



# EUCLID SOUTH

COMMUNITY IMPROVEMENT DISTRICT

Euclid South CID Board of Directors Meeting

**TO BE HELD**

August 20th, 2020 – 1:30pm  
**at 4512 Manchester Avenue, #100**  
**St. Louis, MO 63110**

**NOTICE & PROPOSED AGENDA**

**TAKE NOTICE** that on August 20<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. Safety & Security
    - i. CWE NSI
    - ii. The City's Finest
  - b. Finance
  - c. Marketing
    - i. Central West End Business Crawl
  - d. Public Maintenance
    - i. Landscaping RFP
  - e. Public Infrastructure
    - i. Update from Christner
5. Other Business
  - a. Euclid Delmar Corridor Economic Development
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: 995 6008 3065***

**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: 8-18-20**

**TIME: 3:00 PM**

**Euclid South CID Board of Directors Meeting Minutes**  
**July 23rd, 2020 at 3:00 p.m.**  
**At 4512 Manchester Avenue, St. Louis, MO 63110**

**Board Members in Attendance:** Mark Rubin, Brian Phillips, Brian Davies, Josh Udelhofen— via phone/video

**Others in Attendance:** Jim Whyte (NSI), Rob Betts (TCF), Ron Coleman (Neighborhood Improvement Specialist), Laurel Harrington (Christner), Ashley Johnson, Annette Pendilton (Park Central Development) – via phone/video

- 1. Call to Order:** M. Rubin called the meeting to order at 3:02 PM.
- 2. Approval of Previous Meeting Minutes:** J. Udelhofen motioned to approve meeting minutes; B. Phillips seconded. All in favor- motion approved.
- 3. Public Comment:** None
- 4. Project Reports:**
  - a. Safety & Security- J. Whyte gave summarized the Security Report.
    - i. There was a modest crime increase of 13%, a total of 9 additional crimes for the month when compared to last year. Data indicates that there may be an increase in larceners.
    - ii. J. Whyte gave an update on B.B. 95. B. Phillips suggested meeting with Aldermen and other taxing districts to discuss the bill and to work with A. Johnson to schedule the meeting.
  - b. Finance- A. Johnson gave the financial report. B. Phillips motioned to approve the 2020-21 Budgeted Expense; J. Udelhofen seconded. All in favor – motion approved. B. Phillips motioned to approve Resolution 2020-01; J. Udelhofen seconded. All in favor – motion approved.
  - c. Public Maintenance – A. Johnson noted a need for pet waste stations, due to residents discarding pet waste in public trash cans. B. Phillips motioned to purchase 4 pet waste stations; J. Udelhofen seconded. All in favor – motioned approved. B. Phillips asked A. Johnson to get permission from businesses before installing the pet waste stations in front of their businesses. Also, B. Phillips asked A. Johnson to create a communication plan to encourage residents to use the stations.
  - a. Public Infrastructure- M. Rubin gave a brief summary of the streetscape planning efforts. M. Rubin asked L. Harrington to provide a timetable and to schedule some public meetings for community engagement. A. Johnson will work with L. Harrington to create the schedule. J. Udelhofen asked L. Harrington to create a line item list for the budget.

5. Other Business: R. Coleman gave an update on the pedestrian lights that's not working along Euclid. R. Coleman will provide a budget package from the lighting division for the cost to repair the lights.

6. **Adjournment**

Meeting adjourned at 3:53 PM.

DRAFT

## Euclid South Community Improvement District

08/18/20

**Balance Sheet**

Accrual Basis

As of July 31, 2020

	<u>Jul 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Reliance Bank Checking #4652	156,219.20
10001 · Reliance Bank MM Acct #4660	621,957.28
<b>Total Checking/Savings</b>	<u>778,176.48</u>
<b>Total Current Assets</b>	<u>778,176.48</u>
<b>TOTAL ASSETS</b>	<b><u>778,176.48</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	23,254.01
<b>Total Accounts Payable</b>	<u>23,254.01</u>
<b>Total Current Liabilities</b>	<u>23,254.01</u>
<b>Total Liabilities</b>	23,254.01
<b>Equity</b>	
32000 · Net Assets	766,495.66
Net Income	-11,573.19
<b>Total Equity</b>	<u>754,922.47</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>778,176.48</u></b>

**Euclid South Community Improvement District**  
**Profit & Loss Budget Performance**  
July 2020

	<u>Jul 20</u>	<u>Jul 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43500 · Misc Revenue	0.00	0.00	2,902.74	34,832.00
43200 · CID 1% Sales and Use Tax	27,717.63	27,717.63	41,666.74	500,000.00
46400 · Interest Income	224.23	224.23		
<b>Total Income</b>	<u>27,941.86</u>	<u>27,941.86</u>	<u>44,569.48</u>	<u>534,832.00</u>
<b>Expense</b>				
90001 · Miscellaneous Expense	1,132.47	1,132.47		
50000 · Administration				
50702 · Marketing Admin Services	2,083.00	2,083.00	2,083.00	24,996.00
50501 · 32 N Euclid TIF Redevelopment	0.00	0.00		30,000.00
50701 · Admin Services	2,500.00	2,500.00	2,500.00	30,000.00
50300 · Insurance-D&O; Gen Liability	0.00	0.00		1,500.00
50700 · Professional Services				
50703 · Audit, Legal	0.00	0.00	1,083.37	13,000.00
<b>Total 50700 · Professional Services</b>	<u>0.00</u>	<u>0.00</u>	<u>1,083.37</u>	<u>13,000.00</u>
<b>Total 50000 · Administration</b>	<u>4,583.00</u>	<u>4,583.00</u>	<u>5,666.37</u>	<u>99,496.00</u>
55000 · Marketing & Promotions				
55701 · E-Cab	1,225.00	1,225.00	0.00	36,000.00
55800 · Holiday Decorations	0.00	0.00	0.00	2,500.00
55300 · Professional Services	0.00	0.00	0.00	15,000.00
55500 · Special Events	0.00	0.00	833.37	10,000.00
55700 · Web, Social Media	0.00	0.00	208.37	2,500.00
55000 · Marketing & Promotions - Other	0.00	0.00	0.00	0.00
<b>Total 55000 · Marketing &amp; Promotions</b>	<u>1,225.00</u>	<u>1,225.00</u>	<u>1,041.74</u>	<u>66,000.00</u>
60000 · Public Area Maint & Landscaping				
60701 · Top Care	928.00	928.00	928.00	11,136.00
60702 · ATBM	5,500.00	5,500.00	4,000.00	48,000.00
<b>Total 60000 · Public Area Maint &amp; Landscaping</b>	<u>6,428.00</u>	<u>6,428.00</u>	<u>4,928.00</u>	<u>59,136.00</u>
65000 · Infrastructure				
65110 · Streetscape Improvements	9,500.00	9,500.00	12,141.74	145,700.00
<b>Total 65000 · Infrastructure</b>	<u>9,500.00</u>	<u>9,500.00</u>	<u>12,141.74</u>	<u>145,700.00</u>
70000 · Public Safety & Security				
70100 · Camera System	11,763.00	11,763.00		5,000.00
70200 · CWE-NSI Board Seat	1,250.00	1,250.00		
70300 · Patrols	3,328.13	3,328.13	9,166.74	110,000.00
70500 · Outreach	305.45	305.45		
70900 · Pub Safety/Security Reserve	0.00	0.00	4,125.00	49,500.00
<b>Total 70000 · Public Safety &amp; Security</b>	<u>16,646.58</u>	<u>16,646.58</u>	<u>13,291.74</u>	<u>164,500.00</u>
<b>Total Expense</b>	<u>39,515.05</u>	<u>39,515.05</u>	<u>37,069.59</u>	<u>534,832.00</u>
<b>Net Ordinary Income</b>	<u>-11,573.19</u>	<u>-11,573.19</u>	<u>7,499.89</u>	<u>0.00</u>
<b>Net Income</b>	<u><u>-11,573.19</u></u>	<u><u>-11,573.19</u></u>	<u><u>7,499.89</u></u>	<u><u>0.00</u></u>

## Euclid South Community Improvement District Transaction List by Vendor July 2020

Type	Date	Num	Split	Amount
<b>A T Building Maintenance</b>				
Bill	07/27/2020	1307	60702 · ATBM	-5,500.00
<b>Christner Inc.</b>				
Bill	07/02/2020	0047443	65110 · Streetscape Improvements	-9,500.00
<b>CWE Neighborhood Security Initiative</b>				
Bill	07/01/2020	3217	70200 · CWE-NSI Board Seat	-1,250.00
Bill	07/13/2020	3221	70100 · Camera System	-11,763.00
<b>Dog Waste Depot</b>				
Bill	07/31/2020	357580	90001 · Miscellaneous Expense	-1,132.47
<b>Electric Cab of North America</b>				
Bill	07/27/2020	1157	55701 · E-Cab	-1,225.00
<b>Park Central Development Corp.</b>				
Bill	07/20/2020	2020-07-20 (1)	50701 · Admin Services	-2,500.00
Bill	07/20/2020	2020-07-20	50702 · Marketing Admin Services	-2,083.00
Bill	07/27/2020	2020-07-27	70500 · Outreach	-305.45
<b>The City's Finest</b>				
Bill	07/15/2020	INV-2658	70300 · Patrols	-3,328.13
<b>Top Care, Inc.</b>				
Bill	07/01/2020	185983	60701 · Top Care	-928.00
<b>Total Bills for 7.31.20</b>				<b>-39,515.05</b>



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

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

### **Seasonal Landscaping Installation and Maintenance**

Proposals must be submitted no later than 5:00 P.M. on September 14, 2020. 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 [Annette@pcd-stl.org](mailto:Annette@pcd-stl.org)

**OR**

Mailed:

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

If you have any questions concerning the RFP, please contact Annette Pendilton at (314) 678-7760 or [annette@pcd-stl.org](mailto:annette@pcd-stl.org)

### **Section I: INTRODUCTION**

The Euclid South Community Improvement District (Euclid South) is seeking proposals from qualified agencies to provide Seasonal Landscaping and Maintenance. 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 the contract will be a two-year period ending.

Agencies may bid on Seasonal Landscaping and Maintenance 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 Organization
2. Management Approach
3. Personnel Selection Process



4. Communication and Reporting
5. Cost Proposal per Occurrence and Invoicing
6. Value Added Features
7. Provide at least three (3) client references whose areas/districts are comparable in size, profile and service hours to Euclid South. Include reference name, address, and contact number.

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 two (2) year period 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 is responsible for the daily personal appearance of crews.

Agency shall administer all cost accounting and billing relative to this 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**

**Seasonal Landscaping Installation and Maintenance:** (see attached service area map)

1. Planters
  - a. Planters to be prepared to the appropriate depth and soil amendment added prior to planting.





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- b. Planting of annual flowers will commence after the threat of any late frost. Types of flowers planted shall be selected for normal site conditions.
  - c. Planters to be maintained with proper watering (see schedule immediately below), fertilization, insect and disease control applications, weed control applications and mulch as needed to provide an aesthetically-pleasing display.
  - d. Annual flowers to be removed at end of season or when flowers decline.
  - e. Early fall planting of chrysanthemums or pansies.
  - f. Installation of bulbs shall occur after the decline of annual or fall flowers, with planting to occur in November or December.
  - g. Bulbs will be removed after flowers decline in spring.
2. Median on Kingshighway (Between Lindell and West Pine)
- a. Grass cut and maintained.
  - b. Upkeep of greenery onsite.
  - c. Trimming of trees. Follow maintenance of Trees section below.
3. Trees
- a. Area's designated for watering will be watered using on site water sources unless bubble truck watering is required. All hoses and watering equipment will be provided unless otherwise stated. Watering will be conducted once to three times weekly depending upon weather conditions and rainfall to maintain a consistent moisture level to the trees root system. Trees with a stem caliper of 2.5" or less and/or newly installed trees will have gator bags installed and be watered. Trees of eight inches or less diameter to be watered on the same schedule as the planters (see item 1c above and schedule immediately below).
  - b. Winter Tree Prune: Tree's up to 8" in diameter will be pruned once per season when dormant to eliminate dead, damaged, or unproductive branches as required. Branches that obstruct walks or roadways, and sucker growth will be removed.

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

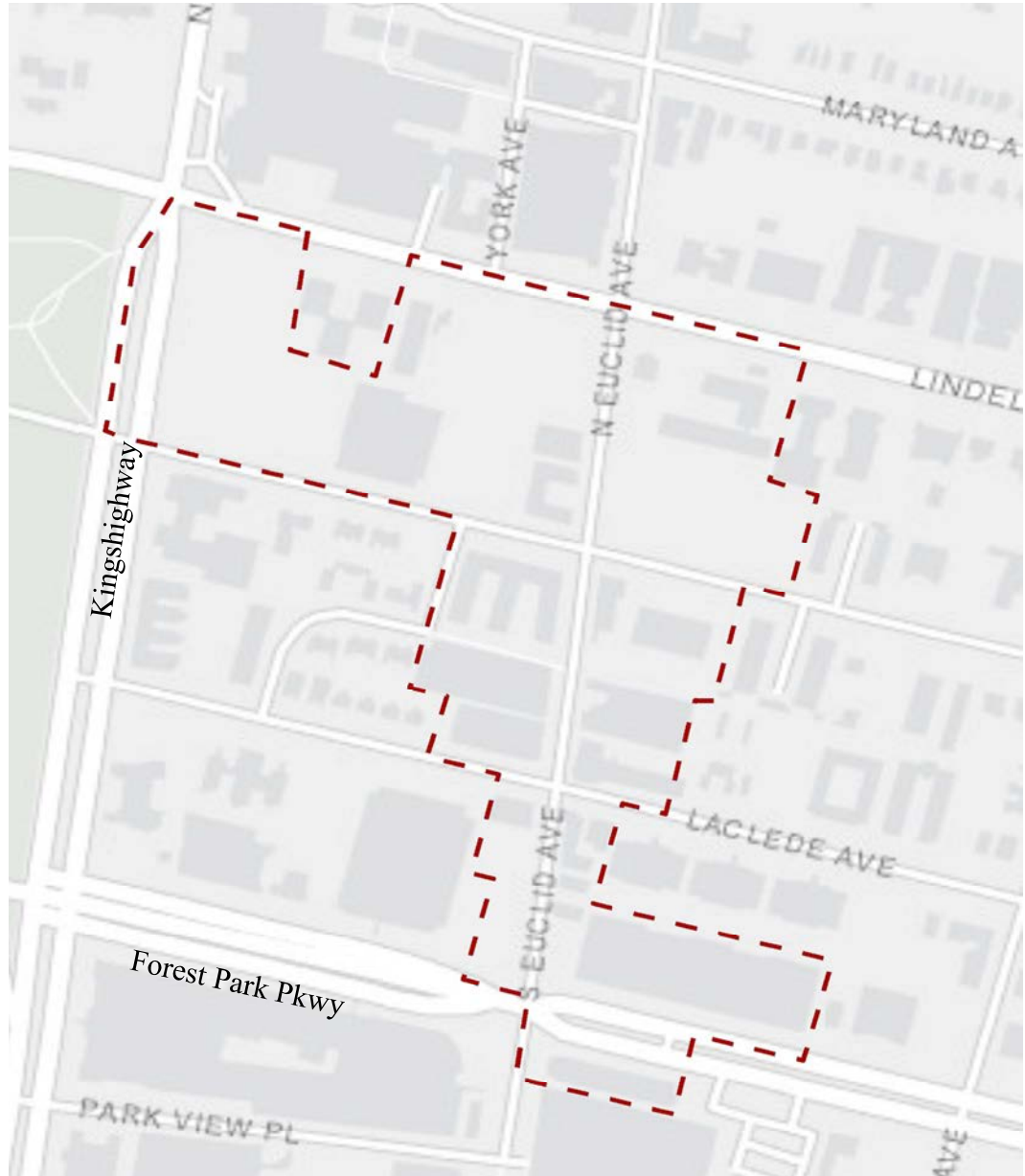
Proposals must include be received, preferred by email, or mail no later than ***5:00 P.M. Monday, September 14<sup>th</sup>, 2020.*** Proposals must include all requested materials to be considered. Please send proposals:

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

Questions should be addressed to Annette Pendilton at [Annette@pcd-stl.org](mailto:Annette@pcd-stl.org) or 314-678-7760.



Euclid South Community Improvement District Boundaries



# EUCLID AVE. PLANTERS

