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Patty Brosmer

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September 12, 2016

To: All Capitol Hill BID Members (Property Owners and Tenants)

From: Patty Brosmer, President

Re: Fiscal Year 2017 Approved Budget

On September 9, the Board of Directors of the Capitol Hill Business Improvement District (BID) approved the enclosed budget for fiscal year 2017 (October 1, 2016 – September 30, 2017.)

The projected total income for FY 2017 is \$2,713,546 and reflects an increase in annual actual tax revenues of approximately 7% over FY 2016. Projected contractual income is lower than 2016 by \$680,000 due to our decision not to renew one of our contracts.

Salaries were increased 4% across most categories and other line items were adjusted based on actual information from the provider or to reflect reasonable expectations.

The most substantial line item difference is the increase in ‘Office Space’ or rent. After 13 years of Union Station donating space for our office trailer, they need the space for their expansion project and we will be moving to market-rate space in the near future. We wish to thank Union Station Redevelopment Corp (USRC) for generously hosting us for all those years!

Should you have any questions regarding the enclosed budget or any other BID issues, please feel free to contact me. It would be my pleasure to assist you.

Very truly,

Patty Brosmer
President

Enclosure: Approved FY 2017 Budget

CAPITOL HILL BID 2017 BUDGET APPROVED BY THE BOARD OF DIRECTORS

Ordinary Income/Expense	FY 2016		FY 2017	
Income				
Tax Revenues				
Taxes	\$1,300,241.00		\$1,394,167.00	
Penalties and Interest	\$31,415.00		\$35,000.00	
Contractual Income other BIDs/Main Sts	\$1,925,000.00		\$1,239,989.00	
Heritage Contributions	\$44,280.00		\$44,280.00	
Grants	\$2,000.00		\$0.00	
Interest Income	\$110.00		\$110.00	
Total Income	\$3,303,046.00	3,303,046.00	\$2,713,546.00	2,713,546.00
Expense				
100 Administrative				
Personnel				
Pres. Salary, Taxes & Benefits	\$203,648.00		\$220,793.92	
Annual Audit & 990 Filing	\$12,000.00		\$14,000.00	
NEW APPLE COMPUTER EQUIPMENT			\$6,000.00	
Depreciation Expense	\$2,100.00		\$1,600.00	
Dues and Subscriptions	\$9,200.00		\$9,500.00	
Insurance	\$5,544.00		\$8,360.00	
Interest Expense			\$1,200.00	
Licenses and Permits	\$150.00		\$300.00	
Miscellaneous				
Office Supplies	\$9,000.00		\$9,500.00	
Postage and Delivery	\$2,000.00		\$1,500.00	
Printing and Reproduction	\$3,000.00		\$2,000.00	
Professional Fees (Legal & Accounting)	\$55,000.00		\$55,000.00	
Professional Development	\$1,000.00		\$1,000.00	
Office Space (rent, utilities, parking)	\$6,684.00		\$54,000.00	
Office Move Build-Out/furniture			\$14,000.00	
Repairs and Maintenance	\$2,500.00		\$2,500.00	
Telephone	\$4,300.00		\$4,300.00	
Travel & Ent	\$5,000.00		\$5,000.00	
Total 100 Administrative Expenses	\$321,126.00	-321,126.00	\$410,553.92	-410,553.92
Meetings & Conferences (Annual, Holiday Pa	\$22,000.00	-22,000.00	\$22,000.00	-22,000.00
BID 5-YEAR RENEWAL CAMPAIGN	\$0.00		\$12,000.00	-12,000.00
Program Expenses				
200 Operations				
Personnel				
Ops Dir & Field Dir Salary, Taxes, Br	\$188,500.00		\$222,000.00	
Insurance	\$1,896.00		\$4,000.00	
Total Operations	190,396.00	-190,396.00	226,000.00	-226,000.00
300 Marketing/Streetscapes Program				
Personnel				
Mar Total Personnel	\$82,500.00		\$89,370.00	
Advertising/Promotional/Sponsorships	\$27,100.00		\$35,000.00	
Insurance	\$825.00		\$1,800.00	
Snowflake Install and Electric	\$17,000.00		\$21,000.00	
Banner Contest and Production of New Banners			\$10,000.00	

CAPITOL HILL BID 2017 BUDGET APPROVED BY THE BOARD OF DIRECTORS

Web Hosting & Maintenance	\$600.00		\$600.00	
Total 300 Marketing/Streetscapes Program	128,025.00	-128,025.00	157,770.00	-157,770.00
400 Ambassador/Safety Program				
Personnel				
Total Ambassador Salaries, Taxes, I	\$142,000.00		\$150,000.00	
Care and Feeding (1/4 Awards)	\$3,300.00		\$3,300.00	
Communications	\$13,000.00		\$15,000.00	
Insurance	\$9,213.00		\$3,000.00	
Uniforms & Equipment	\$3,700.00		\$5,500.00	
Total 400 Ambassador/Safety Program	171,213.00	-171,213.00	176,800.00	-176,800.00
500 Clean Program				
Personnel				
Total Clean Team Salaries, Taxes, B	\$328,000.00		\$350,000.00	
Care and Feeding	\$17,000.00		\$17,500.00	
Insurance	\$20,000.00		\$30,000.00	
Storage facility	\$4,500.00		\$4,635.00	
Tree Boxes/Landscaping Programs	\$75,000.00		\$80,000.00	
Uniforms & Equipment	\$25,000.00		\$30,000.00	
Vehicle Expenses				
Auto Insurance	\$7,500.00		\$6,000.00	
Depreciation	\$37,700.00		\$30,000.00	
Gas, parking & Maintenance	\$18,000.00		\$20,000.00	
Interest Expense			\$2,700.00	
Total 500 Clean Program	532,700.00	-532,700.00	570,835.00	-570,835.00
Homeless Programs (RWW Support)	\$15,000.00		\$20,000.00	
Transportation (Circulator)	\$20,000.00		\$20,000.00	
Total Program Expenses	35,000.00	-35,000.00	40,000.00	-40,000.00
Contractual Expenses (Riverfront, Barracks Row and Adams Morgan)				
Personnel				
Total Salaries, Taxes, Benefits	\$1,429,367.00		\$882,654.00	
Administrative	\$28,000.00		\$10,000.00	
Insurance	\$55,000.82		\$26,000.00	
Uniforms and Equipment	\$162,823.00		\$85,000.00	
Vehicle Use	\$68,500.00		\$55,000.00	
Total Contractual Expenses	1,743,690.82	-1,743,690.82	1,058,654.00	-1,058,654.00
Net Ordinary Income		158,895.18		38,933.08