

Source: City Clerk

SA

Agenda Item No: REP 163-13

To: City Council

From: City Manager and Staff

km

Council Meeting Date: November 18, 2013

Re: Downtown Community Improvement District - End of Fiscal Year Report

EXECUTIVE SUMMARY:

The Downtown Community Improvement District (CID) was approved by Council on February 7, 2011. Pursuant to Sections 67.1471.4 of the Revised Statutes of Missouri, the Downtown CID is submitting a report stating the services provided, revenues collected and expenditures made during the fiscal year and copies of the written resolutions approved by the CID Board.

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 67.1471.4 of the Revised Statutes of Missouri, which is attached, community improvement districts are required to provide the governing body of the city a report stating the services provided, revenues collected and expenditures made during the fiscal year and copies of the written resolutions approved by the CID Board.

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 report per State Law.

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 #	

Missouri Revised Statutes

Chapter 67

Political Subdivisions, Miscellaneous Powers

Section 67.1471

August 28, 2013

Fiscal year--budget--meeting--report.

67.1471. 1. The fiscal year for the district shall be the same as the fiscal year of the municipality.

2. No earlier than one hundred eighty days and no later than ninety days prior to the first day of each fiscal year, the board shall submit to the governing body of the city a proposed annual budget, setting forth expected expenditures, revenues, and rates of assessments and taxes, if any, for such fiscal year. The governing body may review and comment to the board on this proposed budget, but if such comments are given, the governing body of the municipality shall provide such written comments to the board no later than sixty days prior to the first day of the relevant fiscal year; such comments shall not constitute requirements but shall only be recommendations.

3. The board shall hold an annual meeting and adopt an annual budget no later than thirty days prior to the first day of each fiscal year.

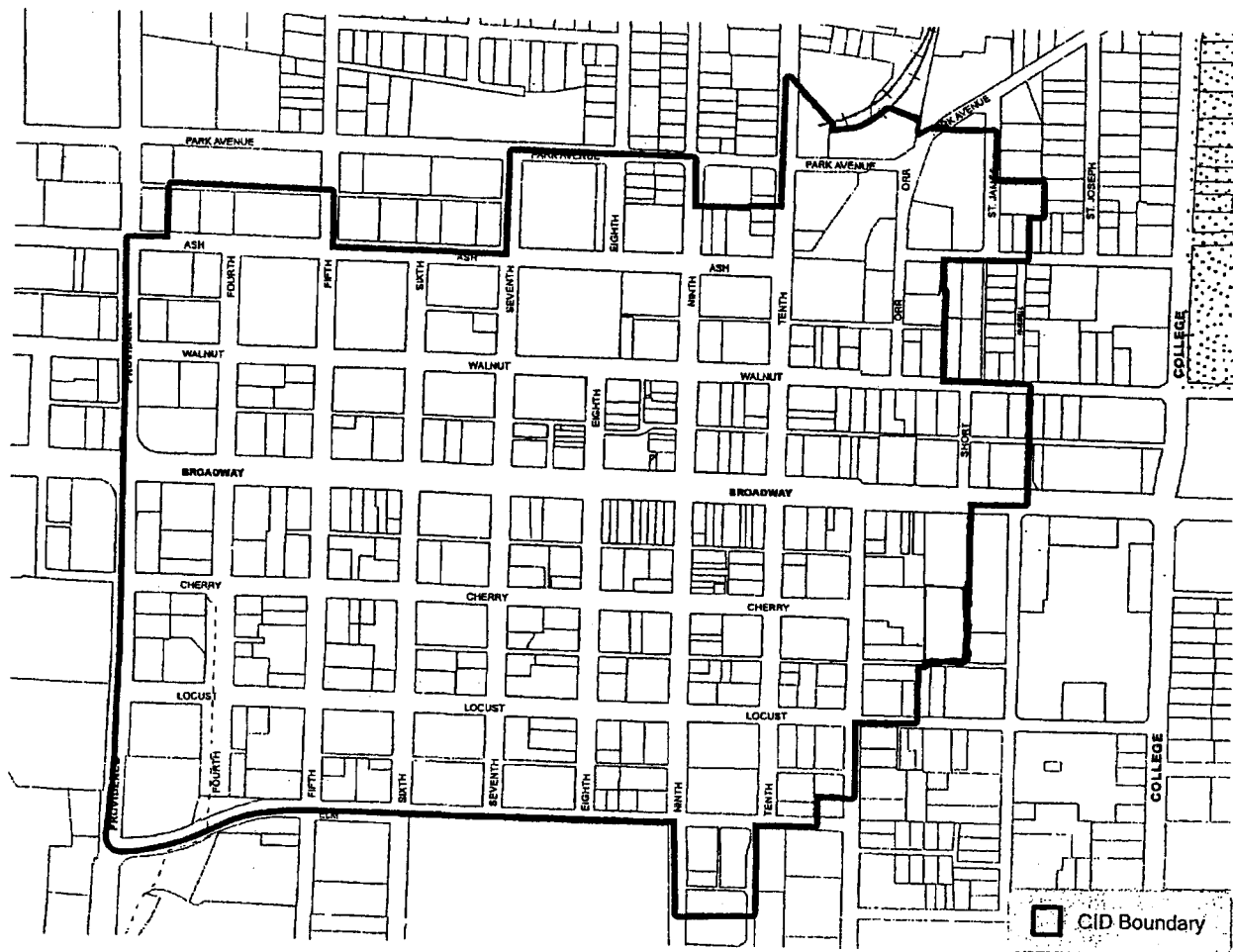
4. Within one hundred twenty days after the end of each fiscal year, the district shall submit a report to the municipal clerk and the Missouri department of economic development stating the services provided, revenues collected and expenditures made by the district during such fiscal year, and copies of written resolutions approved by the board during the fiscal year. The municipal clerk shall retain this report as part of the official records of the municipality and shall also cause this report to be spread upon the records of the governing body.

(L. 1998 H.B. 1636 § 8)

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Missouri General Assembly



RECEIVED OCT 30 2013



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



Sheela Amin, City Clerk
City of Columbia
Attn: CID Annual Report
700 E. Broadway
Columbia, MO 65201

October 25, 2013

Ms. Amin:

In accordance with 67.1471.4 RSMo, please accept the enclosed annual report for the Downtown Community Improvement District in the City of Columbia

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
Downtown Community Improvement District

CID Board

Blake Danuser
Binghams

Adam Dushoff
Addison's

Tony Grove
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
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

**DOWNTOWN COMMUNITY
IMPROVEMENT DISTRICT**

FINANCIAL STATEMENTS

**ONE MONTH AND TWELVE MONTHS ENDED
SEPTEMBER 30, 2013 AND 2012**



Professional Corporation
Certified Public Accountants

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT
STATEMENTS OF ASSETS, LIABILITIES AND
NET ASSETS - MODIFIED CASH BASIS**

September 30, 2013

September 30, 2012

ASSETS

CURRENT ASSETS:

Commerce Sales Tax Account	\$ 26,250.35	\$ 149,861.03
Commerce Property Tax Account	594.92	123,726.11
Investments Sales Tax	463,347.07	0.00
Investments Property Tax	<u>141,248.93</u>	<u>0.00</u>

Total Current Assets	<u>631,441.27</u>	<u>273,587.14</u>
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PROPERTY AND EQUIPMENT:

Furniture & Equipment	43,360.83	0.00
Less: Accumulated Depreciation	<u>(35,248.76)</u>	<u>0.00</u>

Net Property and Equipment	<u>8,112.07</u>	<u>0.00</u>
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TOTAL ASSETS	<u>\$ 639,553.34</u>	<u>\$ 273,587.14</u>
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LIABILITIES AND NET ASSETS

LIABILITIES:

CURRENT LIABILITIES:

Bank Error	\$ 4,200.00	\$ 0.00
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Total Current Liabilities	<u>4,200.00</u>	<u>0.00</u>
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Total Liabilities	<u>\$ 4,200.00</u>	<u>\$ 0.00</u>
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NET ASSETS:

Undesignated	278,470.24	0.00
Revenues Over/(Under) Expenses	<u>356,883.10</u>	<u>273,587.14</u>

Total Net Assets	<u>635,353.34</u>	<u>273,587.14</u>
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TOTAL LIABILITIES AND NET ASSETS	<u>\$ 639,553.34</u>	<u>\$ 273,587.14</u>
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**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT
STATEMENTS OF SUPPORT, REVENUES, AND EXPENSES
BUDGET TO ACTUAL - MODIFIED CASH BASIS**

	<u>1 Month Ended Sep. 30, 2013</u>	<u>12 Months Sep. 30, 2013</u>	<u>Total Budget</u>	<u>% of Budget</u>	<u>Remaining Budget</u>
RECURRING SUPPORT & REVENUE:					
Property Assessment	\$ 0.00	\$ 157,458.12	\$ 152,532.00	103.23	\$ (4,926.12)
Payment In Lieu of Taxes - City	0.00	0.00	17,500.00	0.00	17,500.00
Payment In Lieu of Taxes - Univ Mo	0.00	0.00	5,700.00	0.00	5,700.00
Sales Tax	59,557.34	524,248.92	401,429.00	130.60	(122,819.92)
Holiday Light Sales	0.00	0.00	100.00	0.00	100.00
Interest Income	112.87	693.05	301.00	230.25	(392.05)
Total Recurring Support & Revenue	<u>59,670.21</u>	<u>682,400.09</u>	<u>577,562.00</u>	<u>118.15</u>	<u>(104,838.09)</u>
RECURRING EXPENSES:					
Program Management					
Health Insurance	513.45	5,646.48	7,200.00	78.42	1,553.52
Insurance	0.00	357.00	400.00	89.25	43.00
Meals and Entertainment	26.72	300.07	300.00	100.02	(0.07)
Memberships	50.00	1,981.00	1,500.00	132.07	(481.00)
Miscellaneous	0.00	1,370.00	0.00	0.00	(1,370.00)
Office Equipment Rental	161.58	555.00	500.00	111.00	(55.00)
Office Equipment Repair	0.00	0.00	500.00	0.00	500.00
Office Repairs & Maintenance	688.50	3,761.58	5,000.00	75.23	1,238.42
Office Supplies	181.09	3,628.35	1,500.00	241.89	(2,128.35)
Parking	2,365.00	2,635.72	1,320.00	199.68	(1,315.72)
Payroll Taxes - Admin.	399.91	6,737.99	9,595.00	70.22	2,857.01
Professional Services	724.50	8,211.80	6,500.00	126.34	(1,711.80)
Rent	2,131.51	24,770.86	23,064.00	107.40	(1,706.86)
Retirement Plan	319.08	3,828.96	3,829.00	100.00	0.04
Salary - Administrative	10,579.34	107,577.16	95,952.00	112.12	(11,625.16)
Seminars/Conferences	37.27	3,795.56	5,000.00	75.91	1,204.44
Subscription	0.00	311.37	200.00	155.69	(111.37)
Telephone	320.27	4,113.32	3,500.00	117.52	(613.32)
TIF Expenditures	0.00	1,895.37	0.00	0.00	(1,895.37)
Utilities	459.59	4,511.72	6,500.00	69.41	1,988.28
Webs/Internet	224.99	2,390.67	0.00	0.00	(2,390.67)
Total Program Management	<u>19,182.80</u>	<u>188,379.98</u>	<u>172,360.00</u>	<u>109.29</u>	<u>(16,019.98)</u>
Programs & Services					
Environmental					
Beautification/Streetscape					
District Wireless (Maintenance)	3,885.00	9,065.00	30,000.00	30.22	20,935.00
Banner Installation	0.00	4,268.60	6,000.00	71.14	1,731.40
City Horticulture	625.00	7,500.00	7,500.00	100.00	0.00
Holiday Light Purchases	0.00	0.00	100.00	0.00	100.00
Public Art Program	0.00	500.00	500.00	100.00	0.00
Total Beautification/Streetscape	<u>4,510.00</u>	<u>21,333.60</u>	<u>44,100.00</u>	<u>48.38</u>	<u>22,766.40</u>

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT
STATEMENTS OF SUPPORT, REVENUES, AND EXPENSES
BUDGET TO ACTUAL - MODIFIED CASH BASIS**

	<u>1 Month Ended Sep. 30, 2013</u>	<u>12 Months Sep. 30, 2013</u>	<u>Total Budget</u>	<u>% of Budget</u>	<u>Remaining Budget</u>
Cleaning and Maintenance					
Cleaning & Maintenance Payroll Taxes	639.20	4,349.36	4,400.00	98.85	50.64
Cleaning & Maintenance Labor	2,820.00	35,358.86	44,000.00	80.36	8,641.14
Cleaning & Maintenance Equipment	0.00	1,175.68	1,000.00	117.57	(175.68)
Cleaning & Maintenance - Sidewalk	0.00	45.02	0.00	0.00	(45.02)
Total Cleaning and Maintenance	<u>3,459.20</u>	<u>40,928.92</u>	<u>49,400.00</u>	<u>82.85</u>	<u>8,471.08</u>
Economy					
Economic Development					
Economic Devel. Business Mktg	0.00	487.44	10,000.00	4.87	9,512.56
Economic Devel. Research	3,960.00	3,960.00	7,500.00	52.80	3,540.00
Total Economic Development	<u>3,960.00</u>	<u>4,447.44</u>	<u>17,500.00</u>	<u>25.41</u>	<u>13,052.56</u>
Marketing					
Image Marketing	0.00	9,528.40	10,000.00	95.28	471.60
Promotions & Events	350.00	8,953.63	10,000.00	89.54	1,046.37
Parking	10.00	30.00	0.00	0.00	(30.00)
Online Marketing	1,645.08	3,213.52	3,000.00	107.12	(213.52)
Postage	303.42	3,264.53	3,900.00	83.71	635.47
Printing	1,537.22	2,991.64	5,200.00	57.53	2,208.36
Total Marketing	<u>3,845.72</u>	<u>27,981.72</u>	<u>32,100.00</u>	<u>87.17</u>	<u>4,118.28</u>
Total Programs & Services	<u>15,774.92</u>	<u>94,691.68</u>	<u>143,100.00</u>	<u>66.17</u>	<u>48,408.32</u>
Total Recurring Expenses	<u>34,957.72</u>	<u>283,071.66</u>	<u>315,460.00</u>	<u>89.73</u>	<u>32,388.34</u>
RECURRING SURPLUS/(DEFICIT)	<u>24,712.49</u>	<u>399,328.43</u>	<u>262,102.00</u>	<u>152.36</u>	<u>(137,226.43)</u>
NON-RECURRING EXPENSES:					
Environmental					
Beautification/Streetscape					
District Wireless (Installation)	0.00	5,500.00	30,000.00	18.33	24,500.00
Directional Signage (HUB)	0.00	1,480.00	10,000.00	14.80	8,520.00
Broadway Gateway	0.00	96.46	40,000.00	0.24	39,903.54
Total Beautification/Streetscape	<u>0.00</u>	<u>7,076.46</u>	<u>80,000.00</u>	<u>8.85</u>	<u>72,923.54</u>
Public Safety					
Lighting Grants	0.00	0.00	15,000.00	0.00	15,000.00
Total Public Safety	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>0.00</u>	<u>15,000.00</u>
Cleaning Maintenance					
Sidewalk Recycling Pilot Project	8,136.00	8,159.66	12,000.00	68.00	3,840.34
Cleaning Equipment	9,891.90	9,967.14	15,000.00	66.45	5,032.86
Total Cleaning Maintenance	<u>18,027.90</u>	<u>18,126.80</u>	<u>27,000.00</u>	<u>67.14</u>	<u>8,873.20</u>
Marketing					
Website Redesign	8,000.00	10,000.00	10,000.00	100.00	0.00
Total Marketing	<u>8,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>100.00</u>	<u>0.00</u>

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT
STATEMENTS OF SUPPORT, REVENUES, AND EXPENSES
BUDGET TO ACTUAL - MODIFIED CASH BASIS**

	<u>1 Month Ended Sep. 30, 2013</u>	<u>12 Months Sep. 30, 2013</u>	<u>Total Budget</u>	<u>% of Budget</u>	<u>Remaining Budget</u>
CID					
CID	<u>0.00</u>	<u>0.00</u>	<u>100,000.00</u>	<u>0.00</u>	<u>100,000.00</u>
Total CID	<u>0.00</u>	<u>0.00</u>	<u>100,000.00</u>	<u>0.00</u>	<u>100,000.00</u>
 Total Non-Recurring Expenses	 <u>26,027.90</u>	 <u>35,203.26</u>	 <u>232,000.00</u>	 <u>15.17</u>	 <u>196,796.74</u>
NON-RECURRING SURPLUS/(DEFICIT)	<u>(26,027.90)</u>	<u>(35,203.26)</u>	<u>(232,000.00)</u>	<u>(15.17)</u>	<u>196,796.74</u>
NON-CASH TRANSACTIONS:					
Depreciation	<u>(3,095.13)</u>	<u>(7,242.07)</u>	<u>0.00</u>	<u>0.00</u>	<u>(7,242.07)</u>
Total Non-Cash Transactions	<u>(3,095.13)</u>	<u>(7,242.07)</u>	<u>0.00</u>	<u>0.00</u>	<u>7,242.07</u>
 REVENUE OVER (UNDER) EXPENSES	 <u><u>\$ (4,410.54)</u></u>	 <u><u>\$ 356,883.10</u></u>	 <u><u>\$ 30,102.00</u></u>	 <u><u>1,185.58</u></u>	 <u><u>\$ (326,781.10)</u></u>

RESOLUTION NO. 2013-1

A RESOLUTION OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT REQUESTING THAT THE MAYOR OF THE CITY OF COLUMBIA, MISSOURI, APPOINT TOM MENDENHALL AND BEN WADE AS DIRECTORS FOR A THREE-YEAR TERM BEGINNING FEBRUARY 1, 2013.

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

WHEREAS, the Downtown Community Improvement Development District (the "District"), which was formed on February 7, 2011, by Special Ordinance No. 20866 (the "Ordinance") of the City Council of the City of Columbia, Missouri, is a political subdivision of the State of Missouri and is transacting business and exercising powers granted pursuant to the Community Improvement District Act, Sections 67.1401 through 67.1571, RSMo ("CID Act"); and

WHEREAS, under the Act, the above-referenced ordinance reserves unto the Mayor of the City of Columbia the power to appoint a successor Director with the advice and consent of the City Council to serve as a member of the Board of Directors of the District; and

WHEREAS, the Board of Directors recommends to the Mayor of the City of Columbia, Missouri, that Tom Mendenhall and Ben Wade be appointed as Directors of the Board of Directors of the Downtown Community Improvement District to serve a three (3) year term of office commencing February 1, 2013.

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

1. The District hereby requests that the Mayor of the City of Columbia, Missouri, appoint Tom Mendenhall and Ben Wade as Directors to serve a three (3) year term as a member of the Board of Directors of the Downtown Community Improvement District pursuant to the Act and the Ordinance cited above.

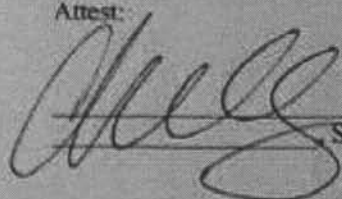
2. The Executive Director is authorized to communicate the fact and contents of this Resolution to the Mayor the City of Columbia and to the City Attorney of the City of Columbia as soon as possible hereafter so that same may be placed on the appropriate agenda of the City Council of the City of Columbia, Missouri, to ratify and approve the appointments of said Directors as made by the Mayor of the City of Columbia.

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

Passed this 8th day of January, 2013.


_____, Chairman of the Board
of Directors

(SEAL)

Attest:

_____, Secretary of the Board of Directors

RESOLUTION NO. 2013-2

A RESOLUTION OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT REQUESTING THAT THE MAYOR OF THE CITY OF COLUMBIA, MISSOURI, APPOINT TOM SCHWARZ AND TONY GROVE FOR THE REMAINDER OF THE TERMS OF TWO DIRECTORS THAT RESIGNED BEGINNING JUNE 1, 2013 AS SUCCESSOR TO THEIR RESPECTIVE BOARD POSITIONS

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

WHEREAS, the Downtown Community Improvement Development District (the "District"), which was formed on February 7, 2011, by Special Ordinance No. 20866 (the "Ordinance") of the City Council of the City of Columbia, Missouri, is a political subdivision of the State of Missouri and is transacting business and exercising powers granted pursuant to the Community Improvement District Act, Sections 67.1401 through 67.1571, RSMo ("CID Act"); and

WHEREAS, under the Act, the above-referenced ordinance reserves unto the Mayor of the City of Columbia the power to appoint a successor Director with the advice and consent of the City Council to serve as a member of the Board of Directors of the District; and

WHEREAS, the City Council of the City of Columbia, Missouri, appointed Jennifer Perlow and Andrew Beverley to a term of office as Directors for three years and they have resigned from their positions as Directors; and

WHEREAS, it is necessary for the Mayor of the City of Columbia, Missouri, to appoint replacement (successor) Directors for said persons to serve as such for the remainder of such three (3) year term; and

WHEREAS, the Board of Directors recommends to the Mayor of the City of Columbia, Missouri, that Tony Grove and Tom Schwarz be appointed as Directors of the Board of Directors of the Downtown Community Improvement District to serve during the remainder of such three (3) year term of office commencing June 11, 2013.

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

1. The District hereby requests that the Mayor of the City of Columbia, Missouri, appoint Tony Grove and Tom Schwarz as Directors to serve during the remainder of three (3) year terms as members of the Board of Directors of the Downtown Community Improvement District pursuant to the Act and the Ordinance cited above.

2. The Executive Director is authorized to communicate the fact and contents of this Resolution to the Mayor the City of Columbia and to the City Attorney of the City of Columbia as soon as possible hereafter so that same may be placed on the appropriate agenda of the City Council of the City of Columbia, Missouri, to ratify and approve the appointments of said Directors as made by the Mayor of the City of Columbia.

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

Passed this 14th day of May 2013.



Chairman of the Board
of Directors

(SEAL)

Attest:



Secretary of the Board of Directors

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.

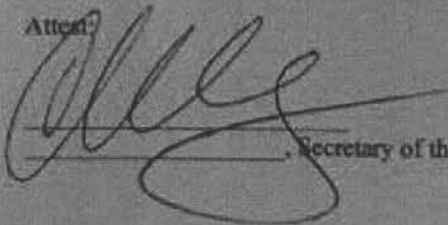
Passed this 11th day of June, 2013.



_____, Chairman of the Board of
Directors

(SEAL)

Attest:



_____, 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 FY 2014

	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

Community Improvement District Budget FY 2014

Marketing				
Image Marketing	10,000	15,000	5,000	
Promotions & Events	10,000	18,000	8,000	
Online Marketing	3,000	10,000	7,000	
	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	40,000	40,000	<i>draw downs from FY13 TBD 10/1/13</i>
Total Non-Recurring Revenue	0	40,000	40,000	<i>unspent funds for Gateway</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	70,000	30,000	<i>FY13 Gateway funds</i>
Directional Signage (HUB)	10,000	0	(10,000)	
	80,000	157,500	77,500	
Public Safety				
Golf Cart Matching Grant	0	14,000	14,000	<i>police use</i>
Lighting Grants	15,000	0	(15,000)	
	15,000	14,000	(1,000)	
Cleaning and Maintenance				
Cleaning Equipment	15,000	0	(15,000)	
	15,000	0	(15,000)	
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	198,300	(21,700)	
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.

CID Five Year Plan of Programs and Services

Based upon property and business owner input from interviews and surveys, the CID provides funding to enhance downtown's environment and economy, including capital improvements, enhanced maintenance and safety initiatives, economic development, communications and advocacy programs.

Enhance the Downtown ENVIRONMENT

1. **Capital Improvements**, which may include:
 - Streetscape enhancements such as landscaping, flowers, street furniture and lighting
 - Cosmetic improvements such as seasonal banners and decorations
 - Development of a downtown wireless program
2. **Enhanced Cleaning and Maintenance**, which may include:
 - Increased sidewalk cleaning
 - Enhanced maintenance and cleaning of alleys and parking garages
 - Enhanced services that would not be expected from the City, such as sidewalk power washing or recycling programs.
3. **Increased Safety**, which may include:
 - Partnering with the Columbia Police Department to increase or improve safety patrols
 - Deploying downtown ambassadors
 - Providing additional equipment for safety patrols

Enhance the Downtown ECONOMY

1. **Downtown Economic Development Programs**, which may include:
 - Business recruitment and retention initiatives to broaden and diversify downtown's small business base
 - Market research to understand both consumer and investor opportunities for downtown
 - Create investor marketing information to educate entrepreneurs on downtown opportunities
2. **Marketing and Events**, which may include:
 - Consumer marketing to reinforce The District brand and to generate foot traffic and drive sales
 - Enhancement of The District website and the creation of a smart phone app.
 - Holiday promotions, programs and events
 - Merchant promotions and direct merchant assistance, such as merchandising and assistance to help existing businesses better market their products
 - Support of selective special events which leverage marketing efforts to attract customers and investors to downtown
 - Public relations, including efforts to improve the regional image of downtown Columbia
3. **Communications and Advocacy**, which may include:
 - Manage media relations to project a positive image
 - Advocate to advance policies and attract additional resources that will improve downtown
 - Develop communications tools to reach out to stakeholders and educate ratepayers

CID FY2013 Programs and Services

Enhance the Downtown ENVIRONMENT

1. Capital Improvements:

- Streetscape enhancements such as landscaping, flowers
- Work with city to update wayfinding signs and maps
- Street banner program
- Development of a free WiFi program
- Retained consultant to plan and design four District Gateways

2. Enhanced Cleaning and Maintenance:

- Increased sidewalk cleaning
- Enhanced maintenance and cleaning of alleys and parking garages
- Sidewalk recycling pilot program
- Purchase of additional sidewalk trash containers
- Continuing and expanding upon the Downtown Solid Waste District

3. Increased Safety:

- Partnering with the Columbia Police Department to increase or improve safety patrols
- Training Clean Team as Columbia Tourism Ambassadors

Enhance the Downtown ECONOMY

1. Downtown Economic Development Programs:

- Business recruitment and retention initiatives to broaden and diversify downtown's small business base
- Market research to understand both consumer and investor opportunities for downtown
- Developed proposals for the city to expand sidewalk café hours and provide areas for food trucks
- Worked to develop C2 zoning recommendations for the city
- Worked to simplify and standardize special event regulations

2. Marketing and Events:

- Consumer marketing to reinforce The District brand and to generate foot traffic and drive sales
- Enhancement of The District website and updating email newsletter
- Expansion of social media outreach
- Holiday promotions, programs and events
- Merchant promotions and direct merchant assistance
- Support of selective special events which leverage marketing efforts to attract customers and investors to downtown
- Public relations, including efforts to improve the regional image of The District

3. Communications and Advocacy, which may include:

- Managed media relations to project a positive image
- Advocate to advance policies and attract additional resources that will improve downtown
- Expand communications tools to reach out to stakeholders and educate ratepayers