



## Department of Public Works and Parks

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 863-9146

# NEIGHBORHOOD IMPROVEMENT DISTRICTS

*Community or Neighborhood Improvement Districts (CIDs or NIDs) can help organize multiple property owners to turn an unattractive area into a restored or improved neighborhood asset.*

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## **What is A Community or Neighborhood Improvement District?**

Community or Neighborhood improvement districts (CIDs or NIDs) can provide property owners in business or residential areas with an innovative way to fund and enhance services and capital improvements. The establishment of a NID allows property owners to collectively organize and coordinate efforts to beautify and improve their community. Projects adopted by NIDs are basically funded by imposing special assessments on the property owners.

## **Establishment of the Neighborhood Improvement District**

In U. City, the property owners must file a petition to create the neighborhood improvement district. The petition must state the improvement(s) to be made, the estimated cost of the improvements and specify the maximum rates of special assessments that may be imposed on each property owner within the district. Public Works and Parks and Parks will help the neighborhood develop the petition, obtain property ownership and lot dimension information, estimate the project cost and calculate the maximum assessment per property owner. The petition must be approved by at least two-thirds of the property owners collectively owning real property located within the district.

## **Verification of the Petition and the Public Hearing**

After the initial petition is received, Public Works and Parks verify whether the petition meets all requirements of the Community Improvement District Act, Section 67.1400 et.seq. of the Revised Statutes of Missouri (RSMo). It is then filed with the City Clerk who gives proper notice of a public hearing, usually by mailing the notices to the affected property owners and posting the notice of the public hearing in a local newspaper. The City Council holds the public hearing, after which, the City Council adopts a resolution approving the proposed petition, including the estimated project cost and establishing the NID as set forth in the petition. Public Works and Parks is then authorized to prepare the plans and specifications for the project.

## **Public Works and Parks Oversees the Project**

Once the first resolution is passed, Public Works and Parks ensure that the project plans and specifications are developed. The project is advertised for bid for a minimum of two weeks. The lowest, responsive bid is selected and the work begins. Public Works and Parks oversee the project from inception to completion.

## **Who Pays for the Project?**

The City pays for the project up front. When the project is completed, property owners are billed for their share of the costs. Property owners may elect to pay the entire bill at once. Property owners may also elect to repay the City over a 10-year period, subject to an interest charge, which is currently eight percent per annum. Other payback periods and interest charges may be established, if approved by the City Council.



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In private subdivisions, future maintenance costs remain the responsibility of the property owners, unless the improvements are accepted by the City for public use. In this case, the City incurs all future maintenance costs just as it does with improvements in unimproved public areas.

### **What are the Benefits?**

A NID is an excellent vehicle to enhance residential and commercial areas. Through its available funding options, a NID or CID can help organize multiple property owners to turn an unattractive, economically underdeveloped or under serviced area into a restored and improved community that will attract homeowners and business owners. The flexibility of the Community Improvement District Act allows it to be custom designed to meet the municipality's unique needs and the individual resources of each neighborhood.

### **How Do I Get Started?**

Contact the Public Works and Parks and Parks Department at 314-505-8560, or visit our offices at 6801 Delmar Blvd., 3<sup>rd</sup> Floor, University City, MO 63130.



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# NEIGHBORHOOD IMPROVEMENT DISTRICTS

The Community Improvement District Act, Section 67.1400 et.seq. of the Revised Statutes of Missouri (RSMo) allows municipalities to custom design improvement districts to meet the municipality's unique needs and the individual resources of each neighborhood. Section 67.455, RSMo Supp. 1992, authorizes the governing body of a city or county to make improvements within a neighborhood improvement district pursuant to Sections 67.453 to 67.475, RSMo Supp. 1992.

## GENERAL STEPS TO FOLLOW

1. **Select a Project.** Adjacent property owners select a project. The property owners select a project leader or neighborhood representative who will coordinate the project. The City will assist in developing an estimated cost for the project and the estimated assessment for each property owner.
2. **Property Owners Submit A Petition to Public Works and Parks.** Adjacent property owners must submit a petition in favor of the project to Public Works and Parks (The City Council prefers that at least two-thirds of the adjacent property owners agree to the project. A neighborhood representative helps gather this information.
3. **City Council Approves the Project.** The petition is reviewed by the City Council. (Please note: If all of the owners do not sign in favor of the petition, the City Council can decide to proceed with the project and require all owners to pay.)
  - **First Ordinance:** establishing the District and commissioning preliminary plans and specifications
  - **Second Ordinance:** preparing an assessment roll for public inspection, along with plans and specifications
  - **Public Notice:** for a public hearing to consider the proposed improvement and assessment
  - **Third Ordinance:** if there are not objections, the improvement is order to be made and financing obtained.
4. **Public Works and Parks Oversees the Project.** Once the project is accepted by the City Council, the Public Works and Parks Department assigns a project manager who oversees the project and ensures that the work is completed.
5. **Property Owners are billed for Their Share.** Adjacent property owners are billed for their share of the project costs. Property owners can take up to 10 years to repay the City, unless the District has City Council approval for a different repayment schedule.



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# SAMPLE PETITION

**SUBMITTED TO THE CITY OF UNIVERSITY CITY**

**BY THE RESIDENTS OF**

**1200 BLOCK OF MAIN STREET**

**UNIVERSITY CITY, MO 63130**

**Whereas**, the residents of adjacent to the alley east of Pennsylvania from Roberts to Raymond Avenue, University City, MO (the "Residents") have expressed interest in obtaining alley improvements, **and**

**Whereas**, the Residents request that the improvements include repaving the alley to improve drivability and provide an improved roadway surface for Residents, **and**

**Whereas**, the Residents desire that the improvements include, a) reconstruction of the alley consisting of a minimum of seven inches (7") of a premium-quality concrete-mix on an appropriate crushed stone base to promote extended life of the alley surface, b) relocation of utilities to grade, and c) other improvements as typically provided by the City in alley improvement projects; the above items collectively defines as the "Project," **and**

**Whereas**, the Residents recognize and acknowledge that approval of the Project will result in an assessment of \$XX.XX per linear foot for each property adjacent to the alley east of 1200 Block of Main Street that abuts the Project plus common area, such assessment to be levied following the completion of all segments of the Project described above, **and**

**Whereas**, the Residents, by affixing their signatures below, acknowledge that the assessments will result in the individual assessments shown in Schedule A to this petition,

**The Undersigned**, representing a majority of the Residents of the 1200 Block of Main Street, hereby petition the City of University City to incorporate the Project in the current City of University City budget, and to commence and complete the Project during the calendar year 2004.

<b>Address</b>	<b>Property Owner(s) (please print)</b>	<b>Signature</b>
1250 Main Street		
1256 Main Street		
1262 Main Street		
1266 Main Street		
6953 Main Street		
6944 Main Street		

\*Payable within ten years at an interest rate not to exceed 8% per annum.



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## NEIGHBORHOOD IMPROVEMENT DISTRICTS

### EXAMPLE PROJECTS IN U. CITY

Project	Description	Location	Cost	Timeframe	# of Residents Participating
ALLEY BETWEEN RAYMOND AND ROBERTS Neighborhood Improvement District In Pershing Heights Subdivision	The project involved the renovation and repaving of the alley to improve drivability and provide an improved roadway surface for residents.	Between Roberts and Raymond Avenues, just east of Pennsylvania Ave.	<b>Cost:</b> \$18,922  <b>Owners share:</b> \$12,000  <b>City Share:</b> \$6,922	3 months in 2004	6
UNIVERSITY PARK #2 SUB-DIVISION Neighborhood Improvement Project	The project involved tearing up and replacing the street, curbs, gutters, driveway aprons and some of the sidewalks in order to bring them up to U. City standards.	Dartmouth and Tulane Avenues between Jackson and Midland. Also, Purdue Avenue from 100 feet north of Dartmouth to 100 feet south of Tulane.	<b>Estimated</b> \$800,000  <b>Owners share:</b> 100%  Approx. \$4,678/owner	1.5 years in 2004-05	171  Residents of 7200 and 7300 Blocks of Tulane and Dartmouth and the 900 Block of Purdue.
Waldron/Wellington Intersection Improvement Project	This project involved replacing a steel intersection barricade with a concrete planter island as a barricade.	The intersection of 1300 Block of Purdue and Wellington	<b>\$7,212</b> (\$6,300 planter installation, \$912 for planter boxes)  <b>City Share:</b> \$3,025 (includes \$1525 insurance payment)  <b>Owners Share:</b> \$3,687 (\$102/owner)  <b>Community Development Grant</b> \$500	6 months	36  Residents of the 1200 and 1300 Blocks of Waldron Ave., 1400 Block of Quendo, 7200 Block of Carlyle and Orchard Ave.
1200 Block of Purdue Intersection Improvement Project	This project involved replacing a steel intersection barricade with a concrete planter island as a barricade.	The intersection of the 1200 Block of Purdue and Wellington.	<b>Project Cost:</b> \$5,735  <b>Owner Share:</b> \$4,210 (\$162/owner)  <b>City Share:</b> \$1,525	6 months	26  Residents of the 1200 Block of Purdue Avenue



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# NEIGHBORHOOD IMPROVEMENT DISTRICTS

## SAMPLE PROJECT PHOTOS

### ALLEY BETWEEN RAYMOND AND ROBERTS



BEFORE



AFTER

### UNIVERSITY PARK #2 SUB-DIVISION



BEFORE



AFTER



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**Wellington/Waldron Intersection Improvement Project**



BEFORE



AFTER

**1200 Purdue Intersection Improvement Project**





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BEFORE

AFTER

**500 Block of West Drive**



BEFORE



AFTER