

DOWNTOWN *West Allis* BID

2023 Annual Report *2024 Operating Plan*

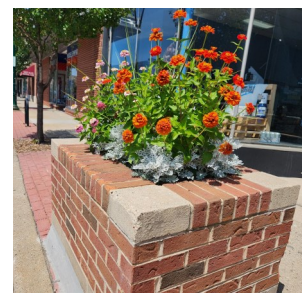
MANAGED BY: DOWNTOWN WEST ALLIS, INC.

BUSINESS PLAN OF DOWNTOWN WEST ALLIS BUSINESS IMPROVEMENT DISTRICT (DWABID)

This document forms the business plan of
Downtown West Allis Business Improvement District, managed by Downtown West Allis, Inc.

It will be used to document operations that show that our downtown is the hub that connects retail and service businesses with events, entertainment and residential opportunities. It is vibrant and progressive – serving visitors and community members who live, work, shop and play here.

A Main Street Community since 2001



DOWNTOWN *West Allis* BID

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A MAIN STREET COMMUNITY

A 501(c) NON-PROFIT CORPORATION

BUILDING A POSITIVE IMAGE THAT ENCOURAGES CUSTOMER GROWTH AND



WELCOMES COMMUNITY INVOLVEMENT

Downtown West Allis Business Improvement District Boundaries

The geographic boundaries of the Downtown West Allis Business Improvement District (*DWABID*) are West Greenfield Avenue between 70th and 76th Streets. For the most part, it extends to the alleyways of the buildings on the north side of Greenfield Avenue and the alleyways of the buildings on the south side of Greenfield Avenue. The exception is 70th Street where our boundaries extend north to Madison Street and south to Orchard Street. This area contains a large number of single and multi-story buildings. Most of the properties are in excess of 60 years old, with many over 80 years old. The *DWABID* is home to approximately 90 small and diverse retail/service businesses.



- **Downtown West Allis, Inc. (DWA, Inc.)** is a Wisconsin non-stock non-profit corporation holding tax exempt charitable status under IRS 501 (c) 3.
- DWA, Inc. is an active Wisconsin Business Improvement District (BID) under Wisconsin stats. Chapter 66.1109.
- DWA, Inc. is a designated Wisconsin Main Street organization <http://wedc.org/mainstreet> in good standing and has been accredited by National Main Street.

Mission Statement: “To build a positive image that encourages customer growth and welcomes community involvement.”

Vision Statement: We envision a Downtown West Allis that

- Is a gathering place for families, neighbors, and visitors to enjoy hometown hospitality and West Allis pride through family activities and events.
- Enhances the quality of life for residents and visitors alike by offering safe, inviting and pedestrian-friendly streets.
- Is conducive to business enterprises, employment opportunities and stores that offer special and distinctive merchandise and services with a personal touch that creates a pleasant shopping experience.

Our vision is achieved and maintained through a strong public-private partnership among local government, businesses, educational institutions, non-profit community based organizations, and the residents of West Allis. This partnership is devoted to constantly working together to make Downtown West Allis an attraction, an asset, and a success as both a business district and a thriving neighborhood.



**DOWNTOWN WEST ALLIS
A DESIGNATED MAIN STREET COMMUNITY**

Downtown West Allis has been designated as an accredited Main Street America™ program for meeting rigorous performance standards set by the National Main Street Center. Each year, the National Main Street Center and its Coordinating Program partners announce the list of accredited Main Street America programs in recognition of their exemplary commitment to preservation-based economic development and community revitalization through the Main Street Approach®.



The organization’s performance is evaluated annually by Wisconsin Main Street, which works in partnership with the National Main Street Center to identify the local programs that meet ten performance standards. Evaluation criteria determines the communities that are building comprehensive and sustainable revitalization efforts and include standards such as fostering strong public-private partnerships, securing an operating budget, tracking programmatic progress and actively preserving historic buildings.

<u>2023 DWABID and DWA, Inc. Board of Directors</u>	
Name-Title-Address	
Alex Geiger – DWABID President Model Empire (7116 W. Greenfield Avenue)	Jeff Gebhardt - DWABID Vice-President Old National Bank (7401 W. Greenfield Avenue)
Douglas Persich - DWA, Inc. President	Tom Miller - DWA, Inc. Vice-President Steakhouse 100 (7244 W. Greenfield Avenue)
Barbara Jones - DWABID Treasurer Peoples State Bank (10725 W. National Avenue)	Timothy Klare - DWA, Inc. Treasurer
Don Falk – DWABID Secretary B & K Bar Supplies (7100 W. Greenfield Avenue)	Gloria Hawkins Hawkins Clock Center (7301 W. Greenfield Ave)
Jackie Ellington DC Ellington Company (8001 W. Lincoln Avenue)	Robyn Krimke Citizen (2234 S. 79th Street)
Jim Mejchar (Legacy Member-non voting) Citizen (3200 S. 116 th Street)	Patrick Schloss – Ex Officio City of West Allis (7525 W. Greenfield Avenue)



DWABID / DWA, Inc

2022 Annual Report

2023 Operating Plan



**ECONOMIC
RESTRUCTURING**
DOWNTOWN WEST ALLIS INC.

Goal: Grow Economic Mix and Vitality: Expand business mix to include a greater variety of businesses, including destination businesses and entertainment attractions.

The Economic Development Committee will focus on the following 2022-2026 goals:

- Work with Downtown West Allis property owners in **recruiting businesses** to fill vacancies.
- Work with the City of West Allis regarding **façade improvements**.
- Utilize **Main Street's** assistance in developing programs to strengthen small businesses through Shop Local and Small Business Saturday campaigns.

In 2023, we welcomed the following businesses to our Downtown:

- 1 of 1 Hair Studio (7117 W. Greenfield)
- 3VOL Ink (7143 W. Greenfield)
- Air Done Right (1408 S. 73rd)
- Aura's Nails (7031 W. Greenfield)
- Talia's Event Venue (7423 W. Greenfield)
- The Deco (7140 W. Greenfield)



In 2024 we will:

- Work with property owners on getting their locations filled with a good business mix.
- Conduct a survey of business owners to initiate a strategic plan for the year.



PROMOTION
DOWNTOWN WEST ALLIS INC.

Goal: Improve and Define Downtown/West Allis Image: Use the West Allis Downtown brand to showcase the individuality of our businesses and their contributions to the West Allis community.

The Promotions Committee will focus on the following 2022-2026 Goals:

- Maintain our **traditional family events:** West Allis Ala Carte, West Allis Winter Week, Classic Car Show, Halloween Hunt, Crawls and Shop Local.
- Helping other organizations/businesses raise awareness through smaller monthly events.

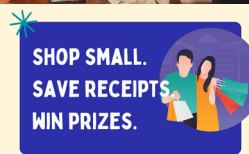
The following events took place from October 2022 thru August 2023:

- 31st Annual Classic Car Show
- Halloween Hunt
- Shop Small Saturday
- West Allis Winter Week
- Old Fashioned Tours
- 14th Annual West Allis A la Carte



In 2024 will:

- Continue to host the above events.
- Add Arts & Craft (Beer) Tours
- Participate in "Doors Open."



SHOP SMALL WEST ALLIS
NOVEMBER 26 1-3 PM
WEST ALLIS CITY HALL
WESTALLISDOWNTOWN.COM



Goal: Expand outreach to residents, schools, and community partners:
Create a multi-media campaign to highlight businesses and expand joint marketing activities among business within and outside of the downtown.

The Marketing Committee will focus on the following 2022-2026 Goals:

- Increase **volunteer participation** and encourage community support through neighborhood associations and other community organizations.
- Update the web page to keep the **events** current. We will continue working on branding our area.
- Continue to **reach out to the community** through DWA-Inc. Facebook and Twitter.
- **Advertising Assistance.** We will offer financial assistance to business owners for their promoting and marketing projects.



In 2023:

- Welcomed the following businesses to our group:
 - Mouse Travel Agency, Oniomania and Team Rehab to our Friends of Program.
 - Reconnected with Granite Hills Hospital, Forward Disability Law Firm, DC Ellington Company, NorthShore Bank, Village at Manor Park, Peoples State Bank, Chorus Community, WaterStone Bank and West Allis Rotary.
- Hosted two separate “Coffee With Friends.” The topics this year were “How can Downtown West Allis Help” and “Visual Merchandising.”
- Continued a working relationship with the following:
 - 102.9 The Hog & 100.3 The Oldies
 - WI State Fair organization
 - Key Milwaukee
 - Travel Wisconsin
- Continued to help businesses with their Facebook ads, Instagram and Twitter, drawing more attention to the Downtown.
- Promoted Downtown West Allis merchandise via Facebook and Redbubble.



In 2024 we will:

- Look to grow by meeting with other businesses and organizations within the area.
- Continue hosting “Coffee with Friends.” Each session will be an opportunity to network with other businesses while discussing a specific topic.
- Continue to work with the City’s Communications Dept. in developing “Behind the BID” videos showcasing business within the area and throughout the city.
- Continue to offer the Advertising Assistance Grant Program to district businesses to offset their advertising costs.



WEST ALLIS DOWNTOWN- ALWAYS GROWING. FOREVER ORIGINAL.
West Allis A La Carte | Tours & Crawls | Downtown West Allis Classic Car Show
For more information on events, shops, and restaurants, visit WestAllisDowntown.com

Goal: Aesthetics & Physical Function of Greenfield Avenue: Optimize physical design of street and public spaces to encourage safe and effective circulation of traffic, bikes, pedestrians, and accommodate community space and outdoor dining.

The Design committee will focus on the following 2022-2026 Goals:

- Maintain Brick Flower Planters, Park Benches, Sound System and Security Cameras.
- Maintain Sidewalks through Snow Removal and Cleanup.
- Provide Signage Assistance to Downtown West Allis businesses.

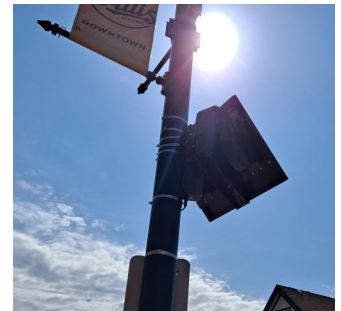
In 2023:

- Started a Downtown Artscape Sub-Committee that accomplished the following:
 - One park bench repaired and repainted.
 - Added unique artwork to our kiosks.
 - Completed one mural in our municipal parking lot.
- Continued to provide snow shoveling in our crosswalks and around our fire hydrants.
- Continued to work with the City of West Allis BINS Dept. on signage code violations.
- Helped fund signage for Blue on Greenfield.
- Had a FLOCK Camera installed on Greenfield Avenue.
- Started a Security Camera Grant Program for business/priority owners to help fund security cameras that will capture movements within our Downtown boundaries.



In 2024 we will:

- Continue to help fund signage for Downtown businesses and maintain the brick planters in our Downtown.
- To support an “Art Sub-Committee” that will continue to focus on implementing public art in our Downtown.
- Seek funding to continue the Security Camera Grant Program for our business owners.



Administrative Committee Objectives

The Administrative Committee will focus on the following 2022-2026 Goals:

- Continue to **employ** a full-time Executive Director, part-time office manager and part-time street cleaner.
- Maintain **partnerships** with the City of West Allis, West Allis Police, Fire, Health, Communications, Tourism, and Public Works Departments.
- Continue to maintain and improve the **WestAllisDowntown.com website, The Downtowner Newsletter, Instagram and Facebook** accounts.
- Work with City Engineering on getting the word out on various road construction and detours.

Summary

- With a proposed total budget of **\$138,000.00** we request a special assessment of **\$115,500.00**.
- Assessment shall be **Five & 9943/1000 DOLLARS (\$5.9943)** PER THOUSAND DOLLARS OF ASSESSED VALUATION OF EACH SUCH PROPERTY AS PROVIDED BY LAW.
- The Executive Director, Program Assistant and one street cleaner are employees of the Business Improvement District. Our office allows these individuals to carry out the day to day activities supporting the organization. We have a meeting room for our Board and Committee members and their subcommittees giving them access to a professional working atmosphere.
- Our Board and Committee members are volunteers within this organization. Each volunteer gives freely of their time and expertise. The Board of Directors votes for a President, Vice-President, Secretary and Treasurer at our November meeting. All members of the Downtown West Allis Business Improvement District are welcome and encouraged via the newsletter and in discussion with the Executive Director and Board Members to attend meetings .
- The Downtown West Allis Business Improvement District is a quasi-governmental, not-for profit, community coalition dedicated to an economically strong, safe, attractive and exciting downtown. Through our four major promotional events we seek to strengthen the retail, cultural, educational and residential life of the city center. Leadership is energized by using human and financial resources, from both within our downtown neighborhood and the greater community.

Assessment Method

Financing Method

The proposed expenditures contained in the *2024 Downtown West Allis BID Approved Budget* included in the Operating Plan, will be financed from funds collected from the BID special assessment. It is estimated that **\$115,500.00** will be raised through special assessments. Any other funds, which may be made available to the BID for the purposes contained herein, shall be collected and expended as identified in the *2024 Downtown West Allis BID Approved Budget*.

Method of Assessment

All tax parcels within the Downtown West Allis Business Improvement District boundaries required to pay real estate taxes, as well as real property used exclusively for manufacturing purposes, will be assessed. Real property used exclusively for residential purposes may not be assessed, as prescribed by the BID law. Property exempt from paying real estate taxes or owned by government agencies will not be assessed.

Allocation of Assessments

Special assessments under this 2024 Operating Plan are hereby levied against each tax parcel property within the District that has a separate Parcel Identification Number. The assessment is based on the assessed value of the parcels (land and improvements) as shown in the record of the City Assessor's office on January 1, 2024 except as otherwise identified. Assessment shall be **Five & 9943/1000 DOLLARS (\$5.9943) PER THOUSAND DOLLARS OF ASSESSED VALUATION OF EACH SUCH PROPERTY AS PROVIDED BY LAW.**

Assessment Collection

- The City of West Allis shall include the special assessment levied herein as a separate line on the real estate tax bill for each parcel. The City shall collect such assessment with the taxes as a special charge, and in the same manner as such taxes, and shall turn over all monies so collected to the BID Board for distribution in accordance with the BID Operating Plan by February 28, 2024.
- The BID Board shall prepare and make available to the public and the City's Council annual reports describing the current status of the BID, including expenditures and revenues, at the time it submits its amended Operating Plan to the City for the following Operating Plan year.
- The presentation of this proposed Operating Plan to the City shall be deemed a standing order of the Board under Wis. Stat. sec. 66.1109(4) to disburse the BID assessments in the manner provided herein.
- This section shall be sufficient instruction to the City to disburse the BID assessment, without necessity of an additional disbursement agreement, disbursement method or accounting method. Disbursements made under this Plan shall be shown in the City's budget as a line item. Other than as specified herein, the disbursement procedures shall follow standard City disbursement policy.

Downtown West Allis Business Improvement District Managed by: Downtown West Allis, Inc. West Allis, WI 2024 Approved Budget								
	2024 Budget	% of Budget		2024 Budget	% of Budget			
PROFESSIONAL SERVICES			DESIGN					
Ex. Director Wages	\$ 55,000.00	39.855%	Beautification & Safety					
Program Asst. Wages	\$ 27,000.00	19.565%	Maintenance (Sound, planters & cameras)	\$ 7,000.00	5.072%			
Payroll Expenses	\$ 6,500.00	4.710%	Snow Removal	\$ 10,000.00	7.246%			
Administrative Support	\$ 200.00	0.145%	Street Cleaning	\$ 5,500.00	3.986%			
Professional Incentives	\$ 4,000.00	2.899%						
Professional Services (Accountant, Lawyer, Audit)	\$ 2,600.00	1.884%						
Education & Travel (Main Street Program)	\$ 1,000.00	0.725%						
TOTAL PROFESSIONAL SERVICES	\$ 96,300.00	69.783%	TOTAL DESIGN	\$ 22,500.00	16.304%			
SUPPORTING SERVICES			ECONOMIC DEVELOPMENT/ORGANIZATIONAL					
Office Supplies, Postage, Printing, Copier	\$ 2,000.00	1.449%	Newsletter & Marketing	\$ 3,600.00	2.609%			
Dues, Subscriptions & Memberships	\$ 300.00	0.217%	Recruitment (Crime prevention, luncheon)	\$ 500.00	0.362%			
Telephone, Internet, Hosting & email support	\$ 1,600.00	1.159%	TOTAL ECONOMIC DEV./ORGANIZATIONAL	\$ 4,100.00	2.971%			
Rent - BID Office	\$ 5,400.00	3.913%						
Insurance	\$ 3,500.00	2.536%	GRANT PROGRAMS					
BOD Misc. Expenses	\$ 300.00	0.217%	AAAG (Advertising Assistance Grant)	\$ 2,000.00	1.449%			
TOTAL SUPPORTING SERVICES	\$ 13,100.00	9.493%	TOTAL ASSISTANCE PROGRAMS	\$ 2,000.00	1.449%			
DWABID Executive Board Approved: 8/9/2023 DWABID Board of Directors Approved: 8/30/23			Total Expenses	\$ 138,000.00				
			ASSESSED VALUE FOR 2023	\$ 19,268,300.00				
			PROPOSED SPECIAL ASSESSMENT LEVY	\$ 115,500.00	83.696%			
			Additonal Income:					
						**DWA, Inc.	\$ 22,500.00	16.304%
			Total Income				\$ 138,000.00	100.000%
			ASSESSMENT PER \$1,000 OF ASSESSED	\$ 5.994				

Downtown West Allis Business Improvement District

2024 Time Table for Planned Expenditures

	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Professional Services	\$ 10,358.33	\$ 7,358.34	\$ 7,608.33	\$ 7,358.34	\$ 7,358.33	\$ 9,608.34	\$ 7,358.33	\$ 7,358.34	\$ 7,608.33	\$ 7,358.33	\$ 7,358.33	\$ 9,608.33	\$ 96,300.00
Executive Directors Salary	\$ 4,583.33	\$ 4,583.34	\$ 4,583.33	\$ 4,583.34	\$ 4,583.33	\$ 4,583.34	\$ 4,583.33	\$ 4,583.34	\$ 4,583.33	\$ 4,583.33	\$ 4,583.33	\$ 4,583.33	\$ 55,000.00
Program Assistant's Salary	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 27,000.00
Professional Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 4,000.00
Administrative Support/Payroll Expenses	\$ 925.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 6,700.00
Professional Services	\$ 2,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600.00
Education & Travel	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00	\$ 1,000.00
Supporting Services	\$ 2,280.00	\$ 280.00	\$ 355.00	\$ 430.00	\$ 280.00	\$ 3,055.00	\$ 1,830.00	\$ 405.00	\$ 355.00	\$ 430.00	\$ 280.00	\$ 3,120.00	\$ 13,100.00
Office Supplies, postage, printing & copier	\$ 150.00	\$ 150.00	\$ 150.00	\$ 200.00	\$ 150.00	\$ 150.00	\$ 200.00	\$ 150.00	\$ 150.00	\$ 200.00	\$ 150.00	\$ 200.00	\$ 2,000.00
Dues, Subscriptions & Membership	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ 300.00
Telephone, Internet, hosting & email support	\$ 130.00	\$ 130.00	\$ 130.00	\$ 130.00	\$ 130.00	\$ 130.00	\$ 130.00	\$ 155.00	\$ 130.00	\$ 130.00	\$ 130.00	\$ 145.00	\$ 1,600.00
Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700.00	\$ 5,400.00
Insurance	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00
BOD Misc. Expense	\$ -	\$ -	\$ 75.00	\$ -	\$ -	\$ 75.00	\$ -	\$ -	\$ 75.00	\$ -	\$ -	\$ 75.00	\$ 300.00
Design Committee	\$ 3,050.00	\$ 3,050.00	\$ 2,050.00	\$ 1,050.00	\$ 1,100.00	\$ 1,050.00	\$ 1,050.00	\$ 1,000.00	\$ 1,000.00	\$ 2,050.00	\$ 3,050.00	\$ 3,000.00	\$ 22,500.00
Security Camera Grant (n/a)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sound System, brick planters, maintenance	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 550.00	\$ 600.00	\$ 550.00	\$ 550.00	\$ 600.00	\$ 600.00	\$ 550.00	\$ 7,000.00
Snow Removal	\$ 450.00	\$ 2,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 10,000.00
Street Cleaning	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 500.00	\$ 500.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 5,500.00
ED and Organizational Committee	\$ 300.00	\$ 300.00	\$ 700.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 400.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 4,100.00
Newsletter & Marketing	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 3,600.00
Recruitment Materials	\$ -	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 500.00
Assistance Programs	\$ -	\$ 200.00	\$ 100.00	\$ 200.00	\$ 100.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 100.00	\$ 2,000.00
Advertising Assistance (AAGP)	\$ 100.00	\$ 200.00	\$ 100.00	\$ 200.00	\$ 100.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 100.00	\$ 2,000.00
Signage Assistance (n/a)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 15,988.33	\$ 11,188.34	\$ 10,813.33	\$ 9,338.34	\$ 9,138.33	\$ 14,213.34	\$ 10,738.33	\$ 9,263.34	\$ 9,563.33	\$ 10,338.33	\$ 11,188.33	\$ 16,128.33	\$ 138,000.00

Kind, Number and Location of Expenditures

In 2024, the Business Improvement District will work on the implementation of the projects presented earlier in this report. All activities/projects will take place within the boundaries of the Downtown West Allis as stated on page 3 of this report.

In addition to the regular activities that provide a clean, safe and vibrant area, the BID must provide support to the businesses. With recent new business additions, there has been a focus on signage, marketing needs as well as streetscape. The BID will, once again, offer both signage and marketing grants to our business owners and will increase the number projects of public art in our Downtown.

Execution of and continued development of forward strategy to:

- Be a collective voice in planning, policy and communications.
- Work with City Administration and Elected Officials to identify and prioritize for incorporation into capital projects.
- Advocate for inclusion in future City capital budgets.
- Foster relationships with elected officials and City Staff to maintain focus on capital improvement plans and encourage open dialogue between all entities.
- Work with City Traffic Engineering Department to develop a plan for vehicle and pedestrian traffic flow, which will include temporary “curb extensions.”
- Meet with business and property owners on a regular basis to assess impact, provide information, and seek feedback.
- Create and distribute regular and timely communication with information about the district and local businesses.

Our DWABID Board of Directors is comprised of 9 members representing the following interests:

- 4 DWABID Business Owners/Occupants
- 3 West Allis Business Employees/Employers
- 1 Persons-At-Large (West Allis resident)
- 1 City of West Allis Representative (Ex-Officio)



In addition, it is recommended that the DWABID board be structured and operate as follows:

- *Board size* – minimum of five
- *Composition* – At least 60% shall be owners or occupants of property within the district. The board shall elect its Chairperson from among its members.
- *Term* – Appointments to the board shall be for a maximum of two three-year terms.
- *Compensation* – None
- *Meetings* – All meetings of the board shall be governed by the Wisconsin Open Meetings Law and held periodically.
- *Record Keeping* – Files and records of the board’s affairs shall be kept pursuant to public record requirements.
- *Staffing* – The board will staff and/or contract for staffing services pursuant to this Plan and subsequent modifications thereof.
- *Relationship* – The DWABID shall be a separate entity from any association or organization, notwithstanding the fact that members, officers and directors of each may be shared. Downtown West Allis, Inc. 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. Downtown West Allis, Inc. has contracted with the DWABID to provide services to the DWABID, in accordance with this Plan.
- *Responsibilities* - Implement the Operating Plan, annually consider and make changes to the Operating Plan and Submit the Operating Plan to the Common Council for approval.

City Role

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

- Encourage the County and State governments to support the activities of the District.
- Monitor and, when appropriate, apply for outside funds that could be used in support of the District.
- Collect assessments, maintain the funds, and disburse the funds of the District to the BID along with an identification of those BID assessments included in the disbursement.
- Provide the BID Board through the Assessor’s Office on or before September 1 of each Operating Plan year with the official City records on assessed value for each Parcel Identification Number within the District, as of that date in each plan year, for purposes of calculating the BID assessments.
- Adopt this Operating Plan in the manner required by Wis. Stat. sec. 66.1109.

Required Statements

- The Business Improvement District law requires the Operating Plan to include several specific statements:
 - Wis. Stat. sec. 66.1109(1)(f)1m: The District will contain property used exclusively for manufacturing purpose, as well as properties used in part for manufacturing. These properties will be assessed according to the formula contained herein because it is assumed that they will benefit from development in the District. *(See page 8, Summary - 2nd bullet point)*
 - Wis. Stat. sec. 66.1109(5)(a): Real property used exclusively for residential purposes and real property that is exempted from general property taxes under s. 70.11 may not be specially assessed.

Severability and Expansion

- This BID has been created under authority of Wis. Stat. sec. 66.1109.
- Should any court find any portion of the BID law or this Operating Plan invalid or unconstitutional, said decision will not invalidate or terminate the BID and this BID Operating Plan should be amended to conform to the law without the need to reestablish the Operating Plan.
- Should the State amend the statute to narrow or broaden the purposes of a Business Improvement District so as to, among other things, exclude or include as assessable properties of a certain class or classes of properties, then this BID Operating Plan may be amended by the Common Council of the City of West Allis as and when it conducts its annual budget approval without necessity to undertake any other act.
- All of the above is specifically authorized by Wis. Stat. sec. 66.1109(3) (b).
- If it is determined by a court or administrative body that a parcel of property not subject to general real estate taxes may not be included within the District, then such parcels shall be excluded from the definition of the District.

Legal Option

I hereby certify that the 2024 Operating Plan for the *Downtown West Allis Business Improvement District* is complete and complies with Section 66.1109(1) (f) of the Wisconsin Statutes.

Kail Decker		9/8/23
_____ Please Print	_____ Signature	_____ Date

Kail Decker
City Attorney
City of West Allis