

AGENDA
DOWNTOWN LEXINGTON MANAGEMENT DISTRICT (DLMD)
REGULAR BOARD OF DIRECTORS MEETING

8:30 a.m., Wednesday January 10, 2018
McBrayer, McGinnis, Leslie and Kirkland
201 E. Main St., 9th Floor

- 1) Determination of quorum
- 2) Call to Order

CONSENT AGENDA

(At this point, the Board of Directors will vote on all motions, resolutions not removed for individual consideration)

- 3) Motion approving the Minutes of the Regular Board of Directors Meeting of December 6, 2017.
- 4) Motion approving the Financial Statements.
- 5) Report on absences from 2017 DLMD Regular Board of Directors Meetings.

AGENDA

- 6) Public Forum
Please limit presentations to three (3) minutes. If you plan to address the Board during this time, please sign the designated form giving your name, address and topic.
- 7) Presentation by Terry Sweeney, President/CEO of the Downtown Lexington Partnership
- 8) Vote to approve Resolution FY2017-2018-Jan.-01 to update FY2017-2018 District Economic Improvement Plan and Budget.
- 9) Vote to approve Resolution FY2017-2018-Jan.-02 to authorize Downtown Lexington Partnership to implement initiatives contained in the updated FY2017-2018 District Economic Improvement Plan and Budget.
- 10) Block by block monthly report by David Warren.
- 11) Adjourn.

Downtown Lexington Management District
Board of Directors Meeting
Wednesday, December 6, 2017
9th Floor (Jim Frazier's Office)

Present Board Members: Andrew Carter, Gary Means, Kevin Atkins, Jim Frazier, Nick Nicholson, Stephen Grossman, Steve Kay, Woodford Webb, Paula Hanson, Zedta Wellman.

Advisory Board Members: Beverly Fortune, Larry Jones, Salvador Sanchez, Thomas Pettit

Other Persons Present: David Warren (Block-by-Block), Terry Sweeney (DLP), Kathryn Campbell (DLP), Rob Bright (DLP), Brett Bibb (DLP)

Jim Frazier welcomed the board, the new faces, Paula Hanson and Terry Sweeney and began the meeting. The minutes from the November 1st meeting needed one amendment, a spelling error in the last paragraph, pointed out by Woodford Webb. With that amendment approved there was a motion from Thomas Petit and a second from Kevin Atkins to approve the minutes. The motion passed unanimously.

Steve Grossman presented the treasurers report and announced that the DLMD account received another influx of money from the Sheriff's office leaving the current cash balance at \$333,000.00, with the current expenses remaining the same as previous months.

In old business, David explained that there are four new ambassadors out on the streets, which could account for the numbers of interactions in his report showing lower than usual. David explained that it takes time for the new ambassadors to get used to the computer system. David said he has spent a lot of time removing leaves, and in the Short St. area to deter the panhandlers. David updated Woodford on the progress of the radio system. He said he is working with police dispatch to figure out the next steps and he would keep the board updated on the latest developments. Terry Sweeney, mentioned that during his time in Indianapolis they had security ambassadors who worked with the individual building security to always have eyes and ears on the streets.

Larry Jones asked about the increase in panhandling. David explained that it's the same people each week. Terry commented on the subject of the Short St. panhandling spike, he mentioned putting no trespassing signs in visible areas so after one criminal trespass, police will get to know the regular suspects and will be able to take them to cite them. Terry also mentioned, that once the matching grant program is up and running, that the board should consider giving the parking lot a grant to update their pay system so that people parking in the surface lots do not have to get out of the car to pay for parking. Kathryn mentioned that she has spoken with the owner of that parking lot and they have mentioned having an extremely tight budget with no room for physical improvements. Gary Means added that in his experience, the parking authority has trained their team to tell certain individuals that they are 'banned' from that property. Using the word banned creates a sense of urgency to the situation and gives police grounds to act. Councilmember Jake Gibbs added that while he agrees that lot is a problem area, he would be hesitant to give that corporation money because they are a very unpopular in the city

and have been difficult to work with on several occasions. Terry interjected that DLP would work on this issue, develop a plan of action and present at the next meeting progress on the issue.

Kevin Atkins shifted the conversation by asking David if his staff is stretched too thin in the area. David mentioned that he would love to hire a Safety Ambassador who could be on a bike and patrol the area during peak times through the weekend. Jim Frazier said he would talk to Blair from Block by Block about pricing and other issues.

Jake Gibbs brought up the fact that snow season is upon us and he wanted to be clear on the expectations of the ambassadors during the winter season. In the event of snowy weather who is responsible for clearing the intersections and sidewalks. David responded by saying that even though it is not in the contract that he is always willing to solve problems, but in order to plan more efficiently on that situation than the contract with Block-by-Block should be revisited. Terry interjected saying that the roll of DLP is to manage the contract, and that he has worked with Block-by-Block for years and he is confident that the issue can be resolved.

Next on the agenda was Beverly Fortune's recap of the lighting project. She asked if the management district would like to house the project. She explained that the first step to completing the project is to have someone take the lead on the project. Second, she wants to direct the project on a volunteer basis to begin with. She explained that some of the signature projects would be working with the Triangle Foundation to redo the lighting in Thoroughbred Park and up light the trees in triangle park. She also wants to light the pavilion, and give the bank the first opportunity to fund that project. She also mentioned that University of Kentucky is interested in doing creative lighting on the Patterson Office Tower. Beverly explained that it would be an awesome project to give the management district high visibility which is needed right now.

Woodford added that the board needs a more clear direction to what it is that the management district should be doing. He said that it seems that several organizations are talking about similar projects and that the management district should be more of a funding mechanism to those projects rather than the idea creators. Woodford explained that the stakeholders want to see exactly where their money is being spent.

Beverly went on to tell the board about a conversation she had with Debbie Long, owner of Dudley's restaurant. She said, Debbie was a supporter of the district when it first came about but wouldn't vote in the districts favor at the moment.

Steve Grossman introduced Terry Sweeney, the new President and CEO of Downtown Lexington Partnership. Terry gave an introductory speech that explained his initial plan of evaluating his staff and current programs, and then having staff and board retreats to help get everyone get engaged and on the same page.

Before the meeting was dismissed, Andrew Moore asked about distributing an Annual Report. Terry explained that starting in the New Year information will be the districts product. Everything will be tracked and put in a report, but first he must get organized and work on the plan.

With its business complete the meeting was adjourned.

Downtown Lexington Management District

| | | | | |
|----------------------------|--------------|--------------|---------|--|
| | FY 2017 | | FY 2018 | |
| Programs Revenue | \$ 424,059 | \$ 344,099 | | |
| Programs Expenses | \$ (199,536) | \$ (160,696) | | |
| Accounts Remaining Balance | \$ 224,522 | \$ 183,403 | | |

Board Meeting

| FY 2017 | Jul '16 | Aug '16 | Sep '16 | Oct '16 | Nov '16 | Dec '16 | Jan '17 | Feb '17 | Mar '17 | Apr '17 | May '17 | Jun '17 |
|----------------------|-----------|------------|------------|-------------|----------|------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Balance | \$ 25,000 | \$ 21,165 | \$ 17,415 | \$ 6,530 | \$ 6,460 | \$ 290,627 | \$ 326,708 | \$ 333,573 | \$ 297,687 | \$ 282,848 | \$ 248,793 | \$ 224,522 |
| Prior month Revenue | \$ 25,000 | - | - | - | - | \$ 284,984 | \$ 65,676 | \$ 24,140 | \$ 18,142 | \$ 2,347 | \$ 302 | \$ 3,468 |
| Prior month expenses | \$ - | \$ (3,835) | \$ (3,750) | \$ (10,885) | \$ (70) | \$ (817) | \$ (29,596) | \$ (17,275) | \$ (54,018) | \$ (17,196) | \$ (34,357) | \$ (27,738) |

MTD June 2

| FY 2018 | Jul '17 | Aug '17 | Sep '17 | Oct '17 | Nov '17 | Dec '17 | Jan '18 | Feb '18 | Mar '18 | Apr '18 | May '18 | Jun '18 |
|----------------------|-------------|------------|-------------|-------------|-------------|-------------|------------|---------|---------|---------|---------|---------|
| Balance | \$ 184,001 | \$ 182,292 | \$ 160,369 | \$ 142,751 | \$ 100,065 | \$ 333,031 | \$ 407,800 | | | | | |
| Prior month Revenue | \$ 512 | \$ - | \$ 512 | \$ - | \$ - | \$ 268,231 | \$ 74,844 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Prior month expenses | \$ (41,033) | \$ (1,709) | \$ (22,435) | \$ (17,562) | \$ (42,721) | \$ (35,196) | \$ (40) | \$ - | \$ - | \$ - | \$ - | \$ - |

| Prior month(s) detail | Date | Credit | Debit |
|--------------------------------|-----------|------------|----------------|
| QX.Net | 5-Jul-17 | \$ - | \$ (35) |
| Lamar Advertising (Billboards) | 6-Jul-17 | \$ - | \$ (1,600) |
| PrintLEX | 18-Jul-17 | \$ - | \$ (74) |
| Lamar Billboards | 1-Aug-17 | \$ - | \$ (1,600.00) |
| Block by Block | 1-Aug-17 | \$ - | \$ (18,887.46) |
| QX.net | 3-Aug-17 | \$ - | \$ (34.99) |
| Kentucky American Water | 3-Aug-17 | \$ - | \$ (1,500.00) |
| Block by Block | 3-Aug-17 | \$ - | \$ (344.91) |
| Collections from Sheriff | 21-Aug-17 | \$ 512 | \$ - |
| PrintLEX | 21-Aug-17 | \$ - | \$ (102.40) |
| PrintLEX | 21-Aug-17 | \$ - | \$ (55.44) |
| DLC Marketing and Promotions | 5-Sep-17 | \$ - | \$ (75.95) |
| Qx.Net | 5-Sep-17 | \$ - | \$ (34.99) |
| Kentucky American Water | 13-Sep-17 | \$ - | \$ (63.12) |
| Block By Block | 13-Sep-17 | \$ - | \$ (2,387.54) |
| LexArts Book Bench Project | 27-Sep-17 | \$ - | \$ (15,000.00) |
| QX.net | 2-Oct-17 | \$ - | \$ (34.99) |
| Fransen Group | 3-Oct-17 | \$ - | \$ (2,413.00) |
| Block by Block | 3-Oct-17 | \$ - | \$ (18,887.46) |
| Kentucky American Water | 18-Oct-17 | \$ - | \$ (42.47) |
| Block by Block | 26-Oct-17 | \$ - | \$ (18,887.46) |
| PrintLEX | 26-Oct-17 | \$ - | \$ (42.40) |
| Fransen Group | 27-Oct-17 | \$ - | \$ (2,413.00) |
| QX.net | 2-Nov-17 | \$ - | \$ (34.99) |
| Block by Block | 3-Nov-17 | \$ - | \$ (17,160.90) |
| Kentucky American Water | 7-Nov-17 | \$ - | \$ (34.63) |
| Collections from Sheriff | 16-Nov-17 | \$ 1,690 | \$ - |
| Collections from Sheriff | 20-Nov-17 | \$ 266,541 | \$ - |
| Mgmt Fee-DLC | 20-Nov-17 | \$ - | \$ (18,000.00) |
| Collections from Sheriff | 13-Dec-17 | \$ 74,844 | \$ - |
| Kentucky American Water | 13-Dec-17 | \$ - | \$ (39.85) |
| Subtotal | | \$ 343,587 | \$ (119,787) |



**DOWNTOWN
LEXINGTON
MANAGEMENT
DISTRICT**

Downtown Lexington Management District (DLMD) FY2017-2018 Budget

| | | FY2017- 2018 Revised Budget | FY2017- 2018 Jul- Dec. YTD Actual | FY2017- 2018 Jan.- Jun. Projection | FY2017- 2018 Year end Projection |
|-----------------|--|--|--|---|---|
| Revenue | | | | | |
| | FY2017-2018 District Levy | \$415,000.00 | \$392,498.00 | \$22,000.00 | \$414,498.00 |
| | Total Revenue | \$415,000.00 | \$392,498.00 | \$22,000.00 | \$414,498.00 |
| Expenses | | | | | |
| | Cleaning, Landscape, Beautification, Maintenance Services | | | | |
| | Contracted Services (4 clean ambassadors) | \$205,000.00 | \$95,443.00 | \$109,500.00 | \$204,943.00 |
| | Supplies and Equipment | \$1,500.00 | \$1,500.00 | \$0.00 | \$1,500.00 |
| | Beautification/Environmental enhancement | \$10,000.00 | \$6,506.00 | \$3,500.00 | \$10,006.00 |
| | Security and Safety | | | | |
| | Contracted Services (2 safety ambassadors) | \$25,000.00 | \$0.00 | \$25,000.00 | \$25,000.00 |
| | Supplies and Equipment | \$3,000.00 | \$0.00 | \$3,000.00 | \$3,000.00 |
| | Marketing | | | | |
| | General Marketing and Special Projects | \$20,000.00 | \$18,725.00 | \$500.00 | \$19,225.00 |
| | Customer Stakeholder (contracted services) | \$10,000.00 | \$0.00 | \$10,000.00 | \$10,000.00 |
| | Downtown Brand, Website and Social Media (contracting services) | \$45,000.00 | \$0.00 | \$45,000.00 | \$45,000.00 |
| | Business Recruitment and Support | | | | |
| | Downtown Impact Study (contracted services) | \$10,000.00 | \$0.00 | \$10,000.00 | \$10,000.00 |
| | Business, Developer Recruitment | \$5,000.00 | \$0.00 | \$5,000.00 | \$5,000.00 |
| | Property Improvement Grant | \$15,000.00 | \$0.00 | \$15,000.00 | \$15,000.00 |
| | Administration | | | | |
| | DLP Management Fee | \$40,000.00 | \$18,000.00 | \$22,000.00 | \$40,000.00 |
| | Auditing Services | \$5,000.00 | \$0.00 | \$5,000.00 | \$5,000.00 |
| | Planning Support, Supplies, Property Notices | \$3,000.00 | \$0.00 | \$3,000.00 | \$3,000.00 |
| | Sheriff Property Tax Collection | \$18,000.00 | \$18,000.00 | \$0.00 | \$18,000.00 |
| | Total Expenses | \$415,500.00 | \$158,174.00 | \$256,500.00 | \$414,674.00 |



**DOWNTOWN
LEXINGTON
MANAGEMENT
DISTRICT**

**Downtown Lexington Management District (DLMD)
FY2017-2018 District Economic Improvement Plan**

Mission

The Downtown Lexington Downtown Management District (DLMD) was established in 2015 pursuant to KRS 91.750 through 91.762 for the purpose of providing and financing economic improvements that specially benefit property within the District.

Board Members and Officers

| | | | | |
|-----------------------------|--------------------------------------|------------------------------------|------------------------------------|--------------------------|
| Jim Frazier Chair | Taunya Phillips Vice Chair | Steve Grossman Treasurer | Zadtta Wellman Secretary | Kevin Atkins |
| Liza Betz | Andrew Carter | Scott Davidson | Jake Gibbs | Paula Hanson |
| Steve Kay | Gary Means | Nick Nicholson | Woodford Webb | Lawrence Wetherby |

Economic Improvement Plan

Cleaning, Landscape, Beautification, Maintenance Services: Enhance public spaces and rights of way.

- Retain Block by Block to employ 4 clean ambassadors to provide cleaning, landscape, beautification and maintenance Services.
- Purchase supplies and equipment necessary to provide these services.

Security and Safety: Enhance public safety.

- Retain Block by Block to employ 2 safety ambassadors to provide customer friendly security presence.
- Purchase supplies and equipment necessary to support the safety ambassadors.

Marketing: Attract customers and promote the Downtown and the businesses.

- Implement general marketing and special projects to attract customers.
- Partner with Downtown Lexington Partnership (DLP) to:
 - Conduct a customer perception survey and survey of downtown businesses and stakeholders
 - Retain agency to develop a Downtown brand, website and social media tools.

Business Recruitment and Support: Attract new businesses and development; support existing businesses.

- Create and manage a property improvement grant program.
- Partner with Downtown Lexington Partnership (DLP) to:
 - Retain consultant to document Downtown's economic impact and importance to Lexington.
 - Recruit new businesses and development.
 - Organize Downtown businesses.

Administration: Manage organization, budget and programs; communicate with stakeholders.

- Pass resolution authorizing Downtown Lexington Partnership (DLP) to manage:
 - DLMD programs and services contained in the Economic Improvement Plan.
 - Budget and invoicing for programs and services contained in the Economic Improvement Plan.
- Benchmark and communicate DLMD activities and results to stakeholders through newsletter and annual report.
- Participate in and support Downtown Lexington Partnership (DLP) planning process to create a Three Year Strategic Plan.

Downtown Lexington Management District Board Report January 2018



Statistics

January 2017 through December 2017

| | | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|------------------------------|-----|------|------|------|------|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Bags of Leaves | '17 | -- | -- | -- | -- | 3 | -- | -- | -- | 4 | -- | 31 | 7 | 45 |
| Business Contact | '17 | 5 | 12 | 12 | -- | -- | 2 | 2 | -- | -- | -- | 1 | 4 | 38 |
| Graffiti/Stickers Removed | '17 | 395 | 549 | 312 | 326 | 515 | 502 | 635 | 677 | 93 | 147 | 75 | 53 | 4279 |
| Hospitality Assistance | '17 | 63 | 64 | 105 | 63 | 51 | 38 | 22 | 37 | 29 | 37 | 29 | 32 | 570 |
| Loitering - Observed | '17 | -- | -- | 4 | 14 | 13 | 5 | 2 | 1 | 10 | 26 | 4 | 4 | 83 |
| Motorist Assist | '17 | 30 | 30 | 17 | 3 | -- | 1 | -- | 3 | -- | -- | -- | -- | 84 |
| Panhandling - Aggressive | '17 | 5 | 1 | 1 | -- | 1 | -- | -- | -- | -- | -- | 7 | 7 | 22 |
| Panhandling - Passive | '17 | 12 | 13 | 10 | 22 | 7 | 6 | 1 | 2 | 3 | 4 | 22 | 43 | 145 |
| Park Count - Start of Shift | '17 | 37 | 24 | 8 | 28 | 6 | 16 | 12 | -- | 1 | 23 | 4 | -- | 159 |
| Power Washing (hours) | '17 | 1 | -- | -- | 5 | 17 | 17 | 6 | 25 | 10 | 7 | 2 | -- | 90 |
| Request for Police/Fire/EMS | '17 | 5 | 1 | 2 | 2 | 2 | 3 | 1 | -- | 2 | -- | 2 | 3 | 23 |
| Sidewalk Drains Cleared | '17 | 400 | 428 | 496 | 296 | 196 | 195 | 331 | 579 | 363 | 246 | 94 | 3 | 3627 |
| Trash (lbs) | '17 | 1242 | 1350 | 1125 | 1012 | 335 | 705 | 619 | 651 | 465 | 465 | 406 | 850 | 9225 |
| Weed Abatement (block faces) | '17 | 18 | 11 | -- | 79 | 99 | 88 | 117 | 121 | 25 | 10 | 6 | 1 | 575 |

**RESOLUTION FY 2017-2018-Jan-01
TO APPROVE THE FY 2017-2018 DOWNTOWN LEXINGTON MANAGEMENT DISTRICT (DLMD)
ECONOMIC IMPROVEMENT PLAN AND BUDGET**

WHEREAS, KRS 91.750 through 91.762 governing the establishment and management of Management Districts in the Commonwealth of Kentucky requires the approval of an annual economic improvement plan and budget and;

WHEREAS, DLMD was established to:

- Promote commercial activities and public events
- Plan, administer and manage development and improvement activities
- Provide enhanced landscaping, beautification, maintenance and cleaning of public ways and spaces
- Support business recruitment and development
- Improve security in public spaces
- Construct and maintain capital improvements to public ways and spaces
- Economic improvement activity that specifically property within the District.

NOW, THEREFORE, BE IT RESOLVED that the DLMD accepts and approves the updated FY 2017-2018 DLMD Economic Improvement Plan and FY2017-2018 Budget attached to this resolution.

James Frazier, Chairman
Downtown Lexington Management District (DLMD)

ATTEST: _____
Zedtta Wellman, Secretary
Downtown Lexington Management District (DLMD)

RESOLUTION FY 2017-2018-Jan-02
DOWNTOWN LEXINGTON MANAGEMENT DISTRICT (DLMD) AUTHORIZES DOWNTOWN
LEXINGTON PARTNERSHIP (DLP) TO MANAGE AND IMPLEMENT FY 2017-2018 ECONOMIC
IMPROVEMENT PLAN AND BUDGET ON DLMD'S BEHALF

WHEREAS, DLMD Board of Directors approved the FY 2017-2018 DLMD Economic Improvement Plan and Budget and;

WHEREAS, DLMD wishes to have the Downtown Lexington Partnership manage and implement its programs and services described in the FY 2017-2018 DLMD Economic Improvement Plan and Budget;

NOW, THEREFORE, BE IT RESOLVED that the DLMD authorize the DLP to manage and implement programs and services contained in the FY 2017-2018 DLMD Economic Improvement Plan and Budget to process invoices and assist with expenditures to implement programs and services contained in the FY 2017-2018 DLMD Economic Improvement Plan and Budget attached to this resolution.

James Frazier, Chairman
Downtown Lexington Management District (DLMD)

ATTEST: _____
Zedta Wellman, Secretary
Downtown Lexington Management District (DLMD)