



## Minutes

**Present:** David St. Pierre (Chair and acting Chair of Finance), Shelby Worthington (Vice-Chair), Patrick Brien, Ian Davidson, Shalini Lockhard, Cara Swearingen

**Staff:** Janice Penner, Shirley Schmeltz

### 1) Call to Order

Acting Chair of the Finance Committee, David St. Pierre, called the meeting to order.

### 2) Discussion of Draft Budget for Fiscal Year July 1, 2016 to June 30, 2017

Janice Penner referred the Committee to the budget document and noted that it followed the same format as in previous years. She outlined the process and noted that the budget would go to the Executive at its May 31<sup>st</sup> meeting and then to the Board for the June 8<sup>th</sup> meeting. .

#### 2b) Income Expense Detail: Income –

- Interest income for the next year has been reduced based on actual received.
- Membership is budgeted at 55 members on the basis that the Board membership drive will be successful.
- Monthly luncheon income has been increased due to increased attendance.
- Monthly luncheon sponsorship has been increased based on actual received.
- Income from the Annual Meeting is increased based on higher attendance and increased sponsorship.
- BID Income is budgeted to increase to \$350,000 to reflect past experience.
- Income includes the assumption that RDP will put on a Street Jam event.
- Festival of Light ad revenue has been increased based on actual received but balances out for expense as revenue is paid to the City.
- Income for the 2015 to 2016 budget year is budgeted to increase slightly from the previous year.

#### 2c) Income Expense Detail: Expense –

- **Administrative:**
  - Equipment maintenance is significantly reduced due to purchase of a new copier and reduction of the maintenance cost to \$250 from \$2,000.
  - Salaries include salary increases of 2% for ED and Office Manager, and a increase for the Communications and Events Liaison. There is also a 2% increase for the Ambassadors which equates to a \$.25 per hour increase.
  - Conference travel is decreased due to not attending the IDA annual conference in Atlanta. Janice Penner noted that experience indicated that smaller cities had the most relevant information, and that any conference attended would be part of CDA.
  - Expenses for both the monthly luncheons and the annual meeting have been increased due increased attendance.
- **BID**
  - Wages are allocated to each category. General includes anything not specifically allocated or for the BID as a whole such as the Annual Report.
  - The expense budgeted under Parking for the token discount program is expected to remain

the same due to change in program to reduce costs.

- Beautification includes possible initiatives such as joint projects with Keep Riverside Clean and Beautiful.
- Insurance for events is now paid separately rather than as part of overall insurance.
- The Movies on Main event cost is increased due to doing four rather than three movies.
- Riverside Zombie Crawl expenses include all of the related activities.
- Retail promotion includes reprinting of the Pocket and Dining Guide once a year.
- Security includes an allocation for the new joint program with RPU.

▪ **City Match**

- The current contract is a 10 year term that ends in 2020. The Arlington Business Partnership has a similar contract. Janice Penner said that it could not be reduced as part of the City's budget discussions as the agreement was not part of the general fund allocation.
- City Match includes advertising expenses and associated costs for events to promote retail/restaurant such as the fashion shows and Restaurant Week.
- The expense shown for the Art and Music Festival is the same as for the Summer Street Jam last year and does not include additional costs that would be offset by the partnership with the Riverside Arts Council.
- The expense shown for Doors Open Riverside is based on cost incurred for this year's event.
- Event sponsorships include those for Easter events rather than RDP doing its own.

Janice Penner concluded the overview of the budget. She said that staff was recommending a balanced budget. She said that she expected that the current budget would balance out after adjustments.

Janice Penner noted that the last page of the budget included a brief schedule of when events occurred and what sponsorships were included in the general allocation. She explained some of the events sponsored.

Cara Swearingen asked about the significant reduction in payroll tax for Allocated Wage for Promotion. Janice Penner said it was an error due to a misplaced decimal point and that she would make the correction and appropriate adjustments to the budget.

Shalini Lockard asked about what made up the Bad Debt. Shirley Schmeltz said it was due to one hospitality establishment not paying their share for Summer Street Jam and an individual not paying for an annual meeting ticket.

**Motion:** To recommend the approval of the budget for the Fiscal Year July 1, 2016 to June 30, 2017 as presented.

**Motion made by:** Ian Davidson      **Motion seconded by:** Shelby Worthington

**Motion carried unanimously.**

Janice Penner noted that the budget would go to the Executive Committee for review and recommendation and then to the Board for approval in June.

**3) Adjournment**

David St. Pierre thanked the Finance Committee for their time. The meeting was adjourned.

### **Amendment to Minutes of Finance Meeting:**

Due to the error in allocated payroll tax as noted in the minutes, revisions were made to the budget as follows:

#### Income:

- Monthly luncheon sponsorships were increased to 7 or by \$250.
- Security income was increased to reflect the reallocation of the expense for the joint project with RPU to City Match monies.
- Ambassador / GEM income was combined for simplicity.

#### Expense:

- Under Business, CDA workshops and Business Development / Marketing expenses were reduced.
- Under Parking, Token Discount was reduced.
- Under Public Promotion, BID Bulletin was increased to reflect increase in printing costs. Other and Promo items expenses were reduced.
- Under City Match monies, expense for the joint project with RPU was reallocated from Security. Allocations for Security and for Ambassador / GEM expenses were reduced to reflect that additional expense allocation.

The revised budget was sent out to the Finance Committee with the minutes of the meeting and the amendment on Friday, May 13, 2016.