

DOWNTOWN *West Allis* BID

2021 Annual Report 2022 Operating Plan

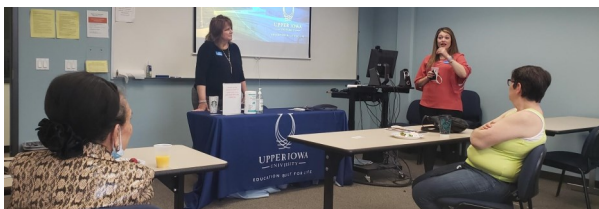
MANAGED BY: DOWNTOWN WEST ALLIS, INC.

**A COLLABORATIVE EFFORT
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.

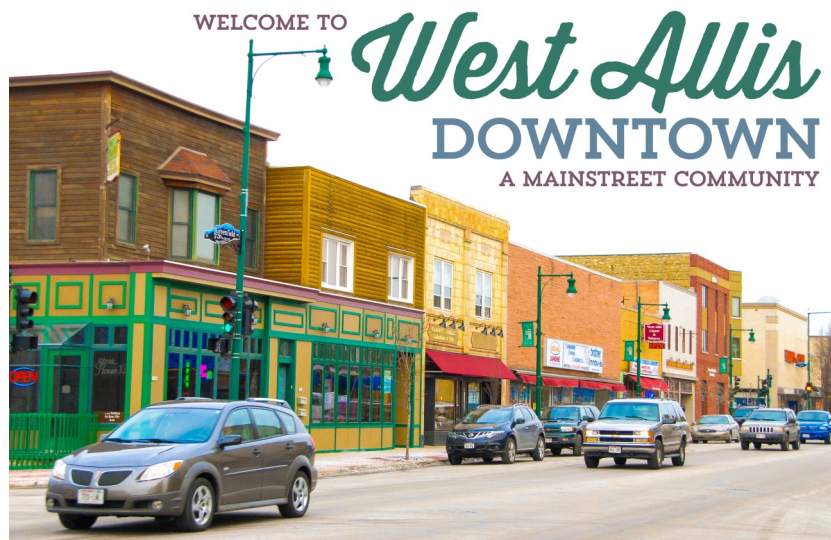
A Main Street Community since 2001



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 (*DWA-BID*) 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 100 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: Our mission is “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 annually evaluated 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>2021 Board of Directors</u> Name-Title-Work Address	
Alex Geiger – DWABID President Model Empire (7116 W. Greenfield Avenue)	Jackie Ellington – DWABID VP DC Ellington Company (8001 W. Lincoln Avenue)
Douglas Persich, DWA, Inc. President West Allis Dental (7130 W. Greenfield Avenue)	Tom Miller – DWA, Inc. Vice President Steakhouse 100 (7244 W. Greenfield Avenue)
Barbara Jones - DWABID Treasurer Peoples State Bank (10725 W. National Avenue)	Don Falk – BID Secretary B & K Bar Supplies (7100 W. Greenfield Avenue)
Gloria Hawkins Hawkins Clock Center (7301 W. Greenfield Ave)	Robyn Krimke Barbie's 2nd Time Around (1413 S. 73rd Street)
Jeff Gebhardt Old National Bank (7401 W. Greenfield Avenue)	Kurt Potochich Citizen (1964 S. 73rd Street)
Jim Mejchar Citizen (3200 S. 116 th Street)	Patrick Schloss – Ex Officio City of West Allis (7525 W. Greenfield Avenue)



DWABID / DWA, Inc

2021 Annual Report 2022 Operating Plan



**ECONOMIC
RESTRUCTURING**
DOWNTOWN WEST ALLIS INC.

Goal: Grow Economic Mix and Vitality

Expand business mix to include a greater variety of businesses, add destination businesses and entertainment attractions to encourage longer customer visits.

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

- Work with Downtown West Allis property owners in **recruiting businesses** to fill vacancies.
- Work with the City of West Allis regarding **façade improvements** to buildings and try to complete one project each year.
- Utilize **Main Street's** assistance in developing programs to strengthen small businesses through Shop Local and Small Business Saturday campaigns.
- In 2021:
 - Attracted Inkwell Tattoo Company and The Diamond Collection to the area.
 - Helped fill a vacancy with Amy Renee's Kreative Touch.
 - Worked with our business owners on grant opportunities.
 - Outreach to Village Playhouse looking for a location in our Downtown.
- In 2022 will:
 - Develop and host more networking opportunities for businesses to learn from each other.
 - Work with the City of West Allis and developing in implementing a program to fill a specific location.



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 while creating a welcoming physical image of the West Allis Downtown Greenfield Avenue Corridor through our successful events.

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.
- Promote **DWABID** by **participating in West Allis activities** such as, parades, National Night Out, and other community activities.
- Helping other organizations/businesses raise awareness through smaller monthly events.
- In 2021:
 - The following events took place from October 2020 thru September 2021:



Fall Crawl



Shop Small



Soup Crawl



Sweetheart Stroll



Saturday
Crafternoons



Fair Food Crawl



All Good's
Vendor Fair

- In 2022 will:
 - Focus on bringing back our large events and making them safe for all volunteers and attendees.



Goal: Expand outreach to residents, schools and community partners.

Grow 'Friends of' program to engage businesses outside the BID boundaries.

Create a multi-media campaign to highlight businesses and expand joint marketing activities among district businesses.

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 and spread the word about West Allis Downtown.
 - Continue to **reach out to the community** through DWA-Inc. Facebook and Twitter.
 - Develop an app for our Downtown that will feature interested businesses.
 - **Advertising Assistance.** We will offer financial assistance to business owners for their promoting and marketing projects.
-
- In 2021:
 - Welcomed the following businesses to our group:
 - Forward Disability Attorneys, Do It Yourself Bathrooms and Athlos Academy
 - Reconnected with DC Ellington Company, Library Square, Village at Manor Park, WaterStone Bank and Children's Community Health Plan.
 - With these new connections we are better informed of what businesses need and expect from our Downtown.
 - Hosted "Coffee With Friends." Great way to meet and help each other with problems and concerns. Topics included City of West Allis Sign Ordinance, Working with Interns and Open Enrollment Insurance for you and your employees.
 - In cooperation with the Communications Dept. for the City of West Allis, we hosted videos showing how individual West Allis businesses coped with the COVID-19 pandemic. Prior to those, videos encouraging shopping small and volunteering were created.
 - 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 Red Bubble.
 - In 2022 will:
 - Work with Athlos Academy in getting established in the area.
 - Connect with organizations as they try to come back after the pandemic.
 - Look to grow by meeting with other businesses and organizations within the area.
 - Develop an "Ambassador Program" to create a more organized approach to meet with other businesses and organizations.
 - Continue hosting "Coffee with Friends." Each quarter will be an opportunity to network with other businesses while discussing a specific topic.
 - Focus our videos on general information regarding City policies, clusters of businesses and other topics.
 - Research and develop an app that will attract visitors to our businesses and events.
 - Continue to offer Advertising Assistance Grant Program to district businesses to offset their advertising costs.





DESIGN
DOWNTOWN WEST ALLIS INC.

Goal: Aesthetics & Physical Function of Greenfield Ave.

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.

Improve physical appearance of buildings through façade restorations and storefront design.

Add flexible and programmable community space.

Expand Public Art

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

- **Maintain Brick Flower Planters and Park Benches.** We will continue to maintain the brick planters as well as keeping our painted park benches fresh looking.
 - **Maintain Sidewalks through Snow Removal and Cleanup.** We will continue to keep our area clean by having the snow shoveled in the winter, the weeds removed and trash picked up on a weekly basis.
 - **Sound System/Cameras.** We will continue to work with the City of West Allis in updating both the sound system and cameras.
 - **Signage Assistance.** We will continue to offer our Signage Assistance Grant Program that will help fund façade signage or removal of old signage.
- In 2021:
 - Façade improvements for 7506/08 W. Greenfield Avenue.
 - Two of our park benches repaired and repainted.
 - Utilized our old banners for our brick planters
 - Continued working with an area business in shoveling snow and keeping our crosswalks clean after a snowstorm.
 - Continued to work with the City of West Allis BINS Dept. on signage code violations.
 - In 2022 will:
 - Work with City of West Allis and WEDC on a façade improvement for the buildings located at:
 - 7140 W. Greenfield Avenue
 - 7249 W. Greenfield Avenue
 - Work with area business in implementing artwork on their buildings.
 - Research ways to bring art to our fire hydrants, electrical boxes and alleyways.



Administrative and Committee Objectives

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

- Continue to **employ** a full-time Executive Director and Program Assistant.
- Maintain **partnerships** with the City of West Allis, West Allis Police, Fire, Health, Communications and Public Works Departments.
- Continue to maintain and improve the **WestAllisDowntown.com website, The Downtowner newsletter, Twitter, Instagram and Facebook** accounts.
- Work with business and property owners, City of West Allis' Development Department and Wisconsin Main Street in creating and implementing a 5-year strategic plan.



DOWNTOWN
BID
at Work



Summary

- With a proposed total budget of **\$137,525.00** we request a special assessment of **\$107,025.00**.
- Assessment shall be **Five & 586/100 DOLLARS (\$5.586) 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 *2022 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 **\$107,025.00** 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 *2022 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 2021 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, 2022 except as otherwise identified. Assessment shall be **Five & 586/100 DOLLARS (\$5.586) 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, 2022.
- 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 2022 Approved Budget									
	2021 Budget	% of Budget				2021 Budget	% of Budget		
PROFESSIONAL SERVICES					DESIGN				
Ex. Director Wages	\$ 39,000.00	28.36%			Beautification & Safety				
Program Asst. Wages	\$ 36,000.00	26.18%			Cameras, sound system & brick planters	\$ 6,000.00	4.36%		
Administrative Support/Payroll Expenses	\$ 6,300.00	4.58%			Snow Removal	\$ 10,000.00	7.27%		
Professional Incentives	\$ 4,000.00	2.91%			Street Cleaning	\$ 5,000.00	3.64%		
Professional Services (Accountant, Lawyer, Audit)	\$ 2,500.00	1.82%							
Education & Travel (Main Street Program)	\$ 1,000.00	0.73%							
TOTAL PROFESSIONAL SERVICES	\$ 88,800.00	64.57%			TOTAL DESIGN	\$ 21,000.00	15.27%		
SUPPORTING SERVICES					ECONOMIC DEVELOPMENT/ORGANIZATIONAL				
Office Supplies, Postage, Printing, Copier	\$ 1,850.00	1.35%			Newsletter & Marketing	\$ 3,000.00	2.18%		
Dues, Subscriptions & Memberships	\$ 500.00	0.36%			Recruitment (Crime prevention, luncheon)	\$ 500.00	0.36%		
Telephone, Internet, Hosting & email support	\$ 1,575.00	1.15%			TOTAL ECONOMIC DEV./ORGANIZATIONAL	\$ 3,500.00	2.54%		
Rent - BID Office	\$ 4,800.00	3.49%			GRANT PROGRAMS				
Insurance	\$ 3,200.00	2.33%			AAGP (Advertising Assistance Grant)	\$ 2,000.00	1.45%		
BOD Misc. Expenses	\$ 300.00	0.22%			Signage Assistance	\$ 10,000.00	7.27%		
TOTAL SUPPORTING SERVICES	\$ 12,225.00	8.89%			TOTAL ASSISTANCE PROGRAMS	\$ 12,000.00	8.73%		
DWABID Executive Board Approved: 7/28/21 DWABID Board of Directors Approved: 7/28/21					Total Expenses	\$ 137,525.00			
					ASSESSED VALUE FOR 2022	\$ 19,160,300.00			
					PROPOSED SPECIAL ASSESSMENT LEVY	\$ 107,025.00	77.82%		
					Additional Income:				
					City of West Allis (received in 2021)	\$ 10,000.00	7.27%		
					**DWA, Inc.	\$ 20,500.00	14.91%		
					Total Income	\$ 137,525.00	100.00%		
					ASSESSMENT PER \$1,000 OF ASSESSED	\$ 5.586			

Downtown West Allis Business Improvement District

2022 Time Table for Planned Expenditures

	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Professional Services	\$ 9,275.00	\$ 6,775.00	\$ 7,025.00	\$ 6,775.00	\$ 6,775.00	\$ 9,025.00	\$ 6,775.00	\$ 6,775.00	\$ 7,025.00	\$ 6,775.00	\$ 6,775.00	\$ 9,025.00	\$ 88,800.00
Executive Directors Salary	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 39,000.00
Program Assistant's Salary	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 36,000.00
Professional Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 4,000.00
Administrative Support/Payroll Expenses	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 6,300.00
Professional Services	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
Education & Travel	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00	\$ 1,000.00
Supporting Services	\$ 2,280.00	\$ 380.00	\$ 355.00	\$ 380.00	\$ 280.00	\$ 2,855.00	\$ 1,480.00	\$ 380.00	\$ 355.00	\$ 380.00	\$ 280.00	\$ 2,820.00	\$ 12,225.00
Office Supplies, postage, printing & copier	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 200.00	\$ 1,850.00
Dues, Subscriptions & Membership	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ 500.00
Telephone, Internet, hosting & email support	\$ 130.00	\$ 130.00	\$ 130.00	\$ 130.00	\$ 130.00	\$ 130.00	\$ 130.00	\$ 130.00	\$ 130.00	\$ 130.00	\$ 130.00	\$ 145.00	\$ 1,575.00
Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400.00	\$ 4,800.00
Insurance	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200.00
BOD Misc. Expense	\$ -	\$ 75.00	\$ -	\$ -	\$ -	\$ 75.00	\$ -	\$ -	\$ 75.00	\$ -	\$ -	\$ 75.00	\$ 300.00
Design Committee	\$ 2,910.00	\$ 2,910.00	\$ 1,910.00	\$ 910.00	\$ 925.00	\$ 925.00	\$ 925.00	\$ 925.00	\$ 925.00	\$ 1,915.00	\$ 2,910.00	\$ 2,910.00	\$ 21,000.00
Cameras, brick planters, maintenance	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 6,000.00
Snow Removal	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 10,000.00
Street Cleaning	\$ 410.00	\$ 410.00	\$ 410.00	\$ 410.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 415.00	\$ 410.00	\$ 410.00	\$ 5,000.00
ED and Organizational Committee	\$ 250.00	\$ 250.00	\$ 650.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 350.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 3,500.00
Newsletter & Marketing	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 3,000.00
Recruitment Materials	\$ -	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 500.00
Assistance Programs	\$ -	\$ 2,700.00	\$ 100.00	\$ 200.00	\$ 2,600.00	\$ 200.00	\$ 200.00	\$ 2,700.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 2,600.00	\$ 12,000.00
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	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 10,000.00
TOTAL	\$ 14,715.00	\$ 13,015.00	\$ 10,040.00	\$ 8,515.00	\$ 10,830.00	\$ 13,255.00	\$ 9,630.00	\$ 11,030.00	\$ 8,855.00	\$ 9,520.00	\$ 10,415.00	\$ 17,605.00	\$ 137,525.00

Kind, Number and Location of Expenditures

In 2022, 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 and marketing needs. The BID will, once again, offer both signage and marketing grants to our business owners.

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.
- Meet with business and property owners on a regular basis to assess impact, provide information and seek feedback or input.
- Create and distribute regular and timely communication with information about the district and local businesses.

Our Board of Directors is comprised of 12 members representing the following interests:

- 7 DWABID Business Owners/Occupants
- 2 West Allis Business Employees/Employers
- 2 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 period of three years.
- *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 2022 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



9/23/21

Please Print

Signature

Date

Kail Decker
City Attorney
City of West Allis