



**Brookside Community Improvement District /
Brookside Business Association**

601 E 63rd St, Suite 350
Kansas City, MO 64110
(816) 523-5553
www.BrooksideKC.org

January 31, 2024

Marilyn Sanders, City Clerk
City of Kansas City, Missouri
25th Floor, City Hall
414 E. 12th Street
Kansas City, MO 64106

**Re: The Brookside Community Improvement District FY 2025 Operating Budget and
Resolution # 2023-05**

Dear Ms. Sanders:

Enclosed with this letter, please find the Annual Budget including expected expenditures, revenues, rates of assessments and tax rate for the Brookside Community Improvement District for the fiscal year 2025 (May 1, 2024 through April 30, 2025). Also enclosed is Resolution 2023-05 approving the proposed budget.

The FY 2025 includes over \$440,000 (over 57%) of revenues projected to be used toward direct community benefits and services including but not limited to, removal of trash from the public rights-of-ways, removal of graffiti, supplementary removal of snow from the public walkways and parking areas, supplemental security patrol, public facing landscaping, infrastructure improvements, and hosting public events including the 38th Art Annual, 42nd Warm-Up Parade, free document shredding event, a public Halloween event, and more.

Please feel free to call us with any comments or questions you may have.

Sincerely yours,

Brookside Community Improvement District

Sean Ackerson
Executive Director

Enclosures

CC: Missouri Department of Economic Development
Abbey Brinkley, Analyst, City Planning and Development
Chris Kline, Legal Counsel, Husch Blackwell

RESOLUTION NO. 2023-05

THE BROOKSIDE COMMUNITY IMPROVEMENT DISTRICT

**RESOLUTION OF THE BROOKSIDE COMMUNITY IMPROVEMENT DISTRICT
("DISTRICT") APPROVING THE BUDGET FOR FISCAL YEAR 2024-25.**

WHEREAS, the District, which was formed August 18, 2005, following approval of the Petition to Establish the Brookside Community Improvement District ("Petition") by Ordinance Number 051020 and amended on May 2, 2013, and amended by Ordinance Number 130308, both adopted by the City of Kansas City, Missouri, City Council, is a public body created under the authority of the "Missouri Community Improvement District Act," Sections 67.1401, *et seq.*, RSMo, as amended (the "Act"), and is transacting business and exercising the powers granted by the Act;

WHEREAS, the Board of Directors ("Board") desires to approve the District's proposed budget for the fiscal year 2024-25, in substantially the form attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, by the Board of the District, as follows:

Section 1. The Board approves the proposed budget for fiscal year 2024-25.

Section 2. The District Manager is authorized and directed to take all further action necessary to carry out the purposes and intent of this Resolution.

Section 3. This resolution shall take effect immediately.

Adopted this 12th day of December 2023.


Michelle Pitsenberger, Chairman

ATTEST:


Josephine Njoroge, Secretary

Brookside CID
FY 2024-25 Budget

CARRYOVER	DESCRIPTION	2024-25
Carryover	Funds carried over from prior year budget. New line item in 2017.	\$ 75,000.00
Subtotal:		\$ 75,000.00

INCOME	DESCRIPTION	2024-25
Special Assessment	\$0.50 per usable building square footage. 30 properties with 202,769 usable square feet. \$101,384.50 at full collection, minus 1% County collection fee. Will vary depending on remittance, penalties, and exemptions.	\$ 100,000.00
Sales Tax	0.50% sales / use tax through 2045. Approx. 3 month delay in collections. Stable projection based on 5 year trend.	\$ 440,000.00
Investment income	Nominal interest collected on monthly account balances. Fluctuates and amount is insignificant so limited amount budgeted.	\$ 10,000.00
Art Annual	All income related to the Brookside Art Annual, including registrations, booth fees, sponsorships, and merchandise sales. 2022 projected reduction in registration, sponsorship and on-site sales revenues.	\$ 135,000.00
St. Patrick's	Revenue from parade entry fees minus processing fees. Previously included grants from NTDF which are no longer awarded (revised in 2017).	\$ 4,500.00
Co-op ads	Funds from co-op ad sales. To partially offset expenses in Art Annual, Holiday Promotions, and General CO-OP Ads below.	\$ 8,000.00
Other Sponsorships	Revenues from other sponsorship opportunities, including season opener, shred event, and other general sponsors. Revised line item in 2017.	\$ 500.00
Directory	Income from the Link directory adds sold in Brookside, and percentage of general adds sold in excess of expenses. Previously netted balance only.	\$ -
Misc.	Nominal revenue not accounted for in other lines. None projected for '25.	\$ -
Subtotal		\$698,000.00

Total	\$ 773,000.00
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EXPENSES	DESCRIPTION	2024-25
Maintenance		
Sidewalk / Street Sweeping	Contracted sidewalk and street sweeping services. Contracted with Moonlight Sweeping for 2017. Increased for '25.	\$40,000.00
General / Furnishing Maintenance	Routine maintenance of benches, trash cans, bicycle racks, gas lamps, electrical system and other furnishings. Previously included Street / Sidewalk Sweeping, & Parking Lot Maint. Separated in 2017. '25 includes replacement of select trash recepticals and gas lamp repairs.	\$7,000.00
Parking Lot Maintenance	Repairing, sealing, striping and other routine maintenance of the common parking lots. Previously included in contingency. Revised in 2017.	\$80,000.00
Public Improvements	Shared costs, repairs or improvements to public infrastructure including sidewalks, curbs, gutters, street trees, and other public improvements or improvements benefiting the public. Added 2021 to include PIAC match for tree replacement (well modifications) & budgeted sidewalk, curb and gutter repairs.	\$ -
Snow Removal	Contracted snow and ice removal on public streets, sidewalks, parking lots and shared private lots. Under contract through 2026.	\$65,000.00
Trash Removal	Contracted trash collection for common dumpsters, cardboard recycling and glass recycling collection. Under contract through 2028 with annual increases.	\$120,000.00
Landscaping	Contracted landscaping maintenance planting materials, mowing, mulching, leaf collection, watering and other lawn and landscape maintenance fees for landscaping in the common areas. Includes \$2,500 for tree / limb removal.	\$45,000.00
Subtotal		\$ 357,000.00

Brookside CID
FY 2024-25 Budget

EXPENSES	DESCRIPTION	2024-25
Contract Services / Leases		
Security	Security services including patrol and store visits currently M-Sat 10 am to 10 pm and Sun 12 pm to 4 pm. Includes 30% increase in cost in '24.	\$95,000.00
ATA parking lot lease	Annual lease of KCATA north and south lot. To be renegotiated.	\$45,000.00
Legal/Accounting	Annual expense for legal counsel and financial services. '25 includes 50 hours of legal at \$220 to \$400 per hour based on prior year expenses and known projects.	\$10,000.00
Subtotal		\$ 150,000.00

Utilities		
Electricity/Gas	Electricity for outline lighting and meters for events, and gas for street lamps.	\$5,500.00
Subtotal		\$ 5,500.00

Events / Marketing		
St. Pat's Warm-up	All expenses related to the parade including: marketing, event manager expenses, set up and teardown, permits, police, barricades, trash pick up and other related expenses.	\$17,000.00
Art Annual	All expenses related to art annual: marketing, event manager expenses, jury costs, set up and teardown, trash pick up, security and other related expenses. Reduction in tent rental in 2021 & 2022, increase in security, trash & cleaning	\$90,000.00
Sidewalk Sale	All expenses related to the sidewalk sale. New line item in 2017. Previously General Promo/Mktg.	\$300.00
Trick-or-Treat Street	All expenses related to the Halloween promotion. New line in 2017. Previously General Promo/Mktg.	\$100.00
Holiday Decorations / Promotion	Installation and removal of decorations and banners, marketing and promotions, and all expenses for the Season Opener event.	\$4,500.00
General CO-OP Ads	Coop marketing expenses not associated with other specific events. New line in 2017. Previously General Promo/Mktg.	\$25,000.00
Shred Event	All expenses related to the annual paper shredding event, including truck rental, banners, and other related expenses. New line in 2017.	\$3,500.00
Website	All expenses associated with website development, hosting and maintenance. Does not include content which is part of Marketing Retainer. New line in 2017. Includes \$5,000 for site development in 2017.	\$ -
Marketing Consultant	Retainer for marketing consultant to implement annual marketing plan. New line in 2017. Previously included in General Promo/Mktg. Increased in 2017 to include additional annual events.	\$26,000.00
Gift Card Promotion	Operation costs, funds to cover prior and new promotions / giveaways.	\$500.00
Event Rebates	Rebates for events not run by the District. New line in 2017. Previously General Promo/Mktg.	\$1,000.00
Brochure	Printing and distribution of an annual Brookside brochure. To be distributed through Mo Dept. of Tourism, KC tourism, and locally. 3,000 planned for 2017. New line in 2017. Previously General Promo/Mktg.	\$ -
Directory	Percentage of expenses for printing and distributing the Link directory (15% in 2015). New line item in 2016. Previously netted balance in income only. 2017 proposes change in format, and sponsor responsible for printing.	\$ -
General Promo/Mktg	All other marketing expenses including printing and promotion for new events. 2017 includes new Local in BKS, ad Saturday Market Day, and general brand advertising expenses.	\$5,000.00
Subtotal		\$ 172,900.00

Brookside CID
FY 2024-25 Budget

EXPENSES	DESCRIPTION	2024-25
Administration		
Admin Services	Expenses for staffing, facilities and related overhead. Increase started '23 for new City oversight fee to go into effect this year.	\$81,700.00
Annual Retreat	Percentage of annual Board retreat expenses including, consultant, meals, materials and other related expenses. New line in 2017.	\$0.00
Insurance	General liability insurance for Board of Directors and officers, coverage for KCATA parking lots, and share of theft, gen liability, umbrella, terrorism, and other coverages.	\$5,500.00
Debt Services	Scheduled payments for debt services including revolving loans. None budgeted for 2017. No other debt services currently.	\$ -
Subtotal		\$ 87,200.00

Other		
Miscellaneous	All expenses not otherwise budgeted.	\$400.00
Contingencies	Contingency for project overruns, and unforeseen emergency expenses. Previously used for projects, maintenance and other expenses.	\$ -
Subtotal		\$ 400.00

Total Expenses:	\$ 773,000.00
Net	\$ -



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January 31, 2024

Missouri Department of Economic Development
PO Box 1157
Jefferson City, MO 65102-1157

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Resolution # 2023-05**

To Whom It May Concern:

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