

Downtown Springfield Community

Improvement District Meeting

June 9, 2021

***** 8:00 am *****

**Councilman Denny Whayne Conference Room
Busch Building 4th Floor**

FY 2020-2021 Meetings to Date: 10

Paula Adams	5	Charlie Rosenbury	6
Chris Ball	7	Jeff Schrag	5
Michelle Billionis	4	Dick Scott	8
Ken Chumbley	8	Bart Tacke	5
Sarah Kerner	1	Craig Wagoner	6
Allen Kunkel	9	Andrew Wells	6
Doug Roller	7	Bruce Adib-Yazdi	9

Agenda

Information Welcome – *Chris Ball*

Agenda Call to Order

Information Comments from the Public

Information Safety & Security Update – *Officer Keith Wright*

Action Approval of May 12, 2021 Meeting Minutes

Action Approval of May Financial Statements – *Chris Ball*

Action CID Sponsorship Requests - MidxMIDWST Mural Arts & Cultural Festival and Taste of SoMo – *Paula Adams*

Information/Action Parking & Maintenance Committee – *Dick Scott, Bruce Adib-Yazdi*
Safety & Security Committee – *Chris Ball*
June 2, 9, 16, 23, 30 – Wednesday Noon in Founders Park
June 4, 5, 11, 18, 19, 25 – Mother’s Taproom & Backyard Sounds & Vibes
June 16,17 – One Stop Job Pop Up in the Square 12:00 pm – 5:00 pm
June 26, - Share at the Square noon -10:00 pm
June 27 – The Extreme Tour – Concert In Square 5:00 pm – 10:00 pm
June 28 – July 3 – Gold Wing Road Riders
Image Enhancement Committee – *Paula Adams*

Information CID Update – *Barb Baker*

Closed session for the purpose of confidential and privileged communications between a governmental body or its representatives and its attorney relating to legal action, causes of action or litigation involving the public governmental body and confidential and privileged communications with the attorney for the CID Board pursuant to Section 610.021(1), Revised Statutes of Missouri.

Closed session for the purpose of leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration for the CID Board pursuant to Section 610.021 (2), Revised Statutes of Missouri in accordance with ADA guidelines, if you need special accommodations when attending any City meeting, please notify the City Clerk's Office at 864-1443 at least 3 days prior to the scheduled meeting.

**Downtown Springfield Community Improvement District Annual Meeting Minutes
Via Zoom
May 12, 2021**

Present: Chris Ball, Michelle Billionis, Ken Chumbley, Sarah Kerner, Allen Kunkel, Doug Roller, Jeff Schrag, Dick Scott, Bart Tacke, Craig Wagoner, Bruce Adib-Yazdi **Excused:** Paula Adams, Charlie Rosenbury, Andrew Wells,
City Staff: Officer Jacob Boomgaarden **Guests:** Don Simpson, Brad Erwin **Staff:** Brian Ussery, Barb Baker

I. **Call to Order**
Chris Ball called the Zoom Downtown Springfield Community Improvement District Annual Meeting to order at 8:03 am

II. Roll call was taken and quorum was present

Safety & Security: Officer Boomgaarden reported for Officer Wright. Dead Day Eve was quiet and extra patrols were in the downtown area. Camera access was given to Corporal Benedict and Sgt Benedict who will be two of the new squads in downtown.

III. **Motion:** To approve April 14, 2021 Board meeting minutes
Moved: Craig Wagoner
Second: Sarah Kerner
Approved

IV. **Financial Reports:** Craig reported on April financials, cash in banks, reserves will be put in IE \$30,000.00 and Renewal Reserve \$ 3,000.00. Profit & Loss shows sales tax of \$ 19,283.81, over budget for the month, year to date sales tax is higher than budget, IE shows \$ 6,000.00 check for the deposit on the musical instruments, Parking is higher as it was not in the budget, Safety & security same. Parking & Maintenance expenses to repair equipment, purchase supplies. Year to date \$ 178,000.00 positive, sales tax collected was better than we thought.

Motion: To approve April Financials
Moved: Dick Scott
Second: Bruce Adib-Yazdi
Approved

Motion: To approve \$30,000.00 for IE Reserve and \$ 3,000.00 for Renewal Reserve
Moved: Jeff Schrag
Second: Doug Roller
Approved:

CID Budget FY 2021-2022 – Craig presented the CID FY 2021-2022 Budget

Open Public Hearing CID FY 2021-2022 Budget – Chris Ball opened the meeting, with no comments from the Board or visitors the Public Hearing was Closed.

Motion: To approve the CID FY 2021-2022 Budget as presented
Moved: Doug Roller
Second: Dick Scott
Approved:

Parking & Maintenance Committee: Power washing is going well with the new equipment. Supplies and equipment are being serviced as needed.

Safety & Security Committee: No issues and shifts have been filled. Barb spoke to Sgt Burnett and will look to add two officers at night on Friday & Saturday nights.

Image Enhancement Committee: Trying to plant flowers with all the rain, Jubilee Park South, new flowers and some landscaping. Percussion instruments will arrive in June, new banners will be printed.

CID Update: Included in packet

Other:

Meeting Adjourned: 8:27 am
Minutes submitted by: Barb Baker
Next CID Meeting: June 9, 2021

DOWNTOWN SPRINGFIELD CID Balance Sheet

	May 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1000 · Current Assets	
1001 · Checking - Great Southern	192,048.31
1030 · Central Bank Acct	151,345.32
Total 1000 · Current Assets	343,393.63
Total Checking/Savings	343,393.63
Accounts Receivable	
1005-05 · CID Property Taxes Receivable	11,094.33
Total Accounts Receivable	11,094.33
Total Current Assets	354,487.96
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	1,161,838.80
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2010 · IRA Payable	1,029.50
Total Other Current Liabilities	1,029.50
Total Current Liabilities	1,029.50
Long Term Liabilities	
2100 · Central Bank Loan	300,230.53
Total Long Term Liabilities	300,230.53
Total Liabilities	301,260.03
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	169,705.41
Total Equity	860,578.77
TOTAL LIABILITIES & EQUITY	1,161,838.80

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

	May 21	Budget	Jul '20 - May 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	(1,297.05)		(1,297.05)		
4003 · Sales Tax	0.00	10,000.00	241,125.88	120,000.00	130,000.00
4004 · Extended Parking Pass Sales	150.00	100.00	2,075.00	1,100.00	1,200.00
4005 · Voluntary Contributions	0.00		29,284.50	14,000.00	14,000.00
4007 · Interest Income	533.06	100.00	1,216.23	900.00	1,000.00
4009 · Miscellaneous Income	0.00	0.00	14.56	0.00	0.00
4012 · Rent Income	950.00	480.00	15,201.68	16,280.00	16,760.00
Total 4000 · Income	336.01	10,680.00	549,868.56	372,280.00	382,960.00
4200 · Care Grant	0.00		17,000.00		
Total Income	336.01	10,680.00	566,868.56	372,280.00	382,960.00
Gross Profit	336.01	10,680.00	566,868.56	372,280.00	382,960.00
Expense					
5100 · ADMINISTRATION					
5102 · Admin- Payroll					
5102-02 · Salary	5,492.30	5,816.67	65,907.60	63,983.37	69,800.04
5102-04 · Health Insur	0.00		0.00		
5102-06 · Retirement	164.76	161.08	1,977.12	1,932.96	2,094.04
5102-08 · Admin- Payroll Taxes	420.16	616.12	5,196.85	5,274.39	5,685.13
Total 5102 · Admin- Payroll	6,077.22	6,593.87	73,081.57	71,190.72	77,579.21
5103 · Miscellaneous - Admin	370.33	333.33	2,001.61	3,666.67	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	48.83	245.00	660.80	2,175.71	2,420.71
5210-30 · Insurance - Officer & Director	0.00		1,585.00	1,800.00	1,800.00
Total 5110 · Admin- Insurance	48.83	245.00	2,245.80	3,975.71	4,220.71
5111 · Collection Fee	31.16	15.00	2,595.24	2,985.00	3,000.00
5112 · Payroll Fee	126.16	183.33	1,792.76	2,016.67	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	1,485.00	1,100.00	1,200.00
5136 · Office Suplies	122.84	200.00	2,285.76	2,200.00	2,400.00
5138 · Office Copies	134.39	166.67	1,538.85	1,891.37	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	21,253.87	21,253.87	23,186.04
5151-02 · Boonville 2nd loan	0.00		0.00	0.00	0.00
5151-05 · Bldg Utilities	425.76	700.00	5,620.77	7,700.00	8,400.00
5151-06 · Bldg Trash	99.74	250.00	1,011.37	2,750.00	3,000.00
5151-07 · Bldg Alarm	0.00	70.00	494.90	770.00	840.00
5151-10 · Bldg Maintenance	297.00	500.00	2,864.10	5,500.00	6,000.00
Total 5150 · Boonville Bldg Cost	2,754.67	3,452.17	31,245.01	37,973.87	41,426.04
Total 5100 · ADMINISTRATION	9,800.60	11,289.37	123,978.10	130,000.01	141,084.00
5200 · Image Enhancement					
5210 · Advertising					
5210-05 · Advertising	0.00	0.00	0.00	0.00	0.00
5210-10 · Downtown Guide - Image Enhanc	168.14	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	168.14	0.00	3,167.52	7,000.00	7,000.00
5220 · Communications					
5220-15 · Website	316.00	66.67	1,316.00	733.33	800.00
5220-20 · Map	0.00		96.00		
Total 5220 · Communications	316.00	66.67	1,412.00	733.33	800.00
5230 · Events					
5230-05 · Event - Sponsorships	200.00	3,000.00	2,239.19	8,000.00	10,000.00
5230-25 · Square Programming	41.00	341.00	451.00	3,351.00	3,800.00
Total 5230 · Events	241.00	3,341.00	2,690.19	11,351.00	13,800.00

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

	May 21	Budget	Jul '20 - May 21	YTD Budget	Annual Budget
5240 · Visual Improvements					
5240-05 · Utilities	0.00	100.00	612.60	1,100.00	1,200.00
5240-06 · Lights	102.66		986.48		
5240-13 · Flowers	2,101.25	1,000.00	3,048.21	6,000.00	6,000.00
5240-15 · Banners	0.00	1,000.00	832.32	5,000.00	8,000.00
5240-16 · Outdoor Furniture	0.00		16,272.09		
5240-20 · Decorations	11.75	0.00	23,750.65	20,000.00	20,000.00
5240.25 · IE Projects	0.00	0.00	10,708.32	0.00	0.00
Total 5240 · Visual Improvements	2,215.66	2,100.00	56,210.67	32,100.00	35,200.00
Total 5200 · Image Enhancement	2,940.80	5,507.67	63,480.38	51,184.33	56,800.00
6100 · MAINTENANCE					
6101 · Equipment - Maintenance Repair	395.03	200.00	7,421.86	2,200.00	2,400.00
6103 · Equipment Purchase	0.00	0.00	300.00	8,000.00	8,000.00
6104 · Utilities- Maintenance	143.08	100.00	1,139.37	1,100.00	1,200.00
6105 · Phone/pager - Maintenance	216.99	250.00	2,369.80	2,750.00	3,000.00
6106 · Powerwashing - Maintenance	156.10	600.00	6,036.84	3,400.00	4,000.00
6107 · Supplies - Maintenance	470.03	500.00	6,246.67	5,500.00	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)	375.59	600.00	1,627.70	6,000.00	6,600.00
6120-00 · Personnel					
6120-05 · Salaries - Maintenance	6,718.26	14,000.00	86,513.63	115,140.00	129,140.00
6120-10 · Payroll Taxes - Maintenance	559.71	450.00	6,000.09	3,950.00	4,400.00
6120-12 · Main- Health Insur	0.00		355.02		
6120-14 · Main Retirement	201.55	0.00	445.27	0.00	0.00
Total 6120-00 · Personnel	7,479.52	14,450.00	93,314.01	119,090.00	133,540.00
6150 · Insurance					
6150-05 · Insurance - Maintenance- Work C	362.68	1,000.00	6,641.63	5,000.00	6,000.00
6150-07 · Maint- General Liability	2,643.00	900.00	13,457.00	9,100.00	10,000.00
Total 6150 · Insurance	3,005.68	1,900.00	20,098.63	14,100.00	16,000.00
Total 6100 · MAINTENANCE	12,242.02	18,600.00	139,791.74	166,140.00	184,740.00
7100 · PARKING					
7106 · Car Expense	0.00	166.66	20.00	1,833.34	2,000.00
7107 · Supplies - Parking	0.00	37.50	331.35	412.50	450.00
7108 · Clothes/Uniforms- Parking	0.00		144.55		
7120 · Personnel					
7120-05 · Salaries - Parking	1,008.90	0.00	10,042.50	0.00	0.00
7120-10 · Payroll Taxes - Parking	91.38	0.00	919.65	0.00	0.00
7120-15 · Parking Health Insur	0.00		0.00		
7120-17 · Parking- Retirement	0.00		0.00		
Total 7120 · Personnel	1,100.28	0.00	10,962.15	0.00	0.00
Total 7100 · PARKING	1,100.28	204.16	11,458.05	2,245.84	2,450.00
8100 · SAFETY AND SECURITY					
8110 · Off Duty Police Patrols					
8101-02 · Safety Work Comp	285.96	1,200.00	5,236.63	6,800.00	8,000.00
8101-04 · Off Duty Police	7,245.00	8,000.00	101,876.25	92,000.00	100,000.00
8101-05 · Library Police Reimbursement	(4,622.00)	(4,622.00)	(27,732.00)	(27,732.00)	(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	74.00	0.00	74.00	0.00	0.00
Total 8110 · Off Duty Police Patrols	2,982.96	4,578.00	58,454.88	50,068.00	59,000.00
Total 8100 · SAFETY AND SECURITY	2,982.96	4,578.00	58,454.88	50,068.00	59,000.00
Total Expense	29,066.66	40,179.20	397,163.15	399,638.18	444,074.00
Net Ordinary Income	(28,730.65)	(29,499.20)	169,705.41	(27,358.18)	(61,114.00)
Net Income	(28,730.65)	(29,499.20)	169,705.41	(27,358.18)	(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	\$ 6,298.10	\$ 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	\$ 8,453.72	\$ 14,652.15	\$ 13,966.57	\$ 13,354.57	\$ 16,820.47	\$ 17,623.50	\$ 16,759.49	\$ 21,393.46	\$ 22,422.52	\$ 38,568.48	\$ 45,096.34	\$ 39,034.69	\$ 32,451.57	
Sept	\$ 7,924.08	\$ 8,811.39	\$ 9,171.14	\$ 9,429.97	\$ 11,771.80	\$ 9,643.39	\$ 14,926.42	\$ 12,346.02	\$ 13,882.74	\$ 28,662.33	\$ 20,090.70	\$ 25,487.90	\$ 23,175.36	
Oct	\$ 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	\$ 26,173.98	\$ 18,955.56	
Nov	\$ 12,624.26	\$ 11,691.82	\$ 15,236.81	\$ 14,707.13	\$ 16,736.57	\$ 17,085.73	\$ 18,686.91	\$ 19,641.13	\$ 22,229.71	\$ 41,854.06	\$ 26,154.23	\$ 38,540.54	\$ 31,509.59	
Dec	\$ 10,951.74	\$ 11,183.95	\$ 11,083.75	\$ 11,208.69	\$ 11,576.41	\$ 11,845.70	\$ 15,342.13	\$ 13,246.12	\$ 15,219.65	\$ 28,986.52	\$ 28,168.48	\$ 32,817.24	\$ 24,273.69	
Jan	\$ 8,054.33	\$ 6,584.75	\$ 5,031.00	\$ 6,667.74	\$ 6,453.38	\$ 6,925.01	\$ 7,126.77	\$ 7,866.07	\$ 8,896.52	\$ 21,843.44	\$ 21,843.44	\$ 20,771.27	\$ 26,614.61	
Feb	\$ 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	\$ 30,715.02	
Mar	\$ 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	
April	\$ 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	
May	\$ 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	
June	\$ 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	
Total	\$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	

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

Downtown CID Parking Report
May 2021

In the month of May the Conservator of the Peace (Parking Ambassador) wrote 73 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 March.

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 6 shifts in the month of May, however 2 of those 6 shifts were ended prior to enforcement being completed on morning chalked areas due to lightning and T-Storms.

Kevin Sweckard

**CID Work Plan
2021**

Image Enhancement Plan	May	June	July	Comments
Priorities				
Plantings	Flowers planted	Flowers Planted		
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	
RFP Information Gathering				
Bringing of suggestions				
All activities as assigned	yes	yes	yes	
Administration Plan 2021	May	June	July	Comments
Agenda Distribution	yes	yes	yes	
Minutes	yes	yes	yes	
Bid Coordination				as needed for purchases
General information/feedback	yes	yes	yes	
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				
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

June 2,9,16,23,30 – Wednesday Noon in Founders Park

June 4 First Friday 5:00 pm –10:00 pm

June 4,5,11,18,19, 25 Mother's Taproom & Backyard
Sounds and Vibes

June 16, 17 One Stop Job Pop Up in the Square
noon—5:00 pm

June 26 Share the Square noon –10:00 pm

June 27 Extreme Tour Concert in Square
5:00 pm—10:00 pm

June 28 to July 3 Gold Wing Road Riders

Chameleon Cuisine opens at 400 E. Walnut Ste. 100

Secret Sandwich SGF opens at 208 W. McDaniel

May 2021 Sales Tax	\$ 37,489.44
May 2020 Sales Tax	\$ 25,734.24

June 4, 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