



Downtown Community Improvement District Board of Directors Meeting
August 10, 2021
Meeting Minutes
(Virtual Zoom Meeting)

Introductions

Brian Weithern, opened the Downtown Community Improvement District Board meeting held through a virtual Zoom meeting on August 10, 2021 and introductions were made.

In Attendance

Members in Attendance: Elizabeth Amirahmadi, Chris Erdley, Leonard Graham, Mike Klamm, Kathie McBride and Kerrie Tyndall.

Staff in Attendance: Jared Campbell, Mike Hurd, Wallace James, Jack Henry, Barbara Krueger, Sean O'Byrne, Suzi Roberts, Santos Ramirez and Justin Tatum

Review & Approval of Minutes

Brian Wietharn, Chair, asked committee members to review last month's meeting minutes. A typo in the DCID initiatives paragraph with the word there will be corrected. A motion was made to approve the minutes by Chris Erdley seconded Kathy McBride, and all present were in favor.

Review & Approval of Financials

Sean O'Byrne reviewed the June 30th financials and stated that the balance sheet shows total checking/savings of \$1.7M. The DCID plans to take out \$187,000 from a \$500,000 money market account to purchase land for a DCID warehouse and replacement of a flatbed truck. All line items are good. The Profit and Loss statement shows that everything is well ahead of where it should be with revenue. Expenses of \$588,000 are below budget. The Ambassadors staffing is down by 14 people so they are working to staff up the team. The DCID is working with the FEC, Indeed, hiring fairs, etc. Everyone is still happy with the Ambassador's performance though. A motion was made to approve the financials by Kerrie Tyndall, seconded by Chris Erdley, and all present were in favor.

DCID Initiatives

Land Purchase

Sean O'Byrne stated that the CID warehouse and equipment has recently been moved from 303 Broadway to 100 Grand close to Vicinity Energy. Vandals broke in and stole a locked flat bed pick up truck from behind the fence. Santos Ramirez has located a facility at 1327 Independence Ave. which is in proximity to the River Market, Port Authority and the Community Services Center. The property is 20,000 sq ft. They plan to demolish the existing buildings. The phase 1 environmental recommendation stated that nothing further needs to be done to the site. After the 1 year lease with Vicinity is up, renovation will begin at the new property which will house the warehouse, vehicles and equipment. The property was purchased for \$187,000 which was originally priced at \$210,000. A

goal of occupancy is Spring of 2022. The DCID will be in control of the building design. Security cameras will be utilized. Estimates are at \$96,700 for the pad, etc., but does not include utilities. A 3 year loan to construct the building is being considered for a total cost of \$300,000. Basic land cost is at \$9 a sq ft.

Residential Engagement

Jared Campbell gave an update on the Verge Community Project. The ordinance was transferred to the Finance Committee 3 weeks ago which is chaired by Councilwoman Shields. Margaret Kemp Park could be a possible location, but the project was held in committee. Asst. Manager Gilmore presented the project to the Board. Sean O'Byrne plans to meet with the City Manager on Thursday to discuss operation management. Merging KC would operate the pallet community. Funding of \$2.5M is designated for beds and operations for 1 year. Mr. Campbell announced that there will not be a Housing Committee meeting this week. A community building is planned on site for meals and the Verge homes will have electricity. Kerrie Tyndall toured a similar pallet village with 30 beds in Sonoma County, CA to examine their operations. Ms. Tyndall stated that it is very much like a mobile home park. They have heating, cooling and electric but no private bathrooms or kitchens. There is a commissary, laundry, 24 hr. staff, security, shared bathrooms, a trailer for services, counselors, and job training. Meals are catered in daily. The ongoing management will be the most important issue of the facility according to Leonard Graham.

Two DCID Movie nights have taken place, one in the River Market and the other in the Central Business District. A new band, Post Clarity KC, played and the movie "The Money Pit" ran at 9pm. Two food trucks were on sight and 60 people participated.

Jared Campbell stated that the Safety Task Force meets the 2nd Tuesday of the month. Subjects discussed at the last meeting include monitoring the Case Park situation, Verge Community and enforcement campaign. Monday, August 16th is 816 Day and a scavenger hunt Bingo game is planned with 36 squares of participating landmarks, retail, etc. to help support Downtown establishments. Participants have a week to complete the Bingo card. Cards are due at the Art in the Loop event on the following Monday at the City Market.

Mr. Campbell announced that the Garment District Grooves Music series is the 3rd Wednesday of the month. The Stan Kessler Band will be featured. Food trucks will be on site.

The Barking Lot, Off Leash Dog Park at 7th & Baltimore has newly installed benches. They are working to get shade, water and equipment for the dogs. Mr. Campbell thanked Commerce and Tower Properties who saw the potential of the site.

Community Outreach

Wallace James stated that there is more opportunity to connect 30 individuals with services. Two homeless individuals were hired as Ambassadors. The Coordinated Outreach and Engagement group meet once a month to address the needs of the community. He has been working with Care Beyond the Blvd. and Greater Kansas City Coalition to End Homelessness to provide more continual care. Wallace James has hooked up 2 people with Homeward Bound and reconnected them with their family. Beyond the Boulevard and the Greater Kansas City Coalition to End Homelessness will become new tenants in the Downtown Community Services Center and provide services.

Communications/Training Update

Justin Tatum stated that he is always looking for ways to upgrade communication so the phone system was switched from Sprint to T-Mobile. There has been an increase in graffiti that they are working to keep up with.

District Update

Santos Ramirez gave a district update. The 8th & Wyandotte to 10th and Main area has seen a lot of graffiti lately. Board members can report graffiti to the DCID. The Crossroads District is overrun with graffiti which is an ongoing battle. Mr. Ramirez referred to the "broken window theory" where some property owners are boarding up their windows. There is a need to hold property owners accountable. The DCID is trying to keep Downtown vibrant. Ordinances regulate a certain number of days of when buildings are boarded up. The boards need to come down and windows back in to discourage graffiti. Kerrie Tyndall will help find a contact person. Existing ordinances state that weeds can't grow over 10" without being sited. More effort could go into maintenance of public and private areas. 1150 Grand is blighted. Ambassadors will help beautify any neglected planters.

Santos Ramirez introduced Jack Henry as the new Special Projects Ambassador who will focus on damaged infrastructure, overgrown weeds, report items to the 311 action center, follow up on repairs, reporting, set up contacts with KCPD, help with CID projects and work with the Metropolitan Crime Coalition. Jack Henry was a former KCPD Foot Patrol Sergeant and stated that he is happy to be on board.

Marketing Update

Mike Hurd stated that they are continuing to work on the Welcome Back event. It is expected for employees working for major companies in Downtown to return to work at their buildings post Labor Day. Happy hours and lunch specials events are planned from October 6th - 8th. They are speaking with businesses and community leaders to create events.

Adjournment

A motion was made to adjourn the meeting by Chris Erdley, seconded by Kerrie Tyndall and the meeting was adjourned.

Downtown Community Improvement District Board of Directors Meeting

October 12, 2021

Meeting Minutes

(Virtual Zoom Meeting)

Introductions

Brian Weithern, opened the Downtown Community Improvement District Board meeting held through a virtual Zoom meeting on October 12, 2021 and introductions were made.

In Attendance

Members in Attendance: Elizabeth Amirahmadi, Jared Campbell, Kathie McBride, Kerrie Tyndall and Brian Wietharn.

Staff in Attendance: Bill Dietrich, Wallace James, Mike Hurd, Barbara Krueger, Sean O'Byrne and Santos Ramirez.

Review & Approval of Minutes

Brian Wietharn, Chair, asked committee members to review last month's meeting minutes. A motion was made to approve the minutes by Elizabeth Amirahmadi, seconded by Jared Campbell, and all present were in favor.

Review & Approval of Financials

Sean O'Byrne reviewed the financials and stated that the year to date revenue is above budget while expenses are below budget. A boom truck was sold and they are looking at buying a minibus. Revenue is higher than expected. \$766,000 in revenue was budgeted at \$735,000. Brian Wietharn asked a question on the budget difference from the last financials. A line of credit is usually used during the year but is not needed this year. Sean O'Byrne will contact Suzi Roberts and send out an explanation email to committee members. Employee expenses are down since they are having trouble finding employees. The DCID has reviewed the rate structure and conducted a national state comparison of pay scales for Ambassadors. The Ambassador pay rate has risen due to minimum wage changes. Advertising efforts are being made. A motion was made to approve the financials by Jared Campbell, seconded by Elizabeth Amirahmadi, and all present were in favor.

DCID Initiatives

10th & Main Update

Sean O'Byrne reported that a Streets Smart Design + Build proposal is being worked on for renovating the former KCATA Transit Center at 10th & Main. He explained that the DCID took over a management contract for KCATA. A federal grant needs to be paid back of \$1.6M if the 10th & Main parcel is not used for transit. An open air facility/park would be preferred. A micro mobility hub idea for kiosks, car charging, a playground area, murals, sculptures, monuments and space for food trucks is being considered. KCATA has sent out an RFP which included an office building on site. Copaken Brooks has an opportunity for office space. An Executive Summary of the 10th & Main Plaza is included in the packet.

Salt Lake City Delegation

A delegation from Salt Lake City visited KC to take a development tour and learn about DCID out sources. They would like to provide more in house services like we do. 20 to 40 people took walking

tours in Downtown to view \$2.1B in reinvestment of 35 buildings and districts. Their Salt Lake Chamber Leadership Exchange group spent intensive days with our CID team to explore what they do and methods used.

Residential Engagement

Jared Campbell stated that next Thursday is the last Garment District Grooves Music series concert on October 20th with Max Groove at Garment District Park. It's been a great series all year with growing crowds and food trucks.

Jared Campbell explained that PARK(ing) day originated in San Francisco in 2005. Parking spaces in Downtown were turned into parklets for the 1st time this year. Ambassadors were on site all day. A 4' X 6' poster was created and painted by the community to thank the DCID Ambassadors. Walnut Street was closed between 9th - 12th. Musical groups played during the day and food trucks were available.

Jared Campbell has been working on creating a Meet Your Neighbor Social event for early to mid November for a fun, fall event. They will be able to use the Jewell Event Space for free.

Jared Campbell stated that Case Park has been a trouble spot for the last 2 summers. Sean O'Byrne worked with the City to post no parking signage which helped. Quality of life and safety issues developed. They worked with the City to block off the area by the gazebos and it made a huge difference. Apartment residents were breaking their leases because of the noise, safety, etc. but it has been turned around and they are seeing real results. Gates are now locked in the evening on the north end of the park by the overlook.

Community Outreach

Wallace James has been working with the CORE group to identify camps and troubled people for outreach services. They go out as a unit to identify the most chronically ill homeless. Focused attention is given to Downtown and River Market area camps.

Wallace James has been taking continuing education courses and stated that he took a mental health first aid class to assess drug or medical situations on the street to determine whether to call EMS, triage, etc. He will be enrolling in an Assessment course to get people into services such as housing. Wallace James learned of a KCK ID project while in a CORE meeting. Not having IDs are blockages to housing, employment, etc. Trying to prove residency is almost impossible for the homeless. Access to IDs increases opportunities for employment, decreases the homeless population, and people can feel like a part of the community again. Sean O'Byrne explained that they are considering placing an ID Center in the Community Services Center. It could be the starting point to get healthy.

District Update

Santos Ramirez reviewed District Stats. Public nuisance codes have gone up. Parking lot codes have also gone up, so Ambassadors have been overseeing parking lots more. The Deployment Room redo is underway to separate the break room from the deployment room. A big screen TV can zone into Google maps to see where problem areas are located. The aim is to create a more professional atmosphere. The KC Watch Program cameras system will also be accessible by TV.

They have been added to the dashboard and will finish training tomorrow. Anyone can log into the dashboard to see what is going on in the district.

Work is progressing for the new warehouse location at 1327 Independence Ave. with a 7,000 sq ft building plan. The DCID will be in control of the building design. There will be outside parking for employees.

The Metropolitan Community Service final meeting will be this week. Jack Henry, the new Special Projects Ambassador, will participate. Weeds and graffiti should be reported.

Marketing Update

Mike Hurd reminded everyone that the 5th annual Office Summit will take place on November 9th with a focus on the commercial office market. Revathi Greenwood, Cushman Wakefield, Global Head of Data and Insights, will discuss KC's market trends. The Office Summit is set for an in person meeting with opening remarks by Mayor Lucas. Revitalization of the office market is important for Downtown's resurgence. The website Downtownkc.org has further information on the Summit. Tickets are \$25 for individual members. The event has been a sell out every year. If there are questions, email Mike Hurd at mike@downtownkc.org.

Adjournment

A motion was made to adjourn the meeting by Jared Campbell, seconded by Elizabeth Amaramadi, and the meeting was adjourned.

**Downtown Kansas City Community Improvement District
Profit & Loss Budget Performance
November 2021 through January 2022**

Accrual Basis

	Nov '21 - Jan 22	Budget	May 21 - Jan 22	YTD Budget	Annual Budget
Income					
4010 - CID Assessment - County collect					
4015.15 - 2021 County Assessment	2,695,800.87	2,647,982.00	2,695,800.87	2,647,982.00	2,647,982.00
Total 4010 - CID Assessment - County collect	2,695,800.87	2,647,982.00	2,695,800.87	2,647,982.00	2,647,982.00
4025 - CID Voluntary Assessment					
4026.1 - City of Kansas City	0.00	0.00	475,000.00	475,000.00	475,000.00
4026.2 - GSA	32,352.51	32,043.00	95,398.45	94,880.00	126,921.00
4026 - CID Voluntary Assessment - Other	0.00	0.00	0.00	0.00	80,000.00
Total 4026 - CID Voluntary Assessment	32,352.51	32,043.00	570,398.45	569,880.00	661,921.00
4050 - Interest Earned	18.92		63.60		
4050 - Service Management Agreement	0.00	50,000.00	12,500.00		100,000.00
4075 - City of Kansas City Landscaping	0.00	18,750.00	0.00		75,000.00
4077 - PortKC Maintenance Contract	8,613.92	12,921.00	34,455.68		51,685.00
4080 - Streetcar Ambassadors Contract	38,490.36	36,225.00	111,772.84		144,900.00
4090 - Library Contract	72,728.32	50,001.00	224,410.21		200,000.00
4090 - Gain / Loss Asset Disposal	0.00		18,557.12		
Total Income	2,847,982.90	2,847,922.00	3,667,958.77	3,846,551.00	3,861,486.00
Gross Profit	2,847,982.90	2,847,922.00	3,667,958.77	3,846,551.00	3,861,486.00
Expense					
5100 - Salaries & Benefits					
5110 - Directors	68,558.91	69,458.00	200,948.13	205,812.00	275,270.00
5113 - Supervisors & Dispatch	62,390.57	66,964.00	182,125.91	200,893.00	267,858.00
5120 - Maintenance Line Staff	84,597.07	89,286.00	247,397.64	267,656.00	357,141.00
5125 - Safety Line Staff	121,590.22	129,484.00	362,618.55	398,381.00	517,864.00
5128 - Library Staff	68,119.98	71,428.00	188,487.07	214,286.00	286,713.00
5127 - River Market Staff	33,258.17	35,714.00	96,831.93	107,142.00	142,856.00
5127.5 - River Market Payroll Reimbursement	-33,258.17	-35,714.00	-96,831.93	-107,142.00	-142,856.00
5129 - Landscaping Payroll	21,526.33	31,249.00	63,510.49	93,748.00	124,988.00
5130 - CID Payroll Taxes	28,692.49	35,517.00	80,258.47	106,295.00	141,812.00
5131 - River Market Taxes	2,921.82	3,572.00	8,114.99	10,715.00	14,286.00
5131.6 - River Market Tax Reimbursement	-2,921.82	-3,572.00	-8,114.99	-10,715.00	-14,286.00
5132 - Landscaping Taxes	2,558.58	3,125.00	7,100.58	9,376.00	12,600.00
5135 - Library Payroll Taxes	5,843.63	7,143.00	16,228.97	21,428.00	28,571.00
5140 - CID Staff Benefits	65,772.40	64,535.00	192,182.49	193,905.00	258,539.00
5141 - River Market Benefits	6,852.99	7,494.00	19,923.42	22,482.00	29,978.00
5141.6 - River Market Benefit Reimb.	-6,852.99	-7,494.00	-19,923.42	-22,482.00	-29,978.00
5142 - Landscaping Benefits	5,998.35	6,557.00	17,432.99	19,671.00	26,229.00
5146 - Library Benefits	13,705.92	14,988.00	38,946.70	44,964.00	59,961.00
Total 5100 - Salaries & Benefits	550,608.45	569,814.00	1,598,136.99	1,766,624.00	2,356,436.00
5200 - Contract Expense					
5210 - DTC Management Fee	100,117.44	105,244.00	310,650.48	318,733.00	424,977.00
5220 - C.I.D. Assessment Fund Fee	0.00	26,480.00	0.00	26,480.00	15,888.00
5230 - C.J.D. Collectors Commission	0.00	15,888.00	0.00	15,888.00	0.00
5240 - Contract Labor	0.00	0.00	0.00	0.00	0.00
5320 - Outside Security Contract	18,045.00	0.00	68,289.38	0.00	0.00
5430 - City of KC Landscaping Supplies	0.00	6,000.00	0.00	18,000.00	24,000.00
5431 - Parks & Rec Landscaping Supplies	0.00	0.00	0.00	0.00	0.00
Total 5200 - Contract Expense	118,162.44	154,612.00	369,939.84	379,101.00	481,345.00

**Downtown Kansas City Community Improvement District
Profit & Loss Budget Performance
November 2021 through January 2022**

Accrual Basis

	Nov '21 - Jan 22	Budget	May '21 - Jan 22	YTD Budget	Annual Budget
6300 - Professional Services					
6312 - Contract Services	20,921.73	15,000.00	88,987.14	45,000.00	60,000.00
6316 - Training / Consulting	0.00	2,500.00	200.00	7,500.00	10,000.00
6325 - Economic & Community Devel.	18,750.00	18,750.00	68,250.00	58,250.00	75,000.00
6330 - Communications & P.R.	4,700.00	7,500.00	18,450.00	22,500.00	30,000.00
6332 - Business Attraction/Retention	5,000.00	5,000.00	5,000.00	15,000.00	20,000.00
6335 - Legal Expense	20,880.00	19,500.00	81,090.00	58,500.00	78,000.00
6340 - Ebescons	15,000.00	15,000.00	45,320.46	45,000.00	60,000.00
Total 6300 - Professional Services	104,001.73	102,000.00	312,547.60	308,000.00	408,000.00
6400 - Program Expense					
6410 - Miscellaneous	0.00	0.00	735.00	488.00	650.00
6414 - Bank Service Charges	218.39	163.00	688.17	15,000.00	20,000.00
6416 - Fuel Expense	5,613.48	5,000.00	16,987.10	5,000.00	5,000.00
6419 - Dues & Subscriptions	599.99	0.00	5,599.99	25,500.00	35,000.00
6420 - Dumpster Fees	10,882.47	8,500.00	29,867.41	12,000.00	12,000.00
6424 - Employee Recognition Events	6,703.30	4,000.00	13,942.93	23,500.00	33,800.00
6427 - Employee Recognition Bonus	24,681.76	14,600.00	28,086.78	39,750.00	53,000.00
6438 - Insurance	14,382.00	13,250.00	41,267.00	79,750.00	87,000.00
6439 - Workmens Comp. Insurance	5,081.75	21,750.00	40,214.74	119,500.00	140,000.00
6439 - Insurance - Other	20,313.75	35,000.00	81,481.74	0.00	0.00
Total 6438 - Insurance	0.00	0.00	0.00	0.00	0.00
6461 - Office Maintenance	3,436.51	3,750.00	12,199.31	11,250.00	15,000.00
6461 - Human Services Exp	608.18	0.00	2,125.08	4,500.00	6,000.00
6468 - Postage and Delivery	1.36	0.00	59.85	9,000.00	12,000.00
6469 - Printing and Reproduction	2,514.68	1,500.00	6,243.96	1,875.00	2,500.00
6470 - Radios & Radio Maintenance	2,266.02	3,000.00	7,208.51	500.00	1,000.00
6472 - Recruitment Costs	999.00	0.00	1,389.20	29,999.00	40,000.00
6473 - Hybrid team supplies	0.00	625.00	0.00	13,500.00	18,000.00
6474 - Safety Equipment	0.00	0.00	0.00	7,500.00	10,000.00
6474 - Safety Equipment	7,032.98	9,999.00	21,526.68	22,500.00	30,000.00
6477 - Telephone	1,190.38	4,500.00	4,904.78	6,000.00	8,000.00
6478 - Line Staff Training	1,233.00	2,500.00	6,854.60	7,500.00	10,000.00
6479 - Graffiti supplies	1,585.16	2,500.00	7,178.87	7,500.00	10,000.00
6482 - Uniforms	8,217.23	7,500.00	22,642.89	0.00	0.00
6483 - Uniform Alteration & Cleaning	0.00	2,250.00	6,064.44	6,750.00	9,000.00
6480 - Payroll & Tax Services	2,606.09	2,250.00	6,064.44	315,962.00	398,950.00
Total 6400 - Program Expense	100,673.73	105,387.00	274,207.57	18,750.00	25,000.00
6425 - Landscaping Supplies	3,886.58	6,250.00	19,086.89	7,500.00	10,000.00
6464 - Small Equipment/Fixtures	2,901.82	2,500.00	17,118.62	30,000.00	40,000.00
6465 - Equipment - Vehicle Repair	10,022.40	10,001.00	23,701.49	7,500.00	10,000.00
6600 - Office Rent	4,980.48	2,500.00	11,623.59	2,650.00	3,500.00
6601 - Electrical Service	66.82	850.00	1,527.34	2,625.00	3,500.00
6602 - Water Service	528.12	875.00	4,227.30	900.00	1,200.00
6700 - Garage Rent	0.00	300.00	0.00	4,500.00	6,000.00
6900 - Licenses & Permits	3,454.37	1,500.00	4,986.62	11,250.00	15,000.00
6005 - Meeting Expenses	7,019.20	3,750.00	21,227.28	692.73	700.00
6011 - Commerce Interest Expenses	138.86	174.00	20,993.16	16,384.00	21,858.00
6100 - Depreciation Expense	7,076.37	5,485.00	0.00	49,650.00	66,200.00
6200 - Bad Debt Expense	0.00	16,550.00	0.00	2,500.00	2,500.00
6305 - Sponsorship	1,798.69	500.00	3,374.69	2,922,312.00	3,861,188.00
8015 - Misc. Income/ Expense	924.28	1,003,028.00	1,686.79	754,239.00	20,300.00
Total Expense	813,957.24	1,844,894.00	2,685,763.48	2,922,312.00	3,861,188.00
Net Income	1,934,036.68	1,844,894.00	982,196.29	754,239.00	20,300.00

