



# CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

**DAVID W. ST. HILAIRE**  
DIRECTOR OF FINANCE

(203) 797-4652  
FAX: (203) 796-1526

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## M E M O R A N D U M

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**DATE:** March 25, 2013  
**TO:** Hon. Mark D. Boughton via the City Council  
**FROM:** David W. St. Hilaire, Director of Finance *DWS*  
**RE:** **DOWNTOWN SPECIAL SERVICES DISTRICT**

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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



# RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

\_\_\_\_\_ A.D. 2013

**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, 2012 AND ENDING JUNE 30, 2013**

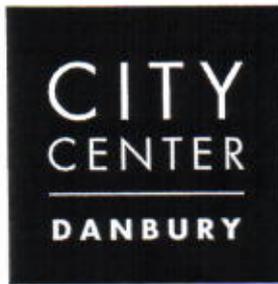
**SECTION 1.** The sum of **Two Hundred Fifty Nine Thousand Six Hundred Thirty Six Dollars and .10/100 (\$259,636.10)** representing the gross appropriation for the City of Danbury Downtown Special Services District for the fiscal year beginning July 1, 2013 and ending June 30, 2014, minus indirect revenues 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, 2012 based upon a total net assessment of **\$120,201,900.00**.

**SECTION 2.** Accordingly, the General Fund tax rate for the fiscal year beginning July 1, 2013 and ending June 30, 2014 with respect to said property interests within said District shall be as follows:

**TAX RATE: 2.16 MILLS**

**SECTION 3.** The taxes levied and assessed as herein provided shall be due and payable in quarterly equal installments on July 1, 2013, October 1, 2013, January 1, 2014, and April 1, 2014 except for taxes not in excess of One Hundred Dollars (\$100.00) which taxes shall be paid on July 1, 2013, 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, 2013 and ending June 30, 2014.



RECEIVED  
FINANCE DEPT.

MAR 13 2013

March 13, 2013

David St. Hilaire, Director of Finance  
City of Danbury  
155 Deer Hill Avenue  
Danbury, CT 06810

Dear Mr. St. Hilaire,

On March 6, 2013, the Annual Meeting of the Danbury Downtown Special Services District was held at Two Steps Downtown Grille.

At this meeting the property owners within The District approved the FY 2013-2014 budget and set the mill rate at 2.16 mills for property within The District.

I am enclosing a copy of the minutes and the approved budget; our FY 2011-12 draft audit is enclosed and a certified audit will follow when completed.

Prior to your presentation to the City Council of Danbury for all necessary approval action, we respectfully request a copy of the resolution for our files.

Please feel free to contact me or Managing Director, Pat Hembrook, with any questions or additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrea Gartner", written over a large, stylized flourish that extends downwards and to the right.

Andrea Gartner  
Executive Director

# Memorandum

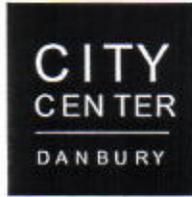
**To:** David St. Hilaire, Director of Finance  
**From:** Colleen M. LaHood, Assessor CML  
**Date:** January 17, 2013  
**Re:** Downtown Tax District

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The breakdown for the downtown tax district is as follows:

<b>Gross Assessment</b>	<b>126,622,500</b>
<b>Less Veterans Exemptions</b>	<b>-21,700</b>
<b>Less exempt parcels</b>	<b><u>-6,398,900</u></b>
<b>Net Total</b>	<b>120,201,900</b>

**\*The deferral assessment (6,265,700) for BRT Brookview LLC has not been deducted as an exemption and is included in the net total.**



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## **Danbury Downtown Special Services District**

### **Annual Meeting February 6, 2013, 6:00 pm Two Steps Downtown Grille**

**I: Call to Order:** Chairman Tom Devine called the meeting to order at 6:04 p.m., March 6, 2013, with a quorum present. He welcomed all in attendance. Tom spoke to the fact that CityCenter has a lot of projects going on at this time including:

- The CityCenter Incentive Package for new businesses
- Re vamping the CityCenter website and the EDC website
- Looking into Zoning issues and re-tooling the existing regs to be more business friendly and compliant.
- Having a Revolving Door Program, working with multiple organizations to better help the homeless population
- Banner Program, working with WSCU and NVCC and possible Paul Mitchell to put banners around town showing we are a college destination.
- Turning First Night in City Center Danbury events so that we can better solicit donations for all the events that benefit downtown.

We have had success with our Farmer's Market, the Danbury Whalers, NVCC and Paul Mitchell attracting more people to CityCenter. With the opening of the Danbury Innovation Center and the PriceRite grocery store along with many other projects and our Summer Concert Series, we are attracting more and more people to the downtown.

We have also started a Merchant's Association that is meeting regularly to connect the business owners and come up with ideas to improve the business climate downtown. Tom thanked the Mayor for all his support for our projects, and also Antonio and Public Works for all their help.

Tom also introduced the CityCenter staff and thanked them for all their hard work.

## **II. Approval of the Minutes of 2012**

Mark Nolan moved the acceptance of the minutes of the 2012 Annual Meeting which was seconded by Joseph Heyman and passed unanimously.

### III. Presentations:

- a. **Mayor Mark Boughton** reported we are blessed with a great downtown. Progress is being done in incremental steps all leading to a vibrant and busy Downtown.  
With projects like PriceRite, Doctor's Express, the Head Start Center and the re-tooling of the Zoning Regulations, CityCenter is progressing very nicely. V There will be a Social Media Festival (Maker Faire) June 8<sup>th</sup> & 9<sup>th</sup> that will increase awareness and excitement for the new Hacker Space (Danburuy Inovaiton Center) on Main Street  
They are also working on a parking study .  
This will be a tough budget year because of the state cuts that are being proposed. Mayor Boughton said that if the state removes the personal property tax (car tax) Danbury would lose around eleven million dollars in revenue.
  
- b. **Andrea Gartner, CityCenter Executive Director** began by restating that she really believe in the work she does downtown and her goal is to make Danbury the most appealing place in Danbury to spend their time and money. She stated that we need the support of the property owners to make this happen and told everyone that her door is always open to anyone to share any ideas to make Danbury the place to be.

### IV. Financial Report - Treasurer Pat Orsino:

CityCenter's budget for the upcoming fiscal year July 1, 2012 through June 30, 2013 includes specific revenue allocations for Operating Expenses and General Development. Funding for the Operating Budget, as property owners know, is secured from the Downtown Special Services District (DSSD) tax levy and applied to expenses, development, design, and economic re-structuring of CityCenter. This year's taxes are based on a Mil Rate of 1.8725 which reflects a small increase over last year. CityCenter Board of Commissioners proposed a 5.6% increase in the operating budget over last year with the addition of revenues from the DSSD expansion to maintain and increase services. This percentage increase (before the addition of the BRT parcel income) is less of a percentage increase than last year.

Pat stressed that the additional budget provided (Program Budget) enhances the overall impact of CityCenter's efforts without requiring additional tax dollars. Extra funds are secured from outside sources including the City of Danbury grant, Downtown Council membership fees and a modest corporate fundraising campaign.

Mark Nolan moved adoption of both the Budget and Mil Rate, seconded by Marie O'Neill . The motion was adopted unanimously.

### V. Election of Board of Commissioners:

Election to the Board of Commissioners then took place. Nominated to continue on the board was Marie O'Neill. Replacing Matt Longcore from NVCC will be Sarah Gager, and new to the board will be Manny Carreras (property owner) and Mike Kaltschnee from the Danburuy Innovation Center. Their term will expire on 2016.

Joseph Heyman made a motion to elect the slate of nominations. Perry Salvagne seconded. The motion carried unanimously and the Board was elected.

#### **VI: Property Owner Discussion**

Joseph Heyman brought up the issue of the price of the parking garage. There was some discussion about the price of the parking pass increasing to \$45. Debbie Pacific from the Parking Authority said that the increase from \$25 - \$45 has been over the last 25 years, and that they don't foresee another increase for at least a couple of year. It was suggested by some property owners that the landlords should be paying for the passes and that they could build it into the rent charged.

#### **VII. Other Business:**

No Other Business

Marie O'Neill made a motion to adjourn, Karl Olson seconded. The meeting was adjourned at 7:10pm

Respectfully submitted,

Tom Devine, Chairman of the Board of Commissioerns

#### **Attachments:**

Budget  
Proxy List

#### **2012 Annual Meeting Attendance List**

<u>Name</u>	<u>Property</u>
Pat Orsino	220 Main Street
Joseph Heyman	7 Nation Place
Mark Nolan	323 Main Street
Marie O'Neill	226 & 225 Main Street
Ben Doto III	248 Main Street & 35 White Street
Gail Null	293 Main Street
Tom Devine	2B & 5 Ives Street
Debbie Pacific	21 Delay Street
Dan Bertram	30 & 33 Crosby & Kennedy
Shawn Palmer	333 Main Street
Joseph Heyman	7 National Place
Paul Steinmetz	WCSU
Karl Olson	Polish American Club
Augie Ribeiro	235 Main Street
Tom Devine	5 Ives Street
Renato Ghio	301 Main Street
Perry Salvagne	283 Main Street
Manny Carreras	White Street
PJ Prunty	155 Deer Hill Avenue

Total Property Owners in proxies in Attendance – 19

Proxy Total - 28

Total Votes: 47

**Total voters needed for quorum = 40**

### List of Proxy Votes

<u>Representative</u>	<u>Owner</u>	<u>Property address</u>
Devine Tom	David LaJoie	HLS, LLC
Devine Tom	CT Delay LLC	217 Main Street
Devine Tom	PM Danbury, LLC	2 National Place
Devine Tom	Eagle Ice Sports	Independence Way
Devine Tom	St Peter Church	104 Main Street
Devine Tom	St Peter Church	121 Main Street
Devine Tom	St Peter Church	98 Main Street
Devine Tom	Richard Jowdy	3 Post Office Street
Devine Tom	Pat Zachman	2-16 West street
Devine Tom	Robert Steinberg	255 Main Street
Devine Tom	Ira Steinberg	255 Main Street
Doto III Ben	Brownstone Management	248 Main Street
Doto III Ben	White Street Plaza	35 White Street
Ghio Alicia/Renato	Unique Properties, LLC	301 Main Street 5 Library Place, 258 Main
Nolan Mark	Non Profit Rental Housiung	18, 20 Main Street
Nolan Mark	The Vincent	235 Main Street
Nolan Mark	Main Crosby, LLC	12 Main Street
Nolan Mark	Capital Square	317 Main Street
Nolan Mark	The Godfrey	132 & L136 Main Street
Nolan Mark	Palace View Housing	15 Boughton Street
Orsino Pat	Kenneth Ballard	multiple properties
Orsino Pat	Joseph DaSilva joseph DaSilva/Estate of Marie	288 Main Street
Orsino Pat	Hat City Realty	multiple prop/on record
Ribeiro Augie	Cynthia R. Exner, Esq.	270 Main Street
Ribeiro Augie	Delfina Donascimento	2 Ives #4
Ribeiro Augie	Ann Mare Prybylski	246 Main Street
Ribeiro Augie	Guilherme Bernardino	191-193 Main Street

Attending, Non-Voting

Andrea Gartner  
Pat Hembrook  
Mayor Boughton  
Bruce Tuomala  
Patty Passarelli  
Dirk Perrefort  
Tara Tomaselli  
Alicia Ghio  
Ted Killmer  
Erik Carr  
Mike Kaltchnee  
Rob Perun  
Rich Antous

CityCenter Danbury  
CityCenter Danbury  
Mayor, City of Danbury  
Econ. Development Dir./City of Danbury  
Danbury NewsTimes  
Danbury NewsTimes  
Escape to the Arts  
Seventy7 Media  
CityCenter  
City Center Danbury  
Danbury Innovation Center  
Danbury Police Dept  
UNIT

<b>CITYCENTER BUDGET</b>				
<b>Program Budget FY 2013-2014</b>				
		<b>Actual</b>	<b>Proposed</b>	
		<b>FY 2012-13</b>	<b>Budget</b>	<b>FY 2013-2014</b>
<b>REVENUE</b>				
City of Danbury				
Green Management		20,720	18,000	
Light the Lights		12,333	11,748	
Taste of Danbury Headliner		15,000	15,000	
Fundraising - Sponsorships		72,650	75,000	
In Kind Sponsorships		25,000	27,500	
Danbury Farmers' Market Comm. Coll		17,000	20,000	
Danbury Cultural Commission		5,200	5,000	
Summer Concert Donations		6,650	7,000	
Downtown Council Membership Dues		6,900	7,500	
Farmers Market Vendor Fees		1,500	1,800	
<b>TOTAL REVENUE</b>		<b>182,953</b>	<b>188,548</b>	
<b>EXPENSES:</b>				
Promotions Coordinator		3,000	4,000	
Salary - Maintenance		1,100	1,100	
Salary - Clerical		1,800	1,450	
Site Manager/Assistant		1,900	3,000	
<b>Programming:</b>				
Summer Conceet Series		93,182	95,000	
Taste of Greater Danbury		67,705	70,000	
Danbury Farmers' Market		1,252	1,500	
Holiday Light the Lights		12,264	11,748	
Halloween on the Green		750	750	
<b>Participated in:</b>				
First Night Danbury				
Chili Winter Warm-up				
CT Film Festival				
Memorial Day 5K				
Jai-Ho Indian Festival				
<b>TOTAL PROGRAM EXPENSE</b>		<b>182,953</b>	<b>188,548</b>	