

Livingston BUSINESS IMPROVEMENT DISTRICT

Annual Report

FY 2013

July 1, 2012 - June 30, 2013



Board of Trustees

Dan Kaul, President
Term Expires: May 2014

Kristen Galbraith, Secretary
Term Expires: May 2015

David DePuy, Member
Term Expires: May 2017

Tyler Erickson, Member
Term Expires: May 2017

Elizabeth Lahren
Term Expires: May 2016

Jill Mabie, Member
Term Expires: May 2015

Karla Pettit, Member
Term Expires: May 2014

Livingston Business Improvement District

P. O. Box 284

Livingston, MT 59047

www.downtownlivingston.org

info@downtownlivingston.org

Fiscal Year 2013 (July 1, 2012 – June 30, 2013)

The mission of the District is to aid in facilitation and strengthening of commerce, provide maintenance assistance, beautify and enhance streetscapes, improve security and safety, and stimulate development and vitality in Livingston's historic downtown district.

Goals:

- Garbage collection and receptacle maintenance.
- Planter coordination with City of Livingston Urban Renewal Agency.
- Graffiti assessment and removal/maintenance planning.
- Increased business and building owner involvement.
- At least one social network gathering.
- Website development and more frequent updates.

Accomplishments:

- Established contract for garbage receptacle collection with Irrigation Innovations. Trash was removed from LBID area cans for eleven months. Disposed of approximately 4,000 lbs of garbage in eleven month period.
- Purchased materials and equipment for planter watering and fertilizing.
- Established contract with City of Livingston summer employee to maintain and empty garbage receptacles and to maintain, water and fertilize flower baskets in LBID area during summer months. Employee began work in June 2013 and will continue through spring 2014.
- Hosted fall social network event at ELKS club in November 2012. The event was attended by approximately 25 people, including board members.
- Graffiti planning with Randy Chambers and City of Livingston police department.



- Continued support of the Brand Livingston campaign.
- Holiday Stroll banner purchase for Livingston Area Chamber of Commerce.
- Website updates, additions and edits.

Looking Forward – FY 2014:

- Continued garbage collection and receptacle maintenance.
- Continued summer planter coordination with City of Livingston Urban Renewal Agency.
- Graffiti assessment and removal on a contracted basis.
- Brand Livingston support.
- Increased business and building owner involvement.
- Establishment of dedicated checking account.
- Host at least one social network gathering.
- Coordination and networking with other Montana Business Improvement Districts.
- Website development and updates.



Financial Information

Livingston Business Improvement District www.downtownlivingston.org			Actual Expenses Per Fiscal Year			Totals
FY 2015 Estimated Expenses:			2012	2013	2014	
1	Accounting Fees	\$ 500.00	\$ -	\$ -	\$ -	\$ -
2	Bank Fees	\$ 100.00	\$ -	\$ -	\$ -	\$ -
3	Conference Fees	\$ 900.00	\$ 225.00	\$ -	\$ -	\$ 225.00
4	Dues & Subscriptions	\$ 200.00	\$ 110.00	\$ -	\$ 60.00	\$ 170.00
5	Insurance	\$ 800.00	\$ 687.00	\$ 720.00	\$ 748.00	\$ 2,155.00
6	Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -
7	Maintenance Staff Position Contracted Part Time	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -
8	Miscellaneous	\$ 100.00	\$ -	\$ -	\$ -	\$ -
9	Office Expenses/Supplies	\$ 100.00	\$ 35.52	\$ 10.00	\$ -	\$ 45.52
10	Office Administration Contracted Part Time	\$ 7,200.00	\$ -	\$ -	\$ -	\$ -
11	Postage	\$ 500.00	\$ 154.87	\$ 45.00	\$ -	\$ 199.87
12	Printing Expenses	\$ 500.00	\$ 147.25	\$ -	\$ -	\$ 147.25
13	Project Expenses - Events					
	Brand Livingston	\$ 2,000.00	\$ 2,000.00	\$ 600.00	\$ -	\$ 2,600.00
	Buy Local Campaign	\$ -	\$ 3,030.00	\$ -	\$ -	\$ 3,030.00
	Crazy Days	\$ -	\$ 1,295.94	\$ -	\$ -	\$ 1,295.94
	Holiday Lights Campaign	\$ 500.00	\$ -	\$ -	\$ -	\$ -
	LACC - Holiday Stroll	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ 300.00
	Other	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
	Social Network Functions	\$ 800.00	\$ 350.00	\$ 450.00	\$ -	\$ 800.00
	Reserve	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -
14	Project Expenses - Programs					
	Graffiti Removal Supplies & Equipment	\$ 2,500.00	\$ -	\$ -	\$ 5,699.80	\$ 5,699.80
	Planters and Garbage Maintenance	\$ 1,500.00	\$ 540.00	\$ 5,563.85	\$ 1,984.42	\$ 8,088.27
	Reserve	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
15	Travel	\$ 200.00	\$ -	\$ -	\$ -	\$ -
16	Website Design and Maintenance	\$ 1,000.00	\$ 1,674.45	\$ -	\$ 387.09	\$ 2,061.54
	Total Expenses	\$ 40,200.00	\$ 10,550.03	\$ 7,388.85	\$ 8,879.31	\$ 26,818.19
	Cumulative Totals		\$ 10,550.03	\$ 17,938.88	\$ 26,818.19	

2012 FY - July 1, 2011 - June 30, 2012		August	September	October	November	December	January	February	March	April	May	June	
1	Accounting Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2	Bank Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3	Conference Fees	\$ 225.00	\$ 150.00	\$ -	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4	Dues & Subscriptions	\$ 110.00	\$ 52.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58.00	
5	Insurance	\$ 687.00	\$ 687.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
6	Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7	Maintenance Staff Position Contracted Part Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
8	Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9	Office Expenses/Supplies	\$ 35.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20.52	\$ -	\$ 15.00	\$ -	
10	Office Administration Contracted Part Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11	Postage	\$ 154.87	\$ 88.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66.87	\$ -	\$ -	\$ -	
12	Printing Expenses	\$ 147.25	\$ 71.23	\$ -	\$ -	\$ -	\$ -	\$ 20.50	\$ 55.52	\$ -	\$ -	\$ -	
13	Project Expenses - Events												
	Brand Livingston	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	
	Buy Local Campaign	\$ 3,030.00	\$ 180.00	\$ 1,100.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ -	\$ 250.00	\$ -	
	Crazy Days	\$ 1,295.94	\$ -	\$ 1,295.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Holiday Lights Campaign	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	LACC - Holiday Stroll	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Social Network Functions	\$ 350.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350.00	\$ -	\$ -	\$ -	
	Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
14	Project Expenses - Programs												
	Graffiti Removal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Planters and Garbage Removal	\$ 540.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ 240.00	
	Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
15	Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
16	Website Design and Maintenance	\$ 1,674.45	\$ 708.00	\$ -	\$ -	\$ -	\$ 258.45	\$ 708.00	\$ -	\$ -	\$ -	\$ -	
	Total Expenses	\$ 10,550.03	\$ 391.23	\$ 3,940.94	\$ -	\$ 575.00	\$ 550.00	\$ 508.45	\$ 978.50	\$ 742.91	\$ -	\$ 565.00	\$ 2,298.00

FY 2012 Vendor Invoice Description	July	August	September	October	November	December	January	February	March	April	May	June
Reimbursement - Kristen Galbraith - Post Office Dues		\$ 52.00										
Reimbursement - Kristen Galbraith - Postage for Survey Mailing and Return Envelope Postage		\$ 88.00										
Reimbursement - Kristen Galbraith - Insty Prints survey printing fees		\$ 71.23										
H&H Web - Buy Local Banner and Sticker Invoice		\$ 180.00										
H&H Web - Buy Local Campaign April through August			\$ 1,100.00									
Conference Fees for Annual Downtown Conference hosted in Bozeman, MT - Kristen and Jill - \$75 each			\$ 150.00									
Mel Gavne Insurance Premium for 12 months			\$ 687.00									
Crazy Days Advertising Fees - Radio, TV and Newspaper			\$ 1,295.94									
Engine 8 Design - Website Development			\$ 708.00									
Conference Fees for Annual Downtown Conference hosted in Bozeman, MT - Betty - \$75					\$ 75.00							
H&H Web - Buy Local Campaign September and October					\$ 500.00							
H&H Web - Buy Local Campaign November						\$ 250.00						
LACC - Holiday Stroll Banner Charges						\$ 300.00						
H&H Web - Buy Local Campaign December							\$ 250.00					
Engine 8 Design - Website Domain and Hosting Fees							\$ 258.45					
H&H Web - Buy Local Campaign January								\$ 250.00				
Engine 8 Design - Website Development								\$ 708.00				
Insty Prints - Promotional Cards Printing								\$ 20.50				
H&H Web - Buy Local Campaign February									\$ 250.00			
Mustang Catering - Food for March Social Event at ELKS for LBID Introduction and Q/A									\$ 350.00			
Reimbursement - Kristen Galbraith - Envelopes, postage and labels for social event									\$ 66.87			
Reimbursement - Kristen Galbraith - Labels for social event envelopes									\$ 20.52			
Insty Prints - Social event flyers									\$ 55.52			
Reimbursement - Kristen Galbraith - State report fees											\$ 15.00	
H&H Web - Buy Local Campaign March											\$ 250.00	
Irrigation Innovations - May Garbage Removal											\$ 300.00	
Reimbursement - Kristen Galbraith - Post Office Dues												\$ 58.00
Engine 8 Design - Brand Livingston Campaign - Billboard Production												\$ 2,000.00
Irrigation Innovations - June Garbage Removal												\$ 240.00
FY 2012 TOTALS												
\$ 10,550.03	\$ -	\$ 391.23	\$ 3,940.94	\$ -	\$ 575.00	\$ 550.00	\$ 508.45	\$ 978.50	\$ 742.91	\$ -	\$ 565.00	\$ 2,298.00

2013 FY - July 1, 2012 - June 30, 2013		July	August	September	October	November	December	January	February	March	April	May	June
1	Accounting Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Bank Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Conference Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Dues & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Insurance	\$ 720.00	\$ 720.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Maintenance Staff Position Contracted Part Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Office Expenses/Supplies	\$ 10.00	\$ -	\$ -	\$ -	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Office Administration Contracted Part Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	Postage	\$ 45.00	\$ -	\$ -	\$ -	\$ 45.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Printing Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Project Expenses - Events												
	Brand Livingston	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00
	Buy Local Campaign	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Crazy Days	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Holiday Lights Campaign	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	LACC - Holiday Stroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Social Network Functions	\$ 450.00	\$ -	\$ -	\$ -	\$ 450.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Project Expenses - Programs												
	Graffiti Removal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Planters and Garbage Removal	\$ 5,563.85	\$ 400.00	\$ 610.00	\$ 500.00	\$ 580.00	\$ 360.00	\$ 380.00	\$ -	\$ 300.00	\$ 340.00	\$ -	\$ 480.00
	Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Website Design and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Expenses	\$ 7,388.85	\$ 400.00	\$ 1,330.00	\$ 500.00	\$ 580.00	\$ 865.00	\$ 380.00	\$ -	\$ 300.00	\$ 340.00	\$ -	\$ 480.00
													\$ 2,213.85

FY 2013 - Vendor Invoice Description	July	August	September	October	November	December	January	February	March	April	May	June
Irrigation Innovations Garbage Removal - July 2012 Invoice	\$ 400.00											
Irrigation Innovations Garbage Removal - August 2012 Invoice		\$ 610.00										
Mel Gavne Insurance - Annual Fees		\$ 720.00										
Irrigation Innovations - August 2012 Garbage Removal			\$ 500.00									
Irrigation Innovations - Sept 2012 Garbage Removal				\$ 580.00								
Reimbursement - Kristen Galbraith - Postage for Social Event Flyer					\$ 45.00							
Insty Prints - Flyer Printing					\$ 10.00							
Irrigation Innovations - Oct 2012 Garbage Removal					\$ 360.00							
Mustang Catering - Social Event Catering at ELKS					\$ 450.00							
Irrigation Innovations - Nov 2012 Garbage Removal						\$ 380.00						
Irrigation Innovations - December Garbage Removal								\$ 300.00				
Irrigation Innovations - Jan/Feb Garbage Removal									\$ 340.00			
Irrigation Innovations - March/April Garbage Removal											\$ 480.00	
City of Livingston - Garbage/Water Wages - June												\$ 358.78
Safe Trac Pre Employment Drug Test												\$ 58.80
Delta Signs - Flexi Signs Billboard Invoice												\$ 600.00
Reimbursement - Tyler Erickson - Waterer Tank and Supplies												\$ 550.84
Irrigation Innovations - May/June Garbage Removal												\$ 540.00
Ace Hardware Planter Supplies												\$ 105.43
FY 2013 TOTALS												
\$ 7,388.85	\$ 400.00	\$ 1,330.00	\$ 500.00	\$ 580.00	\$ 865.00	\$ 380.00	\$ -	\$ 300.00	\$ 340.00	\$ -	\$ 480.00	\$ 2,213.85

2014 FY - July 1, 2013 - June 30, 2014		July	August	September	October	November	December	January	February	March	April	May	June
1	Accounting Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Bank Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Conference Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Dues & Subscriptions	\$ 60.00	\$ -	\$ -	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Insurance	\$ 748.00	\$ -	\$ -	\$ 748.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Maintenance Staff Position Contracted Part Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Office Expenses/Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Office Administration Contracted Part Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Printing Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Project Expenses - Events												
	Brand Livingston	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Buy Local Campaign	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Crazy Days	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Holiday Lights Campaign	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	LACC - Holiday Stroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Social Network Functions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Project Expenses - Programs												
	Graffiti Removal	\$ 5,699.80	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 2,000.00	\$ 1,199.80	\$ -	\$ -	\$ -	\$ -	\$ -
	Planters and Garbage Removal	\$ 1,984.42	\$ 881.72	\$ 562.24	\$ 540.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Website Design and Maintenance	\$ 387.09	\$ -	\$ -	\$ -	\$ 150.00	\$ 56.25	\$ 180.84	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Expenses	\$ 8,879.31	\$ 881.72	\$ 562.24	\$ 3,788.46	\$ 210.00	\$ 2,056.25	\$ 1,380.64	\$ -	\$ -	\$ -	\$ -	\$ -

