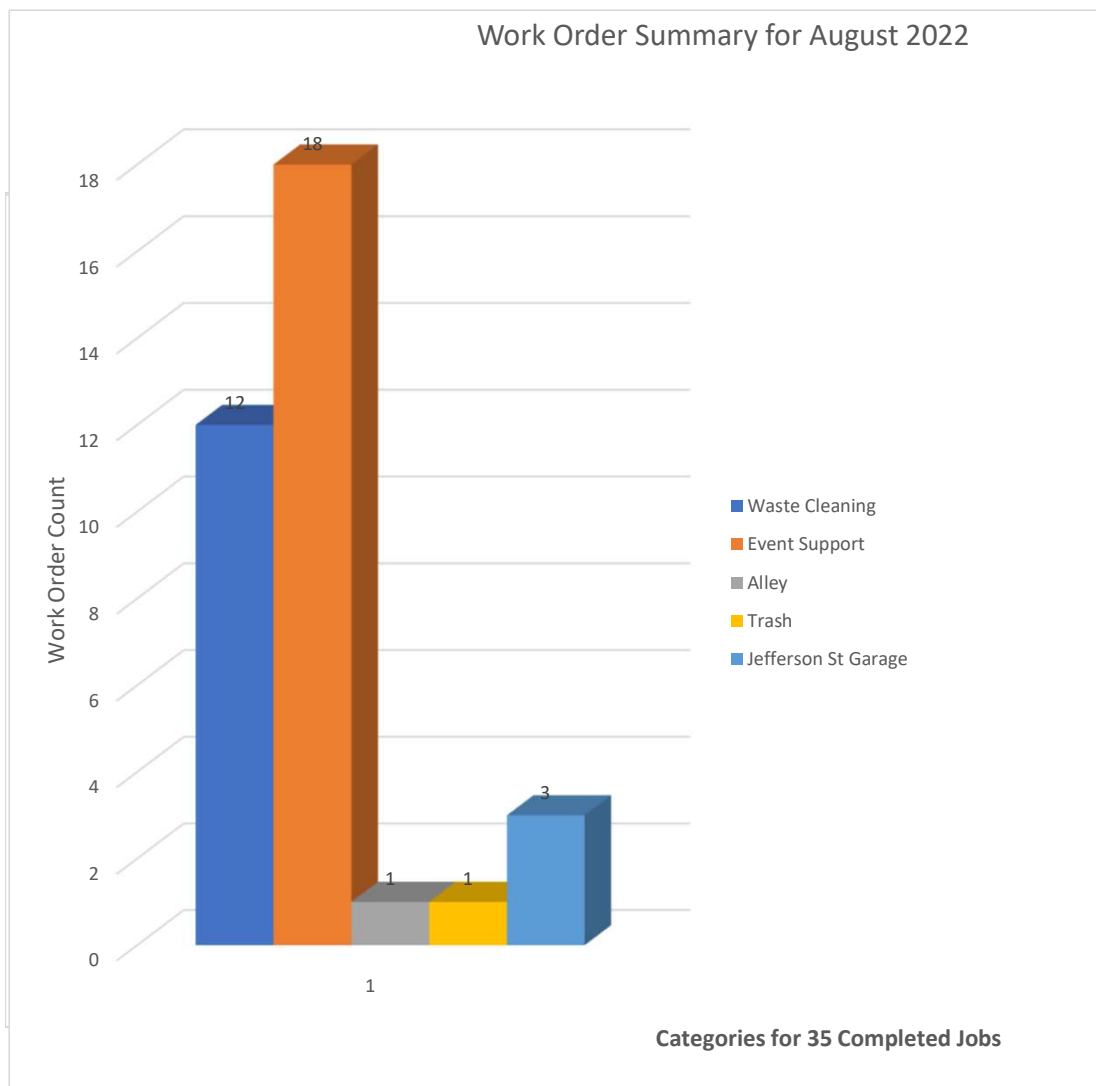
August 2022 Quick Tally Summary

Categories	Count of Quick Tally Categories
(blank)	0
Quality of Life	6
Streets	62
Trash	32
Graffiti Removal-SF	8
Weed Abatement-SF	24
Pressure Washing	9
Event Support	5
Jefferson St Open lot	1
Hospitality	5
Tree Wells	10
Alley	7
Grand Total	169

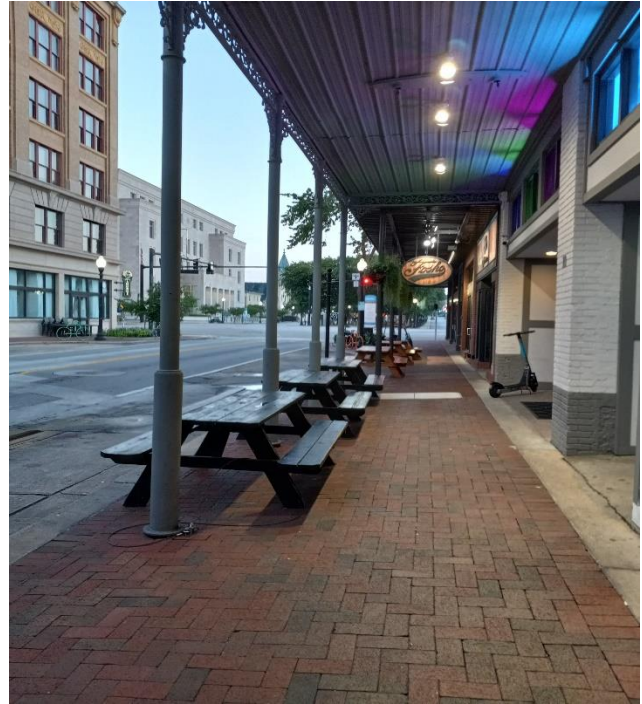
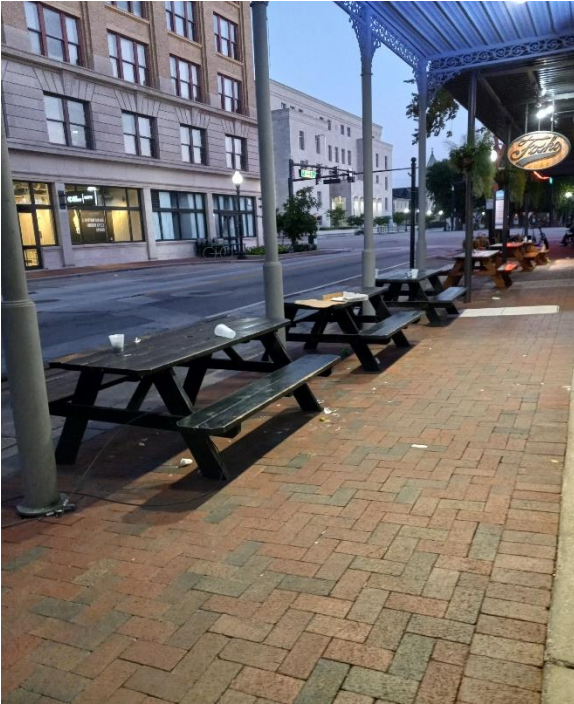


August 2022 Work Order Summary

Categories	Count of Work Order Categories
Waste Cleaning	12
Event Support	18
Alley	1
Trash	1
Jefferson St Garage	3
Grand Total	35



Before and After - Streets



Before and After - Weed Abatements



Animal:
Before and After my Pop Tart



This was the highlight of my day.
A Compactor in Crisis

It is Wednesday and the end of my shift. I pull up to the compactor to find it a disaster. Usually, I check first thing on Wednesdays to make sure it was dumped.

It not only was filled, but the room had trash bags and discarded card board everywhere. The operating switch was tapered with, open, and broken.

Vendors made deposits of trash on the compactor room floor, thankfully with some remaining in trash barrels.

After a very long deep breathe, I reached out to Tony (he is my "go to", "one of a kind" Guy) at Republic. He had to get authorization to fix the switch because of the potential for bodily injury from the high voltage.

I then contacted Walker because Republic needed authorization to repair the tapered switch.

Tony rescued us once again, but he is officially retired. I fear that we will be at a huge loss when Tony no longer answers my yell for help.

It is a very common and unnecessary occurrence to have trash laying all over the floor every week. I am glad that Walker is working on a permanent fix to remedy all that ails the compactor room.





August 2022 ongoing projects:
Pressure washing of city trash cans from Garden to Main Street



Recently, this has become an event that is needed more frequently. Most city cans are bolted to the ground. Without the ability to move the receptacle, in this current state, all types of trash collect and liquid is not able to escape ultimately being caught underneath the unit. In addition to the added odor, insects, and the level of difficulty to properly keep it sanitized, the reach of a grabby tool becomes the extent of trash removal.



Post Office Alley Trimmings



This project was started to clean up the over growth located in the Post office alley. The rear door was completely covered. The walkway has branches perturbing into the lane. These branches are trimmed for safety.





New Tree Watering

Two trees were planted between Don Alan's and Bodacious on Palafox. Although rain has been constant recently, these baby trees are at a tender age where a steady supply of water is needed to sustain and promote their growth. Weekly we check the level in the watering bags and refill as needed.





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
Maintenance		
26 BW Maintenance Service		\$2,727.40
Mulch Install		\$1,698.35
Site Audit		
Site Inspection		\$180.00
Annual Maintenance Price		\$4,605.75

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
	\$4,605.75	\$0.00	\$4,605.75

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.

2021/22

Goals for upcoming year

- Report monthly on visits with retail, restaurant, property owners, and merchants to board.
- Have completed white paper to present to city council members and mayors office outlining reasons for exemption for CRA check swap.
- Present to the board multiple projects to complete within next fiscal year.
- Expand Palafox Market into Ferdinand Plaza
- Increase safety measures by installing new cameras in the district and working to have greater PPD presence at Jefferson St Garage at night over the weekends.
- Increase cleaning services by working with city to tackle cleanliness issues at Jefferson St Garage.

Executive Director Accomplishments:

- Secured funding for First City Light Festival
- Attended Florida's Downtown Association Board Meeting in Miami
- Meet with city staff and FPL to discuss Palafox resurfacing project
- Attended Bruce Beach ribbon cutting
- Attended Summer intern graduation ceremony
- Finalized prep for Foo Foo Fest bubble alley
- Attended city staff meetings
- Participated in walking tour of downtown Pensacola and presented in a panel to One Acadiana (group from Louisiana)
- Met with city and CRA staff to work towards resolution of CRA check swap
- Met with parking staff to resolve issue at Jefferson St parking garage
- Attended city council meetings for budget approval
- Had two new ring cameras installed at trash compactor
- Completed site visit for MLK Plaza bathroom construction
- Interviewed with CH3 on pending developments in downtown Pensacola

- Presented to Liberty Sertoma, First Place Partners, and Five Flags Rotary about the DIB
- Attended Blake Doyle Skate Park ribbon cutting
- Met with Mayor, City Attorney, Mr. Kimbrel & his attorney, and DIB attorney to discuss a resolution on pending legal action.
- Worked with legal counsel to develop an agreement for pending legal dispute
- Worked with legal counsel to prepare and submit all public records request submitted in July, August, and September
- Prepared 2022/2023 Budget and presented to board
- Hosted sell out Repast Dinner at Regions in partnership with UWF Historic Trust, PLT, and Regions Bank
- Worked with City Staff and met with Council members in preparation for vote on bathroom project.
- In May City Council approved funding for permanent bathroom facilities at Palafox Market
- Polled downtown merchants about the city's pilot program of bird/veo scooters and provided to City Council and Mayors office.
- Prepared DIB Annual Report and Future work plan for CRA.
- Began initial prep work for Friends of Downtown Fall Repast Dinner. Worked with DIB Staff, Claire Campbell, and Sid Williams Heath on a timeline to prepare for next dinner this fall.
- Secured Summer interns through the City & County and onboarded them in June.
- Updated DIB website Calendar of events and sent out newsletter in June. Monthly newsletters will now go out around the 1st of each month.
- Participated in Visit Pensacola's Tourism week by speaking on a panel about the importance of Downtown as an added benefit to those traveling to the beach.
- Met with Republic to discuss new contract and adjusted customers pricing.
- Presented to Belmont DeVillers neighborhood association
- Participated in a strategic plan meeting for Florida West to discuss the importance of attracting company headquarters to Downtown.
- Meet with Lafayette Chamber and setup tours for their visit in September.

- Installed permanent flags at the Palafox Market
- Attended ribbon cutting of Americas 1st Settlement Trail
- Attended ribbon cutting of Public art at Bartram Park
- Friends of Downtown secured a Foo Foo Festival grant for Bubble Alley project.
- Finalized contract with Spotless Logistics and closed out account with StreetsPlus. Saw a successful transition with no lapse in service
- Presented plan to DIB Board and City to install permanent bathrooms at the Palafox Market. City Council to vote in May 2022 on city funding of the project
- Polled downtown merchants about the city's pilot program of bird/veo scooters. At the direction of the board sent the city a list of request on changes to be made on the pilot program. City has since adjusted the program and evaluating pilot program through summer 2022
- Presented DIBs 2023/24 goals to Urban Core Development Board
- Began initial prep work for Friends of Downtown Repast Dinner by securing chefs and venue. Also worked with UWF Historic Trust to bring San Carlos exhibit to the event.
- Meet with city staff and representative from Americans 1st Settlement Trail to walk trail and discuss logistics of roll out of the trail in summer of 2022
- Attended FooFoo Fest kickoff meeting and submitted letter of intent on behalf of Friends of DT.
- Held a DT Merchant Townhall with business owners and city staff to go over how event permitting is handled regarding closing down streets in the downtown core. Gathered feedback and at the direction of the board sent a letter to the city requesting changes be made to the event permitting process.
- Met with local doctor to discuss bringing new project to downtown that mirror 'mice on main' in Greenville, SC.
- Attended city's homeless task force meeting.
- Met with city staff to discuss a process of clearing mardi gras beads out of trees post parades.

- Met with new property/business owner of Handle Bar to discuss what services could be provided to the location from DIB as they gear to open in summer 2022
- Met with Trudi Nichols from city to discuss what needs business owners might need in regards to updating technology from the city.
- At the direction of the board opened up a money market account with synovus to hold excess funding on hand.
- Attended CivicCon Quality of Life survey results.
- Presented to several service organizations on the DIB
- 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 work was completed during night shifts so not to disrupt retailers during the Holiday shopping season.