

Attachment A

Memo

15 March 2017

To: Kaipatiki Local Board
cc: Andy Roche, Alastair Cameron
From: Steven Branca, Claire Siddens CCO Governance and External Partnerships

Subject: Progress Report for Northcote Business Improvement District Programme

Northcote Business Improvement District (BID) receives funding from a targeted rate placed on commercial property in the Northcote Town Centre (Northcote/BID). Council collects and disburses these funds to NTC. They use the money for programmes and are responsible for complying with council's BID policy. In the 2014-2015 financial year, NTC failed to comply with its obligations under the BID policy (2011 and 2016). After several requests by council officers were refused, council officers expressed their concerns about the ability of the NTC to properly manage its BID programme and their failure to comply with the BID Policy. At the 22 June 2016 Kaipatiki Local Board meeting the board resolved to withhold the Northcote BID targeted rate funds for the 2016-2017 financial year. (Resolution KT/2016/72) Since that time, council has directly managed the use of the 2016-2017 targeted rates on behalf of NTC.

Council officers provided a status report at the Kaipatiki Local Board meeting of 14 September 2016 seeking approval to continue to withhold the Northcote BID targeted rate grant and provide direct interim BID management. The local board approved that request. (Resolution KT/2016/130)

Outcomes achieved from September 2016 to March 2017:

1. Council officers issued a RFP to assist NTC committee in retaining an interim BID Manager to assist with re-establishment of the Northcote BID Programme, to rebuild the NTC committee and to engage and create interest from the Northcote business and property owners in a re-energised BID Programme.
2. In October an interim BID Manager was selected by the NTC committee and appointed in November 2016.
3. Auckland Council contracted Campaignz Ltd (Gary Holmes) to provide interim BID Manager services to NTC.
4. The interim BID Manager has completed the following:
 - a. A schedule of meetings with the remaining NTC committee
 - b. A communication plan to ensure BID members and business owners were advised and kept up to date with progress and BID programme information
 - c. Hosted a business networking event on 23 January to facilitate new relationships, provide information on the future direction of the BID programme and share updates on the scheduled 2017 Chinese New Year Festival.
5. Panuku Development Auckland coordinated the hosting of the 2017 Chinese and Korean New Year Festival on January 28, attended by the Mayor and Local Board members.
6. Council officers managed and settled all Northcote BID Programme outstanding financial obligations to contractors
7. Council officers convened the NTC committee, led by Raymond Tang and Anthony Yee, to rebuild governance capability. The committee, with the assistance of the interim BID Manager, have achieved the following:

- a. Received and approved the 2016 end of year financial report
- b. Reviewed and changed NTC signatories on bank accounts to reflect the current NTC committee membership
- c. Commissioned the activation of the Northcote Town Centre website www.northcote.co.nz
- d. Set the NTC AGM date for Thursday April 27, 2017
- e. Developed a draft Northcote BID strategic plan 2017 - 2020
- f. Investigating a programme of work to repair and recommission the Northcote CCTV cameras
- g. Identified potential new NTC committee members

Next Steps 1 April to 30 June 2017:

1. NTC to conduct their Annual General Meeting to on April 27 which will including the following:
 - a. Ensure there are sufficient nominations received for the NTCA committee, chair, treasurer and secretary roles
 - b. Approval of 2016 financial report and audit
 - c. Approval of the draft NTC strategic plan 2017-2020
 - d. Approval of the income and expenditure budget 2017/2018. Note there will be no increase in the Northcote BID grant for the 2017-2018 year.
 - e. Approval of the Northcote business plan 2017-2018
 - f. Approval and signing of the BID Programme Agreement
 - g. Review and amend, if necessary, the NTC constitution
2. Council officers and BID interim manager to support the induction of the new committee, chair, treasurer and secretary.
3. NTC, with assistance from council officers, will develop a BID manager recruitment process to secure a permanent BID manager to start 1 July 2017.
4. Council officers will conduct a handover process to the new BID manager from the time that person has been identified, for up to four weeks as necessary.
5. Council officers will conduct a handover process up to four weeks, starting May 20, to support the transfer of the BID programme to the new NTC committee.
6. Council officers and NTC committee to agree on the date of June 20 to transfer the BID programme to the new committee.
7. Council officers to arrange for Northcote BID grant payments as of 1 July 2017 paid to NTC.
8. Council officers to provide support and guidance for the Northcote BID programme and new BID Manager post 1 July 2017.
9. Officers will monitor the activities of NTC to assure compliance with the BID policy for the 2016-2017 financial year.

Once council officers receive the reports tabled at the AGM (step 1 above) NTC will be in compliance with the BID policy for the 2015-2016 financial year. Once steps 1 to 3 have been completed council officers will report to the June Kaipatiki Local Board business meeting recommending the transfer of the Northcote BID Programme and targeted rate grant to the NTC committee commencing 1 July 2017.

Council officers will notify the local board of any unforeseen issues that could delay any part of the actions outlined in this memo.