

Source: City Clerk *SA*

Agenda Item No: REP 99-13

To: City Council
From: City Manager and Staff *MM*

Council Meeting Date: July 1, 2013

Re: Downtown Community Improvement District - FY 2014 Annual Budget Information

EXECUTIVE SUMMARY:

The Downtown Community Improvement District (CID) was approved by Council on February 7, 2011. Pursuant to Sections 67.1471.2 of the Revised Statutes of Missouri, the Downtown CID is submitting its annual budget.

DISCUSSION:

A diagram showing the boundaries of the Downtown CID is attached. The purpose of the district, when established, was to fund improvements that would enhance the downtown environment in terms of capital improvements, cleaning/maintenance and safety, and enhance the downtown economy through programs, marketing/events and communication/advocacy.

Pursuant to Section 67.1471.2 of the Revised Statutes of Missouri, which is attached, community improvement districts are required to provide the governing body of the city a proposed annual budget. The governing body can review and comment, but those comments shall only be recommendations.

FISCAL IMPACT:

None.

VISION IMPACT:

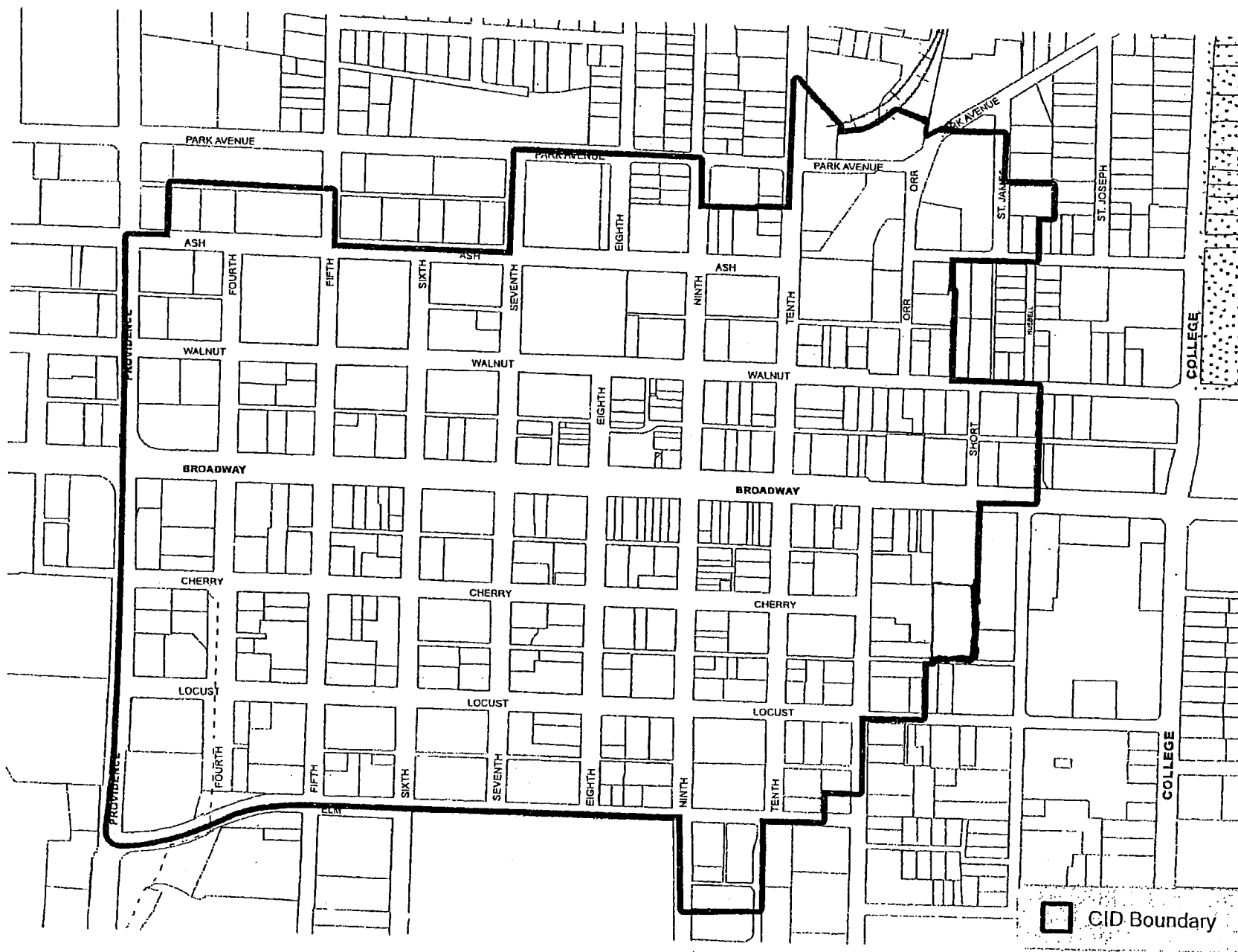
<http://www.gocolumbiamo.com/Council/Meetings/visionimpact.php>

6.1 Goal: Significant investments in the physical, community, and business environment, as well as the tools to leverage economic strength, will bring vibrancy and diversity of culture, professions, and businesses, and lead to major attractions and exciting destinations.

SUGGESTED COUNCIL ACTIONS:

Informational, unless Council wants to provide written comments to the Downtown Community Improvement District regarding its annual budget.

FISCAL and VISION NOTES:					
City Fiscal Impact Enter all that apply		Program Impact		Mandates	
City's current net FY cost	\$0.00	New Program/ Agency?		Federal or State mandated?	
Amount of funds already appropriated	\$0.00	Duplicates/Expands an existing program?		Vision Implementation impact	
Amount of budget amendment needed	\$0.00	Fiscal Impact on any local political subdivision?		Enter all that apply: Refer to Web site	
Estimated 2 year net costs:		Resources Required		Vision Impact?	Yes
One Time	\$0.00	Requires add'l FTE Personnel?		Primary Vision, Strategy and/or Goal Item #	6.1
Operating/ Ongoing	\$0.00	Requires add'l facilities?		Secondary Vision, Strategy and/or Goal Item #	
		Requires add'l capital equipment?		Fiscal year implementation Task #	





The District • Downtown Community Improvement District
11 South 10th Street • Columbia, MO 65201 • (573) 442-6816
DiscoverTheDistrict.com



June 12, 2013

Mr. Mayor and City Council:

Please accept the following FY 2014 budget information for the Downtown Community Improvement District.

Our sales tax is set at one half cent and this budget assumes a property assessment of .4778 per \$100 of assessed valuation. We have not yet received assessed valuations from the County and we expect to formally set the assessment rate at our next board meeting on July 9, 2013. Any Council comments will be reviewed at that meeting as well.

If you have any questions, please feel free to contact me at (573) 442-6816. Thank you for your help.

Sincerely,

Carrie Gartner
Executive Director

CID Board

Blake Danuser
Binghams

Adam Dushoff
Addison's

Tony Grove (pending)
Grove Construction

Christina Kelley
Makes Scents

Richard King
The Blue Note

Tom Mendenhall
The Lofts at 308 Ninth

Michael McClung
Déjà vu, Resident

Allan Moore
Moore & Shryock

John Ott
Paramount Building

Tom Schwarz (pending)
Landmark Bank

Deb Sheals
Historic Preservation Consulting

Ben Wade
Guitarfinder

Michael Wagner
Boone County National Bank

Marti Waigandt
808 Cherry

Andrew Waters
Columbia Daily Tribune

RESOLUTION NO. 2013-3

**A RESOLUTION ADOPTING A BUDGET FOR THE
DISTRICT'S FISCAL YEAR BEGINNING ON OCTOBER 1,
2013, AND ENDING ON SEPTEMBER 30, 2014**

WHEREAS, Section 67.1471.2 of the Revised Statutes of Missouri, as amended, requires the District to prepare an annual budget; and

WHEREAS, the Board of Directors desires to establish both an operating budget and a capital budget for said fiscal year; and

WHEREAS, pursuant to Section 67.1471.2 of the Revised Statutes of Missouri the City Council of the City of Columbia has the right to review said budget and to comment upon same no later than sixty (60) days prior to the first day of the relevant fiscal year;

WHEREAS, following the receipt of such comment(s), the Board of Directors must approve said fiscal year budget no later than thirty (30) days prior to the commencement of said fiscal year; and

WHEREAS, the Downtown Community Improvement District was formed on February 7, 2011, the Board of Directors desires to submit said budget to the City within (10) days of the date of this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:

1. Subject to comments of the City of Columbia with respect to the contents thereof, the Board of Directors of the Downtown Community Improvement District (the "District") hereby adopts the District's annual operating and capital budgets (the "Budget") for the fiscal year beginning on October 1, 2013, and ending on September 30, 2014 ("Fiscal Year 2014"). A copy of the operating budget is attached hereto as Exhibit A and incorporated fully herein. A copy of the capital budget is attached hereto as Exhibit B and incorporated fully, herein.

2. The Executive Director for the District is authorized to furnish the City of Columbia with conformed copies of this Resolution and the Budget, including Exhibits A and B to this Resolution as soon as reasonably possible hereafter, and no earlier than April 1, 2013 and no later than July 1, 2013.

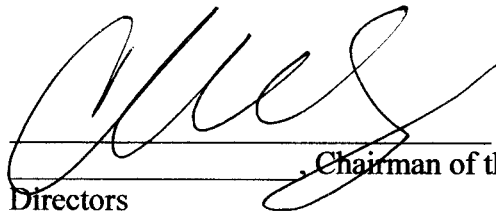
3. This Budget shall become binding upon the District at the meeting of the District scheduled for July 9, 2013, at 4:00 pm., and at said meeting any comments received from the City of Columbia shall be duly considered prior to the final adoption of said Budget. Subject to such comments and approval by the City of Columbia, however, the Board of Directors does hereby resolve that the attached Budget shall be the final budget to be adopted for the fiscal year commencing October 1, 2013, and ending September 30, 2014.

4. Upon approval of the Budget by the City Council of the City of Columbia, the District hereby authorizes the Executive Director to execute a letter informing the Missouri Ethics Commission that the operating budget for the Board of Directors is less than one Million Dollars (\$1,000,000.00) for the coming and all foreseeable fiscal years.

5. Upon the final approval of this Budget by the Board of Directors at the annual meeting of the Directors scheduled for July 9, 2013, the amounts set forth on the Budget are hereby and shall be hereby appropriated for the purposes described in the Budget for Fiscal Year 2013.

6. This resolution shall be in full force and effect from and after its passage by the Board of Directors of the District.

Passed this 11th day of June, 2013.


_____, Chairman of the Board of
Directors

(SEAL)

Attest:



MICHAEL S. WAGNER, Secretary of the Board of Directors

EXHIBIT A

**OPERATING BUDGET OF
THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT
FISCAL YEAR ENDING SEPTEMBER 30, 2014**

**Community Improvement District Budget
-DRAFT**

	FY2013	FY2014	CHANGE
Recurring Revenue			
Property Assesment	152,532	156,030	3,498
Sales Tax	401,429	474,151	72,722
Holiday Light Sales	100	100	0
Interest Income	301	900	599
Miscellaneous Income	0	0	0
Total Recurring Revenue	554,362	631,181	76,819
Recurring Expenses			
Program Management			
Insurance (Health)	7,200	11,124	3,924
Insurance (Property)	400	440	40
Meals & Entertainment	300	300	0
Membership	1,500	1,700	200
Office Equipment Rental	500	500	0
Office Equipment Repair	500	1,500	1,000 scanner
Office Repairs & Maintenance	5,000	10,000	5,000 bathroom/AV in board room
Office Supplies	1,500	1,625	125
Parking	1,320	2,112	792
Payroll	95,952	135,338	39,387
Payroll Taxes	9,595	13,534	3,939
Postage	3,900	3,900	0
Printing	5,200	5,200	0
Professional Services	6,500	8,000	1,500 biannual audit
Rent	23,064	25,000	1,936
Retirement Plan	3,829	6,893	3,063
Seminars & Conferences	5,000	5,000	0 IDA, 2 -3 conferences
Subscriptions	200	1,200	1,000 design software subscription
Telephone	3,500	3,500	0
TIF Reimbursement	578	6,500	5,922
Utilities	6,500	6,500	0 internet/substation
Total Program Management	182,038	249,866	67,828
Programs & Services			
Environmental			
Beautification/Streetscape			
Banners (installation)	0	10,000	10,000 holiday banners
District Wireless (Operating Costs)	30,000	32,000	2,000 14 points, est. @12 mo
Banner Installation	6,000	10,000	4,000
City Horticulture	7,500	7,500	0
Holiday Light Purchases	100	100	0 purchase of bulbs for resale
Public Art Program	500	1,000	500
Special Streetscape Programs	0	4,000	4,000
	44,100	64,600	20,500
Cleaning and Maintenance			
Labor	44,000	45,000	1,000 4 hrs/6 days/\$8.50/9.00hr.
Payroll Tax	4,400	4,400	0 plus special clean ups
Equipment	1,000	1,500	500 brooms, graffiti remover, shirts, etc.
Sidewalk Recycling	0	9,000	9,000 additional pick ups
Extended Cleaning Services	0	38,000	38,000
	49,400	97,900	48,500
Economy			
Economic Development			
Business Marketing	10,000	10,000	0
Research	7,500	7,500	0
	17,500	17,500	0
Marketing			
Image Marketing	10,000	15,000	5,000
Promotions & Events	10,000	18,000	8,000
6/12/13 Online Marketing	3,000 1	10,000	7,000

**Community Improvement District Budget
-DRAFT**

	23,000	43,000	20,000	
Total Programs & Services	134,000	223,000	89,000	
Total Recurring Expenses	316,038	472,866	156,828	
Non-Recurring Revenue				
FY13 Draw Down	0	0	0	<i>draw downs from FY13 TBD 10/1/13</i>
Total Non-Recurring Revenue	0	0	0	<i>unspent funds may be earmarked</i>
Non-Recurring Expenses				
Environmental				
Beautification/Streetscape				
Sidewalk Trash Cans	0	34,000	34,000	<i>50 cans</i>
Banner Design/Production	0	18,000	18,000	<i>holiday and replacement banners</i>
Design Guidelines Consultant	0	30,000	30,000	
District Wireless (Installation)	30,000	5,500	(24,500)	<i>install additional 7 transmitters</i>
Broadway Gateway	40,000	30,000	(10,000)	
Directional Signage (HUB)	10,000	0	(10,000)	
	<u>80,000</u>	<u>117,500</u>	<u>37,500</u>	
Public Safety				
Golf Cart Matching Grant	0	14,000	14,000	<i>police use</i>
Lighting Grants	15,000	0	(15,000)	
	<u>15,000</u>	<u>14,000</u>	<u>(1,000)</u>	
Cleaning and Maintenance				
Cleaning Equipment	15,000	0	(15,000)	
	<u>15,000</u>	<u>0</u>	<u>(15,000)</u>	
Marketing				
Website Redesigns	10,000	1,800	(8,200)	<i>photos</i>
CID Fund Balance	100,000	25,000	(75,000)	<i>9 mo. Emergency = \$181,606</i>
Total Non-Recurring Expenses	220,000	158,300	(61,700)	
Total Surplus (Deficit)	18,324	16	(18,308)	

EXHIBIT B

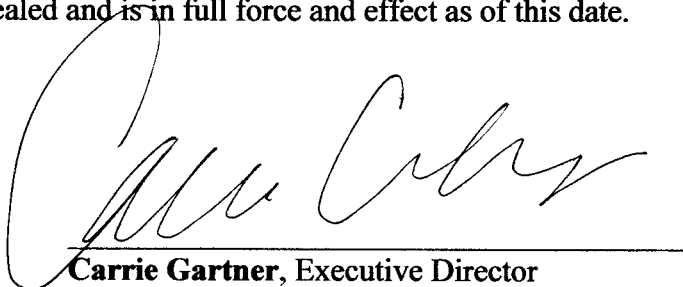
**CAPITAL BUDGET OF
DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT
FISCAL YEAR ENDING SEPTEMBER 30, 2014**

The Downtown Community Improvement District does not currently have a capital budget.

CERTIFICATE

I, the undersigned, hereby certify that the above and foregoing is a true and correct copy of the Resolution of the Downtown Community Improvement District, passed by the Board of Directors on June 11, 2013, as the same appears of record in my office, and that said Resolution has not been modified, amended or repealed and is in full force and effect as of this date.

DATED: June 12, 2013.



Carrie Gartner, Executive Director