

Downtown Springfield Community Improvement District Meeting Minutes
June 9, 2021

Present: Paula Adams, Chris Ball, Michelle Billionis, Sarah Kerner, Allen Kunkel, Doug Roller, Jeff Schrag, Dick Scott, Andrew Wells **Excused:** Ken Chumbley, Charlie Rosenbury, Craig Wagoner, Bruce Adib-Yazdi
City Staff: Tim Rosenbury **Staff:** Brian Ussery, Barb Baker

I. **Call to Order**
Chris Ball called the Downtown Springfield Community Improvement District Meeting to order at 8:02 am

II. **Roll call** was taken and quorum was present

Safety & Security: CID shifts are being covered, looking to add to late shifts to help the night Center City squads. with bar closings. Garages and buildings have had a lot of graffiti lately.

III. **Motion:** To approve May 12, 2021 Board meeting minutes

Moved: Jeff Schrag

Second: Paula Adams

Approved

Parklets Update: Tim Rosenbury provided the board with the parklets updates. The parklets were allowed by an emergency ordinance and was lifted at the end of May so they are no longer legal. Business that had parklets were told they have 7 days to remove the parklets. The ones still up have until Friday to provide the City with COI with \$2.9 million in insurance coverage. Council will then need to approve a new ordinance that the parklets can stay on the streets. That could take 8 weeks. The parklets need to follow the NACTO guidelines which none of them do at this time. There needs to be more research and this could be a part of the Forward SGF project. Tim mentioned maybe it is time for a new parking study in downtown. Time to look at parking a different way??

IV. **Financial Reports:** Chris reported on May financials, cash in banks, sales tax was \$ 37,489.00, reserves were put into budget, over budget safety & security which we expected with additional coverage. Truck may now be delivered in September, mule is on hold and will determine when another mule will be purchased.

Motion: To approve May Financials

Moved: Dick Scott

Second: Allen Kunkel

Approved

Motion: To approve sponsorship requests of \$ 2,000.00 for MidxMIDWEST Mural Arts Festival and \$ 1,000.00 for Taste of SoMo

Moved: Committee Recommends

Second: Sarah Kerner

Approved:

Parking & Maintenance Committee: Dick reported all is going well with 2 full time employees. Looking to hire part-time employee for week-ends. Supplies and equipment are being serviced as needed.

Safety & Security Committee: No issues and shifts have been filled.

Image Enhancement Committee: Received sponsorship requests. Flowers planted. Continuing to work on Jubilee South, flowers planted and waiting on Percussion Instruments.

CID Update: Included in packet

Other:

Meeting Adjourned: 8:52 am

Minutes submitted by: Barb Baker

Next CID Meeting: July 14, 2021

DOWNTOWN SPRINGFIELD CID Balance Sheet

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
1000 · Current Assets	
1001 · Checking - Great Southern	177,521.09
1030 · Central Bank Acct	179,392.76
Total 1000 · Current Assets	356,913.85
Total Checking/Savings	356,913.85
Accounts Receivable	
1005-05 · CID Property Taxes Receivable	8,113.02
Total Accounts Receivable	8,113.02
Total Current Assets	365,026.87
Fixed Assets	
1080 · Boonville Building	
1081 · Land	26,000.00
1082 · Building	747,802.56
1085 · Building Accum Depr	(19,394.24)
Total 1080 · Boonville Building	754,408.32
1090 · Equipment	
1095 · Accumulated Depreciation	(72,887.79)
1090 · Equipment - Other	125,830.31
Total 1090 · Equipment	52,942.52
Total Fixed Assets	807,350.84
TOTAL ASSETS	1,172,377.71
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2010 · IRA Payable	1,043.04
Total Other Current Liabilities	1,043.04
Total Current Liabilities	1,043.04
Long Term Liabilities	
2100 · Central Bank Loan	300,230.53
Total Long Term Liabilities	300,230.53
Total Liabilities	301,273.57
Equity	
3000-05 · Renewal Reserve (Bd Desig)	15,000.00
3000-06 · Investment in fixed assets	52,942.52
3000-15 · IE Reserve	30,000.00
3000-20 · Maintenance Reserve	13,164.00
3000 · Fund Balance	579,766.84
Net Income	180,230.78
Total Equity	871,104.14
TOTAL LIABILITIES & EQUITY	1,172,377.71

**DOWNTOWN SPRINGFIELD CID
Profit & Loss Budget Performance**

	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Income					
4001 · Gross Tax Assessments	0.00	0.00	262,247.76	220,000.00	220,000.00
4002 · Gross Tax Assessments Refunded	0.00		(1,297.05)		
4003 · Sales Tax	0.00	10,000.00	278,615.32	130,000.00	130,000.00
4004 · Extended Parking Pass Sales	325.00	100.00	2,400.00	1,200.00	1,200.00
4005 · Voluntary Contributions	6,784.50		36,069.00	14,000.00	14,000.00
4007 · Interest Income	323.66	100.00	1,539.89	1,000.00	1,000.00
4009 · Miscellaneous Income	0.00	0.00	14.56	0.00	0.00
4012 · Rent Income	950.00	480.00	16,151.68	16,760.00	16,760.00
Total 4000 · Income	8,383.16	10,680.00	595,741.16	382,960.00	382,960.00
4200 · Grant	5,000.00		22,000.00		
Total Income	13,383.16	10,680.00	617,741.16	382,960.00	382,960.00
Gross Profit	13,383.16	10,680.00	617,741.16	382,960.00	382,960.00
Expense					
5100 · ADMINISTRATION					
5102 · Admin- Payroll					
5102-02 · Salary	5,492.30	5,816.67	71,399.90	69,800.04	69,800.04
5102-04 · Health Insur	0.00		0.00		
5102-06 · Retirement	164.76	161.08	2,141.88	2,094.04	2,094.04
5102-08 · Admin- Payroll Taxes	420.17	410.74	5,617.02	5,685.13	5,685.13
Total 5102 · Admin- Payroll	6,077.23	6,388.49	79,158.80	77,579.21	77,579.21
5103 · Miscellaneous - Admin	243.70	333.33	2,245.31	4,000.00	4,000.00
5105 · Professional Services	0.00		2,636.50	3,000.00	3,000.00
5108 · Renewal Reserve Expense	0.00	0.00	3,000.00	0.00	0.00
5110 · Admin- Insurance					
5102-12 · Admin- Work Comp	0.00	245.00	660.80	2,420.71	2,420.71
5210-30 · Insurance - Officer & Director	0.00		1,585.00	1,800.00	1,800.00
Total 5110 · Admin- Insurance	0.00	245.00	2,245.80	4,220.71	4,220.71
5111 · Collection Fee	33.02	15.00	2,628.26	3,000.00	3,000.00
5112 · Payroll Fee	126.18	183.33	1,918.94	2,200.00	2,200.00
5130 · Office Rent	0.00	0.00	0.00	0.00	0.00
5132 · Office Utilities	0.00	0.00	0.00	0.00	0.00
5134 · Office Phone	135.00	100.00	1,620.00	1,200.00	1,200.00
5136 · Office Suplies	152.35	200.00	2,438.11	2,400.00	2,400.00
5138 · Office Copies	134.39	166.67	1,673.24	2,058.04	2,058.04
5140 · Office Maintenance	0.00	0.00	70.00	0.00	0.00
5150 · Boonville Bldg Cost					
5151-01 · Boonville Loan Payment	1,932.17	1,932.17	23,186.04	23,186.04	23,186.04
5151-02 · Boonville 2nd loan	0.00		0.00	0.00	0.00
5151-05 · Bldg Utilities	416.28	700.00	6,037.05	8,400.00	8,400.00
5151-06 · Bldg Trash	100.99	250.00	1,112.36	3,000.00	3,000.00
5151-07 · Bldg Alarm	0.00	70.00	494.90	840.00	840.00
5151-10 · Bldg Maintenance	1,136.75	500.00	4,000.85	6,000.00	6,000.00
Total 5150 · Boonville Bldg Cost	3,586.19	3,452.17	34,831.20	41,426.04	41,426.04
Total 5100 · ADMINISTRATION	10,488.06	11,083.99	134,466.16	141,084.00	141,084.00
5200 · Image Enhancement					
5210 · Advertising					
5210-05 · Advertising	115.00	0.00	115.00	0.00	0.00
5210-10 · Downtown Guide - Image Enhanc	0.00	0.00	3,167.52	7,000.00	7,000.00
5210.3 · Grant Advertising	0.00	0.00	0.00	0.00	0.00
Total 5210 · Advertising	115.00	0.00	3,282.52	7,000.00	7,000.00
5220 · Communications					
5220-15 · Website	(150.00)	66.67	1,166.00	800.00	800.00
5220-20 · Map	0.00		96.00		
Total 5220 · Communications	(150.00)	66.67	1,262.00	800.00	800.00
5230 · Events					
5230-05 · Event - Sponsorships	745.00	2,000.00	2,984.19	10,000.00	10,000.00
5230-25 · Square Programming	41.00	449.00	492.00	3,800.00	3,800.00
Total 5230 · Events	786.00	2,449.00	3,476.19	13,800.00	13,800.00

DOWNTOWN SPRINGFIELD CID
Profit & Loss Budget Performance

	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
5240 · Visual Improvements					
5240-05 · Utilities	108.88	100.00	1,244.36	1,200.00	1,200.00
5240-06 · Lights	0.00		0.00		
5240-13 · Flowers	6,098.84	0.00	9,147.05	6,000.00	6,000.00
5240-15 · Banners	0.00	3,000.00	832.32	8,000.00	8,000.00
5240-16 · Outdoor Furniture	0.00		16,272.09		
5240-20 · Decorations	0.00	0.00	23,750.65	20,000.00	20,000.00
5240-35 · Other	0.00		463.60		
5240.25 · IE Projects	0.00	0.00	10,708.32	0.00	0.00
Total 5240 · Visual Improvements	6,207.72	3,100.00	62,418.39	35,200.00	35,200.00
Total 5200 · Image Enhancement	6,958.72	5,615.67	70,439.10	56,800.00	56,800.00
6100 · MAINTENANCE					
6101 · Equipment - Maintenance Repair	1,341.80	200.00	8,763.66	2,400.00	2,400.00
6103 · Equipment Purchase	0.00	0.00	300.00	8,000.00	8,000.00
6104 · Utilities- Maintenance	165.72	100.00	1,305.09	1,200.00	1,200.00
6105 · Phone/pager - Maintenance	216.99	250.00	2,586.79	3,000.00	3,000.00
6106 · Powerwashing - Maintenance	344.00	600.00	6,380.84	4,000.00	4,000.00
6107 · Supplies - Maintenance	1,134.87	500.00	7,381.54	6,000.00	6,000.00
6108 · Trash Receptacles	0.00	0.00	0.00	4,000.00	4,000.00
6110 · Clothes/Uniforms - Maintenance	0.00		1,236.86		
6114 · Maintenance Misc	0.00	0.00	0.00	0.00	0.00
6115 · Vehicle (Rental & Gas)	0.00	600.00	1,627.70	6,600.00	6,600.00
6120-00 · Personnel					
6120-05 · Salaries - Maintenance	6,822.42	14,000.00	93,336.05	129,140.00	129,140.00
6120-10 · Payroll Taxes - Maintenance	569.14	450.00	6,569.23	4,400.00	4,400.00
6120-12 · Main- Health Insur	0.00		355.02		
6120-14 · Main Retirement	204.67	0.00	649.94	0.00	0.00
Total 6120-00 · Personnel	7,596.23	14,450.00	100,910.24	133,540.00	133,540.00
6150 · Insurance					
6150-05 · Insurance - Maintenance- Work C	0.00	1,000.00	6,641.63	6,000.00	6,000.00
6150-07 · Maint- General Liability	1,323.00	900.00	14,780.00	10,000.00	10,000.00
Total 6150 · Insurance	1,323.00	1,900.00	21,421.63	16,000.00	16,000.00
Total 6100 · MAINTENANCE	12,122.61	18,600.00	151,914.35	184,740.00	184,740.00
7100 · PARKING					
7106 · Car Expense	0.00	166.66	20.00	2,000.00	2,000.00
7107 · Supplies - Parking	0.00	37.50	331.35	450.00	450.00
7108 · Clothes/Uniforms- Parking	0.00		144.55		
7120 · Personnel					
7120-05 · Salaries - Parking	1,224.90	0.00	11,267.40	0.00	0.00
7120-10 · Payroll Taxes - Parking	110.94	0.00	1,030.59	0.00	0.00
7120-15 · Parking Health Insur	0.00		0.00		
7120-17 · Parking- Retirement	0.00		0.00		
Total 7120 · Personnel	1,335.84	0.00	12,297.99	0.00	0.00
Total 7100 · PARKING	1,335.84	204.16	12,793.89	2,450.00	2,450.00
8100 · SAFETY AND SECURITY					
8110 · Off Duty Police Patrols					
8101-02 · Safety Work Comp	0.00	1,200.00	5,236.63	8,000.00	8,000.00
8101-04 · Off Duty Police	9,330.00	8,000.00	111,206.25	100,000.00	100,000.00
8101-05 · Library Police Reimbursement	0.00	(268.00)	(27,732.00)	(28,000.00)	(28,000.00)
8101-06 · City Police Reimburesement	0.00	0.00	(21,000.00)	(21,000.00)	(21,000.00)
8101-07 · Other Reimbursement	0.00	0.00	0.00	0.00	0.00
8101-09 · Saftey Misc	112.00	0.00	186.00	0.00	0.00
Total 8110 · Off Duty Police Patrols	9,442.00	8,932.00	67,896.88	59,000.00	59,000.00
Total 8100 · SAFETY AND SECURITY	9,442.00	8,932.00	67,896.88	59,000.00	59,000.00
Total Expense	40,347.23	44,435.82	437,510.38	444,074.00	444,074.00
Net Ordinary Income	(26,964.07)	(33,755.82)	180,230.78	(61,114.00)	(61,114.00)
Net Income	(26,964.07)	(33,755.82)	180,230.78	(61,114.00)	(61,114.00)

Downtown Springfield CID Sales Tax Receipts

Month	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-2018	2018-2019	2019-2020	2020-2021
July	\$ 8,453.72	\$ 14,652.15	\$ 5,783.34	\$ 4,745.80	\$ 5,524.49	\$ 4,754.45	\$ 4,935.30	\$ 6,513.70	\$ 6,060.83	\$ 7,115.41	\$ 17,618.28	\$ 16,529.40	\$ 19,960.24	\$ 15,509.71
Aug	\$ 7,924.08	\$ 8,811.39	\$ 9,171.14	\$ 9,429.97	\$ 11,771.80	\$ 9,030.51	\$ 9,643.39	\$ 14,926.42	\$ 21,393.46	\$ 22,422.52	\$ 38,568.48	\$ 45,096.34	\$ 39,034.69	\$ 32,451.57
Sept	\$ 6,235.96	\$ 6,071.99	\$ 4,637.85	\$ 7,358.83	\$ 3,968.54	\$ 4,734.17	\$ 6,189.97	\$ 5,560.15	\$ 7,086.67	\$ 9,248.40	\$ 17,621.17	\$ 20,090.70	\$ 25,487.90	\$ 23,175.36
Oct	\$ 12,624.26	\$ 11,691.82	\$ 15,236.81	\$ 14,707.13	\$ 16,736.57	\$ 17,085.73	\$ 15,509.21	\$ 18,686.91	\$ 19,641.13	\$ 22,229.71	\$ 41,854.06	\$ 34,889.21	\$ 26,246.62	\$ 18,955.56
Nov	\$ 10,951.74	\$ 11,183.95	\$ 11,083.75	\$ 11,208.69	\$ 11,576.41	\$ 11,845.70	\$ 10,673.66	\$ 15,342.13	\$ 13,246.12	\$ 15,219.65	\$ 26,154.23	\$ 28,168.48	\$ 32,817.24	\$ 31,509.59
Dec	\$ 8,054.33	\$ 6,584.75	\$ 5,031.00	\$ 6,667.74	\$ 6,453.38	\$ 6,925.01	\$ 7,126.77	\$ 6,852.20	\$ 7,866.07	\$ 8,896.52	\$ 28,984.26	\$ 21,843.44	\$ 20,771.27	\$ 24,273.69
Jan	\$ 15,554.87	\$ 13,780.29	\$ 12,081.69	\$ 9,219.54	\$ 15,466.81	\$ 16,627.85	\$ 13,712.19	\$ 20,363.70	\$ 21,614.61	\$ 30,556.01	\$ 36,229.17	\$ 36,409.02	\$ 34,715.58	\$ 30,715.02
Feb	\$ 11,104.46	\$ 11,327.99	\$ 10,540.42	\$ 11,091.29	\$ 9,977.01	\$ 10,849.12	\$ 10,094.59	\$ 11,755.68	\$ 16,599.44	\$ 30,517.16	\$ 32,717.38	\$ 26,928.08	\$ 31,747.32	\$ 18,441.45
Mar	\$ 2,767.59	\$ 6,809.40	\$ 6,413.31	\$ 7,420.05	\$ 4,598.74	\$ 5,384.33	\$ 10,088.77	\$ 5,069.52	\$ 6,120.24	\$ 16,479.11	\$ 23,986.68	\$ 20,713.82	\$ 18,376.62	\$ 19,283.81
April	\$ 17,943.11	\$ 14,603.53	\$ 12,317.34	\$ 14,041.79	\$ 19,755.47	\$ 18,399.10	\$ 16,268.31	\$ 21,005.52	\$ 22,585.59	\$ 48,273.64	\$ 46,304.49	\$ 43,816.26	\$ 25,734.24	\$ 37,489.44
May	\$ 11,223.34	\$ 10,451.14	\$ 12,185.43	\$ 13,985.54	\$ 13,186.27	\$ 13,709.35	\$ 16,369.79	\$ 15,363.97	\$ 14,889.89	\$ 37,534.79	\$ 34,176.26	\$ 29,358.39	\$ 17,887.31	\$ 37,832.40
June	\$ 112,837.46	\$ 122,266.50	\$ 118,448.65	\$ 123,230.94	\$ 135,835.96	\$ 136,702.77	\$ 138,235.45	\$ 158,199.39	\$ 169,450.07	\$ 262,375.66	\$ 372,876.79	\$ 350,017.12	\$ 331,319.57	\$ 316,252.21
Total														
January 2017 sales tax was increased from 1/4 cent to 1/2 cent														
April 2018 sales tax amount includes \$ 4,500.00 sales tax for February 2018														

CID June 2021 Parking Report

In the month of June 2021 the Conservator of the Peace (Parking Ambassador) wrote 153 tickets for parking violations. He also issued 5 warnings in the form of verbal or green warning pamphlets. There were no significant parking problems noted for June.

The parking enforcement efforts are concentrated on the three city parking lots, including the two on Boonville and one at Harbell, as well as two hour parking, handicap and loading zones throughout the CID district.

The parking ambassador worked a total of 9 shifts in the month of June.

Kevin Sweckard

**CID Work Plan
2021**

Image Enhancement Plan	June	July	August	Comments
Priorities				
Plantings	Water flowers daily	Water flowers daily	Water flowers daily	
Trashcans				
Banners				
Website	on-going	on-going	on-going	monthly updates & as needed
Ash urns				
On-Going IE Activities				
Administrative Support	yes	yes	yes	
Budget tracking	yes	yes	yes	Preparing financials for Yearly Review
RFP Information Gathering				
Bringing of suggestions				
All activities as assigned	yes	yes	yes	
Administration Plan 2021	June	July	August	Comments
Agenda Distribution	yes	yes	yes	
Minutes	yes	yes	yes	
Bid Coordination				
General information/feedback	yes	yes	yes	as needed for purchases
Coordination with other entities	yes	yes	yes	
Financial reporting	yes	yes	yes	
Management of CID resources	yes	yes	yes	
Risk management	yes	yes	yes	
Staff support to CID Bd. & committees	yes	yes	yes	
Orientation of new board members	as needed	as needed	as needed	
Compliance with legal requirements	yes	yes	yes	
Program reporting, CID updates	yes-in packet	yes-in packet	yes-in packet	
Customer Service	yes	yes	yes	general information/lofts/real estate/parking
Volunteer Contributions		Yearly invoices will be sent		
Coordinating with City services	yes	yes	yes	street sweeping, emptying of trashcans, square
Management as needed to carryout committee/board decisions	yes	yes	yes	

CID DOWNTOWN

Springfield Community Improvement District

Happenings in our CID

Blu Skies Salon has moved from College Street to
440 S.Campbell

Springfield Contemporary Theatre sings B'Way Rock 2 at
Mother's July 11th 6:30—8:15 pm

Movies in Founders Park at dusk on Friday & Saturday
nights

June 2021 Sales Tax	\$ 37,832.40
June 2020 Sales Tax	\$ 17,887.31

July 9, 2021

Officers

Chris Ball
Chairman

Dick Scott
Secretary

Craig Wagoner
Treasurer

Board of Directors

Paula Adams

Michelle Billionis

Chris Ball

Rev. Ken Chumbley

Sarah Kerner

Allen Kunkel

Doug Roller

Charlie Rosenbury

Jeff Schrag

Dick Scott

Bart Tacke

Craig Wagoner

Andrew Wells

Bruce Adib-Yazdi

Brian Ussery
Maintenance Supervisor

Barb Baker
CID Manager

Sarah Kerner
City Liaison

Mary Lilly Smith
Director Emeritus