



## EXECUTIVE COMMITTEE MEETING

Tuesday, November 28, 2023

4:00-5:30 p.m.

Downtown Dayton Partnership  
10 W. Second St., Suite 611  
Dayton, OH 45402

### MINUTES

A meeting of the Downtown Dayton Partnership (DDP) Executive Committee was held on Tuesday, November 28, 2023, at 4:00 p.m. at the office of the Downtown Dayton Partnership. Co-Chairs Mayor Jeffrey J. Mims, Jr., and Mr. Dan Meixner presided.

Also in attendance were Mr. Edward Bentley, Mr. Michael Colbert, Ms. Lainie Dean, Ms. Shelley Dickstein, Mr. Peter Haley, Ms. Madeline Iseli, Ms. Debbie Lieberman, Ms. Julie Liss-Katz, Mr. Dan Meixner, Ms. Jenny Michael, Mr. Bob Ruzinsky, Mr. Ty Sutton, and Mr. Sam Warwar. All other Executive Committee members were absent and excused.

Downtown Dayton Partnership staff members in attendance were Ms. Katie Meyer and Ms. Colleen Turner. Also in attendance was Mr. Tyler Small, Assistant County Administrator.

#### Welcome & Approval of Minutes

Co-Chairs Mayor Jeffrey J. Mims, Jr., and Mr. Dan Meixner opened the Executive Committee meeting at 4:00 p.m. Introductions were made. After receiving a quorum, Mr. Meixner asked for a motion to approve the October 5, 2023, meeting minutes. The motion to approve the minutes was made by Ms. Jenny Michael and seconded by Mayor Mims. The motion unanimously passed.

#### **DISCUSSION ITEMS:**

##### Courthouse Square Fountain

Mr. Meixner introduced Mr. Tyler Small who gave an update on the Courthouse Square Fountain. Mr. Small reported that the County plans to spend about \$500,000 to get the fountain working again and rework the space into a gathering place. Mr. Small reported that the expected cost just to fix the fountain was nearly \$400,000, but the cost to make it a completely new space and have a beautiful focal point for Courthouse Square would only increase the cost by \$100,000, so the decision was made to do so. Mr. Small showed renderings of the proposed fountain. He reported the project will convert a substantial section of the existing fountain's reservoir into a new landscaped space with seating and eight access points. The county will be installing benches and paver walkways and paying for irrigation and a granite base. The new public space will be contained entirely inside the existing fountain's footprint. By keeping the same footprint, the County is cutting costs and will have an updated look that is both clean and inviting. Mr. Small mentioned that another benefit is the fountain space will be another place to install holiday lighting. He also said the property is very important to downtown, especially now that the Dayton Arcade, located across the street, is being rehabbed and reused.

Mr. Small entertained any questions or concerns.

##### 2024 Draft Budget

Mr. Edward Bentley presented the proposed 2024 budget. He explained that the proposed budget's total expenses are \$2,230,150. He reported that the proposed budget is conservative, and both revenue and expenditures remain constant. Mr. Bentley outlined those items in the budget that reflect significant changes from the 2023 budget. These line items include:

- 2023 October Actual Revenues - DDP will receive the second SID payment of \$200,000 before the end of the year. DDP will have revenue of \$2,185,000, which is \$100,000 more than the budget for 2023. This includes \$1,630,000 for the SID and \$50,000 from DORA income which were not budgeted.
- 2023 Projections - \$1,000,000 for personnel expenses, which is about \$125,000 less spent, due to partial staffing

- 2023 Operating Expenses – \$224,000 to date. DDP projects \$350,000, which is \$135,000 more than planned, due to \$57,000 for executive recruiting, and \$75,000 for the office. DDP did not budget for the move but was subsequently approved for \$150,000, which is not in the operating expense budget line. Only \$75,000 is in the projected income.
- Business Development - \$90,000 was budgeted versus a pledge of \$30,000. \$60,000 of that is for DORA which was accounted for in revenue
- Strategic Planning – it is estimated that the DDP will spend about \$60,000, which will be \$20,000 less than planned. DDP is planning to use some of the dedicated budget for placemaking related to the Courthouse Square project to match the investment from the grant from GM. All the other expenses are reasonably identified.

Mr. Bentley explained the 2024 budget. He reported that the DDP is estimating about \$1,640,000, which includes delinquent taxes. \$75,000 for the Courthouse Square project is revenue and expense, which is a grant. On the expense side, the DDP is projecting full employment of staff at \$1,100,000. For operating expenses, the DDP anticipates a grant of \$20,000-\$30,000. All of the other items fall in line with the budget. The budget comes in at spending \$50,000 more than budgeted. Looking at the five-year plan, \$50,000 is less than the spend-down.

Mr. Bentley said the best efforts have been made in projecting revenues, and the expenses have been reasonably identified. Ms. Meyer expressed that there are some challenges to developing the budget before the Annual Work Plan. Mr. Bob Ruzinsky suggested a \$100,000 contingency line item in the budget for flexibility with the 2024 work plan. After some discussion, Mr. Meixner asked for a motion to approve the 2024 Draft Budget with the addition of a \$100,000 contingency. Mr. Bob Ruzinsky made the motion, and Mayor Mims seconded the motion. The motion passed unanimously.

### **DDP Audit & 990 Tax Form**

Mr. Bentley reported that the Executive Committee did approve the 990 on November 14, 2023, and it has been filed. Mr. Meixner asked for a motion to affirm the previous approval of the 990 which was accomplished on November 14, 2023. The motion to approve was made by Ms. Madeline Iseli and seconded by Mr. Jason Woodard. The motion passed unanimously.

### **SID Renewal**

Ms. Katie Meyer presented the SID Assessment document with detailed steps that were taken in the past for the 2020 SID renewal process. The initial steps were based on having conversations about expanding the SID boundaries. Ms. Meyer stated she would not like to expand the SID boundaries, however, she is curious if there is an appetite to hold stakeholder conversations around the expansion of the SID, or is the consensus that the SID would remain the same for the next five years. Ms. Meyer's reasons for not wanting to expand the SID boundaries are:

- The concern about the risk associated with an expansion
- The challenge of having a new leader, and continuing a buy-in without having 30+ years of relationships
- Webster Station conversations about the board approving voluntary memberships
- Contiguously Ms. Meyer does not see a huge opportunity unless a separate SID were to be formed

After the conversation, Mr. Meixner reported that he doesn't know if anyone will reconsider expanding the SID boundaries. The DDP has accomplished what they were hoping for by allowing Webster Station to pay voluntary memberships. Mr. Meixner also said this could be a good conversation while working through the SID renewal process.

Ms. Meyer reported that she included in the budget a core downtown residents' organization. She is looking at models in other cities and conducting best-practice research. One model that Ms. Meyer would like to adopt is to have the DDP help organize the residents' organization. There would be a membership due to be part of the organization. The DDP would match that investment. There would also be a governance structure. Ms. Meyer will do more research and keep the Executive Committee informed.

Ms. Meyer asked if any volunteers were interested in leading the SID renewal team. Ms. Dickstein, Ms. Dean, Mr. Warwar, and Mr. Woodard have agreed to be on the SID Renewal Committee. Mr. Meixner asked Ms. Meyer to send an email to the DDP and SID boards asking for volunteers to be on the SID Renewal Committee.

### **Office Move**

Ms. Meyer reported that the DDP is still waiting on the permit from the city. The DDP is looking to move the week of January 8<sup>th</sup>. The goal is to have the January full board meeting at the new office.

### **SID Annual Meeting**

Ms. Meyer said the SID annual meeting went well, and it was certainly a DDP team effort. Ms. Meyer included the poll results from the meeting. The DDP conducted a live engagement with the audience where people answered questions and shared their feedback on various topics. One of the best outcomes of the survey was to see how diverse people's opinions are. Ms. Meyer said the poll survey results are included in the board packets, and she invited all to review the results.

### **Dayton Holiday Festival**

Ms. Meyer said the event went very well.

### **Other Business**

With no other business to discuss, the Executive Committee was adjourned at 5:05 p.m.