Report - Executive Policy Committee - March 18, 2003

Item No. 9 Norwood Grove Business Improvement Zone - 2003 Proposed Program, Zone Levy and Budget Estimates
File FL-7.6 (Vol. 3)

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On March 18, 2003, the Executive Policy Committee considered this matter and recommends to Council:

1. That the 2003 Proposed Program, Zone Levy and Budget Estimates for the Academy Road Business Improvement Zone be approved.

2. That Section 4. (b) of By-law No. 8118/2002 be amended by deleting the word "seven" in the first line thereof and inserting the words "a minimum of seven (7) and a maximum of nine (9)".

3. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing, including the submission of the necessary by-law directly to Council.

Report - Executive Policy Committee - March 18, 2003

DECISION MAKING HISTORY:

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On March 18, 2003, the Executive Policy Committee recommended to Council:

1. Approval of the 2003 Proposed Program, Zone Levy and Budget Estimates for the Norwood Grove Business Improvement Zone.

2. That Section 4. (b) of By-law 8118/2002 be amended by deleting the word "seven" in the first line thereof and inserting the words "a minimum of seven (7) and a maximum of nine (9)".

3. That the City Solicitor/Manager of Legal Services be instructed to prepare the appropriate amendment to By-law No. 8118/2002.

Norwood GROVE
Zone d'amélioration commerciale
Business Improvement Zone
Box 34, Norwood P.O.
Winnipeg, Manitoba R2H 3B8

PROPOSED PROGRAM AND BUDGET

FOR THE PERIOD

JANUARY 1, 2003 TO DECEMBER 31, 2003

As presented to and approved by the membership
at the
Annual Budget Meeting
Wednesday, October 30, 2002

BUDGET

January 1, 2003 to December 31, 2003

REVENUES

Levy	$	88,129	*
Unpaid levy allowance		(1,000)	
Grants (student funding)		16,500	
Interest		100	
Luncheon Revenues		600	
Total	**$**	**104,329**	

EXPENSES

Administration		*55,193*	
Executive Director professional fees	$	20,493	
Student & Contractor Wages/Benefits/Uniforms/Workers Comp.		23,800	
Storage/Space Rental		2,400	
Office Expense/Postage/Stationery/Phone		2,700	
Membership Fees		300	
Auditor Fees		2,600	
Meetings		1,500	
Professional Development		750	
Equipment Rental (office)		500	
Bank charges		150	
Physical Enhancement		*49,900*	
White lights program	$	6,000	
Spruce up the Grove program		6,000	
Graffiti Removal/Student Supplies		800	
Cart/trailer/tank purchase		10,000	
Maintenance/Planter Repair/Flowers/Planting Party		6,500	
Bench Maintenance		2,600	
Mural program		3,000	
Light up the Grove program		3,000	
Landscaping (Welcome sign)		12,000	
Marketing		*23,800*	
Sponsorships	$	3,000	
Advertising/Promotions (shirts) / BIZBY		3,500	
Bandshell programming & equipment		15,000	
Website - Hosting/Training		500	
BIZ Publication (Magazine) – Copies & Distribution		1,800	
Internal Development		*2,750*	
Newsletter/Member Communication	$	750	
Luncheon Expenses		2,000	
Contingency		3,000	
Total Expenses	**$**	**134,643**	
Net Surplus (loss)	$	(30,314)	
Opening Balance (forecasted)		36,976	
Closing Balance	$	6,662	

* Levy required would be 1.4% of A.R.V. (Annual Rental Value - $6,294,932)

Norwood Grove BIZ

PROPOSED PROGRAM BUDGET (2003)

ADMINISTRATION $ 55,193

Administrative costs pertaining to the BIZ are allocated through administration. The costs covered by Administration include: postage, office supplies, Executive Director's professional fees, summer student salaries, benefits, and uniforms, the annual audit, meeting expenses, the purchase of supplies and materials and storage/space rental. New this year will be professional fees to contract the services of an accountant to undertake the daily financial management of the BIZ. Funds have also been allotted to professional development to facilitate board and staff training as required.

PHYSICAL ENHANCEMENT $ 49,900

Programs include: maintenance of the White Lights program (re-bulbing) and the continued inclusion of more trees, the Spruce up the Grove grant program, the mural program, maintenance of all streetscaping projects (flower beds, planters, trellis') and all cedar planters, graffiti removal, the Light up the Grove Program, bench maintenance, and other landscaping/planting initiatives. These projects are outlined in the revised Physical Enhancement Strategy and include welcome signage on the Norwood Bridge and the purchase of new planters to replace those that have been damaged. The BIZ is also considering the purchase of its own cart, trailer and tank to undertake watering internally.

MARKETING $ 23,800

Marketing initiatives include: a marketing commitment to CARRAC for the new dock system, maintenance of the website, summer programming of the bandshell, funds for advertising or other promotions (including merchandise), and the production and distribution of the annual BIZ publication/directory in conjunction with a private publisher.

INTERNAL DEVELOPMENT $ 3000

Includes the publication of a quarterly newsletter for distribution to the membership and support of two or three membership networking luncheons.

*Certain expenses will be covered through the existing Net Surplus.

Norwood Grove BIZ - 2003 Budget

REVENUES		2003 Budget	2002 Projected Actual	2002 Budget	2001 Actual
Levy	$	88,129	78,311	78,740	
Unpaid levy allowance		-1,000		-438	
Wage Grants		16,500	14,807	14,600	
Interest		100	13	600	
Luncheon Revenues		600	500	1,000	
Fundraising		0	1,500	0	
Golf Registrations		0	1,995	0	
Total	**$**	**104,329**	**97,126**	**94,502**	

EXPENSES

Administration						
	Executive Director professional fees	$	20,493	20,493	20,183	
	Student & Contractor Wages/Benefits/Workers Comp.		23,800	22,766	24,380	
	Storage/Space Rental		2,400	2,400	2,400	
	Office Expense/Postage/ Stationery/Phone		2,700	2,650	1,600	
	Membership Fees		300	280	150	
	Auditor/Accounting Fees		2600	828	800	
	Meetings		1,500	1,400	1,400	
	Professional Development		750	100	250	
	Equipment Rental (office)		500	425	300	
	Bank Charges		150	184	0	
		Sub	*55,193*	*51,526*	*51,463*	
Physical Enhancement						
	White lights program	$	6,000	10,000	5,000	
	Spruce up the Grove program		6,000	2,639	6,000	
	Graffiti Removal/Student Supplies		800	900	500	
	Cart/trailer/tank purchase		10,000	0	0	
	Maintenance/Planter Repair/Flowers/Planting Party		6,500	12,980	13,000	
	Bench Maintenance		2,600	2,683	2,600	
	Mural program		3,000	2,000	3,000	
	Light up the Grove		3,000	1,000	5,000	
	Landscaping		12,000	1,400	10,000	
		Sub	*49,900*	*33,602*	*45,100*	

Marketing						
	Sponsorships	$	3,000	500	500	
	Advertising/Promotions (shirts) /BIZBY		3,500	2,100	2,500	
	Bandshell programming & equipment		15,000	14,425	15,300	
	Website - Hosting/Training		500	186	500	
	BIZ Publication – Copies & Distribution		1,800	1,518	1,800	
	Golf Tournament		0	3,170	0	
		Sub	*23,800*	*21,899*	*20,600*	
Internal Development						
	Newsletter/Member Communication	$	750	195	1,000	
	Luncheon Expenses		2,000	1,400	2,000	
		Sub	*2,750*	*1,595*	*3,000*	
Contingency			3,000	0	3,000	
	Total Expenses	**$**	**134,643**	**108,622**	**123,163**	
	Net Surplus (loss)	**$**	**-30,314**	**-11,496**	**-28,661**	
	Opening Balance (forecasted)		**36,976**	**48,372**	**30,932**	
	Closing Balance	**$**	**6,662**	**36,876**	**2,271**	

Notes:

- fundraising dollars received were for the 2001 Swim Program

- $4100 paid out to White Lights was payable from 2001

- the trellis program budgeted for 2002 will be paid from surplus in the WD program grant