



# EUCLID SOUTH

COMMUNITY IMPROVEMENT DISTRICT

Euclid South CID Board of Directors Meeting

**TO BE HELD**

March 18, 2020 – 1:30pm  
at **4512 Manchester Avenue, #100**  
**St. Louis, MO 63110**

**NOTICE & PROPOSED AGENDA**

**TAKE NOTICE** that on March 18<sup>th</sup> at 1:30pm via conference call, 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. Public Comment
3. Approval of Previous Month Minutes
4. Project Reports
  - a. Public Infrastructure
    - i. Update from Horner & Shifrin
    - ii. Approve Construction Project Management RFP
  - b. Safety & Security
    - i. CWE NSI
    - ii. The City's Finest
    - iii. Advisory Committee
  - c. Finance
    - i. Approve 2021-2022 City Budget Projections
  - d. Marketing
    - i. Park Central Development Small Business Stimulus Grant Program
  - e. Public Maintenance
5. Other Business
6. Adjournment

***Please Note: Due to COVID-19 physical access to the general Board meeting by the public will be temporary closed and replaced by phone conferencing. To attend the meeting by phone, please dial 1-312-626-6799, meeting ID: 933 6938 9693***

**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: 3-16-2021**

**TIME: 1:30 PM**

**Euclid South CID Board of Directors Meeting Minutes**  
**February 18th, 2020 at 1:30 p.m.**  
**At 4512 Manchester Avenue, St. Louis, MO 63110**

**Board Members in Attendance:** Mark Rubin, Brian Phillips, Brian Davies, Stephan Ledbetter – via phone/video

**Board Members Not in Attendance:** Josh Udelhofen

**Others in Attendance:** Ron Coleman (Neighborhood Improvement Specialist), Johnathan Ryan (Christner), Laurel Harrington (Horner & Shifrin, Inc) Jim Whyte (CWE NSI), Rob Betts (TCF), Ashley Johnson, Abdul Abdullah (Park Central Development) – via phone/video

1. **Call to Order:** M. Rubin called the meeting to order at 1:30 PM.
2. **Public Comment:** No Comments
3. **Approval of Previous Meeting Minutes:** Brian Phillips motioned to approve the previous month meeting minutes; B. Davis seconded. All in favor- motion approved.
4. **Project Reports:**
  - a. **Public Infrastructure –**
    - I. L. Harrington gave an update on the Streetscape Plan. The construction documents will be submitted to the City by mid-April. L. Harrington noted she had a meeting with the North CID streetscape designers, H3, to coordinate design efforts. A. Johnson noted, the North CID Administrator will be following-up with L. Harrington, B. Phillips, and M. Rubin to continue the discussion. A. Johnson will reach out and schedule a meeting with property owners, within the district, to discuss the possibility of connecting to the property. L. Harrington requested time to discuss the lighting options and for a copy of the draft Construction Project Manager RFP. J. Ryan asked J. Whyte for camera locations to make the necessary streetscape adjustment.
  - b. **Public Décor –**
    - I. A. Johnson presented a holiday décor plan. B. Phillips suggested adding St. Patrick's Day and Valentines Day to holiday décor schedule. M. Rubin asked A. Johnson to do research on string lights. Also, he asked R. Coleman to verify City Support.
  - c. **Safety & Security-**
    - I. J. Whyte reviewed last year crime data, prepared by TCF. Total crime is up by 8.3% when compared by last year. J. Whyte also summarized several criminal incidents that occurred outside of the District, but within the CWE neighborhood.
    - II. R. Betts note the budget has a \$12,000 surplus due to the pandemic. However, he is expecting an increase in foot traffic during the spring months. He plans to use the surplus for extra patrols during these months. He will begin scheduling the extra patrols in March. TCF is beta testing a new app beginning in mid-March. The app will help simplify reporting, improve communication and Officer productivity. The ATV's will now have cameras.
    - III. A. Johnson gave an update on the NSI and their board of directors. The NSI is currently going through strategic planning. Also, the board has new Officers. Regarding the Safety and Security Advisory Committee, A. Johnson she out an email seeking

volunteers for the Advisory Committee. The request only confirmed 4 volunteers. J. Whyte, R. Betts and S. Ledbetter volunteered to join. M. Rubin asked A. Johnson to send out another email seeking support.

- d. Finance- A. Johnson gave the financial report. B. Philips motioned to approve the financial report, S. Ledbetter seconded. All in favor – motion approved.
- e. Marketing - A. Abdullah gave an update on the PCD Small Business Grant. PCD has awarded 10 grants to business within the CWE neighborhood. 80% of the awardees are minority owners.

**5. Other Business**

- a. R. Coleman asked the Board to consider funding snow removal. As spring approaches, the Board doesn't believe snow will be a problem.

**6. Adjournment**

- B. Davies motioned to adjourn, B. Phillips second. Meeting adjourned at 2:28 PM.

DRAFT



4512 Manchester Avenue, Suite 100  
Saint Louis, MO 63110  
P. 314-535-5311  
EuclidSouthCID.org

## **REQUEST FOR PROPOSAL (RFP)**

### **Construction Project Manager**

Proposals must be submitted no later than 5:00 P.M. on \_\_\_\_\_, 2021.  
Proposals must include all requested materials to be considered (bid, previous experience, references, etc.). Proposals may be submitted only in the following ways:

Preferred Emailed to [Ashley@pcd-stl.org](mailto:Ashley@pcd-stl.org)

**OR**

Mailed:

Euclid South Community Improvement District  
c/o Ashley Johnson  
4512 Manchester Avenue, Suite 100  
St. Louis, MO 63110

If you have any questions concerning the RFP, please contact Ashley Johnson at (314) 678-7762 or [ashley@pcd-stl.org](mailto:ashley@pcd-stl.org)



## **Section I: INTRODUCTION**

The Euclid South Community Improvement District (Euclid South) is seeking proposals from professional construction management services with a focus on streetscape infrastructure. Selection of the successful agency will be made based on evaluation and determination of the ability of the responding agency to deliver quality service in a cost-effective manner. The term of this contract shall be for a one (1) year period or until project is complete completion

Agencies may bid on construction management services cited in Section III: Scope of Services. This RFP establishes minimum requirements a bidder must meet in order to be eligible for consideration as well as information to be included in the Agency's bid response. The selection of the successful agency will be made based on evaluation and determination of the relative ability of each Agency to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

1. Company History and experience
2. Relevant Contractor Project Manager Experience
3. Professional costs
4. Provide at least three (3) client references

The Euclid South's Board of Directors is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project. All Bidders must hold a valid St. Louis (City) business license or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

## **Section II: CONTRACT TERMS**

The term of this contract shall be for a one (1) year period or until project is complete completion - unless terminated by either party with a written notice thirty (30) days in advance.

Agency shall provide appropriate and necessary management and supervision for all employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Agency's rules and regulations, as well as any other policy established by the contracting parties.

Agency shall ensure hiring, training and administration of motivated and professional employees that meet or exceed the standards of both The Euclid South Community Improvement District Board and its Administrator.

A copy of Agency's workers' compensation insurance per the State of Missouri and \$1M certificate of general liability coverage which names The Euclid South Community Improvement as additionally insured will be made addendums to the contract.

Agency shall respond as necessary to accommodate additional hours or services as may be requested by Euclid South Community Improvement District.

### **Section III: SCOPE OF SERVICES**

#### **Construction Management Services (see attached service area map)**

1. Preconstruction Phase:
  - a. Track cost estimates against budgets monthly
  - b. Assist and manage team meetings with the CID, Contractors and Public
  - c. Prepare a detail project schedule, including sites, and phasing. Provide regular schedule updates.
  - d. Provide comprehensive construction phase administration which would include on-going full-time supervision, project management and inspection of work, review shop drawings, preparation of change orders, contractor payment estimates, final inspections, and submitting projects completion reports. Also, finish submittal review process to maintain construction schedule.
  - e. Project Manager should attend design meetings.
  
2. Construction Phase:
  - a. The Project Manager will be responsible for managing the site and coordinating all construction activities.
  - b. Review all project documents and communicate with owner, design team and contractor about any errors or gaps in scope.
  - c. Attend all OAC meetings and draft formal reports for Owner on status and any items of risk.
  - d. The Project Manager will be required to submit an overall project schedule. The schedule shall include all construction activities and shall provide adequate detail to achieve the required completion for each project phase. The schedule should be updated and submitted to the CID Board of Directors. If project is not on schedule, develop recovery plan.
  - e. The Project Manager should report all construction contingency allocations.
  - f. Work with the CID, and Contractors/Design-Build Entity to clearly define roles and responsibilities during construction and develop a construction management plan.
  - g. Coordinate with the CID Administrator to establish notification procedures for any street shutdowns for the project of the work.
  - h. Coordinate the testing, inspection and conduit site visits to verify construction progress, review completed work and its quality of workmanship is in compliance with plans and specs.
  - i. Coordinate the activities of the multiple contracts between projects to assure they are not interfering with each other.
  - j. Review all CO's including Owner driven as well as scope gap and make sure contractor is pricing appropriately and getting multiple bids.
  - k. Produce monthly cost reports to monitor the current and project final costs of the project. Prepare cash flow projections as needed.
  - l. Review and approve all progress payments.
  - m. Produce monthly management report summary defining the progress of the work.

- n. Field inspection to evaluate work in progress to confirm that it conforms to the contract documents.

#### **Section IV: INSTRUCTIONS TO BIDDERS**

Proposals must include be received, preferred by email, or mail no later than **5:00 P.M. Monday,**

**2021.** Proposals must include all requested materials to be considered. Please send proposals:

Euclid South Community Improvement District  
c/o Park Central Development  
4512 Manchester Avenue, Suite 100  
St. Louis, MO 63110  
Attn: Ashley Johnson

Questions should be addressed to Ashley Johnson at [Ashley@pcd-stl.org](mailto:Ashley@pcd-stl.org) or 314-678-7762.

#### **Euclid South Community Improvement District Boundaries & Service Area Map**



## Euclid South Community Improvement District

## Balance Sheet

03/09/21

As of February 28, 2021

Accrual Basis

	<u>Feb 28, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Reliance Bank Checking #4652	135,917.20
10001 · Reliance Bank MM Acct #4660	623,316.15
<b>Total Checking/Savings</b>	<u>759,233.35</u>
<b>Total Current Assets</b>	<u>759,233.35</u>
<b>TOTAL ASSETS</b>	<b><u>759,233.35</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	10,234.34
<b>Total Accounts Payable</b>	<u>10,234.34</u>
<b>Total Current Liabilities</b>	<u>10,234.34</u>
<b>Total Liabilities</b>	10,234.34
<b>Equity</b>	
32000 · Net Assets	766,495.66
Net Income	<u>-17,496.65</u>
<b>Total Equity</b>	748,999.01
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>759,233.35</u></b>



**Euclid South Community Improvement District**  
**Profit & Loss Budget Performance**  
February 2021

	<u>Feb 21</u>	<u>Jul '20 - Feb 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense				
Income				
43500 · Misc Revenue	0.00	0.00	23,221.36	34,832.00
43200 · CID 1% Sales and Use Tax	37,152.74	235,441.76	333,333.36	500,000.00
46400 · Interest Income	176.87	1,583.10		
<b>Total Income</b>	<b>37,329.61</b>	<b>237,024.86</b>	<b>356,554.72</b>	<b>534,832.00</b>
Expense				
90001 · Miscellaneous Expense	0.00	1,132.47		
50000 · Administration				
50550 · Storage Facility	52.33	384.12		
50702 · Marketing Admin Services	2,083.00	16,664.00	16,664.00	24,996.00
50501 · 32 N Euclid TIF Redevelopment	0.00	19,062.62	30,000.00	30,000.00
50701 · Admin Services	2,500.00	20,000.00	20,000.00	30,000.00
50400 · Insurance - Property	0.00	1,807.00		
50100 · Bank Charges/Fees	0.00	11.70		
50300 · Insurance-D&O; Gen Liability	0.00	0.00	0.00	1,500.00
50700 · Professional Services				
50703 · Audit, Legal	0.00	10,000.00	8,666.68	13,000.00
<b>Total 50700 · Professional Services</b>	<b>0.00</b>	<b>10,000.00</b>	<b>8,666.68</b>	<b>13,000.00</b>
<b>Total 50000 · Administration</b>	<b>4,635.33</b>	<b>67,929.44</b>	<b>75,330.68</b>	<b>99,496.00</b>
55000 · Marketing & Promotions				
55701 · E-Cab	0.00	1,225.00	27,000.00	36,000.00
55800 · Holiday Decorations	750.00	5,587.73	2,500.00	2,500.00
55100 · Advertising	0.00	250.00		
55300 · Professional Services	0.00	0.00	15,000.00	15,000.00
55500 · Special Events	0.00	0.00	6,666.68	10,000.00
55700 · Web, Social Media	0.00	138.00	1,666.68	2,500.00
55000 · Marketing & Promotions - Other	0.00	0.00	0.00	0.00
<b>Total 55000 · Marketing &amp; Promotions</b>	<b>750.00</b>	<b>7,200.73</b>	<b>52,833.36</b>	<b>66,000.00</b>
60000 · Public Area Maint & Landscaping				
60701 · Landscaping	0.00	2,784.00	7,424.00	11,136.00
60702 · ATBM	6,500.00	43,725.00	32,000.00	48,000.00
<b>Total 60000 · Public Area Maint &amp; Landscaping</b>	<b>6,500.00</b>	<b>46,509.00</b>	<b>39,424.00</b>	<b>59,136.00</b>
65000 · Infrastructure				
65110 · Streetscape Improvements	4,212.00	30,862.00	97,133.36	145,700.00
<b>Total 65000 · Infrastructure</b>	<b>4,212.00</b>	<b>30,862.00</b>	<b>97,133.36</b>	<b>145,700.00</b>
70000 · Public Safety & Security				
70100 · Camera System	0.00	17,785.50	0.00	5,000.00
70200 · CWE-NSI Board Seat	0.00	3,750.00		
70300 · Patrols	10,234.38	69,046.92	73,333.36	110,000.00
70500 · Outreach	0.00	10,305.45		
70900 · Pub Safety/Security Reserve	0.00	0.00	33,000.00	49,500.00
<b>Total 70000 · Public Safety &amp; Security</b>	<b>10,234.38</b>	<b>100,887.87</b>	<b>106,333.36</b>	<b>164,500.00</b>
<b>Total Expense</b>	<b>26,331.71</b>	<b>254,521.51</b>	<b>371,054.76</b>	<b>534,832.00</b>
<b>Net Ordinary Income</b>	<b>10,997.90</b>	<b>-17,496.65</b>	<b>-14,500.04</b>	<b>0.00</b>
<b>Net Income</b>	<b>10,997.90</b>	<b>-17,496.65</b>	<b>-14,500.04</b>	<b>0.00</b>

**Euclid South Community Improvement District**  
**Transaction List by Vendor**  
February 2021

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
<b>A T Building Maintenance</b>					
Bill	02/02/2021	1345		-SPLIT-	-7,250.00
<b>Horner &amp; Shifrin, Inc.</b>					
Bill	02/04/2021	62086	Inv 62086	65110 · Streetscape Improvements	-4,212.00
<b>Park Central Development Corp.</b>					
Bill	02/15/2021	2021-02-15	Recurring Bill Life Storage - Storage Ren	50550 · Stoorage Facility	-52.33
Bill	02/20/2021	2021-02-20 (1)	Recurring Bill	50702 · Marketing Admin Services	-2,083.00
Bill	02/20/2021	2021-02-20	Recurring Bill	50701 · Admin Services	-2,500.00
<b>The City's Finest</b>					
Bill	02/15/2021	INV-2984	In v 2984	70300 · Patrols	-5,515.63
Bill	02/28/2021	INV-3006	Inv 3006	70300 · Patrols	-4,718.75
Total for February 2021					-26,331.71

**EUCLID SOUTH COMMUNITY IMPROVEMENT DISTRICT  
2021-2022 BUDGET PROPOSAL**

PROJECTED REVENUE, FY 2021-2022	\$	345,000
Less TIF Payback	\$	(20,000)

PROJECTED FUNDS AVAILABLE	\$	325,000
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#	PROJECTS	% of TOTAL BUDGET	PROJECT BUDGET	TOTAL
1	MARKETING & PROMOTION	8%	\$ 26,000	
2	PUBLIC AREA MAINTENANCE & LANDSCAPING	10%	\$ 32,500	
3	INFRASTRUCTURE	31%	\$ 100,750	
4	PUBLIC SAFETY & SECURITY	35%	\$ 113,750	
5	ADMINISTRATIVE	13%	\$ 42,250	
6	RESERVE	3%	\$ 9,750	
		100.0%	TOTAL EXP	\$ 325,000

Net Income \$ -

<b>Balance Sheet Totals as of 2/28/21</b>		
Checking Acct 4652		<b>\$135,917.20</b>
MM Checking Acct 4660		<b><u>\$623,316.15</u></b>
Total Checking/Savings		<b>\$759,233.35</b>

	<b>Est. 2020-2021 Expenses</b>	<b>2020 - 2021 Annual Budget</b>	<b>Explanations for difference of 20-21 budget compared to actual</b>	<b>2021 -2022 Projected Budget</b>	<b>2019-2020 Actual Revenues</b>
<b>Ordinary Income/Expense Income</b>					
<b>43500 · Misc Revenue</b>			Est reserves needed for 34,832.00 infrasture		
<b>43200 · CID 1% Sales and Use Tax</b>	353,162.64	500,000.00	Revenue down due to COVID	345,000.00	520,381.91
<b>46400 · Interest Income</b>	2,374.65				
<b>Total Income</b>	<b>355,537.29</b>	<b>534,832.00</b>		<b>345,000.00</b>	<b>520,381.91</b>
<b>Expense</b>					
<b>90001 · Miscellaneous Expense</b>	1,132.47		Dog waste station		
<b>50000 · Administration</b>					
<b>50550 · Stoorage Facility</b>	593.44			627.96	
<b>50501 · 32 N Euclid TIF Redevelopme</b>	19,062.62	30,000.00	Down because sales tax are down	20,000.00	
<b>50702 · Marketing Admin Services</b>	24,996.00	24,996.00		24,996.00	
<b>50701 · Admin Services</b>	30,000.00	30,000.00		30,000.00	
<b>50400 · Insurance - Property</b>	1,807.00	1,500.00		1,850.00	
<b>50100 · Bank Charges/Fees</b>	11.70				
<b>50300 · Insurance-D&amp;O; Gen Liability</b>					
<b>50703 · Audit, Legal</b>	10,000.00	13,000.00		10,000.00	
<b>Total 50700 · Professional Services</b>	<b>10,000.00</b>	<b>13,000.00</b>		<b>10,000.00</b>	

<b>Total 50000 · Administration</b>	86,470.76	99,496.00		87,473.96	
<b>55000 · Marketing &amp; Promotions</b>					
55701 · E-Cab	1,225.00	36,000.00	N/A - COVID		???
			Diff due to new contract with Growing Greens holiday decorations	7,500.00	Growing Greens (holiday Magic) ATBM
55800 · Holiday Decorations	5,587.73	2,500.00			
55100 · Advertising	250.00				
55300 · Professional Services		15,000.00			???
55500 · Special Events		10,000.00	N/A - COVID		???
55700 · Web, Social Media	138.00	2,500.00		2,500.00	
55000 · Marketing & Promotions - Other		0.00			
<b>Total 55000 · Marketing &amp; Promotions</b>	7,200.73	66,000.00		10,000.00	
<b>60000 · Public Area Maint &amp; Landscaping</b>					
60701 · Landscaping - Top Care	2,784.00	11,136.00	Ended contract with Top Care and increased contract with ATBM	38,275.00	New 3 year contract with SFP Landscaping
60702 · ATBM	65,587.50	48,000.00	ATBM price increased with a new contract to include alley by Tom's	52,000.00	
<b>Total 60000 · Public Area Maint &amp; Land</b>	68,371.50	59,136.00		90,275.00	
<b>65000 · Infrastructure</b>					
65110 · Streetscape Improvements	30,862.00	145,700.00		150,000.00	
<b>Total 65000 · Infrastructure</b>	30,862.00	145,700.00		150,000.00	
<b>70000 · Public Safety &amp; Security</b>					
70100 · Camera System Upgrades/Ma	17,785.50	5,000.00	Camera contribution for 2020 and 2021	13,000.00	
70200 · CWE-NSI Board Seat	3,750.00		NSI Qtrly contributions	5,000.00	
70300 · Patrols	96,492.26	110,000.00		110,000.00	
70500 · Outreach	10,305.45		COVID outreach Kindness Meals		???
70900 · Pub Safety/Security Reserve		49,500.00			
<b>Total 70000 · Public Safety &amp; Security</b>	128,333.21	164,500.00		128,000.00	

<b>Total Expense</b>	<u>322,370.67</u>	<u>534,832.00</u>	<u>465,748.96</u>	
<b>Net Ordinary Income</b>	33,166.63	0.00	-120,748.96	Can use Reserves
<b>Net Income</b>	<u><b>33,166.63</b></u>	<u><b>0.00</b></u>	<u><b>-120,748.96</b></u>	for difference

# FINANCE

- Review Financial Documents
  - Balance Sheet
  - Profit & Lost
- Report on Sales Tax Collections

These are sales taxes collected in February and deposited to the account in March 2021

	<b>2020</b>	<b>2021</b>	<b>Variance (’20 to ’21)</b>
<b>February</b>	\$43,534	\$61,120	\$17,586
<b>YTD</b>	\$144,239	\$179,182	\$34,943

# CWE SAFETY AND SECURITY ADVISORY COMMITTEE

- **Current Advisory Committee:**

- Pete Rothschild – CWE South SBD
- Megan Werner – CWE South SBD
- Katharyn Davis – CWE South SBD
- Janet Meyer – Washington Place SBD
- Sam Koplak – CWE North SBD
- Jim Dwyer –CWE North SBD/Euclid North CID
- Kate Hahe – Euclid North CID
- Stephan Ledbetter – Euclid South CID
- Other(s)
  - Jim Whyte – NSI
  - Rob Betts TCF

- **No date has been scheduled for the 1<sup>st</sup> meeting.**
- **PCD and WUMC is working to produce an agenda**



# PCD SMALL BUSINESS STIMULUS GRANT

## Quick Facts:

- All businesses are in the **CWE** neighborhood
- 13 businesses was awarded grants, totaling \$50,000
- 62% are **Minority Owned Businesses**

## APPROVED BUSINESSES

BBC Asian Café & Bar

**BBQ Saloon**

Elite Detailing

Juniper Restaurant

**Kampai Sushi Bar**

**Little Saigon**

Northwest Coffee

Pharaohs Bakery and Café

Retreat Gastropub

**Re-Voaked Sandwiches**

**Sushi Koi**

**West End Wok**