(13)

CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR OF FINANCE

(203) 797-4652
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M E M O R A N D U M

DATE: March 29, 2010

TO: Hon. Mark D. Boughton via the City Council

FROM: David W. St. Hilaire, Director of Finance DSH

RE: **DOWNTOWN SPECIAL SERVICES DISTRICT**

Attached you will find a resolution establishing the annual tax levy for the Downtown Special Services District in accordance with the provisions of Section 19B-7 of the Danbury Code of Ordinances. This proposed levy upon taxable interests in real property located within the district is derived from the annual district budget adopted pursuant to state and local law.

In accordance with Section 7-339(r) of the Connecticut General Statutes, it is the obligation of the City Council to impose the recommended levy as a municipal levy for the benefit of the district. Please consider the adoption of this resolution in the usual fashion.

Please feel free to contact me should you require any additional information. Thank you.

DWS/jgb

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RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2010

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

A RESOLUTION LEVYING THE PROPERTY TAX FOR THE DANBURY DOWNTOWN SPECIAL SERVICES DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2010 AND ENDING JUNE 30, 2011

SECTION 1. The sum of **One Hundred Ninety-Four Thousand Seven Hundred Dollars ($194,700.00)** representing the gross appropriation for the City of Danbury Downtown Special Services District of **One Hundred Ninety-Four Thousand Seven Hundred Dollars ($194,700.00)** for the fiscal year beginning July 1, 2010 and ending June 30, 2011, minus indirect revenues of $ -0- and minus estimated available surplus of $ -0-, is hereby levied and assessed on all taxable interests in real property located within the City of Danbury Downtown Special Services District as set forth on the new tax assessment dated October 1, 2009 based upon a total net assessment of **$121,385,800.00.**

SECTION 2. Accordingly, the General Fund tax rate for the fiscal year beginning July 1, 2010 and ending June 30, 2011 with respect to said property interests within said District shall be as follows:

TAX RATE: 1.604 MILLS

SECTION 3. The taxes levied and assessed as herein provided shall be due and payable in quarterly equal installments on July 1, 2010, October 1, 2010, January 1, 2011, and April 1, 2011 except for taxes not in excess of One Hundred Dollars ($100.00) which taxes shall be paid on July 1, 2010, in accordance with the General Statutes of the State of Connecticut, unless said date shall have lapsed before the effective date of this resolution in which case the Tax Collector shall fix the date as if said date had not been fixed herein as provided by law.

SECTION 4. The Tax Collector shall cause the said taxes above levied and assessed to be inserted on the tax rolls for the fiscal year beginning on July 1, 2010 and ending June 30, 2011.

Andrea Gartner
Managing Director

CityCenter Danbury
Board of Commissioners:

Tom Devine
Two Steps Downtown Grille
Chairman

John Farley
ACF Properties
Vice-Chairman

Patricia Orsino
Savings Bank of Danbury
Treasurer

Darryl Ohrt
Plaid
Secretary

Sonny Usher
City of Danbury - Police

Paul Steinmetz
Western Connecticut State University

Ted Cutsumpas
City of Danbury
Office of the Mayor
Ex-Officio

Dennis Elpern
City of Danbury - Planning
Ex-Officio

Karl Olsen
Polish American Club

Marie O'Neill
Union Savings Bank

Leigh Overland
Overland Architects

Debbie Pacific
Danbury Parking Authority

Augie Ribeiro
Ventura, Ribeiro & Smith

Robert Steinberg
Property Owner

Dr. Phil Segan
Naugatuck Valley CC

Patricia Zachman
Women's Center

CITY CENTER DANBURY

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RECEIVED
MAR 15 2010
CORPORATION COUNSEL

March 8, 2010

Laszlo Pinter, Deputy Corporate Counsel
c/o Corporation Counsel
City of Danbury
155 Deer Hill Avenue
Danbury, CT 06810

Dear Mr. Pinter:

At the Downtown Danbury Special Services District's annual meeting held at Two Steps Downtown Grille on February 18, 2010, the property owners within The District approved the FY 2010-2011 budgets and set the new mil rate at 1.604 mils for property within The District.

Enclosed please find a copy of the 2010-2011 Operating Budget of the Danbury Downtown Special District as passed including, for informational purposes, a program budget which is funded by a City of Danbury grant and our fundraising activities.

I am enclosing a copy of the minutes of this meeting and the approved budgets.

Please present this to the Common Council of the City of Danbury for all necessary approval action.

Sincerely

Andrea Gartner
Managing Director,
CityCenter Danbury

186 Main Street • Danbury, CT 06810
Tel: 203-792-1711 • Fax: 203-792-7981
www.citycenterdanbury.com

2009-2010 OPERATING BUDGET
Danbury Downtown Special Services District Tax Levy
Based on October 2008 Assessment

	09-10	10-11
Operating Expenses	Approved	Proposed
Accounting/Audit	3,625	3,750
Advertising (Business Development)	8,750	12,500
Benefits	11,000	6,000
Conferences/Meetings	1,100	1,700
Contractual Service	5,800	8,400
Dues & Subscriptions	1,100	1,100
Educational Materials/Books	75	100
Equipment Maintenance	1,100	1,000
General Development	5,500	6,000
Insurance (property/D & O)	13,000	11,500
Maintenance Supplies	1,500	3,500
Miscellaneous	1,000	1,500
Office Equipment/Furniture	2,000	2,650
Office Supplies	2,800	4,000
Payroll Taxes	8,750	10,000
Postage	800	350
Printing	3,750	2,000
Professional Services	6,250	6,750
Rent	9,000	9,000
Salary - Clerical	21,000	25,200
Salary - Manager	53,000	55,650
Salary - Maintenance	12,000	12,600
Telephone	3,400	2,500
Travel - Maintenance	300	350
Travel - Professional	300	350
Utilities	8,500	6,250
TOTAL OPERATING EXPENSE	$ 185,400	$ 194,700

2009-2010 PROGRAM BUDGET
Danbury Downtown Special Services District
City Grant and Fundraising Revenue Sources

	FY 09-10	FY 10-11
Program Expenses	Approved	Proposed
Maintenance Equipment	3,000	3,000
Maintenance Supplies	500	725
Payroll Taxes	3,150	3,325
Promotions Coordinator	3,500	4,000
Salary - Maintenance	26,000	26,000
Salary- Clerical	2,400	3,250
Site Manager/Assistant	2,750	3,500
Summer Series Coordinator	-	
TOTAL PROGRAM EXPENSE	41,300	43,800
TOTAL OPERATING EXPENSE	$ 185,900	$ 194,700
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	FY 09-10	FY 10-11
	Approved	Proposed
TOTAL BUDGET EXPENSES	**$ 227,200**	**$ 238,500**

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CITY CENTER DANBURY

186 Main Street, Danbury, CT 06810
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Danbury Downtown Special Services District

Annual Meeting
February 18, 2010, 6:00 pm
Two Steps Downtown Grille

Chairman Mark Nolan called the meeting to order at 6:00 p.m., February 18, 2010, with a quorum present. He welcomed all in attendance and explained the reason for the meeting and the operations of the Danbury Downtown Special Services District (the District) and CityCenter Danbury. He thanked Tom Devine for hosting the annual meeting at his restaurant. Mark quickly reviewed what was on the agenda for the meeting. Mark said the CityCenter is a partnership consisting of the business owners, property owners, the city of Danbury and the CityCenter staff.

Pat Orsino moved the acceptance of the minutes of the 2009 Annual Meeting which was seconded by **Pat Zachman** and passed unanimously.

Wayne Shepperd, represented Mayor Mark Boughton gave an update of the Task Force's efforts. Among these are the Ambassador Program that will use marketing and criminal justice majors from WestConn and NVCC, and the revival of Downtown Danbury. Danbury is considered one of the safest cities in the country. Wayne spoke about the Palace Theater and that the City is committed to reviving Downtown Danbury and supports CityCenter completely. Wayne also asked us all to stand and recognize Mark Nolan for all of his leadership of CityCenter.

Annual Activity Report –
Andrea Gartner – Andrea reported on the many programs and projects that CityCenter has worked on during the past year and the events for 2010. (See attachment). Some new exciting projects for 2010 will be that the YMCA will be planning a 10K Road Race for the Saturday of Taste of Danbury. The Parade, sponsored by the News Times will happen again on the Sunday of the Taste of Danbury. The Saturday of Taste of Danbury will be September 11th this year, so there will be a special Walk of Honor and since Danbury is celebrating its 325 anniversary, Saturday will be Danbury Day and the Museum in the Streets will be unveiled that day. Also, a local photographer is doing a photographic project of the buildings downtown and will set up a booth at Taste to get photos and oral histories of the people of Danbury. Many events are planned and the office is very busy.

Treasurer John Kline could not attend, so Mark Nolan explained the budget to the attendees. The proposed budget shows a 5% increase in the operating budget, but we re able to keep the mil rate down. (See attached).

Phil Segan moved adoption of both the Budgets and Mil Rate, seconded by **Dan Bertram** (BRT). The motion was adopted unanimously.

Election to the Board of Commissioners then took place. Nominated to continue on the board were **John Farley & Dr. Phil Segan** *with terms to expire in 2013.* Nominated as new members to the Board were **Marie O'Neill and Karl Olsen for terms to expire in 2013.** Pat Zachman made a motion to elect the slate of nominations. Leigh Overland seconded. The motion carried unanimously and the Board was elected.

Other Business:
There being no additional business presented, the Annual Meeting was adjourned at 7:10 p.m.
Respectfully submitted,

Mark Nolan
Chairman
Attachments:

Budgets
Proxy List

2010 Annual Meeting
Attendance List
Voting

Name	Property
Pat Orsino	220 Main Street
Pat Zachman	2 West Street
Bob Garcia	1 Independence Way
Mark Nolan	323 Main Street
Marie O'Neill	226 & 225 Main Street
John Farley	155 Main Street
Ben Doto	248 Main Street & 35 White Street
Allison McConnell	17 Boughton Street,#10
Tara Tomaselli	293 Main Street
Tom Devine	2B & 5 Ives Street
Mark Volpe	350 Main Street
Debbie Pacific	21 Delay Street
Dan Bertram	30 & 33 Crosby & Kennedy
Ibolya Balazs	253 Main Street

Total Property Owners and/or proxies in Attendance – 14

Proxy Total - 27

Total voters needed for quarum = 41

Attending, Non-Voting

Pat Hembrook	CityCenter
Darryl Ohrt	Plaid
Wayne Shepperd	Mayor, City of Danbury
Leigh Overland	Leigh Overland Architects
Phil Segan	NVCC
Sonny Usher	Danbury Police Dept
Andrea Gartner	CityCenter