

# **BUSINESS IMPROVEMENT DISTRICT NO. 39**

**Center Street Marketplace**

**PROPOSED OPERATING PLAN**

**2017**



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## **I. INTRODUCTION**

### **A. Background**

In 1984, the Wisconsin legislature created 66.1109 (formerly S. 66.608) of the Statutes (see Appendix A) enabling cities to establish Business Improvement Districts (BIDs). The purpose of the law is “to allow businesses within those districts to develop, to manage and promote the districts and to establish an assessment method to fund these activities.” (1983 Wisconsin Act 184, Section 1, legislative declaration.)

A Business Improvement District was approved by the City of Milwaukee in 2005 for the purpose of revitalizing and improving the Center Street Marketplace District, located on Center Street on Milwaukee's Northside. The BID law requires that every district have an annual Operating Plan. This document is the annual Operating Plan for 2017 of the Center Street Marketplace district (BID #39). The plan was prepared with minimal technical assistance from the City of Milwaukee Department of City Development.

### **B. Physical Setting**

The District covers a commercial area on West Center Street from North 32nd to North 59th street.

## **II. DISTRICT BOUNDARIES**

Boundaries of the BID #39 district are shown on the map in Appendix B of this plan. A listing of the properties included in the district is provided in Appendix C.

## **III. PROPOSED OPERATING PLAN**

The objective of the BID is to: Improve the quality of life within the district. Work with the property owners and merchants to normalize the perception of Center Street.

### **A. Plan Objectives**

- Improve the Image of the target area
- Improve negative perception of crime/safety in target area
- Increase the number and variety of businesses in the target area
- Protect and preserve the historical significance and integrity of structures in the target area

### **B. Proposed Activities – Year 2017**

Principle activities to be engaged in by the district during the 2017 year of operation will include:

- a. Management of a part time BID Director and usage of leased office space for the BID headquarters.
- b. Continue to implement and support commercial corridor cleanups and community initiatives for keeping the streets clean.
- c. Focus on eliminating the blight on Center Street by identifying vacant and unkept properties and work with the property owners for mitigation.
- d. Continue to Increase safety and security by working with the MPD and community organizations to identify and continue to implement crime prevention initiatives.
- e. Continue to improve property façades via BID 39 Façade Grants

- f. Assist property and business owners with marketing via the tools such as brochures, web presence, outreach campaigns, and personal strategies.

**C. Proposed Expenditures – Year 2017**

Item	Expenditure
<b>Implement “Year 3” BID 39 Grant Program</b> <ul style="list-style-type: none"> <li>- Marketing (Ad space, sidewalk signs...)</li> <li>- Façade</li> <li>- Sign</li> <li>- Banner</li> <li>- Surveillance Cameras for properties)</li> </ul>	<b>\$15,000</b>
<b>Commercial Corridor Clean-up</b> <ul style="list-style-type: none"> <li>- Clean – up Crew</li> <li>- Community Clean up</li> <li>- Supplies/equipment (maintenance of trash cans)</li> </ul>	<b>\$5,000</b>
<b>Safety/Security Initiative</b> <ul style="list-style-type: none"> <li>- Security Officer initiative (special events)</li> <li>- Ambassador initiative</li> </ul>	<b>\$1,000</b>
<b>Administration</b> <ul style="list-style-type: none"> <li>- Office &amp; Management (Administrative Services)</li> <li>- Marketing, Outreach (brochures, B2B marketing, business development &amp; outreach)</li> <li>- Website maintenance - hosting</li> <li>- Annual Audit, insurance binder (O&amp;D and WC)</li> <li>- Legal – general representation and consultation fees</li> </ul>	<b>\$10,000</b>
<b>BID Staff</b> <ul style="list-style-type: none"> <li>- BID Director (Part time)</li> </ul>	<b>\$25,000</b>
<b>Facilities</b> <ul style="list-style-type: none"> <li>- Lease office space</li> <li>- Office maintenance (WE energies, ADT, TWC)</li> </ul>	<b>\$7,800</b> <b>\$ 3,000</b>
<b>TOTAL</b>	<b>\$66,800</b>

**Projected Revenues**

Item	Revenue
<b>Assessments - 2017</b>	<b>\$46,000</b>
<b>Carryover funds from 2016</b>	<b>\$30,000</b>
<b>TOTAL</b>	<b>\$76,000</b>

#### D. Financing Method

It is proposed to raise **\$49,770** through BID assessments (see Appendix C). The BID Board shall have the authority and responsibility to prioritize expenditures and to revise the budget as necessary to match the funds actually available.

#### E. Organization of BID Board

The Mayor appoints members to the district board ("board"). The board's primary responsibility is the implementation of this Operating Plan. This requires the board to negotiate with providers of services and materials to carry out the Plan; to enter into various contracts; to monitor development activity; to periodically revise the Operating Plan; to ensure district compliance with the provisions of applicable statutes and regulations; and to make reimbursements for any overpayments of BID assessments.

State law requires that the board be composed of at least five members and that a majority of the board members be owners or occupants of property within the district.

It is recommended that the BID board be structured and operate as follows:

**1. Board Size** – Seven

**2. Composition** - At least five members shall be owners or occupants of property within the district. Upon any vacancies, existing board members shall first solicit business or property owners to fill vacant board positions. In the event the existing board is unable to secure new board representation, any non-owner or non-occupant may be appointed to the board. All board members shall be a resident of the City of Milwaukee. The board shall elect its Chairperson from among its members.

**3. Term** - Appointments to the board shall be for a period of three years except that initially two members shall be appointed for a period of three years, two members shall be appointed for a period of two years, and one member shall be appointed for a period of one year.

**4. Compensation** – None

**5. Meetings** - All meetings of the board shall be governed by the Wisconsin Open Meetings Law.

**6. Record Keeping** - Files and records of the board's affairs shall be kept pursuant to public record requirements.

**7. Staffing** - The board may employ staff and/or contract for staffing services pursuant to this Plan and subsequent modifications thereof.

**8. Meetings** - The board shall meet regularly, at least twice each year. The board shall adopt rules of order (“by laws”) to govern the conduct of its meetings.

F. Relationship to the local business association

The BID shall be a separate entity from the local business association, notwithstanding the fact that members, officers and directors of each may be shared. The Association shall remain a private organization, not subject to the open meeting law, and not subject to the public record law except for its records generated in connection with the BID board. The Association may, and it is intended, shall, contract with the BID to provide services to the BID, in accordance with this Plan.

**IV. METHOD OF ASSESSMENT**

A. Assessment Rate and Method

The principle behind the assessment methodology is that each property should contribute to the BID in proportion to the benefit derived from the BID. After consideration of other assessment methods, it was determined that assessed value of a property was the characteristic most directly related to the potential benefit provided by the BID. Therefore, a fixed assessment on the assessed value of the property was selected as the basic assessment methodology for this BID.

However, maintaining an equitable relationship between the BID assessment and the expected benefits requires an adjustment to the basic assessment method. To prevent the disproportional assessment of a small number of high value properties, a maximum assessment of \$1,000.00 per parcel will be applied.

As of January 1, 2016, the property in the proposed district had a total assessed value of over \$10 million dollars. This plan proposed to assess the property in the district at a rate of \$5.00 per \$1,000.00 of assessed value, subject to the maximum assessment of \$1,000.00 and minimum of \$300.00, for the purposes of the BID.

Appendix C shows the projected BID assessment for each property included in the district.

B. Excluded and Exempt Property

The BID law requires explicit consideration of certain classes of property. In compliance with the law the following statements are provided.

1. State Statute 66.1109(1) (f) Im: The district will contain property used exclusively for manufacturing purposes, as well as properties used in part for manufacturing. These properties will be assessed according to the method set forth in this plan because it is assumed that they will benefit from development in the district.
2. State Statute 66.1109(5) (a): Property known to be used exclusively for residential purposes will not be assessed; such properties will be identified as BID Exempt Properties in Appendix C, as revised each year.

3. In accordance with the interpretation of the City Attorney regarding State Statute 66.1109(1) (b), property exempt from general real estate taxes has been excluded from the district. Privately owned tax-exempt property adjoining the district and which is expected to benefit from district activities may be asked to make a financial contribution to the district on a voluntary basis.

**V. RELATIONSHIP TO MILWAUKEE COMPREHENSIVE PLAN AND ORDERLY DEVELOPMENT OF THE CITY**

**A. City Plans**

In February 1978, the Common Council of the City of Milwaukee adopted a Preservation Policy as the policy basis for its Comprehensive Plan and as a guide for its planning, programming and budgeting decisions. The Common Council reaffirmed and expanded the Preservation Policy in Resolution File Number 881978, adopted January 24, 1989.

The Preservation Policy emphasizes maintaining Milwaukee's present housing, jobs, neighborhoods, services, and tax base rather than passively accepting loss of jobs and population, or emphasizing massive new development. In its January 1989 reaffirmation of the policy, the Common Council gave new emphasis to forging new public and private partnerships as a means to accomplish preservation.

The district is a means of formalizing and funding the public-private partnership between the City and property owners in the Center Street Marketplace (BID #39) business area and for furthering preservation and redevelopment in this portion of the City of Milwaukee. Therefore, it is fully consistent with the City's Comprehensive Plan and Preservation Policy.

**B. City Role in District Operation**

The City of Milwaukee has committed to helping private property owners in the district promote its development. To this end, the City is expected to play a significant role in the creation of the Business Improvement district and in the implementation of the Operating Plan. In particular, the City will:

1. Provide technical assistance to the proponents of the district through adoption of the Plan, and provide assistance as appropriate thereafter.
2. Monitor and, when appropriate, apply for outside funds that could be used in support of the district.
3. Collect assessments, maintain in a segregated account, and disburse the monies of the district.
4. Receive annual audits as required per sec. 66.1109 (3) (c) of the BID law.
5. Provide the board, through the Tax Commissioner's Office on or before June 30<sup>th</sup> of each Plan year, with the official City records and the assessed value of

each tax key number with the district, as of January 1<sup>st</sup> of each Plan year, for purposes of calculating the BID assessments.

6. Encourage the State of Wisconsin, Milwaukee County and other units of government to support the activities of the district.

## **VI. FUTURE YEAR OPERATING PLANS**

### **A. Phased Development**

It is anticipated that the BID will continue to revise and develop the Operating Plan annually, in response to changing development needs and opportunities in the district, in accordance with the purposes and objectives defined in this initial Operating Plan.

Section 66.1109 (3) (a) of the BID law requires the board and the City to annually review and make changes as appropriate in the Operating Plan. Therefore, while this document outlines in general terms the complete development program, it focuses upon 2016 activities, and information on specific assessed values, budget amounts and assessment amounts are based on current conditions. Greater detail about subsequent year's activities will be provided in the required annual Plan updates, and approval by the Common Council of such Plan updates shall be conclusive evidence of compliance with this Plan and the BID law.

In later years, the BID Operating Plan will continue to apply the assessment formula, as adjusted, to raise funds to meet the next annual budget. However, the method of assessing shall not be materially altered, except with the consent of the City of Milwaukee.

### **B. Amendment, Severability and Expansion**

This BID has been created under authority of Section 66.1109 of the Statutes of the State of Wisconsin. Should any court find any portion of this Statute invalid or unconstitutional its decision will not invalidate or terminate the BID and this BID Plan shall be amended to conform to the law without need of reestablishment.

Should the legislature amend the Statute to narrow or broaden the process of a BID so as to exclude or include as assessable properties a certain class or classes of properties, then this BID Plan may be amended by the Common Council of the City of Milwaukee as and when it conducts its annual Operating Plan approval and without necessity to undertake any other act. This is specifically authorized under Section 66.1109(3) (b).