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# 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:** February 28, 2012  
**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. 2012

**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 Forty Seven Thousand Two Hundred Ninety Eight Dollars and .66/100 (\$247,298.66)** representing the gross appropriation for the City of Danbury Downtown Special Services District for the fiscal year beginning July 1, 2012 and ending June 30, 2013, 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, 2011 based upon a total net assessment of **\$132,068,710.00**.

**SECTION 2.** Accordingly, the General Fund tax rate for the fiscal year beginning July 1, 2012 and ending June 30, 2013 with respect to said property interests within said District shall be as follows:

**TAX RATE: 1.8725 MILLS**

**SECTION 3.** The taxes levied and assessed as herein provided shall be due and payable in quarterly equal installments on July 1, 2012, October 1, 2012, January 1, 2013, and April 1, 2013 except for taxes not in excess of One Hundred Dollars (\$100.00) which taxes shall be paid on July 1, 2012, 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, 2012 and ending June 30, 2013.

# Memorandum

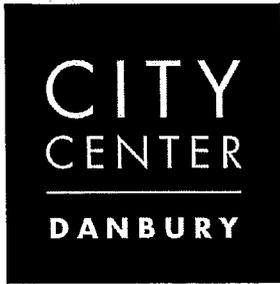
**To:** David St. Hilaire, Director of Finance  
**From:** Colleen M. LaHood, Assessor *CML*  
**Date:** January 19, 2012  
**Re:** Downtown Tax District

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The breakdown for the downtown tax district is as follows:

Gross Assessment	142,068,400
Less VA/Phase-in exemptions	-2,987,270
Less exempt parcels	<u>-7,012,420</u>
Net Total	*132,068,710

\*The deferral assessment (6,866,300) for BRT Brookview LLC has not been deducted as an exemption and is included in the net total.



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February 21, 2012

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

Dear Mr. St. Hilaire,

On February 8, 2012, the Annual Meeting of the Danbury Downtown Special Services District was held at Two Steps Downtown Grille.

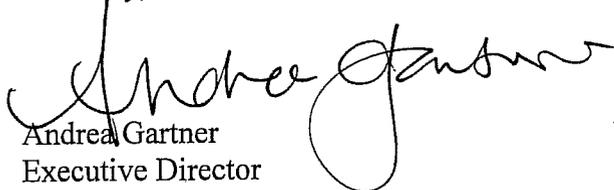
At this meeting the property owners within The District approved the FY 2012-2013 budget and set the mill rate at **1.8725** mills for property within The District.

I am enclosing a copy of the minutes and the approved budget; our FY 2010-11 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.

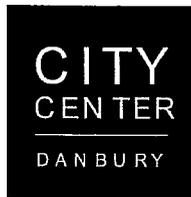
Sincerely,

  
Andrea Gartner  
Executive Director

RECEIVED  
FINANCE DEPT.

FEB 21 2012

<b>CITYCENTER BUDGET</b>					
<b>FY 2012-13</b>					
		<b>Operating</b>		<b>Projected</b>	<b>Proposed</b>
		<b>Budget</b>		<b>Operating</b>	<b>Budget</b>
<b>Operating Expenses</b>		<b>FY 2011-12</b>		<b>FY 2011-12</b>	<b>FY 2012-13</b>
Accounting/Audit		3,750.00		5,275.00	5,500.00
Advertising (Business Development)		9,000.00		7,500.00	8,500.00
Benefits		5,000.00		0.00	0.00
Conferences/Meetings		1,750.00		1,000.00	1,000.00
Contractual Service		8,500.00		9,825.00	19,399.00
Dues & Subscriptions		1,200.00		1,000.00	1,100.00
Educational Materials/Books		100.00		100.00	100.00
Equipment Maintenance		650.00		500.00	650.00
General Development		6,000.00		5,000.00	5,000.00
Insurance (property/D & O)		11,500.00		11,000.00	11,000.00
Maintenance Supplies		6,500.00		5,000.00	5,000.00
Miscellaneous		1,500.00		1,200.00	1,500.00
Office Equipment/Furniture		4,000.00		3,000.00	3,500.00
Office Supplies		4,000.00		4,000.00	4,000.00
Payroll Taxes		10,000.00		12,000.00	12,000.00
Postage		350.00		100.00	250.00
Printing		2,000.00		2,000.00	2,500.00
Professional Services		7,500.00		3,600.00	4,000.00
Rent		9,000.00		9,000.00	9,000.00
Salary - Clerical		35,000.00		44,000.00	59,800.00
Salary -Executive Director		55,650.00		57,800.00	60,000.00
Salary - Maintenance		23,000.00		23,000.00	24,000.00
Telephone		1,850.00		1,900.00	2,000.00
Travel		1,000.00		1,000.00	1,000.00
Utilities		6,500.00		6,500.00	6,500.00
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 215,300.00</b>		<b>\$ 215,300.00</b>	<b>\$ 247,299.00</b>



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## **Danbury Downtown Special Services District**

### **Annual Meeting February 8, 2012, 6:00 pm Two Steps Downtown Grille**

**I: Call to Order:** Chairman Tom Devine called the meeting to order at 6:11 p.m., February 8, 2012, with a quorum present. He welcomed all in attendance. Tom spoke about the goals that CityCenter has for the future and the need to communicate those goals to a wider circle of community organizations and businesses. Meetings have been held already with the Democratic and Republican City Council Members, the Greater Danbury Chamber of Commerce, Danbury Hospital, in the Mayor's office with Bruce Tuomola, the new Economic Development Director, Jim Maloney, Paul Mitchell The School. Meetings with Western CT State University and Naugatuck Valley Community College resulted in agreement to implement a banner program to line the Main Street to flag downtown as a college town. CityCenter holds regular meeting with the Department of Public Works as well.

Tom reported that our Architectural Advisory Committee (AAC) has expanded their review to facades in addition to signs, giving expert advice to incoming business on design. He acknowledged Leigh Overland who was in attendance, as the Chair of the AAC, as well as Joseph Heyman, a member of the committee, and the new direction they are taking.

The CityCenter Danbury's Farmers' Market has expanded to the Danbury Farmers' Market Community Coalition (DFMCC) that now has approximately 30 other agencies in Danbury helping to educate the community about nutrition and encourage residents to eat healthier.

CityCenter's Summer Concert Series and Taste of Danbury draw more and more people each year and last year, CityCenter events attracted over 44, 000 people to our city.

In conjunction with the Danbury Museum and Historical Society, the City of Danbury and Union Savings Bank, CityCenter completed the second phase of Museum in the Streets and Phase III is in the planning. The thirty-three plaques provide pedestrian activity downtown and are used by the schools as a teaching tool to supplement the school's History of Danbury curriculum.

## II. Approval of the Minutes of 2011

Mark Nolan moved the acceptance of the minutes of the 2011 Annual Meeting which was seconded by Joseph Heyman and passed unanimously.

10-6.

## III. Presentations:

a. **Mayor Mark Boughton** reported that it has been a busy year and with the formation of the Danbury Main Street Partnership (DMSP) which is looking into ways to attract businesses to downtown. Some examples are deferrals for restaurants, retail and housing, and lower permit fees. City Council approved a Downtown Revitalization Zone (DRZ) overlay to provide incentives for business to come to downtown. Businesses in the DRZ will have advantages in the permit process.

The Mayor reported that he hired an Economic Director who will help focus on downtown properties like the A & P property. A parking study is in the works. There is good news on the decorative lighting front: Sylvania is replacing all the bulbs in the lights for free since their last bulbs were faulty.

Mayor Boughton reported that the interest in downtown is good and he is looking forward to a good year

b. **Bruce Tuomola, Economic Development Coordinator** introduced himself and reported that he is trying to meet and speak with many people to get a good feel for what is needed downtown. He feels private development partnering with private investment is key. He is available to downtown property owners and invited everyone present to reach out to him.

c. **Andrea Gartner, CityCenter Executive Director** began her report by saying that she feels a healthy downtown is reflective of a healthy community. She stated that Danbury is the city for the region and so it should start acting like one by providing arts, dining, and entertainment to the citizens of Danbury and surrounding towns. She is member of the Danbury Main Street Partnership and is looking forward to working the other members. Andrea is optimistic with the expansion of the Danbury Farmers' Market Community Collaborative and the increased input with the Architectural Advisory Committee. Creating an environment for encouraging entrepreneurship, the creative economy and artists is important this year as a counterbalance to expanding health, human and social services in downtown. Without an effort to encourage market rate housing and business incentives, downtown is in danger of smothering entrepreneurship and creativity, the factors that are often necessary for urban renewal.

## 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.