



MEMORANDUM

LEGISLATIVE REFERENCE BUREAU

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To: Ald. Robert G. Donovan
From: La-Wanda G. Fletcher, Legislative Fiscal Analyst-Lead
Date: February 6, 2017
Subject: Neighborhood Improvement Districts' Mailing Costs

This memo is in response to your request for information relating to the most recent neighborhood improvement districts' (NID) mailing costs and how these costs were paid. Wisconsin Statutes require that information relating to the creation of a NID be sent by certified mail to all owners of real property within a NID. The Department of City Development distributes the information relating to the creation of a NID in two separate mailings. These mailings consist of: (1) a packet encompassing the City Plan Commission public hearing notice on the proposed creation of a NID, proposed initial operating plan for a NID and a detail map showing the boundaries of the proposed NID; and (2) a notice of the Common Council's public hearing on the adoption of the initial operating plan.

According to DCD, the City currently has 7 existing NIDs, 4 of which were created in 2016 (#5 Heritage Heights, #6 Historic Garden Homes, #7 Harambee, and #8 Walker's Point). The mailing costs associated with the creation of a NID include the cost of postage, printing and copying. These fees are initially covered by the Redevelopment Authority of City of the Milwaukee through a general fund account and later reimbursed by the proposed NID's organizing group. There is no time limit, per the MOU or contract as to when the organizing group has to repay RACM due to the fact that the NID does not become official until the mailing/printing fees are recovered. Furthermore, the organizing group budgets the repayment to RACM when its first assessment payment is received. The table provides the mailing costs for the 4 NIDs created in 2016.

Mailing Costs for 2016 NIDs

1st Mailing					
NID	No. of Envelopes	Postage (per envelope)	Postage (certified mail)	Printer Cost (copies, envelopes & labels)	Total for Postage & Printer Costs
#5 Heritage Heights	213	\$4.87	\$ 1,037.31	\$ 909.00	\$ 1,946.31
#6 Historic Garden Homes	232	\$5.08	\$ 1,178.56	\$1,029.00	\$ 2,207.56
#7 Harambee	3008	\$5.50	\$16,544.00	\$6,172.00	\$22,716.00
#8 Walker's Point	300	\$5.08	\$ 1,524.00	\$ 1,479	\$ 3,003.00
Total					\$29,872.87

2nd Mailing					
NID	No. of Envelopes	Postage (per envelope)	Postage (certified mail)	Printer Cost (copies, envelopes & labels)	Total for Postage & Printer Costs
#5 Heritage Heights	213	\$4.24	\$ 903.12	\$ 405.00	\$ 1,308.12
#6 Historic Garden Homes	221	\$4.24	\$ 937.04	\$ 445.00	\$ 1,382.04
#7 Harambee	2605	\$4.24	\$11,045.20	\$3,158.00	\$14,203.20
#8 Walker's Point	300	\$4.24	\$ 1,272	\$ 534.00	\$ 1,806.00
Total					\$18,699.36

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