

**Church Street Marketplace District Commission Meeting
Monday, May 23, 2016**

CSM Commissioners present: Jeff Nick, Jed Davis, Lorre Tucker, Buddy Singh, Linda Magoon, Lara Allen, Phil Merrick

CSM Staff present: Ron Redmond, Jenny Morse

Visitors: Becky Cassidy, Olivia Hartwick, Danielle Lukens

- I. COME TO ORDER
- II. AGENDA
- III. MINUTES
 - a. Motion – Lorre Tucker
 - b. Seconded – Jed Davis
 - c. Minutes approved
- IV. PUBLIC FORUM – no one from the public

- V. PRESENTATION AND PUBLIC HEARING RE PROPOSED FY 17 Operation Budget and Common Area Fee. Ron Redmond
 - a. Overview of Negative Fund Balance,
 - End of FY 13 (\$ 235,815)
 - End of FY 14 (\$ 147,109)
 - End of FY 15 (\$ 105,469)
 - Projected End FY 16 (+ / - \$ 5,000)
 - FY 17 project \$65K surplus for capital expenses

b. PROPOSED REVENUES for FY 17

Account Description	2017	%
	Requested	
Common Area Fees	\$702,111.00	70%
Sidewalk Cafe Fees	\$101,175.00	10%
Donations Corporate	\$90,000.00	9%
Cart Vendors	\$36,800.00	4%
Rent & Lease	\$28,328.00	3%
Advertising Revenues	\$19,000.00	2%
Fees For Services	\$13,580.00	1%
Interfund Transfer Proceeds	\$11,000.00	1%
TOTAL REVENUES	\$1,001,974.00	

c. PROPOSED EXPENSES for FY 17

	2014 Actual	2015 Actual	2016 Budget	2017 Requested
REVENUES				
Administration	\$790,955.72	\$827,932.76	\$858,139.00	\$865,026.00
Public Relations	\$122,072.87	\$115,690.50	\$123,080.00	\$122,580.00
General Maintenance	<u>\$11,000.00</u>	<u>\$11,000.00</u>	<u>\$11,000.00</u>	<u>\$11,000.00</u>
REVENUE TOTALS	\$924,028.59	\$954,623.26	\$992,219.00	\$998,606.00
EXPENSES				
Administration	\$291,359.71	\$266,685.23	\$267,061.00	\$282,775.00
Public Relations	\$210,893.76	\$302,601.11	\$325,322.00	\$336,647.00
General Maintenance	<u>\$333,069.86</u>	<u>\$343,696.97</u>	<u>\$324,640.00</u>	<u>\$315,945.00</u>
EXPENSE TOTALS	\$835,323.33	\$912,983.31	\$917,023.00	\$935,367.00
Revenue Grand Totals	\$924,028.59	\$954,623.26	\$992,219.00	\$998,606.00
Expense Grand Totals	<u>\$835,323.33</u>	<u>\$912,983.31</u>	<u>\$917,023.00</u>	<u>\$935,367.00</u>
Net Grand Total	\$88,705.26	\$41,639.95	\$75,196.00	\$63,239.00

d. Indirect Fees have increase \$10,000 between FY 15 & FY 17. Redmond discussed communication from CAO Bob Rusten; Asst. CAO and the Chief Technology Officer will take another look at all of CSM's IT uses for FY 17. Once this further analysis is again done CAO can determine if charge is too high and will make an adjustment in FY 17 actual charge to reflect the revised amount. If found to be too low, C/T's office will adjust the monthly payments so CSM will pay the full amount by the end of the fiscal year.

Fund	Payroll	Finance & Acctg	General Govt	HR	IT	City Atty	Direct Retirement	TOTAL
FY 15	2,909	14,637	9,835	5,485	9,855	4,282		47,003
FY 16	3,306	16,222	10,897	5,964	11,749	4,405		50,343
FY 17	\$3,744	\$15,374	\$8,482	\$5,439	\$16,448	\$7,225	\$343	\$57,055

- e. Discussion on where marketing dollars are being spent; creating a new line item for capital improvements
- f. Motion from Buddy Singh:
 - Anchor properties – Moving BTC and OGE to 100% CAF. Anchor properties paid 95% of CAF in FY 16.
 - 1% increase in CAF from 2.84 to 2.87 in FY 17
\$335k PR budget
 - 100% CAF for anchor properties
 - adding a line item budget for capital improvements and maintenanceSeconded – Phil Merrick
Motion passes unanimously

VI. Chair's Reports

a. College Street Kiosk

- i. 13 candidates – 2 chosen by review committee (Hong's Dumplings and Leunigs). Staff recommendation is Leunig's based on strength of business plan, ability to survive during low season (November – late April). Staff noted the difficulties past tenants have had making the space profitable. High cost of operation (\$1,200/mo rent, \$500/mo electricity, \$2,000/year property taxes; \$300/year common area fees.
- ii. Commission discussed applications of both finalists and who can best manage the space without putting their business in financial risk.
- iii. Next step – agreement subject to approval from City Council
- iv. Motion to approve Leunigs as the new tenant of the kiosk – Buddy Singh. Seconded – Phil Merrick Obstained – Jed Davis
- v. Motion passes

VII. ADJOURN