



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Community Development - Planning

To: City Council

From: City Manager & Staff

Council Meeting Date: April 3, 2017

Re: Budget Appropriation - Historic Preservation Commission FY 2017 Budget

## Executive Summary

Approval of this request will result in the appropriation of funds received from the 2016 Historic Preservation Commission Salvage Sale to the New Century Fund and appropriation of funds to the Historic Preservation Commission's annual operating budget to cover a FY2017 funding shortfall.

## Discussion

At the end of Fiscal Year 2016, the Historic Preservation Commission had a budget surplus of \$7,237.67 in the commission accounts (Project # B11270). The Commission voted to use a portion of this surplus to purchase supplies and fund certain Commission activities. Ten bronze Most Notable Properties plaques were ordered, in the amount of \$1,522.00, and the Commission planned to send two HPC members and two Council members to the State Historic Preservation Office (SHPO) Conference in October 2016. The cost of this trip for four individuals was estimated to be \$1,500. The Most Notable Properties program, which includes videography and a historic survey of each of the four recognized properties, brings the total planned expenditures to \$3,500.

Due to the timing of the invoices for the plaques and the rescheduling of the SHPO conference to May 2017, the expenses were not paid during FY 2016 or encumbered as part of the FY 2016 budget and were not accounted for in the Commission's FY 2017 budget allocation. The City will need to make a matching \$8,000 grant payment for the North-Central Columbia Neighborhood Historic Survey in FY 2017, a majority of the current year Commission budget. This survey is funded by a Historic Preservation Fund Grant through the State's Certified Local Government (CLG) Organization program.

In FY 2016 the Commission conducted its first Architectural Salvage Sale of historic items for which it generated \$6,413.75 in revenue. Following the sale, the generated revenue was deposited into the City's Contributions Fund from which it would be transferred to the New Century Fund for future use as a revolving loan fund for private historic preservation activities. The current bill will appropriate \$5,749.75 of the \$6,413.75 sale revenue to the New Century Fund, and appropriate \$664 to the Historic Preservation Commission Miscellaneous Contractual account to off-set direct expenses (advertising signs) for the sale.

The Commission met on March 7, 2017 (draft minutes are attached) to discuss this budget shortfall and options to correct it. Additionally, the Commission discussed how much of the Architectural Salvage Sale proceeds should be transferred to the New Century Fund given costs directly attributed to sale were expensed directly from the FY 2017 budget.



Following discussion, the Commission recommended appropriation of the revenue from the Architectural Salvage Sale proceeds less expenses directly associated with the sale to the New Century Fund. Additionally, the Commission made a motion requesting the Council appropriate an additional \$3,500 to its FY 2017 budget to cover the operating shortfall. The use of the \$664 to off-set directly incurred expenses associated with the sale reduces the budget shortfall to \$2,836 (\$3,500 requested minus \$664 in direct costs).

Staff has investigated if sufficient funds exist within the City's General Boards and Commission's Miscellaneous Contractual Account (option two recommended by the HPC) and has determined that there are sufficient funds within it to cover \$2,836 budget shortfall. As of this writing, the General Boards and Commissions Miscellaneous Contractual Account has a balance of \$3,000. This fund is used by all City Boards and Commission on a first come, first served basis. Appropriation of the HPC FY 2017 shortfall would leave \$164 within that account.

### Fiscal Impact

Short-Term Impact: A \$2,836 reduction in available funds within the City's General Boards and Commissions Miscellaneous Contractual Account for use by other City Boards/ Commissions for unforeseen contractual costs.

Long-Term Impact: None. The gain of \$5,749.75 in the New Century Fund (proceeds from the Architectural Salvage sale) is a positive fiscal impact.

### Vision & Strategic Plan Impact

[Vision Impacts:](#)

Primary Impact: Arts & Culture, Secondary Impact: Community Character, Tertiary Impact: Not Applicable

[Strategic Plan Impacts:](#)

Primary Impact: Not Applicable, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

[Comprehensive Plan Impacts:](#)

Primary Impact: Livable & Sustainable Communities, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

### Legislative History

| Date | Action |
|------|--------|
| N/A  | N/A    |



## Suggested Council Action

- 1) Authorize appropriation of \$5,749.75 in Architectural Salvage Sale proceeds to the New Century Fund.
- 2) Authorize appropriation of \$664 from the Architectural Salvage Sale proceeds to the Historic Preservation Commission's FY 2017 Budget Miscellaneous Contractual Account to off-set direct expenses (advertising signs) incurred to hold such salvage sale.
- 3) Authorize appropriation of \$2,836 from the General Boards and Commission's Miscellaneous Contractual Account to the Historic Preservation Commission's FY 2017 Budget Miscellaneous Contractual Account to off-set FY 2016 expenditures not encumbered/invoiced prior to end of FY 2016.