



**Downtown Improvement Board**  
**Regular Monthly Meeting**  
Tuesday January 28<sup>th</sup>, 2025, 7:30  
**AGENDA**

- I. Call to Order
  - a. Remarks from Chairman
  
- II. Recurring Agenda
  - a. Meeting was properly noticed.
  - b. \*Approval of the proposed meeting agenda for December 17<sup>th</sup>, 2024
  - c. \*Approval of the minutes from the regular meeting of the DIB on December 17<sup>th</sup>, 2024
  - d. \*Approval of the December Financials
  
- III. On-Going Business
  - a. PPD Report
  - b. Spotless Report
  - c. Marketing Report
  - d. Palafox Market
  
- IV. New Business
  - a. List of Priorities for City & DIB collaboration
  - b. Grant Applications Process
  - c. Foil Week Discussion
  
  
- VIII. Public Comment
  
- IX. Adjournment

**Next meeting – February 25<sup>th</sup>, 2025**  
**(\* ) = approval item**



**Downtown Improvement Board  
Regular Monthly Meeting**

Tuesday December 17<sup>th</sup>, 2024,

**7:30 AGENDA**

**Attendance: Chris McKean, Chairman, Nathan Holler, William Merrill, Allison Patton, Gregg Harding, Walker Wilson, Executive Director, Cailin Feagles, Director of Operations & Events**

- I. Call to Order
  - a. Chris McKean, Chairman, calls the meeting to order at 7:42 AM
  - b. Welcome Allison Patton
  
- II. Recurring Agenda
  - a. Mr. Walker Wilson confirmed the meeting was properly noticed
  - b. The proposed meeting agenda for December 17<sup>th</sup>, 2024 is motioned by Nathan Holler, seconded by Jean Pierre N'Dione and unanimously approved.
  - c. The minutes from the regular meeting held on October 30<sup>th</sup>, 2024 are motioned, seconded, and unanimously approved.
  - d. The November financials are motioned, seconded, and unanimously approved
    - The waste co-op is under budget due to late payments
    - There will be a new payment structure for the waste co-op in the new year
    - Palafox Market revenue includes holiday market payments
  
- III. On-Going Business
  - a. PPD Report
    - There was a great turnout for the 2024 Christmas parade.
    - The community response team has had success with their program and the board would like to see statistics at future meetings.
  - b. Spotless Report
    - No report.
    - There are signs that have been made and are going up in the trash compactor room
  - c. Marketing Repots
    - Projects include the All I want Campaign, Holiday Market, and Christmas Parade
    - Ideaworks is still working to get the original Palafox Market Facebook back
    - The Palafox Market Instagram page doing well and hoping to reach 10k followers
  - d. Palafox Market
    - The Holiday Market was a success in MLK Jr. Plaza.
  
- IV. New Business
  - a. \*2023-2024 DIB Audit
    - No significant items to report.
    - Walker Wilson to look into interlocal agreement regarding bathroom

- construction.
- Motioned, seconded, and unanimously approved.
- b. \*Mini Grant- Car Show \$1,960.00
  - Chris McKean, Chairman, abstaining from voting.
  - Motioned, seconded, and unanimously approved for \$1,960.00
- c. Jefferson Street Garage Policing Final Report
  - Walker Wilson will have a follow up meeting with the city to discuss the final report to identify ways to best fund additional policing and security projects downtown.
- d. List of Priorities from Board Members (i.e. Annual Report)
  - Revisit at next month's meeting for the new year
- e. Parking Updates
  - The parking website has launched, parking signs are in progress.
  - The city is still identifying loading zones and valet parking zones
- f. All I Want Campaign Update
  - Sunday is the last day to send in receipts.
  - \$71,000 in receipts have been submitted.

VIII. Public Comment

IX. Adjournment

- The meeting was adjourned at 9:53 AM

**Next meeting – January 28<sup>th</sup>, 2025**  
**(\* ) = approval item**

# DOWNTOWN IMPROVEMENT BOARD

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

December 2024

Accrual Basis

	Dec 24	Budget	\$ Over Budget	Oct - Dec 24	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
1301 · Co-Op Participation	4,219.73	6,156.66	-1,936.93	14,055.26	18,469.98	-4,414.72	73,880.00
4010 · Ad Valorem Revenue	24,214.29	24,214.29	0.00	24,214.29	24,214.29	0.00	24,214.29
4015 · CRA Interlocal Income	628,759.19	628,759.00	0.19	628,759.19	628,759.00	0.19	628,759.00
4020 · Website Membership and Map	0.00	41.66	-41.66	0.00	124.98	-124.98	500.00
4025 · FY Starting Balance	0.00	0.00	0.00	0.00	11,498.00	-11,498.00	11,498.00
Program Revenue	25,015.00	22,166.66	2,848.34	81,655.00	66,499.98	15,155.02	266,000.00
4900 · Sales Tax Collected - Rent	-845.92	1,000.00	-1,845.92	-2,789.42	3,000.00	-5,789.42	12,000.00
<b>Total Income</b>	<b>681,362.29</b>	<b>682,338.27</b>	<b>-975.98</b>	<b>745,894.32</b>	<b>752,566.23</b>	<b>-6,671.91</b>	<b>1,016,851.29</b>
<b>Gross Profit</b>	<b>681,362.29</b>	<b>682,338.27</b>	<b>-975.98</b>	<b>745,894.32</b>	<b>752,566.23</b>	<b>-6,671.91</b>	<b>1,016,851.29</b>
<b>Expense</b>							
3001 · Compactor - Waste Services	4,950.87	6,000.00	-1,049.13	15,109.27	18,000.00	-2,890.73	72,000.00
3002 · Compactor Lease	0.00	0.84	-0.84	0.00	2.52	-2.52	10.00
3004 · Compactor - Security Fees	117.27	116.66	0.61	351.81	349.98	1.83	1,400.00
3007 · Compactor - Electric	40.38	39.16	1.22	120.76	117.48	3.28	470.00
5000 · CRA Interlocal Payment	628,759.19	628,759.00	0.19	628,759.19	628,759.00	0.19	628,759.00
5001 · Salaries, Benefits & Taxes	11,721.55	12,159.35	-437.80	27,031.87	28,371.81	-1,339.94	105,381.00
5004 · Insurance Expense-Other	32.58			97.74			
5005 · Workers Comp Insurance	38.25	0.00	38.25	114.75	0.00	114.75	511.00
5006 · Board Meetings	0.00	20.84	-20.84	0.00	62.52	-62.52	250.00
5007 · Annual Meeting	0.00	20.84	-20.84	0.00	62.52	-62.52	250.00
5009 · Bank Charges	32.00	16.66	15.34	131.00	49.98	81.02	200.00
5012 · Office Rent	0.00	1,412.59	-1,412.59	2,597.99	4,237.77	-1,639.78	16,951.00
5013 · Office Supplies	114.68	125.00	-10.32	442.69	375.00	67.69	1,500.00
5014 · Office Equipment/Software	67.35	250.00	-182.65	819.76	750.00	69.76	3,000.00
5015 · Postage	0.00	16.66	-16.66	73.00	49.98	23.02	200.00
5016 · Telecommunications	352.15	291.66	60.49	1,056.45	874.98	181.47	3,500.00
5018 · Website Hosting	0.00	541.66	-541.66	520.20	1,624.98	-1,104.78	6,500.00
5019 · Computer Support/Email Leasing	341.94	208.34	133.60	1,631.32	625.02	1,006.30	2,500.00
5020 · Dues, Subscriptions, Publicatio	127.96	291.66	-163.70	355.92	874.98	-519.06	3,500.00
5021 · Travel Entertainment & Educ.	0.00	166.66	-166.66	961.90	499.98	461.92	2,000.00
5024 · Bookkeeping	0.00	958.34	-958.34	2,340.00	2,875.02	-535.02	11,500.00
5025 · Audit	5,000.00	7,000.00	-2,000.00	14,000.00	14,000.00	0.00	14,000.00
5026 · Legal Counsel	0.00	250.00	-250.00	0.00	750.00	-750.00	3,000.00
5027 · Economic Development	5,118.53	12,051.25	-6,932.72	23,831.90	36,153.75	-12,321.85	144,615.00
5029 · Donation to Friends of Downtown	0.00	0.00	0.00	0.00	0.00	0.00	85,000.00
5030 · Insurance- General Liability	1,156.08	1,083.34	72.74	3,468.24	3,250.02	218.22	13,000.00
5227 · PPD Security	5,600.00	3,750.00	1,850.00	21,630.00	26,250.00	-4,620.00	105,000.00
6000 · Palafox Market	22,204.91	25,717.26	-3,512.35	58,673.08	68,200.40	-9,527.32	254,000.00
7000 · Ambassador Program	24,514.75	24,512.00	2.75	73,544.25	73,536.00	8.25	294,144.00
<b>Total Expense</b>	<b>710,290.44</b>	<b>725,759.77</b>	<b>-15,469.33</b>	<b>877,663.09</b>	<b>910,703.69</b>	<b>-33,040.60</b>	<b>1,773,141.00</b>
<b>Net Ordinary Income</b>	<b>-28,928.15</b>	<b>-43,421.50</b>	<b>14,493.35</b>	<b>-131,768.77</b>	<b>-158,137.46</b>	<b>26,368.69</b>	<b>-756,289.71</b>
<b>Other Income/Expense</b>							
<b>Other Income</b>							
4980 · Sales Tax Collection Allowance	27.79			63.70			
4960 · Interest Income	289.88	1,000.00	-710.12	1,359.88	3,000.00	-1,640.12	12,000.00
<b>Total Other Income</b>	<b>317.67</b>	<b>1,000.00</b>	<b>-682.33</b>	<b>1,423.58</b>	<b>3,000.00</b>	<b>-1,576.42</b>	<b>12,000.00</b>
<b>Net Other Income</b>	<b>317.67</b>	<b>1,000.00</b>	<b>-682.33</b>	<b>1,423.58</b>	<b>3,000.00</b>	<b>-1,576.42</b>	<b>12,000.00</b>
<b>Net Income</b>	<b>-28,610.48</b>	<b>-42,421.50</b>	<b>13,811.02</b>	<b>-130,345.19</b>	<b>-155,137.46</b>	<b>24,792.27</b>	<b>-744,289.71</b>

# DOWNTOWN IMPROVEMENT BOARD

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

December 2024

Accrual Basis

	Dec 24	Budget	\$ Over Budget	Oct - Dec 24	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>Program Revenue</b>							
4030 · Palafox Market Vendor	25,015.00	22,166.66	2,848.34	81,655.00	66,499.98	15,155.02	266,000.00
<b>Total Program Revenue</b>	25,015.00	22,166.66	2,848.34	81,655.00	66,499.98	15,155.02	266,000.00
<b>Total Income</b>	25,015.00	22,166.66	2,848.34	81,655.00	66,499.98	15,155.02	266,000.00
<b>Gross Profit</b>	25,015.00	22,166.66	2,848.34	81,655.00	66,499.98	15,155.02	266,000.00
<b>Expense</b>							
<b>6000 · Palafox Market</b>							
6001 · Palafox Market Project Mgmt	9,965.28	10,022.08	-56.80	20,470.61	23,384.86	-2,914.25	86,858.00
6003 · Permits / Street Closure	0.00	220.84	-220.84	0.00	662.52	-662.52	2,650.00
6004 · Portable Toilet Rental	1,160.00	916.66	243.34	2,320.00	2,749.98	-429.98	11,000.00
6005 · Market Anniversary Celebration	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6006 · Farm Visit- Mileage Reimburseme	0.00	20.84	-20.84	0.00	62.52	-62.52	250.00
6007 · Marketing	11,058.71	8,676.84	2,381.87	28,947.50	26,030.52	2,916.98	104,122.00
6011 · Market App Program Fee	0.00	158.34	-158.34	0.00	475.02	-475.02	1,900.00
6015 · Bathroom Construction	0.00	3,390.00	-3,390.00	6,780.00	10,170.00	-3,390.00	40,680.00
6016 · Travel, Entertainment & Educati	0.00	41.66	-41.66	0.00	124.98	-124.98	500.00
6017 · P. M. Holiday Market (Perm/Cop)	0.00	2,270.00	-2,270.00	0.00	4,540.00	-4,540.00	4,540.00
<b>Total 6000 · Palafox Market</b>	22,183.99	25,717.26	-3,533.27	58,518.11	68,200.40	-9,682.29	254,000.00
<b>Total Expense</b>	22,183.99	25,717.26	-3,533.27	58,518.11	68,200.40	-9,682.29	254,000.00
<b>Net Ordinary Income</b>	2,831.01	-3,550.60	6,381.61	23,136.89	-1,700.42	24,837.31	12,000.00
<b>Net Income</b>	<b>2,831.01</b>	<b>-3,550.60</b>	<b>6,381.61</b>	<b>23,136.89</b>	<b>-1,700.42</b>	<b>24,837.31</b>	<b>12,000.00</b>

**DOWNTOWN IMPROVEMENT BOARD**  
**Balance Sheet - For Management Use Only**  
As of December 31, 2024

	Dec 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101 · Cash - Synovus- 0237 Operating	4,124.97
103 · Synovus - Money Market	93,060.21
<b>Total Checking/Savings</b>	97,185.18
<b>Other Current Assets</b>	
161 · Prepaid Expenses	572.00
140.9 · Due from Downtown Pens Alliance	160.25
140.5 · Due from Friends of Downtown	17,193.82
162 · City of P-Clean Up Deposit/Perm	1,000.00
164 · Prepaid Insurance	11,405.27
<b>Total Other Current Assets</b>	30,331.34
<b>Total Current Assets</b>	127,516.52
<b>Fixed Assets</b>	
Puppy Pit Stop Project	72,745.00
240 · Equipment	169,220.56
260 · Furniture & Fixtures	6,982.81
275 · Website Capitalized	10,850.00
300 · Less Accumulated Depreciation	-161,333.37
<b>Total Fixed Assets</b>	98,465.00
<b>TOTAL ASSETS</b>	<b>225,981.52</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
450 · Accounts Payable	2,724.19
<b>Total Accounts Payable</b>	2,724.19
<b>Other Current Liabilities</b>	
Accrued Salaries	3,843.68
481 · Sales Tax Payable	845.92
453 · 403(b) Employer Contribution	1,447.62
458 · Due to 403(b) - Employee Contr	1,176.93
471 · Payroll Liabilities	2,831.76
4849 · Deferred Revenue Sign Maint	5,000.00
<b>Total Other Current Liabilities</b>	15,145.91
<b>Total Current Liabilities</b>	17,870.10
<b>Total Liabilities</b>	17,870.10
<b>Equity</b>	
32000 · Unrestricted Net Assets	356,330.63
587 · Fund Balance	
302-001 · Audit Reclass	187,142.98
587 · Fund Balance - Other	-205,017.00
<b>Total 587 · Fund Balance</b>	-17,874.02
<b>Net Income</b>	-130,345.19
<b>Total Equity</b>	208,111.42
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>225,981.52</b>

**DIB - Dec 24**

<b>Code</b>	<b>Description</b>	<b>Current Month</b>	<b>YTD</b>
Income	<i>Overview</i>	<i>\$975 Under Budget</i>	<i>\$6,600 Under Budget</i>
1301	Co-Op Participation	\$1,900 Under Budget	\$4,400 Under Budget
4030	Palafox Market	\$2,800 Over Budget (Holiday Market Rev)	\$15,000 Over Budget
Expense	<i>Overview</i>	<i>\$15,000 Under Budget</i>	<i>\$33,000 Under Budget</i>
3001	<i>Compactor Co-Op</i>	<i>\$1,000 Under Budget</i>	<i>\$2,900 Under Budget</i>
5001	Salaries, Benefits & Taxes	\$437 Under Budget	\$1,300 Under Budget
6007	Marketing	\$2,300 Over Budget	\$2,900 Over Budget
5027	Economic Development	\$6,900 Under Budget	\$12,300 Under Budget
6000	Palafox Market	\$3,500 Under Budget	\$9,700 Under Budget
7000	Ambassador Program	On Budget	On Budget

# Treasurer's Report - DIB

---

## MEMORANDUM

**To:** DIB Board

**From:** Walker Wilson, Executive Director

**Subject:** Treasurer's Report

**Date:** Jan

Total Income DIB **Dec:** \$681,362.29

Total Expense DIB **Dec:** \$710,290.44

Notes: