

Ibrahim, Sabreena

SECTION 2 COUNCIL CORRESPONDENCE (2017.05.11)
Financial Management Committee (2017.05.24)
City Manager
Deputy City Manager
Dir. Finance
City Solicitor

From: Wong, Elaine
Sent: April-28-17 1:40 PM
To: Clerks
Subject: FW: HMA New Fiscal Year / Levy / Budget
Attachments: 2017-2018 HMA Budget to City.pdf; 2017 04 28 HMA to Council.pdf

From: Isabel Kolic [<mailto:isabel@burnabyheights.com>]
Sent: April-28-17 12:01 PM
To: Mayor
Cc: Kassam, Noreen; Wong, Elaine; Letkeman, Denise; President
Subject: HMA New Fiscal Year / Levy / Budget

Dear Mayor and Council,

Attached, on behalf of our Board President, Heidi Dueck, please find digital scans of our year-end letter and budget (hard copies), which are also en route to you via Canada Post (express post) today.

The Heights Merchants Association's fiscal year end is April 30, and each year at this time, we send you our budget summary for the coming year, with a letter respectfully requesting a partial advance payment of our levy, which assists us in high cash flow period for Hats Off Day spending (May-July) and the hiring of new summer staff (May). Everything is explained in the letter in detail.

As always, we remain ever appreciative of the excellent relationship we have with our City, its leadership and staff. We are fortunate to work with such talented and helpful people, and continue to do our utmost to help our district and our City prosper.

Sincerely,

Isabel Kolic

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Isabel Kolic
Executive Director, Heights Merchants Assn.
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April 28, 2017

Mayor Derek Corrigan,
Burnaby City Councillors
City of Burnaby
4949 Canada Way
Burnaby, BC V5G 1M2

Dear Mayor Corrigan and City Councillors of Burnaby,

On behalf of the Heights Merchants BIA and its Board of Directors, I would like to thank you all, as well as your City's outstanding staff members, for your continued support and collaboration over the years, regarding so many of our initiatives. Our success is certainly due in no small part to the success of our relationship with our City. We continue to be pleased and honoured to serve this Business Improvement Area, and by extension make our City better, stronger, and more prosperous.

I am hereby submitting our 2017-2018 Budget for Council's review and approval, in accordance with Bylaw Number 13296 (Amendment Bylaw No. 1, 2017, Bylaw No. 13733).

The BIA Levy being requested of our membership in 2017 is \$259,999.81 – an increase of 2% from last year's Levy, roughly in line with the rate of inflation. You may also note that total expenditures in the 2017-2018 budget exceeds the actual amount of the BIA Levy itself. This is because we have taken into account estimated grants for 2017-2018, and we have also reflected the accounting of the Heights Business Directory, which is a cooperatively financed publication, together with our Heights businesses who advertise in the book.

The Association also respectfully requests that a \$100,000 advance on the 2017-2018 levy be provided in May; the remainder to be transferred to the HMA by the City by the end of July 2017. The reason for the advance is that it assists with cash flow during our most expensive period of the year: Hats Off Day bill-paying, and our summer staff payroll. These are on top of regular expenses.

We hope you will be joining us at Hats Off Day on Saturday, June 3. We invite you to take your rightful place in Burnaby's biggest parade and enjoy the celebration in our community.

As always, we look forward to working with Council and City staff on making the Heights – and Burnaby – more attractive, pedestrian-friendly, and successful. By doing so, we will continue to strengthen the Heights community and make Burnaby an even better place to live and work in.

Thank you again for all of your valued support.

Sincerely,

Heidi Dueck
President, HMA Board of Directors

c: Noreen Kassam, Director of Finance, City of Burnaby
c: Denise Letkeman, Manager of Property Tax and Utilities

Encl: HMA 2017-2018 Budget

Heights Merchants Association BIA

2017-2018 Budget Summary

May 1, 2017 to April 30, 2017 Fiscal Year

		Total
Events & Community Relations		
Hats Off Day	\$	59,900.00
Seasonal & Auxiliary Events (Light up Heights, Giro di Burnaby, etc.), Community	\$	30,100.00
Neighbourhood Physical Improvements		
Street Cleaning, Tree-wells, Murals, Clean-ups, Banners, etc.	\$	27,500.00
Member Services, Marketing & Communications		
Member Rel & Cmns, Security, Mixers/Socials, Advocacy, etc.	\$	40,500.00
General Advertising & Promo, Biz Directory, Web Site, etc.	\$	52,500.00
Strategic Initiatives, Special Projects		
Special Projects, Reserve Funding (e.g. Gateway Project, Hanging Baskets)	\$	10,500.00
Office Maintenance and Administration		
General Administration and Contingency Fund	\$	19,000.00
Office Rent, Utilities, Phone, Internet	\$	25,880.00
Office Supplies, Equipment/Maintenance, Postage & Software	\$	11,340.00
Insurance, Accounting, Mileage, Board and Other Admin Expenses	\$	13,145.00

GRAND TOTAL	\$290,365.00
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Totals include allocation of staff time, including summer support partially funded by external grant.
Business Directory (Marketing) is a cooperatively produced publication, generating revenue used toward the project.

BIA Levy contributed by the BIA membership (2017-2018)	\$	259,999.81
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