



**EUCLID
SOUTH**
COMMUNITY IMPROVEMENT DISTRICT

Euclid South CID Board of Directors Meeting

TO BE HELD

May 17, 2018- 2:00pm

at 4512 Manchester Avenue, #100

St. Louis, MO 63110

NOTICE & PROPOSED AGENDA

TAKE NOTICE that on May 17, 2018 at 2:00pm at 4512 Manchester, #100, St. Louis, MO, 63110, the Euclid South Community Improvement District (the "District") will hold a **Board of Directors** meeting to consider and act upon the matters on the following tentative agenda and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.

1. Call to Order
2. Approval of March Minutes
3. Chair's Report & Announcement of the Order of Business
4. Public Comments & Questions (5 minute limit per speaker)
5. Project Reports
 - a. Safety & Security
 - i. CWE NSI
 - ii. The City's Finest
 - b. Finance
 - i. Resolution 2018-02 Approval of Budget 2018-2019
 - c. Marketing
 - d. Parking
 - e. Public Maintenance
 - f. Public Infrastructure
 - i. Review Street Furniture Proposals
6. Other Business
 - a. PCDC Contract
 - b. Expiring Contracts
 - c. Open Board Seat-Property Owner
7. Adjournment

This meeting is open to the public; provided, however, that a portion of the meeting may be closed to discuss legal, real estate and/or personnel matters as provided by Sections 610.021(1), (2) and/or (3), RSMo.

Representatives of the news media may obtain copies of this notice, and persons with disabilities wishing to attend can contact: Park Central Development, 4512 Manchester #100, St. Louis, 63110, (314)535-5311. **DATE POSTED: 5-13-18**

Euclid South CID Board of Directors Meeting Minutes
March 15, 2018 at 2:00 p.m.
At 4512 Manchester Avenue, St. Louis, MO 63110

Committee members in attendance: Brian Phillips, Shawn Milford, John Ly, Mark Rubin

Committee members not in attendance: John McElwain

Others in attendance: Sara Feagans, Annette Pendilton (Park Central Development Staff), Jim Whyte (Central West End Neighborhood Security Initiative), Ron Betts (The City's Finest) , Lucas Gamlin

1. Call to Order: B. Phillips called the meeting to order at 2:10 p.m.

2. Approval of Previous Meeting Minutes

S. Milford made a motion to approve the January 25, 2018 meeting minutes. M. Rubin seconded the motion. The motion passed unanimously.

3. Chairs Report & Announcement of the Order of Business - None

4. Public Comments – None

5. Project Reports

a. Safety & Security:

J. Whyte reported that the cameras at West Pine and Euclid are installed. Because of the new cameras, they have assisted in capturing a suspect in the area.

J. Whyte reported that crime was down 2% in the Central West End overall.

R. Betts reported that the guides are doing a great job in helping solving crimes and being seen out and about. They are on budget and the contract is going to expire in June. Police presence is low in the South District and with the CWE South decreased their shifts. R. Betts has increased guides during lunch time, happy hour and at night hours.

J. Whyte announced that the NSI board is considering raising membership fees.

b. Finance:

B. Phillips went over the financial reports. There is \$329,000 in cash and net income of \$96,643 year to date. Sales tax revenues have doubled since last year, which may result with a net increase by year end.

B. Phillips stated that the financials need to be looked at so that the board can determine if there are funds available to increase security since Central West End South has cut their budget for security.

A subcommittee for Safety and Security has been established with Shawn Milford, John Ly and Lucas Gamlin to get RFP out for the new budget year since the contract will be ending

June 30, 2018. Suggested wanting to consider 70/30 mix of off duty officers/guides. The committee needs to have a contract ready to be signed by the next CID meeting in May.

B. Phillips suggested that we need to find out how many contracts will be ending June 30, 2018. We currently know that we may need to increase street cleaning and Top Care services to handle increase in trash in the south due to new businesses. Because of this increase, we need to see how this will affect the current budget and prepare for the next year budget. Asking for PCD staff to supply financial information within two weeks to help get budget prepared for 2018-2019 year.

S. Feagans stated that we are in the final stages of completing the audit and it should be completed soon.

d. Marketing:

S. Feagans shared updates on social media data stating that the number of followers has grown.

S. Feagans has received new decal stickers with the new logo and they have been distributed. Sara wants to reach out to businesses to get their logos, so they can be printed on the back of the way finder signs.

S. Feagans stated that the Rose Relay might be happening in the district it's still kind of up in the air. Sara will be in contact with them to get updates on their plans.

S. Feagans announced another ideal for an event is to have a block party. A suggestion was made to block off part of the street and giving people a passport to visit other businesses and collect a stamp. S. Feagans is asking to know if this is something the board would like to do. B. Phillips stated that if it's in the marketing budget, they all agreed to go forward.

e. Parking

S. Feagans reminded last month that Jared Boyd from the City of St. Louis Treasurer's Office was looking for suggestions on how they could make the parking garage more noticeable to the public. Her thoughts are to paint "Parking" on the building so that it could be seen.

B. Phillips said that the North CID is in the middle of preparing a parking study. Maybe we could reach out to them to see how much it costs and possibly add this to the budget.

e. Public Maintenance:

Nothing to report.

f. Public Infrastructure:

S. Feagans stated two trash cans located at Euclid near construction area needs to be moved to better serve the CID. Top Care will begin to add mulch to tree wells. S. Feagans stated that she would ask Top Care how much it will cost to move the trashcan. John Ly said that he would try to move one of the trashcans and if he couldn't, he would call and let Sara know tomorrow if Top Care needs to move it.

S. Feagans updated on the Lollipop lights that the agreement has been signed by both parties, the next step is to send the agreement to the City of St. Louis to place the order and schedule installation.

S. Feagans updated that we have received one proposal for the street furniture project by the deadline and another one came in on the following Monday.

M. Rubin stated that we didn't get a great response and he reached out to someone else that wanted to participate but they were a little confused with the RFP. B. Phillips stated that we need to be more transparent by following the rules and suggested sending a letter to reject those that submitted a proposal and letting them know that the RFP will be reissued with new dates. There will be an informational session for vendors to attend to ask questions and get answers so that there is an understanding of what is wanted by the CID as well as vendors being able to give a bid more inline of the request. The board agreed to send out the RFP again and set up an informational session.

S. Feagans presented streetscape plan. Sitelines sent a rough estimate. We will use the rough estimate to budget for the streetscape to see if we can even move forward. The next step is to send out a RFP for engineering using the original Christner plan and a RFP for the construction.

g. Administrator's Report:

S. Feagans is wanting to get the board's approval to pay the annual membership fees of \$300 for the Commercial District Coalition. The coalition networks with different cities, municipalities, CIDS and SBDs in sharing of information. The board agreed to pay the membership fee.

S. Feagans presented the four bid proposals for legal services from Zorn Law, Lewis Rice, Cook & Riley and Smith Admundsen. The board process was that since Lewis Rice is the attorney for Park Central that this would be a conflict of interest to represent both. Cook & Riley and Smith Admundsen seems to work with TDD's and bigger projects and would probably not be a good fit for what is needed for the CID. Zorn Law will represent the Euclid CID.

B. Phillips stated that the CID needed a representative for the NSI monthly meetings. Matt Green was the representative because a board member didn't volunteer. Since Matt is gone he needs to be replaced. They meet the first Monday every month at 4:00 pm at the NSI office. Shawn Milford volunteered to represent.

6. Other Business

Resolution 2018-01 – a resolution changing the Park Central Development staff administrator from Matt Green to Annette Pendilton for the bank account passed via email.

Euclid South CID has an open board seat. S. Feagans will check to see which slot is open.

7. Adjournment

The meeting was adjourned at 3:45 p.m.

Euclid South Community Improvement District

05/15/18

Balance Sheet

Accrual Basis

As of April 30, 2018

	<u>Apr 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 · Reliance Bank Checking #4652	223,697.10
10001 · Reliance Bank MM Acct #4660	133,170.13
Total Checking/Savings	<u>356,867.23</u>
Total Current Assets	<u>356,867.23</u>
TOTAL ASSETS	<u>356,867.23</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	7,347.50
Total Accounts Payable	<u>7,347.50</u>
Total Current Liabilities	<u>7,347.50</u>
Total Liabilities	7,347.50
Equity	
32000 · Net Assets	232,660.46
Net Income	116,859.27
Total Equity	<u>349,519.73</u>
TOTAL LIABILITIES & EQUITY	<u>356,867.23</u>

**Euclid South Community Improvement District
Profit & Loss Budget Performance**

	<u>Jul '17 - Apr 18</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense			
Income			
43200 · CID 1% Sales and Use Tax	376,139.90	310,000.00	372,000.00
46400 · Interest Income	442.85		
Total Income	<u>376,582.75</u>	<u>310,000.00</u>	<u>372,000.00</u>
Gross Profit	376,582.75	310,000.00	372,000.00
Expense			
50000 · Administration			
50400 · Insurance - Property	501.00		
50100 · Bank Charges/Fees	20.00	0.00	0.00
50300 · Insurance-D&O; Gen Liability	1,394.00		
50500 · MO DoR Tax Data	70.00		
50700 · Professional Services			
50701 · Admin Services	55,000.00	58,900.00	70,680.00
50703 · Audit, Legal	21,030.88	0.00	0.00
Total 50700 · Professional Services	<u>76,030.88</u>	<u>58,900.00</u>	<u>70,680.00</u>
Total 50000 · Administration	<u>78,015.88</u>	<u>58,900.00</u>	<u>70,680.00</u>
55000 · Marketing & Promotions			
55800 · Holiday Decorations	1,773.62		
55200 · Name, Logo, Brand, Sign	6,850.00	0.00	0.00
55300 · Professional Services	300.00		
55500 · Special Events	3,895.28	0.00	0.00
55700 · Web, Social Media	20.00	0.00	0.00
55000 · Marketing & Promotions - Other	4,800.39	21,700.00	26,040.00
Total 55000 · Marketing & Promotions	<u>17,639.29</u>	<u>21,700.00</u>	<u>26,040.00</u>
60000 · Public Area Maint & Landscaping			
60700 · Cleaning & Maintenance	22,734.75	0.00	0.00
60000 · Public Area Maint & Landscaping - Other	0.00	31,000.00	37,200.00
Total 60000 · Public Area Maint & Landscaping	<u>22,734.75</u>	<u>31,000.00</u>	<u>37,200.00</u>
65000 · Infrastructure			
65200 · Parking			
65250 · Car Share	6,500.00		
Total 65200 · Parking	<u>6,500.00</u>	<u>0.00</u>	<u>0.00</u>
65110 · Streetscape Improvements			
65111 · 2015 Euclid, FP to Laclede			
65111b · Construct & Materials	10,000.00		
Total 65111 · 2015 Euclid, FP to Laclede	<u>10,000.00</u>		
Total 65110 · Streetscape Improvements	<u>10,000.00</u>		
65900 · Infrastructure Reserve	0.00	9,300.00	11,160.00
65000 · Infrastructure - Other	19,575.00	96,100.00	115,320.00
Total 65000 · Infrastructure	<u>36,075.00</u>	<u>105,400.00</u>	<u>126,480.00</u>
70000 · Public Safety & Security			
70100 · Camera System	25,249.81		
70200 · CWE-NSI Board Seat	10,000.00		
70300 · Patrols	70,008.75	0.00	0.00
70000 · Public Safety & Security - Other	0.00	93,000.00	111,600.00
Total 70000 · Public Safety & Security	<u>105,258.56</u>	<u>93,000.00</u>	<u>111,600.00</u>
Total Expense	<u>259,723.48</u>	<u>310,000.00</u>	<u>372,000.00</u>
Net Ordinary Income	116,859.27	0.00	0.00
Net Income	<u><u>116,859.27</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

RESOLUTION NO. 2018-02

A RESOLUTION OF THE EUCLID SOUTH COMMUNITY IMPROVEMENT DISTRICT ADOPTING THE ANNUAL BUDGET FOR 2018-19 AND DIRECTING THE SUBMISSION OF SAME TO THE CITY OF ST. LOUIS, MISSOURI.

WHEREAS, the fiscal year (the “Fiscal Year”) of the District is the same as the City of St. Louis, which begins July 1st of the present calendar year and ends June 30th of the following calendar year; and

WHEREAS, Section 67.1471.2 of the Community Improvement District Act, Sections 67.1401 through 6.1571 of the Revised Statutes of Missouri, as amended (the “CID Act”), requires that the District submit to the governing body of the City of St. Louis, Missouri (the “City”), no earlier than one hundred eighty (180) days and no later than ninety (90) days prior to the start of each Fiscal Year a “proposed annual budget, setting forth expected expenditures, revenues, and rates of assessments and taxes, if any, for such Fiscal Year”; and

WHEREAS, the District desires to approve such a Proposed Budget for the 2018-19 Fiscal Year to submit to the City; and

WHEREAS, the City had no comments regarding the Proposed Budget;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Euclid South Community Improvement District, as follows:

1. The Board of Directors of the District hereby accepts and approves the Budget for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019, attached as Exhibit A, subject to review and comment by the City.
2. The Board of Directors of the District hereby directs the Board Secretary, on its behalf, to submit the preliminary budget to the City.
3. The portions of this Resolution shall be severable. In the event that any portion of this Resolution is found by a court of competent jurisdiction to be invalid, the remaining portions of this Resolution are valid, unless the court finds the valid portions of this Resolution are so essential and inseparably connected with and dependent upon the void portion that it cannot be presumed that the Board of Directors would have enacted the valid portion without the invalid ones, or unless the court finds that the valid portions standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.
4. This Resolution shall be in full force and effect immediately from and after its adoption as provided by law. The sections, paragraphs, sentences, clauses and phrases of this Resolution shall be severable. In the event that any such section, paragraph, sentence, clause or phrase of this Resolution is found by a court of competent jurisdiction to be invalid, the remaining portions of this Resolution are valid, unless the court finds the valid portions of the Resolution are so essential to and inseparably connected with and dependent upon the void portion that it cannot be presumed that the Board of Directors has enacted the valid portions without the void ones, or unless the court finds that the valid portions, standing alone, are incomplete and are incapable of being executed in accordance with the legislative intent.

Adopted this _____ Day of May, 2018

Brian Phillips, Chairman

ATTEST:

ESCID Board Member

EUCLID SOUTH COMMUNITY IMPROVEMENT DISTRICT

**EUCLID SOUTH COMMUNITY IMPROVEMENT DISTRICT
2018-19 BUDGET PROPOSAL**

PROJECTED REVENUE, FY 2018-2019	\$ 540,000
	\$ -
PROJECTED FUNDS AVAILABLE	\$ 540,000

#	PROJECTS	% of TOTAL BUDGET	PROJECT BUDGET	TOTAL
1	MARKETING & PROMOTION	8%		
	(A) EVENT		\$ 10,000	
	(B) WEBSITE, SOCIAL MEDIA		\$ 5,000	
	(C) HOLIDAY DECORATIONS		\$ 5,000	
	(D) OTHER		\$ 23,200	
			<u> </u>	\$ 43,200
2	PUBLIC AREA MAINTENANCE & LANDSCAPING	10%		
	(A) TOP CARE		\$ 17,007	
	(B) KATSUM - STREET CLEANING		\$ 9,870	
	(C) OTHER		\$ 27,123	
			<u> </u>	\$ 54,000
3	INFRASTRUCTURE	31%		
	(A) STREETScape		\$ 150,000	
	(B) ENTERPRISE CAR SHARE (1 YR SUBSIDY)		\$ 6,000	
	(C) OTHER		\$ 11,400	
			<u> </u>	\$ 167,400
4	PUBLIC SAFETY & SECURITY	35%		
	(A) CWE-NSI BOARD SEAT		\$ 10,000	
	(B) PATROLS 70% POLICE OFFICERS		\$ 84,315	
	(C) PATROLS 30% GUIDES		\$ 26,280	
	(D) RESERVE FOR INFLUX		\$ 68,405	
			<u> </u>	\$ 189,000
5	ADMINISTRATIVE	13%		
	(A) ADMINISTRATION (ACCOUNTING & REPORTING, PROJECT PLANNING & IMPLEMENTATION, BOARD & COMMITTEE COORDINATION, SOCIAL MEDIA, SUPPLIES, POSTAGE, ETC)		\$ 56,055	
	(B) INSURANCE (DIRECTORS & OFFICERS INSURANCE; GENERAL LIABILITY)		\$ 1,895	
	(C) PROFESSIONAL SERVICES (LEGAL FEES; AUDIT)			
	AUDIT		\$ 9,250	
	LEGAL FEES		\$ 3,000	
			<u> </u>	\$ 70,200
6	RESERVE	3%	\$ 16,200	\$ 16,200

EUCLID SOUTH COMMUNITY IMPROVEMENT DISTRICT

	100.0%	TOTAL COST \$ 540,000
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\$ (540,000)