



**BOARD OF DIRECTORS MONTHLY MEETING
TO BE HELD**

**July 9th , 2018 at 11:00 a.m.
at 4512 Manchester Avenue
St. Louis, MO 63110**

NOTICE & PROPOSED AGENDA

TAKE NOTICE that on July 9th, 2018 at 11:00 a.m. at 4512 Manchester, St. Louis, MO, 63110, the Grove Community Improvement District (the " District") will hold its public Monthly 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 June Minutes
3. Chairs Report & Announcement of the Order of Business
4. Public Comments & Questions
5. Committee Reports:
 - a. Safety and Security Committee
 - i. Central West End Neighborhood Security
 1. Safety and Security Report
 - ii. The City's Finest
 1. Safety and Security Report
 - b. Executive Committee
 - i. Grove CID Funding Request
 - ii. Special Events
 - c. Finance Committee
 - i. Finance Report
 - ii. Sales Tax Collections
 - d. Marketing Committee
 - e. Public Services Committee
 - f. Nominations Committee
 - g. Transportation Committee
6. Administrator's Report
7. Other Business

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: 7-05-18

• **The Grove Community Improvement District** •

4512 Manchester #100 Saint Louis, MO 63110 (314) 535-5311

<http://www.thegrovestl.com/>

Grove CID Board of Directors Meeting
June 11th, 2018: 11:00 AM
At 4512 Manchester, St. Louis, MO 63110

Board Members in Attendance: Brian Pratt, Guy Slay, Kelly Kenter, Brian Phillips, Pete Rothschild, Don Bellon

Others in Attendance: Abdul Abdullah, Jared Varley (Park Central Development), Jim Whyte (CWE N Security Initiatives), Ron Coleman. (The City's Finest) (1 member of the public)

1. Call to order

K. Kenter called meeting to order at 11:05 A.M.

2. Approval of May Minutes

K. Kenter motioned to approve the May 14th, 2018 minutes. P. Rothschild seconded the motion. Motion passed 9-0-0.

3. Chair's Report

Michael Feulner will be added to the Board of Directors.

4. Public Comments

None

5. Committee Reports

a. Safety and Security Committee

J. Whyte presented the monthly report and crime statistics. He presented crime for Forest Park Southeast and the Grove. In the Grove, property crime is down 30% since last May. For the entire neighborhood, crime rates were on average for the month of May when compared to crime rates over the past 5 years.

J. Whyte notified the board of a flourishing incident that occurred at 4100 Manchester on June 1st at 2:30 AM. J. Whyte described the situation as a domestic incident and that he would be having a conversation with Attitudes management in the coming days.

J. Whyte moved on to discuss the Grove Camera Project. J. Whyte reviewed the letter that MoDot had sent out to municipalities throughout the state with board members. MoDot's letter states that license plate readers were being removed and that the memorandum of understanding between MoDot and municipalities had been revoked. J. Whyte went on to explain that other operable cameras in the neighborhood do not send data to the city and that a St. Louis city plan was unclear at the moment. K. Kenter and R. Coleman questioned whether there were other avenues to deploy cameras in the neighborhood. Options discussed included cameras on signage (such as the Grove signs) and also mobile cameras (on cars, ATVs, etc).

R. Coleman reviewed the Safety & Security budget, outlining that the nearly 100% of the budget is being utilized and it is currently operating at a \$2,000 surplus. R. Coleman noted that the largest issue over the month of May has been the increase in the amount

of cars present in the Grove. 61 parking tickets were issued in the month of May and the majority of parking complaints are coming from the east-end of the Grove. P. Rothschild asked B. Pratt when the parking lot his company was overseeing would be opened. B. Pratt informed the board that there would be 65 spaces ready in 4-6 weeks but they would not be for public use. B. Pratt agreed to follow up with R. Coleman when the lot opens up.

R. Coleman updated the board on the status of the Shared Use Agreement for the Ford Explorer. The vehicle has been approved and purchased and will be able to be put into service in 3 to 4 weeks. The 2018 Explorer will be leased for 3 years at \$750 per month. The vehicle will only be used in the CID. TCF will maintain the Ford Explorer, be responsible for fuel costs, purchase and maintain insurance, bear risk of all damage, loss and theft.

K. Kenter provided an update on Attitudes pursuing a 3 A.M. liquor license. K. Kenter noted that the establishment currently does not have a Good Neighbor Agreement with the CID and has experienced issues in the past. K. Kenter presented a strategy for the board to approach Attitudes with a Good Neighbor Agreement, along with obligations they must fulfill for R. Coleman and The City's Finest. K. Kenter advocated for a similar approach that was taken towards Shi Sha. If Attitudes were to not agree with the board's proposal, K. Kenter explained that the board would seek restrictions on the liquor license Attitudes is pursuing. K. Kenter motioned to begin implementing this strategy. P. Rothschild seconded the motion. The motion passed 9-0-0. R. Coleman and A. Abdullah agreed to prepare and deliver letters pertaining to this matter to Attitudes in the coming days.

A. Abdullah notified the board on the status of the Shi Sha situation. As of May 18th, the petition with 28 signatures from property owners had been submitted to the Excise Division. P. Rothschild informed the board that the owners of Shi Sha had recently purchased a property in downtown St. Louis and are seeking a liquor license for that location. P. Rothschild noted that neighborhood organizations in the relevant area were already opposing the liquor license for these owners.

b. Executive Committee

A. Abdullah provided the board with an update on Indihop. A. Abdullah explained that 1,206 tickets were sold this year, roughly down by 300 to 400 tickets from last year. A. Abdullah noted that the weather during the early part of the day may have contributed to this drop in ticket sales.

A. Abdullah also provided an update on the ownership of Grove Fest. The issue of ownership of the event is going before the Park Central board at the next meeting.

c. Finance Committee

Report on Sales Tax Collections will be discussed during the next board of directors meeting.

d. Marketing Committee

A. Abdullah announced that there will be a comprehensive marketing strategy for the the Grove in FY 2018-2019 lead by Byrne Public Relations and Urban Chestnut Brewing Company. A. Abdullah also notified the board the signal boxes in the CID are currently being repainted.

e. Public Services Committee

A. Abdullah presented the RFP for Litter Abatement, the proposal is for a 2 year contract for \$34,000 per year. The services provided in the proposal are as follows: street cleaning Monday - Friday in June through July, summer street cleaning on Wednesdays April through September, parking lot cleaning twice per week July through June, trash removal on Mondays and Fridays in July and June, weed abatement as needed April through September, and water twice per week July through June. K. Kenter motioned for the board to vote on submitting the RFP Litter Abatement proposal. P. Rothschild seconded the motion. The motion passed 9-0-0.

f. Transport Committee

A. Abdullah notified the board that the Transport Committee met on April 23rd, 2018. The committee discussed short term solutions for parking, noted the FCHC lot is not being utilized, and discussed new signage for the CID and marketing strategies.

6. Administrator's Report

A. Abdullah notified the board of new business openings in the CID. Fresh Art Photography at 4366 Manchester opened on 5/23/2018 and Chroma held their grand opening on 6/21/2018 at 4041 Manchester. A. Abdullah also noted that a Raising Canes franchise has been approved at 805 Vandeventer by the Forest Park Southeast Development Corporation, the franchise is projected to reach \$3,000,000 in sales.

Other Business

D. Bellon asked for an update on the street lights in the CID. K. Kenter informed the board that the street lights are currently in production.

7. Adjournment

K. Kenter moved for adjournment. P. Rothschild seconded. The meeting adjourned at 11:45 A.M.

The Grove Community Improvement District
Balance Sheet
As of May 31, 2018

	May 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Reliance (4124)	99,944.00
IndiHop (4467)	-674.00
Operating (9310)	5,963.08
Sales and Use Tax (0668)	48,320.54
Special Assessments (3269)	136,889.23
Total Checking/Savings	290,442.85
Other Current Assets	
CID Assmt Rec CY17	222.00
CID Assmt Rec CY16	1,968.00
CID Assmt Rec CY15	-1,801.00
CID Assmt Rec CY14	-528.00
Due to From Special Events	60.46
Prepaid Expenses	709.00
Total Other Current Assets	630.46
Total Current Assets	291,073.31
Fixed Assets	
Accumulated Amort-Intangible As	-4,579.00
Intangible Assets	11,775.00
Total Fixed Assets	7,196.00
TOTAL ASSETS	298,269.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,610.94
Total Accounts Payable	2,610.94
Other Current Liabilities	
Unearned/Deferred Revenue	76,941.91
Total Other Current Liabilities	76,941.91
Total Current Liabilities	79,552.85
Total Liabilities	79,552.85
Equity	
Retained Earnings	261,047.76
Net Income	-42,331.30
Total Equity	218,716.46
TOTAL LIABILITIES & EQUITY	298,269.31

The Grove Community Improvement District
Profit & Loss Budget Performance
 July 2017 through May 2018

Ordinary Income/Expense	<u>Jul '17 - May 18</u>	<u>Budget</u>	<u>Annual Budget</u>
Income			
Parking Lot Revenue	5,307.00	7,333.37	8,000.00
Receipts			
2017 Special Assessments	92,916.17	82,500.00	90,000.00
2016 Special Assessments	838.45		
2015 Special Assessments	1,412.27		
2014 Special Assessments	390.89		
CID 1% Sales and Use Tax	189,890.52	185,166.67	202,000.00
Donations			
Security & Public Safety	39,000.00	55,250.00	65,000.00
Total Donations	39,000.00	55,250.00	65,000.00
Interest Earnings	153.25		
Total Receipts	<u>324,601.55</u>	<u>322,916.67</u>	<u>357,000.00</u>
Total Income	<u>329,908.55</u>	<u>330,250.04</u>	<u>365,000.00</u>
Gross Profit	<u>329,908.55</u>	<u>330,250.04</u>	<u>365,000.00</u>
Expense			
Marketing & Advertisement			
Miscellaneous	0.00		
Total Marketing & Advertisement	<u>0.00</u>		
Additional Parking Enhancements			
Car Share	6,500.00		
Public Parking Management	1,350.00	2,750.00	3,000.00
Public Park. Lot Litter Control	5,850.00	7,150.00	7,800.00
Total Additional Parking Enhancements	<u>13,700.00</u>	<u>9,900.00</u>	<u>10,800.00</u>
Administrative Support			
Administration	61,609.32	45,000.00	45,000.00
General Liability Insurance	6,943.19	8,250.00	9,000.00
Bank Fees and Charges	126.98		
Administrative Services	0.00	0.00	0.00
Audit Services	12,577.98	10,000.00	10,000.00
Directors & Officers Insurance	2,823.00	916.67	1,000.00
Legal Services	820.10	2,750.00	3,000.00
Office Supplies	214.69	229.17	250.00
Postage	179.04	229.17	250.00
Reserve Funds	0.00	458.33	500.00
Total Administrative Support	<u>85,294.30</u>	<u>67,833.34</u>	<u>69,000.00</u>
Public Services			
Litter Control	23,457.30	22,000.00	24,000.00
Landscaping Watr/Mntnce	9,035.00	8,250.00	9,000.00
Weed Abatement	1,075.00	1,375.00	1,500.00
Reserve Funds	0.00	1,375.00	1,500.00
Total Public Services	<u>33,567.30</u>	<u>33,000.00</u>	<u>36,000.00</u>
Marketing & Special Events			

The Grove Community Improvement District
Profit & Loss Budget Performance
July 2017 through May 2018

	<u>Jul '17 - May 18</u>	<u>Budget</u>	<u>Annual Budget</u>
Advertising	1,715.14	5,500.00	6,000.00
Professional Services	200.00		
Promotional Materials	0.00	5,500.00	6,000.00
Website & Design Services	2,400.00		
Special Events			
Flyover Comedy Festival	3,000.00		
FPSE-GroveFest 2017	30,233.28		
Manchester Bike Bash	1,000.00		
The Grove Criterium	2,000.00		
RFT Music Showcase	10,000.00		
Special Events - Other	0.00	55,000.00	60,000.00
Total Special Events	<u>46,233.28</u>	<u>55,000.00</u>	<u>60,000.00</u>
Total Marketing & Special Events	<u>50,548.42</u>	<u>66,000.00</u>	<u>72,000.00</u>
Public Improvements			
Holiday Decorations	2,891.54		
Grove Entry Marker Electricity	1,256.01		
Grove Entry Markers R&M	1,760.00		
Other Public Improvements	2,900.00		
Trash Cans & Bike Racks	2,663.83		
Reserve Funds	0.00	1,375.00	1,500.00
Public Improvements - Other	0.00	11,916.67	13,000.00
Total Public Improvements	<u>11,471.38</u>	<u>13,291.67</u>	<u>14,500.00</u>
Security & Public Safety			
CWE NSI	22,500.00	30,000.00	30,000.00
Thursday Security Patrols	27,885.00	27,500.00	30,000.00
Friday Security Patrols	46,640.00	41,250.00	45,000.00
Saturday Security Patrols	39,806.25	41,250.00	45,000.00
Sunday Security Patrols	19,621.25	18,333.33	20,000.00
Other Security Patrols	16,156.25	32,083.33	35,000.00
GPS Service	0.00	1,375.00	1,500.00
St Lighting Improvement-Elec	5,049.70	6,600.00	7,200.00
Reserve Funds	0.00	17,416.67	19,000.00
Total Security & Public Safety	<u>177,658.45</u>	<u>215,808.33</u>	<u>232,700.00</u>
Total Expense	<u>372,239.85</u>	<u>405,833.34</u>	<u>435,000.00</u>
Net Ordinary Income	-42,331.30	-75,583.30	-70,000.00
Net Income	<u><u>-42,331.30</u></u>	<u><u>-75,583.30</u></u>	<u><u>-70,000.00</u></u>

The Grove Community Improvement District
Balance Sheet
As of June 30, 2018

	<u>Jun 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Reliance (4124)	99,944.00
IndiHop (4467)	(674.00)
Operating (9310)	126,011.29
Sales and Use Tax (0668)	50,033.52
Special Assessments (3269)	12,294.90
Total Checking/Savings	<u>287,609.71</u>
Accounts Receivable	
Other Accounts Receivable	26,000.00
Total Accounts Receivable	<u>26,000.00</u>
Other Current Assets	
CID Assmt Rec CY17	222.00
CID Assmt Rec CY16	1,968.00
CID Assmt Rec CY15	(1,801.00)
CID Assmt Rec CY14	(528.00)
Due to From Special Events	60.46
Prepaid Expenses	709.00
Total Other Current Assets	<u>630.46</u>
Total Current Assets	<u>314,240.17</u>
Fixed Assets	
Accumulated Amort-Intangible As	(4,579.00)
Intangible Assets	11,775.00
Total Fixed Assets	<u>7,196.00</u>
TOTAL ASSETS	<u><u>321,436.17</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Liabilities	99,360.00
Unearned/Deferred Revenue	76,941.91
Total Other Current Liabilities	<u>176,301.91</u>
Total Current Liabilities	<u>176,301.91</u>
Total Liabilities	<u>176,301.91</u>
Equity	
Retained Earnings	261,047.76
Net Income	(115,913.50)
Total Equity	<u>145,134.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>321,436.17</u></u>

The Grove Community Improvement District
Profit & Loss Budget Performance
 July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense			
Income			
Parking Lot Revenue	5,307.00	8,000.00	8,000.00
Receipts			
2017 Special Assessments	93,324.84	90,000.00	90,000.00
2016 Special Assessments	838.45		
2015 Special Assessments	1,412.27		
2014 Special Assessments	390.89		
CID 1% Sales and Use Tax	216,602.18	202,000.00	202,000.00
Donations			
Security & Public Safety	65,000.00	65,000.00	65,000.00
Total Donations	<u>65,000.00</u>	<u>65,000.00</u>	<u>65,000.00</u>
Interest Earnings	157.57		
Total Receipts	<u>377,726.20</u>	<u>357,000.00</u>	<u>357,000.00</u>
Total Income	<u>383,033.20</u>	<u>365,000.00</u>	<u>365,000.00</u>
Gross Profit	383,033.20	365,000.00	365,000.00
Expense			
Additional Parking Enhancements			
Car Share	7,000.00		
Public Parking Management	1,800.00	3,000.00	3,000.00
Public Park. Lot Litter Control	5,850.00	7,800.00	7,800.00
Total Additional Parking Enhancements	<u>14,650.00</u>	<u>10,800.00</u>	<u>10,800.00</u>
Administrative Support			
Administration	61,609.32	45,000.00	45,000.00
General Liability Insurance	6,943.19	9,000.00	9,000.00
Bank Fees and Charges	135.98		
Audit Services	12,577.98	10,000.00	10,000.00
Directors & Officers Insurance	2,823.00	1,000.00	1,000.00
Legal Services	820.10	3,000.00	3,000.00
Office Supplies	214.69	250.00	250.00
Postage	179.04	250.00	250.00
Reserve Funds	0.00	500.00	500.00
Total Administrative Support	<u>85,303.30</u>	<u>69,000.00</u>	<u>69,000.00</u>
Public Services			
Litter Control	23,757.30	24,000.00	24,000.00
Landscaping Watr/Mntnce	9,035.00	9,000.00	9,000.00
Weed Abatement	1,075.00	1,500.00	1,500.00
Reserve Funds	0.00	1,500.00	1,500.00
Total Public Services	<u>33,867.30</u>	<u>36,000.00</u>	<u>36,000.00</u>

The Grove Community Improvement District
Profit & Loss Budget Performance
July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Marketing & Special Events			
Advertising	1,827.92	6,000.00	6,000.00
Professional Services	200.00		
Promotional Materials	0.00	6,000.00	6,000.00
Website & Design Services	2,400.00		
Special Events			
Flyover Comedy Festival	3,000.00		
FPSE-GroveFest 2017	30,233.28		
Manchester Bike Bash	1,000.00		
The Grove Criterium	2,000.00		
RFT Music Showcase	15,000.00		
Special Events - Other	0.00	60,000.00	60,000.00
Total Special Events	<u>51,233.28</u>	<u>60,000.00</u>	<u>60,000.00</u>
Total Marketing & Special Events	<u>55,661.20</u>	<u>72,000.00</u>	<u>72,000.00</u>
Public Improvements			
Holiday Decorations	2,891.54		
Grove Entry Marker Electricity	1,256.01		
Grove Entry Markers R&M	1,760.00		
Other Public Improvements	106,460.00		
Trash Cans & Bike Racks	2,663.83		
Reserve Funds	0.00	1,500.00	1,500.00
Public Improvements - Other	0.00	13,000.00	13,000.00
Total Public Improvements	<u>115,031.38</u>	<u>14,500.00</u>	<u>14,500.00</u>
Security & Public Safety			
CWE NSI	22,500.00	30,000.00	30,000.00
Thursday Security Patrols	31,501.25	30,000.00	30,000.00
Friday Security Patrols	52,635.00	45,000.00	45,000.00
Saturday Security Patrols	44,742.50	45,000.00	45,000.00
Sunday Security Patrols	21,340.00	20,000.00	20,000.00
Other Security Patrols	16,156.25	35,000.00	35,000.00
GPS Service	0.00	1,500.00	1,500.00
St Lighting Improvement-Elec	5,558.52	7,200.00	7,200.00
Reserve Funds	0.00	19,000.00	19,000.00
Total Security & Public Safety	<u>194,433.52</u>	<u>232,700.00</u>	<u>232,700.00</u>
Total Expense	<u>498,946.70</u>	<u>435,000.00</u>	<u>435,000.00</u>
Net Ordinary Income	<u>(115,913.50)</u>	<u>(70,000.00)</u>	<u>(70,000.00)</u>
Net Income	<u><u>(115,913.50)</u></u>	<u><u>(70,000.00)</u></u>	<u><u>(70,000.00)</u></u>