



CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR OF FINANCE

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

M E M O R A N D U M

DATE: March 31, 2016
TO: Hon. Mark D. Boughton via the City Council
FROM: David W. St. Hilaire, Director of Finance *gsk*
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.



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A.D. 2016

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, 2016 AND ENDING JUNE 30, 2017**

SECTION 1. The sum of **Two Hundred Sixty Seven Thousand Fifty Nine Dollars and .00/100 (\$267,059.00)** representing the gross appropriation for the City of Danbury Downtown Special Services District for the fiscal year beginning July 1, 2016 and ending June 30, 2017, 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, 2015 based upon a total net assessment of **\$114,617,400.00**.

SECTION 2. Accordingly, the General Fund tax rate for the fiscal year beginning July 1, 2016 and ending June 30, 2017 with respect to said property interests within said District shall be as follows:

TAX RATE: 2.33 MILLS

SECTION 3. The taxes levied and assessed as herein provided shall be due and payable in quarterly equal installments on July 1, 2016, October 1, 2016, January 1, 2017, and April 1, 2017 except for taxes not in excess of One Hundred Dollars (\$100.00) which taxes shall be paid on July 1, 2016, 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, 2016 and ending June 30, 2017.

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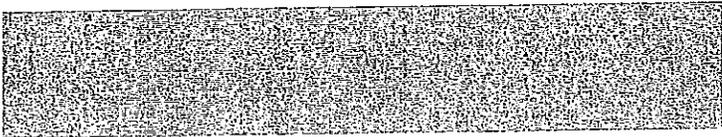
Memorandum

To: David St. Hilaire, Director of Finance
Cc: Scott Ferguson, Tax Collector
From: Colleen M. LaHood, Assessor *CM*
Date: February 2, 2016
Re: Downtown Tax District

The breakdown for the downtown tax district is as follows:

Gross Assessment	121,757,100
Less Veterans Exemptions	-18,700
Less exempt parcels	<u>-7,121,000</u>
Net Total	*114,617,400

***The deferral assessment (6,222,700) for Elan Kennedy Flats LLC has not been deducted as an exemption and is included in the net total.**





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March 21, 2016

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

Dear Mr. St. Hilaire,

On March 10, 2016, 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 2016-2017 Budget and set the mill rate at **2.33** mills for property within The District.

I am enclosing a copy of the minutes and the approved budget; our FY 2014-15 Certified Audit is also enclosed.

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

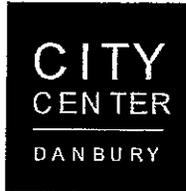
Sincerely,

A handwritten signature in black ink, appearing to read "P.J. Prunty", written over a white background.

P.J. Prunty
Executive Director
CityCenter Danbury

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CITYCENTER BUDGET				
FY 2016-17				
		Approved Budget	Revised Budget	Proposed Budget
Operating Expenses		FY 2015-16	FY 2015-16	FY2016-17
Accounting/Audit		5,500.00	5,500.00	5,500.00
Advertising (Business Development)		7,500.00	7,500.00	8,000.00
Conferences/Meetings		1,000.00	1,000.00	1,000.00
Contractual Service		24,000.00		
General			3,048.00	1,000.00
Media Public Relations			11,500.00	12,000.00
City of Danbury			2,500.00	2,500.00
Events/Promotion/Fundraising			8,000.00	12,000.00
Office Cleaning			2,600.00	2,600.00
Dues & Subscriptions		1,300.00	1,300.00	1,500.00
Educational Materials/Books		100.00	100.00	100.00
Equipment Maintenance		650.00	650.00	750.00
General Development		4,000.00	4,000.00	4,500.00
Insurance (property/D & O)		14,125.00	16,622.00	18,000.00
Maintenance Supplies		3,815.00	3,815.00	3,000.00
Medical Insurance			4,030.00	6,500.00
Miscellaneous		1,775.00	1,775.00	1,800.00
Office Equipment/Furniture		3,750.00	3,750.00	3,750.00
Office Supplies		5,000.00	5,000.00	5,000.00
Payroll Taxes		13,000.00	13,000.00	13,000.00
Postage		250.00	250.00	250.00
Printing		3,000.00	3,000.00	3,000.00
Professional Services		8,000.00	2,000.00	2,000.00
Rent		9,000.00	9,000.00	10,000.00
Salary - Clerical		62,869.00	80,533.00	76,000.00
Salary -Executive Director		63,654.00	60,297.00	65,000.00
Salary - Maintenance		25,462.00	6,980.00	-
Telephone		2,000.00	2,000.00	2,000.00
Travel		1,250.00	1,250.00	250.00
Utilities		6,500.00	6,500.00	6,500.00
TOTAL OPERATING EXPENSES		\$ 267,500.00	\$ 267,500.00	\$ 267,500.00



268 Main Street, Danbury, CT 06810
Tel: 203-792-1711

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Danbury Downtown Special Services District

Annual Meeting March 10, 2016, 6:00 pm Two Steps Downtown Grille

I. Call to Order: Chairman Tom Devine called the meeting to order at 6:00 p.m., March 10, 2016, with a quorum present. He welcomed all in attendance.

Tom welcomed everyone and began the meeting with a short marketing video "We are Downtown".

Tom reported that CityCenter has been in transition with the hiring of a new Executive Director and was without a person in that position and thanked the staff for their hard work during this time.

II. Approval of the Minutes of 2015

Joseph Heyman moved the acceptance of the minutes of the 2015 Annual Meeting, which was seconded by Mark Nolan and the motion passed unanimously.

III. Presentations:

Mayor Mark Boughton reported on a few hot items:

- Danbury just held their first Restaurant Week and it went well.
- The Economic Development Director position vacated by Bruce Tuomala has had a change of mission and will be turned into the Office of Business Development and Roger Palanzo will be in that position.
- Dorothy Day was served a cease and desist order. They are now deciding whether to go thru the permit process or appeal.
- The Hatter statue near City Hall will be done soon
- The new Christmas Lights downtown were very well received.

P.J. Prunty, CityCenter Executive

P.J. introduced the new "We are Downtown" marketing campaign. The goal is to reach businesses who may want to relocate and have them relocate downtown. Also to attract more people to downtown Danbury by showing them what we have to offer.

The new CityCenter website was shown and a brief overview of the site was done. To compliment the new website, marketing campaign, and assist in the recruitment of potential business tour Downtown, CityCenter is in the process of developing a Directory of Available Spaces throughout the Downtown Revitalization Zone.

P.J. said that Downtown has reached a defining moment that calls for all of us to come together and work as a team.

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VIII. Other Business:

No Other Business

Nick Gazetos made a motion to adjourn, Manny Carreras seconded. The meeting was adjourned at 6:47 pm

Respectfully submitted,



Tom Devine, Chairman of the Board of Commissioners

Attachments:

Budget

Proxy List

2016 Annual Meeting Attendance List

<u>Name</u>	<u>Property</u>
Tom Devine	Two Steps/5 Ives Street
P.J. Prunty	CityCenter Danbury
Pat Hembrook	CityCenter Danbury
Mike Caravakis	The News Times
Joe DaSilva	DaSilva Realty
Anthony Neri	76-80 White Street
Manny Carreras	40 White Street
Perry Salvagne	Hodge Insurance
Sharon Calitro	City of Danbury
Alicia Ghio	Unique Properties
Renato Ghio	Unique Properties
Bill McNamara	Regional YMCA
Matt Hawley	301 Main Street
Vinnie Daniello	Danbury Police Dept
Mayor Boughton	City of Danbury
Joseph Heyman	Firehouse Realty
Mark Nolan	Nolan Real Estate
Paul Steinmetz	WCSU
Jim Nolan	Nolan Real Estate
Dean Esposito	City of Danbury
Chris Furey	Virtual Density
Nick Gazetos	Savings Bank of Danbury
Matthew Glaberman	10 Liberty Street
Hugh Koellhoffer	348/198 Main Street
Jeannine Usher	CityCenter Danbury

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Attending, Non-Voting

P.J. Prunty
Pat Hembrook
Mayor Boughton
Dean Esposito
Chris Furey
Jeannine Usher
Stacey Olszewski
Sharon Calitro
Vinnie Daniello
Renato Ghio

CityCenter Danbury
CityCenter Danbury
Mayor, City of Danbury
City of Danbury
Virtual Density/CityCenter Board
CityCenter Danbury
Nolan Real Estate/CityCenter Danbury
City of Danbury
Danbury Police Dept,
Unique Properties