

DLMD Board Meeting
Wednesday, June 14, 2017 8:30 am
201 East Main, 9th Floor
McBrayer, McGinnis, Leslie & Kirkland

- I. Welcome & sign-in
- II. May 3, 2017 minutes
- III. Treasurer's Report
- IV. Old business
 - A. FY 2018 Budget Presentation To Council
 - B. Update on contract services (Warren)
 - C. Update on Trash Receptacles
- V. New Business
 - A. Polly Ruddick Office of Homelessness Intervention and Prevention
 - B. Lieutenant Corey Doane LFUCG Division of Police
 - C. What we learned from the Minneapolis Downtown Improvement District
- VI. Public comment for items not on the agenda
- VII. Adjourn

Packet contents	Packet page number
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• Treasurer's Report	# 3
• FY 2018 Budget Presentation To Council	# 4
• Contract services update (Block-by-Block)	# 15

**Downtown Lexington Management District
Board of Directors Meeting
May 03, 2017
201 East Main Street
9th Floor (Jim Frazier's Office)**

Present Board

Members: Andrew Carter, Jim Frazier, Gary Means, Kevin Atkins, Jake Gibbs, Jim Frazier, Liza Betz, Nick Nicholson, Steve Kay, Taunya Phillips, Woodford Webb, Zedta Wellman, Lawrence Wetherby. **Advisory Council:** Beverly Fortune, Donna Smith, Larry Jones, Thomas Pettit.

Other persons present: Cathy Mobley (LFUCG Parks), Brett Bibb (DLC), Rob Bright (DLC), Kathryn Minton (DLC), David Warren (Block-by-Block), Jeff Fugate (LDDA) and Chris Corcoran (Mayor's Office), Blair McBride (BBB), James Wells (BBB), Marjorie Guyon.

******Minutes******

Jim Frazier welcomed the board, and started the meeting at 8:30am. Nick Nicholson made a motion to approve the March 1, 2017 minutes, Woodford Webb seconded the motion and it passed unanimously. Jim Frazier presented the Treasurer's Report.

Jim Frazier also presented the 2018 proposed budget. Lawrence Wetherby made a motion to approve the 2018 proposed budget, Taunya Philips seconded, and the motion passed unanimously.

In Old Business, David Warren presented on day-to-day operations. David proposed renting or purchasing a heated pressure washer for removing gum spots. The board suggested he rent a heated pressure washer. David also proposed adding another ambassador for the summer months. Gary Means made a motion to approve the additional BBB ambassador, Woodford Webb seconded the motion and it passed unanimously.

In new business, Kathryn Minton gave a presentation proposing new trash cans throughout the district. Kathryn proposed replacing 60 cans between Main and Vine streets. The board had several questions regarding the DLMD's responsibilities and if the city should be taking care of replacing and providing trashcans. The board asked Kathryn to research the topic further.

Kathryn also presented a draft of the DLMD E-Newsletter and Facebook page. The board reviewed the documents. The first newseltter will be sent June 1, 2017 and Facebook posts will also begin around that time.

The board then briefly discussed potential DLMD projects. Ideas that were mentioned including improving pedways, adding additional public art, public restrooms, improved crosswalk signs and wraps for utility boxes.

There was no public comment for issues not on the agenda. With its business complete, the board voted to adjourn.

Downtown Lexington Management District
 Fiscal YTD
 July 2016 - June 2, 2017

Programs Revenue	\$ 424,059
Programs Expenses	\$ (199,536)
Accounts Remaining Balance	\$ 224,522

Board Meeting

	Jul '16	Aug '16	Sep '16	Oct '16	Nov '16	Dec '16	Jan '17	Feb '17	Mar '17	Apr '17	May '17	Jun '17
FY 2017 Balance	\$ 25,000	\$ 21,165	\$ 17,415	\$ 6,530	\$ 6,460	\$ 290,627	\$ 326,708	\$ 333,573	\$ 297,697	\$ 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

	Jul '17	Aug '17	Sep '17	Oct '17	Nov '17	Dec '17	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18
FY 2018 Balance	\$ 204,611											
Prior month Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prior month expenses	\$ (19,911)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Prior month(s) detail	Date	Credit	Debit
QX.net	4-Jan-17		\$ (35)
Collections from Sheriff	17-Jan-17	\$ 24,140	
Marjorie Guyon	31-Jan-17		\$ (17,240)
Block By Block	1-Feb-17		\$ (17,161)
QX.net	2-Feb-17		\$ (35)
Block by Block	16-Feb-17		\$ (17,161)
Collections from Sheriff	15-Feb-17	\$ 18,142	
Instant Signs	20-Feb-17		\$ (650)
Marjorie Guyon	20-Feb-17		\$ (1,850)
Block By Block	28-Feb-17		\$ (17,161)
Qx.Net	2-Mar-17		\$ (35)
Block By Block	14-Mar-17		\$ (17,161)
Collections from Sheriff	17-Mar-17	\$ 2,347	
Qx.net	2-Apr-17		\$ (35)
Block By Block	3-Apr-17		\$ (17,161)
Collections from Sheriff	17-Apr-17	\$ 302	
Block By Block	28-Apr-17		\$ (17,161)
QX.net	2-May-17		\$ (35)
Triagle Foundation Donation	5-May-17	\$ 2,841	
LFJCG Loan Repayment	5-May-17		\$ (25,000)
Lamara Advertising (Billboards)	18-May-17		\$ (2,500)
Collections from Sheriff	23-May-17	\$ 627	
DLC Marketing and Promotions	30-May-17		\$ (203)
Block By Block	2-Jun-17		\$ (17,161)
Marjorie Guyon	2-Jun-17		\$ (2,750)
Subtotal		\$ 44,931	\$ (54,132)



DOWNTOWN LEXINGTON MANAGEMENT DISTRICT

FY 2018 BUDGET PRESENTATION

Tuesday, May 16, 2017

Jim Frazier, Chair

www.dlex.town

Presentation contents

- Welcome
- DLMD boundary and board membership
- Summary of activities to date
- FY 2018 budget priorities and timeline
- Q & A

About the DLMD

- Established by LFUCG ordinance on May 7, 2015
- The LFUCG ordinance directs the board to pursue economic improvement activity:
 - (a) the promotion of commercial activity or public events
 - (b) the planning, administration, and management of development or improvement activities
 - (c) landscaping, beautification, maintenance, and cleaning, of public ways and spaces
 - (d) the conduct of activities in support of business recruitment and development
 - (e) the provision of security for public areas
 - (f) the construction and maintenance of capital improvements to public ways and spaces
 - (g) other economic improvement activities that specially benefit property within the district

DLMD board membership

Name	Board Position	Organization
Frazier, Jim	Chair, Member	McBrayer, McGinnis, Leslie & Kirkland
Phillips, Taunya	Vice Chair, Member	Residential representative
Grossman, Steve	Treasurer, Member	Hilliard Lyons
Wellman, Zedtta	Secretary, Member	Gratz Park Inn
Atkins, Kevin	Member	LFUCG Mayor's Office
Betz, Liza	Member	Failte
Carter, Andrew	Member	21c
Davidson, Scott	Member	Langley Properties
Gibbs, Jake	Member	LFUCG 3 rd District Council
Kay, Steve	Member	LFUCG Vice Mayor
Means, Gary	Member	LexPark
Nicholson, Nick	Member	Stoll Keenon Ogden
Webb, Woodford	Member	Webb Companies
Wetherby, Lawrence	Member	Republic Bank (DLC Chair)
Wright, Mary Beth	Member	Messer Construction (DDA Chair)

Our Ambassadors



- Block-by-Block ambassadors launched Sept 13
- Are providing services throughout the district
- Work closely with downtown businesses, parks, police

FY 2018 budget priorities

Day-to-day Operations

- The plurality of DLMD funds
 - Downtown ambassadors
 - Landscaping, beautification, and maintenance
 - Marketing and promotion

Investments

- Second largest allocation
 - Public art
 - Street furniture

Administration & Communications

- Minor allocation
 - Respond to constituent requests
 - Provide board support services

DLMD Board will measure, monitor, and adjust budget for FY 2018 based on property owner satisfaction and feedback

Projects in consideration

- Additional downtown art
- Mill Street improvements (gum removal, finding a solution for herbies)
- Continue to activate for vacant first floor retail space with art and lighting
- Look into additional ambassadors, and potentially adjusting staffing for peak hours

FY 2018 budget: revenue

DLMD REVENUE

Fiscal Year 2018
(Jul 1 - Jun 30)

TAX BASE	
Tax base (non-exempt)	\$ 415,000,000
Tax rate, per \$100 value	\$ 0.10
Tax collection baseline	\$ 415,000

REVENUE		% of total revenue
Tax revenue	\$ 412,731	97.6%
Tax payment rate estimate	99.0%	
Tax collection baseline x payment rate	\$ 412,731	

Payments in lieu of taxes	\$ 10,000	2.3%
Nonprofit contributions	\$ 10,000	
Total Revenue	\$ 422,731	100.0%

FY 2018 budget: expenses

DLMD EXPENSES

Fiscal Year 2018
(Jul 1 - Jun 30)

EXPENSE		\$	% of total revenue
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Contract services package		\$ 214,000	50.6%
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Incremental to existing city services, and private obligations, some or all of the following: (1) The promotion of commercial activity or public events; (2) the planning, administration, and management of development or improvement activities; (3) landscaping, beautification, maintenance, and cleaning of public ways and spaces; (4) the conduct of activities in support of business recruitment and development; (5) the provision of safety and security for public areas, including snow and ice removal from the public thoroughfares, including but not limited to sidewalks; (6) the construction and maintenance of capital improvements to public ways and spaces; and (7) any other economic improvement activity that, as determined by the board, specially benefits property within the district.

Special projects		\$ 112,500	26.6%
Website and startup activities		\$ 2,500	
Match grants		\$ 0	
Board capital projects		\$ 80,000	
Waste management corrals		\$ 30,000	
Pedestrian wayfinding maintenance		\$ 0	

Administrative costs		\$ 40,000	9.5%
Administrator		\$ 30,000	
Marketing		\$ 5,000	
Professional services (audited financials)		\$ 3,000	
Management, supplies, property notices		\$ 2,000	

Sheriff property tax collection		\$ 17,638	4.2%
Collection rate of tax revenue		4.25%	

Contingency reserve		\$ 9,909	2.3%
Collection rate of tax revenue		2.3%	

Total expenses		\$ 394,047	93.2%
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FY 2017 budget: reserves

DLMD RESERVES

Fiscal Year 2017
(Jul 1 - Jun 30)

RESERVES		% of total revenue
Operations escrow reserve for first 5 months of next fiscal year	\$ 120,000	28.4%
NET INCOME	\$ 28,684	6.8%
BALANCE	\$ 51,097	12.1%

- It is necessary to end each fiscal year with sufficient balance, to pay for the operations in the five months of the following fiscal year, as property tax revenues do not arrive until the mid-November

DOWNTOWN LEXINGTON MANAGEMENT DISTRICT



Statistics

September 2016 through May 2017

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Billy Goat Hours	'16	--	--	--	--	--	--	--	--	--	--	1	11	12
Business Contact	'16	--	--	--	--	--	--	--	--	16	10	7	3	36
	'17	5	12	12	--	--	--	--	--	--	--	--	--	29
Graffiti/Stickers Removed	'16	--	--	--	--	--	--	--	--	884	602	510	267	2263
	'17	395	549	312	326	366	--	--	--	--	--	--	--	1948
Hospitality Assistance	'16	--	--	--	--	--	--	--	--	22	39	32	74	167
	'17	63	64	105	63	41	--	--	--	--	--	--	--	336
Loitering - Observed	'16	--	--	--	--	--	--	--	--	1	--	1	--	2
	'17	--	--	4	14	4	--	--	--	--	--	--	--	22
Motorist Assist	'16	--	--	--	--	--	--	--	--	2	11	15	7	35
	'17	30	30	17	3	--	--	--	--	--	--	--	--	80
Panhandling - Aggressive	'16	--	--	--	--	--	--	--	--	3	--	3	--	6
	'17	5	1	1	--	1	--	--	--	--	--	--	--	8
Panhandling - Passive	'16	--	--	--	--	--	--	--	--	6	2	9	9	26
	'17	12	13	10	22	6	--	--	--	--	--	--	--	63
Park Count - End of Shift	'16	--	--	--	--	--	--	--	--	13	30	16	1	60
Park Count - Start of Shift	'16	--	--	--	--	--	--	--	--	--	68	24	7	99
	'17	37	24	8	28	6	--	--	--	--	--	--	--	103
Power Washing (hours)	'16	--	--	--	--	--	--	--	--	2	17	4	--	23
	'17	1	--	--	5	16	--	--	--	--	--	--	--	22
Request for Police/Fire/EMS	'16	--	--	--	--	--	--	--	--	--	--	4	1	5
	'17	5	1	2	2	--	--	--	--	--	--	--	--	10
Sidewalk Drains Cleared	'16	--	--	--	--	--	--	--	--	40	373	322	340	1075
	'17	400	428	496	296	162	--	--	--	--	--	--	--	1782
Trash (lbs)	'16	--	--	--	--	--	--	--	--	2145	3260	2713	1952	10070
	'17	1242	1350	1125	1012	233	--	--	--	--	--	--	--	4962
Weed Abatement (block faces)	'16	--	--	--	--	--	--	--	--	148	429	266	66	909
	'17	18	11	--	79	61	--	--	--	--	--	--	--	169

Highlights



Curblin at 100 East Vine St. before



Curblin 100 East Vine St.after



Infront of Library on Main St.



Infront of Library after Ambassador makes rounds

Highlights



Church St. before



Church St. after



Stagger Inn before

Highlights



Pressure Washing Services



Regular Weed Abatement



Daily On-Street Cleaning



Trying to help with Quality of Life Issues