



**Item:** Business Improvement District (BID) 2013/2014 Budget and Work Plan  
**From:** Judy Burg, Fiscal Services Department  
**Initiated By:** Business Improvement District Board of Directors  
**Presented By:** Joan Redeen, Executive Assistant to the Board  
**Action Requested:** Set Public Hearing for August 6, 2013

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission set the public hearing for the 2013/2014 Business Improvement District Budget and Work Plan for August 6, 2013.”

2. Mayor calls for a second, discussion, public comment, and calls the vote.

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**Staff Recommendation:** The BID recommends that the City Commission set the public hearing for the 2013/2014 BID budget and work plan for August 6, 2013.

**Background:** The initial creation of the Business Improvement District was in 1989. It was renewed in 1999 and re-created in 2009, each for periods of ten years by petition of the property owners within the District.

The Business Improvement District’s overall purpose is to utilize tax dollars through the BID tax assessment and direct those monies to improve and revitalize the downtown area. The current Business Improvement District has not changed in the areas of the district boundaries or tax assessment formula since its origination date.

According to State statute 7-12-1132 (3) MCA, the City Commission must hold a public hearing to hear any objections to the budget and work plan. Following the public hearing, the City Commission may approve the plan or request that amendments be made to it prior to levying an assessment on all properties within the district to defray the costs.

**Concurrences:** The BID partners with several organizations to provide results and follow the overall purpose of the BID. Fiscal Services staff is responsible for assessing and collecting the revenues.

**Fiscal Impact:** The BID is projecting annual revenue for Fiscal Year 2013/2014 of approximately \$195,000 in assessments. The funds are used to operate the BID office, grant programs, tree maintenance, beautification efforts and additional projects for streetscapes and economic growth.

The assessment will be according to the formula approved with the creation of the district:

- a flat fee of \$200.00 for each lot or parcel,
- an assessment of \$.00165 times the phase-in market valuation as provided for by the Montana State Legislatures, and an
- assessment of \$.015 times the square footage of the land area.

**Alternatives:** The City Commission could request changes to the BID budget or work plan.

**Attachments/Exhibits:** 2013/2014 Work Plan  
2013/2014 Budget  
Legal Notice

Cc: Joan Redeen, Executive Assistant to the Board



# GREAT FALLS BUSINESS IMPROVEMENT DISTRICT WORK PLAN 2013-2014

The mission of the Great Falls Business Improvement District (BID) is to represent the unique interests of the business and property owners located within the district. The goal of the BID is to create an environment that is appealing to shoppers, office workers, residents, tourists, and new businesses and investors. Overall, the BID is responsible for downtown revitalization through economic development, real estate development, short and long range planning, grant program administration, and physical and environmental improvement programs.

The BID will provide the following services within the designated boundaries:

## ➤ **Downtown Property Investments**

- Invest in downtown properties through our interior, residential and façade grant programs.
- Our grant programs are continually evolving to meet the needs of our property and business owners.
- Utilize additional grant programs to supplement BID grant monies.
  - Community Transportation Enhancement Program (CTEP) Grant
    - Utilizing the CTEP Grant Program the BID wishes to complete the streetscape project on 1<sup>st</sup> Avenue South.
  - Tax Increment Financing (TIF)
    - The BID wishes to support the Downtown Partnership in administering the TIF.

## ➤ **Downtown Safety & Security**

- Working with partner organizations of the Downtown Safety Alliance
  - BRIC Officer from the Great Falls Police Department
  - Active Business Watch Program

## ➤ **Unifying Entities**

- Communication
  - Provide our property & business owners more information on the BID and our programs.
  - Keep our property owners more informed on the accomplishments of the BID.
  - Regular updates on our website.
- Volunteers
  - Establish a pool of volunteers as a resource for events & special projects.
  - Establish a group of ambassadors for downtown.
  - Work with other downtown organizations to coordinate improvement efforts of our downtown.
- Downtown Partnership
  - The BID will be an active participant in the Downtown Partnership, working to implement the Downtown Master Plan.

## ➤ **Beautification**

- Clean & Safe Team
- Downtown Art Projects
- Garbage Removal
- Sidewalk Cleaning/Snow Removal
- Tree & Flower Maintenance

## ➤ **Business Incubator**

- Management of the business incubator

## Great Falls Business Improvement District Budget for Fiscal Year 2013-2014

### Revenues

Assessments	\$ 195,000
Business Watch	\$ 900
Interest Income	\$ 150
JH Rental Income	\$ 19,000
JH Utility Reimbursement	\$ 9,500
TIF fund from City	\$ 3,400
Tree Program - Adopt-a-Tree	\$ 500
<b>Total Revenues</b>	<b><u>\$ 228,450</u></b>



### Expenses

Advertising	\$ 500
Web Design	\$ 500
Beautification	\$ 4,000
Art Downtown	\$ 35,000
Tree Program	\$ 6,600
TIF Funds from City (spent on trees)	\$ 3,400
Holiday Décor	\$ 6,000
Business Grants	\$ 79,800
Business Watch	\$ 900
Donations	\$ 3,500
Dues & Subscriptions	\$ 400
Employee Benefits	\$ 750
Insurance	\$ 2,600
JH Building expense	\$ 4,000
JH Management expense	\$ 9,500
Miscellaneous	\$ 500
Office Equipment	\$ 500
Office expense	\$ 1,000
Payroll taxes	\$ 2,500
Professional Services	\$ 4,500
Rent	\$ 4,800
Salaries	\$ 35,000
Special Projects	\$ 15,000
Supplies	\$ 3,000
Taxes, Licenses & Fees	\$ 800
Telephone	\$ 1,600
Travel & Education	\$ 800
Utilities	\$ 1,000
<b>Total Expenses</b>	<b><u>\$ 228,450</u></b>

### Net Revenue/Loss

<b>\$ -</b>
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## NOTICE

NOTICE IS HEREBY GIVEN that the City Commission of the City of Great Falls will conduct a public hearing on August 6, 2013, at 7:00 o'clock p.m. in the Commission Chambers, Civic Center, 2 Park Drive South, for the purpose of considering the 2013/2014 Business Improvement District budget and work plan. Any interested person may provide public comment at the public hearing or may provide written comment prior to or during said Commission meeting by addressing said comments to the City Clerk, City of Great Falls, P. O. Box 5021, Great Falls, MT 59403.

/s/ Lisa Kunz, City Clerk

Publication Date: July 26, 2013.