

Harbor District Inc.
Board Meeting
January 12, 2021
AGENDA

1. Approval of Minutes
2. Treasurer's Report
 - a. Dashboard
3. Equity Committee Report (Bynum)
4. Public Space Improvement Projects
 - a. Presentation (Zeleske)
 - b. Discussion
5. Hiring Update (Fowler)
6. Environmental Committee: Milwaukee Estuary Area of Concern
 - a. Video
 - b. Overview (Misky)
 - c. Guest Speaker: Kevin Shafer, Executive Director, MMSD
 - d. HDI Role: Community Input (Fowler)
7. Adjourn

Next Board Meeting: March 2

Webinars: Equity in the Environmental Movement – August Ball, Cream City Conservation (offered through the Fund for Lake Michigan, email Lilith to join)

January 14, 2021 // **Webinar 2: Foundations of Internalized Racism**

March 11, 2021 // **Webinar 3: Disrupting White Dominant Culture in the Workplace**

May 5, 2021 // **Webinar 4: Social Identities & Intersectionality**

June 16, 2021 // **Webinar 5: Recruitment & Hiring for the 21st Century Workforce**

Harbor District, Inc.
Balance Sheet
As of December 31, 2020

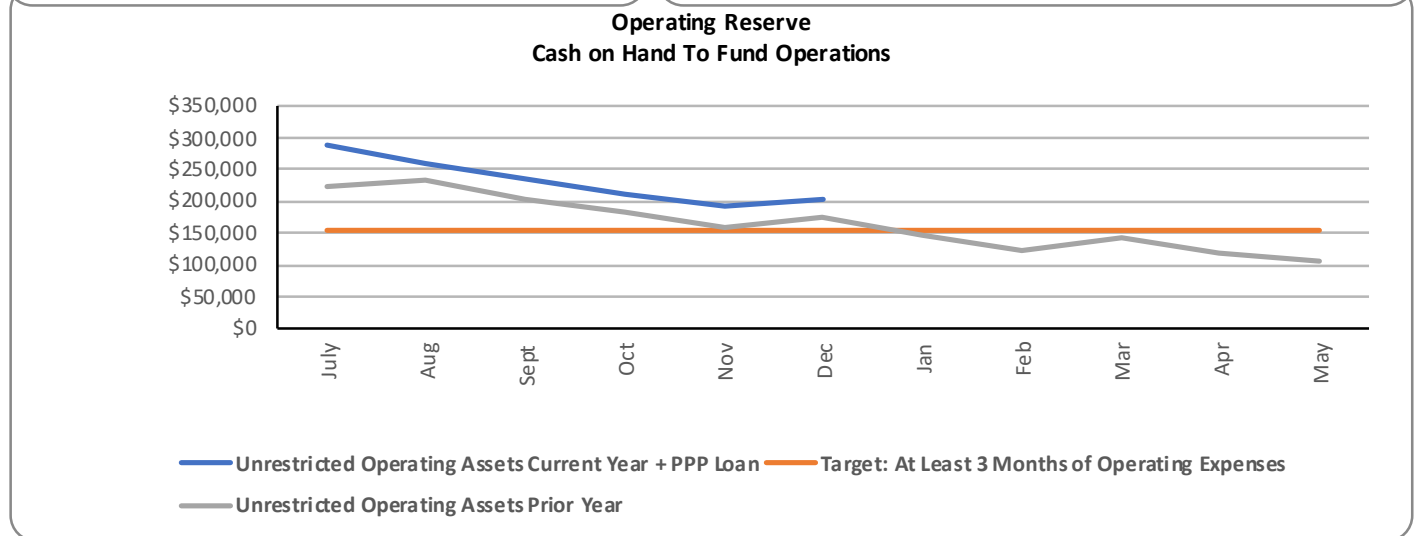
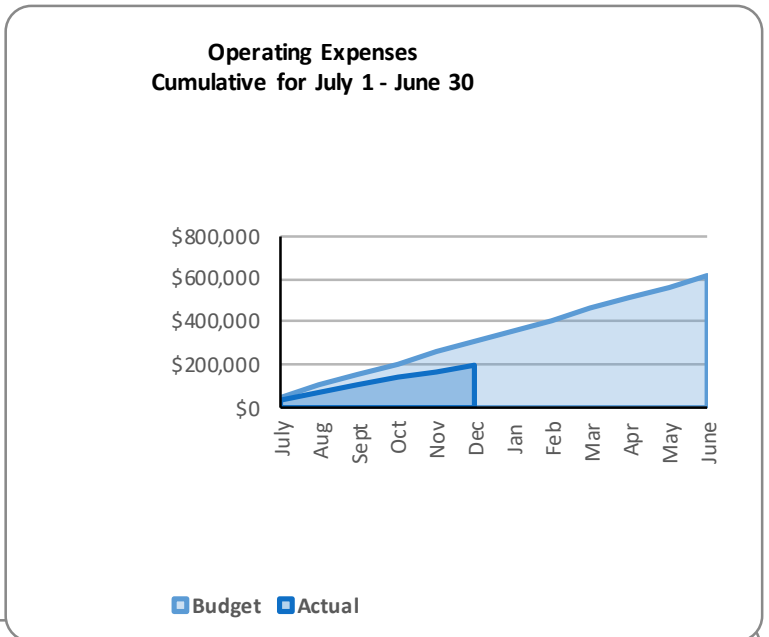
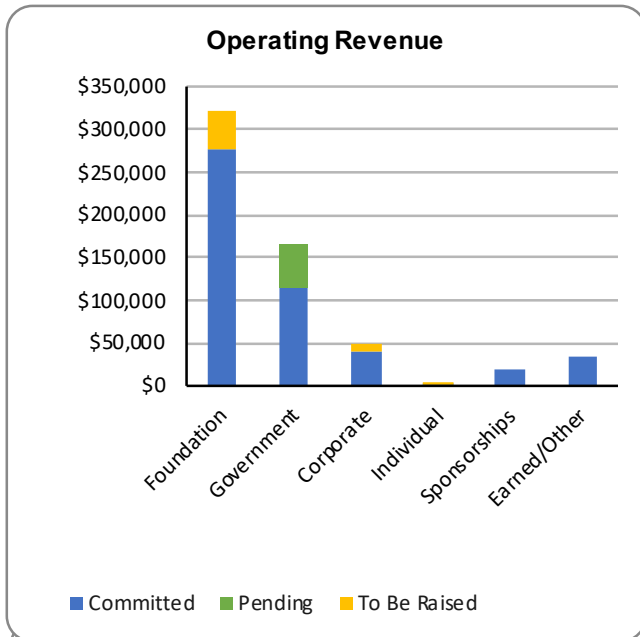
| | <u>As of 12/31/20</u> | <u>As of 11/30/20</u> |
|---|-----------------------|-----------------------|
| ASSETS | | |
| <u>Current Assets</u> | | |
| 1010 Cash in bank | 221,693 | 235,500 |
| 1110 Accounts receivable | 205,500 | 140,500 |
| 1450 Prepaid Expense | 771 | 771 |
| 1451 Refundable Deposit | 0 | 0 |
| Total Current Assets | \$427,965 | \$376,771 |
| <u>Fixed Assets</u> | | |
| 1620 Leasehold Improvements | 1,421,981 | 1,421,981 |
| 1630 Intangible Assets | 7,615 | 7,615 |
| 1640 Furniture, fixtures, & equip | 6,222 | 6,222 |
| 1720 Accum deprec- leasehold improvements | -54,177 | -54,177 |
| 1745 Accum deprec- furn,fix,equip | -4,133 | -4,133 |
| Total Fixed Assets | \$1,377,507 | \$1,377,507 |
| TOTAL ASSETS | \$1,805,472 | \$1,754,278 |
| LIABILITIES AND NET ASSETS | | |
| <u>Liabilities</u> | | |
| 2110 Accounts Payable | 0 | 0 |
| 2180 Accrued Vacation | 9,490 | 9,490 |
| 2500 Loan Payable | 51,216 | 51,216 |
| Total Liabilities | \$60,706 | \$60,706 |
| <u>Net Assets</u> | | |
| 3020 Unrestricted Operating Assets | 152,354 | 141,141 |
| 3040 Unrestricted Fixed Assets | 1,377,507 | 1,377,507 |
| Total 3000 Unrestricted Net Assets | \$1,529,862 | \$1,518,648 |
| 3100 Temporarily Restricted Net Assets | 214,905 | 174,905 |
| Total Net Assets | \$1,744,766 | \$1,693,553 |
| TOTAL LIABILITIES AND NET ASSETS | \$1,805,472 | \$1,754,258 |

| Harbor District, Inc. Statement of Activity December 2020 (50% of Fiscal Year) | Operating Budget 2020-21 | | | | | Non-Operating 2020-21 | | | | Organizational |
|--|--------------------------|-----------------|------------------|------------------|------------|-----------------------|-----------------|------------------|-------------------|------------------|
| | Actual | Actual | Actual | Budget | YTD % | BID | Plaza | Trash Wheel | Time-Restricted | Total |
| | Dec-20 | Nov-20 | July - Dec | (Annual) | Of Budget | Actual YTD | Actual YTD | Actual YTD | Actual YTD | Actual YTD |
| Revenue | | | | | | | | | | |
| 4065 Foundation Contributions | 42,500 | 0 | 218,500 | 320,583 | 68% | 0 | 0 | 91,500 | -136,000 | 174,000 |
| 4070 Government Contributions | 0 | 0 | 0 | 93,653 | 0% | 0 | 0 | 0 | 0 | 0 |
| 4073 Corporate Contributions | 0 | 0 | 40,000 | 50,000 | 80% | 0 | 0 | 0 | -40,000 | 0 |
| 4074 BID Contributions | 0 | 0 | 0 | 8,000 | 0% | 9,789 | 0 | 0 | 0 | 9,789 |
| 4075 Individual Contributions | 25 | 0 | 140 | 5,000 | 3% | 0 | 0 | 0 | 0 | 140 |
| 4076 Sponsorships | 0 | 0 | 18,500 | 7,000 | 264% | 0 | 0 | 0 | 0 | 18,500 |
| 4080 Earned Income | 500 | 15,000 | 18,500 | 25,000 | 74% | 0 | 0 | 0 | 0 | 18,500 |
| 4082 In-Kind Contributions | 0 | 699 | 699 | 0 | n/a | 0 | 0 | 0 | 0 | 699 |
| 4088 Covid Leave Credit | 836 | 4,152 | 11,814 | 0 | n/a | 0 | 0 | 0 | 0 | 11,814 |
| 4089 Forgiveness of Debt Revenue | 0 | 0 | 0 | 51,216 | 0% | 0 | 0 | 0 | 0 | 0 |
| Total Revenue | \$43,861 | \$19,850 | \$308,153 | \$560,452 | 55% | \$9,789 | \$0 | \$91,500 | -\$176,000 | \$233,442 |
| Carryover Revenue from FY 19-20 | | | 61,161 | 62,696 | | 0 | 50,000 | 15,938 | 0 | 127,099 |
| Total Revenue + Carryover | | | \$369,314 | \$623,148 | | \$9,789 | \$50,000 | \$107,438 | -\$176,000 | \$360,540 |
| Expenditures | | | | | | | | | | |
| 7200 Salaries & related expenses | 19,890 | 22,857 | 132,484 | 256,670 | 52% | 0 | 0 | 0 | 0 | 132,484 |
| 7240 Benefits | 626 | 626 | 3,550 | 24,162 | 15% | 0 | 0 | 0 | 0 | 3,550 |
| 7250 Payroll taxes | 1,439 | 1,463 | 9,318 | 22,994 | 41% | 0 | 0 | 0 | 0 | 9,318 |
| 7540 Consultant & Professional Fees | | | | | | | | | | |
| 7520 Accounting fees | 116 | 1,244 | 5,367 | 16,000 | 34% | 0 | 0 | 0 | 0 | 5,367 |
| 7530 Legal Fees | 0 | 0 | 0 | 3,000 | 0% | 0 | 0 | 0 | 0 | 0 |
| 7542 Architecture and Engineering Fees | 1,880 | 0 | 2,995 | 188,167 | 2% | 0 | 0 | 296 | 0 | 3,291 |
| 7544 Art, Photography, Graphic Design | 145.8 | 450 | 596 | 4100 | 15% | 3750 | 0 | 0 | 0 | 4,346 |
| 7545 Partner Contracts/Sub-Grants | 0 | 0 | 11,500 | 25,000 | 46% | 0 | 0 | 0 | 0 | 11,500 |
| 7548 Other Professional/Consultants Fe | 0 | 0 | 1,675 | 10,000 | 17% | 7,858 | 3,787 | 0 | 0 | 13,320 |
| Total 7540 Consultant & Professional Fees | \$2,141 | \$1,694 | \$22,133 | \$246,267 | 9% | \$11,608 | \$3,787 | \$296 | \$0 | \$37,823 |
| 7550 Advertising | 45 | 45 | 260 | 2,100 | 12% | 0 | 0 | 0 | 0 | 260 |
| 7560 Signage | 0 | 0 | 0 | 600 | 0% | 0 | 0 | 0 | 0 | 0 |

Harbor District, Inc.
Statement of Activity
December 2020 (50% of Fiscal Year)

| | Operating Budget 2020-21 | | | | | Non-Operating 2020-21 | | | | Organizational |
|--------------------------------------|--------------------------|-----------------|------------------|------------------|------------|-----------------------|-----------------|------------------|-------------------|------------------|
| | Actual | Actual | Actual | Budget | YTD % | BID | Plaza | Trash Wheel | Time-Restricted | Total |
| | Dec-20 | Nov-20 | July - Dec | (Annual) | Of Budget | Actual YTD | Actual YTD | Actual YTD | Actual YTD | Actual YTD |
| 8110 Supplies Expense | 0 | 0 | 9,519 | 3,200 | 297% | 1,478 | 0 | 0 | 0 | 10,998 |
| 8130 Telephone & Internet | 102 | 102 | 610 | 2,200 | 28% | 0 | 0 | 0 | 0 | 610 |
| 8135 Meals and Entertainment | 219 | 260 | 823 | 7,450 | 11% | 0 | 0 | 0 | 0 | 823 |
| 8140 Postage, shipping, delivery | 0 | 0 | 196 | 800 | 25% | 0 | 0 | 0 | 0 | 196 |
| 8170 Printing & copying | 1,415 | 0 | 5,874 | 5,200 | 113% | 209 | 0 | 0 | 0 | 6,083 |
| 8175 Software | 0 | 20 | 700 | 1,000 | 70% | 0 | 0 | 0 | 0 | 700 |
| 8180 Books, subscriptions, reference | 30 | 30 | 277 | 600 | 46% | 0 | 0 | 0 | 0 | 277 |
| 8190 Dues & Contributions | 150 | 350 | 1650 | 1500 | 110% | 0 | 0 | 0 | 0 | 1,650 |
| 8195 Licenses and Permits | 0 | 0 | 105 | 240 | 44% | 0 | 0 | 0 | 0 | 105 |
| 8210 Rent, parking, other occupancy | 0 | 699 | 699 | 12,000 | 6% | 1,754 | 0 | 0 | 0 | 2,453 |
| 8260 Furniture Fixtures & Equipment | 0 | 0 | 1,310 | 3,000 | 44% | 0 | 0 | 0 | 0 | 1,310 |
| 8270 Equipment Rental | 0 | 0 | 0 | 600 | 0% | 2,002 | 0 | 0 | 0 | 2,002 |
| 8280 Boat, Bus, and Venue Rentals | 0 | 0 | 3,695 | 10,000 | 37% | 0 | 0 | 0 | 0 | 3,695 |
| 8310 Travel expenses | 0 | 0 | 0 | 5,200 | 0% | 0 | 0 | 0 | 0 | 0 |
| 8320 Conferences and Training | 0 | 0 | -71 | 3,200 | -2% | 0 | 0 | 0 | 0 | -71 |
| 8340 BID Reimbursable Expenses | 0 | 0 | 0 | 0 | n/a | 0 | 0 | 0 | 0 | 0 |
| 8500 Misc expenses | 0 | 0 | 0 | 1,080 | 0% | 0 | 0 | 0 | 0 | 0 |
| 8520 Insurance - non-employee | 0 | 0 | 4,115 | 6,200 | 66% | 278 | 0 | 0 | 0 | 4,393 |
| 8591 Bank and credit card fees | 1 | 0 | 4 | 50 | n/a | 0 | 0 | 0 | 0 | 4 |
| 9000 Workers Compensation | 371 | 0 | 1098 | 1,000 | 110% | 0 | 0 | 0 | 0 | 1,098 |
| Total Expenditures | \$26,429 | \$28,144 | \$198,348 | \$617,313 | 32% | \$17,329 | \$3,787 | \$296 | \$0 | \$219,761 |
| Capitalized Expenses | 0 | 0 | 0 | 0 | n/a | 0 | 0 | 0 | 0 | 0 |
| Net Revenue | \$17,431 | -\$8,294 | \$170,965 | \$5,835 | | -\$7,540 | \$46,213 | \$107,142 | -\$176,000 | \$140,780 |

Harbor District, Inc. December 2020 Financial Snapshot



Highlights

We are down to the last \$40,000 to raise for this year's budget. Meanwhile, expenses are tracking well below budget due to staff vacancies and family leave (funded through the CARES Act.) HDI received two grants that we had not budgeted for: one for updates to our website, and one for administrative support for outreach related to the Area of Concern. We will be seeking approval for budget changes to spend those funds in the coming months.

Balance Sheet Summary

| | 2-mo Chg | Balance 12/31 |
|----------------|----------|---------------|
| Current Assets | 8% | \$ 427,965 |
| Fixed Assets | 0% | \$ 1,377,507 |
| Liabilities | 0% | \$ 60,706 |
| Net Assets | 2% | \$ 1,744,766 |

Harbor District, Inc.
January 2021 Staff Report

PLANNING

Riverwalk: City of Milwaukee DCD is producing an RFP for design of the Komatsu Riverwalk. DCD and the Port recently decided against using this location as the cruise ship terminal because there is not much room for needed infrastructure, parking, and transit. HDI staff will be part of the team working with selected consultants reviewing work and providing feedback.

Boating/Marine Safety and Improvements at SFS: Lilith has been in conversation with SFS and other groups about a possible new facility adjacent to the school.

REDEVELOPMENT, CLEANUP, AND RESTORATION

Harbor View Plaza: The Plaza play structure was all aglow with holiday lights. We have been working to repair damage to the plaza from traffic and working with DPW on how to prevent future damage.

Habitat Hotels: Our Habitat Hotels intern has been compiling monitoring results for the year that will inform future maintenance and plant selections. Many fish were seen luxuriating in the hotels.

Grand Trunk: The City is going through the approval process for remediation of contaminated soils on the site with Wisconsin DNR. Their consultants have been working with city engineers to redesign the green infrastructure on the site so that it will accept and clean stormwater from as much of the adjacent neighborhood as possible. Various other compliance is being completed that will facilitate project bidding in several months.

AOC and Sediment Cleanup: We are working with DNR and other partners to develop a plan for community input and feedback in the AOC clean-up process, particularly as relates to the creation of a new containment facility on Lake Michigan for contaminated sediments. Lilith worked with several partners to develop a funding plan for a Community Advisory Committee. HDI will serve as the fiscal agent for the committee and received a grant from the Fund for Lake Michigan.

The DNR has been collecting sediment samples in the inner harbor to further investigate contamination.

Trash Collector: A Request for Proposals for the Trash Collector is just about ready. We are working to clarify a few issues related to the installation site to give prospective bidders as much information as possible. In December, Aaron released an RFP for design and engineering of a

host of improvements at the installation site and adjacent properties. These include necessary improvements for the Collector, public Riverwalk, shoreline habitat, and green infrastructure. This work will develop our vision for transformation of this portion of the KK and incorporate a host of public benefits.

Habitat Enhancement: Aaron has been working with Marcus on clearing invasive shrubs from the shoreline of Lincoln Field. We are about 75% of the way done and have removed common buckthorn (*Rhamnus cathartica*), honeysuckle (*Lonicera sp.*), and European highbush cranberry (*Viburnum opulus*). We found concerning populations of Japanese knotweed (*Reynoutria japonica*)

DEVELOPMENT, BID

Property Improvement Grant Program: The BID funded property improvements at Gary Hartung's property on S. 1st Street.

BID Projects & Support: Lilith worked to renegotiate our administrative agreement with the BID board to ensure that HDI is getting appropriate compensation for BID-specific efforts. We prioritized a few projects to work on in 2021, including gateway signage at a few prominent locations.

OUTREACH AND ENGAGEMENT

Collaborative Marketing

HDI collaborated with other city-wide BIDs to tap into Cares Act funding used to market downtown and near downtown neighborhoods. The campaign: <https://www.mkeitlocal.com> encourages people to celebrate rather than hibernate by supporting local businesses.

Harbor District Brochure

Staff updated and reprinted the Harbor District marketing brochure with fresh photos, the new mission and board lists. The revised piece will be used as part of an outreach campaign to build awareness and partnerships with business and property owners in the BID and BID expansion area.

Community Science: Our wildlife monitoring field season with Urban Ecology Center is complete. They are compiling results into a report that will be done before the end of the year. Surveys included bats, birds, dragonflies, butterflies, and

School Programs: Staff met with Riley School's Green team to discuss school programming and getting their families involved in HDI efforts. Natalia will be joining their Green Team to help guide their efforts.

FINANCES, ADMINISTRATION AND BOARD SUPPORT

Staffing

Lilith posted two job openings - one for a position to replace Dan Adams, and one for a part-time office manager. We are beginning interviews for the positions in a few days.

Finance and Fundraising

We were awarded a 2021 Operating Support grant from the Brico Fund of \$80,000. This is a reduction from the \$100,000 grant that we have received for the last few years. We were also awarded a \$91,000 grant from the Fund for Lake Michigan as match for our EPA Trash Collector grant.