



Brookside Community Improvement District
601 E 63rd St, Ste 350
Kansas City, MO 64110
(816) 523-5553
www.BrooksideKC.org

August 29, 2023

Ms. Marilyn Sanders
City of Kansas City, Missouri
25th Floor, City Hall
414 E 12th Street
Kansas City, MO 64106
clerk@kcmo.org

RE: The Brookside Community Improvement District Annual Report

Dear Ms. Sanders,

Enclosed with this letter, please find the Annual Report for the Brookside Community Improvement District for the fiscal year 2023 (May 1, 2022 – April 30, 2023) along with copies of the resolutions approved during the year.

Please let us know if you have any comments or questions about the report.

Sincerely,

Brookside Community Improvement District

Sean Ackerson
District Manager

Enclosures

CC: Missouri Department of Revenue – localgov@dor.mo.gov
Missouri State Auditor – localgovernment@auditor.mo.gov
Missouri Department of Economic Development – redvelopment@ded.mo.gov
Abbey Brinkley, Analyst, City of Kansas City, MO - abbey.brinkley@kcmo.org
Chris Kline, Legal Counsel, Husch Blackwell LLP - Chris.Kline@huschblackwell.com
Sarah Burger, Husch Blackwell LLP - Sarah.Burger@huschblackwell.com

**ANNUAL REPORT FOR
BROOKSIDE COMMUNITY IMPROVEMENT DISTRICT (“CID”)**

FYE 2023 (May 1, 2022 to April 30, 2023)

SECTION I

Annual Report Submitted: August 29, 2023

CID Contact Information:

Sean Ackerson, District Manager

601 E 63rd St, Ste 350

Kansas City, MO 64110

816-523-5553

sean@southtown.org

Political Subdivision or Not for Profit: Political Subdivision

Creation Date and Ordinance No: August 18, 2005, Ordinance #501020; amended May 2, 2013, Ordinance #130308

Annual meeting and FYE 2024 Annual Budget Adopted and submitted: January 31, 2023

SECTION II

PURPOSES OF CID AND SERVICES PERFORMED DURING FISCAL YEAR:

The Brookside CID promotes economic development, works to maintain the character of the district, and supports the general welfare of the community. The CID coordinates efforts to improve the district, plans for and implement services and improvements, and shares the costs incurred by the district through sales taxes, real estate taxes, event fees, and other charges.

Business support services include common area landscaping maintenance, supplementary snow removal, supplementary litter abatement, solid waste and recycling (paper and glass) collection and removal, maintenance of street furniture, supplementary security, public parking lot lease and maintenance, and general beautification efforts. Annually additional services may be provided as approved by the Board. Fiscal Year 2023 also included greater investments in parking lot and sidewalk repairs.

Promotion services include website management, social media management, hosting, managing, and marketing of special events, inclusion in electronic newsletters, and general promotion of the area. Fiscal year 2023 public services included hosting an annual free paper shredding event, hosting the Art Annual (annual art show), St. Patrick’s Day Warm Up Parade, Trick or Treat Street and other events which promote Kansas City as well as the greater Brookside area.

Other merchant and public services included, coordinated communications, coordinated public safety efforts, local coordination for public and private improvement projects, and general advocacy for the district and surrounding neighborhoods.

SECTION III

BOARD MEMBERS FOR FYE 2023 (alphabetical order):

John Cosentino, BCID North Operator, Treasurer
Cosentino Group
13180 Metcalf Avenue
Overland Park, KS 66213
(913) 749-1500
johnc@cosentinos.com

Mike Jones, BCID South Owner, Director
Commerce Bank
6336 Brookside Plaza, BK-1
Kansas City, Missouri 64113
Hannah.Francis@CommerceBank.com
(816) 234-1713

Josephine Njoroge, Mail Pkgs Etc, BCID South Operator, Secretary / Business Association President
6300 Main Street
Kansas City, MO 64113
(816) 333-5800
Njorogeikyles@yahoo.com

Michelle Pitsenberger, BCID North Owner, Chair
First Washington
6971 Tomahawk Road
Prairie Village, KS 66208
(816) 399-3537
mpitsenberger@firstwash.com

Kylie Stock, Cosentino Food Stores, BCID South Operator, Vice Chair
13180 Metcalf Avenue
Overland Park, KS 66213
(913) 749-1568
kylie_stock@cosentinos.com

SECTION IV

REVENUE AND EXPENSES: FYE 2023 (May 1, 2022 to April 30, 2023)

INCOME:		
a) Special Assessments		\$99,500.18
b) Sales Tax Revenue		\$454,746.76
c) Interest		\$114.99
c) Promotions/Events		\$157,144.92
d) Miscellaneous income		\$0.00
TOTAL INCOME		\$711,506.85
EXPENSES:		
I. Administrative:		
a) Management	\$81,675.00	
b) Insurance/Professional fees	\$13,268.15	
c) Debt Service/fees	\$0.00	
SUB-TOTAL	\$94,943.15	
II. Services:		
a) Landscaping for common spaces	\$32,599.93	
b) Snow removal / ice treatment	\$74,972.73	
c) Trash & litter abatement	\$134,962.10	
d) Street furniture / lamps maintenance	\$1,090.94	
e) Security	\$63,297.20	
f) Parking lot leases and lighting	\$40,898.19	
g) Paper shredding	\$550.39	
h) Miscellaneous services	\$375.47	
SUB-TOTAL	\$348,746.95	
III. Capital Improvements		
a) Public parking lot maintenance	\$79,423.80	
SUB-TOTAL	\$79,423.80	
IV. Other- Promotions/Marketing		
a) Events	\$94,766.00	
c) Other promotions	\$53,439.47	
SUB-TOTAL	\$148,205.47	
EXPENSE TOTAL:		
I. Administrative	\$94,943.15	
II. Services	\$348,746.95	
III. Capital Improvements	\$79,423.80	
IV. Other	\$148,205.47	
TOTAL EXPENSES	\$671,319.37	
TOTAL INCOME		\$711,506.85
LESS TOTAL EXPENSES		\$671,319.37
BALANCE		\$40,187.48

SECTION V

LIST OF RESOLUTIONS APPROVED DURING FISCAL YEAR 2023 (copies attached):

Resolution Number	Resolution Title
2022-04	Nominating Interim Director
2022-05	Approving Levy of Special Assessments
2023-01	Approving FY 2024 Budget

SUBMITTED VIA EMAIL TO

Missouri Dept. of Economic Development

Attn: CID Annual Report
P. O. Box 1157
Jefferson City, MO 65102
Phone: 573-522-8004
Email: redvelopment@ded.mo.gov

City Clerk

25th Floor, City Hall
414 E. 12th Street
Kansas City, MO 64106
Phone: 816-513-6401
Email: clerk@kcmo.org

Missouri Dept. of Revenue

Attn: CID Annual Report
P.O. Box 3380
Jefferson City, MO 65105-3380
Phone: 573-751-4876
Email: localgov@dor.mo.gov

Missouri State Auditor

Attn: CID Annual Report
P.O. Box 869
Jefferson City, MO 65102
Phone: 573-751-4213
Email: localgovernment@auditor.mo.gov

THE BROOKSIDE COMMUNITY IMPROVEMENT DISTRICT

RESOLUTION OF THE BROOKSIDE COMMUNITY IMPROVEMENT DISTRICT (“DISTRICT”) APPOINTING INTERIM DIRECTOR

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 Act provides for the Chief elected officer of a municipality (the “Mayor”) to appoint successor Directors of a Community Improvement District, which is also a political subdivision, with the consent of the governing body of the municipality;

WHEREAS, in the event for any reason a Director is not able serve his or her full term, Section B, 5, *Terms*, of the Petition authorizes the District’s Board of Directors (the “Board”) to fill the vacancy by appointing an individual to serve as Interim Director in accordance with the qualifications set forth in the Petition;

WHEREAS, Francine Edmunds is appointed as Successor Director, South Owner representing Commerce Bank for a term through August 18, 2025;

WHEREAS, Francine would like to step down and Commerce Bank would like to appoint an alternative to serve as Interim Director through the balance of the term;

WHEREAS, the Board in accordance with the Petition hereby appoints the following individual to fill that vacancy for the remainder of the term:

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

Section 1. The following qualified individual is appointed by the Board to serve as Interim Director as an operator through August 18, 2025:

Michael Jones, South Owner

Section 2. The Chairman 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 following the conclusion of the September 20, 2022 Board meeting.

Adopted this 21st day of September 2022.


Michelle Pitsenberger, Chair

ATTEST:


Josephine Njoroge, Secretary

THE BROOKSIDE COMMUNITY IMPROVEMENT DISTRICT

RESOLUTION OF THE BROOKSIDE COMMUNITY IMPROVEMENT DISTRICT
("DISTRICT") AFFIRMING AND APPROVING LEVY OF SPECIAL ASSESSMENTS

WHEREAS, the Board of Directors of the District desires to levy a special assessment against real property benefited within the District (the "CID Special Assessment") for the purpose of providing revenue for certain costs to be incurred by the District as described in the Petition to Authorize the Brookside Community Improvement District to Levy Special Assessment (the "Special Assessment Petition"), a copy of which is attached as Exhibit A;

WHEREAS, pursuant to the Special Assessment Petition, such special assessments shall be allocated among the Lots in an annual amount not to exceed \$0.50 per useable square foot per Lot; provided, however, the maximum amount shall be adjusted annually beginning in 2005 pursuant to the increases to the Consumer Price Index for Urban Wage Earners and Clerical Workers, United States Average (1982-84=100) published by the U.S. Department of Labor Bureau of Labor Statistics (the "Consumer Price Index") (or, if not available, then by another reasonable index selected by the board of directors of the District);

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Brookside Community Improvement District, as follows:

Section 1. Property Benefited. It is found that each tract, lot, and parcel of real property which located within the District and listed on the attached petitions (each "Lot") will be benefited by the financing of the Eligible Services (as defined in the Petition forming the District to the extent budgeted annual) and the operation of the District.

Section 2. CID Special Assessment. This CID Special Assessment is hereby affirmed and levied against each Lot in the amount of **Fifty Cents (\$0.50)** per useable square foot of each such Lot.

Section 3. Collection of Assessments. The officers of the District are authorized and directed to take all such actions as are necessary or desirable to cause the Collector of Jackson County, Missouri to bill and to collect the CID Special Assessment as provided in this resolution and in the Special Assessment Petition.

Adopted this 21st day of September 2022.



Michelle Pitsenberger, Chair

ATTEST:


Josephine Njoroge, Secretary

**Exhibit A of Resolution 2022-05
Brookside Community Improvement District
2022 Special Assessment Chart**

Property Owner	SitusAddress	Exempt	Total Special Assessment Amount- 2022	Notes
City of Kansas City Public Works	6200 MAIN ST	Y	\$ -	No assessment for City owned property. Ownership changes from KCATA to KCMO in December 2020.
GRI Brookside Shops LLC	14 W 62ND TER	N	\$ 12,080.00	
GRI Brookside Shops LLC	308 W 63RD ST	N	\$ 16,317.50	
GRI Brookside Shops LLC	6223 BROOKSIDE BLVD	N	\$ 1,099.00	
GRI Brookside Shops LLC	6225 BROOKSIDE BLVD	N	\$ 8,323.00	
GRI Brookside Shops LLC	104 W 63RD ST	N	\$ 23,115.00	
Brookside Broadway Partners II 2022 LLC	22 W 63RD ST	N	\$ 1,000.00	Ownership changed from Zwillow 22w63rd LLC in 2022
BKS Partners LLC	3 W 63RD ST	N	\$ 1,500.00	
Kraus Investments, LLC	9 W 63RD ST	N	\$ 375.00	
Zwillow 21W63 LLC	21 W 63RD ST	N	\$ 1,750.00	
The Robert Paul Ramm Revocable Trust	101 W 63RD ST	N	\$ 1,800.00	
DPRE Investors LLC	107 W 63RD ST	N	\$ 595.00	Ownership changed from Meadows II LLC in 2019
DPRE Investors LLC	121 W 63RD ST	N	\$ 3,500.00	
L&J 6307 LLC	6307 BROOKSIDE PLZ	N	\$ 1,800.00	Ownership changed from Shawnee Enterprises, LLC in '17
DPRE Investors LLC	115 W 63RD ST	N	\$ 2,200.00	Ownership changed from Meadows II LLC in 2019
DPRE Investors LLC	NO ADDRESS ASSIGNED BY CITY	N	\$ -	No assessment. Ownership changed from Meadows II LLC in 2019. Previously also shown as 6307 Brookside Blvd.
Brookside Building Company	6315 BROOKSIDE PLZ	N	\$ 8,050.00	
DPRE Investors LLC	6312 BALTIMORE AVE	N	\$ -	No assessment. Change in owner from The Robert Paul Ramm Revocable Trust in 2022.
Jeffrey, Paul & Joy L Jacobs	6324 BALTIMORE AVE	N	\$ -	Split from 47-230-06-23-00-0-00-000 in 2017
Jeffrey, Paul & Joy L Jacobs	NO ADDRESS ASSIGNED BY CITY	N	\$ -	Split from 47-230-06-23-00-0-00-000 in 2017
DPRE Investors LLC	6318 BALTIMORE AVE	N	\$ -	No assessment for vacant property. Owner change from Bank of America Na in 2022
DPRE Investors LLC	6327 BROOKSIDE PLZ	N	\$ 5,000.00	Ownership changed from Meadows II LLC in 2019
Zwillow Brookside LLC	6304 BROOKSIDE PLZ	N	\$ 4,400.00	
Zwillow Brookside LLC	6318 BROOKSIDE PLZ	N	\$ 1,570.50	
Zwillow Brookside LLC	6320 BROOKSIDE PLZ	N	\$ 1,862.00	
D&D Real Estate Partnership	6324 BROOKSIDE PLZ	N	\$ 3,100.00	
Commerce Bank of KC, N.A.	6334 BROOKSIDE PLZ	N	\$ 1,947.50	Ownership changed from Commerce Bank of Kansas City, N.A. in 2019
Plaza Bank & Trust Company	6336 BROOKSIDE PLZ	N	\$ -	No assessment for vacant property
City of Kansas City Public Works	220 W MEYER BLVD	Y	\$ -	No assessment. Ownership changes from KCATA to KCMO in December 2020.
The School District Of Kansas City MO	6300 BROOKSIDE BLVD	Y	\$ -	No assessment. New address assigned.
The School District Of K C Mo	6321 WORNALL RD	Y	\$ -	No assessment for vacant property
Kansas City School Dist	6310 BROOKSIDE BLVD	Y	\$ -	No assessment for vacant property.

Total

\$ 101,384.50

Changes from prior year

RESOLUTION NO. 2023-01

THE BROOKSIDE COMMUNITY IMPROVEMENT DISTRICT

**RESOLUTION OF THE BROOKSIDE COMMUNITY IMPROVEMENT DISTRICT
("DISTRICT") APPROVING THE BUDGET FOR FISCAL YEAR 2023-24.**

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 2023-24, 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 2023-24.

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 31st day of January 2023.



Michelle Pitsenberger, Chairman

ATTEST:



Josephine Njoroge, Secretary

Brookside CID
FY 2024 Budget

CARRYOVER	DESCRIPTION	2023-B
Carryover	Funds carried over from prior year budget for special projects.	\$ 75,000.00
Subtotal:		\$ 75,000.00

INCOME	DESCRIPTION	2023-B
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.	\$ 425,000.00
Investment income	Nominal interest collected on monthly account balances. Fluctuates and amount is insignificant so limited amount budgeted.	\$ -
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 2022.	\$ -
Subtotal		\$673,000.00

Total	\$ 748,000.00
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EXPENSES	DESCRIPTION	2023-B
Maintenance		
Sidewalk / Street Sweeping	Contracted sidewalk and street sweeping services. Contracted with Moonlight Sweeping for 2017. 8% rate increase for 2022.	\$37,000.00
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. 2022 includes replacement of select trash recepticals and gas lamp repairs.	\$2,500.00
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
Snow Removal	Contracted snow and ice removal on public streets, sidewalks, parking lots and shared private lots. Under contract through 2023.	\$65,000.00
Trash Removal	Contracted trash collection for common dumpsters, cardboard recycling and glass recycling collection. Under contract through 2025. 7% increase for 2022.	\$115,000.00
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.	\$42,000.00
Subtotal		\$ 341,500.00

Brookside CID
FY 2024 Budget

EXPENSES	DESCRIPTION	2023-B
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 for 2022.	\$87,000.00
ATA parking lot lease	Annual lease of KCATA north and south lot. To be renegotiated in 2022.	\$45,000.00
Legal/Accounting	Annual expense for legal counsel and financial services. 2022 includes 50 hours of legal at \$220 to \$400 per hour based on prior year expenses and known projects.	\$10,000.00
Subtotal		\$ 142,000.00

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.	\$2,000.00
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		\$ 171,400.00

Brookside CID
FY 2024 Budget

EXPENSES	DESCRIPTION	2023-B
Administration		
Admin Services	Expenses for staffing, facilities and related overhead. Increase in 2022 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: **\$ 748,000.00**

Net **\$ -**