

2018 Proposed Budget Expenses

DDA Operations Fund		2017 Budget	2018 Budget	
485 1 137	STAFF TRAINING/CONFERENCE <i>Training</i>	1,500	1,500	Conferences & IEDC trainings
485 1 139	DENTAL INSURANCE <i>System Generated Entry</i>	866		
	<i>change .85FTE to 1FTE</i>	16		
485 1 142	FOOD ALLOWANCE <i>Food</i>	150	150	Reduced based on projected use
485 1 210	OFFICE SUPPLIES <i>Office Supplies</i>	750	600	Increased based on past usage
485 1 217	DUES AND SUBSCRIPTIONS <i>International Downtown Assoc Dues</i>	425	1,425	Reduced - no Times Call subscription
	<i>Downtown Colorado Inc</i>	400		
	<i>Misc</i>	100		
	<i>International Economic Development Council</i>	425		
485 1 218	NON-CAPITAL EQUIP/FURN <i>supplies for events</i>	500	500	
485 1 229	MATERIALS/MISC. SUPPLIES <i>groceries</i>	500	2,500	Increased \$500 based on past usage
	<i>Clean and Green/clean & safe</i>	1,100		
	<i>Meeting supplies, retreat and food</i>	900		
	<i>Misc</i>	500		
485 1 232	BUILDING REPAIR/MAINT <i>Chamber of Commerce charges</i>	2,000	2,000	
485 1 243	NONCAP COMPUTER EQUI/SPLY	0	0	
485 1 245	MILEAGE ALLOWANCE <i>Less need to travel</i>	250	250	
485 1 246	LIABILITY INSURANCE <i>Liability Insurance</i>	8,400	8,400	Increased by 3%

485 1 249 OPERATING LEASES/RENTALS			11,900	23,100	Increase \$11,200 in rent based on \$2,000 per month Based on \$700 - \$2,000 per month
<i>misc leases</i>	19200	19,200			
<i>Copier Lease / copies</i>	750	1,500			
<i>Other expense</i>		2,400			
485 1 250 PROF/CONTRACTED SERVICES			15,000	15,000	
<i>Additional clean services</i>	7500	7,500			
<i>Imagine Cleaning contract</i>	2800	2,800			
<i>Legal & misc expenses</i>	3000	4,700			
485 1 252 ADS AND LEGAL NOTICES			750	500	Decrease based on usage
<i>Alleyscape ads</i>		750			
485 1 260 UTILITIES			2,000	2,000	
<i>Increase in public service</i>		1,900			
<i>Use of Fiber</i>		100			
485 1 261 TELEPHONE CHARGES			1,140	1,500	Cell Stipends
<i>Cell usage</i>		1,140			
485 1 263 POSTAGE			250	250	
<i>postage increase</i>	500	250			
485 1 264 PRINTING/COPYING/BINDING			2,500	3,500	Increase in onsite printing
<i>Printing, copying and</i>		1,000			
<i>Business Outreach</i>		500			
<i>increase in on site printing</i>		1,000			
485 1 269 OTHER SERVICES/CHARGES			1,500	1,500	
STAFF PARKING		1,010			
Misc		490			
			50,865	64,000	
					Total

General Improvement District Fund

	2017 Budget	2018 Budget	
431 2 210 OFFICE SUPPLIES	250	250	Office supplies
431 2 218 NON-CAPITAL EQUIP/FURN	0		
431 2 229 MATERIALS/MISC. SUPPLIES	2,250	2,750	Increase \$500 based on past usage
431 2 232 BUILDING REPAIR/MAINT	150	150	
5% of Chamber of Commerce lease	150		
431 2 241 GROUNDS MAINTENANCE	5,500	5,750	Increase based on additional pots
pots and benches	5,000		
Brezeatory pots and flowers	750		
431 2 246 LIABILITY INSURANCE	4,300	4,430	Increased by 3%
Liability Insurance	4,300		
431 2 249 OPERATING LEASES/RENTALS	650	1,200	Increase \$550 based on \$2,000 per mo rent
5% of building lease with Chamber of Commerce	1,200		
431 2 250 PROF/CONTRACTED SERVICES	61,000	60,500	
Increased level of service	10,000		
Flower pot maintenance	30,000		Increase based on private contractor
Imagine Cleaning Contract	5,600		
Tree Maintenance	2,400		
Landscape Maintenance	7,500		
Placemaking	5,000		
431 2 260 UTILITIES	5,000	550	Shift to A&E
Utility costs	500		
Use of Fiber	50	50	
Postage	50		
431 2 263 POSTAGE			
431 2 264 PRINTING/COPYING/BINDING	1,000	1,000	
431 2 269 OTHER SERVICES/CHARGES	1,000	1,000	
431 2 270 ADMIN/MANAGEMENT SERVICES	6,764	6,764	Will be updated per Jim
ATF	9784	6,764	
Total	87,914	84,394	

Parking Fund

	2017 Budget	2018 Budget	
485 1 210 OFFICE SUPPLIES			
<i>Billing/permit/laminating supplies</i>	250	350	250 Decrease - not used
485 1 218 NON-CAPITAL EQUIP/FURN			
<i>Increased permit cost & 2 additional lots</i>	2000	2,500	2,000 Decrease - not used
485 1 229 MATERIALS/MISC. SUPPLIES			
<i>misc repair and maintenance</i>	200	200	
485 1 232 BUILDING REPAIR/MAINT			
<i>Liability Insurance</i>	3800	3,800	3,915 Increased by 3%
485 1 246 LIABILITY INSURANCE			
<i>15% of chamber lease rental</i>	3600	2,500	3,950 Increased by \$1,450 based on \$2,000 lease rate
485 1 249 OPERATING LEASES/RENTALS			
<i>Imagine 3000</i>	700	15,000	16,000 Increased based on outside contract
485 1 250 PROF/CONTRACTED SERVICES			
<i>Ward's 10000</i>			
<i>City of Longmont 3000</i>			
485 1 252 ADS AND LEGAL NOTICES			
<i>Advise public of parking lots and trials</i>	500	500	
485 1 260 UTILITIES			
<i>15% of monthly utilities</i>	500	200	
485 1 263 POSTAGE			
<i>Postage</i>	200	1,500	1,500
485 1 264 PRINTING/COPYING/BINDING			
<i>Quarterly billing expenses</i>	1,000	400	400
485 1 269 OTHER SERVICES/CHARGES			
<i>Credit card processing expenses</i>	400	27,450	29,415
<i>Total</i>			

A & E / Creative Dining Fund

	2017 Budget	2018 Budget
485 8 137 STAFF TRAINING/CONFERENCE	300	300
CCI meetings	300	
485 8 139 DENTAL INSURANCE	421	
System Generated Entry	390	
change .85FTE to 1FTE	31	
485 8 142 FOOD ALLOWANCE	250	250
Food Allowance for functions	300	
485 8 210 OFFICE SUPPLIES	500	1,000
		Increase based on past usage
485 8 217 DUES AND SUBSCRIPTIONS	2,950	2,950
misc office supplies	500	
survey monkey	250	
Store Financial	1,200	
email system	1,500	
485 8 218 NON-CAPITAL EQUIP/FURN	0	
485 8 229 MATERIALS/MISC. SUPPLIES	8,000	14,000
Banners, Kiosks & Signage	4,500	
Giveaways	1,500	
Event Supplies	8,000	
		Increase \$6,000 based on past usage, signage reprints
485 8 245 MILEAGE ALLOWANCE	200	200
mileage	200	
485 8 246 LIABILITY INSURANCE	400	1,000
Liability Insurance	400	
485 8 249 OPERATING LEASES/RENTALS	26,000	0
A&E incubator rent	26,000	
		No longer have art space
485 8 250 PROF/CONTRACTED SERVICES	92,000	125,000
Web site	6,000	
Event coordination and sponsorship (temp)	12,000	
Marketing and design support	12,000	
Monthly events	20,000	
		Increase \$33,000 holiday lights, concert expense, other e
		Adding to budgets for marketing plan

	Downtown Concert Series	20,000	
	Tree Lighting Ceremony & holiday promotions	10,000	
	Artwalk & other event sponsorships	12,500	
	Other	12,500	
	Holiday Lights	20,000	
485 8 252	ADS AND LEGAL NOTICES	25,000	30,000 Increase \$5,000 for shop local
	Second Fridays	5,000	
	Events	2,500	
	Street Concerts	3,000	
	Holidays and tree lighting	3,000	
	Misc (Visitor Guide, Magazine, etc.)	8,000	
	General Marketing	3,500	
	Creative District/Shop Local	5,000	
485 8 260	UTILITIES	1,200	7,700 Moving all electric usage to this fund.
	Metered electric in Downtown	6,500	
	Power in / boxes (LPC)	1,200	
485 8 261	TELEPHONE CHARGES	0	
485 8 263	POSTAGE	4,000	3,000 Decrease based on usage
	Postage for direct mail pieces (5,000 EDDM = ~\$90)	3,000	
485 8 264	PRINTING/COPYING/BINDING	8,600	10,000 Increase in marketing outreach
	EDDM	3,000	
	public relations - downtown communications	1,000	
	Monthly Events	3,500	
	Concert Series	750	
	Marketing/Creative District	1,750	
485 8 269	OTHER SERVICES/CHARGES	3,000	5,000 Increase \$2,000 in Gift Card Fees - Fee Free Program
	Gift Card Fees	3,000	
	Other	2,000	
		172,100	200,100 Increase \$28,000 overall

2018 LDDA Proposed Budget - Construction Fund

Expenses	Budget	Description
Clean & Safe Programs	\$30,000	Pressure Washing
	50000	Establish a maintenance fund?
		Use leftover dollars from irrigation assessment
Placemaking Programs	\$100,000	Placemaking projects
		Downtown Design Standards \$5,000
		Plaza Planning - \$15,000
		Placemaking Planning/Initiatives \$50,000
		Historic Preseveration Plaques/Other \$30,000
Connectivity Programs	\$100,000	Connectivity Projects
		Parking and Bike Signage - \$50,000
		Employee Parking Incentive Program - \$25,000
		Custom Bike Racks ~\$5,000 each - \$25,000
Economic Vitality	\$50,000	Business Recruitment and Retention
		Business Recruitment Materials \$25,000
		Customer Loyalty Initiatives \$25,000
Incentives	\$100,000	2nd Floor Office Conversion Grants
Metrics	\$16,000	Pedestrian/bike counts - 4 sensors; yearlong data
Total	\$446,000	
	100,000	from previous incentive allocation
Amount TIF	\$346,000	

Capital Project

Funded by TIF \$70,000 electrical assessment & upgrades

TIF requested **\$416,000**