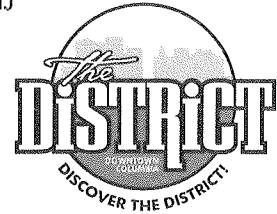


RECEIVED NOV 04 2015



**The District** • Downtown Community Improvement District  
11 South 10th Street • Columbia, MO 65201 • (573) 442-6816  
**DiscoverTheDistrict.com**



**CID Board**

Blake Danuser  
Binghams

Adam Dushoff  
Addison's

Tony Grove  
Grove Construction

Christina Kelley  
Makes Scents

Tom Mendenhall  
The Lofts at 308 Ninth

Michael McClung  
Quinton's, Resident

Allan Moore  
Moore & Shryock

John Ott  
Paramount Building

Tom Schwarz  
Landmark Bank

Deb Sheals  
Historic Preservation Consulting

Ben Wade  
Guitarfinder

Michael Wagner  
Central Bank of Boone County

Marti Waigandt  
808 Cherry

Skip Walther  
Walther, Antel, Stamper & Fischer

Andrew Waters  
Columbia Daily Tribune

City of Columbia – City Clerk  
Attn: Downtown CID Annual Report  
701 East Broadway  
Columbia, MO 65205

October 30, 2015

To Whom It May Concern:

In accordance with 67.1471.4 RSMo, please accept the enclosed annual report for the Downtown Community Improvement District in the City of Columbia

If you have any questions, please feel free to contact me at (573) 442-6816. Thank you for your help.

Sincerely,

Katie Essing  
Executive Director  
Downtown Community Improvement District

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**

**FINANCIAL STATEMENTS**

**ONE MONTH AND TWELVE MONTHS ENDED**  
**SEPTEMBER 30, 2015**

**GK&C**  
GERDING, KORTE & CHITWOOD

Professional Corporation  

---

Certified Public Accountants



## ACCOUNTANTS' COMPILATION REPORT

Professional Corporation  
Certified Public Accountants

To the Board of Directors  
Downtown Community Improvement District  
Columbia, Missouri

20 South Fifth Street  
Columbia, MO 65201  
(573) 449-1599  
Fax: (573) 443-8603

[www.gkccpas.com](http://www.gkccpas.com)

We have compiled the accompanying statement of assets, liabilities and net assets - modified cash basis of Downtown Community Improvement District, (a quasi-governmental agency) as of September 30, 2015 and the related statement of support, revenues and expenses - budget to actual - modified cash basis for the one month and twelve months ended September 30, 2015. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the modified cash basis of accounting.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

### PARTNERS

*Robert A. Gerding*  
*Fred W. Korte, Jr.*  
*Joseph E. Chitwood*  
*James R. McGinnis*  
*Travis W. Hundley*  
*Jeffrey A. Chitwood*  
*Amy L. Watson*  
*Heidi N. Ross*

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about Downtown Community Improvement District's assets, liabilities, net assets, revenues, and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Downtown Community Improvement District.

Gerding, Korte & Chitwood, PC, CPA's

October 28, 2015

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT  
STATEMENT OF ASSETS, LIABILITIES, AND  
NET ASSETS - MODIFIED CASH BASIS**

**September 30, 2015**

**ASSETS**

**CURRENT ASSETS:**

Commerce Future FY Sales Tax Funds	\$ 217,988.15
Commerce Future FY Property Tax Funds	182,834.82
Commerce Sales Tax - Current FY	161,554.12
Gateway Funds	275,516.04
6 Month Operating Funds	<u>150,075.47</u>
<b>Total Current Assets</b>	<u>987,968.60</u>

**PROPERTY AND EQUIPMENT:**

Furniture & Equipment	43,360.83
Less: Accumulated Depreciation	<u>(39,798.48)</u>
<b>Net Property and Equipment</b>	<u>3,562.35</u>

<b>TOTAL ASSETS</b>	<b>\$ <u>991,530.95</u></b>
---------------------	-----------------------------

**LIABILITIES AND NET ASSETS**

**LIABILITIES:**

**CURRENT LIABILITIES:**

Deferred Revenue - Sales Tax	\$ 259,070.67
Deferred Revenue - Property Tax	<u>187,449.95</u>
<b>Total Current Liabilities</b>	<u>446,520.62</u>
<b>Total Liabilities</b>	<u>\$ 446,520.62</u>

**NET ASSETS:**

Undesignated	146,027.90
Designated 6 Month Operating	150,000.00
Designated - Gateways	150,000.00
Revenues Over/(Under) Expenses	<u>98,982.43</u>
<b>Total Net Assets</b>	<u>545,010.33</u>

<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ <u>991,530.95</u></b>
-----------------------------------------	-----------------------------



**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT  
STATEMENTS OF SUPPORT, REVENUES, AND EXPENSES  
BUDGET TO ACTUAL - MODIFIED CASH BASIS**

	<b>1 Month Ended</b>	<b>12 Months Ended</b>	<b>Total</b>	<b>% of</b>	<b>Remaining</b>
	<b>Sep. 30, 2015</b>	<b>Sep. 30, 2015</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>RECURRING SUPPORT &amp; REVENUE:</b>					
Property Assessment	\$ 0.00	\$ 181,914.33	\$ 181,207.00	100.39	\$ (707.33)
Sales Tax	0.00	605,229.56	543,056.00	111.45	(62,173.56)
Interest Income	69.95	2,003.46	1,026.00	195.27	(977.46)
<b>Total Recurring Support &amp; Revenue</b>	<b>69.95</b>	<b>789,147.35</b>	<b>725,289.00</b>	<b>108.80</b>	<b>(63,858.35)</b>
<b>RECURRING EXPENSES:</b>					
<b>Program Management</b>					
Fees	143.84	318.81	0.00	0.00	(318.81)
Health Insurance	571.34	6,365.17	11,458.00	55.55	5,092.83
Insurance	0.00	1,513.00	484.00	312.60	(1,029.00)
Meals and Entertainment	0.00	451.23	500.00	90.25	48.77
Office Equipment Rental	172.25	1,611.83	500.00	322.37	(1,111.83)
Office Equipment Repair	0.00	0.00	1,500.00	0.00	1,500.00
Office Repairs & Maintenance	29.66	6,731.52	7,000.00	96.16	268.48
Office Supplies	241.55	3,052.22	1,951.00	156.44	(1,101.22)
Parking	2,487.04	2,487.04	2,243.00	110.88	(244.04)
Payroll Taxes - Admin.	976.13	11,867.95	14,147.00	83.89	2,279.05
Professional Services	976.59	26,620.11	10,000.00	266.20	(16,620.11)
Rent	2,370.49	27,424.53	25,750.00	106.50	(1,674.53)
Retirement Plan	1,063.00	1,063.00	8,370.00	12.70	7,307.00
Salary - Administrative	12,387.75	141,965.50	141,466.00	100.35	(499.50)
Seminars/Conferences	0.00	4,210.11	5,500.00	76.55	1,289.89
Telephone	222.65	2,616.97	3,850.00	67.97	1,233.03
Travel	0.00	988.36	0.00	0.00	(988.36)
Utilities	595.11	6,942.62	7,150.00	97.10	207.38
<b>Total Program Management</b>	<b>22,237.40</b>	<b>246,229.97</b>	<b>241,869.00</b>	<b>101.80</b>	<b>(4,360.97)</b>
<b>Programs &amp; Services</b>					
<b>Environmental</b>					
<b>Beautification/Streetscape</b>					
Banner Installation	0.00	8,755.57	10,000.00	87.56	1,244.43
City Horticulture	625.00	7,500.00	7,500.00	100.00	0.00
Holiday Decor	0.00	9,550.00	0.00	0.00	(9,550.00)
Public Art Program	0.00	500.00	1,000.00	50.00	500.00
Special Streetscape Programs	0.00	5,688.58	13,600.00	41.83	7,911.42
<b>Total Beautification/Streetscape</b>	<b>625.00</b>	<b>31,994.15</b>	<b>32,100.00</b>	<b>99.67</b>	<b>105.85</b>
<b>Cleaning and Maintenance</b>					
Cleaning & Maintenance Payroll Taxes	168.63	2,755.97	4,500.00	61.24	1,744.03
Cleaning & Maintenance Labor	10,536.00	41,139.00	45,000.00	91.42	3,861.00
Cleaning & Maintenance Equipment	0.00	208.51	1,500.00	13.90	1,291.49

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT  
STATEMENTS OF SUPPORT, REVENUES, AND EXPENSES  
BUDGET TO ACTUAL - MODIFIED CASH BASIS**

	<b>1 Month Ended Sep. 30, 2015</b>	<b>12 Months Ended Sep. 30, 2015</b>	<b>Total Budget</b>	<b>% of Budget</b>	<b>Remaining Budget</b>
Cleaning & Maintenance - Sidewalk	105.56	164.32	0.00	0.00	(164.32)
Extended Cleaning Services	14,292.00	51,656.00	38,000.00	135.94	(13,656.00)
Recycling	0.00	0.00	7,000.00	0.00	7,000.00
<b>Total Cleaning and Maintenance</b>	<u>25,102.19</u>	<u>95,923.80</u>	<u>96,000.00</u>	<u>99.92</u>	<u>76.20</u>
<b>Economy</b>					
<b>Economic Development</b>					
Industry Memberships	1,525.00	3,758.00	1,700.00	221.06	(2,058.00)
TIF Expenditures	3,708.40	23,450.91	17,167.00	136.60	(6,283.91)
District Wireless (Maintenance)	2,590.00	31,080.00	32,000.00	97.13	920.00
Economic Devel. Business Mktg	0.00	167.50	10,000.00	1.68	9,832.50
Economic Benchmarking	0.00	0.00	1,300.00	0.00	1,300.00
Economic Devel. Programs	0.00	150.00	7,500.00	2.00	7,350.00
<b>Total Economic Development</b>	<u>7,823.40</u>	<u>58,606.41</u>	<u>69,667.00</u>	<u>84.12</u>	<u>11,060.59</u>
<b>Marketing</b>					
Marketing Subscription	107.94	1,667.71	1,200.00	138.98	(467.71)
Image Marketing	8,258.44	28,538.44	25,000.00	114.15	(3,538.44)
Promotions & Events	300.00	18,949.94	20,000.00	94.75	1,050.06
Online Marketing	813.33	11,122.70	10,000.00	111.23	(1,122.70)
Postage	562.44	4,543.99	5,000.00	90.88	456.01
Printing	1,875.00	6,695.00	7,000.00	95.64	305.00
<b>Total Marketing</b>	<u>11,917.15</u>	<u>71,517.78</u>	<u>68,200.00</u>	<u>104.86</u>	<u>(3,317.78)</u>
<b>Total Programs &amp; Services</b>	<u>45,467.74</u>	<u>258,042.14</u>	<u>265,967.00</u>	<u>97.02</u>	<u>7,924.86</u>
<b>Total Recurring Expenses</b>	<u>67,705.14</u>	<u>504,272.11</u>	<u>507,836.00</u>	<u>99.30</u>	<u>3,563.89</u>
<b>RECURRING SURPLUS/(DEFICIT)</b>	<u>(67,635.19)</u>	<u>284,875.24</u>	<u>217,453.00</u>	<u>131.01</u>	<u>(67,422.24)</u>

**NON-RECURRING EXPENSES:**

**Environmental**

**Beautification/Streetscape**

Design Guidelines Consultants	0.00	15,779.30	0.00	0.00	(15,779.30)
Design Guidelines Booklet	0.00	176.40	1,500.00	11.76	1,323.60
Energy Efficiency Programs	2,500.00	2,500.00	20,000.00	12.50	17,500.00
Banner Design / Production	3,700.00	18,000.00	18,000.00	100.00	0.00
Sewer / Stormwater Programs	0.00	20,000.00	20,000.00	100.00	0.00
Sidewalk Trash Cans	0.00	31,625.00	36,000.00	87.85	4,375.00
Directional Signage	3,598.00	3,678.00	10,000.00	36.78	6,322.00
Broadway Gateway	8,213.75	24,824.96	175,000.00	14.19	150,175.04
<b>Total Beautification/Streetscape</b>	<u>18,011.75</u>	<u>116,583.66</u>	<u>280,500.00</u>	<u>41.56</u>	<u>163,916.34</u>

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT  
STATEMENTS OF SUPPORT, REVENUES, AND EXPENSES  
BUDGET TO ACTUAL - MODIFIED CASH BASIS**

	<b>1 Month Ended Sep. 30, 2015</b>	<b>12 Months Ended Sep. 30, 2015</b>	<b>Total Budget</b>	<b>% of Budget</b>	<b>Remaining Budget</b>
<b>Public Safety</b>					
Alley Lighting	0.00	18,845.33	30,000.00	62.82	11,154.67
Public Safety Programs	0.00	0.00	10,000.00	0.00	10,000.00
Hospitality Zone Assessment	5,426.06	49,467.44	32,000.00	154.59	(17,467.44)
Public Safety Brochure	0.00	0.00	2,500.00	0.00	2,500.00
<b>Total Public Safety</b>	<b>5,426.06</b>	<b>68,312.77</b>	<b>74,500.00</b>	<b>91.69</b>	<b>6,187.23</b>
<b>Marketing</b>					
Marketing Professional Services	0.00	0.00	1,800.00	0.00	1,800.00
<b>Total Marketing</b>	<b>0.00</b>	<b>0.00</b>	<b>1,800.00</b>	<b>0.00</b>	<b>1,800.00</b>
<b>CVB Grant</b>					
CVB Grant	0.00	(975.00)	0.00	0.00	975.00
<b>Total CVB Grant</b>	<b>0.00</b>	<b>(975.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>975.00</b>
<b>Total Non-Recurring Expenses</b>	<b>23,437.81</b>	<b>183,921.43</b>	<b>356,800.00</b>	<b>51.55</b>	<b>172,878.57</b>
<b>NON-RECURRING SURPLUS/(DEFICIT)</b>	<b>(23,437.81)</b>	<b>(183,921.43)</b>	<b>(356,800.00)</b>	<b>(51.55)</b>	<b>(172,878.57)</b>
<b>NON-CASH TRANSACTIONS:</b>					
Depreciation	(164.30)	(1,971.38)	0.00	0.00	(1,971.38)
<b>Total Non-Cash Transactions</b>	<b>(164.30)</b>	<b>(1,971.38)</b>	<b>0.00</b>	<b>0.00</b>	<b>1,971.38</b>
<b>REVENUE OVER (UNDER) EXPENSES</b>	<b>\$ (91,237.30)</b>	<b>\$ 98,982.43</b>	<b>\$ (139,347.00)</b>	<b>(71.03)</b>	<b>\$ (238,329.43)</b>

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT  
STATEMENTS OF SUPPORT, REVENUES, AND EXPENSES  
BUDGET TO ACTUAL - MODIFIED CASH BASIS**

	<b>1 Month Ended Sep. 30, 2015</b>	<b>12 Months Ended Sep. 30, 2015</b>	<b>Total Budget</b>	<b>% of Budget</b>	<b>Remaining Budget</b>
Cleaning & Maintenance - Sidewalk	105.56	164.32	0.00	0.00	(164.32)
Extended Cleaning Services	14,292.00	51,656.00	38,000.00	135.94	(13,656.00)
Recycling	0.00	0.00	7,000.00	0.00	7,000.00
<b>Total Cleaning and Maintenance</b>	<b>25,102.19</b>	<b>95,923.80</b>	<b>96,000.00</b>	<b>99.92</b>	<b>76.20</b>
<b>Economy</b>					
<b>Economic Development</b>					
Industry Memberships	1,525.00	3,758.00	1,700.00	221.06	(2,058.00)
TIF Expenditures	3,708.40	23,450.91	17,167.00	136.60	(6,283.91)
District Wireless (Maintenance)	2,590.00	31,080.00	32,000.00	97.13	920.00
Economic Devel. Business Mktg	0.00	167.50	10,000.00	1.68	9,832.50
Economic Benchmarking	0.00	0.00	1,300.00	0.00	1,300.00
Economic Devel. Programs	0.00	150.00	7,500.00	2.00	7,350.00
<b>Total Economic Development</b>	<b>7,823.40</b>	<b>58,606.41</b>	<b>69,667.00</b>	<b>84.12</b>	<b>11,060.59</b>
<b>Marketing</b>					
Marketing Subscription	107.94	1,667.71	1,200.00	138.98	(467.71)
Image Marketing	8,258.44	28,538.44	25,000.00	114.15	(3,538.44)
Promotions & Events	300.00	18,949.94	20,000.00	94.75	1,050.06
Online Marketing	813.33	11,122.70	10,000.00	111.23	(1,122.70)
Postage	562.44	4,543.99	5,000.00	90.88	456.01
Printing	1,875.00	6,695.00	7,000.00	95.64	305.00
<b>Total Marketing</b>	<b>11,917.15</b>	<b>71,517.78</b>	<b>68,200.00</b>	<b>104.86</b>	<b>(3,317.78)</b>
<b>Total Programs &amp; Services</b>	<b>45,467.74</b>	<b>258,042.14</b>	<b>265,967.00</b>	<b>97.02</b>	<b>7,924.86</b>
<b>Total Recurring Expenses</b>	<b>75,918.89</b>	<b>512,485.86</b>	<b>507,836.00</b>	<b>100.92</b>	<b>(4,649.86)</b>
<b>RECURRING SURPLUS/(DEFICIT)</b>	<b>(75,848.94)</b>	<b>276,661.49</b>	<b>217,453.00</b>	<b>127.23</b>	<b>(59,208.49)</b>
<b>NON-RECURRING EXPENSES:</b>					
<b>Environmental</b>					
<b>Beautification/Streetscape</b>					
Design Guidelines Consultants	0.00	15,779.30	0.00	0.00	(15,779.30)
Design Guidelines Booklet	0.00	176.40	1,500.00	11.76	1,323.60
Energy Efficiency Programs	2,500.00	2,500.00	20,000.00	12.50	17,500.00
Banner Design / Production	3,700.00	18,000.00	18,000.00	100.00	0.00
Sewer / Stormwater Programs	0.00	20,000.00	20,000.00	100.00	0.00
Sidewalk Trash Cans	0.00	31,625.00	36,000.00	87.85	4,375.00
Directional Signage	3,598.00	3,678.00	10,000.00	36.78	6,322.00
Broadway Gateway	0.00	16,611.21	175,000.00	9.49	158,388.79
<b>Total Beautification/Streetscape</b>	<b>9,798.00</b>	<b>108,369.91</b>	<b>280,500.00</b>	<b>38.63</b>	<b>172,130.09</b>

See Accountants' Compilation Report

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT  
STATEMENTS OF SUPPORT, REVENUES, AND EXPENSES  
BUDGET TO ACTUAL - MODIFIED CASH BASIS**

	<b>1 Month Ended Sep. 30, 2015</b>	<b>12 Months Ended Sep. 30, 2015</b>	<b>Total Budget</b>	<b>% of Budget</b>	<b>Remaining Budget</b>
<b>Public Safety</b>					
Alley Lighting	0.00	18,845.33	30,000.00	62.82	11,154.67
Public Safety Programs	0.00	0.00	10,000.00	0.00	10,000.00
Hospitality Zone Assessment	5,426.06	49,467.44	32,000.00	154.59	(17,467.44)
Public Safety Brochure	0.00	0.00	2,500.00	0.00	2,500.00
<b>Total Public Safety</b>	<b>5,426.06</b>	<b>68,312.77</b>	<b>74,500.00</b>	<b>91.69</b>	<b>6,187.23</b>
<b>Marketing</b>					
Marketing Professional Services	0.00	0.00	1,800.00	0.00	1,800.00
<b>Total Marketing</b>	<b>0.00</b>	<b>0.00</b>	<b>1,800.00</b>	<b>0.00</b>	<b>1,800.00</b>
<b>CVB Grant</b>					
CVB Grant	0.00	(975.00)	0.00	0.00	975.00
<b>Total CVB Grant</b>	<b>0.00</b>	<b>(975.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>975.00</b>
<b>Total Non-Recurring Expenses</b>	<b>15,224.06</b>	<b>175,707.68</b>	<b>356,800.00</b>	<b>49.25</b>	<b>181,092.32</b>
<b>NON-RECURRING SURPLUS/(DEFICIT)</b>	<b>(15,224.06)</b>	<b>(175,707.68)</b>	<b>(356,800.00)</b>	<b>(49.25)</b>	<b>(181,092.32)</b>
<b>NON-CASH TRANSACTIONS:</b>					
Depreciation	(164.30)	(1,971.38)	0.00	0.00	(1,971.38)
<b>Total Non-Cash Transactions</b>	<b>(164.30)</b>	<b>(1,971.38)</b>	<b>0.00</b>	<b>0.00</b>	<b>1,971.38</b>
<b>REVENUE OVER (UNDER) EXPENSES</b>	<b>\$ (91,237.30)</b>	<b>\$ 98,982.43</b>	<b>\$ (139,347.00)</b>	<b>(71.03)</b>	<b>\$ (238,329.43)</b>

See Accountants' Compilation Report

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

September 1, 2015 - September 30, 2015

Date	Reference	Journal Description	Beginning Balance	Debit	Credit	Period End Balance
<b>999 Undistributed</b>			0.00			
		<b>Totals for 999</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>1005 Commerce Future FY Sales Tax Funds</b>			150,293.39			
09/30/15	20.02	RECORD MONTHLY DEPOSITS		67,791.32		
09/30/15	20.05	RECORD UNITED HEALTHCARE INS PREM			96.56	
		<b>Totals for 1005</b>		<u>67,791.32</u>	<u>96.56</u>	<u>217,988.15</u>
<b>1010 Commerce Future FY Property Tax Funds</b>			182,834.82			
		<b>Totals for 1010</b>		<u>0.00</u>	<u>0.00</u>	<u>182,834.82</u>
<b>1020 Commerce Sales Tax - Current FY</b>			252,600.51			
09/01/15	1064	ATKINS			3,592.00	
09/01/15	1065	CITY OF COLUMBIA			495.16	
09/01/15	1066	CENTURYLINK			222.65	
09/01/15	1067	FULL STREAM			2,590.00	
09/01/15	1069	AGENT CLEAN			7,500.00	
09/01/15	1070	DIRECT IMPAQT			2,223.09	
09/02/15	1068	KEEPERS DALTON PARTNERSHIP			2,370.49	
09/08/15	1071	MO MAINTENANCE STREET CONNECTION			325.00	
09/08/15	1072	CITY OF COLUMBIA			30.00	
09/08/15	1073	COLUMBIA DAILY TRIBUNE			962.74	
09/08/15	1074	MISSOURIAN			333.33	
09/08/15	1075	DELTA SYSTEMS GROUP			25.00	
09/08/15	1076	CULLIGAN			46.75	
09/15/15	1077	TRANQUILITY INTERNET SERVICES			74.95	
09/15/15	1078	CITY OF COLUMBIA			2,500.00	
09/15/15	1079	MO DEPT OF REVENUE			105.00	
09/15/15	1080	GERDING, KORTE & CHITWOOD			375.00	
09/15/15	1081	IMAGE TECHNOLOGY			125.50	
09/15/15	1082	CITY OF COLUMBIA HORTI CULTURE			625.00	
09/15/15	1083	THE TIGER HOTEL			288.00	
09/15/15	1084	VANGEL			8,213.75	
09/22/15	1085	COMMERCE BNAK			1,638.58	
09/22/15	1086	CITY OF COLUMBIA			3,708.40	
09/24/15	1088	BUSKERS			75.00	
09/24/15	1089	BUSKERS			75.00	
09/24/15	1090	CENTRAL COLUMBIA ASSOCIATION			150.00	
09/29/15	1091	COMMERCE BANK			1,063.00	
09/29/15	1092	BROOKE OMAR			4,275.00	
09/29/15	1093	COLUMBIA SIGN SERVICE			3,598.00	
09/29/15	1094	AGENT CLEAN			5,000.00	
09/29/15	1095	PROJECT GRAPHICS			4,908.44	
09/29/15	1096	RESPONSIBLE HOSPITALITY INSTITUTE			4,917.08	
09/29/15	1097	SCHRIEFER'S OFFICE			206.55	
09/29/15	1098	ATKINS			3,592.00	
09/29/15	1099	ATKINS			3,396.00	
09/30/15	20.01	RECORD PAYROLL			15,708.76	
09/30/15	20.04	RECORD STOP PAY CHARGES			35.00	
09/30/15	20.05	RECORD UNITED HEALTHCARE INS PREM			474.78	
09/30/15	1100	DIRECT IMPAQT			214.35	
09/30/15	1101	CITY OF COLUMBIA			2,487.04	

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

September 1, 2015 - September 30, 2015

Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
09/30/15	1112		PEACE FRAME PRODUCTIONS			2,500.00	
			<b>Totals for 1020</b>		0.00	91,046.39	161,554.12
<b>1140 Gateway Funds</b>				275,470.76			
09/30/15	20.06		RECORD INTEREST EARNED		45.28		
			<b>Totals for 1140</b>		45.28	0.00	275,516.04
<b>1145 6 Month Operating Funds</b>				150,050.80			
09/30/15	20.06		RECORD INTEREST EARNED		24.67		
			<b>Totals for 1145</b>		24.67	0.00	150,075.47
<b>1520 Furniture &amp; Equipment</b>				43,360.83			
			<b>Totals for 1520</b>		0.00	0.00	43,360.83
<b>1620 Accumulated Depreciation</b>				(39,634.18)			
09/30/15	20.03		RECORD DEPRECIATION			164.30	
			<b>Totals for 1620</b>		0.00	164.30	(39,798.48)
<b>2300 Deferred Revenue - Sales Tax</b>				(191,279.35)			
09/30/15	20.02		RECORD MONTHLY DEPOSITS DOR			67,086.11	
09/30/15	20.02		RECORD MONTHLY DEPOSITS DOR LOCAL OPTION			705.21	
			<b>Totals for 2300</b>		0.00	67,791.32	(259,070.67)
<b>2310 Deferred Revenue - Property Tax</b>				(187,449.95)			
			<b>Totals for 2310</b>		0.00	0.00	(187,449.95)
<b>3000 Undesignated</b>				(146,027.90)			
			<b>Totals for 3000</b>		0.00	0.00	(146,027.90)
<b>3010 Designated 6 Month Operating</b>				(150,000.00)			
			<b>Totals for 3010</b>		0.00	0.00	(150,000.00)
<b>3020 Designated - Gateways</b>				(150,000.00)			
			<b>Totals for 3020</b>		0.00	0.00	(150,000.00)
<b>4000 Property Assessment</b>				(181,914.33)			
			<b>Totals for 4000</b>		0.00	0.00	(181,914.33)
<b>4008 Sales Tax</b>				(605,229.56)			
			<b>Totals for 4008</b>		0.00	0.00	(605,229.56)
<b>4900 Interest Income</b>				(1,933.51)			
09/30/15	20.06		RECORD INTEREST EARNED			45.28	
09/30/15	20.06		RECORD INTEREST EARNED			24.67	
			<b>Totals for 4900</b>		0.00	69.95	(2,003.46)
<b>7050 Fees</b>				174.97			
09/08/15	1072		CITY OF COLUMBIA FEES		30.00		
09/08/15	1073		COLUMBIA DAILY TRIBUNE		113.84		
			<b>Totals for 7050</b>		143.84	0.00	318.81
<b>7060 Health Insurance</b>				5,793.83			
09/30/15	20.05		RECORD UNITED HEALTHCARE INS PREM		571.34		
			<b>Totals for 7060</b>		571.34	0.00	6,365.17

# DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT

## General Ledger - Separate Debits and Credits

September 1, 2015 - September 30, 2015

Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
<b>7080 Insurance</b>				1,513.00			
			<b>Totals for 7080</b>		<u>0.00</u>	<u>0.00</u>	<u>1,513.00</u>
<b>7120 Meals and Entertainment</b>				451.23			
			<b>Totals for 7120</b>		<u>0.00</u>	<u>0.00</u>	<u>451.23</u>
<b>7160 Industry Memberships</b>				2,233.00			
09/08/15	1071		MO MAINTENANCE STREET CONNECTION		325.00		
09/22/15	1085		COMMERCE BNAK		<u>1,200.00</u>		
			<b>Totals for 7160</b>		<u>1,525.00</u>	<u>0.00</u>	<u>3,758.00</u>
<b>7280 Office Equipment Rental</b>				1,439.58			
09/08/15	1076		CULLIGAN		46.75		
09/15/15	1081		IMAGE TECHNOLOGY		<u>125.50</u>		
			<b>Totals for 7280</b>		<u>172.25</u>	<u>0.00</u>	<u>1,611.83</u>
<b>7360 Office Repairs &amp; Maintenance</b>				6,701.86			
09/22/15	1085		COMMERCE BNAK		<u>29.66</u>		
			<b>Totals for 7360</b>		<u>29.66</u>	<u>0.00</u>	<u>6,731.52</u>
<b>7400 Office Supplies</b>				2,810.67			
09/29/15	1097		SCHRIEFER'S OFFICE		206.55		
09/30/15	20.04		RECORD STOP PAY CHARGES		<u>35.00</u>		
			<b>Totals for 7400</b>		<u>241.55</u>	<u>0.00</u>	<u>3,052.22</u>
<b>7440 Parking</b>				0.00			
09/30/15	1101		CITY OF COLUMBIA		<u>2,487.04</u>		
			<b>Totals for 7440</b>		<u>2,487.04</u>	<u>0.00</u>	<u>2,487.04</u>
<b>7480 Payroll Taxes - Admin.</b>				10,891.82			
09/30/15	20.01		RECORD PAYROLL		<u>976.13</u>		
			<b>Totals for 7480</b>		<u>976.13</u>	<u>0.00</u>	<u>11,867.95</u>
<b>7600 Professional Services</b>				25,643.52			
09/01/15	1064		ATKINS		196.00		
09/08/15	1073		COLUMBIA DAILY TRIBUNE		68.34		
09/15/15	1079		MO DEPT OF REVENUE		105.00		
09/15/15	1080		GERDING, KORTE & CHITWOOD		375.00		
09/15/15	1084		VANGEL		<u>8,213.75</u>		
09/29/15	1098		ATKINS		196.00		
09/30/15	20.01		RECORD PAYROLL		<u>36.25</u>		
			<b>Totals for 7600</b>		<u>9,190.34</u>	<u>0.00</u>	<u>34,833.86</u>
<b>7640 Rent</b>				25,054.04			
09/02/15	1068		KEEPERS DALTON PARTNERSHIP		<u>2,370.49</u>		
			<b>Totals for 7640</b>		<u>2,370.49</u>	<u>0.00</u>	<u>27,424.53</u>
<b>7660 Retirement Plan</b>				0.00			
09/29/15	1091		COMMERCE BANK		<u>1,063.00</u>		
			<b>Totals for 7660</b>		<u>1,063.00</u>	<u>0.00</u>	<u>1,063.00</u>
<b>7680 Salary - Administrative</b>				129,577.75			
09/30/15	20.01		RECORD PAYROLL		<u>12,387.75</u>		
			<b>Totals for 7680</b>		<u>12,387.75</u>	<u>0.00</u>	<u>141,965.50</u>



**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

September 1, 2015 - September 30, 2015

Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
<b>7720</b>	<b>Seminars/Conferences</b>			4,210.11			
			<b>Totals for 7720</b>		<u>0.00</u>	<u>0.00</u>	<u>4,210.11</u>
<b>7800</b>	<b>Marketing Subscription</b>			1,559.77			
09/22/15	1085		COMMERCE BNAK		<u>107.94</u>		
			<b>Totals for 7800</b>		<u>107.94</u>	<u>0.00</u>	<u>1,667.71</u>
<b>7840</b>	<b>Telephone</b>			2,394.32			
09/01/15	1066		CENTURYLINK		<u>222.65</u>		
			<b>Totals for 7840</b>		<u>222.65</u>	<u>0.00</u>	<u>2,616.97</u>
<b>7850</b>	<b>TIF Expenditures</b>			19,742.51			
09/22/15	1086		CITY OF COLUMBIA		<u>3,708.40</u>		
			<b>Totals for 7850</b>		<u>3,708.40</u>	<u>0.00</u>	<u>23,450.91</u>
<b>7920</b>	<b>Travel</b>			988.36			
			<b>Totals for 7920</b>		<u>0.00</u>	<u>0.00</u>	<u>988.36</u>
<b>7960</b>	<b>Utilities</b>			6,347.51			
09/01/15	1065		CITY OF COLUMBIA		<u>495.16</u>		
09/08/15	1075		DELTA SYSTEMS GROUP		<u>25.00</u>		
09/15/15	1077		TRANQUILITY INTERNET SERVICES		<u>74.95</u>		
			<b>Totals for 7960</b>		<u>595.11</u>	<u>0.00</u>	<u>6,942.62</u>
<b>8000</b>	<b>District Wireless (Maintenance)</b>			28,490.00			
09/01/15	1067		FULL STREAM		<u>2,590.00</u>		
			<b>Totals for 8000</b>		<u>2,590.00</u>	<u>0.00</u>	<u>31,080.00</u>
<b>8010</b>	<b>Banner Installation</b>			8,755.57			
			<b>Totals for 8010</b>		<u>0.00</u>	<u>0.00</u>	<u>8,755.57</u>
<b>8020</b>	<b>City Horticulture</b>			6,875.00			
09/15/15	1082		CITY OF COLUMBIA HORTI CULTURE		<u>625.00</u>		
			<b>Totals for 8020</b>		<u>625.00</u>	<u>0.00</u>	<u>7,500.00</u>
<b>8035</b>	<b>Holiday Decor</b>			9,550.00			
			<b>Totals for 8035</b>		<u>0.00</u>	<u>0.00</u>	<u>9,550.00</u>
<b>8040</b>	<b>Public Art Program</b>			500.00			
			<b>Totals for 8040</b>		<u>0.00</u>	<u>0.00</u>	<u>500.00</u>
<b>8050</b>	<b>Special Streetscape Programs</b>			5,688.58			
			<b>Totals for 8050</b>		<u>0.00</u>	<u>0.00</u>	<u>5,688.58</u>
<b>8260</b>	<b>Cleaning &amp; Maintenance Payroll Taxes</b>			2,587.34			
09/30/15	20.01		RECORD PAYROLL		<u>168.63</u>		
			<b>Totals for 8260</b>		<u>168.63</u>	<u>0.00</u>	<u>2,755.97</u>
<b>8280</b>	<b>Cleaning &amp; Maintenance Labor</b>			30,603.00			
09/29/15	1094		AGENT CLEAN		<u>5,000.00</u>		
09/29/15	1099		ATKINS		<u>3,396.00</u>		
09/30/15	20.01		RECORD PAYROLL		<u>2,140.00</u>		
			<b>Totals for 8280</b>		<u>10,536.00</u>	<u>0.00</u>	<u>41,139.00</u>

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

September 1, 2015 - September 30, 2015

Date	Reference	Journal Description	Beginning Balance	Debit	Credit	Period End Balance
<b>8290</b>	<b>Cleaning &amp; Maintenance Equipment</b>		208.51			
		<b>Totals for 8290</b>		<u>0.00</u>	<u>0.00</u>	<u>208.51</u>
<b>8295</b>	<b>Cleaning &amp; Maintenance - Sidewalk</b>		58.76			
09/08/15	1073	COLUMBIA DAILY TRIBUNE		105.56		
		<b>Totals for 8295</b>		<u>105.56</u>	<u>0.00</u>	<u>164.32</u>
<b>8300</b>	<b>Image Marketing</b>		20,280.00			
09/08/15	1073	COLUMBIA DAILY TRIBUNE		275.00		
09/29/15	1092	BROOKE OMAR		4,275.00		
09/29/15	1095	PROJECT GRAPHICS		1,208.44		
09/30/15	1112	PEACE FRAME PRODUCTIONS		2,500.00		
		<b>Totals for 8300</b>		<u>8,258.44</u>	<u>0.00</u>	<u>28,538.44</u>
<b>8302</b>	<b>Design Guidelines Consultants</b>		15,779.30			
		<b>Totals for 8302</b>		<u>0.00</u>	<u>0.00</u>	<u>15,779.30</u>
<b>8303</b>	<b>Design Guidelines Booklet</b>		176.40			
		<b>Totals for 8303</b>		<u>0.00</u>	<u>0.00</u>	<u>176.40</u>
<b>8304</b>	<b>Energy Efficiency Programs</b>		0.00			
09/15/15	1078	CITY OF COLUMBIA		2,500.00		
		<b>Totals for 8304</b>		<u>2,500.00</u>	<u>0.00</u>	<u>2,500.00</u>
<b>8305</b>	<b>Promotions &amp; Events</b>		18,649.94			
09/24/15	1088	BUSKERS		75.00		
09/24/15	1089	BUSKERS		75.00		
09/24/15	1090	CENTRAL COLUMBIA ASSOCIATION		150.00		
		<b>Totals for 8305</b>		<u>300.00</u>	<u>0.00</u>	<u>18,949.94</u>
<b>8307</b>	<b>Online Marketing</b>		10,309.37			
09/08/15	1073	COLUMBIA DAILY TRIBUNE		400.00		
09/08/15	1074	MISSOURIAN		333.33		
09/22/15	1085	COMMERCE BNAK		80.00		
		<b>Totals for 8307</b>		<u>813.33</u>	<u>0.00</u>	<u>11,122.70</u>
<b>8308</b>	<b>Postage</b>		3,981.55			
09/01/15	1070	DIRECT IMPAQT		348.09		
09/30/15	1100	DIRECT IMPAQT		214.35		
		<b>Totals for 8308</b>		<u>562.44</u>	<u>0.00</u>	<u>4,543.99</u>
<b>8309</b>	<b>Printing</b>		4,820.00			
09/01/15	1070	DIRECT IMPAQT		1,875.00		
		<b>Totals for 8309</b>		<u>1,875.00</u>	<u>0.00</u>	<u>6,695.00</u>
<b>8310</b>	<b>Economic Devel. Business Mktg</b>		167.50			
		<b>Totals for 8310</b>		<u>0.00</u>	<u>0.00</u>	<u>167.50</u>
<b>8315</b>	<b>Economic Devel. Programs</b>		150.00			
		<b>Totals for 8315</b>		<u>0.00</u>	<u>0.00</u>	<u>150.00</u>
<b>9001</b>	<b>Banner Design / Production</b>		14,300.00			
09/29/15	1095	PROJECT GRAPHICS		3,700.00		
		<b>Totals for 9001</b>		<u>3,700.00</u>	<u>0.00</u>	<u>18,000.00</u>

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

September 1, 2015 - September 30, 2015

Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
9002	Sewer / Stormwater Programs			20,000.00			
			<b>Totals for 9002</b>		<u>0.00</u>	<u>0.00</u>	<u>20,000.00</u>
9005	Sidewalk Trash Cans			31,625.00			
			<b>Totals for 9005</b>		<u>0.00</u>	<u>0.00</u>	<u>31,625.00</u>
9006	Alley Lighting			18,845.33			
			<b>Totals for 9006</b>		<u>0.00</u>	<u>0.00</u>	<u>18,845.33</u>
9020	Directional Signage			80.00			
09/29/15	1093		COLUMBIA SIGN SERVICE WAYFINDER		<u>3,598.00</u>		
			<b>Totals for 9020</b>		<u>3,598.00</u>	<u>0.00</u>	<u>3,678.00</u>
9030	Broadway Gateway			16,611.21			
			<b>Totals for 9030</b>		<u>0.00</u>	<u>0.00</u>	<u>16,611.21</u>
9550	Extended Cleaning Services			37,364.00			
09/01/15	1064		ATKINS		<u>3,396.00</u>		
09/01/15	1069		AGENT CLEAN		<u>7,500.00</u>		
09/29/15	1098		ATKINS		<u>3,396.00</u>		
			<b>Totals for 9550</b>		<u>14,292.00</u>	<u>0.00</u>	<u>51,656.00</u>
9559	CVB Grant			(975.00)			
			<b>Totals for 9559</b>		<u>0.00</u>	<u>0.00</u>	<u>(975.00)</u>
9561	Hospitality Zone Assessment			44,041.38			
09/15/15	1083		THE TIGER HOTEL		<u>288.00</u>		
09/22/15	1085		COMMERCE BNAK		<u>220.98</u>		
09/29/15	1096		RESPONSIBLE HOSPITALITY INSTITUTE		<u>4,917.08</u>		
			<b>Totals for 9561</b>		<u>5,426.06</u>	<u>0.00</u>	<u>49,467.44</u>
9600	Depreciation			1,807.08			
09/30/15	20.03		RECORD DEPRECIATION		<u>164.30</u>		
			<b>Totals for 9600</b>		<u>164.30</u>	<u>0.00</u>	<u>1,971.38</u>
			<b>Report Total</b>				<u>0.00</u>
<b>Net Profit/(Loss)</b>							
Current Period					<u>(91,237.30)</u>		
Year-to-Date					<u>98,982.43</u>		

Distribution count = 108

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

October 1, 2014 - September 30, 2015

Date	Reference	Journal Description	Beginning Balance	Debit	Credit	Period End Balance
999	Undistributed		0.00			
<b>Totals for 999</b>				<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
1005	Commerce Future FY Sales Tax Funds		103,346.62			
10/06/14	1556	KEEPERS DALTON PARTNERSHIP			2,133.17	
10/06/14	1557	CENTURYLINK			204.57	
10/06/14	1558	ATKINS			3,592.00	
10/06/14	1559	MEDIA USA			495.00	
10/06/14	1560	CITY OF COLUMBIA			77.44	
10/06/14	1561	CITY OF COLUMBIA			222.06	
10/06/14	1562	BRAKE PRINTING / DIRECT IMPACT			460.81	
10/06/14	1563	FULL STREAM			2,590.00	
10/06/14	1564	MO DEPT OF REVENUE			105.00	
10/06/14	1565	DELTA SYSTEMS GROUP			25.00	
10/06/14	1566	MISSOURIAN			333.33	
10/06/14	1567	RELOCATING IN COLUMBIA			1,580.00	
10/06/14	1568	CULLIGAN			24.64	
10/06/14	1569	CITY OF COLUMBIA HORTI CULTURE			625.00	
10/06/14	1570	GERDING, KORTE & CHITWOOD			380.00	
10/08/14	1571	MO DEPT OF REVENUE			35.00	
10/13/14	1572	COLUMBIA TRIBUNE			100.00	
10/13/14	1573	CARDMEMBER SERVICES			354.99	
10/13/14	1574	UMTC			10.00	
10/13/14	1575	LOWE'S			54.23	
10/17/14	1576	UNKNOWN			2,139.85	
10/17/14	1577	TRANQUILITY INTERNET SERVICES			74.95	
10/17/14	1578	AT&T			120.98	
10/20/14	1579	SCHRIEFER'S OFFICE			125.74	
10/22/14	1580	MR. CLEANSHINE			40.00	
10/22/14	1581	CIVIC RECYCLING			37.50	
10/31/14	20.01	RECORD PAYROLL			9,338.66	
10/31/14	20.02	RECORD DEPOSITS		47,327.24		
10/31/14	20.04	RECORD DELUXE BUS PROD			94.98	
10/31/14	20.05	RECORD GOLDEN RULE			490.12	
10/31/14	1582	ARCTURIS			3,047.00	
11/07/14	1584	KEEPERS DALTON PARTNERSHIP			2,178.86	
11/07/14	1585	ATKINS			3,592.00	
11/07/14	1586	The Columbia Missourian			333.33	
11/07/14	1587	CITY OF COLUMBIA			251.79	
11/07/14	1588	DELTA SYSTEMS GROUP			141.67	
11/07/14	1589	CENTURYLINK			204.59	
11/07/14	1590	CULLIGAN			38.72	
11/07/14	1591	MO DEPT OF REVENUE			105.00	
11/10/14	1592	Tribune			1,045.00	
11/10/14	1593	SHELTER INSURANCE			52.52	
11/10/14	1594	MMTC			10.00	
11/10/14	1595	SHOWCASE PUBLISHING INC			1,595.00	
11/10/14	1596	CITY OF COLUMBIA			1,500.00	
11/10/14	1598	WINTER & COMPANY			9,890.00	
11/13/14	1599	FULL STREAM			2,590.00	
11/14/14	1600	McMillen Industries			500.00	
11/20/14	1601	TRANQUILITY INTERNET SERVICES			74.95	
11/20/14	1602	Direct Impagt			167.50	
11/20/14	1603	HILLYARD			140.35	
11/20/14	1604	GERDING, KORTE & CHITWOOD			380.00	

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

October 1, 2014 - September 30, 2015

Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
11/20/14	1605		CITY OF COLUMBIA			625.00	
11/20/14	1606		CARDMEMBER SERVICES			494.31	
11/20/14	1607		Boxcar Films			5,000.00	
11/24/14	1608		Tiny AtticProductions			1,290.00	
11/25/14	1609		CITY OF COLUMBIA			1,463.45	
11/25/14	1610		Columbia Safety			7,600.00	
11/30/14	20.01		Monthly Payroll/Moresource			8,850.04	
11/30/14	20.02		Monthly Deposits		40,163.22		
11/30/14	20.04		Record Health Insurance Premiums			492.80	
12/01/14	1611		FULL STREAM			2,590.00	
12/01/14	1612		KEEPERS DALTON PARTNERSHIP			2,141.01	
12/01/14	1613		CENTURYLINK			216.16	
12/01/14	1614		IMAGE TECHNOLOGY			135.00	
12/01/14	1615		DIRECT IMPAQT			457.65	
12/01/14	1616		ATKINS			3,592.00	
12/01/14	1617		CITY OF COLUMBIA			318.77	
12/05/14	1618		CITY OF COLUMBIA			328.00	
12/08/14	1619		HOME DEPOT			42.81	
12/08/14	1620		DELTA SYSTEMS GROUP			25.00	
12/08/14	1621		MISSOURIAN			333.33	
12/08/14	1622		CULLIGAN			31.68	
12/08/14	1623		CITY OF COLUMBIA HORTI CULTURE			625.00	
12/08/14	1624		PETER'S HEATING & AIR			106.25	
12/08/14	1625		SCHRIEFER'S OFFICE			164.99	
12/08/14	1626		ARCTUR'S			3,415.46	
12/08/14	1627		MO DEPT OF REVENUE			105.00	
12/08/14	1628		COLUMBIA TRIBUNE			3,132.84	
12/11/14	1629		GERDING, KORTE & CHITWOOD			380.00	
12/11/14	1630		NMIZ NPG OF MO			140.00	
12/11/14	1631		KQFX			870.00	
12/11/14	1632		KMIZ			1,070.00	
12/11/14	1633		KQFX			250.00	
12/11/14	1634		KMIZ			250.00	
12/11/14	1635		BEE SEEN SIGNS			1,300.00	
12/15/14	1637		CARDMEMBER SERVICES			191.52	
12/15/14	1638		CENTRAL COLUMBIA ASSOCIATION			150.00	
12/15/14	1639		CITY OF COLUMBIA			15.00	
12/19/14	1640		MR. CLEANSHINE			40.00	
12/19/14	1641		TRANQUILITY INTERNET SERVICES			74.95	
12/31/14	20.01		RECORD MONTHLY PAYROLL			9,465.81	
12/31/14	20.02		RECORD MONTHLY DEPOSITS		75,406.78		
12/31/14	20.04		RECORD UNITED HEALTH CARE			510.28	
12/31/14	32		CENTURYLINK			0.45	
12/31/14	1642		BOXCAR FILMS			5,000.00	
12/31/14	1643		KMIZ			1,020.00	
12/31/14	1644		NMIZ NPG OF MO			140.00	
12/31/14	1645		KQFX			1,150.00	
01/05/15	1646		KEEPERS DALTON PARTNERSHIP			2,146.30	
01/05/15	1647		SIMPATICO QUARTET			150.00	
01/05/15	1648		FULL STREAM			2,590.00	
01/05/15	1649		CITY OF COLUMBIA			15.00	
01/05/15	1650		MISSOURIAN			333.33	
01/05/15	1651		CENTURYLINK			204.57	
01/05/15	1652		ATKINS			291.00	
01/05/15	1653		CITY OF COLUMBIA			477.60	

# DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT

## General Ledger - Separate Debits and Credits

October 1, 2014 - September 30, 2015

Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
01/05/15	1654		CULLIGAN			31.68	
01/06/15	1655		REDI			1,000.00	
01/06/15	1656		KOMU TV8			4,045.00	
01/06/15	1657		MID MISSOURI'S CW			525.00	
01/12/15	1659		STAPLES			187.38	
01/14/15	1660		SCHRIEFER'S OFFICE			255.04	
01/14/15	1661		CITY OF COLUMBIA			3,101.33	
01/14/15	1662		BOONSLICK CHORDBUSTERS			375.00	
01/14/15	1663		COLUMBIA TRIBUNE			1,345.00	
01/14/15	1664		KQFX			250.00	
01/14/15	1665		NORTH VILLAGE ARTS DISTRICT			1,500.00	
01/14/15	1666		MO DEPT OF REVENUE			105.00	
01/14/15	1667		DELTA SYSTEMS GROUP			608.33	
01/14/15	1668		CARDMEMBER SERVICES			878.50	
01/14/15	1669		CITY OF COLUMBIA HORTI CULTURE			625.00	
01/21/15	1671		WINTER & COMPANY			5,889.30	
01/22/15	1672		CVB			25.00	
01/26/15	1673		CITY OF COLUMBIA			15.00	
01/26/15	1674		KQFX			250.00	
01/26/15	1675		KMIZ			250.00	
01/27/15	1676		TRANQUILITY INTERNET SERVICES			74.95	
01/28/15	1678		DIRECT IMPAQT			457.65	
01/31/15	20.01		MONTHLY PAYROLL			9,012.91	
01/31/15	20.02		MONTHLY DEPOSITS		50,744.49		
01/31/15	20.04		RECORD UNITED HEALTHCARE			510.28	
01/31/15	32		KMIZ			50.00	
02/02/15	1679		CITY OF COLUMBIA			112.00	
02/02/15	1680		CENTURYLINK			205.39	
02/02/15	1681		ATKINS			196.00	
02/02/15	1682		CITY OF COLUMBIA			3,101.33	
02/02/15	1683		MR. CLEANSHINE			40.00	
02/02/15	1684		MID MISSOURI TOURISM COUNCIL			75.00	
02/02/15	1685		FULL STREAM			2,590.00	
02/02/15	1686		MISSOURIAN			333.33	
02/02/15	1687		KEEPERS DALTON PARTNERSHIP			2,341.01	
02/02/15	1688		CITY OF COLUMBIA			769.54	
02/03/15	1689		SCHRIEFER'S OFFICE			414.61	
02/11/15	1690		CITY OF COLUMBIA HORTI CULTURE			625.00	
02/11/15	1691		DELTA SYSTEMS GROUP			100.00	
02/11/15	1692		MO DEPT OF REVENUE			105.00	
02/11/15	1693		COLUMBIA TRIBUNE			100.00	
02/11/15	1694		GERDING, KORTE & CHITWOOD			545.00	
02/11/15	1695		CULLIGAN			38.71	
02/11/15	1697		CARDMEMBER SERVICES			368.62	
02/17/15	1698		DIRECT IMPAQT			480.00	
02/17/15	1699		BEE SEEN SIGNS, INC.			850.00	
02/17/15	1700		UNITED FIRE GROUP			360.00	
02/20/15	1701		SCHRIEFER'S OFFICE			75.63	
02/25/15	1702		IMAGE TECHNOLOGY			135.00	
02/28/15	20.01		RECORD PAYROLL			8,560.78	
02/28/15	20.02		RECORD DEPOSITS		23,784.97		
02/28/15	20.04		RECORD HEALTH INSUR PREMIUM			511.70	
03/04/15	1703		MISSOURIAN			333.33	
03/04/15	1705		HILLYARD			68.16	
03/04/15	1706		ATKINS			196.00	

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

October 1, 2014 - September 30, 2015

Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
03/04/15	1707		GERDING, KORTE & CHITWOOD			865.00	
03/04/15	1708		CITY OF COLUMBIA			591.03	
03/04/15	1709		KEEPERS DALTON PARTNERSHIP			2,330.44	
03/04/15	1710		CENTURYLINK			205.39	
03/04/15	1711		DIRECT IMPAQT			720.38	
03/04/15	1712		MO DEPT OF REVENUE			105.00	
03/04/15	1713		FULL STREAM			2,590.00	
03/09/15	1714		TRANQUILITY INTERNET SERVICES			149.90	
03/09/15	1715		CULLIGAN			16.61	
03/09/15	1716		GERDING, KORTE & CHITWOOD			380.00	
03/09/15	1717		COLUMBIA TRIBUNE			100.00	
03/09/15	1718		CITY OF COLUMBIA HORTI CULTURE			625.00	
03/09/15	1719		DELTA SYSTEMS GROUP			25.00	
03/09/15	1720		VAN MATRE LAW FIRM			1,149.00	
03/09/15	1721		CARDMEMBER SERVICES			1,050.78	
03/16/15	1722		CITY OF COLUMBIA			500.00	
03/16/15	1723		THE INSURANCE GROUP			1,153.00	
03/23/15	1724		SCHRIEFER'S OFFICE			79.30	
03/23/15	1725		MR. CLEANSHINE			40.00	
03/23/15	1726		COLUMBIA SAFETY			6,600.00	
03/23/15	1727		COLUMBIA ACCESS TELEVISION			250.00	
03/31/15	20.01		RECORD MONTHLY PAYROLL			9,167.58	
03/31/15	20.02		RECORD MONTHLY DEPOSITS		67,313.41		
03/31/15	20.04		RECORD UNITED HEALTH INSURANCE			511.70	
03/31/15	32		INTERNET DOMAIN NAME SERVICES		60.00		
03/31/15	1728		THE INSURANCE GROUP			1,553.00	
03/31/15	1729		INTERNET DOMAIN NAME SERVICES			60.00	
04/01/15	1730		CITY OF COLUMBIA			2,777.15	
04/01/15	1731		SCHRIEFER'S OFFICE			28.45	
04/01/15	1732		FULL STREAM			2,590.00	
04/01/15	1733		CENTURYLINK			205.39	
04/01/15	1734		CITY OF COLUMBIA			632.46	
04/01/15	1735		ATKINS			3,592.00	
04/01/15	1736		CARDMEMBER SERVICES			326.08	
04/07/15	1737		KEEPERS DALTON PARTNERSHIP			2,335.72	
04/07/15	1738		MISSOURIAN			333.33	
04/07/15	1739		CULLIGAN			46.74	
04/07/15	1740		COLUMBIA TRIBUNE			100.00	
04/07/15	1741		VAN MATRE LAW FIRM			1,939.50	
04/07/15	1742		CITY OF COLUMBIA HORTI CULTURE			625.00	
04/07/15	1743		BEE SEEN SIGNS, INC.			1,835.00	
04/07/15	1744		MO DEPT OF REVENUE			105.00	
04/08/15	1745		CENTRAL COLUMBIA ASSOCIATION			25.00	
04/13/15	1746		MMTC			10.00	
04/13/15	1747		CENTRAL COLUMBIA ASSOCIATION			50.00	
04/13/15	1748		DIRECT IMPAQT			1,034.15	
04/13/15	1749		CARDMEMBER SERVICES			349.24	
04/13/15	1750		DELTA SYSTEMS GROUP			25.00	
04/15/15	1751		CITY OF COLUMBIA			1,892.25	
04/15/15	1752		TRANQUILITY INTERNET SERVICES			74.95	
04/15/15	1753		MAXIMUM MEDIA			1,750.00	
04/15/15	1754		RHI			4,000.00	

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

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Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
04/15/15	1755		GERDING, KORTE & CHITWOOD			375.00	
04/15/15	1756		GROVE CONSTRUCTION			5,100.00	
04/20/15	1757		COLUMBIA SAFETY			1,320.00	
04/20/15	1758		COLUMBIA ART LEAGUE			275.00	
04/20/15	1759		CITY OF COLUMBIA			15.00	
04/20/15	1760		IMAGE TECHNOLOGY			125.50	
04/20/15	1761		SHELTER INSURANCE			37.12	
04/27/15	1762		SCHRIEFER'S OFFICE			169.15	
04/27/15	1763		CITY OF COLUMBIA			1,200.00	
04/27/15	1764		MO DEPT OF REVENUE			70.00	
04/27/15	1765		CITY OF COLUMBIA			15.00	
04/27/15	1766		LOWE'S			120.78	
04/28/15	1767		ERIN FORD			17.32	
04/30/15	20.01		RECORD PAYROLL			8,832.85	
04/30/15	20.02		RECORD DEPOSITS		49,121.93		
04/30/15	20.04		RECORD UNITED HEALTHCARE			511.70	
04/30/15	32		VOID CK #1728 THE INSURANCE GROUP		1,553.00		
05/04/15	1768		KEEPERS DALTON PARTNERSHIP			2,346.30	
05/04/15	1769		FULL STREAM			2,590.00	
05/04/15	1770		CENTURYLINK			205.60	
05/04/15	1771		ATKINS			3,592.00	
05/05/15	1772		CITY OF COLUMBIA			160.00	
05/05/15	1773		MR. CLEANSHINE			40.00	
05/05/15	1774		MISSOURIAN			333.33	
05/05/15	1775		CITY OF COLUMBIA			274.66	
05/05/15	1776		MO DEPT OF REVENUE			105.00	
05/05/15	1777		DIRECT IMPAQT			535.65	
05/05/15	1778		KTX FM Zimmer Radio			1,680.00	
05/05/15	1779		COMMERCE BANK CREDIT CARD			1,972.54	
05/06/15	1780		COLUMBIA DAILY TRIBUNE			805.84	
05/12/15	1781		VAN MATRE LAW FIRM			2,785.50	
05/12/15	1782		DELTA SYSTEMS GROUP			25.00	
05/12/15	1783		CITY OF COLUMBIA HORTI CULTURE			625.00	
05/12/15	1784		IMAGE TECHNOLOGY			125.50	
05/12/15	1785		AGENT CLEAN			10,000.00	
05/12/15	1786		CARDMEMBER SERVICES			294.00	
05/12/15	1787		CULLIGAN			38.72	
05/13/15	1788		GERDING, KORTE & CHITWOOD			460.00	
05/13/15	1789		SCHRIEFER'S OFFICE			121.16	
05/13/15	1790		BEE SEEN SIGNS, INC.			1,360.00	
05/13/15	1791		KMIZ			250.00	
05/18/15	1792		WINTERLAND			1,500.00	
05/18/15	1793		RESPONSIBLE HOSPITALITY INSTITUTE			9,995.02	
05/20/15	1794		SHOWCASE PUBLISHING INC			1,595.00	
05/27/15	1795		JIM'S BIKE & KEY SHOP			130.00	
05/31/15	20.01		MONTHLY PAYROLL			9,433.25	
05/31/15	20.02		MONTHLY DEPOSITS		30,539.40		
05/31/15	20.05		RECORD UNITED HEALTH INSURANCE			571.34	
05/31/15	20.06		TRANSFERS			20,000.00	
06/01/15	1797		COLUMBIA SAFETY			100.00	
06/01/15	1798		TRANQUILITY INTERNET SERVICES			149.90	
06/01/15	1799		KEEPERS DALTON PARTNERSHIP			2,346.30	
06/01/15	1800		CITY OF COLUMBIA			270.75	
06/01/15	1801		ATKINS			3,592.00	
06/01/15	1802		MR. CLEANSHINE			40.00	



**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
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Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
06/01/15	1803		IMAGE TECHNOLOGY			135.00	
06/01/15	1804		FULL STREAM			2,590.00	
06/01/15	1805		CENTURYLINK			205.60	
06/01/15	1806		DIRECT IMPAQT			536.99	
06/01/15	1807		CARDMEMBER SERVICES			542.92	
06/03/15	1808		ERIN FORD			25.38	
06/03/15	1809		TIGER HOTEL			288.00	
06/09/15	1810		CITY OF COLUMBIA			2,562.55	
06/09/15	1811		COLUMBIA TRIBUNE			825.00	
06/09/15	1812		CULLIGAN			31.68	
06/09/15	1813		MISSOURIAN			333.33	
06/09/15	1814		CITY OF COLUMBIA HORTI CULTURE			625.00	
06/09/15	1815		MO DEPT OF REVENUE			105.00	
06/09/15	1816		VAN MATRE LAW FIRM			3,150.00	
06/09/15	1817		DELTA SYSTEMS GROUP			25.00	
06/09/15	1818		IMAGE TECHNOLOGY			125.50	
06/09/15	1819		COLUMBIA CUB CTA CLASS			20.00	
06/15/15	1820		BURNETT ELECTRIC			750.00	
06/15/15	1821		BUTLER SUPPLY			6,750.00	
06/15/15	1822		RHI			8,904.57	
06/15/15	1823		SCHRIEFER'S OFFICE			95.02	
06/15/15	1824		GERDING, KORTE & CHITWOOD			165.00	
06/15/15	1825		MIDWAY ELECTRIC			519.65	
06/15/15	1826		CCA			80.00	
06/17/15	1827		LOWE'S			53.77	
06/22/15	1828		COLUMBIA ACCESS TELEVISION			1,150.00	
06/22/15	1829		BEE SEEN SIGNS, INC.			1,000.00	
06/22/15	1830		GERDING, KORTE & CHITWOOD			740.00	
06/22/15	1831		COLUMBIA SAFETY			400.00	
06/22/15	1832		FEDEX			407.07	
06/29/15	1833		BUTLER SUPPLY			6,750.00	
06/30/15	20.01		RECORD PAYROLL			9,562.45	
06/30/15	20.02		RECORD DEPOSITS		79,311.55		
06/30/15	20.04		RECORD UNITED HEALTH INSURANCE PREMIUM			571.34	
06/30/15	32		JIM'S BIKE & KEY SHOP			0.50	
06/30/15	32		FEDEX			63.00	
07/13/15	1834		WINTERLAND			9,550.00	
07/31/15	20.02		RECORD DEPOSITS		57,013.48		
07/31/15	20.05		RECORD UNITED HEALTHCARE PREMIUMS			571.34	
07/31/15	20.06		RECORD TRANSFERS			240.00	
07/31/15	20.06		RECORD TRANSFERS			104,993.80	
08/31/15	20.02		RECORD DEPOSITS		26,786.77		
08/31/15	20.04		RECORD UNITED HEALTH PREMIUMS			96.56	
09/30/15	20.02		RECORD MONTHLY DEPOSITS		67,791.32		
09/30/15	20.05		RECORD UNITED HEALTHCARE INS PREM			96.56	
<b>Totals for 1005</b>					<u>616,917.56</u>	<u>502,276.03</u>	<u>217,988.15</u>
<b>1010 Commerce Future FY Property Tax Funds</b>				121,452.65			
10/01/14	1166		TERRY TAXI			30.00	
10/15/14	1167		MARTI WOUGANDT			153.92	
10/31/14	20.02		RECORD DEPOSITS		30.11		
10/31/14	1168		KEVIN WRIGHT			958.36	
11/11/14	1169		Landmark Bank			35.00	
11/30/14	20.01		Monthly Payroll/Moresource			7,304.94	

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

October 1, 2014 - September 30, 2015

Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
12/31/14	20.01		RECORD MONTHLY PAYROLL			7,288.41	
12/31/14	20.02		RECORD MONTHLY DEPOSITS		14,678.75		
01/31/15	20.01		MONTHLY PAYROLL			7,293.29	
01/31/15	20.02		MONTHLY DEPOSITS		120,948.24		
02/28/15	20.01		RECORD PAYROLL			7,288.41	
02/28/15	20.02		RECORD DEPOSITS		49,744.25		
03/31/15	20.01		RECORD MONTHLY PAYROLL			7,281.91	
03/31/15	20.02		RECORD MONTHLY DEPOSITS		875.18		
			MODOR \$109.26+\$765.92				
04/30/15	20.01		RECORD PAYROLL			7,206.35	
05/31/15	20.01		MONTHLY PAYROLL			7,206.35	
06/30/15	20.01		RECORD PAYROLL			7,206.35	
06/30/15	20.02		RECORD DEPOSITS		283.04		
07/31/15	20.02		RECORD DEPOSITS		39.33		
07/31/15	20.06		RECORD TRANSFERS			66,844.60	
08/31/15	20.02		RECORD DEPOSITS		881.16		
<b>Totals for 1010</b>					<u>187,480.06</u>	<u>126,097.89</u>	<u>182,834.82</u>

**1020 Commerce Sales Tax - Current FY**

0.00

05/31/15	20.04		RECORD CHECKS ORDERED			103.85	
05/31/15	20.06		TRANSFERS		20,000.00		
07/02/15	1001		COMMERCE BANK			4,424.04	
07/02/15	1002		KEEPERS DALTON PARTNERSHIP			2,342.42	
07/02/15	1003		WINTHROW ELECTRIC			519.98	
07/02/15	1004		DIRECT IMPAQT			536.49	
07/02/15	1005		KATIE ESSING			332.11	
07/02/15	1006		CITY OF COLUMBIA			261.21	
07/02/15	1007		CENTURYLINK			205.60	
07/02/15	1008		ATKINS			3,592.00	
07/02/15	1009		FULL STREAM			2,590.00	
07/02/15	1010		CITY OF COLUMBIA			20,000.00	
07/09/15	1011		CENTRAL COLUMBIA ASSOCIATION			100.00	
07/13/15	1012		CULLIGAN			38.72	
07/13/15	1014		DELTA SYSTEMS GROUP			25.00	
07/13/15	1015		SCHRIEFER'S OFFICE			244.28	
07/13/15	1016		DIRECT IMPAQT			267.50	
07/13/15	1017		CITY OF COLUMBIA HORTI CULTURE			625.00	
07/13/15	1018		IMAGE TECHNOLOGY			125.50	
07/13/15	1020		MR. CLEANSHINE			40.00	
07/13/15	1021		GERDING, KORTE & CHITWOOD			375.00	
07/13/15	1022		MO DEPT OF REVENUE			105.00	
07/13/15	1023		COLUMBIA TRIBUNE			1,013.78	
07/13/15	1024		COLUMBIA TRIBUNE			193.44	
07/13/15	1025		MISSOURIAN			333.33	
07/15/15	1026		CITY OF COLUMBIA TIF			2,704.60	
07/15/15	1027		VAN MATRE LAW FIRM			6,021.00	
07/15/15	1028		SCHRIEFER'S OFFICE			102.26	
07/20/15	1029		TRANQUILITY INTERNET SERVICES			74.95	
07/20/15	1030		CITY OF COLUMBIA			30.00	
07/31/15	20.01		RECORD PAYROLL			7,206.35	
07/31/15	20.01		RECORD PAYROLL			9,534.60	
07/31/15	20.02		RECORD DEPOSITS 571.34			1,031.85	
			HEALTH INS + 460.51 FUTURE S/T				
07/31/15	20.04		RECORD CHECK ORDER			95.94	
07/31/15	20.06		RECORD TRANSFERS		226,888.70		
07/31/15	20.06		RECORD TRANSFERS		240.00		

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

October 1, 2014 - September 30, 2015

Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
07/31/15	20.06		RECORD TRANSFERS		104,993.80		
07/31/15	20.06		RECORD TRANSFERS		66,844.60		
08/03/15	1031		KEEPERS DALTON PARTNERSHIP			2,377.51	
08/03/15	1032		DIRECT IMPAQT			846.49	
08/03/15	1033		FULL STREAM			2,590.00	
08/03/15	1034		ATKINS			3,592.00	
08/03/15	1035		CITY OF COLUMBIA			350.75	
08/03/15	1037		CENTURYLINK			210.03	
08/03/15	1038		INSIDE COLUMBIA			495.00	
08/10/15	1039		MMTC			10.00	
08/10/15	1040		SCHRIEFER'S OFFICE			184.34	
08/10/15	1041		IMAGE TECHNOLOGY			125.50	
08/10/15	1042		MISSOURIAN			333.33	
08/10/15	1043		CITY OF COLUMBIA HORTI CULTURE			625.00	
08/10/15	1044		DELTA SYSTEMS GROUP			25.00	
08/10/15	1045		GERDING, KORTE & CHITWOOD			375.00	
08/10/15	1046		COLUMBIA DAILY TRIBUNE			1,131.86	
08/10/15	1047		CULLIGAN			31.68	
08/10/15	1048		MO DEPT OF REVENUE			70.00	
08/12/15	1049		LOWE'S			51.86	
08/19/15	1050		OCA			50.00	
08/19/15	1051		GRABER MANUFACTURING			31,625.00	
08/19/15	1052		VANGEL			10,148.75	
08/19/15	1053		IDA			828.00	
08/19/15	1054		RHI			20,420.36	
08/19/15	1055		COLUMBIA BOARD OF REALTORS			1,000.00	
08/21/15	1057		CITY OF COLUMBIA			15.00	
08/26/15	1058		MISSOURI FIRE SAFETY & EQUIP			59.00	
08/26/15	1059		TRANQUILITY INTERNET SERVICES			74.95	
08/26/15	1060		CHARLIE TRIPLETT LLC			80.00	
08/26/15	1061		MR. CLEANSHINE			40.00	
08/26/15	1062		MO DEPT OF REVENUE			35.00	
08/27/15	1063		CITY OF COLUMBIA			2,500.00	
08/28/15	1036		CARDMEMBER SERVICES			3,304.73	
08/31/15	20.01		RECORD PAYROLL			17,089.87	
08/31/15	20.04		RECORD UNITED HEALTH PREMIUMS			474.78	
09/01/15	1064		ATKINS			3,592.00	
09/01/15	1065		CITY OF COLUMBIA			495.16	
09/01/15	1066		CENTURYLINK			222.65	
09/01/15	1067		FULL STREAM			2,590.00	
09/01/15	1069		AGENT CLEAN			7,500.00	
09/01/15	1070		DIRECT IMPAQT			2,223.09	
09/02/15	1068		KEEPERS DALTON PARTNERSHIP			2,370.49	
09/08/15	1071		MO MAINTENANCE STREET CONNECTION			325.00	
09/08/15	1072		CITY OF COLUMBIA			30.00	
09/08/15	1073		COLUMBIA DAILY TRIBUNE			962.74	
09/08/15	1074		MISSOURIAN			333.33	
09/08/15	1075		DELTA SYSTEMS GROUP			25.00	
09/08/15	1076		CULLIGAN			46.75	
09/15/15	1077		TRANQUILITY INTERNET SERVICES			74.95	
09/15/15	1078		CITY OF COLUMBIA			2,500.00	
09/15/15	1079		MO DEPT OF REVENUE			105.00	
09/15/15	1080		GERDING, KORTE & CHITWOOD			375.00	
09/15/15	1081		IMAGE TECHNOLOGY			125.50	

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

October 1, 2014 - September 30, 2015

Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
09/15/15	1082		CITY OF COLUMBIA HORTI CULTURE			625.00	
09/15/15	1083		THE TIGER HOTEL			288.00	
09/15/15	1084		VANGEL			8,213.75	
09/22/15	1085		COMMERCE BNAK			1,638.58	
09/22/15	1086		CITY OF COLUMBIA			3,708.40	
09/24/15	1088		BUSKERS			75.00	
09/24/15	1089		BUSKERS			75.00	
09/24/15	1090		CENTRAL COLUMBIA ASSOCIATION			150.00	
09/29/15	1091		COMMERCE BANK			1,063.00	
09/29/15	1092		BROOKE OMAR			4,275.00	
09/29/15	1093		COLUMBIA SIGN SERVICE			3,598.00	
09/29/15	1094		AGENT CLEAN			5,000.00	
09/29/15	1095		PROJECT GRAPHICS			4,908.44	
09/29/15	1096		RESPONSIBLE HOSPITALITY INSTITUTE			4,917.08	
09/29/15	1097		SCHRIEFER'S OFFICE			206.55	
09/29/15	1098		ATKINS			3,592.00	
09/29/15	1099		ATKINS			3,396.00	
09/30/15	20.01		RECORD PAYROLL			15,708.76	
09/30/15	20.04		RECORD STOP PAY CHARGES			35.00	
09/30/15	20.05		RECORD UNITED HEALTHCARE INS PREM			474.78	
09/30/15	1100		DIRECT IMPAQT			214.35	
09/30/15	1101		CITY OF COLUMBIA			2,487.04	
09/30/15	1112		PEACE FRAME PRODUCTIONS			2,500.00	
<b>Totals for 1020</b>					<u>418,967.10</u>	<u>257,412.98</u>	<u>161,554.12</u>

**1140 Gateway Funds**

129,973.69

10/31/14	20.06		RECORD INTEREST EARNED		22.08		
11/30/14	20.05		Record Interest Earned		19.94		
12/31/14	20.05		RECORD INTEREST EARNED		23.51		
01/31/15	20.05		RECORD INTEREST EARNED		21.38		
02/28/15	20.05		RECORD INTEREST EARNED		19.95		
03/31/15	20.05		RECORD INTEREST EARNED		22.81		
04/30/15	20.05		RECORD INTEREST EARNED		21.39		
05/31/15	20.07		RECORD INTEREST EARNED S/T INTEREST		55.86		
05/31/15	20.08		RECORD MATURITY OF BONDS 1152	100,349.04			
05/31/15	20.08		RECORD MATURITY OF BONDS 1153	100,300.00			
05/31/15	20.08		RECORD MATURITY OF BONDS 1154	100,300.00			
06/30/15	20.05		RECORD INTEREST EARNED		75.60		
07/31/15	20.06		RECORD TRANSFERS			226,888.70	
07/31/15	20.06		RECORD TRANSFERS			29,316.55	
07/31/15	20.07		RECORD INTEREST EARNED		31.13		
08/31/15	20.05		RECORD MATURITY OF BOND	100,400.00			
08/31/15	20.06		RECORD INTEREST EARNED		39.63		
09/30/15	20.06		RECORD INTEREST EARNED		45.28		
<b>Totals for 1140</b>					<u>401,747.60</u>	<u>256,205.25</u>	<u>275,516.04</u>

**1145 6 Month Operating Funds**

120,503.06

10/31/14	20.06		RECORD INTEREST EARNED		20.47		
11/30/14	20.05		Record Interest Earned		18.49		
12/31/14	20.05		RECORD INTEREST EARNED		21.80		
01/31/15	20.05		RECORD INTEREST EARNED		19.82		
02/28/15	20.05		RECORD INTEREST EARNED		18.50		

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

October 1, 2014 - September 30, 2015

Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
03/31/15	20.05		RECORD INTEREST EARNED		21.15		
04/30/15	20.05		RECORD INTEREST EARNED		19.83		
05/31/15	20.07		RECORD INTEREST EARNED P/T INTEREST		19.17		
06/30/15	20.05		RECORD INTEREST EARNED		21.16		
07/31/15	20.06		RECORD TRANSFERS		29,316.55		
07/31/15	20.07		RECORD INTEREST EARNED		25.32		
08/31/15	20.06		RECORD INTEREST EARNED		25.48		
09/30/15	20.06		RECORD INTEREST EARNED		24.67		
<b>Totals for 1145</b>					<u>29,572.41</u>	<u>0.00</u>	<u>150,075.47</u>
<b>1155 Investment CD #5</b>				100,000.00			
05/31/15	20.08		RECORD MATURITY OF BONDS			100,000.00	
<b>Totals for 1155</b>					<u>0.00</u>	<u>100,000.00</u>	<u>0.00</u>
<b>1156 Investment CD #6</b>				100,000.00			
05/31/15	20.08		RECORD MATURITY OF BONDS			100,000.00	
<b>Totals for 1156</b>					<u>0.00</u>	<u>100,000.00</u>	<u>0.00</u>
<b>1157 Investment CD #7</b>				100,000.00			
05/31/15	20.08		RECORD MATURITY OF BONDS			100,000.00	
<b>Totals for 1157</b>					<u>0.00</u>	<u>100,000.00</u>	<u>0.00</u>
<b>1158 Investment CD #8</b>				100,000.00			
08/31/15	20.05		RECORD MATURITY OF BOND			100,000.00	
<b>Totals for 1158</b>					<u>0.00</u>	<u>100,000.00</u>	<u>0.00</u>
<b>1520 Furniture &amp; Equipment</b>				43,360.83			
<b>Totals for 1520</b>					<u>0.00</u>	<u>0.00</u>	<u>43,360.83</u>
<b>1620 Accumulated Depreciation</b>				(37,827.10)			
10/31/14	20.03		RECORD DEPRECIATION			164.28	
11/30/14	20.03		Monthly Depreciation			164.28	
12/31/14	20.03		RECORD DEPRECIATION			164.28	
01/31/15	20.03		MONTHLY DEPRECIATION			164.28	
02/28/15	20.03		RECORD DEPRECIATION			164.28	
03/31/15	20.03		RECORD MONTHLY DEPRECIATION			164.28	
04/30/15	20.03		RECORD DEPRECIATION			164.28	
05/31/15	20.03		MONTHLY DEPRECIATION			164.28	
06/30/15	20.03		RECORD DEPRECIATION			164.28	
07/31/15	20.03		MONTHLY DEPRECIATION			164.28	
08/31/15	20.03		MONTHLY DEPRECIATION			164.28	
09/30/15	20.03		RECORD DEPRECIATION			164.30	
<b>Totals for 1620</b>					<u>0.00</u>	<u>1,971.38</u>	<u>(39,798.48)</u>
<b>2300 Deferred Revenue - Sales Tax</b>				(252,867.52)			
10/01/14	20.99.1		RECLASS S/T COLLECTED FOR FUTURE YEAR BUDGET		252,867.52		
05/31/15	20.02		MONTHLY DEPOSITS MO DOR			28,132.51	
05/31/15	20.02		MONTHLY DEPOSITS DOR LOCAL			1,306.89	
06/30/15	20.02		RECORD DEPOSITS MO DOR			78,851.04	
06/30/15	20.02		RECORD DEPOSITS DOR LOCAL OPTION			460.51	
07/31/15	20.02		RECORD DEPOSITS MO DOR			55,348.34	
07/31/15	20.02		RECORD DEPOSITS DOR LOCAL OPTION			393.29	
08/31/15	20.02		RECORD DEPOSITS FY SALES TAX			25,065.51	

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

October 1, 2014 - September 30, 2015

Date	Reference	Journal Description	Beginning Balance	Debit	Credit	Period End Balance
08/31/15	20.02	RECORD DEPOSITS FY SALES TAX			1,721.26	
09/30/15	20.02	RECORD MONTHLY DEPOSITS DOR			67,086.11	
09/30/15	20.02	RECORD MONTHLY DEPOSITS DOR LOCAL OPTION			705.21	
<b>Totals for 2300</b>				<u>252,867.52</u>	<u>259,070.67</u>	<u>(259,070.67)</u>
<b>2310 Deferred Revenue - Property Tax</b>			(181,914.33)			
10/01/14	20.98.1	RECLASS P/T COLLECTED FOR FUTURE YEAR BUDGET		181,914.33		
12/31/14	20.02	RECORD MONTHLY DEPOSITS			14,678.75	
01/31/15	20.02	MONTHLY DEPOSITS			120,943.94	
01/31/15	20.02	MONTHLY DEPOSITS			4.30	
02/28/15	20.02	RECORD DEPOSITS			49,744.25	
03/31/15	20.02	RECORD MONTHLY DEPOSITS			875.18	
06/30/15	20.02	RECORD DEPOSITS COLLECTOR OF REVENUE			283.04	
07/31/15	20.02	RECORD DEPOSITS BOONE COUNTY COLLECTOR			39.33	
08/31/15	20.02	RECORD DEPOSITS FY PROP TAX			881.16	
<b>Totals for 2310</b>				<u>181,914.33</u>	<u>187,449.95</u>	<u>(187,449.95)</u>
<b>3000 Undesignated</b>			(146,027.90)			
<b>Totals for 3000</b>				<u>0.00</u>	<u>0.00</u>	<u>(146,027.90)</u>
<b>3010 Designated 6 Month Operating</b>			(150,000.00)			
<b>Totals for 3010</b>				<u>0.00</u>	<u>0.00</u>	<u>(150,000.00)</u>
<b>3020 Designated - Gateways</b>			(150,000.00)			
<b>Totals for 3020</b>				<u>0.00</u>	<u>0.00</u>	<u>(150,000.00)</u>
<b>4000 Property Assessment</b>			0.00			
10/01/14	20.98.1	RECLASS P/T COLLECTED FOR FUTURE YEAR BUDGET			181,914.33	
<b>Totals for 4000</b>				<u>0.00</u>	<u>181,914.33</u>	<u>(181,914.33)</u>
<b>4008 Sales Tax</b>			0.00			
10/01/14	20.99.1	RECLASS S/T COLLECTED FOR FUTURE YEAR BUDGET			252,867.52	
10/31/14	20.02	RECORD DEPOSITS MO DOR			46,979.49	
10/31/14	20.02	RECORD DEPOSITS DOR LOCAL			347.75	
11/30/14	20.02	Monthly Deposits			39,085.67	
11/30/14	20.02	Monthly Deposits			1,077.55	
12/31/14	20.02	RECORD MONTHLY DEPOSITS			73,525.88	
12/31/14	20.02	RECORD MONTHLY DEPOSITS			380.90	
01/31/15	20.02	MONTHLY DEPOSITS			50,272.99	
01/31/15	20.02	MONTHLY DEPOSITS			471.50	
02/28/15	20.02	RECORD DEPOSITS			22,653.88	
02/28/15	20.02	RECORD DEPOSITS			1,131.09	
03/31/15	20.02	RECORD MONTHLY DEPOSITS MO DOR			66,528.40	
03/31/15	20.02	RECORD MONTHLY DEPOSITS DOR LOCAL OPTION			785.01	
04/30/15	20.02	RECORD DEPOSITS			48,748.54	
04/30/15	20.02	RECORD DEPOSITS			373.39	
<b>Totals for 4008</b>				<u>0.00</u>	<u>605,229.56</u>	<u>(605,229.56)</u>
<b>4900 Interest Income</b>			0.00			

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

October 1, 2014 - September 30, 2015

Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
10/31/14	20.06		RECORD INTEREST EARNED S/T INVESTMENT			22.08	
10/31/14	20.06		RECORD INTEREST EARNED P/T INVESTMENT			20.47	
11/30/14	20.05		Record Interest Earned			19.94	
11/30/14	20.05		Record Interest Earned			18.49	
12/31/14	20.05		RECORD INTEREST EARNED S/T INVESTMENT			23.51	
12/31/14	20.05		RECORD INTEREST EARNED P/T INVESTMENT			21.80	
01/31/15	20.05		RECORD INTEREST EARNED SALES TAX INVESTMENT			21.38	
01/31/15	20.05		RECORD INTEREST EARNED PROPERTY TAX INVESTMENT			19.82	
02/28/15	20.05		RECORD INTEREST EARNED S/T INVESTMENTS			19.95	
02/28/15	20.05		RECORD INTEREST EARNED P/T INVESTMENTS			18.50	
03/31/15	20.05		RECORD INTEREST EARNED S/T INVESTMENT			22.81	
03/31/15	20.05		RECORD INTEREST EARNED P/T INVESTMENT			21.15	
04/30/15	20.05		RECORD INTEREST EARNED S/T INVESTMENT			21.39	
04/30/15	20.05		RECORD INTEREST EARNED P/T INVESTMENT			19.83	
05/31/15	20.07		RECORD INTEREST EARNED S/T INTEREST			55.86	
05/31/15	20.07		RECORD INTEREST EARNED P/T INTEREST			19.17	
05/31/15	20.08		RECORD MATURITY OF BONDS			349.04	
05/31/15	20.08		RECORD MATURITY OF BONDS			300.00	
05/31/15	20.08		RECORD MATURITY OF BONDS			300.00	
06/30/15	20.05		RECORD INTEREST EARNED GATEWAY FUNDS			75.60	
06/30/15	20.05		RECORD INTEREST EARNED 6 MONTH OPERATING			21.16	
07/31/15	20.07		RECORD INTEREST EARNED Gateway			31.13	
07/31/15	20.07		RECORD INTEREST EARNED 6 Month Operating			25.32	
08/31/15	20.05		RECORD MATURITY OF BOND			400.00	
08/31/15	20.06		RECORD INTEREST EARNED ON GATEWAY			39.63	
08/31/15	20.06		RECORD INTEREST EARNED ON 6 MONTH OPERATING			25.48	
09/30/15	20.06		RECORD INTEREST EARNED			45.28	
09/30/15	20.06		RECORD INTEREST EARNED			24.67	
<b>Totals for 4900</b>					<u>0.00</u>	<u>2,003.46</u>	<u>(2,003.46)</u>
<b>7050 Fees</b>				0.00			
12/15/14	1639		CITY OF COLUMBIA		15.00		
01/26/15	1673		CITY OF COLUMBIA FEES		15.00		
04/20/15	1759		CITY OF COLUMBIA PARKING		15.00		
04/27/15	1765		CITY OF COLUMBIA PARKING		15.00		
05/05/15	1779		COMMERCE BANK CREDIT CARD FEE		8.43		
07/13/15	1023		COLUMBIA TRIBUNE		53.78		
08/21/15	1057		CITY OF COLUMBIA PARKING		15.00		
08/28/15	1036		CARDMEMBER SERVICES		37.76		
09/08/15	1072		CITY OF COLUMBIA FEES		30.00		
09/08/15	1073		COLUMBIA DAILY TRIBUNE		113.84		
<b>Totals for 7050</b>					<u>318.81</u>	<u>0.00</u>	<u>318.81</u>

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

October 1, 2014 - September 30, 2015

Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
<b>7060 Health Insurance</b>				0.00			
10/31/14	20.02		RECORD DEPOSIT'S GOLDEN RULE REIMB			30.11	
10/31/14	20.05		RECORD GOLDEN RULE		490.12		
11/30/14	20.04		Record Health Insurance Premiums		492.80		
12/31/14	20.04		RECORD UNITED HEALTH CARE		510.28		
01/31/15	20.04		RECORD UNITED HEALTHCARE		510.28		
02/28/15	20.04		RECORD HEALTH INSUR PREMIUM		511.70		
03/31/15	20.04		RECORD UNITED HEALTH INSURANCE		511.70		
04/30/15	20.04		RECORD UNITED HEALTHCARE		511.70		
05/31/15	20.05		RECORD UNITED HEALTH INSURANCE		571.34		
06/30/15	20.04		RECORD UNITED HEALTH INSURANCE PREMIUM		571.34		
07/31/15	20.05		RECORD UNITED HEALTHCARE PREMIUMS		571.34		
08/31/15	20.04		RECORD UNITED HEALTH PREMIUMS		571.34		
09/30/15	20.05		RECORD UNITED HEALTHCARE INS PREM		571.34		
<b>Totals for 7060</b>					<u>6,395.28</u>	<u>30.11</u>	<u>6,365.17</u>
<b>7080 Insurance</b>				0.00			
02/17/15	1700		UNITED FIRE GROUP		360.00		
03/16/15	1723		THE INSURANCE GROUP		1,153.00		
03/31/15	1728		THE INSURANCE GROUP		1,553.00		
04/30/15	32		VOID CK #1728 THE INSURANCE GROUP			<u>1,553.00</u>	
<b>Totals for 7080</b>					<u>3,066.00</u>	<u>1,553.00</u>	<u>1,513.00</u>
<b>7120 Meals and Entertainment</b>				0.00			
10/13/14	1573		CARDMEMBER SERVICES		49.79		
10/13/14	1574		UMTC		10.00		
11/10/14	1594		MMTC		10.00		
02/11/15	1697		CARDMEMBER SERVICES		50.00		
03/09/15	1721		CARDMEMBER SERVICES		146.58		
04/01/15	1736		CARDMEMBER SERVICES MEALS		62.38		
04/13/15	1746		MMTC		10.00		
05/05/15	1779		COMMERCE BANK CREDIT CARD MEALS		102.48		
08/10/15	1039		MMTC		10.00		
<b>Totals for 7120</b>					<u>451.23</u>	<u>0.00</u>	<u>451.23</u>
<b>7160 Industry Memberships</b>				0.00			
01/06/15	1655		REDI MEMBERSHIP		1,000.00		
01/14/15	1668		CARDMEMBER SERVICES MEMBERSHIP PEDNET		300.00		
02/02/15	1684		MID MISSOURI TOURISM COUNCIL		75.00		
08/19/15	1053		IDA		828.00		
08/28/15	1036		CARDMEMBER SERVICES		30.00		
09/08/15	1071		MO MAINTENANCE STREET CONNECTION		325.00		
09/22/15	1085		COMMERCE BNAK		1,200.00		
<b>Totals for 7160</b>					<u>3,758.00</u>	<u>0.00</u>	<u>3,758.00</u>
<b>7280 Office Equipment Rental</b>				0.00			
10/06/14	1568		CULLIGAN		24.64		



**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

October 1, 2014 - September 30, 2015

Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
10/22/14	1581		CIVIC RECYCLING		37.50		
11/07/14	1590		CULLIGAN		38.72		
12/01/14	1614		IMAGE TECHNOLOGY		135.00		
12/08/14	1622		CULLIGAN		31.68		
01/05/15	1654		CULLIGAN		31.68		
02/11/15	1695		CULLIGAN		38.71		
02/25/15	1702		IMAGE TECHNOLOGY		135.00		
03/09/15	1715		CULLIGAN		16.61		
04/07/15	1739		CULLIGAN		46.74		
04/20/15	1760		IMAGE TECHNOLOGY		125.50		
05/12/15	1784		IMAGE TECHNOLOGY		125.50		
05/12/15	1787		CULLIGAN		38.72		
06/01/15	1803		IMAGE TECHNOLOGY		135.00		
06/09/15	1812		CULLIGAN		31.68		
06/09/15	1818		IMAGE TECHNOLOGY		125.50		
07/13/15	1012		CULLIGAN		38.72		
07/13/15	1018		IMAGE TECHNOLOGY		125.50		
08/10/15	1041		IMAGE TECHNOLOGY		125.50		
08/10/15	1047		CULLIGAN		31.68		
09/08/15	1076		CULLIGAN		46.75		
09/15/15	1081		IMAGE TECHNOLOGY		125.50		
<b>Totals for 7280</b>					<u>1,611.83</u>	<u>0.00</u>	<u>1,611.83</u>

**7360 Office Repairs & Maintenance**

0.00

10/13/14	1575		LOWE'S		54.23		
10/15/14	1167		MARTI WOUGANDT OFFICE REPAIR		153.92		
10/22/14	1580		MR. CLEANSHINE		40.00		
12/08/14	1624		PETER'S HEATING & AIR		106.25		
12/19/14	1640		MR. CLEANSHINE		40.00		
01/05/15	1652		ATKINS		95.00		
02/02/15	1683		MR. CLEANSHINE		40.00		
02/03/15	1689		SCHRIEFER'S OFFICE		307.00		
03/23/15	1725		MR. CLEANSHINE		40.00		
04/15/15	1756		GROVE CONSTRUCTION		5,100.00		
04/27/15	1766		LOWE'S		120.78		
04/28/15	1767		ERIN FORD REIMB FOR LOWES OFFICE MAINTENANCE		17.32		
05/05/15	1773		MR. CLEANSHINE		40.00		
05/27/15	1795		JIM'S BIKE & KEY SHOP		130.00		
06/01/15	1802		MR. CLEANSHINE		40.00		
06/17/15	1827		LOWE'S		53.77		
06/30/15	32		JIM'S BIKE & KEY SHOP		0.50		
07/13/15	1020		MR. CLEANSHINE		40.00		
08/10/15	1040		SCHRIEFER'S OFFICE		132.23		
08/12/15	1049		LOWE'S		51.86		
08/26/15	1058		MISSOURI FIRE SAFETY & EQUIP		59.00		
08/26/15	1061		MR. CLEANSHINE		40.00		
09/22/15	1085		COMMERCE BNAK		29.66		
<b>Totals for 7360</b>					<u>6,731.52</u>	<u>0.00</u>	<u>6,731.52</u>

**7400 Office Supplies**

0.00

10/13/14	1573		CARDMEMBER SERVICES		197.26		
10/20/14	1579		SCHRIEFER'S OFFICE		125.74		
10/31/14	20.04		RECORD DELUXE BUS PROD		94.98		
12/08/14	1625		SCHRIEFER'S OFFICE		164.99		
01/12/15	1659		STAPLES		187.38		
01/14/15	1660		SCHRIEFER'S OFFICE		255.04		

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

October 1, 2014 - September 30, 2015

Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
02/03/15	1689		SCHRIEFER'S OFFICE		107.61		
02/11/15	1697		CARDMEMBER SERVICES		36.33		
02/20/15	1701		SCHRIEFER'S OFFICE		75.63		
03/23/15	1724		SCHRIEFER'S OFFICE		79.30		
04/01/15	1731		SCHRIEFER'S OFFICE		28.45		
04/27/15	1762		SCHRIEFER'S OFFICE		169.15		
05/05/15	1779		COMMERCE BANK CREDIT CARD OFFICE		89.00		
05/13/15	1789		SCHRIEFER'S OFFICE		121.16		
05/31/15	20.04		RECORD CHECKS ORDERED		103.85		
06/03/15	1808		ERIN FORD reimburse Staples purchase		25.38		
06/15/15	1823		SCHRIEFER'S OFFICE		95.02		
07/02/15	1001		COMMERCE BANK		64.00		
07/13/15	1015		SCHRIEFER'S OFFICE		244.28		
07/15/15	1028		SCHRIEFER'S OFFICE		102.26		
07/31/15	20.04		RECORD CHECK ORDER		95.94		
08/10/15	1040		SCHRIEFER'S OFFICE		52.11		
08/28/15	1036		CARDMEMBER SERVICES		295.81		
09/29/15	1097		SCHRIEFER'S OFFICE		206.55		
09/30/15	20.04		RECORD STOP PAY CHARGES		35.00		
<b>Totals for 7400</b>					<u>3,052.22</u>	<u>0.00</u>	<u>3,052.22</u>
<b>7440 Parking</b>				0.00			
09/30/15	1101		CITY OF COLUMBIA		2,487.04		
<b>Totals for 7440</b>					<u>2,487.04</u>	<u>0.00</u>	<u>2,487.04</u>
<b>7480 Payroll Taxes - Admin.</b>				0.00			
10/31/14	20.01		RECORD PAYROLL		461.09		
11/30/14	20.01		Monthly Payroll/Moresource		1,068.22		
12/31/14	20.01		RECORD MONTHLY PAYROLL		1,043.22		
01/31/15	20.01		MONTHLY PAYROLL		1,108.71		
02/28/15	20.01		RECORD PAYROLL		1,103.84		
03/31/15	20.01		RECORD MONTHLY PAYROLL		1,112.16		
04/30/15	20.01		RECORD PAYROLL		1,036.60		
05/31/15	20.01		MONTHLY PAYROLL ADMIN PR TAXES		1,010.85		
06/30/15	20.01		RECORD PAYROLL		979.02		
07/31/15	20.01		RECORD PAYROLL		978.85		
08/31/15	20.01		RECORD PAYROLL		989.26		
09/30/15	20.01		RECORD PAYROLL		976.13		
<b>Totals for 7480</b>					<u>11,867.95</u>	<u>0.00</u>	<u>11,867.95</u>
<b>7600 Professional Services</b>				0.00			
10/06/14	1558		ATKINS		196.00		
10/06/14	1564		MO DEPT OF REVENUE		105.00		
10/06/14	1570		GERDING, KORTE & CHITWOOD		380.00		
10/08/14	1571		MO DEPT OF REVENUE		35.00		
10/31/14	20.01		RECORD PAYROLL		36.25		
11/07/14	1591		MO DEPT OF REVENUE		105.00		
11/20/14	1604		GERDING, KORTE & CHITWOOD		380.00		
11/30/14	20.01		Monthly Payroll/Moresource		43.50		
12/01/14	1616		ATKINS		196.00		
12/08/14	1627		MO DEPT OF REVENUE		105.00		
12/11/14	1629		GERDING, KORTE & CHITWOOD		380.00		
12/31/14	20.01		RECORD MONTHLY PAYROLL		43.50		
01/05/15	1652		ATKINS		196.00		
01/14/15	1666		MO DEPT OF REVENUE		105.00		
01/31/15	20.01		MONTHLY PAYROLL		43.50		

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**General Ledger - Separate Debits and Credits**

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Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
02/02/15	1681		ATKINS		196.00		
02/11/15	1692		MO DEPT OF REVENUE		105.00		
02/11/15	1694		GERDING, KORTE & CHITWOOD		545.00		
02/28/15	20.01		RECORD PAYROLL		43.50		
03/04/15	1706		ATKINS		196.00		
03/04/15	1707		GERDING, KORTE & CHITWOOD		865.00		
03/04/15	1712		MO DEPT OF REVENUE		105.00		
03/09/15	1716		GERDING, KORTE & CHITWOOD		380.00		
03/09/15	1720		VAN MATRE LAW FIRM		1,149.00		
03/31/15	20.01		RECORD MONTHLY PAYROLL		43.50		
04/01/15	1735		ATKINS		196.00		
04/07/15	1741		VAN MATRE LAW FIRM		1,939.50		
04/07/15	1744		MO DEPT OF REVENUE		105.00		
04/15/15	1755		GERDING, KORTE & CHITWOOD		375.00		
04/27/15	1764		MO DEPT OF REVENUE		70.00		
04/30/15	20.01		RECORD PAYROLL		43.50		
05/04/15	1771		ATKINS		196.00		
05/05/15	1776		MO DEPT OF REVENUE		105.00		
05/12/15	1781		VAN MATRE LAW FIRM		2,785.50		
05/13/15	1788		GERDING, KORTE & CHITWOOD		460.00		
05/31/15	20.01		MONTHLY PAYROLL EDP FEES		43.50		
06/01/15	1801		ATKINS		196.00		
06/09/15	1815		MO DEPT OF REVENUE		105.00		
06/09/15	1816		VAN MATRE LAW FIRM		3,150.00		
06/15/15	1824		GERDING, KORTE & CHITWOOD		165.00		
06/22/15	1830		GERDING, KORTE & CHITWOOD		740.00		
06/30/15	20.01		RECORD PAYROLL		43.50		
07/02/15	1008		ATKINS		196.00		
07/13/15	1021		GERDING, KORTE & CHITWOOD		375.00		
07/13/15	1022		MO DEPT OF REVENUE		105.00		
07/15/15	1027		VAN MATRE LAW FIRM		6,021.00		
07/31/15	20.01		RECORD PAYROLL		43.50		
08/03/15	1034		ATKINS		196.00		
08/10/15	1045		GERDING, KORTE & CHITWOOD		375.00		
08/10/15	1046		COLUMBIA DAILY TRIBUNE		476.02		
08/10/15	1048		MO DEPT OF REVENUE		70.00		
08/19/15	1055		COLUMBIA BOARD OF REALTORS		1,000.00		
08/26/15	1062		MO DEPT OF REVENUE		35.00		
08/28/15	1036		CARDMEMBER SERVICES		11.25		
08/31/15	20.01		RECORD PAYROLL		43.50		
09/01/15	1064		ATKINS		196.00		
09/08/15	1073		COLUMBIA DAILY TRIBUNE		68.34		
09/15/15	1079		MO DEPT OF REVENUE		105.00		
09/15/15	1080		GERDING, KORTE & CHITWOOD		375.00		
09/15/15	1084		VANGEL		8,213.75		
09/29/15	1098		ATKINS		196.00		
09/30/15	20.01		RECORD PAYROLL		36.25		
<b>Totals for 7600</b>					<u>34,833.86</u>	<u>0.00</u>	<u>34,833.86</u>
<b>7640 Rent</b>				0.00			
10/06/14	1556		KEEPERS DALTON PARTNERSHIP		2,133.17		
11/07/14	1584		KEEPERS DALTON PARTNERSHIP		2,178.86		
11/11/14	1169		Safe Deposit Box		35.00		
12/01/14	1612		KEEPERS DALTON PARTNERSHIP		2,141.01		
01/05/15	1646		KEEPERS DALTON PARTNERSHIP		2,146.30		
02/02/15	1687		KEEPERS DALTON PARTNERSHIP		2,341.01		
03/04/15	1709		KEEPERS DALTON PARTNERSHIP		2,330.44		
04/07/15	1737		KEEPERS DALTON PARTNERSHIP		2,335.72		

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

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Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
05/04/15	1768		KEEPERS DALTON PARTNERSHIP		2,346.30		
06/01/15	1799		KEEPERS DALTON PARTNERSHIP		2,346.30		
07/02/15	1002		KEEPERS DALTON PARTNERSHIP		2,342.42		
08/03/15	1031		KEEPERS DALTON PARTNERSHIP		2,377.51		
09/02/15	1068		KEEPERS DALTON PARTNERSHIP		2,370.49		
			<b>Totals for 7640</b>		<u>27,424.53</u>	<u>0.00</u>	<u>27,424.53</u>
<b>7660 Retirement Plan</b>				0.00			
09/29/15	1091		COMMERCE BANK		1,063.00		
			<b>Totals for 7660</b>		<u>1,063.00</u>	<u>0.00</u>	<u>1,063.00</u>
<b>7680 Salary - Administrative</b>				0.00			
10/31/14	20.01		RECORD PAYROLL		5,700.25		
11/30/14	20.01		Monthly Payroll/Moresource		12,387.75		
12/31/14	20.01		RECORD MONTHLY PAYROLL		12,387.75		
01/31/15	20.01		MONTHLY PAYROLL		12,387.75		
02/28/15	20.01		RECORD PAYROLL		12,387.75		
03/31/15	20.01		RECORD MONTHLY PAYROLL		12,387.75		
04/30/15	20.01		RECORD PAYROLL		12,387.75		
05/31/15	20.01		MONTHLY PAYROLL ADMIN WAGES		12,387.75		
06/30/15	20.01		RECORD PAYROLL		12,387.75		
07/31/15	20.01		RECORD PAYROLL		12,387.75		
08/31/15	20.01		RECORD PAYROLL		12,387.75		
09/30/15	20.01		RECORD PAYROLL		12,387.75		
			<b>Totals for 7680</b>		<u>141,965.50</u>	<u>0.00</u>	<u>141,965.50</u>
<b>7720 Seminars/Conferences</b>				0.00			
01/05/15	1649		CITY OF COLUMBIA		15.00		
01/22/15	1672		CVB CTA CLASS		25.00		
02/11/15	1697		CARDMEMBER SERVICES		65.00		
03/09/15	1721		CARDMEMBER SERVICES		20.00		
03/23/15	1727		COLUMBIA ACCESS TELEVISION		250.00		
06/09/15	1819		COLUMBIA CUB CTA CLASS		20.00		
06/22/15	1828		COLUMBIA ACCESS TELEVISION		1,150.00		
07/02/15	1001		COMMERCE BANK		925.80		
07/02/15	1005		KATIE ESSING REIMB FOR CONFERENCE		332.11		
08/19/15	1050		OCA		50.00		
08/28/15	1036		CARDMEMBER SERVICES		1,357.20		
			<b>Totals for 7720</b>		<u>4,210.11</u>	<u>0.00</u>	<u>4,210.11</u>
<b>7800 Marketing Subscription</b>				0.00			
10/13/14	1573		CARDMEMBER SERVICES		107.94		
11/20/14	1606		CARDMEMBER SERVICES		7.95		
12/15/14	1637		CARDMEMBER SERVICES		107.94		
01/14/15	1668		CARDMEMBER SERVICES SUBSCRIPTION		107.94		
02/11/15	1697		CARDMEMBER SERVICES		107.94		
03/09/15	1721		CARDMEMBER SERVICES		107.94		
04/13/15	1749		CARDMEMBER SERVICES		107.94		
05/05/15	1779		COMMERCE BANK CREDIT CARD SUB		49.99		
05/12/15	1786		CARDMEMBER SERVICES SUBSCRIPTION		50.00		
06/01/15	1807		CARDMEMBER SERVICES		99.99		
07/02/15	1001		COMMERCE BANK		206.94		
07/13/15	1024		COLUMBIA TRIBUNE		193.44		
08/28/15	1036		CARDMEMBER SERVICES		303.82		

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

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Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
09/22/15	1085		COMMERCE BNAK		107.94		
			<b>Totals for 7800</b>		<u>1,667.71</u>	<u>0.00</u>	<u>1,667.71</u>
<b>7840 Telephone</b>				0.00			
10/06/14	1557		CENTURYLINK		204.57		
10/17/14	1578		AT&T		120.98		
11/07/14	1589		CENTURYLINK		204.59		
12/01/14	1613		CENTURYLINK		216.16		
12/31/14	32		CENTURYLINK		0.45		
01/05/15	1651		CENTURYLINK		204.57		
02/02/15	1680		CENTURYLINK		205.39		
03/04/15	1710		CENTURYLINK		205.39		
04/01/15	1733		CENTURYLINK		205.39		
05/04/15	1770		CENTURYLINK		205.60		
06/01/15	1805		CENTURYLINK		205.60		
07/02/15	1007		CENTURYLINK		205.60		
08/03/15	1037		CENTURYLINK		210.03		
09/01/15	1066		CENTURYLINK		222.65		
			<b>Totals for 7840</b>		<u>2,616.97</u>	<u>0.00</u>	<u>2,616.97</u>
<b>7850 TIF Expenditures</b>				0.00			
10/17/14	1576		CITY OF COLUMBIA		2,139.85		
11/25/14	1609		TIF		1,463.45		
01/14/15	1661		CITY OF COLUMBIA		3,101.33		
02/02/15	1682		CITY OF COLUMBIA TIF		3,101.33		
04/01/15	1730		CITY OF COLUMBIA TIF		2,777.15		
04/15/15	1751		CITY OF COLUMBIA TIF		1,892.25		
06/09/15	1810		CITY OF COLUMBIA TIF		2,562.55		
07/15/15	1026		CITY OF COLUMBIA TIF		2,704.60		
09/22/15	1086		CITY OF COLUMBIA		3,708.40		
			<b>Totals for 7850</b>		<u>23,450.91</u>	<u>0.00</u>	<u>23,450.91</u>
<b>7920 Travel</b>				0.00			
10/01/14	1166		TERRY TAXI		30.00		
10/31/14	1168		KEVIN WRIGHT TRAVEL REIMBURSEMENT		958.36		
			<b>Totals for 7920</b>		<u>988.36</u>	<u>0.00</u>	<u>988.36</u>
<b>7960 Utilities</b>				0.00			
10/06/14	1560		CITY OF COLUMBIA		77.44		
10/06/14	1561		CITY OF COLUMBIA		222.06		
10/17/14	1577		TRANQUILITY INTERNET SERVICES		74.95		
11/07/14	1587		CITY OF COLUMBIA		251.79		
11/07/14	1588		DELTA SYSTEMS GROUP		141.67		
11/20/14	1601		TRANQUILITY INTERNET SERVICES		74.95		
12/01/14	1617		CITY OF COLUMBIA		318.77		
12/08/14	1620		DELTA SYSTEMS GROUP		25.00		
12/19/14	1641		TRANQUILITY INTERNET SERVICES		74.95		
01/05/15	1653		CITY OF COLUMBIA		477.60		
01/14/15	1667		DELTA SYSTEMS GROUP		608.33		
01/27/15	1676		TRANQUILITY INTERNET SERVICES		74.95		
02/02/15	1688		CITY OF COLUMBIA		769.54		
02/11/15	1691		DELTA SYSTEMS GROUP		100.00		
03/04/15	1708		CITY OF COLUMBIA		591.03		

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
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Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
03/09/15	1714		TRANQUILITY INTERNET SERVICES		149.90		
03/09/15	1719		DELTA SYSTEMS GROUP		25.00		
04/01/15	1734		CITY OF COLUMBIA		632.46		
04/13/15	1750		DELTA SYSTEMS GROUP		25.00		
04/15/15	1752		TRANQUILITY INTERNET SERVICES		74.95		
05/05/15	1775		CITY OF COLUMBIA		274.66		
05/12/15	1782		DELTA SYSTEMS GROUP		25.00		
06/01/15	1798		TRANQUILITY INTERNET SERVICES MAY & JUNE		149.90		
06/01/15	1800		CITY OF COLUMBIA		270.75		
06/09/15	1817		DELTA SYSTEMS GROUP		25.00		
07/02/15	1006		CITY OF COLUMBIA		261.21		
07/13/15	1014		DELTA SYSTEMS GROUP		25.00		
07/20/15	1029		TRANQUILITY INTERNET SERVICES		74.95		
08/03/15	1035		CITY OF COLUMBIA		350.75		
08/10/15	1044		DELTA SYSTEMS GROUP		25.00		
08/26/15	1059		TRANQUILITY INTERNET SERVICES		74.95		
09/01/15	1065		CITY OF COLUMBIA		495.16		
09/08/15	1075		DELTA SYSTEMS GROUP		25.00		
09/15/15	1077		TRANQUILITY INTERNET SERVICES		74.95		
<b>Totals for 7960</b>					<u>6,942.62</u>	<u>0.00</u>	<u>6,942.62</u>
<b>8000 District Wireless (Maintenance)</b>				0.00			
10/06/14	1563		FULL STREAM		2,590.00		
11/13/14	1599		FULL STREAM		2,590.00		
12/01/14	1611		FULL STREAM		2,590.00		
01/05/15	1648		FULL STREAM		2,590.00		
02/02/15	1685		FULL STREAM		2,590.00		
03/04/15	1713		FULL STREAM		2,590.00		
04/01/15	1732		FULL STREAM		2,590.00		
05/04/15	1769		FULL STREAM		2,590.00		
06/01/15	1804		FULL STREAM		2,590.00		
07/02/15	1009		FULL STREAM		2,590.00		
08/03/15	1033		FULL STREAM		2,590.00		
09/01/15	1067		FULL STREAM		2,590.00		
<b>Totals for 8000</b>					<u>31,080.00</u>	<u>0.00</u>	<u>31,080.00</u>
<b>8010 Banner Installation</b>				0.00			
11/14/14	1600		MCMILLEN INDUSTRIES DESIGN NEW BUILDING SIGN		500.00		
12/05/14	1618		CITY OF COLUMBIA		328.00		
12/08/14	1619		HOME DEPOT - BANNER TIES		42.81		
12/11/14	1635		BEE SEEN SIGNS		1,300.00		
02/02/15	1679		CITY OF COLUMBIA METER HOODS		112.00		
02/17/15	1699		BEE SEEN SIGNS, INC.		850.00		
04/01/15	1736		CARDMEMBER SERVICES BANNERS		186.19		
04/07/15	1743		BEE SEEN SIGNS, INC.		1,835.00		
04/20/15	1757		COLUMBIA SAFETY		1,320.00		
05/05/15	1772		CITY OF COLUMBIA BANNER/HOODS		160.00		
05/05/15	1779		COMMERCE BANK CREDIT CARD BANNER		311.57		
05/13/15	1790		BEE SEEN SIGNS, INC.		1,360.00		

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05/31/15	20.02		MONTHLY DEPOSITS CITY OF COLUMBIA REIMBURSEMENT			1,100.00	
06/22/15	1829		BEE SEEN SIGNS, INC. BANNERS		1,000.00		
06/22/15	1831		COLUMBIA SAFETY BANNERS		400.00		
07/02/15	1001		COMMERCE BANK		120.00		
07/20/15	1030		CITY OF COLUMBIA BANNERS		30.00		
<b>Totals for 8010</b>					<u>9,855.57</u>	<u>1,100.00</u>	<u>8,755.57</u>
<b>8020 City Horticulture</b>				0.00			
10/06/14	1569		CITY OF COLUMBIA HORTI CULTURE		625.00		
11/20/14	1605		CITY OF COLUMBIA		625.00		
12/08/14	1623		CITY OF COLUMBIA HORTI CULTURE		625.00		
01/14/15	1669		CITY OF COLUMBIA HORTI CULTURE		625.00		
02/11/15	1690		CITY OF COLUMBIA HORTI CULTURE		625.00		
03/09/15	1718		CITY OF COLUMBIA HORTI CULTURE		625.00		
04/07/15	1742		CITY OF COLUMBIA HORTI CULTURE		625.00		
05/12/15	1783		CITY OF COLUMBIA HORTI CULTURE		625.00		
06/09/15	1814		CITY OF COLUMBIA HORTI CULTURE		625.00		
07/13/15	1017		CITY OF COLUMBIA HORTI CULTURE		625.00		
08/10/15	1043		CITY OF COLUMBIA HORTI CULTURE		625.00		
09/15/15	1082		CITY OF COLUMBIA HORTI CULTURE		625.00		
<b>Totals for 8020</b>					<u>7,500.00</u>	<u>0.00</u>	<u>7,500.00</u>
<b>8035 Holiday Decor</b>				0.00			
07/13/15	1834		WINTERLAND HOLIDAY DECOR		9,550.00		
<b>Totals for 8035</b>					<u>9,550.00</u>	<u>0.00</u>	<u>9,550.00</u>
<b>8040 Public Art Program</b>				0.00			
03/16/15	1722		CITY OF COLUMBIA CULTURAL AFFAIRS TRAFFIC BOX ART		500.00		
<b>Totals for 8040</b>					<u>500.00</u>	<u>0.00</u>	<u>500.00</u>
<b>8050 Special Streetscape Programs</b>				0.00			
11/10/14	1596		Parking meter for parking lot		1,500.00		
04/01/15	1736		CARDMEMBER SERVICES SIDEWALK		77.51		
04/27/15	1763		CITY OF COLUMBIA METER HOOD FOR PARKING		1,200.00		
05/05/15	1779		COMMERCE BANK CREDIT CARD SIDEWALK		115.37		
05/05/15	1779		COMMERCE BANK CREDIT CARD ALLEY		1,295.70		
05/18/15	1792		WINTERLAND SPECIAL STREETScape		1,500.00		
<b>Totals for 8050</b>					<u>5,688.58</u>	<u>0.00</u>	<u>5,688.58</u>
<b>8260 Cleaning &amp; Maintenance Payroll Taxes</b>				0.00			
10/31/14	20.01		RECORD PAYROLL		235.07		
11/30/14	20.01		Monthly Payroll/Moresource		197.51		
12/31/14	20.01		RECORD MONTHLY PAYROLL		239.75		
01/31/15	20.01		MONTHLY PAYROLL		227.24		

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02/28/15	20.01		RECORD PAYROLL		190.10		
03/31/15	20.01		RECORD MONTHLY PAYROLL		245.08		
04/30/15	20.01		RECORD PAYROLL		216.85		
05/31/15	20.01		MONTHLY PAYROLL SIDEWALK TAXES		257.50		
06/30/15	20.01		RECORD PAYROLL		254.53		
07/31/15	20.01		RECORD PAYROLL		252.35		
08/31/15	20.01		RECORD PAYROLL		271.36		
09/30/15	20.01		RECORD PAYROLL		168.63		
<b>Totals for 8260</b>					<u>2,755.97</u>	<u>0.00</u>	<u>2,755.97</u>
<b>8280 Cleaning &amp; Maintenance Labor</b>				0.00			
10/31/14	20.01		RECORD PAYROLL		2,906.00		
11/30/14	20.01		Monthly Payroll/Moresource		2,458.00		
12/31/14	20.01		RECORD MONTHLY PAYROLL		3,040.00		
01/31/15	20.01		MONTHLY PAYROLL		2,539.00		
02/28/15	20.01		RECORD PAYROLL		2,124.00		
03/31/15	20.01		RECORD MONTHLY PAYROLL		2,661.00		
04/30/15	20.01		RECORD PAYROLL		2,354.50		
05/31/15	20.01		MONTHLY PAYROLL SIDEWALK WAGES		2,940.00		
06/30/15	20.01		RECORD PAYROLL		3,104.00		
07/31/15	20.01		RECORD PAYROLL		3,078.50		
08/31/15	20.01		RECORD PAYROLL		3,398.00		
09/29/15	1094		AGENT CLEAN		5,000.00		
09/29/15	1099		ATKINS		3,396.00		
09/30/15	20.01		RECORD PAYROLL		2,140.00		
<b>Totals for 8280</b>					<u>41,139.00</u>	<u>0.00</u>	<u>41,139.00</u>
<b>8290 Cleaning &amp; Maintenance Equipment</b>				0.00			
11/20/14	1603		HILLYARD		140.35		
03/04/15	1705		HILLYARD		68.16		
<b>Totals for 8290</b>					<u>208.51</u>	<u>0.00</u>	<u>208.51</u>
<b>8295 Cleaning &amp; Maintenance - Sidewalk</b>				0.00			
08/28/15	1036		CARDMEMBER SERVICES		58.76		
09/08/15	1073		COLUMBIA DAILY TRIBUNE		105.56		
<b>Totals for 8295</b>					<u>164.32</u>	<u>0.00</u>	<u>164.32</u>
<b>8300 Image Marketing</b>				0.00			
10/06/14	1559		MEDIA USA		495.00		
10/06/14	1567		RELOCATING IN COLUMBIA		1,580.00		
11/10/14	1595		SHOWCASE PUBLISHING INC		1,595.00		
11/20/14	1607		Image		5,000.00		
11/24/14	1608		Image		1,290.00		
12/31/14	1642		BOXCAR FILMS		5,000.00		
04/08/15	1745		CENTRAL COLUMBIA ASSOCIATION GC		25.00		
04/13/15	1747		CENTRAL COLUMBIA ASSOCIATION CAT TV SPONSORSHIP		50.00		
04/15/15	1753		MAXIMUM MEDIA		1,750.00		
05/13/15	1791		KMIZ IMAGE		250.00		
05/20/15	1794		SHOWCASE PUBLISHING INC		1,595.00		
06/15/15	1826		CCA IMAGE		80.00		
07/02/15	1001		COMMERCE BANK		275.00		
08/03/15	1038		INSIDE COLUMBIA		495.00		
08/28/15	1036		CARDMEMBER SERVICES		800.00		
09/08/15	1073		COLUMBIA DAILY TRIBUNE		275.00		



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09/29/15	1092		BROOKE OMAR		4,275.00		
09/29/15	1095		PROJECT GRAPHICS		1,208.44		
09/30/15	1112		PEACE FRAME PRODUCTIONS		2,500.00		
<b>Totals for 8300</b>					<u>28,538.44</u>	<u>0.00</u>	<u>28,538.44</u>
<b>8302 Design Guidelines Consultants</b>				0.00			
11/10/14	1598		WINTER & COMPANY		9,890.00		
01/21/15	1671		WINTER & COMPANY		5,889.30		
<b>Totals for 8302</b>					<u>15,779.30</u>	<u>0.00</u>	<u>15,779.30</u>
<b>8303 Design Guidelines Booklet</b>				0.00			
02/11/15	1697		CARDMEMBER SERVICES		33.37		
03/09/15	1721		CARDMEMBER SERVICES		143.03		
<b>Totals for 8303</b>					<u>176.40</u>	<u>0.00</u>	<u>176.40</u>
<b>8304 Energy Efficiency Programs</b>				0.00			
09/15/15	1078		CITY OF COLUMBIA		2,500.00		
<b>Totals for 8304</b>					<u>2,500.00</u>	<u>0.00</u>	<u>2,500.00</u>
<b>8305 Promotions &amp; Events</b>				0.00			
11/20/14	1606		CARDMEMBER SERVICES		177.37		
12/08/14	1628		COLUMBIA TRIBUNE		3,032.84		
12/11/14	1630		NMIZ NPG OF MO		140.00		
12/11/14	1631		KQFX		870.00		
12/11/14	1632		KMIZ		1,070.00		
12/15/14	1637		CARDMEMBER SERVICES		83.58		
12/15/14	1638		CENTRAL COLUMBIA ASSOCIATION EVENTS & PROMOTIONS GC'S		150.00		
12/31/14	1643		KMIZ		1,020.00		
12/31/14	1644		NMIZ NPG OF MO		140.00		
12/31/14	1645		KQFX		1,150.00		
01/06/15	1656		KOMU TV8		4,045.00		
01/06/15	1657		MID MISSOURI'S CW		525.00		
01/14/15	1663		COLUMBIA TRIBUNE		300.00		
01/14/15	1665		NORTH VILLAGE ARTS DISTRICT SPONSORSHIP		1,500.00		
01/14/15	1668		CARDMEMBER SERVICES EVENTS		400.31		
01/31/15	32		KMIZ		50.00		
04/20/15	1758		COLUMBIA ART LEAGUE		275.00		
05/05/15	1778		KTXV FM Zimmer Radio		1,680.00		
05/06/15	1780		COLUMBIA DAILY TRIBUNE EVENTS		255.84		
06/09/15	1811		COLUMBIA TRIBUNE		825.00		
07/13/15	1023		COLUMBIA TRIBUNE		960.00		
09/24/15	1088		BUSKERS		75.00		
09/24/15	1089		BUSKERS		75.00		
09/24/15	1090		CENTRAL COLUMBIA ASSOCIATION		150.00		
<b>Totals for 8305</b>					<u>18,949.94</u>	<u>0.00</u>	<u>18,949.94</u>
<b>8307 Online Marketing</b>				0.00			
10/06/14	1565		DELTA SYSTEMS GROUP		25.00		
10/06/14	1566		MISSOURIAN		333.33		
10/13/14	1572		COLUMBIA TRIBUNE		100.00		
11/07/14	1586		The Columbia Missourian		333.33		
11/10/14	1592		Tribune		1,045.00		
11/20/14	1606		CARDMEMBER SERVICES		308.99		
12/08/14	1621		MISSOURIAN		333.33		

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Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
12/08/14	1628		COLUMBIA TRIBUNE		100.00		
12/11/14	1633		KQFX		250.00		
12/11/14	1634		KMIZ		250.00		
01/05/15	1650		MISSOURIAN		333.33		
01/14/15	1663		COLUMBIA TRIBUNE		1,045.00		
01/14/15	1664		KQFX		250.00		
01/14/15	1668		CARDMEMBER SERVICES ONLINE		70.25		
01/26/15	1674		KQFX		250.00		
01/26/15	1675		KMIZ		250.00		
02/02/15	1686		MISSOURIAN		333.33		
02/11/15	1693		COLUMBIA TRIBUNE		100.00		
02/11/15	1697		CARDMEMBER SERVICES		75.98		
03/04/15	1703		MISSOURIAN		333.33		
03/09/15	1717		COLUMBIA TRIBUNE		100.00		
03/09/15	1721		CARDMEMBER SERVICES		439.57		
03/31/15	32		INTERNET DOMAIN NAME SERVICES			60.00	
03/31/15	1729		INTERNET DOMAIN NAME SERVICES		60.00		
04/07/15	1738		MISSOURIAN		333.33		
04/07/15	1740		COLUMBIA TRIBUNE		100.00		
04/13/15	1749		CARDMEMBER SERVICES		139.73		
05/05/15	1774		MISSOURIAN		333.33		
05/06/15	1780		COLUMBIA DAILY TRIBUNE ONLINE		550.00		
05/12/15	1786		CARDMEMBER SERVICES ONLINE		244.00		
06/01/15	1807		CARDMEMBER SERVICES		27.93		
06/09/15	1813		MISSOURIAN		333.33		
07/02/15	1001		COMMERCE BANK		47.00		
07/13/15	1025		MISSOURIAN		333.33		
08/10/15	1042		MISSOURIAN		333.33		
08/10/15	1046		COLUMBIA DAILY TRIBUNE		655.84		
08/28/15	1036		CARDMEMBER SERVICES		218.45		
09/08/15	1073		COLUMBIA DAILY TRIBUNE		400.00		
09/08/15	1074		MISSOURIAN		333.33		
09/22/15	1085		COMMERCE BNAK		80.00		
<b>Totals for 8307</b>					<u>11,182.70</u>	<u>60.00</u>	<u>11,122.70</u>
<b>8308 Postage</b>				0.00			
10/06/14	1562		BRAKE PRINTING / DIRECT IMPACT		362.80		
12/01/14	1615		DIRECT IMPAQT		360.00		
01/28/15	1678		DIRECT IMPAQT		360.00		
02/17/15	1698		DIRECT IMPAQT		341.20		
03/04/15	1711		DIRECT IMPAQT		334.40		
04/13/15	1748		DIRECT IMPAQT		676.80		
05/05/15	1777		DIRECT IMPAQT		335.60		
06/01/15	1806		DIRECT IMPAQT		336.40		
07/02/15	1001		COMMERCE BANK		197.85		
07/02/15	1004		DIRECT IMPAQT		338.25		
08/03/15	1032		DIRECT IMPAQT		338.25		
09/01/15	1070		DIRECT IMPAQT		348.09		
09/30/15	1100		DIRECT IMPAQT		214.35		
<b>Totals for 8308</b>					<u>4,543.99</u>	<u>0.00</u>	<u>4,543.99</u>
<b>8309 Printing</b>				0.00			
10/06/14	1562		BRAKE PRINTING / DIRECT IMPACT		98.01		
11/10/14	1593		SHELTER INSURANCE		52.52		

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12/01/14	1615		DIRECT IMPAQT		97.65		
01/28/15	1678		DIRECT IMPAQT		97.65		
02/17/15	1698		DIRECT IMPAQT		138.80		
03/04/15	1711		DIRECT IMPAQT		385.98		
03/09/15	1721		CARDMEMBER SERVICES		193.66		
04/13/15	1748		DIRECT IMPAQT		357.35		
04/13/15	1749		CARDMEMBER SERVICES		101.57		
04/20/15	1761		SHELTER INSURANCE		37.12		
05/05/15	1777		DIRECT IMPAQT		200.05		
06/01/15	1806		DIRECT IMPAQT		200.59		
06/01/15	1807		CARDMEMBER SERVICES		415.00		
06/22/15	1832		FEDEX PRINTING		407.07		
06/30/15	32		FEDEX		63.00		
07/02/15	1001		COMMERCE BANK		1,000.00		
07/02/15	1004		DIRECT IMPAQT		198.24		
07/13/15	1016		DIRECT IMPAQT		267.50		
08/03/15	1032		DIRECT IMPAQT		508.24		
09/01/15	1070		DIRECT IMPAQT		1,875.00		
<b>Totals for 8309</b>					<u>6,695.00</u>	<u>0.00</u>	<u>6,695.00</u>
<b>8310 Economic Devel. Business Mktg</b>				0.00			
11/20/14	1602		DIRECT IMPAQT Economic Marketing		167.50		
<b>Totals for 8310</b>					<u>167.50</u>	<u>0.00</u>	<u>167.50</u>
<b>8315 Economic Devel. Programs</b>				0.00			
08/28/15	1036		CARDMEMBER SERVICES		150.00		
<b>Totals for 8315</b>					<u>150.00</u>	<u>0.00</u>	<u>150.00</u>
<b>9001 Banner Design / Production</b>				0.00			
11/25/14	1610		Banner Design		7,600.00		
03/23/15	1726		COLUMBIA SAFETY		6,600.00		
06/01/15	1797		COLUMBIA SAFETY SHARP END BANNERS		100.00		
09/29/15	1095		PROJECT GRAPHICS		3,700.00		
<b>Totals for 9001</b>					<u>18,000.00</u>	<u>0.00</u>	<u>18,000.00</u>
<b>9002 Sewer / Stormwater Programs</b>				0.00			
07/02/15	1010		CITY OF COLUMBIA STORM WATER		20,000.00		
<b>Totals for 9002</b>					<u>20,000.00</u>	<u>0.00</u>	<u>20,000.00</u>
<b>9005 Sidewalk Trash Cans</b>				0.00			
08/19/15	1051		GRABER MANUFACTURING		31,625.00		
<b>Totals for 9005</b>					<u>31,625.00</u>	<u>0.00</u>	<u>31,625.00</u>
<b>9006 Alley Lighting</b>				0.00			
06/15/15	1820		BURNETT ELECTRIC ALLEY LIGHTS		750.00		
06/15/15	1821		BUTLER SUPPLY ALLEY LIGHTS		6,750.00		
06/15/15	1825		MIDWAY ELECTRIC ALLEY LIGHTING		519.65		
06/29/15	1833		BUTLER SUPPLY ALLEY LIGHTS		6,750.00		
07/02/15	1001		COMMERCE BANK		1,295.70		
07/02/15	1003		WINTHROW ELECTRIC		519.98		
07/31/15	20.02		RECORD DEPOSITS DONATION FOR ALLEY LIGHT			240.00	
08/27/15	1063		CITY OF COLUMBIA		2,500.00		
<b>Totals for 9006</b>					<u>19,085.33</u>	<u>240.00</u>	<u>18,845.33</u>

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

October 1, 2014 - September 30, 2015

Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
<b>9020 Directional Signage</b>				0.00			
08/26/15	1060		CHARLIE TRIPLETT LLC		80.00		
09/29/15	1093		COLUMBIA SIGN SERVICE WAYFINDER		3,598.00		
<b>Totals for 9020</b>					<u>3,678.00</u>	<u>0.00</u>	<u>3,678.00</u>
<b>9030 Broadway Gateway</b>				0.00			
10/31/14	1582		ARCTURIS		3,047.00		
12/08/14	1626		ARCTURIS		3,415.46		
08/19/15	1052		VANGEL		10,148.75		
<b>Totals for 9030</b>					<u>16,611.21</u>	<u>0.00</u>	<u>16,611.21</u>
<b>9550 Extended Cleaning Services</b>				0.00			
10/06/14	1558		ATKINS		3,396.00		
11/07/14	1585		ATKINS		3,592.00		
12/01/14	1616		ATKINS		3,396.00		
04/01/15	1735		ATKINS		3,396.00		
05/04/15	1771		ATKINS		3,396.00		
05/12/15	1785		AGENT CLEAN		10,000.00		
06/01/15	1801		ATKINS		3,396.00		
07/02/15	1008		ATKINS		3,396.00		
08/03/15	1034		ATKINS		3,396.00		
09/01/15	1064		ATKINS		3,396.00		
09/01/15	1069		AGENT CLEAN		7,500.00		
09/29/15	1098		ATKINS		3,396.00		
<b>Totals for 9550</b>					<u>51,656.00</u>	<u>0.00</u>	<u>51,656.00</u>
<b>9559 CVB Grant</b>				0.00			
12/31/14	20.02		RECORD MONTHLY DEPOSITS			1,500.00	
01/05/15	1647		SIMPATICO QUARTET CAROLING		150.00		
			CVB GRANT				
01/14/15	1662		BOONSLICK CHORDBUSTERS		375.00		
<b>Totals for 9559</b>					<u>525.00</u>	<u>1,500.00</u>	<u>(975.00)</u>
<b>9561 Hospitality Zone Assessment</b>				0.00			
04/15/15	1754		RHI		4,000.00		
05/18/15	1793		RESPONSIBLE HOSPITALITY INSTITUTE		9,995.02		
06/03/15	1809		TIGER HOTEL		288.00		
06/15/15	1822		RHI		8,904.57		
07/02/15	1001		COMMERCE BANK		291.75		
07/09/15	1011		CENTRAL COLUMBIA ASSOCIATION GIFT CERTS FOR RHI PARKING PROJECTS		100.00		
08/19/15	1054		RHI		20,420.36		
08/28/15	1036		CARDMEMBER SERVICES		41.68		
09/15/15	1083		THE TIGER HOTEL		288.00		
09/22/15	1085		COMMERCE BNAK		220.98		
09/29/15	1096		RESPONSIBLE HOSPITALITY INSTITUTE		4,917.08		
<b>Totals for 9561</b>					<u>49,467.44</u>	<u>0.00</u>	<u>49,467.44</u>
<b>9600 Depreciation</b>				0.00			
10/31/14	20.03		RECORD DEPRECIATION		164.28		
11/30/14	20.03		Monthly Depreciation		164.28		
12/31/14	20.03		RECORD DEPRECIATION		164.28		
01/31/15	20.03		MONTHLY DEPRECIATION		164.28		
02/28/15	20.03		RECORD DEPRECIATION		164.28		

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**General Ledger - Separate Debits and Credits**

October 1, 2014 - September 30, 2015

Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
03/31/15	20.03		RECORD MONTHLY DEPRECIATION		164.28		
04/30/15	20.03		RECORD DEPRECIATION		164.28		
05/31/15	20.03		MONTHLY DEPRECIATION		164.28		
06/30/15	20.03		RECORD DEPRECIATION		164.28		
07/31/15	20.03		MONTHLY DEPRECIATION		164.28		
08/31/15	20.03		MONTHLY DEPRECIATION		164.28		
09/30/15	20.03		RECORD DEPRECIATION		164.30		
<b>Totals for 9600</b>					<u>1,971.38</u>	<u>0.00</u>	<u>1,971.38</u>
<b>Report Total</b>							<u>0.00</u>

**Net Profit/(Loss)**

Current Period	<u>(91,237.30)</u>
Year-to-Date	<u>98,982.43</u>

Distribution count = 1,115

# DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT

## Journals

September 1, 2015 - September 30, 2015

Date	Reference	Account	Payee ID	Description	1099	Amount
<b>Journal: General</b>						
09/01/15	1064	1020	ATKINS	ATKINS		(3,592.00)
09/01/15	1064	7600	ATKINS	ATKINS		196.00
09/01/15	1064	9550	ATKINS	ATKINS		3,396.00
09/01/15	1065	1020	CITY OF COL	CITY OF COLUMBIA		(495.16)
09/01/15	1065	7960	CITY OF COL	CITY OF COLUMBIA		495.16
09/01/15	1066	1020	CENTURYLINK	CENTURYLINK		(222.65)
09/01/15	1066	7840	CENTURYLINK	CENTURYLINK		222.65
09/01/15	1067	1020	FULL STREAM	FULL STREAM		(2,590.00)
09/01/15	1067	8000	FULL STREAM	FULL STREAM		2,590.00
09/02/15	1068	1020	KEEPERS DAL	KEEPERS DALTON PARTNERSHIP		(2,370.49)
09/02/15	1068	7640	KEEPERS DAL	KEEPERS DALTON PARTNERSHIP	1099-MISC (1)	2,370.49
09/01/15	1069	1020	AGENT CLEAN	AGENT CLEAN		(7,500.00)
09/01/15	1069	9550	AGENT CLEAN	AGENT CLEAN		7,500.00
09/01/15	1070	1020	DIRECT IMPA	DIRECT IMPAQT		(2,223.09)
09/01/15	1070	8309	DIRECT IMPA	DIRECT IMPAQT		1,875.00
09/01/15	1070	8308	DIRECT IMPA	DIRECT IMPAQT		348.09
09/08/15	1071	1020	MO MAINTENA	MO MAINTENANCE STREET CONNECTION		(325.00)
09/08/15	1071	7160	MO MAINTENA	MO MAINTENANCE STREET CONNECTION		325.00
09/08/15	1072	1020	CITY OF COL	CITY OF COLUMBIA		(30.00)
09/08/15	1072	7050	CITY OF COL	CITY OF COLUMBIA FEES		30.00
09/08/15	1073	1020	COLUMBIA DA	COLUMBIA DAILY TRIBUNE		(962.74)
09/08/15	1073	8307	COLUMBIA DA	COLUMBIA DAILY TRIBUNE		400.00
09/08/15	1073	7600	COLUMBIA DA	COLUMBIA DAILY TRIBUNE		68.34
09/08/15	1073	8300	COLUMBIA DA	COLUMBIA DAILY TRIBUNE		275.00
09/08/15	1073	8295	COLUMBIA DA	COLUMBIA DAILY TRIBUNE		105.56
09/08/15	1073	7050	COLUMBIA DA	COLUMBIA DAILY TRIBUNE		113.84
09/08/15	1074	1020	MISSOURIAN	MISSOURIAN		(333.33)
09/08/15	1074	8307	MISSOURIAN	MISSOURIAN		333.33
09/08/15	1075	1020	DELTA SYSTE	DELTA SYSTEMS GROUP		(25.00)
09/08/15	1075	7960	DELTA SYSTE	DELTA SYSTEMS GROUP		25.00
09/08/15	1076	1020	CULLIGAN	CULLIGAN		(46.75)
09/08/15	1076	7280	CULLIGAN	CULLIGAN		46.75
09/15/15	1077	1020	TRANQUILITY	TRANQUILITY INTERNET SERVICES		(74.95)
09/15/15	1077	7960	TRANQUILITY	TRANQUILITY INTERNET SERVICES		74.95
09/15/15	1078	1020	CITY OF COL	CITY OF COLUMBIA		(2,500.00)
09/15/15	1078	8304	CITY OF COL	CITY OF COLUMBIA		2,500.00
09/15/15	1079	1020	MO DEPT OF	MO DEPT OF REVENUE		(105.00)
09/15/15	1079	7600	MO DEPT OF	MO DEPT OF REVENUE		105.00
09/15/15	1080	1020	GKC	GERDING, KORTE & CHITWOOD		(375.00)
09/15/15	1080	7600	GKC	GERDING, KORTE & CHITWOOD		375.00
09/15/15	1081	1020	IMAGE TECHN	IMAGE TECHNOLOGY		(125.50)
09/15/15	1081	7280	IMAGE TECHN	IMAGE TECHNOLOGY		125.50
09/15/15	1082	1020	CITY HORTIC	CITY OF COLUMBIA HORTI CULTURE		(625.00)
09/15/15	1082	8020	CITY HORTIC	CITY OF COLUMBIA HORTI CULTURE		625.00
09/15/15	1083	1020	THE TIGER H	THE TIGER HOTEL		(288.00)
09/15/15	1083	9561	THE TIGER H	THE TIGER HOTEL		288.00
09/15/15	1084	1020	VANGEL	VANGEL		(8,213.75)
09/15/15	1084	7600	VANGEL	VANGEL		8,213.75
09/22/15	1085	1020		COMMERCE BNAK		(1,638.58)
09/22/15	1085	7800		COMMERCE BNAK		107.94
09/22/15	1085	9561		COMMERCE BNAK		220.98
09/22/15	1085	8307		COMMERCE BNAK		80.00
09/22/15	1085	7360		COMMERCE BNAK		29.66
09/22/15	1085	7160		COMMERCE BNAK		1,200.00
09/22/15	1086	1020	CITY OF COL	CITY OF COLUMBIA		(3,708.40)
09/22/15	1086	7850	CITY OF COL	CITY OF COLUMBIA		3,708.40
09/22/15	1087	1020	void	void		0.00
09/22/15	1087	999	void	void		0.00

# DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT

## Journals

September 1, 2015 - September 30, 2015

Date	Reference	Account	Payee ID	Description	1099	Amount
09/24/15	1088	1020	BUSKERS	BUSKERS		(75.00)
09/24/15	1088	8305	BUSKERS	BUSKERS		75.00
09/24/15	1089	1020	BUSKERS	BUSKERS		(75.00)
09/24/15	1089	8305	BUSKERS	BUSKERS		75.00
09/24/15	1090	1020	CENTRAL COL	CENTRAL COLUMBIA ASSOCIATION		(150.00)
09/24/15	1090	8305	CENTRAL COL	CENTRAL COLUMBIA ASSOCIATION		150.00
09/29/15	1091	1020	COMMERCE BA	COMMERCE BANK		(1,063.00)
09/29/15	1091	7660	COMMERCE BA	COMMERCE BANK		1,063.00
09/29/15	1092	1020	BROOKE OMAR	BROOKE OMAR		(4,275.00)
09/29/15	1092	8300	BROOKE OMAR	BROOKE OMAR		4,275.00
09/29/15	1093	1020	COLUMBIA SI	COLUMBIA SIGN SERVICE		(3,598.00)
09/29/15	1093	9020	COLUMBIA SI	COLUMBIA SIGN SERVICE WAYFINDER		3,598.00
09/29/15	1094	1020	AGENT CLEAN	AGENT CLEAN		(5,000.00)
09/29/15	1094	8280	AGENT CLEAN	AGENT CLEAN		5,000.00
09/29/15	1095	1020	PROJECT GRA	PROJECT GRAPHICS		(4,908.44)
09/29/15	1095	8300	PROJECT GRA	PROJECT GRAPHICS		1,208.44
09/29/15	1095	9001	PROJECT GRA	PROJECT GRAPHICS		3,700.00
09/29/15	1096	1020	RESPONSIBLE	RESPONSIBLE HOSPITALITY INSTITUTE		(4,917.08)
09/29/15	1096	9561	RESPONSIBLE	RESPONSIBLE HOSPITALITY INSTITUTE		4,917.08
09/29/15	1097	1020	SCHRIEFER'S	SCHRIEFER'S OFFICE		(206.55)
09/29/15	1097	7400	SCHRIEFER'S	SCHRIEFER'S OFFICE		206.55
09/29/15	1098	1020	ATKINS	ATKINS		(3,592.00)
09/29/15	1098	7600	ATKINS	ATKINS		196.00
09/29/15	1098	9550	ATKINS	ATKINS		3,396.00
09/29/15	1099	1020	ATKINS	ATKINS		(3,396.00)
09/29/15	1099	8280	ATKINS	ATKINS		3,396.00
09/30/15	1100	1020	DIRECT IMPA	DIRECT IMPAQT		(214.35)
09/30/15	1100	8308	DIRECT IMPA	DIRECT IMPAQT		214.35
09/30/15	1101	1020	CITY OF COL	CITY OF COLUMBIA		(2,487.04)
09/30/15	1101	7440	CITY OF COL	CITY OF COLUMBIA		2,487.04
09/30/15	1112	1020	PEACE FRAME	PEACE FRAME PRODUCTIONS		(2,500.00)
09/30/15	1112	8300	PEACE FRAME	PEACE FRAME PRODUCTIONS		2,500.00
09/30/15	20.01	7680		RECORD PAYROLL		12,387.75
09/30/15	20.01	8280		RECORD PAYROLL		2,140.00
09/30/15	20.01	7480		RECORD PAYROLL		976.13
09/30/15	20.01	8260		RECORD PAYROLL		168.63
09/30/15	20.01	7600		RECORD PAYROLL		36.25
09/30/15	20.01	1020		RECORD PAYROLL		(15,708.76)
09/30/15	20.02	1005		RECORD MONTHLY DEPOSITS		67,791.32
09/30/15	20.02	2300		RECORD MONTHLY DEPOSITS DOR		(67,086.11)
09/30/15	20.02	2300		RECORD MONTHLY DEPOSITS DOR LOCAL OPTION		(705.21)
09/30/15	20.03	9600		RECORD DEPRECIATION		164.30
09/30/15	20.03	1620		RECORD DEPRECIATION		(164.30)
09/30/15	20.04	7400		RECORD STOP PAY CHARGES		35.00
09/30/15	20.04	1020		RECORD STOP PAY CHARGES		(35.00)
09/30/15	20.05	7060		RECORD UNITED HEALTHCARE INS PREM		571.34
09/30/15	20.05	1005		RECORD UNITED HEALTHCARE INS PREM		(96.56)
09/30/15	20.05	1020		RECORD UNITED HEALTHCARE INS PREM		(474.78)
09/30/15	20.06	1140		RECORD INTEREST EARNED		45.28
09/30/15	20.06	4900		RECORD INTEREST EARNED		(45.28)
09/30/15	20.06	1145		RECORD INTEREST EARNED		24.67
09/30/15	20.06	4900		RECORD INTEREST EARNED		(24.67)
Transaction Balance for General						0.00

### Transaction Totals

Total Debits	<u>159,168.52</u>
Total Credits	<u>159,168.52</u>
Account Hash Total	<u>533458.0000</u>

# DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT

## Journals

September 1, 2015 - September 30, 2015

Date	Reference	Account	Payee ID	Description	1099	Amount
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Distribution count = 110



# DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT

## Bank Account Reconciliation Worksheet

Future TY Property Tax Funds  
September 1, 2015 - September 30, 2015

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
			Beginning Bank Balance	182,834.82
<b>Cleared Deposits &amp; Additions</b>				
			Total	0.00
			Statement Total	0.00
			Difference	0.00
<b>Cleared Checks &amp; Payments</b>				
			Total	0.00
			Statement Total	0.00
			Difference	0.00
			Ending Bank Balance	182,834.82
<b>Reconciled Bank Information</b>				
			Ending Bank Balance	182,834.82
<b>Open Deposits &amp; Additions</b>				
			Total	0.00
<b>Open Checks &amp; Payments</b>				
			Total	0.00
			Reconciled Bank Balance	182,834.82
<b>General Ledger Information</b>				
			Unadjusted General Ledger Balance	182,834.82
<b>Adjustments</b>				
			Total	0.00
			Adjusted General Ledger Balance	182,834.82
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
			Beginning Bank Balance	182,834.82
			+ Cleared Deposits & Additions	0.00
			- Cleared Checks & Payments	0.00
			Ending Bank Balance	182,834.82
<b>Reconciled Bank Information</b>				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	0.00
			Reconciled Bank Balance	182,834.82
<b>General Ledger Information</b>				
			Unadjusted General Ledger Balance	182,834.82
			+/- Total Adjustments	0.00
			Adjusted General Ledger Balance	182,834.82
<b>Unreconciled Amount</b>				
				0.00
Cleared Deposits & Additions count = 0				
Cleared Checks & Payments count = 0				
Open Deposits & Additions count = 0				
Open Checks & Payments count = 0				
General Ledger Adjustment count = 0				

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**Bank Account Reconciliation Worksheet**

Future TY Property Tax Funds  
September 1, 2015 - September 30, 2015

Reference	Date	GL Account
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# DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT

## Bank Account Reconciliation Worksheet

Current FY Funds  
September 1, 2015 - September 30, 2015

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
<b>Beginning Bank Balance</b>				279,079.55
<b>Cleared Deposits &amp; Additions</b>				
<b>Total</b>				0.00
<b>Statement Total</b>				0.00
<b>Difference</b>				0.00
<b>Cleared Checks &amp; Payments</b>				
20.01	09/30/15		RECORD PAYROLL	15,708.76
20.04	09/30/15		RECORD STOP PAY CHARGES	35.00
20.05	09/30/15		RECORD UNITED HEALTHCARE INS PREM	474.78
1036	08/28/15	Multiple	CARDMEMBER SERVICES	3,304.73
1054	08/19/15	9561	RHI	20,420.36
1058	08/26/15	7360	MISSOURI FIRE SAFETY & EQUIP	59.00
1059	08/26/15	7960	TRANQUILITY INTERNET SERVICES	74.95
1060	08/26/15	9020	CHARLIE TRIPLETT LLC	80.00
1061	08/26/15	7360	MR. CLEANSHINE	40.00
1063	08/27/15	9006	CITY OF COLUMBIA	2,500.00
1064	09/01/15	Multiple	ATKINS	3,592.00
1065	09/01/15	7960	CITY OF COLUMBIA	495.16
1066	09/01/15	7840	CENTURYLINK	222.65
1067	09/01/15	8000	FULL STREAM	2,590.00
1068	09/02/15	7640	KEEPERS DALTON PARTNERSHIP	2,370.49
1069	09/01/15	9550	AGENT CLEAN	7,500.00
1070	09/01/15	Multiple	DIRECT IMPAQT	2,223.09
1071	09/08/15	7160	MO MAINTENANCE STREET CONNECTION	325.00
1072	09/08/15	7050	CITY OF COLUMBIA	30.00
1073	09/08/15	Multiple	COLUMBIA DAILY TRIBUNE	962.74
1074	09/08/15	8307	MISSOURIAN	333.33
1075	09/08/15	7960	DELTA SYSTEMS GROUP	25.00
1076	09/08/15	7280	CULLIGAN	46.75
1077	09/15/15	7960	TRANQUILITY INTERNET SERVICES	74.95
1078	09/15/15	8304	CITY OF COLUMBIA	2,500.00
1079	09/15/15	7600	MO DEPT OF REVENUE	105.00
1080	09/15/15	7600	GERDING, KORTE & CHITWOOD	375.00
1081	09/15/15	7280	IMAGE TECHNOLOGY	125.50
1082	09/15/15	8020	CITY OF COLUMBIA HORTI CULTURE	625.00
1083	09/15/15	9561	THE TIGER HOTEL	288.00
1084	09/15/15	7600	VANGEL	8,213.75
1085	09/22/15	Multiple	COMMERCE BNAK	1,638.58
1086	09/22/15	7850	CITY OF COLUMBIA	3,708.40
1088	09/24/15	8305	BUSKERS	75.00
1090	09/24/15	8305	CENTRAL COLUMBIA ASSOCIATION	150.00
1091	09/29/15	7660	COMMERCE BANK	1,063.00
<b>Total</b>				82,355.97
<b>Statement Total</b>				82,355.97
<b>Difference</b>				0.00
<b>Ending Bank Balance</b>				196,723.58

### Reconciled Bank Information

<b>Ending Bank Balance</b>				196,723.58
<b>Open Deposits &amp; Additions</b>				
<b>Total</b>				0.00
<b>Open Checks &amp; Payments</b>				
1089	09/24/15	8305	BUSKERS	75.00
1092	09/29/15	8300	BROOKE OMAR	4,275.00

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**Bank Account Reconciliation Worksheet**

Current FY Funds  
September 1, 2015 - September 30, 2015

Reference	Date	GL Account	Description	Amount
1093	09/29/15	9020	COLUMBIA SIGN SERVICE	3,598.00
1094	09/29/15	8280	AGENT CLEAN	5,000.00
1095	09/29/15	Multiple	PROJECT GRAPHICS	4,908.44
1096	09/29/15	9561	RESPONSIBLE HOSPITALITY INSTITUTE	4,917.08
1097	09/29/15	7400	SCHRIEFER'S OFFICE	206.55
1098	09/29/15	Multiple	ATKINS	3,592.00
1099	09/29/15	8280	ATKINS	3,396.00
1100	09/30/15	8308	DIRECT IMPAQT	214.35
1101	09/30/15	7440	CITY OF COLUMBIA	2,487.04
1112	09/30/15	8300	PEACE FRAME PRODUCTIONS	2,500.00
<b>Total</b>				<u>35,169.46</u>

**Reconciled Bank Balance** 161,554.12

**General Ledger Information**

**Unadjusted General Ledger Balance** 161,554.12

**Adjustments**

**Total** 0.00

**Adjusted General Ledger Balance** 161,554.12

**Bank Account Reconciliation Summary**

**Bank Statement Information**

Beginning Bank Balance	279,079.55
+ Cleared Deposits & Additions	0.00
- Cleared Checks & Payments	<u>82,355.97</u>
Ending Bank Balance	196,723.58

**Reconciled Bank Information**

+ Open Deposits & Additions	0.00
- Open Checks & Payments	<u>35,169.46</u>

**Reconciled Bank Balance** 161,554.12

**General Ledger Information**

Unadjusted General Ledger Balance	161,554.12
+/- Total Adjustments	<u>0.00</u>

**Adjusted General Ledger Balance** 161,554.12

**Unreconciled Amount**

0.00

Cleared Deposits & Additions count = 0  
Cleared Checks & Payments count = 36  
Open Deposits & Additions count = 0  
Open Checks & Payments count = 12  
General Ledger Adjustment count = 0

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**Bank Account Reconciliation Worksheet**

Future FY Sales Tax Funds  
September 1, 2015 - September 30, 2015

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
			<b>Beginning Bank Balance</b>	150,293.39
<b>Cleared Deposits &amp; Additions</b>				
20.02	09/30/15		RECORD MONTHLY DEPOSITS	67,791.32
			<b>Total</b>	67,791.32
			<b>Statement Total</b>	67,791.32
			<b>Difference</b>	0.00
<b>Cleared Checks &amp; Payments</b>				
20.05	09/30/15		RECORD UNITED HEALTHCARE INS PREM	96.56
			<b>Total</b>	96.56
			<b>Statement Total</b>	96.56
			<b>Difference</b>	0.00
			<b>Ending Bank Balance</b>	217,988.15
<b>Reconciled Bank Information</b>				
			<b>Ending Bank Balance</b>	217,988.15
<b>Open Deposits &amp; Additions</b>			<b>Total</b>	0.00
<b>Open Checks &amp; Payments</b>			<b>Total</b>	0.00
			<b>Reconciled Bank Balance</b>	217,988.15
<b>General Ledger Information</b>				
			<b>Unadjusted General Ledger Balance</b>	217,988.15
<b>Adjustments</b>			<b>Total</b>	0.00
			<b>Adjusted General Ledger Balance</b>	217,988.15
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
			Beginning Bank Balance	150,293.39
			+ Cleared Deposits & Additions	67,791.32
			- Cleared Checks & Payments	96.56
			Ending Bank Balance	217,988.15
<b>Reconciled Bank Information</b>				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	0.00
			<b>Reconciled Bank Balance</b>	217,988.15
<b>General Ledger Information</b>				
			Unadjusted General Ledger Balance	217,988.15
			+/- Total Adjustments	0.00
			<b>Adjusted General Ledger Balance</b>	217,988.15
			<b>Unreconciled Amount</b>	0.00

Cleared Deposits & Additions count = 1  
Cleared Checks & Payments count = 1  
Open Deposits & Additions count = 0

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**Bank Account Reconciliation Worksheet**

Future FY Sales Tax Funds  
September 1, 2015 - September 30, 2015

Reference	Date	GL Account
Open Checks & Payments count	= 0	
General Ledger Adjustment count	= 0	

# DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT

## Bank Account Reconciliation Worksheet

6 Month Operating Funds

September 1, 2015 - September 30, 2015

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
<b>Cleared Deposits &amp; Additions</b>				
20.06	09/30/15		RECORD INTEREST EARNED	
				Beginning Bank Balance 150,050.80
				Total 24.67
				Statement Total 24.67
				Difference 0.00
<b>Cleared Checks &amp; Payments</b>				
				Total 0.00
				Statement Total 0.00
				Difference 0.00
				Ending Bank Balance 150,075.47
<b>Reconciled Bank Information</b>				
<b>Open Deposits &amp; Additions</b>				Ending Bank Balance 150,075.47
				Total 0.00
<b>Open Checks &amp; Payments</b>				Total 0.00
				Reconciled Bank Balance 150,075.47
<b>General Ledger Information</b>				
<b>Adjustments</b>				Unadjusted General Ledger Balance 150,075.47
				Total 0.00
				Adjusted General Ledger Balance 150,075.47
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
Beginning Bank Balance				150,050.80
+ Cleared Deposits & Additions				24.67
- Cleared Checks & Payments				0.00
Ending Bank Balance				150,075.47
<b>Reconciled Bank Information</b>				
+ Open Deposits & Additions				0.00
- Open Checks & Payments				0.00
<b>Reconciled Bank Balance</b>				150,075.47
<b>General Ledger Information</b>				
Unadjusted General Ledger Balance				150,075.47
+/- Total Adjustments				0.00
<b>Adjusted General Ledger Balance</b>				150,075.47
<b>Unreconciled Amount</b>				0.00

Cleared Deposits & Additions count = 1  
Cleared Checks & Payments count = 0  
Open Deposits & Additions count = 0  
Open Checks & Payments count = 0

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**Bank Account Reconciliation Worksheet**

6 Month Operating Funds  
September 1, 2015 - September 30, 2015

Reference	Date	GL Account
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General Ledger Adjustment count = 0



# DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT

## Bank Account Reconciliation Worksheet

Gateway Funds  
September 1, 2015 - September 30, 2015

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
<b>Beginning Bank Balance</b>				275,470.76
<b>Cleared Deposits &amp; Additions</b>				
20.06	09/30/15		RECORD INTEREST EARNED	45.28
<b>Total</b>				45.28
<b>Statement Total</b>				45.28
<b>Difference</b>				0.00
<b>Cleared Checks &amp; Payments</b>				
<b>Total</b>				0.00
<b>Statement Total</b>				0.00
<b>Difference</b>				0.00
<b>Ending Bank Balance</b>				275,516.04
<b>Reconciled Bank Information</b>				
<b>Ending Bank Balance</b>				275,516.04
<b>Open Deposits &amp; Additions</b>				
<b>Total</b>				0.00
<b>Open Checks &amp; Payments</b>				
<b>Total</b>				0.00
<b>Reconciled Bank Balance</b>				275,516.04
<b>General Ledger Information</b>				
<b>Unadjusted General Ledger Balance</b>				275,516.04
<b>Adjustments</b>				
<b>Total</b>				0.00
<b>Adjusted General Ledger Balance</b>				275,516.04
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
Beginning Bank Balance				275,470.76
+ Cleared Deposits & Additions				45.28
- Cleared Checks & Payments				0.00
Ending Bank Balance				275,516.04
<b>Reconciled Bank Information</b>				
+ Open Deposits & Additions				0.00
- Open Checks & Payments				0.00
<b>Reconciled Bank Balance</b>				275,516.04
<b>General Ledger Information</b>				
Unadjusted General Ledger Balance				275,516.04
+/- Total Adjustments				0.00
<b>Adjusted General Ledger Balance</b>				275,516.04
<b>Unreconciled Amount</b>				0.00
Cleared Deposits & Additions count = 1				
Cleared Checks & Payments count = 0				
Open Deposits & Additions count = 0				
Open Checks & Payments count = 0				

**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**  
**Bank Account Reconciliation Worksheet**

Gateway Funds  
September 1, 2015 - September 30, 2015

Reference	Date	GL Account
General Ledger Adjustment count = 0		

**RESOLUTION NO. 2015-1**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT REQUESTING THAT THE MAYOR OF THE CITY OF COLUMBIA, MISSOURI, APPOINT Andy Waters, Ben Wade, Blake Danuser, Tom Schwarz and Tony Grove AS DIRECTORS FOR A THREE-YEAR TERM BEGINNING FEBRUARY 1, 2015.**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

WHEREAS, the Downtown Community Improvement Development District (the "District"), which was formed on February 7, 2011, by Special Ordinance No. 20866 (the "Ordinance") of the City Council of the City of Columbia, Missouri, is a political subdivision of the State of Missouri and is transacting business and exercising powers granted pursuant to the Community Improvement District Act, Sections 67.1401 through 67.1571, RSMo ("CID Act"); and

WHEREAS, under the Act, the above-referenced ordinance reserves unto the Mayor of the City of Columbia the power to appoint a successor Director with the advice and consent of the City Council to serve as a member of the Board of Directors of the District; and

WHEREAS, the Board of Directors recommends to the Mayor of the City of Columbia, Missouri, that **Andy Waters, Ben Wade, Blake Danuser, Tom Schwarz and Tony Grove** be appointed as Directors of the Board of Directors of the Downtown Community Improvement District to serve a three (3) year term of office commencing February 1, 2015.


**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT, AS FOLLOWS:**

1. The District hereby requests that the Mayor of the City of Columbia, Missouri, appoint **Andy Waters, Ben Wade, Blake Danuser, Tom Schwarz and Tony Grove** as Directors to serve a three (3) year term as a member of the Board of Directors of the Downtown Community Improvement District pursuant to the Act and the Ordinance cited above.

2. The Executive Director is authorized to communicate the fact and contents of this Resolution to the Mayor the City of Columbia and to the City Attorney of the City of Columbia as soon as possible hereafter so that same may be placed on the appropriate agenda of the City Council of the City of Columbia, Missouri, to ratify and approve the appointments of said Directors as made by the Mayor of the City of Columbia.


3 This resolution shall be in full force and effect from and after its passage by the Board of Directors.

Passed this 13th day of January, 2015.

  
\_\_\_\_\_  
Christina Kelley, Chairman of the Board  
of Directors

(SEAL)

Attest:

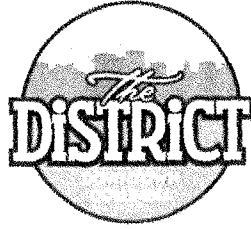
  
\_\_\_\_\_  
MICHAEL MCLUNG, Secretary of the Board of Directors

**CERTIFICATE**

I, the undersigned, hereby certify that the above and foregoing is a true and correct copy of the Resolution of the Downtown Community Improvement District, passed by the Board of Directors on January 13, 2015, as the same appears of record in my office, and that said Resolution has not been modified, amended or repealed and is in full force and effect as of this date.

DATED: January 13, 2015.

  
\_\_\_\_\_  
**Katie Essing, Executive Director**



## **Proposed Slate of Directors, 2015 CID Board**

### **Andy Waters**

Columbia Daily Tribune/ Tribune Publishing Company

[awaters@columbiatribune.com](mailto:awaters@columbiatribune.com)

815-1706

101 North Fourth Street

Current CID Board Member

Serves on the Operations Committee, Marketing Committee and Design Guidelines Committee

*Andy is the Owner, President and General Manager of the Columbia Daily Tribune and Tribune Publishing Company. Additionally, Andy owns several properties within the CID, including: 101 North Fourth Street, 100 North Fourth Street, Fifth and Ash parking lot, 305 East Ash Street, 313 East Ash Street, 400 East Walnut Street and 100 North Providence Road. Active in the community, he also serves on the Columbia Cemetery Association Board of Directors, president; Columbia Chamber of Commerce, Emerging Issues Committee; and the Columbia Sunrise Southwest Rotary Club, board member. Andy is passionate about making The District a vibrant and appealing place to shop, live and do business. He believes that a strong downtown is vital to the overall economic health of the community, and feels that serving on the CID Board offers a unique opportunity to maintain and improve the well being of the city.*

### **Ben Wade**

Guitarfinder

[guitarfinder@yahoo.com](mailto:guitarfinder@yahoo.com)

817-5710

113 North Ninth Street

Current CID Board Member

Serves on the Operations Committee

*Ben is the owner of Guitarfinder, a retail music store within The District. He and his business actively support the local community, making donations of time and product to several outreach programs and community events. He has been part of the Columbia downtown for over 12 years, and understands the needs of small business owners. He has a strong network of connections within the business community of The District, and offers a local retailer perspective to the changing downtown environment.*

**Blake Danuser**

Binghams

[kbdanuser@aol.com](mailto:kbdanuser@aol.com)

442-6397

827 Broadway

Current CID Board Member

Serves on the Economic Development Committee, Search and Review Committee and the Gateway Committee

*Blake owns Binghams, a retail clothing store located in The District at Ninth and Broadway. He has experience as both a current CID and a previous Special Business District board member, serving for more than 20 years, twice as President. Additionally, Blake serves on the US Bank and United Way boards. He is active in the community, having previously served as President for the Columbia Chamber of Commerce, President for the Columbia Rotary Club and as a board member for Crimestoppers, Job Point and CCMO. After 36 years of service, Blake has retired from the University of Missouri System. He brings a wealth of institutional knowledge and experience to the board.*

**Tom Schwarz**

Landmark Bank

[Tom.schwarz@landmarkbank.com](mailto:Tom.schwarz@landmarkbank.com)

441-2872

801 East Broadway

Current CID Board Member

Serves on the Economic Development Committee

*Tom is a Vice President and Sales Manager for Landmark Bank, which offers full service community banking offerings. He is involved in the community and is currently the Treasurer for the Rainbow House board and a Columbia Chamber of Commerce Ambassador. He has also served as a Youth Empowerment Zone Board Member and Treasurer, Columbia Chamber of Commerce Junior Leadership Committee Member and Chair, Columbia Chamber of Commerce EPIC member and a United Way Campaign Division Chair. Tom is a long-time resident and employee of a locally owned bank, which operates in the heart of The District. He has a vested interest in seeing The District thrive and succeed, and seeks to personally work for continued growth and prosperity. His background in community banking and finance also offers expertise to the board. Tom has also worked within The District for over a decade, and has a strong network of connections.*

**Tony Grove**

Grove Construction

[groveconstruction@hotmail.com](mailto:groveconstruction@hotmail.com)

864-0276

10 South Eighth Street

Current CID Board Member

Chair of the Economic Development Committee and serves on the Gateway Committee

*Tony is the owner of Grove Construction, LLC. In addition to serving on the CID Board, Tony also serves on the Columbia Area Career Center Board for Construction Technology. He gives back to the community with a strong volunteer partnership, offering labor, materials and equipment to the Columbia Career Center and other local projects. Tony is passionate about downtown, and wants to see the area continue to grow and improve. His company has completed many projects downtown, and he is able to bring this valuable development perspective to the organization.*

**RESOLUTION NO. 2015-2**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT TO RESCIND RESOLUTION NO. 2015-1, WHICH WAS WRITTEN REQUESTING THAT THE MAYOR OF THE CITY OF COLUMBIA, MISSOURI, APPOINT Andy Waters, Ben Wade, Blake Danuser, Tom Schwarz and Tony Grove AS DIRECTORS FOR A THREE-YEAR TERM BEGINNING FEBRUARY 1, 2015. AN ADMINISTRATIVE ERROR INCORRECTLY REFLECTED THAT BEN WADE'S TERM EXPIRED IN 2015. THE CORRECT BOARD MEMBER WITH A TERM EXPIRING IN 2015 IS MIKE MCCLUNG, WITH BEN WADE'S TERM EXTENDING THRU 2016.**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

WHEREAS, the Downtown Community Improvement Development District (the "District"), which was formed on February 7, 2011, by Special Ordinance No. 20866 (the "Ordinance") of the City Council of the City of Columbia, Missouri, is a political subdivision of the State of Missouri and is transacting business and exercising powers granted pursuant to the Community Improvement District Act, Sections 67.1401 through 67.1571, RSMo ("CID Act"); and'

WHEREAS, under the Act, the above-referenced ordinance reserves unto the Mayor of the City of Columbia the power to appoint a successor Director with the advice and consent of the City Council to serve as a member of the Board of Directors of the District; and

WHEREAS, the Board of Directors rescinds Resolution No. 2015-1, which recommended to the Mayor of the City of Columbia, Missouri, that **Andy Waters, Ben Wade, Blake Danuser, Tom Schwarz and Tony Grove** be appointed as Directors of the Board of Directors of the Downtown Community Improvement District to serve a three (3) year term of office commencing February 1, 2015.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT, AS FOLLOWS:**

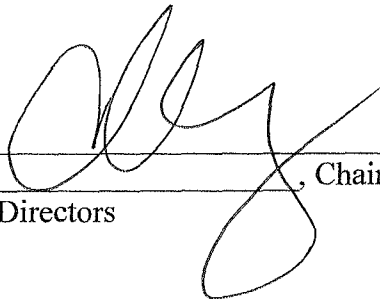
1. The District hereby **RESCINDS** the request that the Mayor of the City of Columbia, Missouri, appoint **Andy Waters, Ben Wade, Blake Danuser, Tom Schwarz and Tony Grove** as Directors to serve a three (3) year term as a member of the Board of Directors of the Downtown Community Improvement District pursuant to the Act and the Ordinance cited above.

2. The Executive Director is authorized to communicate the fact and contents of this Resolution to the Mayor the City of Columbia and to the City Attorney of the City of Columbia as soon as possible hereafter so that same may be placed on the appropriate agenda of the City Council of the City of Columbia, Missouri, to ratify and approve the appointments of said Directors as made by the Mayor of the City of Columbia.



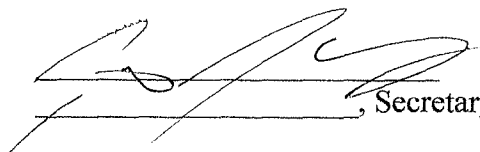
3 This resolution shall be in full force and effect from and after its passage by the Board of Directors.

Passed this 27th day of January, 2015.

  
\_\_\_\_\_, Chairman of the Board  
of Directors

(SEAL)

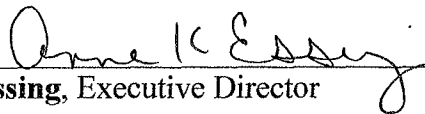
Attest:

  
\_\_\_\_\_, Secretary of the Board of Directors

**CERTIFICATE**

I, the undersigned, hereby certify that the above and foregoing is a true and correct copy of the Resolution of the Downtown Community Improvement District, passed by the Board of Directors on January 27, 2015, as the same appears of record in my office, and that said Resolution has not been modified, amended or repealed and is in full force and effect as of this date.

DATED: January 27, 2015.

  
\_\_\_\_\_  
**Katie Essing**, Executive Director

**RESOLUTION NO. 2015-3**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT REQUESTING THAT THE MAYOR OF THE CITY OF COLUMBIA, MISSOURI, APPOINT Andy Waters, Mike McClung, Blake Danuser, Tom Schwarz and Tony Grove AS DIRECTORS FOR A THREE-YEAR TERM BEGINNING FEBRUARY 1, 2015.**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

WHEREAS, the Downtown Community Improvement Development District (the "District"), which was formed on February 7, 2011, by Special Ordinance No. 20866 (the "Ordinance") of the City Council of the City of Columbia, Missouri, is a political subdivision of the State of Missouri and is transacting business and exercising powers granted pursuant to the Community Improvement District Act, Sections 67.1401 through 67.1571, RSMo ("CID Act"); and

WHEREAS, under the Act, the above-referenced ordinance reserves unto the Mayor of the City of Columbia the power to appoint a successor Director with the advice and consent of the City Council to serve as a member of the Board of Directors of the District; and

WHEREAS, the Board of Directors recommends to the Mayor of the City of Columbia, Missouri, that **Andy Waters, Mike McClung, Blake Danuser, Tom Schwarz and Tony Grove** be appointed as Directors of the Board of Directors of the Downtown Community Improvement District to serve a three (3) year term of office commencing February 1, 2015.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT, AS FOLLOWS:**

1. The District hereby requests that the Mayor of the City of Columbia, Missouri, appoint **Andy Waters, Mike McClung, Blake Danuser, Tom Schwarz and Tony Grove** as Directors to serve a three (3) year term as a member of the Board of Directors of the Downtown Community Improvement District pursuant to the Act and the Ordinance cited above.

2. The Executive Director is authorized to communicate the fact and contents of this Resolution to the Mayor the City of Columbia and to the City Attorney of the City of Columbia as soon as possible hereafter so that same may be placed on the appropriate agenda of the City Council of the City of Columbia, Missouri, to ratify and approve the appointments of said Directors as made by the Mayor of the City of Columbia.

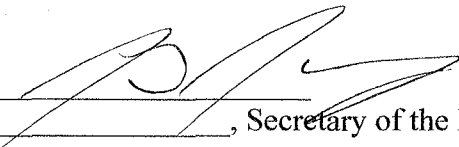
3 This resolution shall be in full force and effect from and after its passage by the Board of Directors.

Passed this 27th day of January, 2015.

  
\_\_\_\_\_, Chairman of the Board  
of Directors

(SEAL)

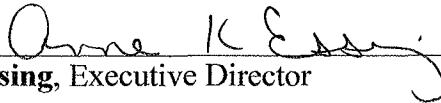
Attest:

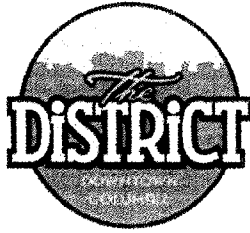
  
\_\_\_\_\_, Secretary of the Board of Directors

**CERTIFICATE**

I, the undersigned, hereby certify that the above and foregoing is a true and correct copy of the Resolution of the Downtown Community Improvement District, passed by the Board of Directors on January 27, 2015, as the same appears of record in my office, and that said Resolution has not been modified, amended or repealed and is in full force and effect as of this date.

DATED: January 27, 2015.

  
\_\_\_\_\_  
**Katie Essing**, Executive Director



## **Proposed Slate of Directors, 2015 CID Board**

### **Andy Waters**

Columbia Daily Tribune/ Tribune Publishing Company

[awaters@columbiatribune.com](mailto:awaters@columbiatribune.com)

815-1706

101 North Fourth Street

Current CID Board Member

Serves on the Operations Committee, Marketing Committee and Design Guidelines Committee

*Andy is the Owner, President and General Manager of the Columbia Daily Tribune and Tribune Publishing Company. Additionally, Andy owns several properties within the CID, including: 101 North Fourth Street, 100 North Fourth Street, Fifth and Ash parking lot, 305 East Ash Street, 313 East Ash Street, 400 East Walnut Street and 100 North Providence Road. Active in the community, he also serves on the Columbia Cemetery Association Board of Directors, president; Columbia Chamber of Commerce, Emerging Issues Committee; and the Columbia Sunrise Southwest Rotary Club, board member. Andy is passionate about making The District a vibrant and appealing place to shop, live and do business. He believes that a strong downtown is vital to the overall economic health of the community, and feels that serving on the CID Board offers a unique opportunity to maintain and improve the well being of the city.*

### **Mike McClung**

Quinton's/Tonic/Carhart

[mike@dungarees.net](mailto:mike@dungarees.net)

405 Cherry Street

Current CID Board Member

Chairs the Search Committee. Serves as the Treasurer on the Executive Committee. Serves on the Operations Committee .

*Mike is the owner of several businesses in the CID and also resides within the area. He has been part of the Columbia downtown for many years, and understands the needs of small business owners. He has a strong network of connections within the business community of The District, and offers a local retailer perspective to the changing downtown environment. Mike has also been involved with the CID Board for many years, bringing institutional knowledge and experience.*

**Blake Danuser**

Binghams

[kbdanuser@aol.com](mailto:kbdanuser@aol.com)

442-6397

827 Broadway

Current CID Board Member

Serves on the Economic Development Committee, Search and Review Committee and the Gateway Committee

*Blake owns Binghams, a retail clothing store located in The District at Ninth and Broadway. He has experience as both a current CID and a previous Special Business District board member, serving for more than 20 years, twice as President. Additionally, Blake serves on the US Bank and United Way boards. He is active in the community, having previously served as President for the Columbia Chamber of Commerce, President for the Columbia Rotary Club and as a board member for Crimestoppers, Job Point and CCMO. After 36 years of service, Blake has retired from the University of Missouri System. He brings a wealth of institutional knowledge and experience to the board.*

**Tom Schwarz**

Landmark Bank

[Tom.schwarz@landmarkbank.com](mailto:Tom.schwarz@landmarkbank.com)

441-2872

801 East Broadway

Current CID Board Member

Serves on the Economic Development Committee

*Tom is a Vice President and Sales Manager for Landmark Bank, which offers full service community banking offerings. He is involved in the community and is currently the Treasurer for the Rainbow House board and a Columbia Chamber of Commerce Ambassador. He has also served as a Youth Empowerment Zone Board Member and Treasurer, Columbia Chamber of Commerce Junior Leadership Committee Member and Chair, Columbia Chamber of Commerce EPIC member and a United Way Campaign Division Chair. Tom is a long-time resident and employee of a locally owned bank, which operates in the heart of The District. He has a vested interest in seeing The District thrive and succeed, and seeks to personally work for continued growth and prosperity. His background in community banking and finance also offers expertise to the board. Tom has also worked within The District for over a decade, and has a strong network of connections.*

**Tony Grove**

Grove Construction

[groveconstruction@hotmail.com](mailto:groveconstruction@hotmail.com)

864-0276

10 South Eighth Street

Current CID Board Member

Chair of the Economic Development Committee and serves on the Gateway Committee

*Tony is the owner of Grove Construction, LLC. In addition to serving on the CID Board, Tony also serves on the Columbia Area Career Center Board for Construction Technology. He gives back to the community with a strong volunteer partnership, offering labor, materials and equipment to the Columbia Career Center and other local projects. Tony is passionate about downtown, and wants to see the area continue to grow and improve. His company has completed many projects downtown, and he is able to bring this valuable development perspective to the organization.*


**RESOLUTION NO. 2015-4**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT APPROVING VAN MATRE,  
HARRISON, HOLLIS, TAYLOR, AND, ELLIOT, P.C., AS  
LEGAL COUNSEL TO THE DISTRICT**

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF  
DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

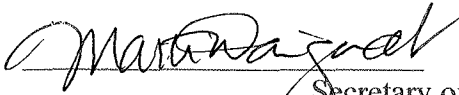
The Downtown Community Improvement District (the "District") hereby retains Van Matre, Harrison, Hollis, Taylor, and Elliot, P.C., as its legal counsel pursuant to the engagement letter executed this date by the Board of Directors of the District in the form attached hereto as Exhibit A.

Passed this 10th day of February, 2015.

  
\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:

  
\_\_\_\_\_, Secretary of the Board of Directors



**EXHIBIT A  
TO RESOLUTION NO. 2015-4**

**Engagement Letter**

**VAN MATRE, HARRISON, HOLLIS, TAYLOR, AND ELLIOTT, P.C.**

A PROFESSIONAL CORPORATION

**ATTORNEYS AND COUNSELORS AT LAW**

**1103 EAST BROADWAY  
POST OFFICE BOX 1017  
COLUMBIA, MISSOURI 65201**

**(573) 874-7777**

**TELECOPIER (573) 875-0017**

**E-MAIL [robert@vanmatre.com](mailto:robert@vanmatre.com)**

**CRAIG A. VAN MATRE  
THOMAS M. HARRISON  
ROBERT N. HOLLIS  
GARRETT S. TAYLOR  
CASEY E. ELLIOTT  
RICHARD B. HICKS  
ALEXANDRA L. KLAUS**

**EVERETT S. VAN MATRE  
(1922-1998)**

January 30, 2015

Downtown Community Improvement District  
Katie Essing, Executive Director  
Via E-Mail [kessing@discoverthedistrict.com](mailto:kessing@discoverthedistrict.com)

**PRIVILEGED AND CONFIDENTIAL  
DO NOT DISCLOSE**

Re: Agreement to Represent Interests / Attorneys' Compensation Agreement

To Whom It May Concern:

We are honored that you have selected the law firm of Van Matre, Harrison, Hollis, Taylor, and Elliott, P.C., to represent you. We appreciate your confidence and look forward to working with you in this matter to a successful conclusion.

You are hiring this firm to represent you with respect to the following matter: the Downtown Community Improvement District. This firm will provide those legal services reasonably required to represent you and will take reasonable steps to keep you informed of the progress of this matter and to respond to your inquiries. It is our practice to specify our engagement arrangements with new clients and that is the purpose of this letter. Attached are our standard Additional Terms of Engagement which will form a part of our representation agreement. If you have any questions about this letter, the Additional Terms of Engagement, or any aspect of the engagement or our relationship, please contact me immediately.

Our firm charges for the services to be rendered for your benefit at our prevailing hourly rates. Our legal personnel (attorneys, law clerks, and paralegals) keep track of their time spent on each matter so that an accurate billing to a client can be rendered. Our current billing rates for the persons expected to work on this matter are as follows:

Craig A. Van Matre	\$300.00 per hour
Thomas M. Harrison	\$225.00 per hour
Robert N. Hollis	\$225.00 per hour
Garrett S. Taylor	\$200.00 per hour
Richard B. Hicks	\$190.00 per hour
Casey E. Elliott	\$180.00 per hour
Alexandra L. Klaus	\$165.00 per hour

**VAN MATRE, HARRISON, HOLLIS, TAYLOR, AND ELLIOTT, P.C.**

January 30, 2015

Page 2

If matters can be handled by a less experienced attorney at a lesser rate, or by law clerks at lesser rates, we will, of course, employ them judiciously.

We charge for our time in minimum units of one-tenth (1/10) hours. We will charge you for the time we spend on telephone calls relating to your matter, including telephone conversations with you, opposing counsel, government personnel, witnesses, etc. The legal personnel assigned to your matter will confer among themselves about your case, as required. When they do confer, each person will charge for the time expended. Likewise if more than one of our legal personnel attends a meeting, we will charge for waiting time in court and elsewhere, for travel time, both local and out of town, and for the expenses of the legal personnel in this travel (discussed below). We reserve the right to adjust our billing rates from time to time and will give you at least thirty (30) days notice before instituting any fee increase.

For your use, our e-mail addresses are as follows:

Craig A. Van Matre	<a href="mailto:craig@vanmatre.com">craig@vanmatre.com</a>
Thomas M. Harrison	<a href="mailto:tom@vanmatre.com">tom@vanmatre.com</a>
Robert N. Hollis	<a href="mailto:robert@vanmatre.com">robert@vanmatre.com</a>
Garrett S. Taylor	<a href="mailto:garrett@vanmatre.com">garrett@vanmatre.com</a>
Casey E. Elliott	<a href="mailto:casey@vanmatre.com">casey@vanmatre.com</a>
Richard B. Hicks	<a href="mailto:richard@vanmatre.com">richard@vanmatre.com</a>
Alexandra L. Klaus	<a href="mailto:lexi@vanmatre.com">lexi@vanmatre.com</a>

If this letter and the Additional Terms of Engagement accurately reflect our agreement, please sign the enclosed extra copy of this letter and return it to me. This letter will be effective retroactive to the date we first performed services for you.

We will assume that you do not have any questions or objections to the foregoing unless you contact us immediately and let us know about your questions or objections. We will represent you on the foregoing basis and hope that our future association is mutually rewarding. We appreciate your confidence in selecting our firm for this purpose. We hope to be worthy of your trust and confidence.

Again, if you have any questions, please let us know.

Sincerely,

**Van Matre, Harrison, Hollis, Taylor, and Elliott, P.C.**

By:

  
Robert Hollis

RNH/cht

\* \* \* \* \*

I agree to the foregoing.

**Downtown Community Improvement District**

By:



\_\_\_\_\_, Chairman of the Board of Directors

### ADDITIONAL TERMS OF ENGAGEMENT

These are the *Additional Terms of Engagement* referred to in our engagement letter. Because they are an integral part of our agreement to provide legal services, we ask that you review this document carefully and retain it for your files. If you have any questions after reading it, please contact us promptly.

#### Who Will Provide the Legal Services?

In most cases, one attorney will be your principal contact. From time to time, that attorney may delegate parts of your work to other lawyers or to legal assistants or non-legal professionals in the firm. For example, we do this in order to involve those with special knowledge or experience in an area and to provide service to you in a timely and efficient manner.

#### The Scope of the Representation

As lawyers, we undertake to provide representation and advice on the legal matters for which we are engaged, and it is important that we both have a clear understanding of the legal services that the firm has agreed to provide. In our engagement letter with you, we specify the matter in which we will provide representation and the scope of the services we will provide. If there are any questions about the terms of engagement, including the scope of the representation that we are to provide in the matter, please raise those questions promptly with your principal contact in the firm.

We cannot guarantee the outcome of any matter. Any expression of our professional judgment regarding your matter or the potential outcome is, of course, limited by our knowledge of the facts and based on law at the time of expression. It is also subject to any unknown or uncertain factors or conditions beyond our control.

#### Who Is Our Client?

It is our policy to represent only the person or entity identified in our engagement letter and not any affiliates. For example, unless otherwise specifically stated in our engagement letter, if you are a corporation or partnership, our representation does not include any parents, subsidiaries, employees, officers, directors, shareholders, or partners of the corporation or partnership, or commonly owned corporations or partnerships; if you are a trade association, our representation excludes members of the trade association; if you are an individual, our representation does not include your employer, partners, spouse, siblings, or other family members.

#### Your Duties

In order for us to adequately represent you, you must be truthful with us, cooperate, keep us informed of developments, keep us advised of your address, telephone number and whereabouts, and otherwise not keep secrets concerning your legal affairs from us. Although these matters

may seem unrelated to you, they may directly impact on our ability to represent you and thus we hope that you will be candid with us at all times. We will endeavor to do likewise.

#### Our Relationship With Others

Our law firm represents many companies and individuals. In some instances, the applicable rules of professional conduct may limit our ability to represent clients with conflicting or potentially conflicting interests. Those rules of conduct often allow us to exercise our independent judgment in determining whether our relationship with one client prevents us from representing another. In other situations, we may be permitted to represent a client only if the other clients consent to that representation.

If a controversy unrelated to the subject matter of the representation develops between you and any other client in our firm, we will follow the applicable rules of professional responsibility to determine whether we may represent either you or the other client in the unrelated controversy. In making this determination, we will consider your agreement to the Conflicts of Interest provisions in these *Additional Terms of Engagement*.

#### Conflicts of Interest

Increasingly, conflict of interest is a concern for lawyers and their clients today. We attempt to identify actual and potential conflicts at the outset of any engagement, and may request that you sign a conflict waiver before we accept an engagement from you. Occasionally, other clients or prospective clients may ask us to seek a conflict waiver from you so that we can accept an engagement on their behalf. Please do not take such a request to mean that we will represent you less zealously; rather, that we take our professional responsibilities to all clients and prospective clients very seriously.

Unfortunately, conflicts sometimes arise or become apparent after work begins on an engagement. When that happens, we will do our best to address and resolve the situation in the manner that best serves the interests of all of our affected clients.

#### How We Set Our Fees

The basis for determining our fee for legal services is set forth in the engagement letter itself. If you are unclear about the basis for determining your fee, please contact the attorney responsible for your representation.

Clients frequently ask us to estimate the fees and other charges they are likely to incur in connection with a particular matter. We are pleased to respond to such requests whenever possible with an estimate based on our professional judgment. This estimate always carries the understanding that, unless we agree otherwise in writing, it does not represent a maximum, minimum, or fixed-fee quotation. The ultimate cost frequently is more or less than the amount estimated.

Charges For Other Expenses And Services

In representing you, we may incur various costs and expenses on your behalf. We will bill you and expect to be paid (reimbursed) for those charges and expenses incurred in addition to the hourly fees which you incur in our representation of you. The costs and expenses which we may incur commonly include process server fees, fees fixed by law or assessed by courts or other agencies for filing fees, court reporters' fees, long distance telephone calls, Federal Express or other messenger or delivery fees, postage, parking and other travel expenses, photocopying and other reproduction costs, telecopier ("telefax") fees, and other expenses directly incurred with respect to your case. Except for items listed below, all costs and expenses will be charged at whatever our actual out-of-pocket costs involved are. However, we have the following standard costs for the following matters:

1. In-office photocopying at 25 cents per page;
2. Mileage at 50 cents per mile;
3. Computerized legal research (Lexis) at \$25.00 for all access in any one day, plus any additional costs billed to our firm;

The above itemized costs, plus all telephone, facsimile and other communication charges are billed at a rate in excess of our actual costs because of the clerical time and expense involved in performing these tasks.

If for any reason out of town travel is required, we will bill you for our transportation, meals, lodging, and other costs associated with same.

If we must retain an expert or engage an expert or investigator to assist with your case or matter, you will be expected to pay the costs of such expert witness, investigator, or consultant. However, we will not hire an expert, consultant, or investigator without your prior consent.

We generally make and retain copies of all documents generated or received by us in the course of your representation. Should you request documents from us at the conclusion of our representation of you (other than your original documents), you agree that we may generate copies for our files at our expense. We will pay the reproduction charges and any professional fees incurred for time expended in reviewing files to be returned to you.

Billing Arrangements and Terms of Payment

We will send you a periodic billing statement for fees and costs incurred on a monthly basis. If you pay the full amount of this periodic billing within twenty-five (25) days of the statement's date, no interest or service charges will accrue. Billing statements which are not paid in full within twenty-five (25) days accrue interest at the rate of nine percent (9%) simple interest per annum until paid.

Interest will accrue on an account which is more than twenty-five (25) days old at the rate of nine percent (9%) simple interest per annum. Thus you will be required to pay this interest in addition to the amount billed to you for services rendered, if you do not pay your bill with this firm within the time specified above.

Payment of our fees and costs is not contingent on the ultimate outcome of our representation.

If the representation will require a concentrated period of activity, such as trial, arbitration, or hearing, we reserve the right to require the payment of all amounts then owing to us and the payment to us of a deposit for the fees and expenses we estimate will be incurred in preparing for and completing the trial, arbitration, or hearing, as well as arbitration fees likely to be assessed. If you fail to timely pay any additional deposit requested, we will have the right to cease performing further work and withdraw from the representation.

Should your account become delinquent and satisfactory payment terms are not arranged, as permitted under the rules regulating our profession, we will be required to withdraw from the representation. In most cases, and except as prohibited by ethical considerations, if your account becomes more than 60 days delinquent, we will cease representation until we can arrive at a mutually satisfactory arrangement for payment of the delinquent account and the resumption of services.

We look to you, the client, for payment regardless of whether you are insured to cover the particular risk. From time-to-time, we assist clients in pursuing third-parties for recovery of attorneys' fees and other charges resulting from our services. These situations include payments under contracts, statutes or insurance policies. However, it remains your obligation to pay all amounts due to us within 30 days of the date of our statement.

#### Discharge and Withdrawal

You may discharge us as your attorneys at any time, with or without cause, by notifying us in writing. Similarly, we may withdraw as your legal counsel either with your consent or for what we consider to be "good cause." This would include your breach of this agreement, your refusal to cooperate with us, or any circumstance which would render our continuing representation of you either unlawful or unethical (e.g., if a conflict of interest would develop).

We will return your papers and other property to you promptly upon receipt of your request for those materials unless they are appropriately subject to lien. You agree that we will own and retain our own files pertaining to the matter or case, including, for example, firm administrative records, time and expense reports, personnel and staffing materials, credit and accounting records, and internal lawyer work product such as drafts, notes, internal memoranda, and legal and factual research including investigative reports, prepared by or for the internal use of lawyers.



Your termination of our services will not affect your responsibility for payment of legal services rendered and other charges incurred before termination and in connection with an orderly transition of the matter.

#### Document Retention

At the conclusion of the representation, we generally return the client's original documents and any other documents that are specifically requested to be returned. As to any original documents so returned, we may elect to keep, at our expense, a copy of the documents in our stored files. Should you request other documents from us at the conclusion of our representation of you, you agree that we may generate copies for our files at your expense, including both the reproduction charges and professional fees for time expended in reviewing files to be returned to you.

At the close of any matter, we usually send the pertinent parts of our files in that matter to a storage facility for storage at our expense. However, we do not store voluminous papers at our expense. The attorney closing the file will determine what part of the file is sent to storage and how long it will be in storage. Documents we choose not to store will be returned to you or destroyed.

#### Disclaimer - No Guarantee as to Outcome

By signing the engagement letter or otherwise indicating your acceptance of the engagement letter, you acknowledge that Van Matre, Harrison, Hollis, Taylor, and Elliott, P.C. has made no promises or guarantees to you about the outcome of the representation, and nothing in these terms of engagement shall be construed as such a promise or guarantee. Either at the commencement or during the course of the representation, we may express opinions or beliefs about the matter or various courses of action and the results that might be anticipated. Any expressions on our part concerning the outcome of the representation, or any other legal matters, are based on our professional judgment and are not guarantees.

#### Our Professional Responsibility

The code of professional responsibility to which we are subject lists several types of conduct or circumstances that require or allow us to withdraw from representing a client. These include, for example, nonpayment of fees or charges, misrepresentation or failure to disclose material facts, action contrary to our advice, and conflict of interest with another client.

We try to identify in advance and discuss with our clients any situation that may lead to our withdrawal. If withdrawal ever becomes necessary, we give our client written notice as soon as practicable.

#### Modification Of Our Agreement

The Engagement Letter and these *Additional Rules of Engagement* reflect our entire agreement on the terms of this engagement. These written terms of engagement are not subject to any oral

**VAN MATRE, HARRISON, HOLLIS, TAYLOR, AND ELLIOTT, P.C.**

January 30, 2015

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agreements or understandings, and any change in those terms can only be made in writing signed by both Van Matre, Harrison, Hollis, Taylor, and Elliott, P.C. and you.

**In Conclusion**

We look forward to a long and mutually satisfying relationship with you. Again, if at any time you have a question or concern, please feel to bring it to the attention of your principal contact at our firm.

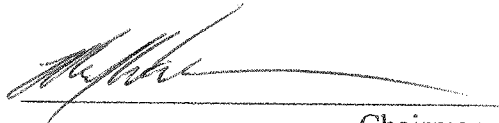
**RESOLUTION NO. 2015-5**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT APPROVING MINUTES OF  
THE BOARD OF DIRECTORS MEETING HELD  
OCTOBER, 2014**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN  
COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

The Downtown Community Improvement District (the "District") hereby approves of the meeting minutes for the meeting of the Directors held October, 2014.

Passed this 10th day of March, 2015.



\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:



\_\_\_\_\_, Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2015-5**

**October, 2014 Meeting Minutes**

**Community Improvement District  
Executive Committee Meeting  
October 7, 2014  
11 S. Tenth Street**

**Present:**

Mike McClung, Déjà Vu  
Mike Wagner, Boone County National Bank

Christina Kelley, Makes Scents  
Marti Waigandt, 808 Cherry St.

**Absent:**

Deb Sheals, Historic Preservation

**Agenda Items**

**Design Guidelines**

The city is doing a presentation on a November 12<sup>th</sup> and would like for Winter & Co to be there as well. This could help clarify the differences between the two reports. Sheals received a cost analysis. After discussion it was asked for clarification and the breakdown of the cost analysis. McClung recommends to the board that it's good idea to bring in Winter & Co. if they find value along with the breakdown of the cost for the visit. Wagner seconded and none were opposed.

**Gateway Funding**

There is an Our Town grant due December 15<sup>th</sup>. The CID would need to be registered before the deadline and it takes at least two weeks. Arcturis will help with the grant but would need board approval to proceed. McClung motioned to get the CID registered, engage Arcturis and move forward with the grant application. Waigandt seconded and none were opposed.

**Review Committee**

The Search Committee will turn into the Review Committee. McClung will continue as chair.

**Personnel and Sunshine Law**

Closed session

**Adjournment**

The next meeting is **Tuesday, November 4**, at 4:00 p.m.

**Community Improvement District  
Economic Committee Meeting  
October 21, 2014  
11 S. Tenth Street**

**Present:**

Allan Moore, Moore & Shryock Appraisals  
Blake Danuser, Bingham's

Mike Wagner, Boone County National Bank  
Tony Grove, Grove Construction, LLC

**Absent:**

Marti Waigandt, 808 Cherry St.  
Christina Kelley, Makes Scents  
Tom Schwarz, Landmark Bank

**Solid Waste**

**Calvary**

Paul was able to get a contract and Bank of America is willing to give a total of 24 spaces for church on Sunday. He will be drafting a letter of intent for those parties

**Ernie's**

Per Grove: Ott had a conversation with Glascock about removing the compactor. It was discussed that the long-term plan is to put another one on the other side of the alley and have it fenced in. This was about 3-4 months ago. Currently Grove is waiting to hear back from Glascock to confirm this.

**Quinton's**

The property of Mackenzie's removed the large dumpster and the building is going to be demoed. Currently trying to figure out logistics of whether or not a compactor will fit. Wright and Grove will follow up with McClung about maybe getting another dumpster back there.

**Adjournment**

The next meeting is **Tuesday, November 18**, at 4:00 p.m.

**Community Improvement District  
Operations Committee Meeting  
October 16, 2014  
11 S. Tenth Street**

**Present:**

Mike McClung, Déjà Vu  
Deb Sheals, Historic Preservation  
John Ott, Alley A Realty

Adam Dushoff, Addison's  
Andy Waters, Columbia Tribune

**Absent:**

Ben Wade, Guitarfinder  
Skip Walther, Walther, Antel, Stamper & Fischer  
Tom Mendenhall, The Lofts at 308 Ninth

**Parking Update**

Looking to get stickers on the meters to help with promotion of the new hours. At the board meeting it was discussed that it wasn't a big enough issue to ask council to go back and the hours.

During discussion it was brought up the committee would like to go back and have the hours amended to 9am-7pm. This way it would be a shift in hours instead of an expansion and would promote managing hours during peak demand.

**Employee Parking and Transit Plan Update**

An update regarding the program was given; it could get started as soon as January 1<sup>st</sup>. This would be a one-year pilot project. The overview also included the discussion of sharing the income with transit and if its not working in a year, removing the bus passes. The program would be reviewed quarterly and information will be maintained by the city.

McClung motioned to support the pilot employee project and split the revenue, ask Ian to be a sponsor to rescind the 8am-7pm parking meter hours and make a formal request to crate a Parking Commission. Dushoff seconded the motioned and none were opposed.

Sheals stated that she would follow up with Ian to see how hard it would be to get the meter hours changed.

Waters brought up that Steve Sapp called to let him know that the city was taking down all of the Randy Wright signs and the city would be willing to give the money from that account to the CID. McClung motioned to ask the city to take down the Randy Wright signs and put up new downtown city signs and if there is not enough money, the CID will supplement the rest. Dushoff seconded and none were opposed.

The next meeting is Thursday, **November 20**, at 4:00 p.m.

**Community Improvement District  
Board of Directors Meeting  
October 14, 2014  
11 S. Tenth Street**

**Present:**

Adam Dushoff, Addison's  
Tom Mendenhall, The Lofts at 308 Ninth  
Ben Wade, Guitarfinder  
Christina Kelley, Makes Scents  
Andy Waters, Columbia Tribune  
Allan Moore, Moore & Shryock Appraisals  
Marti Waigandt, 808 Cherry St.

Blake Danuser, Bingham's  
Skip Walther, Walther, Antel, Stamper &  
Fischer  
Tom Schwarz, Landmark Bank  
Tony Grove, Grove Construction, LLC  
Mike Wagner, Boone County National Bank

**Absent:**

John Ott, Alley A Realty  
Mike McClung, Déjà Vu

Deb Sheals, Historic Preservation

**Guests**

Mayor McDavid  
Fire Chief Witt  
Paul Land  
Carol Rhodes, City of Columbia

**Approval of Minutes**

Mendenhall motioned to approve the minutes, Walther seconded and the motion passed unanimously.

**Financial Report**

TIF expenditures were over but we can't really estimate the amount. Danuser motioned to approve financials, Waigandt seconded and the motion passed unanimously.

**Yes for Public Safety Presentation- McDavid, Witt**

Mayor McDavid presented the overview of the current conditions, staffing, trajectory and implications of changing funds for public safety. Chief Witt overviewed the status and structure of the fire department. McDavid also discussed the problem of the current revenue stream and proposed a property tax increase to help fund public safety. During discussion, sales tax and property tax rates compared to other towns were addressed. The Mayor stated that he would email Walther the documents.

**Committee Reports**

**Operations/Parking - Wright**

It was discussed over several meetings to amend the meters hours and shift them from 8am-6pm to 9am-7pm but at the council meeting the extending the hours from 8am-6pm to 8am – 7pm.

During discussion it was decided not to go back to council and ask them to amend the hours.

The idea of promoting the changing times for the meters was discussed by printing stickers. They will be color coded to help people with the updated hours that will be enforced January 1<sup>st</sup>. The cost of the sticker would be under \$200 and would last about 3 years. Walther motioned to authorize the expenditure for the stickers, Waigandt seconded. And none were opposed.

Regarding the PARC commission, Walther stated that he raise the issue with the mayor.

**DLC**

The DLC sent the infrastructure report to the city; they did not remove the CID funding section.

**New Business**

**Gateway Funding**



An overview of the matching grant opportunity was presented. During discussion it was decided that the HUB stories would be a good place to start. Waigandt motioned that the board apply for the grant, Walther seconded and none were opposed.

Design Guidelines

The city will be conducting a zoning meeting in November. Tim Teddy thought that it would be a good idea for Winter and Co to come in and discuss design guidelines. This would help to provide clarification between the two. This would be an additional cost. Walther motioned to approve the expense, Moore seconded and none were opposed.

Personnel- Closed Session

Danuser motioned to approve any travel expenses, Dushoff seconded and none were opposed.

Adjournment

The next meeting is **Tuesday, November 11**, at 4:00 p.m.


**RESOLUTION NO. 2015-6**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT APPROVING MINUTES OF  
THE BOARD OF DIRECTORS MEETING HELD  
NOVEMBER, 2014**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN  
COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

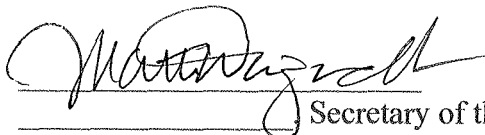
The Downtown Community Improvement District (the "District") hereby approves of the meeting minutes for the meeting of the Directors held November, 2014.

Passed this 10th day of March, 2015.

  
\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:

  
\_\_\_\_\_  
Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2015-6**

**November, 2014 Meeting Minutes**

**Community Improvement District**  
**Operations Committee Meeting**  
November 20, 2014  
11 S. Tenth Street

**Present:**

Mike McClung, Déjà Vu  
Deb Sheals, Historic Preservation  
Adam Dushoff, Addison's

Andy Waters, Columbia Tribune  
John Ott, Alley A Realty  
Tom Mendenhall, The Lofts at 308 Ninth

**Absent:**

Ben Wade, Guitarfinder  
Skip Walther, Walther, Antel, Stamper & Fischer

**Employee Parking/Transit Proposal:**

There may be a legal issue to only allow purchasing by employees per Glascock. City staff will also assess the spot availability.

**Parking Commission:**

Ian Thomas made a motion at council and it passed unanimously. The CID and DLC should come up with a plan, per council. Council will need to give the ok for this. Sheals has asked the DLC to add it to their agenda as well. Essing will follow up with the mayor about the makeup of the task force including representation from residents, property owners, business owners and neighborhood associations. Essing will put together the recommendations.

**New Parking hours**

It was discussed how to publicize the new hours that will take effect January 1. This included adding additional stickers on the meters that Wright will design and having a grace period for customers. Essing presented a draft letter and will go back to include Sheals' bullet points.

**Randy Wright Signs-Waters**

Waters got a hold of Steve Sapp regarding the removal of the old signs. Sapp is check with Glascock and Randy Wright to make sure they are on board as well.

**Alley Lights**

Essing has a meeting to get on the agenda to speak with the city about alley lights. Will also follow up with the CPD to see if they can identify alleys that need to be addressing first.

**Cleaning**

Would like to see more dumping of canisters, compactors and dumpsters, street cleaning and gum removal. Would also like more time cleaning sidewalk on high traffic areas. A lot of the curbs need to be fixed as well. Will check with the city to see what their plans are with the sidewalks, curbs and trees.

**Adjournment**

The next meeting is **December 18**, at 4:00 p.m.

**Community Improvement District  
Marketing Committee Meeting  
November 25, 2014  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Andy Waters, Tribune  
Jennifer Erikson, CAT TV

Lili Johnson, Poppy  
Lisa Klenke, Calhoun's

**Absent:**

Crystal Midkiff, Mustard Seed

Brandon S., Kaldi's

**Google 360**

A demonstration of Google 360 was presented.

**Informal Open House**

The meet and greet is on December 10<sup>th</sup> from 4-6pm to introduce the new director. A couple of businesses have offered to host upcoming open houses.

**Radio Ads**

A sample radio ad was presented to the committee and pricing packages were discussed.

Updated Holiday ad was presented.

**Holiday Banners**

The company stated that half are being shipped today and the rest will be shipped tomorrow.

**Shop Small**

An update for Shop Small Saturday was given and discussion was had about the event.

**Living Windows**

Facebook event page will be going up.

**December Meeting**

The meeting will be moved up to discuss parking promotions for the new meter hours of 9am to 7pm. City council will be voting on amending the hours at the next council meeting and will be asking for a grace period as well.

The meeting has been moved to December 16, at 8:30am.

**Adjournment**

The next meeting is **December 16**, at 8:30 a.m.

**Community Improvement District  
Economic Development Meeting  
November 18, 2014  
11S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Mike Wagner, Boone County National Bank  
Blake Danuser, Bingham's  
Allan Moore, Moore & Shryock Appraisals

Tony Grove, Grove Construction, LLC  
Tom Schwarz, Landmark Bank

**Absent:**

Marti Waigandt, 808 Cherry St.

**Guests:**

Cynthia Mitchell, Solid Waste

**Update on Compactors**

Paul is still working with Bank of America for the lower lot to be used for Calvary parking on Sundays. Per Cynthia, Calvary church seems unsure about enforcing those spots. Grove will also follow up to try and facilitate between the church and Paul Land.

Grove spoke with Glascock regarding the compactor on Walnut and long terms plans. Per Cynthia the City is cancelling the contract and moving the compactor to the Wabash lot. They hope to have it in place by the end of this year.

The dumpsters have been removed from Mackenzie's Prime. Per Cynthia there is supposed to be a compactor in the alley. Mitchell will follow up with McClung as he is willing to use space to get some kind of dumpster/compactor back there.

**Recycling Program**

There is a demand for more recycling in the The District. Proposed drop-offs and recycling container locations were discussed as well as creating a recycling district that is integrated into the solid waste district. A question about why businesses are continuing to be serviced by Solid Waste although they are no longer paying for recycling.

There was discussion about having the recycling structure that is similar to the trash system which would require an ordinance change. It will not be a quick change; there will need to be an educational component as well. The city will provide a cost analysis with information that The District will take to the constituents. The analysis will be ready for the January meeting with a potential launch date on Earth Day.

**Overview of Approved FY15 Plans**

The Hospitality Zone assessment was discussed including having a Hospitality Zone committee.

**Adjournment**

The next meeting is **Tuesday, December 16**, at 4:00 p.m.

**Community Improvement District  
Board of Directors Meeting  
November 11, 2014  
11 S. Tenth Street**

**Present:**

Allan Moore, Moore & Shryock Appraisals  
Andy Waters, Columbia Tribune  
Marti Waigandt, 808 Cherry St.  
Blake Danuser, Bingham's  
Deb Sheals, Historic Preservation  
Adam Dushoff, Addison's

Mike McClung, Déjà Vu  
Tom Mendenhall, The Lofts at 308 Ninth  
Christina Kelley, Makes Scents  
Skip Walther, Walther, Antel, Stamper &  
Fischer

**Absent:**

Mike Wagner, Boone County National Bank  
Tony Grove, Grove Construction, LLC  
Tom Schwarz, Landmark Bank  
John Ott, Alley A Realty  
Ben Wade, Guitarfinder

**Guests:**

Bill Cantin, City of Columbia  
Jason McClintic, CPD

Shane Creech, City of Columbia  
Carol Rhodes, City of Columbia

**Approval of Minutes**

Mendenhall motioned to approve the minutes, Danuser seconded and the motion passed unanimously.

**Financial Report**

Financials were not ready and will be presented at next month's meeting.

**Police Report**

Issues have decreased since Homecoming.

**Presentation**

Bill Cantin gave a presentation on graffiti abatement to the board. Issues such as removal, contacting property owners who may be out of state, reasonable time of notification for removal and property owners not knowing who to contact for removal were discussed. The CID will work with Bill and the city about getting to the properties owners to assist with providing information just as companies that will do removal. Also will look into seeing if there is a company that will give a flat rate cost per square foot for businesses downtown.

**Committee Reports**

**Parking**

Ian will be going back to city council to ask that they amend the parking hours to 9am-6pm instead of 8am-6pm. Also the office will be working with the city to update the meters with larger stickers for the new hours and flyers as well to help inform the public.

**Parking Audit**

The city has applied for a grant for a parking audit. Sheals stated that the board should give official support. McClung motioned to officially support the parking audit, Dushoff seconded and none were opposed.

#### Parking Commission

The operations committee will be putting together recommendations of how the commission should be structured.

#### Randy Wright Signs

Waters hasn't had a chance to connect with the city staff. The city is wanting the CID to take over the account and help remove the signs that are out of date. It was discussed going back to city staff for more information regarding where the signs are located, how many need to be taken down, how many can be updated with The District's information and how much is in the account. McClung motioned for Waters to continue to pursue this with Steve Sapp and the city, Dushoff seconded and none were opposed.

#### Employee Parking Program

An overview of the one-year pilot project was presented to the board. Questions regarding legality were asked. This would be a shared responsibility. Walther motioned to approve, Waigandt seconded and none were opposed.

#### DLC

The Infrastructure Report is up on Dropbox. The DLC has presented this to the city without taking out the CID being the sole source of funding.

#### Design Guidelines

Winter and Co will be flying in this week to present with the city to the public. The public meeting will take place Thursday, November 13 at 6:30pm at City Hall. There will be a second meeting at City Hall for the CID, DLC and other interested parties Friday, November 14 at 8am.

#### New Business

CID applications will be posted this month. We are asking potential applicants to visit either the December or January meeting.

The search committee will incorporate the review committee and nominations committee.

#### Adjournment

The next meeting is **Tuesday, December 9**, at 4:00 p.m.



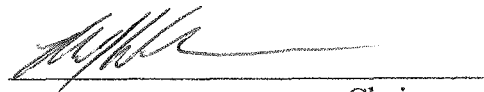
**RESOLUTION NO. 2015-7**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT APPROVING MINUTES OF  
THE BOARD OF DIRECTORS MEETING HELD  
DECEMBER, 2014**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN  
COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

The Downtown Community Improvement District (the "District") hereby approves of the meeting minutes for the meeting of the Directors held December, 2014.

Passed this 10th day of March, 2015.



\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:



\_\_\_\_\_, Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2015-7**

**December, 2014 Meeting Minutes**

**Community Improvement District  
Operations Committee Meeting  
December 18, 2014  
11 S. Tenth Street**

**Present:**

Deb Sheals, Historic Preservation  
Adam Dushoff, Addison's  
Andy Waters, Columbia Tribune

John Ott, Alley A Realty  
Ben Wade, Guitarfinder

**Absent:**

Mike McClung, Déjà Vu  
Tom Mendenhall, The Lofts at 308 Ninth

Skip Walther, Walther, Antel, Stamper &  
Fischer

**Guests:**

Scott Bitterman, City of Columbia

**Updates from The City:**

Scott Bitterman updated the Board regarding Accessible Parking on Broadway, including metering the spaces. He also reviewed upcoming projects such as resurfacing Broadway and the sewer project on Elm.

**Parking Meter Stickers:**

The educational stickers will be installed in March/April due to weather.

**Parking Program**

There will be a new park mobile app, allowing meter users to track and pay time for meters via phone app.

**Graffiti**

The City is sending letters to businesses with graffiti, asking for removal within a 45-day time period. Graffiti information and resources have been posted on The District website, to assist CID businesses. Ott stated that he will share graffiti removal product used by his contractors. Essing will follow up.

**Alley Lights**

Dan Clark at the city was involved with the alley lighting and would be a good contact.

**Cleanliness Issues**

Still need to focus on sidewalk cleanliness and trash pick-up. The city is scheduled to sweep the streets almost nightly. Additional options, such as having a special unit for garages and adding Saturday city staff to sweep up before church, were discussed. It was suggested that having business owners take care of their storefronts making it a community effort, requiring city assistance.

**5<sup>th</sup> & Broadway Improvements**

5<sup>th</sup> & Broadway needs a left turn and has been having an issue with parking. The City will try and correct both at the same time. The Gateway plan should reflect going from 3 lanes on Broadway to 4. Essing will send Bitterman the Gateway Master Plan.

**Adjournment**

The next meeting is **January 15**, at 4:00 p.m.

**Community Improvement District  
Marketing Committee Meeting  
December 16, 2014  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Andy Waters, Tribune  
Lisa Klenke, Calhoun's

**Absent:**

Crystal Midkiff, Mustard Seed  
Brandon S., Kaldi's  
Jennifer Erikson, CAT TV  
Lili Johnson, Poppy

**Google 360**

Only Bluestem is interested in Google 360 again and Josh will follow up.

**Banner Discussion**

Would like to add hardware from Broadway; possibly Boone County will install at 8<sup>th</sup> Street. It would be a high expense of around 40K. Currently, the community events we have scheduled for banners are T/F, United Way and NVAD Farmers and Artisans Market. Will need to determine the process for additional banners and scheduling.

Klenke stated that she would like to see MU flags for home football games and US Flags for Memorial, Veterans and Labor Day.

**Shop Small**

The event was successful for the CID. Next year, the committee would like to promote local shopping with Holiday Shop Hop to gain more awareness. There was also concern that pushing too much marketing before Halloween could annoy customers. Period messaging was considered for throughout the year: "Shop Local. Everyday."

**New Meter Hours**

As of January 1, the on-street meter hours are changing to 9 am – 7 pm. Scott Bitterman from City Parking will stuff educational flyers in the ticket envelopes during the months of January and February to be used during the 6pm-7pm hour. Stickers will be redesigned but will not be installed on the meters until April, due to weather. Josh will design new posters as well. He will send files so that retailers can print, email and post if they like. Discussion was had on ways to get the information out to businesses and customers.

**Living Windows and Holiday Programming**

Klenke stated that she would like to see more participants. She also stated that having the carolers come into the business is awkward. The carolers will be contacted.

**Open House**

The next CID Open House will be January 14<sup>th</sup> at The Broadway. These monthly events have been created to generate networking and educational opportunities for CID constituents.

**Adjournment**

The next meeting is **January 27**, at 8:30 a.m.

**Community Improvement District  
Economic Development Meeting  
December 16, 2014  
11S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Mike Wagner, Boone County National Bank

**Absent:**

Marti Waigandt, 808 Cherry St.  
Tony Grove, Grove Construction, LLC  
Tom Schwarz, Landmark Bank  
Blake Danuser, Bingham's  
Allan Moore, Moore & Shryock Appraisals

There was no quorum. A brief overview was provided of each topic.

**Adjournment**

The next meeting is Tuesday, January 20, at 4:00 p.m.

**Community Improvement District  
Board of Directors Meeting  
December 9, 2014  
11 S. Tenth Street**

**Present:**

Allan Moore, Moore & Shryock Appraisals  
Andy Waters, Columbia Tribune  
Marti Waigandt, 808 Cherry St.  
Blake Danuser, Bingham's  
Deb Sheals, Historic Preservation  
Adam Dushoff, Addison's  
Tom Mendenhall, The Lofts at 308 Ninth

Skip Walther, Walther, Antel, Stamper &  
Fischer  
Mike Wagner, Boone County National Bank  
Tony Grove, Grove Construction, LLC  
Tom Schwarz, Landmark Bank  
John Ott, Alley A Realty  
Ben Wade, Guitarfinder

**Absent:**

Christina Kelley, Makes Scents

Mike McClung, Déjà Vu

**Guests:**

Tony St. Romaine, City of Columbia  
Columbia Police Department

Alicia Stice, Columbia Daily Tribune

**Approval of Minutes**

Mendenhall motioned to approve the minutes, Dushoff seconded and the motion passed unanimously.

**Financial Report**

October and November financials were available. Mendenhall motioned to approve the minutes, Wade seconded and none were opposed.

**Police Report**

A meeting has been set up at the end of the week with Katie. Staffing has changed but not the number of downtown officers; still have one daytime and four nighttime officers.

**Presentation**

Tony St. Romaine gave a presentation of the city's proposed Retail Survey. An overview of the scope that the survey would provide was discussed. Per St. Romaine, the purpose of the presentation is to request a letter of support for the Retail Survey from the CID. After discussion, Mendenhall motioned that the Board send a letter of support, Walther seconded and none were opposed.

**Committee Reports**

**Employee Parking**

Essing met last week with the city and the program was tweaked; legal had a concern with limiting the parking tags to a certain group. Now, anyone will be able to take advantage of the program and it will be much simpler to implement. There will be a new app that you will be able to pay your meter but also it will be able to be used to manage the employee parking program. The CID only has to focus on marketing now. Waigandt motioned to support the changes, Sheals seconded and none were opposed.

**Parking Commission**

The Operations Committee put together a proposed structure for the commission: Four CID members, two DLC members, one member at large and John Glascock as the city rep. It was discussed to suggest to the DLC that one of their representations be from one of the neighborhood associations. The draft letter was presented. Waigandt motioned to approve the letter with the

addition that the DLC have a neighborhood association represented, Walther seconded and none were opposed.

#### Meter Hours

The meter hours have been updated to 9am – 7pm. Staff is working on the updated stickers.

#### Design Guidelines

The final draft is up on dropbox. Once approved, we can start sharing the document and can edit as needed. Ott motioned to approve the design guidelines, Waigandt seconded and none were opposed.

#### Zoning

The city would like feedback on the second module by the end of the year. A letter can be comprised from the feedback of a December 18 zoning committee meeting. Walther motioned to authorize the committee to make and approve the letter, Waters seconded and none were opposed.

It was discussed that height should be looked at during the meeting as well as total square footage. Sheals motioned that the height to be restricted to 10 stories, Waigandt seconded. None opposed but Mendenhall abstained from the vote.

#### Gateway

Russ will be coming next week to create a strategy plan for the grants. In the new year, the CID should start engaging the city. Ott motioned for the CID go to the city to have them accept the plans, Dushoff seconded and none were opposed.

#### New Business

The Board should send a letter to Dalton about getting a bid for fixing the sidewalk and consider paying for part of it. Waigandt seconded and none were opposed.

#### Adjournment

The next meeting is Tuesday, January 13, at 4:00 p.m.

**Community Improvement District  
Executive Committee Meeting  
December 2, 2014  
11 S. Tenth Street**

**Present:**

Mike Wagner, Boone County National Bank  
Christina Kelley, Makes Scents

Marti Waigandt, 808 Cherry St.  
Deb Sheals, Historic Preservation

**Absent:**

Mike McClung, Déjà Vu

**Agenda Items**

**Parking**

A two-month grace period has been given for the updated hours that start January 1. Wright will follow up with Scott Bitterman for specifics and will discuss at December's Marketing meeting.

New App for meters will roll nicely into the new pilot parking program.

The Operations committee met on how the parking commission should be comprised. It was discussed having a contact person that reaches out to the colleges as opposed to having a representative on the committee.

**Design Guidelines**

The meeting is set for tomorrow and Cheney will be joining via web.

**Gateway**

Currently working on the grant but need a 501c3 that has been active for at least three years and we are a 501c6. CCA may be able to be used but will follow up with our accountant. Russ will be in on the 17<sup>th</sup> to work out a grant plan. It was also discussed to get the city on board as soon as possible; maybe have a work session with council to present the Gateway Plan.

**CID Board Applications**

No one has applied so far. It has been posted several times on our FB page, twitter, website, newsletter and postcard. Will resend out.

**Retail Survey**

The city is requesting that the CID support the retail survey. It was discussed have Tony St. Romaine come to the December meeting to present.

**Open House**

The open house is set for next Wednesday for 4-6pm. Looking to have an Open house the second Wednesday of the month at different venues.

**Adjournment**

The next meeting is Tuesday, January 6, at 4:00 p.m.




**RESOLUTION NO. 2015-8**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT APPROVING MINUTES OF  
THE BOARD OF DIRECTORS MEETING HELD  
JANUARY, 2015**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN  
COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**


The Downtown Community Improvement District (the "District") hereby approves of the meeting minutes for the meeting of the Directors held January, 2015.

Passed this 10th day of March, 2015.

  
\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:

  
\_\_\_\_\_, Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2015-8**

**January, 2015 Meeting Minutes**

**Community Improvement District  
Operations Committee Meeting  
January 15, 2015  
11 S. Tenth Street**

**Present:**

Deb Sheals, Historic Preservation  
Adam Dushoff, Addison's  
Andy Waters, Columbia Tribune

John Ott, Alley A Realty  
Ben Wade, Guitarfinder

**Absent:**

Mike McClung, Déjà Vu  
Tom Mendenhall, The Lofts at 308 Ninth  
John Ott, Alley A Realty

Skip Walther, Walther, Antel, Stamper &  
Fischer

**Guests:**

Kelly Veach, State Farm Insurance on Hitt Street

**Gateway Project**

We are scheduled to present the Gateway Master Plan to the City, Mayor and Council during the March 16 Pre-Council meeting. Essing is working with Russ Volmert, Arcturis consultant, to create presentation. In addition, Arcturis will create grant materials and a timeline for applications.

**Graffiti**

The City is sending letters to businesses with graffiti, asking for removal within a 45-day time period. Graffiti information and resources have been posted on The District website, to assist CID businesses.

**Randy Wright Signage**

The City is working to update "Randy Wright Grow Columbia" signage around the City, which has outdated information. They have asked for our partnership, once they determine the needed changes. We are waiting to hear back from Steve Sapp and his team.

**Grease Containers**

Dave Nichols with the City is working to have grease containers removed from the public alleys. He has asked for the CID to assist in communication this change to constituents, once the decision is approved. Discussion regarding providing alternative choices to restaurants, such as Filt-a-Fry.

**Alley Lighting**

Discussion regarding need for additional lighting however complications in running electrical, alley width and building ownership. In addition, concern that ongoing maintenance and relamping will be costly to businesses, resulting in burned out bulbs. Ideally, the City would take on the future maintenance of relamping. Lighting will potentially be part of the Hospitality Zone Assessment, if this project is approved.

**Parking**

Update regarding new meter hours of 9 am – 7 pm and communication in place for CID and customers. Discussion regarding Pilot Parking Program, which has been drafted by a working City committee and will be brought forward to the City Council in March. Awaiting decision from Council/ City regarding PARC (Parking Advisory Regulatory Commission), which may be part of 2015 Smart Growth Parking project. Dushoff volunteered to be on PARC, when it is created.

**Design Guidelines**

**Proposed City Development Code Zoning Changes**

Discussion regarding CID committee work to review the proposed code in Module 2. CID recommendations sent to Tim Teddy on January 13.

**Infrastructure Matching Grants – Storm water and Sustainability**

\$20k per area has been budgeted by the CID. Essing provided update on brainstorming meetings held with City, with proposals to come back to Operations group by March.

**Directional Signage**

Funds have been designated to update signage throughout The District. Project to be slated for spring.

**Sidewalk Replacement in front of CID Office**

Essing provided update that just one bid was received to replace broken sidewalk panels in front of the CID Office. Committee reviewed bid and proposed work. Vote to approve work and bid by the CID Board during February 10 meeting.

**Recycling**

Essing provided update on potential addition of recycling to the Solid Waste District, which was discussed by the Economic Development Committee. Presentation and vote by CID Board to occur during February 10 meeting.

**Adjournment**

The next meeting is **February 19**, at 4:00 p.m.

**Community Improvement District  
Marketing Committee Meeting  
January 27, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Andy Waters, Tribune

**Absent:**

Crystal Midkiff, Mustard Seed  
Brandon S., Kaldi's  
Jennifer Erikson, CAT TV

Lili Johnson, Poppy  
Lisa Klenke, Calhoun's

**Guests:**

Betsy and Matt, Thumper Entertainment  
Pablo, Blanc Studio

Carissa, Mustard Seed  
Corissa, Bluestem

**Summerfest Proposal**

A power point presentation of the proposal was presented. The committee will review the proposal again at the February meeting. It was discussed about looking at the value of the trade for banner installation and exposure.

**Slide the City**

The City has planned this event for August 22<sup>nd</sup>. They are looking at the possibility of Broadway or Cherry Street.

**2015 Event Schedule**

True/False- The idea is to extend pass discounts and start early.

First Fridays: Every first Friday of the month in the North Village Arts District

Artrageous Weekends: April 10<sup>th</sup> -12th and October to coincide with First Fridays

Shop Hop April 18<sup>th</sup>-20<sup>th</sup>

Dog Days July 23-26th

Halloweenie October 30<sup>th</sup>

Holiday Shop Hop November 7<sup>th</sup>

National Parking Day- Possibly the 3<sup>rd</sup> Friday of September

Living Windows December 4<sup>th</sup>

**Radio Proposal**

A proposal from Ryan Tate with Zimmer was presented. Wright explained the overall advertising strategy. It was discussed to test radio promotion with Shop Hop.

**ABC District Minute Update**

We will no longer have the KMIZ District Minute. As an alternative, CATtv has a full studio and would produce video content to be used via social media.

**CATtv Videos**

New programs on weekly shoots. Wright will work on videos and next month will also release new campaign with BoxCar Films.

**Next Meeting**

Revisit the Summerfest proposal.

**Adjournment**

The next meeting is February 24, at 8:30 a.m.

**Community Improvement District  
Economic Development Meeting  
January 20, 2015  
11S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Mike Wagner, Boone County National Bank

Tony Grove, Grove Construction, LLC  
Allan Moore, Moore & Shryock Appraisals

**Absent:**

Marti Waigandt, 808 Cherry St.  
Tom Schwarz, Landmark Bank

Blake Danuser, Bingham's

**Webinar: RHI (Responsible Hospitality Institute)**

Jim Peters presented an overview of their assessment including public spaces, socializing spaces and life cycles. The scope of the project was discussed, including timing and establishment of long term and short-term goals. A comprehensive report will be delivered at the end of the assessment including an action plan and maintenance, which will be broken into phases.

After the presentation, it was discussed to follow up with reference checks to get perspectives of the assessment and outcomes. Staff will conduct reference checks, which will be discussed by the Committee during the February meeting.

**Recycling in the Solid Waste District- Cynthia Mitchell**

An overview was presented about the possibility of incorporating recycling into the solid waste district. A map was presented that included drop-off spots and roll carts. It is estimated that it will take \$9451/month to cover the cost, and fee options were presented.

After discussion, it was decided to bring the proposal to the Board with adjustments.

Mitchell also provided an update that compactor signs have been installed with arrows directing people to the power button.

**Adjournment**

The next meeting is **Tuesday, January 20**, at 4:00 p.m.

**Community Improvement District  
Special Board of Directors Meeting  
January 27, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Tony Grove, Grove Construction, LLC  
Mike McClung, Déjà Vu  
Allan Moore, Moore & Shryock Appraisals  
Andy Waters, Columbia Tribune

Marti Waigandt, 808 Cherry St.  
Deb Sheals, Historic Preservation  
Adam Dushoff, Addison's  
Tom Mendenhall, The Lofts at 308 Ninth  
Mike Wagner, Boone County National Bank

**Absent:**

Skip Walther, Walther, Antel, Stamper & Fischer  
Tom Schwarz, Landmark Bank  
Blake Danuser, Bingham's  
John Ott, Alley A Realty  
Ben Wade, Guitarfinder

There was an error on the ballot so a revote was conducted.

McClung, Waters, Danuser, Grove and Schwarz were re-elected to The CID Board.

Mendenhall motioned to rescind the first resolution, Waigandt seconded and none were opposed.

Mendenhall motioned to send the new slate to council, Dushoff seconded and none were opposed.

It was also discussed that an at large member be placed on each committee.

**Community Improvement District  
Board of Directors Meeting  
January 13, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Mike McClung, Déjà Vu  
Allan Moore, Moore & Shryock Appraisals  
Andy Waters, Columbia Tribune  
Marti Waigandt, 808 Cherry St.  
Blake Danuser, Bingham's  
Deb Sheals, Historic Preservation

Adam Dushoff, Addison's  
Tom Mendenhall, The Lofts at 308 Ninth  
Skip Walther, Walther, Antel, Stamper &  
Fischer  
Mike Wagner, Boone County National Bank  
John Ott, Alley A Realty  
Ben Wade, Guitarfinder

**Absent:**

Tony Grove, Grove Construction, LLC

Tom Schwarz, Landmark Bank

**Guests:**

Carol Rhodes, City of Columbia  
Jason McClintic, CPD  
Scott Bitterman, City of Columbia

Alicia Stice, Columbia Daily Tribune  
Chad Gooch, CPD  
Dave Nichols, City of Columbia

**Approval of Minutes**

Danuser motioned to approve the minutes, Mendenhall seconded and the motion passed unanimously.

**Financial Report**

The financials were not back yet.

**Police Report**

An overview of crime trends of the past few years was presented. The concerns for downtown are graffiti and bike theft.

**City Report**

An update on the Broadway Pavement Project was presented. There will be an interested parties meeting January 22<sup>nd</sup> from 5:30 to 7pm at First Baptist Church. The possibility of adding a left turn on 5<sup>th</sup> and Broadway was also mentioned.

**Old Business**

The CID provided a letter of support for the Retail Survey. City Council voted against it. The Executive committee recommended not to proceed. Danuser motioned to support the Executive Committee recommendation, Waigandt seconded and none were opposed.

**New Business**

NVAD Letter of Support

Mendenhall motioned to move forward with a letter of support, Walther seconded and none were opposed.

**Voting for the Board Members**

**Committee Reports**

**Parking Meters**

Parking meter hours have changed. Flyers and posters have been printed and are being distributed.



#### Employee Parking

There will be a meeting with the City this Thursday regarding the Employee Parking Program.

#### Parking Commission

The parking commission looks to be tied into the City's Smart Growth Parking grant. There will be a meeting later this month.

#### Design Guidelines

The final draft is up on dropbox and will start getting the word out.

#### Zoning

The Committee met this morning and Waters provided a power point with a great overview. Once the power point has been updated, it will be added to dropbox. A draft letter of recommendation is up on dropbox. During discussion it was asked whether or not there will be public input after all the changes have been made to see what feedback was taken into consideration.

#### Gateway

Essing met with Russ Volmert of Arcturis. The discussion included looking into private funding as well as private donations. The CID is on the pre-council agenda for March 16<sup>th</sup> to get the City on board.

#### Hospitality Zone

The Economic Development Committee is reviewing bids for the Hospitality Zone, which are due on Friday. The report will include day and nighttime economic factors.

#### Recycling

Cynthia Mitchell will be speaking to the Economic Development Committee regarding the proposed recycling district rates and possible locations.

#### Taxi Stands

A CID constituent brought feedback to the Executive Committee about possibly lessening the number of taxi stands in their current locations. Looking into the process, the group deemed that a letter just needs to be sent to public works. During discussion, the board considered not making any big changes and to wait for the hospitality zone report.

#### Search/Review Committee

The committee will review the Policy Manual. Essing has already made some possible updates and will be presenting them to the committee.

#### Open House

The next Open House will be tomorrow from 4-6pm at the Broadway Hotel.

#### New Business

The Board has re-elected Wade, Waters, Schwarz, Grove and Danuser.

#### Adjournment

The next meeting is **Tuesday, February 10**, at 4:00 p.m.

**Community Improvement District  
Executive Committee Meeting  
January 6, 2014  
11 S. Tenth Street**

**Present:**

Mike Wagner, Boone County National Bank  
Christina Kelley, Makes Scents  
Marti Waigandt, 808 Cherry St.  
Mike McClung, Déjà Vu

**Absent:**

Deb Sheals, Historic Preservation

**Agenda Items**

**CID Applications and Nominations**

There are 6 applicants for 5 spots and will vote next week. The nominating committee will meet to discuss the slate of new officers to be voted on in February.

**Design Guidelines**

Cheney is finishing up edits from last meeting and should be done by Friday. \$1200 is in the budget for the print of full guidelines and flyers that include the link to our website.

**Zoning**

The committee met a couple of weeks ago but no consensus was reached. Emailed Tim Teddy to ask for an extension for comments. Will meet again next week.

**Gateway Project Update**

Meeting with Russ Volmert, Arcturis consultant, on Thursday to assist with the timeline for all of the grants that we qualify for. We are on the pre-council agenda in March, the earliest we could get.

**Retail Survey**

Council voted down the survey. The City suggested that the CID, Chamber and REDI proceed with the project and split the cost. McClung motioned that this be carried through to the Board Agenda with recommendation that Exec does not support, Wagner seconded and none was opposed.

**Hospitality Zone and Recycling Update**

Both items are on the Economic agenda this month. City council voted to approve to expand the plastics that can be recycled.

**Taxi Stands**

Bring up at the Board meeting the idea of scaling back some of the taxi spots.

**Policy Manual Update**

The manual has been updated and will be presented at the next search committee meeting.

**Adjournment**

The next meeting is Tuesday, February 3, at 4:00 p.m.


**RESOLUTION NO. 2015-9**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT APPROVING MINUTES OF  
THE BOARD OF DIRECTORS MEETING HELD  
FEBRUARY, 2015**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN  
COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

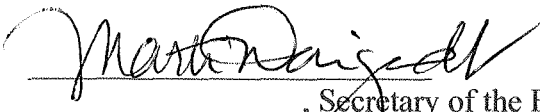
The Downtown Community Improvement District (the "District") hereby approves of the meeting minutes for the meeting of the Directors held February, 2015.

Passed this 10th day of March, 2015.

  
\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:

  
\_\_\_\_\_, Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2015-9**

**February, 2015 Meeting Minutes**

**Community Improvement District  
Board of Directors Meeting  
February 10, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Allan Moore, Moore & Shryock Appraisals  
Andy Waters, Columbia Tribune  
Marti Waigandt, 808 Cherry St.  
Deb Sheals, Historic Preservation  
Adam Dushoff, Addison's

Tom Mendenhall, The Lofts at 308 Ninth  
Mike Wagner, Boone County National Bank  
Ben Wade, Guitarfinder  
Tony Grove, Grove Construction, LLC  
Tom Schwarz, Landmark Bank

**Absent:**

Skip Walther, Walther, Antel, Stamper &  
Fischer  
Mike McClung, Dungarees

Blake Danuser, Bingham's  
John Ott, Alley A Realty

**Guests:**

Carol Rhodes, City of Columbia  
Barbara Buffalo, City of Columbia  
Alicia Stice, Columbia Daily Tribune

Chad Gooch, CPD  
Cynthia Mitchell, City of Columbia

**Approval of Minutes**

Mendenhall motioned to approve the minutes, Waigandt seconded and the motion passed unanimously.

**Financial Report**

Mendenhall motioned to approve the financials, Dushoff seconded and the motion passed unanimously.

**Police Report**

Police gave an overview of incidents and reports. Chief Burton has offered to meet with the Board to discuss downtown issue. This "Coffee with the Chief" meeting invitation has been sent out via email.

**Recycling Presentation**

Essing, Buffalo and Mitchell presented the potential Recycling Program. An overview of recycling in Columbia was presented along with sustainability efforts and how to help raise awareness. An overview of the survey results of CID constituents was given before the potential program was presented. Possible locations and the fee structure were presented. If this were to be approved by the Board, it would then need to go to City Council. After much discussion, Waters motioned to share the proposed fee structure and locations in another survey of CID constituents. Dushoff seconded and none were opposed.

**Old Business**

**City Parking Garages**

There has been a response from the city. They stated that the next garage location has not been determined yet and an additional study would be required.

## New Business

### Board Chair Nominations

The nominating committee selected the following slate: Chair: Mike Wagner, Vice Chair/Treasurer: Mike McClung, Secretary: Marti Waigandt, Past Chair: Christina Kelley and At Large: Adam Dushoff. Mendenhall motioned to approve the slate, Wade seconded and none were opposed.

### 2015 Committees

There is an opportunity to change committees is anyone would like. The board was asked to select the committees they would like to be on and return them by Friday. The Search and Review Committee will review and set the committees.

### Sidewalk Repair Bid

There was only one bid for the sidewalk and that was from Grove Construction. Mendenhall motioned to approve the bid, Waigandt seconded and none were opposed. Grove abstained from the vote.

### Attorney Proposal

Our current attorney is Robert Hollis but we need to update the contract. Waigandt motioned to approve the contract, Sheals seconded and none were opposed.

## Committee Reports

### Operations

Essing will continue to contact the city to get an update on alley lighting.

### Economic

Will continue to work on Solid Waste and will add classifications on DropBox.

### Marketing

The T/F banners are up. The new weekly event calendar video is doing very well.

### Search and Review

The committee will meet next Friday to review the employee manual and set the 2015 committees.

There will be a Board Orientation meeting on February 26 at 4pm.

## Adjournment

The next meeting is **Tuesday, March 10**, at 4:00 p.m.

**Community Improvement District  
Economic Development Meeting  
February 17, 2015  
11S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Mike Wagner, Boone County National Bank  
Tom Schwarz, Landmark Bank

Tony Grove, Grove Construction, LLC  
Allan Moore, Moore & Shryock Appraisals

**Absent:**

Marti Waigandt, 808 Cherry St.

Blake Danuser, Bingham's

**Appeals for Solid Waste**

***Witt Print Shop***

Currently, they are classified as a large retail and are looking to be reclassified as small printing.

***Tribune***

Currently, they are classified as a large production and are looking to be reclassified as a medium production. Documentation was provided showing that their waste volume has gone down in tonnage over the years.

Moore motioned to approve both requests, send the recommendations to Solid Waste at the city and ask them to better clarify their classification system. Wagner seconded and none were opposed.

**Hospitality Zone**

Copies of the proposal from the only bid was handed out. Essing followed up with the references they were given by RHI and heard great feedback. Discussions were had about how to proceed and it was suggested to see if there are other organizations willing to get involved before signing a contract. Essing will contact several organizations including the CPD, the city and the colleges to see how receptive they are. Moore motioned to bring the proposal to the board with a staff report of Essing's findings. Kelley seconded and none were opposed.

**Adjournment**

The next meeting is **Tuesday, March 20**, at 4:00 p.m.

**Community Improvement District  
Operations Committee Meeting  
February 19, 2015  
11 S. Tenth Street**

**Present:**

Deb Sheals, Historic Preservation  
Mike McClung, Dungarees  
Tom Mendenhall, The Lofts at 308 Ninth

Andy Waters, Columbia Tribune  
John Ott, Alley A Realty

**Absent:**

Skip Walther, Walther, Antel, Stamper &  
Fischer  
Adam Dushoff, Addison's

Ben Wade, Guitarfinder

**Gateway Project**

We are scheduled to present the Gateway Master Plan to the City, Mayor and Council during the March 16 Pre-Council meeting. Technical meeting planned with City Staff on March 3. Essing is working with Russ Volmert, Arcturis consultant, to create presentation. In addition, Arcturis will create grant materials and a timeline for applications.

**Graffiti**

The City is sending letters to businesses with graffiti, asking for removal within a 45-day time period. Graffiti information and resources have been posted on The District website, to assist CID businesses.

**Randy Wright Signage**

The City is working to update "Randy Wright Grow Columbia" signage around the City, which has outdated information. They have asked for our partnership, once they determine the needed changes. We are waiting to hear back from Steve Sapp and his team.

**Grease Containers**

Dave Nichols with the City is working to have grease containers removed from the public alleys. He has asked for the CID to assist in communication this change to constituents, once the decision is approved. We are waiting to hear back from Dave Nichols and his team.

**Alley Lighting**

Discussion regarding need for additional lighting however complications in running electrical, alley width and building ownership. Reviewed idea to allocate \$5,000 for a pilot alley lighting project, which would require the CID to purchase LED fixtures, hire an electrician and work with building owners for the installation. The CID could also attempt to get building owners within the pilot alley to share in the expense, allowing for more lighting to be installed with funds. Potential high-priority alleys to be recommend by CPD. This pilot alley, with enhanced lighting, would be used as a showcase to encourage other building owners to add lighting.

Motion, second and vote for \$5,000 for pilot alley lighting project to be presented to CID Board, with funds to be allocated from Special Streetscapes Programs line item.

**Parking**

Discussion regarding Pilot Parking Program, which has been drafted by a working City committee and will be brought forward to the City Council in March. Awaiting decision from Council/ City regarding PARC (Parking Advisory Regulatory Commission), which may be part of 2015 Smart Growth Parking project. Dushoff volunteered to be on PARC, when it is created.

**Design Guidelines**

Design Guidelines are now complete and being distributed electronically and via hard copy.



### **Proposed City Development Code Zoning Changes**

Discussion regarding CID committee work to review the proposed code in Module 2. CID recommendations sent to Tim Teddy on January 13. Module 3 process to begin in the next few weeks.

### **Infrastructure Matching Grants – Storm water and Sustainability**

\$20k per area has been budgeted by the CID. Essing provided update on brainstorming meetings held with City, with proposals to come back to Operations group by March.

### **Directional Signage**

Funds have been designated to update signage throughout The District. Project to be slated for spring.

### **Sidewalk Replacement in front of CID Office**

Essing provided update that work would begin within the next few weeks, weather permitting.

### **Recycling**

Essing provided update on potential addition of recycling to the Solid Waste District, which was discussed by CID Board during February 10 meeting. Recycling rates have been shared with CID Constituents and a survey is underway, with results to be gathered by February 28. Proposal will be reviewed again by CID Board during March 10 meeting.

### **Power Washing Sidewalks**

Essing shared bid by Agent Clean to power wash sidewalks, as well as before and after photos of test areas. Atkins did not submit bid on time.

Discussion that cleaning would focus on high traffic sidewalks, such as Broadway and Ninth. As a large portion of CID revenue comes from sales revenue, it was agreed that this expense to support high sales business areas with enhanced cleaning was equitable.

Motion, second and vote for \$10,000 power washing plan to be presented to Board and utilized for March/April power washing. \$1,200 for one day of power washing to be scheduled before March 19 Operations Meeting, so that group can review work and determine if balance of funds should be utilized. Funds to be allocated to Cleaning and Maintenance line item, which is currently running under budget due to unfilled Clean Team position. CID staff to also work with business owners to attempt to match funds, allowing for increased sidewalk cleaning.

Group discussed purchasing a power washer for CID constituents to borrow however opted to not proceed at this time, due to potential damage caused if equipment not used properly.

### **New Business**

Mendenhall recommended adding a college intern for the CID. Tasks could include sectioning The District into zones and documenting broken sidewalks and curbs, to create repair priority list for City. Essing will create unpaid intern position description and post.

Ott requested that City provide plan for services downtown, and communicate scheduling for street sweeping and repairs. Essing will follow up with City.

Discussed asking City to require additional hose bibs and alley lighting for future developments downtown. Essing will follow up with City.

Waters inquired as to Wi-Fi program results, and if the CID is receiving the value of this investment. Discussion regarding service and if this is valued by core customers of The District. Continue to review as 2016 budget process begins.

Discussion that Internet providers have additional fiber available downtown, such as Charter and Century Link. Potential opportunity for businesses to enhance their service level.

### **Adjournment**

The next meeting is **March 19**, at 4:00 p.m.

**Community Improvement District  
Marketing Committee Meeting  
February 24, 2015  
11 S. Tenth Street**

**Present:**

Andy Waters, Tribune  
Lisa Klenke, Calhoun's

**Absent:**

Christina Kelley, Makes Scents  
Crystal Midkiff, Mustard Seed  
Brandon S., Kaldi's

Jennifer Erikson, CAT TV  
Lili Johnson, Poppy

**Guests:**

Carol Rhodes, City of Columbia  
Carissa, Mustard Seed  
Pablo, Blanc Studio

Laura, Mustard Seed  
Megan Gotcher, City of Columbia

**Slide the City**

Gotcher presented details regarding the Slide the City event taking place later this year on August 22<sup>nd</sup> including registration, street closures and ticket sales. Concerns regarding parking were addressed; all of the roads around the parking garages will be open. Waters also suggested encouraging ticket holders use CoMo Connect as a shuttle service.

**CAT-TV**

An overview of the new weekly District videos was presented. Going forward, also looking to start interviewing retailers to get more exposure. The marketing intern is learning how to use to equipment to be able to go out in The District.

**Brand Video**

Wright explained the "It's Good To Be Here" video series. There will be a press release later on in the week and the videos will be shared on YouTube. The goal is to get all of the CID to share on social media and have the CVB use them at conventions for travel and share with travel writers. The videos will also be shown to the board at the next meeting. Discussion was had on ways to get the videos shared for as much exposure as possible.

**Adjournment**

The next meeting is **March 24**, at 8:30 a.m.

**Community Improvement District  
Executive Committee Meeting  
February 3, 2015  
11 S. Tenth Street**

**Present:**

Mike Wagner, Boone County National Bank  
Christina Kelley, Makes Scents

Marti Waigandt, 808 Cherry St.  
Adam Dushoff, Addison's

**Absent:** Mike McClung, Dungarees

**Agenda Items**

**Resolutions**

Working with Hollis and he is finishing up the drafts to use for resolutions.

**Board & Officers Insurance**

It is in the bylaws to have this insurance. There are three bids to review and will be accompanied with a staff report.

**Infrastructure Presentation**

The Mayor will be presenting on infrastructure along with time for Q&A. The presentation will be between 20 and 30 minutes.

**PedNet Request**

PedNet is asking for a letter of support regarding bike trail connectors. After discussion it was stated that there was not enough time to make an informed decision.

**Committees**

**Search and Review:**

The Committees have been updated and will be presented at the Board meeting.

**Operations:**

There are two projects to present to the board: Sidewalk Power Washing and Alley Lighting. The sidewalk power washing will focus on high traffic areas. 10K will be used from the budget and that will only pay for a limited amount of areas. This would be a test project.

5K will be used from the budget for testing alley light installations. A fixture has been chosen and we are currently waiting to hear back for CPD about which alleys should be addressed first from a safety standpoint.

**Economic:**

Presenting the RHI Hospitality Zone proposal. Currently the budget was approved for 32K and the bid is for 40K.

**Marketing:**

The videos launched last week and will be showcased at the Board meeting.

This is a jam-packed meeting that may run long. An email will be sent to the board asking them to set aside extra time, at least until 5:30.

**The meeting was then closed to discuss personnel.**

**Adjournment**

The next meeting is Tuesday, April 7, at 4:00 p.m.

**Community Improvement District  
Executive Committee Meeting  
February 3, 2015  
11 S. Tenth Street**

**Present:**

Mike Wagner, Boone County National Bank  
Christina Kelley, Makes Scents  
Marti Waigandt, 808 Cherry St.

Mike McClung, Déjà Vu  
Deb Sheals, Historic Preservation

**Agenda Items**

**Bylaws**

Essing has been researching the bylaws and recommends they be reviewed. It was suggested that the Executive Committee review at the next meeting in March. Essing will bring draft with updated recommendations.

**Proposed Slate of 2015 Officers**

Chair: Wagner  
Vice Chair/Treasurer: McClung  
Secretary: Waigandt

Past President: Kelley  
At Large: Dushoff

Sheals motioned to send slate to Board for approval, Kelley seconded and none opposed.

**Committees**

It was suggested that the Marketing Committee add back the two CID Board members that were lost. Attendance/involvement requirement should be addressed and will be brought up at the Board meeting. Will also provide a list of projects for the next six months for each committee and will give the Board members 2 weeks to let the Director know if they want to switch. The Search and Review Committee will update the Committees list. Will also extend to the CID community about participating on each committee as an at large position and will encourage past applicants to participate. Going forward, the Board application will include a section stating that if they are not voted onto the board there will be an opportunity to be considered to serve on a committee.

**Resolutions**

Anytime the board acts, there should be a resolution. It was suggested to post these resolutions on the website, along with the minutes and financials. It was discussed that only big actions need resolutions; minutes and financials would be tedious. Parameters will be set of what requires a resolution.

Essing also met with our attorney and updated our contract. Wagner motioned to bring the proposal to the Board, McClung seconded and none were opposed.

**Recycling**

Cynthia Mitchell and Barbara Buffaloe with the City will be presenting to the Board about possible recycling locations and rates. The primary survey results will also be presented. If approved, this action will need to go through council.

**Concrete Bid**

There was only one bid that the Board will need to vote on in order to authorize work.

**March Board Meeting**

Essing has met with the Mayor and he would like to present on infrastructure at a future board meeting. Essing will invite him to the March meeting.

**Adjournment**

The next meeting is **Tuesday, March 3**, at 4:00 p.m.

**RESOLUTION NO. 2015-10**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT AUTHORIZING THE BOARD  
OF DIRECTORS TO CARRY AND MAINTAIN A  
NONPROFIT CORPORATION DIRECTORS, OFFICERS  
AND CORPORATE INDEMNIFICATION INSURANCE  
POLICY**

WHEREAS, the Board of Directors of the Downtown Community Improvement District (the "District") wishes to carry and maintain a nonprofit corporation directors, officers and corporate indemnification insurance policy in the amount of One Million Dollars (\$1,000,000.00).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:

1. The Secretary of the Board of Directors is authorized to obtain and arrange for the issuance of a nonprofit corporation directors', officers', and corporate indemnification insurance policy in the amount of One Million Dollars (\$1,000,000.00), substantially in the form attached hereto as Exhibit A and incorporated fully herein, insuring the District, its officers and its employees from any potential liability in connection with actions relating to the District.

2. This resolution shall be in full force and effect from and after its passage by the Board of Directors.

Passed this 10th day of March, 2015.



\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:



\_\_\_\_\_, Secretary of the Board of Director

**EXHIBIT A  
TO RESOLUTION NO. 2015-10**

**Nonprofit Corporation Directors, Officers and Corporate  
Indemnification Insurance Policy**



February 18, 2015

**Quotation Worksheet**

To:

Account Number:	1016970
Account:	THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT (CID)
	11 S 10TH STREET
	COLUMBIA, MO 65203

In care of:

Producer Contact:	Diane Moore
Producer:	THE INSURANCE GROUP, INC.
	200 EAST SOUTHAMPTON DR
	COLUMBIA, MO 65203-0000
Licensed Producer:	Diane Moore

Chubb Contact:	Elizabeth Stephens
	(314) 889-4456
	estephens@chubb.com

Product:	<b>Forefront Portfolio for Not-For-Profit Organizations</b>
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Writing Company:	Federal Insurance Company
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Policy Form:	14-02-10190 (Ed. 11/2004)
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Expiring Policy:	NEWLINE
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Policy Period:	From: March 10, 2015
	To: March 10, 2016
	At 12:01 A.M. local time at the address in Item 1.

**LIABILITY COVERAGE SECTIONS**

**Option 1**

Yes- Combined Maximum Aggregate Limit of Liability for Claims each Policy Year: X Yes \_\_\_No

Combined Maximum Aggregate Limit: \$1,000,000

Applicable to:

- X Directors & Officers Liability and Entity Liability
- X Employment Practices Liability

Extended Reporting Period:

Additional Period: 1 year

Additional Premium: 100% of Annual Premium



Directors & Officers Liability and Entity Liability Coverage Section

Option 1

(A) Maximum Aggregate Limit of Liability for this Coverage Section for all Claims each Policy Year:	\$1,000,000
(B) Sublimit for all Excess Benefit Transaction Excise Tax:	\$100,000

Retention Amounts:

D&O Insuring Clause 1	\$0
D&O Insuring Clause 2	\$1,000
D&O Insuring Clause 3	\$1,000

Pending or Prior Litigation Date:	Inception
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Defense Outside the Limits of Liability	No
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Endorsements applicable Only to Directors & Officers Liability and Entity Liability Coverage Section:

14-02-10335	Missouri Amendatory Endorsement to the Directors and Officers Liability and Entity Liability Coverage Section
14-02-10336	Missouri Amendatory Endorsement to the Directors and Officers Liability and Entity Liability Coverage Section

(The titles and headings are for convenience only. Please refer to the policy and endorsements for a description of coverage.)

## Employment Practices Liability Coverage Section

### Option 1

(A) Maximum Aggregate Limit of Liability for this Coverage Section for all Claims each Policy Year:	\$1,000,000
(B) Sublimit for all Third Party Claims each Policy Year under Insuring Clause 2 - Third Party Liability:	\$1,000,000

#### Retention Amounts:

EPL Insuring Clause 1 - Employment Practices Liability Coverage	\$1,000
EPL Insuring Clause 2 - Third Party Liability Coverage	\$1,000

#### Pending or Prior Litigation Dates:

EPL Insuring Clause 1 - Employment Practices Liability Coverage	Inception
EPL Insuring Clause 2 - Third Party Liability Coverage	Inception

Defense Outside the Limits of Liability	No
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### Endorsements applicable Only to Employment Practices Liability Coverage Section:

14-02-10337	Missouri Amendatory Endorsement to the Employment Practices Liability Coverage Section
14-02-10338	Missouri Amendatory Endorsement to the Employment Practices Liability Coverage Section
99-10-0769	Notice to Purchasers of Employment Practices Liability Coverage or Fiduciary Liability Coverage

(The titles and headings are for convenience only. Please refer to the policy and endorsements for a description of coverage.)

## **GENERAL TERMS AND CONDITIONS**

### Endorsements applicable to all Coverage Sections:

#### Applicable to Option # 1

10-02-1295	Important Notice to Policyholders
14-02-10332RET	Rider to Application - Missouri Applicants Only
14-02-10333	Notice to Missouri Insureds Important Notice Insurance Company Contact Information
14-02-10334	Missouri Amendatory Endorsement to the General Terms and Conditions Section
14-02-10597	Not-For-Profit Portfolio Loss Control Notice
14-02-5970	NOTICE TO MISSOURI INSUREDS

(The titles and headings are for convenience only. Please refer to the policy and endorsements for a description of coverage.)

### **ForeFront Portfolio<sup>SM</sup> for Not-For-Profit Organizations**

#### **General Terms and Conditions Section - Form # 14-02-10190**

#### **Liability Coverage Sections**

Directors & Officers Liability and Entity Liability Coverage Section - Form # 14-02-10191

Employment Practices Liability Coverage Section - Form # 14-02-10192

**PREMIUM SUMMARY:**

**Option 1:**

\$585.	Directors & Officers Liability and Entity Liability
\$568.	Employment Practices Liability
<b>\$1,153.</b>	<b>POLICY TOTAL</b>

**Option Information:**

BILLING TYPE: Agency Bill

*CONTINGENCIES: The above quote is expressly contingent upon receipt, review and acceptance of the subjectivities listed below. We must receive all of the items identified below on or before the Quotation Expiration date shown below. If all of these items are not received and approved by us on or before this date, this quote will automatically expire without further action or notice.*

1. Completed Signed and Dated Chubb New Business NFP Application

**IMPORTANT**

The foregoing quotation for coverage is subject to modification or withdrawal by the Company if, before the proposed inception date, any new, corrected or updated information becomes known which relates to any proposed Insured's claims history or risk exposure or which could otherwise change the underwriting evaluation of any proposed Insured, and the Company, in its sole discretion, determines that the terms of this quotation are no longer appropriate.

This proposal does not apply to the extent that trade or economic sanctions or other laws or regulations prohibit us from offering or providing insurance. To the extent any such prohibitions apply, this proposal is void ab initio.

Quotation Expiration: 30 Days

Notes:

If you have any questions, please call me at (314) 889-4456

Elizabeth Stephens  
Senior Underwriter  
Fax Number: (314) 889-4455  
Email Address: estephens@chubb.com



## ForeFront Portfolio<sup>SM</sup> for Not-for-Profit Organizations

Five insurance coverages that can be tailored for your organization.



### **For a not-for-profit organization, every dollar counts. The bottom line matters.**

Your organization's success has a direct impact on the recipients of services and the well-being of employees.

That's why you carefully consider every investment and expenditure. And it's why you also have to carefully consider the financial impact of a sudden liability or crime-related loss.

Even with a skilled and experienced team at the helm, your organization may encounter unanticipated threats or risks that, due to their complexity or nature, are better off mitigated through insurance protection.

### **Why your organization needs *ForeFront Portfolio<sup>SM</sup>* for Not-for-Profit Organizations:**

- In today's litigious environment, no business relationship—including your dealings with donors, employees, customers or recipients of services, suppliers, vendors, other not-for-profit organizations, government agencies and creditors—is free of risk. Any of these could sue your organization or engage in criminal activity that could result in losses of hundreds of thousands of dollars.
- Your organization's general liability and umbrella insurance may not cover the financial consequences of litigation brought, or criminal activities perpetrated, by a long list of constituents.

.....  
With five optional coverage sections, *ForeFront Portfolio for Not-for-Profit Organizations* affords you choice and flexibility for managing your organization's exposures.  
.....

- If you have separate insurance policies from different insurers, you may also have critical coverage gaps. The five coverages under *ForeFront Portfolio for Not-for-Profit Organizations* are designed to work as standalone policies or seamlessly together in order to minimize gaps, reduce overlaps in coverage, and evolve with your organization as it evolves.

### **Insurance for Not-for-Profit Organizations Highlights**

*ForeFront Portfolio for Not-for-Profit Organizations*—An integrated suite of five insurance coverages.

State-of-the-art risk management resources.

Superior claims handling.



## Tailored protection for not-for-profit organizations

### **Directors & Officers and Entity Liability Insurance**

- **The risk:** A donor, recipient of your services, or other not-for-profit organization could sue your organization and its executives for misrepresentation, breach of duty, or even an error. Such allegations can even threaten the personal assets of your directors and officers.
  - **What the coverage does:** Helps protect your organization and its directors and officers against exposures associated with the management actions and decisions of executives.

### **Employment Practices Liability (EPL) Insurance**

- **The risk:** An employee or vendor could sue your organization for discrimination, harassment, or retaliation.
  - **What the coverage does:** Helps protect your organization and its executives and employees from employment-related wrongdoing and mitigate EPL exposures through state-of-the-art loss prevention services.

### **Fiduciary Liability Insurance**

- **The risk:** A retiree or employee sues your organization and its plan fiduciaries for a breach in fiduciary duty.
  - **What the coverage does:** Helps protect your organization, benefit plans, and its fiduciaries against exposures resulting from the administration and management of employee benefit plans.

### **Crime Insurance**

- **The risk:** No organization is immune to the potential losses of an embezzlement scheme carried out over a number of years.
  - **What the coverage does:** Helps protect your organization from the potentially devastating costs of employee and third-party theft.

### **Kidnap Ransom and Extortion Insurance**

- **The risk:** An employee is kidnapped while traveling overseas, or a criminal attempts to extort money by threatening to damage your organization's property.
  - **What the coverage does:** Helps protect your organization against a wide range of costs associated with incidents of kidnapping or extortion, including the cost of crisis management services.

## ForeFront Portfolio for Not-for-Profit Organizations key features

- ForeFront Portfolio for Not-for-Profit Organizations is an integrated portfolio form designed to minimize gaps in coverage.
- 100% defense costs coverage when allocating between covered and uncovered loss.
- Through an array of standalone coverages, limit levels, optional enhancements, and expert loss control services, the policy can evolve with your organization as it grows.
- Any insured is allowed to elect the extended reporting period.
- Chubb has the duty to defend covered claims, even when allegations are groundless, false or fraudulent, giving you peace of mind.
- You gain access to Chubb's optional, state-of-the-art risk management tools and services.
- For liability coverage parts:
  - You determine your organization's level of protection by selecting either a combined maximum aggregate limit of liability for all claims under all liability coverage parts or separate maximum limits of liability for each individual coverage part.
  - When Chubb has the duty to defend covered claims, you have access to law firms and counsel experienced in general contract, employment, the Employee Retirement Income Security Act (ERISA), and commercial law.
  - If a claim triggers multiple coverage parts, while retentions are applied separately to each part of the claim, the sum of the retentions won't exceed the largest applicable retention.
  - Loss includes punitive and exemplary damages where insurable by law.

## Superior claims management

The true measure of a carrier is how it responds to and manages your claims, and Chubb is renowned in the industry for our fair, prompt claims handling and unparalleled claims service. Unlike some insurers, we manage claims using our own claim examiners. This approach provides you with the following benefits:

- **Best possible result based on a team approach and experience**—We work closely with you, counsel, and your agent or broker to obtain the very best possible result for your claim, applying the experience we've gained handling not-for-profit organization claims for more than 30 years.
- **Multinational capabilities**—We offer a coordinated worldwide approach to handling your multinational claims so you don't need to worry about the unique challenges posed by claims that cross borders.

## State-of-the-Art Risk Management

In addition to critical insurance coverages, when you have *ForeFront Portfolio for Not-for-Profit Organizations* you can take advantage of a broad spectrum of optional, cutting-edge risk management and loss control services—all designed to help your organization prevent losses and cope with losses after they occur.

## Why Chubb?

Chubb has earned its leadership position in providing business insurance for not-for-profit organizations by consistently providing innovative insurance products, superior service, unparalleled underwriting expertise, and unflinching commitment to fair and prompt claims handling.

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Form 14-01-1087 (Ed. 3/12)



## **RESOLUTION NO. 2015-11**

### **A RESOLUTION APPROVING, AUTHORIZING, AND RATIFYING SOLICITING BIDS FOR COMPLETION OF DISTRICT PROJECTS; APPROVING A RESPONSIVE BID; APPROVING, AUTHORIZING, AND RATIFYING ACTIONS TAKEN BY THE EXECUTIVE DIRECTOR OF THE DISTRICT WITH REGARD TO SOLICITING AND AWARDING A CONTRACT TO THE SOLE, RESPONSIVE BIDDER**

WHEREAS, the Downtown Community Improvement District (the "District"), which was formed on February 7, 2011, by Special Ordinance No. 20866 (the "Ordinance") of the City Council of the City of Columbia, Missouri, is a political subdivision of the State of Missouri and is transacting business and exercising powers granted pursuant to the Community Improvement District Act, Sections 67.1401 through 67.1571, RSMo., as amended ("CID Act"); and

WHEREAS, the District is authorized to fund, promote, plan, design, construct, improve, maintain, and operate the Community Improvement Projects, as defined in the Ordinance; and

WHEREAS, pursuant to the CID Act, other applicable Missouri Statutes, the bylaws of the District, and the competitive bidding procedures previously adopted by the District, the Board of Directors of the District (the "Board") intends to authorize and ratify the solicitation of bids for completion of certain of the District's Community Improvement Projects related to sidewalk maintenance ("Sidewalk Project"); and

WHEREAS, the anticipated cost of the Sidewalk Project is less than \$30,000 such that the District's competitive bidding policies procedures apply; and

WHEREAS, the Board hereby finds and determines that it is appropriate to post notice at the District office location stating the District's intent to receive bids for completing the Sidewalk Project and other such projects; and

WHEREAS, the Board hereby approves and ratifies the posting of such notice as performed by the executive director of the District, a copy of said notice is attached hereto as Exhibit A ("Public Notice"); and

WHEREAS, the Board hereby acknowledges that Tony Grove is a member of the Board and is the owner of Grove Construction, LLC, which is the sole responding bidder for the Sidewalk Project and that Mr. Grove has disclosed in writing his substantial interest in the matter of bids for the Sidewalk Project, as evidenced by the letter from Grove Construction, LLC attached hereto as Exhibit B, and that Mr. Grove has abstained from all matters related to the Sidewalk Project in which he has a substantial interest; and

WHEREAS, the Board hereby finds and determines that it is necessary and desirable that the District award a contract to the lowest bid received after posting Public Notice and following the District's competitive bidding policies and procedures.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT, AS FOLLOWS:**

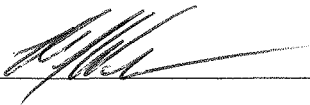
1. The Board hereby approves the lowest bid received, after posting Public Notice and following its competitive bidding policies and procedures, a copy of said bid is attached hereto as Exhibit C, and hereby ratifies the actions taken by District representatives, including the executive director of the District, with respect to all actions taken with respect to obtaining bids for the Sidewalk Project.

2. The Board hereby resolves that all acts and undertakings of the executive director of the District and such other officers, agents, and representatives of the District with respect to soliciting bids for the Sidewalk Project, whether heretofore or hereafter taken or done, shall be and the same are hereby in all respects, ratified, confirmed, authorized, and approved.

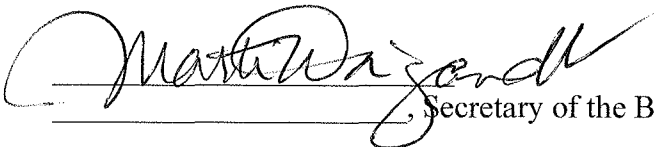
3. The executive director of the District is authorized to execute on behalf of the District, a contract with Grove Construction, LLC for the completion of the Sidewalk Project under the terms contained in the attached bid.

4. This Resolution shall take effect and be in full force immediately after its adoption by the Board of Directors of the District.

PASSED this \_\_ day of \_\_\_\_\_, 2015.

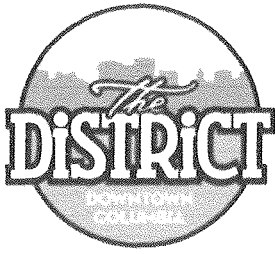
  
\_\_\_\_\_, Chairman of the  
Board of Directors

Attest:

  
\_\_\_\_\_, Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2015-11**

**Public Notice**



## **REQUEST FOR BIDS – SIDEWALK REPAIR**

Sidewalk Repair – The Downtown Community Improvement District  
Columbia, MO

The Downtown Community Improvement District (CID), a volunteer committee in the city of Columbia, Missouri, is seeking proposals for sidewalk repair in front of The District offices at 11 South 10<sup>th</sup> Street.

It is the policy of The District to negotiate contracts for professional services on the basis of demonstrated competence and qualifications for the professional services required and such services shall be at fair and reasonable prices.

### **Scope of Services**

1. Replace six concrete panels between door ramp and tree gate to the north.
2. Provide all labor, materials and equipment.
3. Bid to include cold weather conditions, cold weather additives, sidewalk closures and permits.

### **Letter of Interest & Qualifications**

A Sealed Bid including three (3) copies of the letter of interest and qualifications should be delivered to:

Katie Essing, Executive Director  
The District  
11 S. Tenth St.  
Columbia, MO 65201

***Proposals are due by 4:00 p.m. on Monday, March 9, 2015.***

Information submitted shall include the following:

1. Brief description of the firm, its history, and its background in construction.

2. Bidder's Federal Employee Identification Number
3. Qualifications of the firm.
4. List of all sub consultants (if any) and their background.
5. List of key personnel for the project, including relevant experience of each.
6. List of similar work performed for municipalities or agencies, including a description of the work, cost of the project, and a list of references with phone numbers.
7. A copy of bidder's certificate of corporate good standing or fictitious name registration from the Missouri Secretary of State or other evidence acceptable to The District.
8. A statement that the bidder is current on payment of its: (i) Federal income tax withholdings; and (ii) State income tax withholding and unemployment insurance payments, either in Missouri for companies doing business in Missouri, or in the state in which the bidder has its principal office.

**Contact Information for Questions:**

Katie Essing, Executive Director  
[kessing@discoverthedistrict.com](mailto:kessing@discoverthedistrict.com)  
573-442-6816

**EXHIBIT B**  
**TO RESOLUTION NO. 2015-11**

**Grove Construction, LLC Letter**

# Grove Construction, LLC

900 Rangeline St | Columbia, MO 65201 | Phone: 573-777-9599 | Fax: 573-234-9599  
www.groveconstruction.com | info@groveconstruction.com



From: Tony Grove

To: Board of the CID and whom it may concern

I am sending this letter to inform all parties that Grove Construction will be performing the sidewalk work in front of the CID office at 11 South 10th street. I am acknowledging that I Tony Grove am currently a member of the CID board and my company Grove Construction is also performing the work.

Thanks

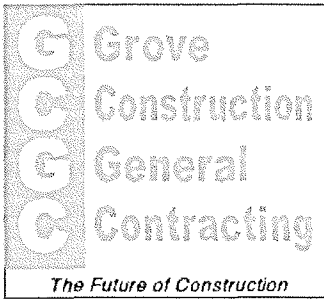
Tony Grove  
Member

A handwritten signature in black ink, appearing to be 'Tony Grove', written over a horizontal line.

**EXHIBIT C  
TO RESOLUTION NO. 2015-11**

**Grove Construction, LLC Bid**





# GROVE CONSTRUCTION

*The Future of Construction*

Office: (573)777-9599 Fax: (573) 234-9599

900 Rangeline Columbia Mo 65201

Groveconstruction@hotmail.com

## BID PROPOSAL

Date: 3-9-2015

Proposal Submitted To: CID

Project: Sidewalk Replacement

We propose to furnish labor, material and equipment to complete the following scope of work:

- Replace (6) concrete panels between door ramp of CID and tree gate to the north.

Bid includes cold weather conditions, cold weather additives, side walk closers and permits.

\* Excludes any overlaying on additional portions of sidewalk.

Total 5,100.00

Submitted By: \_\_\_\_\_

Tony Grove

This proposal is valid for 45 days.

Accepted By: \_\_\_\_\_

Notice to Owner: Failure of this contractor to pay those persons supplying material or services to complete this contract can result in the filing of a mechanic's lien on the property which is the subject of this contract pursuant to chapter 429 rsmo. To avoid this result you may ask this contractor for "lien waivers" from all persons supplying materials or services for the work described in this contract. Failure to secure lien waivers may result in your paying for labor and material twice.

Sincerely,

Grove Construction

Tony Grove  
President

# AIA® Document A101™ – 2007

## *Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum*

AGREEMENT made as of the 9th day of March  
in the year 2015  
(In words, indicate day, month and year.)

BETWEEN the Owner:  
(Name, legal status, address and other information)

Community Improvement District  
11 S Tenth St  
Columbia, Missouri 65201

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™–2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

and the Contractor:  
(Name, legal status, address and other information)

Grove Construction, LLC  
900 Rangeline St  
Columbia, Missouri 65201

for the following Project:  
(Name, location and detailed description)

Sidewalk Replacement  
11 S Tenth St

The Architect:  
(Name, legal status, address and other information)

none  
none  
none

The Owner and Contractor agree as follows.

Init.

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## TABLE OF ARTICLES

1	THE CONTRACT DOCUMENTS
2	THE WORK OF THIS CONTRACT
3	DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
4	CONTRACT SUM
5	PAYMENTS
6	DISPUTE RESOLUTION
7	TERMINATION OR SUSPENSION
8	MISCELLANEOUS PROVISIONS
9	ENUMERATION OF CONTRACT DOCUMENTS
10	INSURANCE AND BONDS

### ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

### ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

### ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be the date of this Agreement unless a different date is stated below or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

*(Insert the date of commencement if it differs from the date of this Agreement or, if applicable, state that the date will be fixed in a notice to proceed.)*

Commencement week of March 23, 2015 with substantial completion the week of April 6, 2015

If, prior to the commencement of the Work, the Owner requires time to file mortgages and other security interests, the Owner's time requirement shall be as follows:

§ 3.2 The Contract Time shall be measured from the date of commencement.

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§ 3.3 The Contractor shall achieve Substantial Completion of the entire Work not later than week of April 6, 2015 ( ) days from the date of commencement, or as follows: *(Insert number of calendar days. Alternatively, a calendar date may be used when coordinated with the date of commencement. If appropriate, insert requirements for earlier Substantial Completion of certain portions of the Work.)*

Portion of the Work

Substantial Completion Date

, subject to adjustments of this Contract Time as provided in the Contract Documents.  
*(Insert provisions, if any, for liquidated damages relating to failure to achieve Substantial Completion on time or for bonus payments for early completion of the Work.)*

#### ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be  
 five thousand one hundred Dollars  
 (\$ 5,100.00 ), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:  
*(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)*

§ 4.3 Unit prices, if any:  
*(Identify and state the unit price; state quantity limitations, if any, to which the unit price will be applicable.)*

Item	Units and Limitations	Price per Unit (\$0.00)
------	-----------------------	-------------------------

Init.

§ 4.4 Allowances included in the Contract Sum, if any;  
(Identify allowance and state exclusions, if any, from the allowance price.)

Item

Price (\$0.00)

## ARTICLE 5 PAYMENTS

### § 5.1 PROGRESS PAYMENTS

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the 20th day of a month, the Owner shall make payment of the certified amount to the Contractor not later than the 1st day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than fifteen ( 15 ) days after the Architect receives the Application for Payment.  
(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of zero percent ( 0 %). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.9 of AIA Document A201™-2007, General Conditions of the Contract for Construction;
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of zero percent ( 0 %);
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract amounts, if any, for which the Architect has withheld or nullified a Certificate for Payment as provided in Section 9.5 of AIA Document A201-2007.

Init.

§ 5.1.7 The progress payment amount determined in accordance with Section 5.1.6 shall be further modified under the following circumstances:

- .1 Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the Architect shall determine for incomplete Work, retainage applicable to such work and unsettled claims; and  
*(Section 9.8.5 of AIA Document A201–2007 requires release of applicable retainage upon Substantial Completion of Work with consent of surety, if any.)*
- .2 Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with Section 9.10.3 of AIA Document A201–2007.

§ 5.1.8 Reduction or limitation of retainage, if any, shall be as follows:

*(If it is intended, prior to Substantial Completion of the entire Work, to reduce or limit the retainage resulting from the percentages inserted in Sections 5.1.6.1 and 5.1.6.2 above, and this is not explained elsewhere in the Contract Documents, insert here provisions for such reduction or limitation.)*

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

## § 5.2 FINAL PAYMENT

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Section 12.2.2 of AIA Document A201–2007, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

## ARTICLE 6 DISPUTE RESOLUTION

### § 6.1 INITIAL DECISION MAKER

The Architect will serve as Initial Decision Maker pursuant to Section 15.2 of AIA Document A201–2007, unless the parties appoint below another individual, not a party to this Agreement, to serve as Initial Decision Maker.

*(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)*

## § 6.2 BINDING DISPUTE RESOLUTION

For any Claim subject to, but not resolved by, mediation pursuant to Section 15.3 of AIA Document A201–2007, the method of binding dispute resolution shall be as follows:

*(Check the appropriate box. If the Owner and Contractor do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.)*

- ☒ Arbitration pursuant to Section 15.4 of AIA Document A201–2007
- ☐ Litigation in a court of competent jurisdiction
- ☐ Other: *(Specify)*

## ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2007.

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2007.

## ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2007 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located. *(Insert rate of interest agreed upon, if any.)*

§ 8.3 The Owner's representative:  
*(Name, address and other information)*

§ 8.4 The Contractor's representative:  
*(Name, address and other information)*

Tony Grove  
Grove Construction, LLC  
900 Rangeline St  
Columbia, MO 65201

§ 8.5 Neither the Owner's nor the Contractor's representative shall be changed without ten days written notice to the other party.

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§ 8.6 Other provisions:

All change orders will result in a profit charge of 6% and an overhead charge of 6%.

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

§ 9.1.1 The Agreement is this executed AIA Document A101-2007, Standard Form of Agreement Between Owner and Contractor.

§ 9.1.2 The General Conditions are AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 9.1.3 The Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
----------	-------	------	-------

§ 9.1.4 The Specifications:

*(Either list the Specifications here or refer to an exhibit attached to this Agreement.)*

Bid Proposal dated January 6, 2015 and attached as Exhibit "A".

-Replace six concrete panels between door ramp of CID and tree gate to the north. Bid includes cold weather conditions, cold weather additives, side walk closers and permits. Bid excludes any overlaying on additional portions of sidewalk.

Section	Title	Date	Pages
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§ 9.1.5 The Drawings:

(Either list the Drawings here or refer to an exhibit attached to this Agreement.)

Number	Title	Date
--------	-------	------

§ 9.1.6 The Addenda, if any:

Number	Date	Pages
--------	------	-------

Portions of Addenda relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 9.

§ 9.1.7 Additional documents, if any, forming part of the Contract Documents:

.1 AIA Document E201™-2007, Digital Data Protocol Exhibit, if completed by the parties, or the following:

.2 Other documents, if any, listed below:

*(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201-2007 provides that bidding requirements such as advertisement or invitation to bid, Instructions to Bidders, sample forms and the Contractor's bid are not part of the Contract Documents unless enumerated in this Agreement. They should be listed here only if intended to be part of the Contract Documents.)*

Init.

**ARTICLE 10 INSURANCE AND BONDS**

The Contractor shall purchase and maintain insurance and provide bonds as set forth in Article 11 of AIA Document A201-2007.

*(State bonding requirements, if any, and limits of liability for insurance required in Article 11 of AIA Document A201-2007.)*

Type of Insurance or Bond

Limit of Liability or Bond Amount (\$0.00)

This Agreement entered into as of the day and year first written above.

  
OWNER (Signature)

  
CONTRACTOR (Signature)

Michael S. Wenger      Chair  
(Printed name and title)

Tony Grove, Member  
(Printed name and title)

Init.

**RESOLUTION NO. 2015-12**

**A RESOLUTION AUTHORIZING THE EXECUTION BY  
THE CHAIRMAN OF THE DISTRICT OF AN  
AGREEMENT BETWEEN THE DISTRICT AND THE  
CONSULTING FIRM OF RESPONSIBLE HOSPITALITY  
INSTITUTE, FOR CONSULTING SERVICES FOR THE  
DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT  
INCLUDING A HOSPITALITY ZONE ASSESSMENT**

WHEREAS, the Downtown Community Improvement District (the "District"), which was formed on February 7, 2011, by Ordinance No. 20866 (the "Ordinance") of the City Council of the City of Columbia, Missouri, is a political subdivision of the State of Missouri and is transacting business and exercising powers granted pursuant to the Community Improvement District Act, Sections 67.1401 through 67.1571, RSMo., as amended ("the Act"); and

WHEREAS, 67.1461.1 of the Act grants the board of directors (the "Board of Directors") of the District the authority to possess and exercise all of the District's legislative and executive powers; and

WHEREAS, Responsible Hospitality Institute ("RHI") submitted the proposal/agreement to perform a Hospitality Zone Assessment (the "HZA Agreement") attached hereto as Exhibit A; and

WHEREAS, the Board of Directors determined that RHI has best satisfied the criteria for selection of services under the District's competitive bidding policies and as set forth in the request for qualifications produced by the District with respect to the HZA Agreement, including that RHI has the specialized experience and technical competence with respect to the consulting services sought, the capacity and capability to perform the services in the time required, a history and record of past performance that is acceptable, and familiarity with governmental entities such as a community improvement district; and

WHEREAS, the Board of Directors desires to engage RHI to perform the consulting services for the District as described in the HZA Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:

1. The Board of Directors hereby approves the HZA Agreement and the Chairman of the District is authorized to execute, and the Secretary is authorized to attest on behalf of the District, an agreement in substantially the form as the HZA Agreement attached hereto as Exhibit A.

2. This resolution shall be in full force and effect from and after its passage by the Board of Directors.

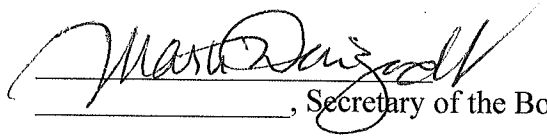
Passed this 14<sup>th</sup> day of April, 2015.



\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:



\_\_\_\_\_, Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2015-\_\_**

**HZA Agreement**

**AGREEMENT  
BY AND BETWEEN  
DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT  
AND  
RESPONSIBLE HOSPITALITY INSTITUTE**

**THIS AGREEMENT** is entered into this 15<sup>th</sup> day of April, 2015 by and between the **DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT** (The Client), and the **RESPONSIBLE HOSPITALITY INSTITUTE** ("Consultant"), a non-profit corporation.

**WHEREAS**, the Downtown Community Improvement District wishes to conduct a Hospitality Zone Assessment and develop an Action Plan that will provide a strategy for planning, managing and policing hospitality zones (i.e. entertainment districts) in Columbia, Missouri.

**WHEREAS**, the Consultant has provided similar services to other cities and businesses in the United States and Canada to evaluate trends and issues relating to hospitality zones; and

**WHEREAS**, the parties have agreed to work together, pursuant to the terms of this Agreement.

**NOW THEREFORE**, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

**1. SCOPE OF WORK: HOSPITALITY ZONE ASSESSMENT**

The Consultant shall perform a Hospitality Zone Assessment ("HZA") for the Client. A HZA is a structured team development process designed to help the Client design and develop an action plan and timetable to address conflicts and improve the functioning and management of its hospitality zones and nighttime economy.

The outcomes of the process will include:

- **Establish productive dialogue** within and among key stakeholder groups invested in or impacted by nightlife from each of Client's hospitality zones/entertainment districts with a current or emerging nighttime economy.
- **Build alliances** with leaders from key stakeholder groups, including government agencies, business districts, hospitality businesses, neighborhood organizations and academic institutions.
- **Identify and document** current trends, emerging issues and gaps in research, policy, compliance, education and marketing in the nighttime economy.
- **Evaluate current policies and regulations** to determine relevance, updates required, or new policies necessary to assure a balance of business opportunity, public safety and quality of life.
- **Identify priorities and consensus:** RHI's facilitation process is designed to identify priorities and consensus areas among a diverse group of stakeholders to achieve greater buy-in for next steps.
- **Define a process to improve public safety and quality of life** through streamlined permitting and licensing, increased compliance with requirements, and regulatory and licensing reforms.
- **Establish a working group** representative of the stakeholders to oversee implementation of recommendations and provide on-going advisory support for compliance.

**2. SERVICES/TASKS PROVIDED BY CONSULTANT**

The Consultant shall provide the specific services/tasks contained in **Appendix 1** and further delineated in an **HZA Coordinator Manual** to be provided after contract is finalized.

**3. CLIENT'S RESPONSIBILITIES**

- a) The Client agrees to provide the Consultant with such services and assistance as providing

contact information for individuals to be invited to all online and on-site events, arrange for meeting space, refreshments and audio visual equipment, review and edit interim reports, recruit participants for events and other tasks as itemized in RHI's Coordinator Manual.

- b) The Client agrees to identify a coordinator(s) to manage the day-to-day logistics of identification and recruitment of individuals in cooperation with the Transformation Team.

**Note:** The role of the coordinator and transformation team should take into consideration the time commitment required to implement all phases of the HZA process and to effectively communicate with RHI and the invitees. It is important to note there are usually 60 or more individuals involved with the process and the coordinator and/or transformation team will be responsible for communicating information, often in-person or by telephone including background, instructions and roles and responsibilities. The same or different coordinator will be required to facilitate the implementation phase and task forces in order to receive the greatest value for the investment.

#### **4. TIME OF COMPLETION**

- a) The term of this Agreement shall be six (6) months, beginning upon the Client approval. The term of this Agreement may be extended upon written agreement by both parties.
- b) The schedule of project milestones and events is provided in **Appendix 2**
- c) The Website for this project will expire upon the end of the term of this contract.
- d) The Client is responsible for maintaining the agreed upon schedule and any significant changes may result in additional costs or delay in achieving any subsequent deadlines.
- e) Upon final approval, the Client shall receive thirty (30) printed copies and one electronic copy of the Action Plan Report and an Excel database of all contact information gathered during the project.

#### **5. COMPENSATION**

- a) Consultant agrees to provide the services described in this Agreement for a total fee of \$40,000.00 plus air travel, local travel, on-site meals and lodging.
- 1) Cancellation: The Consultant will book travel through discount advance purchase services unless otherwise requested by the Client. In the event of a cancellation or change in schedule by the Client, the Consultant will make a reasonable effort to rebook for the least cost. The Client will pay all rebooking and cancellation costs for travel.
- b) Client will be responsible for expedited material production and shipping costs, and for materials not included in this agreement.
- c) Consultant agrees to submit itemized and documented invoices (receipts provided upon request) for professional services and expenses pursuant to the following schedule:
- 1) Contract Signing – 10%: (\$4,000)
- 2) Phase 1: Capacity and Leadership Development - 20%: (\$8,000)
- 3) Phase 2: Orientation and Information Gathering – 20%: (\$8,000)
- 4) Phase 3 and 4: Assessment and Report – 40%: (\$16,000)
- 5) Phase 5: Leadership Summit and Final Report – 10%: (\$4,000)
- d) Consultant agrees that The Client will only be called upon to pay each approved invoice within a reasonable time after submission and approval, and prior to the next scheduled on-site visit. All late payments will incur a finance and interest charge of 10% per month.
- e) Additional time spent beyond that which is provided in this agreement will be billed at an

hourly rate for phone and electronic communication and on-site rate plus travel time and expenses to be negotiated in advance and approved by electronic or paper correspondence.

## 6. PERFORMANCE

The parties agree to do everything necessary to ensure that the terms of this Agreement take effect. However, the performance of this Agreement by either party, in whole or in part, is subject to causes beyond the reasonable control of the parties. In such event, the affected party shall notify the other in writing.

## 7. INDEPENDENT CONTRACTOR

The parties agree that notwithstanding any term or provision of this Agreement, Consultant is and shall remain an independent contractor. The parties acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively an agreement for the provision of services by the Consultant to the Client.

## 8. CONFLICT OF INTEREST OF CONSULTANT

By executing this Agreement, Consultant asserts and covenants that it has not engaged in any practice or entered into any past or ongoing agreement that would be considered a conflict of interest with the instant agreement. Consultant agrees to refrain from entering into all such practices or agreements during the term of this instant agreement (and any extensions thereto), including any agreements and/or practices that could rise to even the appearance of a conflict of interest.

## 9. CLIENT'S LIAISON

The Downtown Community Improvement District designates as the client's liaison:

**Coordinator:** Katie Essing  
**Representing:** Downtown Community Improvement District  
**Address:** 11 South 10<sup>th</sup> Street  
**Address:** Columbia, MO 65201  
**Phone:** 573-442-6816  
**Email:** [kessing@discoverthedistrict.com](mailto:kessing@discoverthedistrict.com)

## 10. CONSULTANT'S LIAISON

The Consultant designates Alicia Scholer of RHI, as its liaison. Alicia Scholer may be telephoned at 831-469-3396, or e-mailed at [Alicia@RHIweb.org](mailto:Alicia@RHIweb.org).

## 11. NOTICE

All invoices and notices required or permitted hereunder to be given by either party to the other shall be in writing and shall be sent via electronic or the United States Mail or by personal delivery to the parties and addresses below:

IF TO THE CLIENT	IF TO CONSULTANT
Downtown Community Improvement District 11 South 10 <sup>th</sup> Street Columbia, MO 65201 <b>Phone:</b> 573-442-6816 <b>Email:</b> <a href="mailto:kessing@discoverthedistrict.com">kessing@discoverthedistrict.com</a>	James E Peters, President Responsible Hospitality Institute 4200 Scotts Valley Drive, Suite B Scotts Valley, CA 95066 <b>Phone:</b> 831-438-1404 <b>Email:</b> <a href="mailto:Jim@RHIweb.org">Jim@RHIweb.org</a>

## 12. ASSIGNABILITY

Consultant shall not assign or transfer any part of the work to be done or services provided under this Agreement, nor any interest therein, except with the prior written consent of the Client.



### **13. INDEMNIFICATION AND INSURANCE**

- a) Consultant shall indemnify, save, defend and hold harmless the Client, its elected/appointed officials, employees and agents from any and all liability, claims, suits, demands, actions, damages and expenses (including reasonable attorney fees) of whatsoever kind and by whomsoever brought against the Client, its elected/appointed officials, employees and agents, arising from or in connection with any willful or negligent act, error or omission of the Consultant, its employees, officers and agents in the performance of this Agreement.
- b) The Consultant shall provide a Certificate of Insurance required by the Client upon receipt of designated organization and complete address named on the Certificate.

### **14. TERMINATION OF THE CONTRACT FOR CAUSE**

If through any cause, either the Client or Consultant shall fail to fulfill in a timely and proper manner obligations under this Agreement, or if the Client or Consultant shall violate any of the covenants, terms or conditions of this Agreement, either party shall thereupon have the right to terminate this Agreement by giving written notice to the other of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination. Any and all work prepared by the Consultant in furtherance of this Agreement shall become the property of the Client and the Consultant shall be entitled to receive just and equitable compensation, calculated in accordance with Paragraph V of this Agreement, for any satisfactory work completed on such documents, pursuant to the terms of the contract.

### **15. TERMINATION FOR CONVENIENCE**

Either party may terminate this Agreement at any time upon thirty (30) days' prior written notice to the other. If the Agreement is so terminated and the Consultant shall not have been in default, the Consultant will be compensated for all work accomplished, but not yet paid for, in accordance with the provisions of Paragraph V of this Agreement. Consultant will not receive any further payments under this Agreement.

### **16. CONFIDENTIALITY**

Consultant agrees that any confidential information received from the Client, its personnel or any other source whatsoever in the furtherance of this Agreement shall remain strictly confidential and shall not be made available to any individual or organization without the prior written approval of the Client. The provisions of this paragraph shall remain binding upon Consultant after the termination of this Agreement. The Client reserves the right to reproduce and distribute at its own expense any report, information, data, etc., prepared or assembled by Consultant pursuant to this Agreement or any portion thereof. The Consultant, upon approval of the Client, reserves the right to utilize the report and/or sections of the report as an example in its publications and resources.

### **17. MULTIPLE COPIES**

This Agreement may be executed in any number of copies and each such copy shall be deemed an original.

### **18. NON-DISCRIMINATION**

In the performance of the work covered by this Agreement, Consultant shall not discriminate against any employee because of race, creed, color, political belief, age, religion, sex, sexual orientation, gender or national origin.

## 19. DISPUTE RESOLUTION

- a) In the event that a dispute arises out of or in connection with this Agreement, the parties will attempt to resolve the dispute through friendly consultation.
- b) If the dispute cannot be resolved within a reasonable time, then the parties agree to submit any or all outstanding issues to mediation.

## 20. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the entire Agreement between the parties hereto and may not be modified, altered, amended or surrendered without the written consent and approval of the parties.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement, intending it to be under seal, the day and year first above written.

**DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Michael Wagner, Board Chair  
Downtown Community Improvement District  
11 South 10<sup>th</sup> Street  
Columbia, MO 65201  
**Phone:** 573-442-6816  
**Email:** [kessing@discoverthedistrict.com](mailto:kessing@discoverthedistrict.com)

**RESPONSIBLE HOSPITALITY INSTITUTE**

By: \_\_\_\_\_

Date: \_\_\_\_\_

James E. Peters, President  
Responsible Hospitality Institute  
4200 Scotts Valley Drive, Suite B  
Scotts Valley, CA 95066  
**Phone:** (831) 438-1404  
**Email:** [Jim@rhiweb.org](mailto:Jim@rhiweb.org)

# SOCIABLE CITY™ ASSESSMENT SERVICES

## Welcome!

Thank you for considering the Responsible Hospitality Institute (RHI)'s **Hospitality Zone Assessment (HZA)** to help plan, manage and police your city's nighttime economy.

Developing a safe and vibrant nightlife requires time, commitment and buy-in from a broad range of stakeholders.

This proposal provides a detailed overview of the assessment process, the stakeholders who will be engaged, evaluation criteria, goals and objectives, and expected outcomes. We have also compiled answers to some of the most frequently asked questions about our service. We hope this information will assist in your decision-making process about whether a HZA is right for your city.

## The Process

RHI's Hospitality Zone Assessment is designed to uncover underlying issues, evaluate current policies, and develop innovative approaches to solve challenges with existing resources. RHI will unite diverse stakeholders and city leaders through a common vision for safe, vibrant and sustainable nightlife.

The HZA will identify priority areas for improvement and culminate in a consensus-driven implementation plan, which will provide practical tools for hospitality zone management and guidance for future policy updates.

RHI offers an independent, impartial perspective, skillful experience in facilitation and documentation, and extensive knowledge of best practices and case studies that demonstrate how other North American cities have successfully created and maintained safe, vibrant and economically prosperous places for residents and visitors to socialize.



### "HOSPITALITY ZONE"

A "Hospitality Zone" is a mixed-use area with a cluster of dining and entertainment businesses as well as public space activities

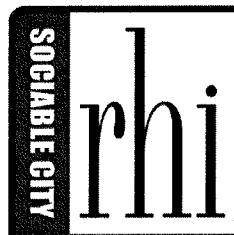
## Submitted to:

Katie Essing  
Executive Director  
The District  
11 S. Tenth Street  
Columbia, MO 65201

## Contact Us

Jim Peters, President  
Phone: 831-438-1404  
Email: [Jim@rhiweb.org](mailto:Jim@rhiweb.org)

Alicia Scholer, Project Manager  
Phone: 831-469-3396 ext 4#  
Email: [Alicia@rhiweb.org](mailto:Alicia@rhiweb.org)



# Frequently Asked Questions

## Outcomes & Benefits

*Communities that have participated in an HZA reported the following positive changes:*

- Reduction in crime and alcohol-related disorder.
- More effective deployment of public safety resources.
- Less calls for police service.
- Increased patronage and footfalls on the main street.
- More positive perceptions of safety.
- Less alcohol-related traffic fatalities.
- Uptick in business growth (when desired).
- Better management of quality of life impacts (e.g. trash, noise).
- Greater civility among bar patrons.
- Improved working relationships and collaborative partnerships.
- Greater business compliance with rules and regulations.
- Creation of incentives for business growth and retention.
- Recognition of model businesses that maintain safe premises.

## Q: What is a Hospitality Zone?

A hospitality zone is a mixed-use area/district and destination for social activities that take place throughout the day and evening. Hospitality zones are comprised of a large cluster of dining and entertainment businesses such as bars, restaurants, pubs, taverns, cafes, and nightclubs. They also tend to serve as a center for community festivals and special events. Many cities contain more than one hospitality zone with nightlife activity that varies in stages of intensity as well as patron demographics.

## Q: Why Should Cities Plan Hospitality Zones?

Well planned and managed hospitality zones with vibrant nightlife can be a prosperous investment. They drive community revitalization, increase property value and generate much-needed revenue and employment. Reduced crime and growth in tourism and conventions are also among the many benefits of safe and vibrant nightlife.

**However, unplanned hospitality zones** lacking coordination of policies and regulations generate costly impacts. Higher crime rates, increased risk for underage drinking, and higher incidence of impaired driving place excessive burden on enforcement and regulatory agencies. Noise, trash, litter, and crowd management challenges strain limited city budgets in an already strapped economy.

## Q: What is a Hospitality Zone Assessment?

RHI established the Hospitality Zone Assessment (HZA) as a comprehensive approach to improve nightlife safety and vibrancy in hospitality zones. RHI designed the HZA to uncover underlying issues, evaluate current policies, and develop innovative approaches to solve challenges with existing resources.

An extensive consultation, the HZA features four on-site segments, phone support, online training, facilitated focus groups, first-hand observation via a district tour, and a final report containing strategic and tactical action steps. .

RHI utilizes an inclusive approach to unite diverse stakeholders and city leaders through a common vision and collaborative partnerships, which culminates in a consensus-driven six month action plan.

## Q: Who Participates? What is their Time Commitment?







A broad base of key stakeholders (approx. 60-80 people from four stakeholder groups – Community, Development, Hospitality and Safety) is engaged in team-building and information-gathering from start to finish in order to provide balanced input on trends, issues, and next steps. Participants are asked to devote a minimum of 6 hours over a period of 6 months: 2 hours at each of three on-site events, as well as an optional late-night tour, which could take 3-5 hours. Members of a 12-person “Transformation Team” will be asked to devote more time to assist with logistics and event recruitment.

### Participants will Represent a Cross-Section of Perspectives

			
<b>COMMUNITY</b>	<b>DEVELOPMENT</b>	<b>HOSPITALITY</b>	<b>SAFETY</b>
Residents Colleges Students Realtors Rental Agents Prevention Elected Officials Social Services	Planning Developer Property Owner Bank/Finance Transportation Parking/Valet Sanitation/Trash Public Works	Restaurant Café Bar/Pub/Tavern Entertainment Tourism Conventions Suppliers Trainers	Police – Fire City Manager Traffic Safety Regulatory Attorney Code Compliance Risk Management Security Training

## Q: How will RHI Evaluate my City’s Hospitality Zone?

RHI’s approach uses a conceptual framework of Six Core Elements for Hospitality Zone Development© to evaluate a city’s nighttime economy and to convey best practices and research. Focus groups comprised of subject matter experts from city, county and state levels are organized by the following six topics:

Enhance Vibrancy		Assure Safety		Plan for People	
					
<b>ENTERTAINMENT</b>	<b>MULTI-USE SIDEWALK</b>	<b>PUBLIC SAFETY</b>	<b>VENUE SAFETY</b>	<b>QUALITY OF LIFE</b>	<b>TRANSPORTATION</b>
Dining Venue Social Venue Performance Venue Events Demographic Talent Retention Marketing Economic Impact	Outdoor Dining Street Performers Vendors/Kiosks Public Markets Pedestrian Safety ADA Compliance Lighting Panhandling	Crime Prevention Closing Time Crowds Police Units Ambassadors Business Support Business Permits Safety Alliances	Server Training Security Training Customer Service Safety Plan Nightlife Networks Patron Behavior Age Identification Extended Hours	Noise Control Soundproofing Trash Pick-up Cigarette Litter Public Urination Vandalism Resident Forums Public Standards	Night Service Traffic Safety Safe Rides Taxi Stands Shared Rides Valet Parking Parking Lot Safety DUI Prevention

## Q: What is the Process for a Hospitality Zone Assessment?

There are a total of five phases in a HZA. The duration of the process is approximately six months.

1. **Phase 1: Engagement (weeks 1-5)** – A primary coordinator is selected and core leadership group formed
2. **Phase 2: Orientation (week 6)** – RHI conducts a tour of the district and orients participants
3. **Phase 3: Roundtables (week 10)** – Focus groups collect data, identify challenges and strategies.
4. **Phase 4: Summary Report Development (week 11-15)** – An existing condition report is developed to summarize highlights and outline the action plan.
5. **Phase 5: Leadership Summit (week 18-20)** – Recommendations are presented to participants and establish an implementation team.

# RHI Qualifications and Experience



**The Responsible Hospitality Institute (RHI)** is a private, non-profit organization founded in 1983 and is the leading source for events, resources and consultation services on nightlife. RHI assists communities in the planning and management of hospitality zones to create safe, vibrant and economically prosperous places to socialize.

RHI's expertise has helped more than 50 communities facilitate collaborative solutions to the most difficult nightlife challenges. Utilizing insights and model practices gathered from dozens of cities and countries throughout the world, RHI is in a unique position to guide communities' nightlife development by sharing lessons learned and helping city leaders avoid common pitfalls.

Since 2003, RHI has conducted more than four dozen Hospitality Zone Assessments, which have included first-hand observation during tours of nightlife districts, and facilitated focus groups to determine trends, issues, resources and improvement areas. RHI has showcased best practices and model policies through regular conferences, leadership summits, regional forums, and online webinars.

*In 2008, the US Conference of Mayors presented former Providence Mayor David N. Cicilline with the Outstanding Achievement Award for Public/Private Partnerships in recognition of his leadership with the Hospitality Resource Partnership. This RHI-created model evolved from the city's Hospitality Zone Assessment.*



Austin, TX



New Orleans, LA



San Jose, CA



Madison, WI



Edmonton, AB



Pittsburgh, PA

## RHI Assisted Dozens of Cities Create Safe and Vibrant Places to Socialize

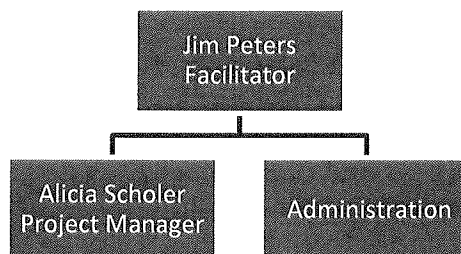
Albany, NY  
Albuquerque, NM  
Akron, OH  
Athens, GA  
Baltimore, MD  
Boulder, CO  
Burlington, VT  
Calgary, AB  
Charleston, SC  
Chicago, IL  
Cleveland, OH  
Columbia, SC  
Columbus, GA  
Delray Beach, FL  
Folsom, CA



Fort Myers, FL  
Fullerton, CA  
Greensboro, NC  
Hermosa Beach, CA  
Jacksonville Beach  
Los Angeles, CA  
Lexington, KY  
Livermore, CA  
Lincoln, NE  
Manhattan, NY  
Milwaukee, WI  
Mobile, AL  
Monterey, CA  
Montgomery County  
Morgantown, WV

Norfolk, VA  
Philadelphia, PA  
Phoenix, AZ  
Pleasanton, CA  
Portland, OR  
Providence, RI  
Racine, WI  
Rock Island, IL  
Sacramento, CA  
Saint Louis, MO  
Salt Lake City, UT  
Salem, OR  
San Diego, CA  
San Francisco, CA  
San Luis Obispo, CA

Santa Rosa, CA  
State College, PA  
Seattle, WA  
Springfield, MO  
Steamboat Springs, CO  
Stockton, CA  
Tallahassee, FL  
Tampa, FL  
Tempe, AZ  
Toronto, ON  
Washington, DC  
Wilmington, NC  
Windsor, ON

# Facilitation and Documentation



Staff	Background and Role
	<p>Jim Peters is the founder and president of RHI. He is the change agent and visionary who monitors trends and determines how to adapt the organization to keep pace with new challenges. Jim oversees development of all of RHI's program areas to provide a conceptual framework and standards for implementation. Jim is a frequent speaker at conferences and events to orient audiences to RHI's mission.</p> <p><b>Phone:</b> 831.438.1404 <b>Email:</b> Jim@RHIweb.org</p> <p><b>Role:</b> Lead facilitator, seminar instructor, strategic development</p>
	<p>Alicia Scholer joined RHI in 2005 and serves as the Project Manager, overseeing and coordinating special projects. Alicia oversees resource development in the form of webinars and publications. She has coordinated logistics and developed summary reports for more than thirty Hospitality Zone Assessments and seminar services throughout North America.</p> <p><b>Phone:</b> 831.469.3396 ext. 4# <b>Email:</b> Alicia@RHIweb.org</p> <p><b>Role:</b> Coordinate logistics, conduct background research, maintain correspondence, documentation and report development</p>

# Scope of Work



## Building Alliances for Change

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RHI proposes to convene and facilitate an alliance of key stakeholders to improve safety, vibrancy and sustainability of the nighttime economy through a Hospitality Zone Assessment process.

The HZA process works to achieve the following objectives and outcomes:

1. **Establish productive dialogue and partnerships** within and between key stakeholder groups invested in or impacted by nightlife including government agencies, business districts, hospitality businesses, neighborhood organizations and academic institutions.
2. **Identify and document** current trends, emerging issues and gaps in research, policy, compliance, education and marketing in the nighttime economy.
3. **Organize a procedural system to document data** on crime, traffic injuries, disorderly conduct, density of social occupancy, infrastructure (e.g. sidewalk width), parking and transportation services, demographic trends, and the economic impact of nightlife.
4. **Evaluate current policies and regulations** to determine relevance or necessary adjustments to assure a balance of business opportunity, public safety and quality of life.
5. **Identify priorities and consensus** areas among a diverse group of stakeholders to achieve greater buy-in for next steps.
6. **Identify improvement areas and potential for streamlined permitting and licensing** to increase compliance with regulations and reform licensing.
7. **Establish an implementation working group** representative of key stakeholders to oversee enactment of recommendations and provide ongoing advisory support for compliance.

The below Scope of Work describes the tasks and events that will take place during each phase of the Hospitality Zone Assessment. The process is far more effective when a dedicated staff person within the client city is selected as a liaison to RHI and the stakeholders within their community. This individual serves as a single point of contact with RHI and helps coordinate events and logistics in partnership with the client city's steering group (the "Transformation Team").

## Phase 1: Engagement - Establish the Foundation for Collaboration

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The complexity of issues surrounding dining and entertainment activity creates challenging dynamics among stakeholders representing the private, public, and government sectors. RHI's work in dozens of cities has shown that consensus-driven action requires trust-building and team-building as an initial step to establish collaborative partnerships among these disparate groups.

In addition, effective policy change begins by having the most appropriate people come to the table with the ability to mobilize stakeholders, leverage resources, identify appropriate expertise, acquire more research, and establish credibility for the process.

The first step in the Assessment will be to establish a "Transformation Team" thusly named for its role in guiding change and acceptance for change that may be required. Members should be invited who are able to see



progress as meeting the needs of the situation, rather than just their own, and be comfortable working outside the boundaries of existing institutional policy and actions.

### **Task 1.1 Form a Transformation Team**

RHI staff will partner with the Coordinator to identify and recruit individuals representing senior positions from key policy, regulatory, compliance and development agencies and departments, educational institutions and business staff within the city. This group of representatives will comprise a steering group called the “Transformation Team” to assist the Coordinator in project organization and facilitation and identification of data sources and resources to achieve the project objectives.

**Transformation Team Role and Composition:** Representative of individuals with a strategic role in the city who have access to resources and personnel required to develop and implement the action plan. This group may serve an advisory role for future policy-setting on nightlife-related issues after the process is complete.

Generally, Transformation Team members should individually or collectively be connected with potential participants with the technical knowledge or expertise in the “six core elements” (i.e. transportation systems, zoning requirements, the permit process). Examples of perspectives to be included:

- **Development:** Representative of planning or economic development, developers, conventions, or other organizations seeking to enhance the nightlife industry as an economic driver, Business Improvement Districts, Main Streets or Chamber of Commerce.
- **Safety:** Police department or other regulatory, enforcement or code compliance agency representatives.
- **Hospitality Association or Network:** Representative of event, dining or entertainment businesses or associations that are active in district or city planning and development.
- **Community:** Neighborhood organizations or advocacy organizations seeking to enhance safety and quality of life, while maintaining diversity of social options.

### **Task 1.2 Conduct Transformation Team Meeting to Set Priorities**

- a. **Pre-visit Interviews:** RHI staff will conduct phone interviews with individuals selected to serve on the Transformation Team or provide background information.
- b. **Define Role:** RHI staff will meet with the Transformation Team to review project timeline, role and responsibility of the Transformation Team and its members, recruitment planning for future project phases, and identification of hosted facilities for future meetings and forums.
- c. **Define Priorities and Organize Resources:** The goal is to assure a balance of perspectives and resources on the development of the project. The Transformation Team will work together to identify and recruit individuals and organizations with expertise in the six core element areas of hospitality zone development.
- d. **Identify Current and Emerging Districts:** Identify the district(s) to focus the information gathering and assessment process (if multiple districts are applicable). Individuals from each district will serve as a liaison to the Transformation Team.

### Task 1.3 Gather Information

- a. RHI staff will work with the Coordinator and members of the Transformation Team to **gather and collect key information**, including current regulations, police incident reports, application and permit processing systems, etc. RHI will provide data gathering forms and surveys for collecting baseline information for the project on safety, vibrancy and development.
- b. **District Leader Meetings and Tour:** RHI staff, the Coordinator and members of the Transformation Team will meet via phone and on-site with key leaders from each of the primary districts and neighborhoods to introduce the project, gather information and confirm involvement.

## **Phase 2: Orientation and Training of Participants**

Phase 2 will expand the process to a broader network of individuals who will participate in identification of issues, challenges and resources within specific districts and city-wide.

### Task 2.1 Participant Recruitment

- a. RHI will work with the Transformation Team to identify and recruit individuals who will contribute information and recommendations in Roundtable Focus Groups. A requirement of their participation is to attend all scheduled on-site events.

### Task 2.2 Group Assembly and Training

Schedule and facilitate a group assembly with Transformation Team members and individuals identified to participate in the Roundtables in order to present an overview of the process and their role.

- a. **On-Site Group Assembly:** The assembly will introduce RHI's framework for strategies and tactics to plan, manage and police hospitality zones: the Six Core Elements (Entertainment, Public Safety, Multi-use Sidewalks, Venue Safety, Transportation, Quality of Life) and Economic Cost and Value of Nightlife and Sociability.



- b. **On-Site Late-night Tour:** Individuals who agree to participate in the Roundtables will be provided guidelines on what to observe during a late-night tour and how to conduct a personal field study of nightlife prior to their participation in the Roundtables. This could include types of businesses in operation, occupancy (seating), sidewalk width, trash receptacles, taxi service, parking availability, entertainment options, among other factors. Online survey will be available for participants to record observations and document specific data (i.e. ID checks at venue, taxis, etc.)

## Phase 3: Roundtables - Conducting the Assessment

---

The information accumulated through Transformation Team meetings, background research, interviews with key stakeholders, and via on-site events will define the agenda and identify participants to invite to the Roundtable Focus Groups. The objective of the Roundtables will be to acquire candid feedback and identify key action steps.

### **Task 3.1 Facilitated Roundtable Focus Groups**

**On-site Facilitated Roundtables:** Roundtables will be organized in three segments (Enhance Vibrancy, Assure Safety, and Plan for People) and with a priority focus on the six core elements identified through research and orientation event. Attendees will include members of the Transformation Team, representatives from districts and neighborhoods, as well as individuals identified by the Transformation Team. Each focus group will provide insights on trends, issues, gaps in communication and resources for planning and managing nightlife and sociability. Commonality and differences among the different districts, as well as a plan of action steps will be identified.

Some potential areas of focus in each area include:

1. **Entertainment:** A variety of venues that appeal to multiple ages and demographics can divert focus from alcohol consumption as the primary source of entertainment in cities. What systems exist to nurture talent and support diverse venues?
2. **Public Safety:** A seamless continuum of effective business licensing and permitting to deployment of police officers is critical for maintaining public safety in active hospitality zones. What policies and practices exist or need improvement?
3. **Venue Safety:** Effective policies and procedures within nightlife venues can improve service, safety and security. What best practices are already in place, and how can businesses collaborate on enhancing their venues' safety?
4. **Multi-use Sidewalks:** How is public space use managed for events, vendors, performances and outdoor seating? What is the vision to enhance vitality and minimize chaos on the streets and sidewalks?
5. **Transportation:** Assuring safe and efficient access to and from hospitality zones is critical to reduce impaired driving risks. What challenges does your city face in providing safe rides to and from the hospitality zone for patrons and employees?
6. **Quality of Life:** What impacts exist from sound, trash, traffic, nuisance behavior and disorder, and how are they currently managed? What resources and partners exist or need to be engaged to define community standards?

## Phase 4: Summary Report - Finalize Implementation Plan

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This phase will provide the Transformation Team with the opportunity to reconvene and review priority areas identified in the summary report and implementation plan. Implementation of the action plan may require outside technical experts, organizations with specialized knowledge and skills, or representatives from other cities who have successfully implemented proposed recommendations.

### **Task 4.1 Development and Editing of Summary Report**

- a. RHI staff prepares a report summarizing key findings generated from the Roundtable Focus Groups. The report highlights group priorities, areas of consensus and recommendations for an action plan.

### **Task 4.2 Review and Edits of the Report:**

- a. **Draft Report Review:** A draft report is distributed to the Transformation Team and designated representatives from each Roundtable.
- b. **RHI hosts a Webinar/Conference Call** to discuss the report and provide input on suggested edits.

## Phase 5: Leadership Summit - Establish a Sustainable Alliance

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RHI will reconvene Roundtable Focus Group participants in a Leadership Summit to present the findings from the process. Tactical task forces will be formed to determine next steps for implementation.

### **Task 5.1 Presentation of Action Plan**

- a. **Presentation of Final Report:** RHI staff will work with the Coordinator and the Alliance to present a final report and recommendations to city council.
- b. **Public Release:** RHI will present the report's recommendations to key stakeholders and release findings to the public.

### **Task 5.2 Convene Action Plan Task Force Meeting**

- a. **Action Plan Task Force Meeting:** Schedule and facilitate a tactical Action Plan Task Force meeting to review each of the summary report's recommendation areas and develop specific tasks, resources and timeline for implementation. Members will include the Transformation Team and select representatives from each of the roundtables.
- b. **Technical Experts:** RHI will identify and recommend specialists or representatives from other cities with expertise in specific areas appropriate for action plan development.

### **Task 5.3 Convene Meetings to Facilitate Alliance**

Establishment of a Sociable City Alliance can ensure sustainable, long-term change for nightlife and sociability. The purpose will be to unite individuals or groups to cooperate in joint action for the common goal of creating safe and vibrant places for people to socialize.

- a. **Meeting to Facilitate Sociable City Alliance:** RHI staff will assist in development of the framework for an alliance of diverse stakeholders called the Sociable City Alliance. This group will be comprised of a balance of representatives among districts, perspectives, and leaders from Action Plan Task Forces.

# Timeline



RHI provides a toolkit of materials and process resources to make the assessment evolve seamlessly. Each phase builds upon the success and accomplishments of the previous and requires on-going documentation, maintenance of communication and involvement.

The following is projected timeline following the completion of the contract.

Project Phases – Task Milestones by Month							Staff - Budget				
Contract	1	2	3	4	5	6	RHI	Air	Room	%	Budget
							Staff	Travel	Night	100	\$40,000
<b>1</b> Start-up Engagement							2	2	2	15	6,000
	<b>2</b> Orientation Data Collection						2	2	2	20	8,000
			<b>3</b> Roundtables Vibrancy Safety People				2	2	3	40	16,000
				<b>4</b> Report Draft Review Final			2	-	-	10	4,000
					<b>5</b> Summit Action Plan Alliance Implement		2	1	2	15	6,000
	1	2	3	4	5	6	Travel	Unit	Price	Estimate	
<b>Staffing and Travel Legend</b> Jim Peters – Attends all onsite events – Travel from San Jose Alicia Scholer – Attends Engagement, Orientation and Roundtables – Travel from San Jose Travel can be adjusted based upon other East Coast events or projects							Airfare	7			
							Room Nights	9			
							Taxi	4			
							Per Diem	18			
							Total Travel				
							Total Assessment Estimate				

**RESOLUTION NO. 2015-13**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT APPROVING MINUTES OF  
THE BOARD OF DIRECTORS MEETING HELD MARCH,  
2015**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN  
COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

The Downtown Community Improvement District (the "District") hereby approves of the meeting minutes for the meeting of the Directors held March, 2015.

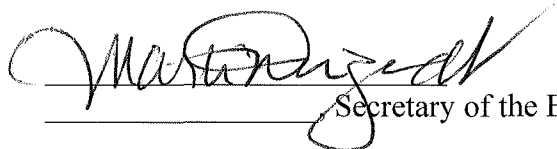
Passed this 14th day of April, 2015.



\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:



\_\_\_\_\_  
Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2015-9**

**March, 2015 Meeting Minutes**

**Community Improvement District  
Board of Directors Meeting  
March 10, 2015  
11 S. Tenth Street**

**Present:**

Allan Moore, Moore & Shryock Appraisals  
Deb Sheals, Historic Preservation  
Marti Waigandt, 808 Cherry St.  
Tom Mendenhall, The Lofts at 308 Ninth  
Mike Wagner, Boone County National Bank

Tom Schwarz, Landmark Bank  
Adam Dushoff, Addison's  
Blake Danuser, Bingham's

**Absent:**

Skip Walther, Walther, Antel, Stamper & Fischer (via phone for Recycling and Insurance)

Mike McClung, Dungarees  
Christina Kelley, Makes Scents  
Andy Waters, Columbia Tribune

Ben Wade, Guitarfinder  
Tony Grove, Grove Construction, LLC  
John Ott, Alley A Realty

**Guests:**

Mayor McDavid, City of Columbia  
Caitlin Campbell, Columbia Daily Tribune

Shouse-Jones & Gooch, CPD  
Cynthia Mitchell, City of Columbia

**Infrastructure Presentation**

Mayor McDavid gave a presentation on infrastructure including how projects are evaluated and budgeted for. After the presentation, questions regarding bond rates and reserve fund covering maintenance were discussed.

**Police Report**

Police gave an overview of incidents and reports. The CPD made two arrests regarding graffiti downtown. They also passed around pictures of two others that they believe are involved.

**Recycling Update**

The second survey results that included the proposed rates and locations were presented. 34 people responded and it was almost a 50/50 split. Cynthia Mitchell stated that fees were going to increase regardless of whether or not recycling is added. After discussion, Waigandt motioned to support the city's recycling plan, Mendenhall seconded and none were opposed.

**Board and Officers Insurance**

The board was presented with three proposals. Waigandt motioned to select Chubb Group of Insurance, Danuser seconded and none were opposed.

**DLC Report-Sheals**

DLC is in support of the parking pilot program that will go to council in April.

**Agenda Items**

All other agenda items including sidewalk cleaning, alley lighting, assessment zone, minutes and financials will be placed on April's agenda, as there was no quorum.

**Adjournment**

The next meeting is **Tuesday, April 14**, at 4:00 p.m.



**Community Improvement District  
Economic Development Meeting  
March 17, 2015  
11S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Mike Wagner, Boone County National Bank  
Marti Waigandt, 808 Cherry St.  
Blake Danuser, Bingham's

Tony Grove, Grove Construction, LLC  
Allan Moore, Moore & Shryock Appraisals

**Absent:**

Tom Schwarz, Landmark Bank

**Guests:**

Cynthia Mitchell, City of Columbia

**Solid Waste District**

An overview of classifications was presented as well as the appeals process. After discussion, it was suggested that research be done to find studies to help validate the reasoning behind the classifications and create an executive summary to be able to present to the public. It was also discussed about how to present the solid waste rate increases. Per the city, rates will be increasing regardless of whether or not recycling is added therefore recycling is being incorporated as an added bonus.

**Hospitality Zone**

There wasn't a quorum at the Board meeting so the recommendation to proceed with RHI will be presented at the April meeting. There has been overwhelming support for the assessment including the mayor, city manager, CPD and MU.

**FY16 Budget**

The hope is to have a potential budget drafted in April and May, for the board to vote and forward to council in June.

**Website**

Discussion was had on what should be listed on The District website.

**Adjournment**

The next meeting is **Tuesday, April 21**, at 4:00 p.m.

**Community Improvement District  
Operations Committee Meeting  
March 19, 2015  
11 S. Tenth Street**

**Present:**

Andy Waters, Columbia Tribune  
Adam Dushoff, Addison's

Ben Wade, Guitarfinder

**Absent:**

Skip Walther, Walther, Antel, Stamper &  
Fischer  
Mike McClung, Dungarees

Deb Sheals, Historic Preservation  
John Ott, Alley A Realty  
Tom Mendenhall, The Lofts at 308 Ninth

**Guests:**

Mike Heimos

There was no quorum for the meeting.

**Stormwater Presentation**

Heimos gave a presentation regarding stormwater that included its history, best management practices and ways the CID could help. The Downtown tree project was presented which would be used to help with runoff, increase the size and health of trees as well as provide education and outreach to the community. The project would not take up any additional sidewalk or parking spaces.

**Updates and Budget**

A brief update of the current projects was presented. The budget process will start at the next Operations meeting.

**Adjournment**

The next meeting is **April 16**, at 4:00 p.m.

**Community Improvement District  
Marketing Committee Meeting  
March 31, 2015  
11 S. Tenth Street**

**Present:**

Andy Waters, Tribune  
Christina Kelley, Makes Scents  
Lili Johnson, Poppy

**Absent:**

Brandon S., Kaldi's  
Jennifer Erikson, CAT TV

Lisa Klenke, Calhoun's  
Tom Schwarz, Landmark Bank

**Guests:**

Janet Godon, Get About Columbia  
Corissa, Bluestem  
Pablo, Blanc Studio

**Parklet**

Godon presented a recap of Parking Day 2014 before moving onto the parklet and plans for this year. A survey was conducted last year that showed people would like to see shade, gardens and benches. Last year the parklet moved around but was not used as much at Flatbranch. Discussion was had about leaving it in one place (9<sup>th</sup> and Cherry) with additions such as programming/buskers, art and street performers. Concerns were also discussed regarding the homeless and Godon stated that she could help with enforcement.

It was discussed having the parklet schedule as the following:

4/16-5/19	9 <sup>th</sup> and Cherry
5/19-6/16	10 <sup>th</sup> and Walnut
8/11-9/8	10 <sup>th</sup> and Walnut
9/8-10/13	9 <sup>th</sup> and Cherry

**CAT-TV Videos**

Update on meeting with Ragtag to discuss playing The District video before movies. Ragtag only plays five sponsors and does not offer additional opportunities at this time. Currently reviewing a on-line proposal with the Tribune that would feature the videos.

**Holiday Lighting**

There was discussion about adding evergreens and white lights at Broadway planter boxes.

**FY16 Budget Discussion**

Media planning will be discussed.

**Adjournment**

The next meeting is **April 28**, at 8:30 a.m.

**Community Improvement District  
Executive Committee Meeting  
February 3, 2015  
11 S. Tenth Street**

**Present:**

Mike Wagner, Boone County National Bank  
Christina Kelley, Makes Scents  
Mike McClung, Dungarees

Marti Waigandt, 808 Cherry St.  
Adam Dushoff, Addison's

**Agenda Items**

There was no quorum at the last Board meeting except for the Recycling and Officers Insurance vote; therefore several items will be carried over to next week's meeting.

**Stormwater Management Presentation**

Mike Heimos will be giving a 10-minute presentation on stormwater and how the CID can help.

**Committee Reports**

Operations: There are three items to vote on from the committee: sidewalk cleaning, alley lighting pilot program and the stormwater management project.

Economics: The RHI Hospitality Zone Assessment will be presented for vote.

Marketing: 2015 Proposed Parklet locations.

Search and Review: 2015 Committee recommendations.

**FY16 Budget**

The budget process was discussed, including the time line. It will be the following:

- Introduction of the budget process/overview will be given at next week's Board meeting.
- April Committee meetings will be used to work through budget items
- The May Board meeting will be a working session for the budget.
- May Committee meetings will be used to make the final tweaks to the budget
- The June Board meeting will be to vote on the budget. The budget will then be shared with Council.

**Proposed City Council Bill 85-15**

The proposed moratorium was discussed. McClung motioned to recommend that the Board not support the moratorium and send a letter to Council. Kelley seconded and none were opposed.

**Adjournment**

The next meeting is **Tuesday, May 5**, at 4:00 p.m.


**RESOLUTION NO. 2015-14**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT APPROVING MINUTES OF  
THE BOARD OF DIRECTORS MEETING HELD APRIL,  
2015**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN  
COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

The Downtown Community Improvement District (the "District") hereby approves of the meeting minutes for the meeting of the Directors held April, 2015.

Passed this 12th day of May, 2015.

  
\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:

  
\_\_\_\_\_, Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2015-14**

**April, 2015 Meeting Minutes**

**Community Improvement District  
Board of Directors Meeting  
April 14, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Allan Moore, Moore & Shryock Appraisals  
Andy Waters, Columbia Tribune  
Marti Waigandt, 808 Cherry St.  
Deb Sheals, Historic Preservation  
Adam Dushoff, Addison's  
Tom Mendenhall, The Lofts at 308 Ninth

Mike Wagner, Boone County National Bank  
Ben Wade, Guitarfinder  
Tom Schwarz, Landmark Bank  
Skip Walther, Walther, Antel, Stamper & Fischer  
Blake Danuser, Bingham's

**Absent:**

Mike McClung, Déjà Vu  
Tony Grove, Grove Construction, LLC

John Ott, Alley A Realty

**Guests:**

Carol Rhodes, City of Columbia  
Mike Heimos, City of Columbia  
Alicia Stice, Columbia Daily Tribune  
Chad Gooch, CPD  
Krista Shouse-Jones, CPD

Clyde Ruffin, First Ward Councilman  
Paul Land, Plaza Real Estate  
Ryan Becket  
Adam Pashett

**Approval of Minutes**

Mendenhall motioned to approve February and March minutes, Waigandt seconded and the motion passed unanimously.

**Financial Report**

There is a 100K surplus from last year's budget and based on estimates, we will have a surplus of 94K this year. After discussion, Walther motioned that the committees come to next month's meeting with proposals of what to do with the surplus, Danuser seconded and none were opposed.

Danuser motioned to approve February and March financials, Dushoff seconded and the motion passed unanimously.

**Stormwater Management Presentation**

Heimos presented a proposed Tree project program as a way the CID could help with stormwater. The idea is to replace a "tree coffin" with tree installment that would help with runoff. The trees would last longer than, grow larger and would not lose any sidewalk or parking spaces with the new system. The project would be used as an educational/outreach tool and as a way to brand Flatbranch Creek.

**Police Report**

Police gave an overview of incidents and reports. There is no timeline yet but will be adding two downtown officers. Also, Shouse-Jones will be sending Essing a survey to distribute to the public.

**New Business**

**Proposed City Council Bill 85-15**

The Executive Committee recommendation to send a letter to council in opposition to the moratorium was discussed. Waigandt motioned to support the recommendation, Dushoff seconded. Concerns of the wording in the proposal such as "historic district" vs. "historic

structure” were discussed. At the vote, Sheals opposed the recommendation, the motion passed. After further discussion, Walther motioned to send a letter stating that the CID will support an analysis of historic property demolition policy but do not believe that a moratorium is necessary. Dushoff seconded and none were opposed.

#### FY16 Budget Process

The budget process was discussed including the time line, which will be the following:

Introduction of the budget process/overview presented today

April Committee meetings will be used to work through budget items

The May Board meeting will be a working session for the budget

May Committee meetings will be used to make the final tweaks to the budget

The June Board meeting will be to vote on the budget and submit to City for comments

#### Committee Reports

##### Operations

Sidewalk Cleaning: This would be a pilot project to review the effectiveness of power washing the sidewalks. The committee discussed having a one-day test (\$1200) to review the work and then decide if they want to spend the full 10K. Waigandt motioned to approve the test, Mendenhall seconded and none were opposed.

Alley Lighting: This would be a pilot project to install lighting in one, or two depending on cost, alley (s). Essing did a walking tour at night with the CPD to help identify from their perspective where lighting is needed. The pilot project would be for \$5K. Mendenhall motioned to approve the project, Danuser seconded and none were opposed.

Stormwater Management Project: 20K has been budgeted for stormwater. This would be a long-term project for the city but the CID’s contribution would be for a pilot project. Danuser motioned to approve the project, Walther seconded and none were opposed.

##### Economic

RHI Hospitality Zone Assessment: Budgeted for 30K but the proposal is for \$40K. The Economic Committee will have a surplus of \$10 from other line items in their portion of the budget to cover the difference. Danuser motioned to approve the proposal, Waigandt seconded and none were opposed.

##### Marketing

Parklet Locations: The following schedule was presented to the Board:

4/15-5/15        9<sup>th</sup> and Cherry

5/15-6/15        10<sup>th</sup> and Walnut

8/12-9/12        10<sup>th</sup> and Walnut

9/12-10/12       9<sup>th</sup> and Cherry

Mendenhall motioned to approve the schedule, Sheals seconded and none were opposed.

##### Search and Review

2015 Committees: After discussion of needing a more balanced number of board members on each committee, the recommendation was tabled until next month.

##### City Report

Council passed a resolution providing support of the Gateway Project.

##### DLC Report

The meeting was mostly about CVS. They feel that CVS can do more with the design they presented.

##### Adjournment

The next meeting is **Tuesday, March 10**, at 4:00 p.m.



**Community Improvement District  
Operations Committee Meeting  
April 16, 2015  
11 S. Tenth Street**

**Present:**

Deb Sheals, Historic Preservation  
Tom Mendenhall, The Lofts at 308 Ninth  
Adam Dushoff, Addison's

Andy Waters, Columbia Tribune

Mike McClung, Déjà Vu (via phone for vote)

**Absent:**

Skip Walther, Walther, Antel, Stamper &  
Fischer  
Ben Wade, Guitarfinder

John Ott, Alley A Realty

**Power washing**

The Board approved up to 10K for power washing at the last meeting. We are working with Agent Clean for this project. A presentation including before and after pictures was shown to the committee. It will initially be a slower process due to the gum removal and results will probably last about a month.

**Professional Janitorial Company**

Essing presented the committee with the idea of hiring an outside company to come in and clean up sidewalks, replacing our current clean team. The company would handle everything; hiring, providing equipment, setting the schedule, etc. This would need to go out for bid. Discussion consisted of having this be a one-year pilot project and setting the budget at 150K instead of 200K so that it is only a 40K increase in the total budget line item.

**FY16 Budget and Shark Tank proposals**

A general overview of the budget was presented as well as the line items that will carry over from last year.

**Power-washing**

Mendenhall motioned to proceed with the 10K for power washing, Dushoff seconded and none were opposed.

**Alley Lighting and Additional Trashcans**

Dushoff motioned to set aside an additional 30K to complete alley lighting for the alleys that have been recommended by the police and re-allocate the 36K from this year's budget for additional trashcans. Mendenhall seconded and none were opposed. Both proposals will be reviewed at May Board of Directors meeting.

**Adjournment**

The next meeting is **May 21**, at 4:00 p.m.

**Community Improvement District  
Economic Development Meeting  
April 21, 2015  
11S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Tony Grove, Grove Construction, LLC  
Allan Moore, Moore & Shryock Appraisals

Marti Waigandt, 808 Cherry St.  
Blake Danuser, Bingham's

**Absent:**

Mike Wagner, Boone County National Bank

Tom Schwarz, Landmark Bank

**Hospitality Zone Assessment**

The first meeting will be taking place before the college students' leave for summer break. The RHI team will be coming in May 6 – 7 to learn about Columbia. RHI requested that the CID form a transformation team for a 2-hour orientation to be held on May 7. They will then be back the first week of June for a seminar. The goal is to conduct six round table discussions, with 12-15 people at each table. The round table groups will meet again the week of July 13. In August (TBA) there will be a leadership summit presentation.

Discussion was had on suggestions for the transformation team. Essing will contact the list of potential people to see who would like to participate.

**Solid Waste District**

The first read for recycling in The District will be in May. Mizzou students will help brand the recycling program.

Cynthia Mitchell contacted our office to get approval for Shakespeare to close the alley next to their temporary space for a compactor. Essing stated that this was the city's call to make not the CID's. It was only brought up in the meeting for conformation that it is indeed the city's call to make.

It was also discussed to conduct a survey to see if there is any interest from the public in the CID purchasing recycling bins for locations in The District as a way to help promote recycling. This will be revisited at next month's meeting.

**Grease Vats**

Dave Nichols & John Hancock surveyed all of the grease vats downtown. Only 6 are on public property, the other 13 are on private property. Essing will research what other cities have down regarding grease vats but for now the topic has been tabled.

**FY 2016 Budget**

The discussion centered on setting money aside to be able to start implementing recommendations from the RHI assessment.

It was also suggested to consider reevaluating the homeless ordinance.

Essing will also putting together a proposal for 3 Gateway Hub Stories as a "shark tank" idea.

**Adjournment**

The next meeting is **Tuesday, May 19**, at 4:00 p.m.

**Community Improvement District  
Marketing Committee Meeting  
April 28, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Andy Waters, Tribune Brandon S., Kaldi's  
Jennifer Erikson, CAT TV

Lili Johnson, Poppy  
Lisa Klenke, Calhoun's

**Guests:**

Pablo, Blanc Studio  
Carissa, Mustard Seed

Corissa, Bluestem

**Shop Hop**

A review of the recent Shop Hop event was discussed.

**CAT-TV Videos**

There is now a video cube on the Tribune's website.

**Rural Missouri**

The magazine featured Flatbranch as a finalist for favorite restaurant.

**Radio Proposal**

Ryan Tate from Zimmer Radio Group's proposal was presented. Wright explained the overall advertising. It was discussed testing with Shop Hop.

**Holiday Decor**

Discussed options for purchasing décor as well as the option of renting. Essing will research cost of renting as well as the process for installation. Décor ideas were discussed as well as potential locations.

**Gateway**

Essing presented an overview of the project and talked about the Hub Stories as a potential "shark tank" option. Lili motioned to recommend 120K for the hub story concept to the Board, Brandon seconded. Lisa abstained from the vote.

**Next Meeting**

Panhandling.  
Budget Ideas

**Adjournment**

The next meeting is **May 26**, at 8:30 a.m.

**Community Improvement District  
Executive Committee Meeting  
May 5, 2015  
11 S. Tenth Street**

**Present:**

Mike Wagner, Boone County National Bank  
Marti Waigandt, 808 Cherry St.

Adam Dushoff, Addison's

**Absent:** Mike McClung, Déjà Vu

Christina Kelley, Makes Scents

**Agenda Items**

**May 12 Board Meeting Agenda**

The main focus will be to review the FY16 Budget and Shark Tank ideas. After discussion, Waigandt motioned to set the meeting from 3:30pm to 5:00pm to allow for more discussion, Dushoff seconded and none were opposed.

Essing will send out an email reflecting the updated time. Also, the Police Report and the City Report will be moved to the beginning of the meeting.

**FY16 Budget Process**

Essing will provide the Board with an overview of the budget process.

**Financials Review**

The financials have not come back from the accountant. We hope to have them before next week's meeting.

**Bylaws**

We have the bylaws document back from Hollis. The recommended edits will be added to DropBox and will be placed on the July Board meeting.

**Adjournment**

The next meeting is **Tuesday, June 2**, at 4:00 p.m.

**RESOLUTION NO. 2015-15**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT APPROVING MINUTES OF  
THE BOARD OF DIRECTORS MEETING HELD MAY,  
2015**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN  
COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

The Downtown Community Improvement District (the "District") hereby approves of the meeting minutes for the meeting of the Directors held May, 2015.

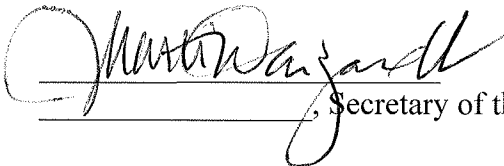
Passed this 9th day of June, 2015.



\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:



\_\_\_\_\_, Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2015-15**

**May, 2015 Meeting Minutes**

**Community Improvement District  
Board of Directors Meeting  
May 12, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Marti Waigandt, 808 Cherry St.  
Deb Sheals, Historic Preservation  
Adam Dushoff, Addison's  
Tom Mendenhall, The Lofts at 308 Ninth  
Mike Wagner, Boone County National Bank

Ben Wade, Guitarfinder  
Tom Schwarz, Landmark Bank  
Skip Walther, Walther, Antel, Stamper &  
Fischer  
Mike McClung, Déjà Vu  
John Ott, Alley A Realty

**Absent:**

Allan Moore, Moore & Shryock Appraisals  
Andy Waters, Columbia Tribune

Tony Grove, Grove Construction, LLC  
Blake Danuser, Bingham's

**Guests:**

Carol Rhodes, City of Columbia  
Chad Gooch, CPD

Krista Shouse-Jones, CPD

**Approval of Minutes**

Dushoff motioned to approve the minutes, Mendenhall seconded and the motion passed unanimously.

**Financial Report**

All income has been received for this fiscal year and it looks as though we have 72K income over our budget. Ott motioned to approve the financials, Walther seconded and the motion passed unanimously.

**City Report**

Recycling services in addition to the Solid Waste District in the CID will go to council for vote on Monday. There will be a Sharp End dedication May 19<sup>th</sup>. The unveiling will take place from 5:30-6 pm followed by a reception at City Hall.

**Police Report**

The CPD is in the process of conducting compliance checks at the bars and restaurants.

**New Business**

**Surplus Proposals**

The Operation Committee has two proposals to present. The first one being trash cans and cigarette urns. There was 36K set aside in last year's budget for this line item but was not spent. Essing will make sure to have the City's support before purchasing.

The second proposal is 30K to continue the alley lighting. This would be only after the success of the pilot project.

The Marketing committee proposed 120K to jump-start the Gateway project with doing 3 Hub Stories located in NVAD, Flatbranch and near the Missouri Theatre. This proposal also includes hiring a consultant as a professional fundraiser.

We have a surplus from last year's income and this year totaling 183K. The three proposals presented totaled 186K. After discussion McClung motioned to earmark the money for all three

proposals but 25K for the Marketing Proposal should from out or the 100K already set aside for the Gateway Project. Dushoff seconded and none were opposed.

#### FY2016 Budget

The proposed draft budget was reviewed and discussed by the Board. Some of the changes included vending our janitorial and public safety service. There was concern with being able to judge the effectiveness of public safety as well as defining what the program will entail. With vending out services, we would lose The Clean Team but add an office internship that would continue our partnership with Douglass.

Another change would be adding an additional 25K to Image Marketing and 20K for Holiday Décor. The vote for the FY16 budget will be in June.

#### Committee Reports

##### Operations

The power washing of the high traffic sidewalks has been completed.

##### Economic

The Recycling proposal will be going to council on Monday. AdZou presented ways to market the program and the city will also have ambassadors.

The late night tour with RHI was last Thursday and the next meeting will be June 3<sup>rd</sup> for round table orientation.

##### Marketing

Holiday décor is in the proposed budget for next year but would like to have the consultant come soon for a walk around. The cost would be \$1500. Sheals motioned to contact the consultant for holiday décor, Dushoff seconded and none were opposed.

##### Search and Review

2015 Committees: The proposed committee roster was presented to the Board. Each committee can contain at large members. Kelley motioned to approve the Committees, Waigandt seconded and none were opposed.

##### DLC Report

The Gateway PowerPoint was shown and was well received.

The H3 Charrette Report contained proposals for improve Cherry Street by widening the sidewalks. The DLC is looking at getting buy-in from the CID. It was discussed that this may be a good place for the storm water project. Sheals will continue to follow-up.

##### Staff Report

CVS has made a few changes and Essing wanted to know if this is something the CID should weigh in on. After discussion, Sheals motioned that the Operations Committee should have a look at the CVS designs and come back to the full Board, Kelley seconded and none were opposed.

##### Adjournment

The next meeting is **Tuesday, June 9**, at 4:00 p.m.



**Community Improvement District  
Economic Development Meeting  
May 19, 2015  
11S. Tenth Street**

**Present:**

Tony Grove, Grove Construction, LLC  
Allan Moore, Moore & Shryock Appraisals

Marti Waigandt, 808 Cherry St.

**Absent:**

Tom Schwarz, Landmark Bank  
Christina Kelley, Makes Scents

John Ott, Alley A Realty  
Blake Danuser, Bingham's

**Guests:**

Mike Wagner, Boone County National Bank

**Hospitality Zone Assessment Update**

A summary of RHI's first visit was given. Currently, in the process of gathering people for the round table discussions in June.

**Solid Waste & AdZou Presentation**

Council unanimously passed recycling in The District last night. The next step will be implementation as the rate structures go into effect August 1<sup>st</sup>. The City is providing ambassadors that will go door to door to help educate and get the word out about recycling. AdZou also presented last week on ways to roll out and help promote the program. A launch event in mid to late August is also being considered.

**FY 2016 Budget**

The Board had their first look at the draft budget last month. Waters brought up a concern about continuing WiFi. The Economic committee discussed this concern. It was mentioned that taking away WiFi so soon after implementation would not be wise especially since it was one of the platforms that the CID campaigned on. It may be something to revisit in a year or two.

**Adjournment**

The next meeting is **Tuesday, June 18**, at 4:00 p.m.

**Community Improvement District  
Operations Committee Meeting  
May 21, 2015  
11 S. Tenth Street**

**Present:**

Deb Sheals, Historic Preservation  
Andy Waters, Columbia Tribune

Adam Dushoff, Addison's  
Ben Wade, Guitarfinder

**Absent:**

Tom Mendenhall, The Lofts at 308 Ninth  
John Ott, Alley A Realty

Mike McClung, Déjà Vu

**Guests:**

Robert Hollis, Attorney for CVS and Downtown CID, Speaking for CVS Plan

**CVS Presentation**

Hollis presented the most recent plans for CVS, gave an update on the progress with the City and answered questions from the committee. Hollis was presented with designs of other CVS's that were more urban than suburban. After the presentation the committee discussed whether or not this is something the CID should weigh in on acting as a role of a mediator/facilitator between the city and CVS. The goal would be to present ourselves as a resource and not a roadblock. It was agreed to wait to hear feedback and see if CVS asks the CID for input. Essing will stay in contact with Hollis.

**Alley Lighting**

The lighting to be installed was shown to the committee and was well received. The LED design should last up to 20 years and the installation will take place next week pending weather.

**Closing of Elm**

The City will not support the closing of Elm for 18 months but may support during demolition. The City is currently waiting for updated plans.

**Trashcans**

36K was approved for trashcans and cigarette urns, which will purchase approximately 50 units. There is an option to also include purchasing additional recycling cans. After discussion, it was tabled for the June meeting to decide the exact amount of trash and/or recycling cans to purchase.

**FY16 Budget**

**Janitorial Services**

It was discussed whether or not to keep the power washing of the dumpsters and compactors separate. It was decided to keep it separate for the pilot and if it pilot works out, look into combining them later.

**Public Safety**

The idea of hiring Ambassadors was discussed. They would be hired to provide public safety on Fridays and Saturdays from 10pm-2am. The committee decided that it would be best to talk with the CPD to see what else the CID could do in terms of public safety in addition to what they've already done. Essing stated that she and Jim Peters (RHI) would be meeting with Chief Burton in June and maybe something will come out of that meeting.

**Adjournment**

The next meeting is **June 18**, at 4:00 p.m.

**Community Improvement District  
Marketing Committee Meeting  
May 26, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Jennifer Erikson, CAT TV

Brandon Summit, Kaldi's  
Ben Wade, Guitarfinder

**Guests:**

Corissa Ray, Bluestem

**Absent:**

Andy Waters, Tribune  
Lili Johnson, Poppy

Lisa Klenke, Calhoun's

**Holiday Décor**

The Board voted to approve the holiday décor consultant. The consultant will be visiting June 10<sup>th</sup>, 11am-3pm for a walk-around. A large project will be obtaining installation permission from all of the property owners, as some are not local.

**Gateways**

The proposal for \$120k to fund the first three hub stories and consultant were approved during the May Board meeting (with \$25k coming from the \$100k budgeted in FY2015). The consultant will help launch a capital campaign to include sponsorships, grants, etc. There were two proposals presented: Arcturis and Mike Vangel. After review and discussion, Wade motioned to recommend Vangel to the Board as the consultant, Erikson seconded and none were opposed.

**Panhandling**

The concerns discussed were the impact to our guests, customers and businesses. RHI will include this topic in their assessment. The panhandling ordinance is out of date and should be reviewed. IDA created a flyer to inform business owners of their rights and this is something that the committee would like to see here as well. The next few open houses are already established but there will be a business education seminar as one of the open houses.

**Budget**

An overview of how this fiscal year was spent for marketing was presented. This included image marketing, promotion and events, online marketing, printing, postcards and social media.

The committee discussed adding the Extra newspaper in next years budget. It goes out to more rural areas but is expensive. The committee will continue to discuss whether or not they would like to invest 6K for 3 placements in the paper or spend that money somewhere else.

It was also discussed adding a Media Placement Company into the FY16 Budget. The committee agreed that 10% of the media placement budget should be invested into a Media Placement Company. It would need to go out, as an RFQ is the budget is approved. This company would be a part of strategic planning, be able to do audits and plan out more than a year. Their reach would also be greater than what our reach is now.

Ray motioned to send the recommended budget to the full Board for approval, Summit seconded and none were opposed.

**Adjournment**

The next meeting is **June 23**, at 8:30 a.m.

**Community Improvement District  
Search and Review Committee Meeting  
May 28, 2015  
11 S. Tenth Street**

**Present:**

Mike McClung, Carhart  
Marti Waigandt, 808 Cherry St.  
Deb Sheals, Historic Preservation

Mike Wagner, Boone County National Bank  
Blake Danuser, Bingham's

**Absent:**

Skip Walther, Walther, Antel, Stamper &  
Fischer

**CID 2015 Committees**

Discussion regarding the selection of the "At Large" committee members, which were approved by the Board as part of the 2015 Committee Rosters.

Motion by Blake Danuser, Second by Marti Waigandt and unanimous vote for the following:

- The "At Large" committee member is an option, but not required for each committee
- Each committee may decide if they want to pursue having the "At Large" position
- The "At Large" committee member would have voting rights however only at the committee level
- Each committee may decide upon their selection process for the "At Large" members
- An application form should be available on The District website and completed for each interested "At Large" applicant.
- The 2016 Committee rosters should be submitted by each committee to the full CID Board, to be voted on during the December, 2015 Board of Directors meeting.
- 2016 Committee terms will run Jan. 1 – Dec. 31, 2016

The meeting was then closed for discussion regarding the CID Employee Policy Manual and Performance Review Process.

**Adjournment**

The next meeting is **June 23**, at 4:00 p.m.

**Community Improvement District  
Executive Committee Meeting  
June 2, 2015  
11 S. Tenth Street**

**Present:**

Mike Wagner, Boone County National Bank  
Marti Waigandt, 808 Cherry St.

Adam Dushoff, Addison's  
Mike McClung, Carhart

**Absent:**

Christina Kelley, Makes Scents

**Agenda Items**

**Surplus Projects**

Essing contacted Hollis and the Board will need to make a motion for amend the current FY15 budget for the approved surplus fund projects.

**CPD Gators**

Shouse-Jones would like to be able to use the gators for large city events. Essing will have Shouse-Jones present a proposed list of annual events for the Board to discuss.

During discussion, it was asked that the CPD provide a baseline for the city so that The District stats that are presented can be put into perspective.

**Approval and Review of Budget**

The power point presentation has been updated for discussion and the final budget will be voted on.

**Pedestrian Safety Task Force**

The mayor has created this task force and would like someone from the Board to be on it.

**Shakespeare's Demo Project**

The city did not approve the 18 months street closure; they are also asking for plans to be submitted. They city wanted the CID to approve the street/sidewalk closure as well. After discussion, it was decided that there is already a City process in place for sidewalk closures that is effective, although we would like to be informed about them.

**Flatbranch Sewer Project**

The City is working to make 9<sup>th</sup> and Elm more pedestrian friendly, with all pedestrian walk crossings. The plans will be going through to the next council meeting.

**Gateway Committee**

This will be brought up at the Board meeting to discuss either creating a new committee or going forward with the existing one in place. It was suggested to give the current committee members the option to continue and then fill in the gaps as needed.

**Upcoming Conferences**

Essing will update the Board on the upcoming conferences she will be attending. She will also present to the Board the Chamber of Commerce event to see if a Board member would like to attend.

**Adjournment**

The next meeting is **Tuesday, July 7**, at 4:00 p.m.

**RESOLUTION NO. 2015-16**

**A RESOLUTION AMENDING THE BUDGET FOR THE  
FISCAL YEAR BEGINNING ON OCTOBER 1, 2014 AND  
ENDING ON SEPTEMBER 30, 2015**

WHEREAS, the Board of Directors of the Downtown Community Improvement District (the "District") adopted its annual budget (the "Budget") pursuant to Section 67.1471 of the Revised Statutes of Missouri, as amended, for its fiscal year beginning October 1, 2014 and ending September 30, 2015; and

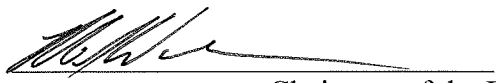
WHEREAS, Section 67.010 of the Revised Statutes of Missouri, as amended, provides that total proposed expenditures from any fund within the Budget shall not exceed the estimated revenues plus any unencumbered balance for any such fund or less any deficit estimated for the beginning of the budget year for any such fund; and

WHEREAS, the Board of Directors of the District desires to amend the Budget in accordance with Section 67.010 of the Revised Statutes of Missouri, as amended, to be substantially in the form as the budget attached hereto as Exhibit A.

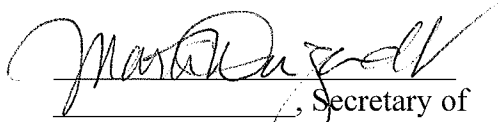
**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF  
THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

1. The Board of Directors of the District hereby approves the amendments to the District's Budget for the fiscal year beginning on October 1, 2014 and ending on September 30, 2015 as shown on the amended budget attached hereto as Exhibit A.
2. The amounts set forth on the Budget, as amended, are hereby appropriated for the purposes set forth therein.
3. This resolution shall be in full force and effect from and after its passage by the Board of Directors of the District.

PASSED this 9<sup>th</sup> day of June, 2015.

  
\_\_\_\_\_, Chairman of the Board  
of Directors

Attest:

  
\_\_\_\_\_, Secretary of  
the Board of Directors

**EXHIBIT A**  
**TO RESOLUTION NO. 2015-16**  
**OF THE BOARD OF DIRECTORS OF THE**  
**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**

**Budget for Fiscal Year Ending September 30, 2015**


**RESOLUTION NO. 2015-17**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT APPROVING MINUTES OF  
THE BOARD OF DIRECTORS MEETING HELD JUNE,  
2015**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN  
COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**


The Downtown Community Improvement District (the "District") hereby approves of the meeting minutes for the meeting of the Directors held June, 2015.

Passed this 14th day of July, 2015.

  
\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:

  
\_\_\_\_\_, Secretary of the Board of Directors



**EXHIBIT A  
TO RESOLUTION NO. 2015-17**

**June, 2015 Meeting Minutes**

**Community Improvement District  
Executive Committee Meeting  
July 7, 2015  
11 S. Tenth Street**

**Present:**

Mike Wagner, Boone County National Bank  
Marti Waigandt, 808 Cherry St.

Adam Dushoff, Addison's  
Mike McClung, Carharts

**Absent:**

Christina Kelley, Makes Scents

**Agenda Items**

Board Meeting Agenda

Discussion of agenda items for July 14 Board Meeting.

Infrastructure Task Force

The mayor has created this task force and would like someone from the Board to be on it. Added to July 14 Board Meeting agenda.

Zoning Attorney

The Columbia Board of REALTORS has asked for the Downtown CID to partner in hiring an attorney (Caleb Colbert, Brown Willbrand Attorneys) to review proposed City Development Code. The total cost is not to exceed \$7000. Other partners would include the Columbia Board of REALTORS, Columbia Chamber of Commerce, Columbia Apartment Association, Columbia Homeowners Association, Central Missouri Development Council and the Business Loop CID. Report will be provided to all partners, and we will be able to use as needed.

Motion by McClung and Second by Dushoff for Executive Committee to recommend to the CID Board to fund \$1000 towards zoning attorney review of proposed City Development Code. Unanimously passed.

Closed Session

The meeting then moved into closed session for discussion of CID Employee Manual and performance review process.

**Adjournment**

The next meeting is **Tuesday, August 4**, at 4:00 p.m.

**Community Improvement District  
Marketing Committee Meeting  
June 23, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Jennifer Erikson, CAT TV  
Ben Wade, Guitarfinder

Andy Waters, Tribune  
Lili Johnson, Poppy  
Lisa Klenke, Calhoun's

**Absent:**

Brandon Summit, Kaldi's  
Corissa Ray, Bluestem

**Guests:**

Betsy Farris, Roots and Blues  
Julie King, Roots and Blues  
Megan Shaffer, Roots and Blues

**Roots and Blues**

Roots and Blues presented their ideas for the festival this year. The revised program for merchants and restaurants was discussed. They would like more retailers to participate this year.

**Holiday Décor**

The proposal was reviewed. The committee would like to see the roofline of the buildings outlined in lights as well but may not be in the budget. Discussion included checking local suppliers to see if they would be able to install the roofline lighting. After discussion, Wade motioned to move forward with the snowflake décor, Erikson seconded. Five were in favor, Johnson voted no; the motion passed.

Essing will also contact Commerce Bank to see if they would like the place the "Magic Tree" in front of their bank this year.

**Panhandling**

The concerns discussed were the impact to our guests, customers and businesses. It was suggested to share the current ordinance with the community to try and raise awareness on what to do.

**Review of Media RFP**

The drafted RFP was reviewed and Wright shared that Bucket Media has already quoted a 15% fee. The deadline for the proposals will be July 24<sup>th</sup> to be reviewed at that next Marketing meeting.

**Inside Columbia**

Klenke stated that she has sent an ad request to Inside Columbia but has not heard back. Concerns about distribution reach, cost and expanding reach were discussed.

**Adjournment**

The next meeting is **July 28**, at 8:30 a.m.

**Community Improvement District  
Operations Committee Meeting**

**June 18, 2015  
11 S. Tenth Street**

**Present:**

Deb Sheals, Historic Preservation  
Andy Waters, Columbia Tribune  
Adam Dushoff, Addison's

Ben Wade, Guitarfinder  
Mike McClung, Carharts  
John Ott, Alley A Realty

**Absent:**

Tom Mendenhall, The Lofts at 308 Ninth

**Guests:**

Scott Bitterman, City of Columbia Street and Engineering Manager

**District Street and Curb Maintenance**

Bitterman reviewed the maintenance schedule of The District as well as upcoming projects. There are still funds available in the special program where the city will pay 50% of the cost to repair sidewalks in front of businesses. Currently the city sweeps the streets 5 days a week. It was suggested looking into an ordinance where there is no parking on the streets at certain time in order to have better street cleaning. Regarding the curbs, the city doesn't actively survey the condition; it is more complaint driven. Potholes are a higher priority.

The City will be milling Broadway this fall. Most work will be down at night and will include some sidewalk replacement. A turn lane will be added at 5<sup>th</sup> and Broadway.

Other discussion included having the janitorial team coordinate with the city and the possibility of repainting the peeling light poles. Right now, the city doesn't have the manpower to repaint the poles.

**Alley Lighting**

Before and after pictures of the alley pilot project was presented. The 30K approved by the Board will allow the CID to purchase 60 more lights. We are currently researching property owners to coordinate installation. This project will require intensive staff hours.

**Parking**

The pilot program was approved and will begin August 15<sup>th</sup>. We are still waiting to hear about the bus pass portion of the program. A newsletter will be going out regarding the program.

Discussion regarding parking solutions for residents. The original idea for the garages was for businesses and customers. It should be reiterated that the second part of the parking program was to create a parking commission. Essing will reach out to City staff.

**Trashcans**

36K was approved for trashcans, which will purchase 40 black trashcans, 10 lids and 10 recycling cans. With the 5K left over, it would allow the CID to around 60 cigarette urns. Since the janitorial staff will maintain the urns in the fall, it was discussed waiting to hear their suggestions on the best urns to purchase. Ott motioned to order the trashcans and recycling bins and hold off on purchasing the cigarette urns, Wade seconded and none were opposed.

**FY16 Budget**

**Infrastructure Matching Grants-Sustainability and Stormwater**

The potential location for the Storm Water Tree is in front of the new 10<sup>th</sup> and Broadway complex.

**Janitorial Services**

The drafted proposal was reviewed and discussed. Essing will make the minor changes and send out for bid.

**Adjournment**

The next meeting is **July 16**, at 4:00 p.m.

**Community Improvement District  
Economic Development Meeting  
June 16, 2015  
11S. Tenth Street**

**Present:**

Tony Grove, Grove Construction, LLC  
Allan Moore, Moore & Shryock Appraisals  
Tom Schwarz, Landmark Bank  
Christina Kelley, Makes Scents  
Blake Danuser, Bingham's

Marti Waigandt, 808 Cherry St.

John Ott, Alley A Realty

**Guests:**

Michael Hall, Civil Engineering Group

Cynthia Mitchell, Solid Waste

**Ninth and Elm Demolition and Construction**

Hall presented the more recent solid waste and closure plans for Ninth and Elm. The committee raised concerns about locations of solid waste and sidewalk/street closures and offered possible solutions. The greatest concern was that this new construction would only be providing the residents the opportunity for a parking space instead of an actual dedicated space.

After the presentation, the committee discussed that Building and Site Development should start requiring builders to include a parking and solid waste plan in order to get a permit. There still needs to be an overall parking solution. The committee agreed that they should send a letter to city addressing these general building concerns in response to the presentation. Essing will draft a letter to vote on at the next Board meeting.

**Hospitality Zone Assessment**

The next round table discussion will be held the 3<sup>rd</sup> week of July.

**Solid Waste District**

Grease

Essing has a meeting set with Public Works and the Health Department but the only ones the CID can have a role in are the ones in public spaces.

Recycling

7K has been budgeted this fiscal year for recycling. Currently working on logistics for the implementation in August. The city will also be providing ambassadors; they are currently being trained. The Operations Committee will be looking at adding additional trashcans, which could include additional recycling containers.

**Adjournment**

The next meeting is **Tuesday, July 21**, at 4:00 p.m.

### Gateway Committee

It was discussed to recreate the Gateway Committee going forward. Ott motioned to approve, Danuser seconded and none were opposed.

### **Committee Reports**

#### Operations

The trashcan and recycling bin proposal was presented to the Board, which also includes purchasing smoking urns. Ott motioned to approve trashcans now and wait to order smoking urns until janitorial vendor selected, Danuser seconded and none were opposed.

The alley lighting proposal was presented. Ott motioned to approve the proposal, Waigandt seconded and none were opposed.

#### Economic

An update on the RHI Zone Assessment was given.

#### Marketing

The consultant for the Gateway Project was discussed, with the Marketing Committee recommending to hire Vangel. Danuser motioned to approve recommendation, Mendenhall seconded and none were opposed.

#### Search and Review

The process for having an at large position for each committee was discussed.

### **Staff Report**

After discussion, the October Board meeting will be moved to Monday October 12<sup>th</sup>.

Slide the City will not happen this year.

The Missouri Board of REALTORS is looking for groups that are willing to come together to hire a lawyer to review the proposed zoning development code. Mendenhall motioned that the CID provide up to \$1000 for a lawyer, Moore seconded. After discussion, Mendenhall amended the motion the support the concept and to work out the details in July. None were opposed.

### **Adjournment**

The next meeting is **Tuesday, July 14**, at 4:00 p.m.

**Community Improvement District  
Board of Directors Meeting  
June 9, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Marti Waigandt, 808 Cherry St.  
Adam Dushoff, Addison's  
Tom Mendenhall, The Lofts at 308 Ninth  
Mike Wagner, Boone County National Bank  
Tom Schwarz, Landmark Bank

Skip Walther, Walther, Antel, Stamper &  
Fischer  
Mike McClung, Carharts  
John Ott, Alley A Realty  
Blake Danuser, Bingham's  
Allan Moore, Moore & Shryock Appraisals  
Tony Grove, Grove Construction, LLC

**Absent:**

Deb Sheals, Historic Preservation  
Andy Waters, Columbia Tribune

Ben Wade, Guitarfinder

**Guests:**

Carol Rhodes, City of Columbia  
Chad Gooch, CPD

Krista Shouse-Jones, CPD

**Approval of Minutes**

Ott motioned to approve the minutes, Mendenhall seconded and none were opposed.

**Financial Report**

Financials were not completed and will be presented at July's meeting.

**City Report**

Recycling services was approved by council and will go into effect August 1st.  
The Parking permit pilot program will have 200 permits and go into effect August 15<sup>th</sup>.

**Police Report**

The CPD gave an overview of the past month. Shouse-Jones stated that they would try to watch patterns and update the CID with downtown trends. It was also asked that going forward the Board would like to see the downtown stats as it compares to Columbia, if possible.

The CPD also asked if the CID would send a survey out to business owners to see if they would be willing to volunteer video data with the police. After discussion, McClung motioned to send out a survey regarding CCTV, Waigandt seconded and none were opposed.

**New Business**

**FY2016 Budget Process**

The 3 surplus projects for FY15 were presented to the Board. Kelley motioned to approve, Waigandt seconded and none were opposed.

The FY16 budget was presented to the Board. Waigandt motioned to approve the FY16 budget, Mendenhall seconded and none were opposed. Essing will submit to the city, and present during July 20 Pre-Council Meeting.

**Pedestrian Task Force**

The city would like a CID representative on this committee. Essing stated that she would volunteer. Mendenhall motioned to approve Essing being on the Task Force, McClung seconded and none were opposed.

## **RESOLUTION NO. 2015-18**

### **A RESOLUTION AUTHORIZING THE EXECUTION BY THE CHAIRMAN OF THE DISTRICT OF AN AGREEMENT BETWEEN THE DISTRICT AND THE CONSULTING FIRM OF MIKE VANGEL, FOR CONSULTING SERVICES FOR THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT GATEWAY PROJECT**

WHEREAS, the Downtown Community Improvement District (the "District"), which was formed on February 7, 2011, by Ordinance No. 20866 (the "Ordinance") of the City Council of the City of Columbia, Missouri, is a political subdivision of the State of Missouri and is transacting business and exercising powers granted pursuant to the Community Improvement District Act, Sections 67.1401 through 67.1571, RSMo., as amended ("the Act"); and

WHEREAS, 67.1461.1 of the Act grants the board of directors (the "Board of Directors") of the District the authority to possess and exercise all of the District's legislative and executive powers; and

WHEREAS, Vangel ("Vangel") submitted the proposal/agreement to consult for the Gateway Project (the "Gateway Project") attached hereto as Exhibit A; and

WHEREAS, the Board of Directors determined that Vangel has best satisfied the criteria for selection of services under the District's competitive bidding policies and as set forth in the request for qualifications produced by the District with respect to the Vangel Agreement, including that Vangel has the specialized experience and technical competence with respect to the consulting services sought, the capacity and capability to perform the services in the time required, a history and record of past performance that is acceptable, and familiarity with governmental entities such as a community improvement district; and

WHEREAS, the Board of Directors desires to engage Vangel to perform the consulting services for the District as described in the Agreement.


NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:

1. The Board of Directors hereby approves the Vangel Agreement and the Chairman of the District is authorized to execute, and the Secretary is authorized to attest on behalf of the District, an agreement in substantially the form as the Vangel Agreement attached hereto as Exhibit A.

2. This resolution shall be in full force and effect from and after its passage by the Board of Directors.




Passed this 9<sup>th</sup> day of June, 2015.

  
\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:

  
\_\_\_\_\_, Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2015-18**

**Vangel Agreement**



## LETTER OF AGREEMENT for CONSULTING SERVICES

VANGEL, hereafter referred to as Agency, agrees to provide Consulting Services for The CID, hereafter referred to as Client, commencing July 1, 2015, or such date as shall be agreed upon. Total services billed not to exceed \$20,000 unless authorized by Client.

Consulting Services to include strategic marketing, creative and support services.

*Agency compensation is provided for as follows:*

Hours billed for strategic marketing consulting and creative services:

Mike Vangel billed at \$150 per hour, Brooke Omar billed at \$95 per hour.

Billing will commence with the starting date of this Agreement. Invoices will be sent the beginning of each month following the date of this Agreement, payable in 30 days.

*Termination:*

Agency services are provided on a monthly basis with provision for 30 days notice of termination by either party.

Terms and conditions accepted by Client:

Signature: \_\_\_\_\_

Print: MICHAEL S. WAGNER

Title: CHAIRMAN

Client: CID

Date: 7-7-15

Terms and conditions accepted by Agency:

Signature: \_\_\_\_\_

Print: MICHAEL VANGEL

Title: PRESIDENT

Agency: VANGEL

Date: 2/8/15

**RESOLUTION NO. 2015-19**

**A RESOLUTION APPROVING THE BUDGET FOR THE  
FISCAL YEAR BEGINNING ON OCTOBER 1, 2015 AND  
ENDING ON SEPTEMBER 30, 2016**

WHEREAS, the Board of Directors of the Downtown Community Improvement District (the "District") adopted its annual budget (the "Budget") pursuant to Section 67.1471 of the Revised Statutes of Missouri, as amended, for its fiscal year beginning October 1, 2015 and ending September 30, 2016; and


WHEREAS, Section 67.010 of the Revised Statutes of Missouri, as amended, provides that total proposed expenditures from any fund within the Budget shall not exceed the estimated revenues plus any unencumbered balance for any such fund or less any deficit estimated for the beginning of the budget year for any such fund; and

WHEREAS, the Board of Directors of the District desires to approve the Budget in accordance with Section 67.010 of the Revised Statutes of Missouri, as amended, to be substantially in the form as the budget attached hereto as Exhibit A.


**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF  
THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

1. The Board of Directors of the District hereby approves the District's Budget for the fiscal year beginning on October 1, 2015 and ending on September 30, 2016 as shown on the amended budget attached hereto as Exhibit A.
2. The amounts set forth on the Budget, as amended, are hereby appropriated for the purposes set forth therein.
3. This resolution shall be in full force and effect from and after its passage by the Board of Directors of the District.

PASSED this 9<sup>th</sup> day of June, 2015.

  
\_\_\_\_\_, Chairman of the Board  
of Directors

Attest:

  
\_\_\_\_\_, Secretary of  
the Board of Directors

**EXHIBIT A**  
**TO RESOLUTION NO. 2015-19**  
**OF THE BOARD OF DIRECTORS OF THE**  
**DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**

**Budget for Fiscal Year Ending September 30, 2016**

**Community Improvement District Budget**

<b>DOWNTOWN CID</b>	<b>FY2016 - Budget</b>
<b>Recurring Revenue</b>	
Property Assessment	186,246
Sales Tax	633,945
Interest Income	300
Miscellaneous Income	0
<b>Total Recurring Revenue</b>	<b>820,491</b>
<b>Recurring Expenses</b>	
<b>Program Management</b>	
Insurance (Health)	9,240
Insurance (Property, D&O)	1,700
Meals & Entertainment	900
Office Equipment Rental	1,500
Office Equipment Repair	500
Office Repairs & Maintenance	7,000
Office Supplies	1,000
Parking	2,296
Payroll	163,513
Payroll Taxes	16,351
Professional Services	15,000
Rent	27,600
Retirement Plan	3,523
Seminars & Conferences	5,500
Telephone	3,950
Utilities	7,300
<b>Total Program Management</b>	<b>266,874</b>
<b>Programs &amp; Services</b>	
<b>Environmental</b>	
Beautification/Streetscape	
Banners (installation)	12,500
City Horticulture	7,650
Public Art Program	1,000
Holiday Décor	20,000
Special Streetscape Programs	0
	<b>41,150</b>
Cleaning and Maintenance	
Labor	150,000
Payroll Tax	0
Equipment	0
Sidewalk Powerwashing	0
Recycling	0
Extended Cleaning Services	0
	<b>150,000</b>
Public Safety	
Labor	30,000
Programming/ Educational Materials	5,000
Equipment and Lighting	5,000
	<b>40,000</b>
<b>Economy</b>	
Economic Development	
Business Marketing	2,000
Development Programs	0
Economic Benchmarking	1,500
District Wireless (Operating Costs)	33,000
Industry Membership	2,000

**Community Improvement District Budget**

TIF Reimbursement	25,000
	<u>63,500</u>
Marketing	
Image Marketing	50,000
Promotions & Events	20,000
Online Marketing	10,500
Marketing Subscriptions	1,500
Postage	5,000
Printing	7,000
	<u>94,000</u>
<b>Total Programs &amp; Services</b>	<b>388,650</b>
<b>Total Recurring Expenses</b>	<b>655,524</b>
<b>Non-Recurring Revenue</b>	
FY13 Draw Down	
<b>Total Non-Recurring Revenue</b>	<b>0</b>
<b>Non-Recurring Expenses</b>	
Environmental	
Beautification/Streetscape	
Sidewalk Trash Cans	0
Banner Design/Production	0
Design Guidelines Consultant	0
Design Guidelines Booklet	0
District Wireless (Installation)	0
Broadway Gateway	100,000
Directional Signage	0
Special Streetscape Projects	25,000
Infrastructure Programs	
Energy Efficiency Programs	20,000
Sewer/Stormwater Programs	20,000
	<u>165,000</u>
Public Safety	
Golf Cart Matching Grant	0
Alley Lighting Program	0
Hospitality Zone Assessment	0
Public Safety Programs	0
Public Safety Brochure	0
	<u>0</u>
Marketing	
Professional Services	0
CID Fund Balance	0
<b>Total Non-Recurring Expenses</b>	<b>165,000</b>
<b>Total Surplus (Deficit)</b>	<b>(32)</b>

**Community Improvement District Budget**

<b>DOWNTOWN CID</b>	<b>FY2016 - Budget</b>
<b>Recurring Revenue</b>	
Property Assessment	186,246
Sales Tax	633,945
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**Community Improvement District Budget**

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Energy Efficiency Programs	20,000
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	<u>165,000</u>
Public Safety	
Golf Cart Matching Grant	0
Alley Lighting Program	0
Hospitality Zone Assessment	0
Public Safety Programs	0
Public Safety Brochure	0
	<u>0</u>
Marketing	
Professional Services	0
CID Fund Balance	0
<b>Total Non-Recurring Expenses</b>	<b>165,000</b>
<b>Total Surplus (Deficit)</b>	<b>(32)</b>

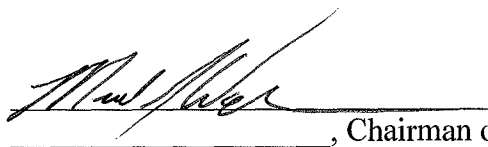
**RESOLUTION NO. 2015-20**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT APPROVING MINUTES OF  
THE BOARD OF DIRECTORS MEETING HELD JUNE,  
2015**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN  
COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

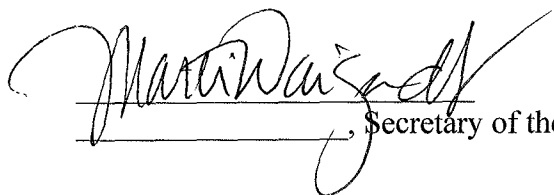
The Downtown Community Improvement District (the "District") hereby approves of the meeting minutes for the meeting of the Directors held June, 2015.

Passed this 14th day of July, 2015.

  
\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:

  
\_\_\_\_\_, Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2015-20**

**June, 2015 Meeting Minutes**

**Community Improvement District  
Board of Directors Meeting  
June 9, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Marti Waigandt, 808 Cherry St.  
Adam Dushoff, Addison's  
Tom Mendenhall, The Lofts at 308 Ninth  
Mike Wagner, Boone County National Bank  
Tom Schwarz, Landmark Bank

Skip Walther, Walther, Antel, Stamper & Fischer  
Mike McClung, Carharts  
John Ott, Alley A Realty  
Blake Danuser, Bingham's  
Allan Moore, Moore & Shryock Appraisals  
Tony Grove, Grove Construction, LLC

**Absent:**

Deb Sheals, Historic Preservation  
Andy Waters, Columbia Tribune

Ben Wade, Guitarfinder

**Guests:**

Carol Rhodes, City of Columbia  
Chad Gooch, CPD

Krista Shouse-Jones, CPD

**Approval of Minutes**

Ott motioned to approve the minutes, Mendenhall seconded and none were opposed.

**Financial Report**

Financials were not completed and will be presented at July's meeting.

**City Report**

Recycling services was approved by council and will go into effect August 1st.  
The Parking permit pilot program will have 200 permits and go into effect August 15<sup>th</sup>.

**Police Report**

The CPD gave an overview of the past month. Shouse-Jones stated that they would try to watch patterns and update the CID with downtown trends. It was also asked that going forward the Board would like to see the downtown stats as it compares to Columbia, if possible.

The CPD also asked if the CID would send a survey out to business owners to see if they would be willing to volunteer video data with the police. After discussion, McClung motioned to send out a survey regarding CCTV, Waigandt seconded and none were opposed.

**New Business**

**FY2016 Budget Process**

The 3 surplus projects for FY15 were presented to the Board. Kelley motioned to approve, Waigandt seconded and none were opposed.

The FY16 budget was presented to the Board. Waigandt motioned to approve the FY16 budget, Mendenhall seconded and none were opposed. Essing will submit to the city, and present during July 20 Pre-Council Meeting.

**Pedestrian Task Force**

The city would like a CID representative on this committee. Essing stated that she would volunteer. Mendenhall motioned to approve Essing being on the Task Force, McClung seconded and none were opposed.

### Gateway Committee

It was discussed to recreate the Gateway Committee going forward. Ott motioned to approve, Danuser seconded and none were opposed.

### **Committee Reports**

#### Operations

The trashcan and recycling bin proposal was presented to the Board, which also includes purchasing smoking urns. Ott motioned to approve trashcans now and wait to order smoking urns until janitorial vendor selected, Danuser seconded and none were opposed.

The alley lighting proposal was presented. Ott motioned to approve the proposal, Waigandt seconded and none were opposed.

#### Economic

An update on the RHI Zone Assessment was given.

#### Marketing

The consultant for the Gateway Project was discussed, with the Marketing Committee recommending to hire Vangel. Danuser motioned to approve recommendation, Mendenhall seconded and none were opposed.

#### Search and Review

The process for having an at large position for each committee was discussed.

### **Staff Report**

After discussion, the October Board meeting will be moved to Monday October 12<sup>th</sup>.

Slide the City will not happen this year.

The Missouri Board of REALTORS is looking for groups that are willing to come together to hire a lawyer to review the proposed zoning development code. Mendenhall motioned that the CID provide up to \$1000 for a lawyer, Moore seconded. After discussion, Mendenhall amended the motion the support the concept and to work out the details in July. None were opposed.

### **Adjournment**

The next meeting is **Tuesday, July 14**, at 4:00 p.m.

**Community Improvement District  
Economic Development Meeting  
June 16, 2015  
11S. Tenth Street**

**Present:**

Tony Grove, Grove Construction, LLC  
Allan Moore, Moore & Shryock Appraisals  
Tom Schwarz, Landmark Bank  
Christina Kelley, Makes Scents  
Blake Danuser, Bingham's

Marti Waigandt, 808 Cherry St.

John Ott, Alley A Realty

**Guests:**

Michael Hall, Civil Engineering Group

Cynthia Mitchell, Solid Waste

**Ninth and Elm Demolition and Construction**

Hall presented the more recent solid waste and closure plans for Ninth and Elm. The committee raised concerns about locations of solid waste and sidewalk/street closures and offered possible solutions. The greatest concern was that this new construction would only be providing the residents the opportunity for a parking space instead of an actual dedicated space.

After the presentation, the committee discussed that Building and Site Development should start requiring builders to include a parking and solid waste plan in order to get a permit. There still needs to be an overall parking solution. The committee agreed that they should send a letter to city addressing these general building concerns in response to the presentation. Essing will draft a letter to vote on at the next Board meeting.

**Hospitality Zone Assessment**

The next round table discussion will be held the 3<sup>rd</sup> week of July.

**Solid Waste District**

**Grease**

Essing has a meeting set with Public Works and the Health Department but the only ones the CID can have a role in are the ones in public spaces.

**Recycling**

7K has been budgeted this fiscal year for recycling. Currently working on logistics for the implementation in August. The city will also be providing ambassadors; they are currently being trained. The Operations Committee will be looking at adding additional trashcans, which could include additional recycling containers.

**Adjournment**

The next meeting is **Tuesday, July 21**, at 4:00 p.m.

**Community Improvement District  
Operations Committee Meeting  
June 18, 2015  
11 S. Tenth Street**

**Present:**

Deb Sheals, Historic Preservation  
Andy Waters, Columbia Tribune  
Adam Dushoff, Addison's

Ben Wade, Guitarfinder  
Mike McClung, Carharts  
John Ott, Alley A Realty

**Absent:**

Tom Mendenhall, The Lofts at 308 Ninth

**Guests:**

Scott Bitterman, City of Columbia Street and Engineering Manager

**District Street and Curb Maintenance**

Bitterman reviewed the maintenance schedule of The District as well as upcoming projects. There are still funds available in the special program where the city will pay 50% of the cost to repair sidewalks in front of businesses. Currently the city sweeps the streets 5 days a week. It was suggested looking into an ordinance where there is no parking on the streets at certain time in order to have better street cleaning. Regarding the curbs, the city doesn't actively survey the condition; it is more complaint driven. Potholes are a higher priority.

The City will be milling Broadway this fall. Most work will be down at night and will include some sidewalk replacement. A turn lane will be added at 5<sup>th</sup> and Broadway.

Other discussion included having the janitorial team coordinate with the city and the possibility of repainting the peeling light poles. Right now, the city doesn't have the manpower to repaint the poles.

**Alley Lighting**

Before and after pictures of the alley pilot project was presented. The 30K approved by the Board will allow the CID to purchase 60 more lights. We are currently researching property owners to coordinate installation. This project will require intensive staff hours.

**Parking**

The pilot program was approved and will begin August 15<sup>th</sup>. We are still waiting to hear about the bus pass portion of the program. A newsletter will be going out regarding the program.

Discussion regarding parking solutions for residents. The original idea for the garages was for businesses and customers. It should be reiterated that the second part of the parking program was to create a parking commission. Essing will reach out to City staff.

**Trashcans**

36K was approved for trashcans, which will purchase 40 black trashcans, 10 lids and 10 recycling cans. With the 5K left over, it would allow the CID to around 60 cigarette urns. Since the janitorial staff will maintain the urns in the fall, it was discussed waiting to hear their suggestions on the best urns to purchase. Ott motioned to order the trashcans and recycling bins and hold off on purchasing the cigarette urns, Wade seconded and none were opposed.

**FY16 Budget**

**Infrastructure Matching Grants-Sustainability and Stormwater**

The potential location for the Storm Water Tree is in front of the new 10<sup>th</sup> and Broadway complex.

**Janitorial Services**

The drafted proposal was reviewed and discussed. Essing will make the minor changes and send out for bid.

**Adjournment**

The next meeting is **July 16**, at 4:00 p.m.

**Community Improvement District  
Marketing Committee Meeting  
June 23, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Jennifer Erikson, CAT TV  
Ben Wade, Guitarfinder

Andy Waters, Tribune  
Lili Johnson, Poppy  
Lisa Klenke, Calhoun's

**Absent:**

Brandon Summit, Kaldi's  
Corissa Ray, Bluestem

**Guests:**

Betsy Farris, Roots and Blues  
Julie King, Roots and Blues  
Megan Shaffer, Roots and Blues

**Roots and Blues**

Roots and Blues presented their ideas for the festival this year. The revised program for merchants and restaurants was discussed. They would like more retailers to participate this year.

**Holiday Décor**

The proposal was reviewed. The committee would like to see the roofline of the buildings outlined in lights as well but may not be in the budget. Discussion included checking local suppliers to see if they would be able to install the roofline lighting. After discussion, Wade motioned to move forward with the snowflake décor, Erikson seconded. Five were in favor, Johnson voted no; the motion passed.

Essing will also contact Commerce Bank to see if they would like the place the "Magic Tree" in front of their bank this year.

**Panhandling**

The concerns discussed were the impact to our guests, customers and businesses. It was suggested to share the current ordinance with the community to try and raise awareness on what to do.

**Review of Media RFP**

The drafted RFP was reviewed and Wright shared that Bucket Media has already quoted a 15% fee. The deadline for the proposals will be July 24<sup>th</sup> to be reviewed at that next Marketing meeting.

**Inside Columbia**

Klenke stated that she has sent an ad request to Inside Columbia but has not heard back. Concerns about distribution reach, cost and expanding reach were discussed.

**Adjournment**

The next meeting is **July 28**, at 8:30 a.m.



**Community Improvement District  
Executive Committee Meeting  
July 7, 2015  
11 S. Tenth Street**

**Present:**

Mike Wagner, Boone County National Bank  
Marti Waigandt, 808 Cherry St.

Adam Dushoff, Addison's  
Mike McClung, Carharts

**Absent:**

Christina Kelley, Makes Scents

**Agenda Items**

**Board Meeting Agenda**

Discussion of agenda items for July 14 Board Meeting.

**Infrastructure Task Force**

The mayor has created this task force and would like someone from the Board to be on it. Added to July 14 Board Meeting agenda.

**Zoning Attorney**

The Columbia Board of REALTORS has asked for the Downtown CID to partner in hiring an attorney (Caleb Colbert, Brown Willbrand Attorneys) to review proposed City Development Code. The total cost is not to exceed \$7000. Other partners would include the Columbia Board of REALTORS, Columbia Chamber of Commerce, Columbia Apartment Association, Columbia Homeowners Association, Central Missouri Development Council and the Business Loop CID. Report will be provided to all partners, and we will be able to use as needed.

Motion by McClung and Second by Dushoff for Executive Committee to recommend to the CID Board to fund \$1000 towards zoning attorney review of proposed City Development Code. Unanimously passed.

**Closed Session**

The meeting then moved into closed session for discussion of CID Employee Manual and performance review process.

**Adjournment**

The next meeting is **Tuesday, August 4**, at 4:00 p.m.


**RESOLUTION NO. 2015-21**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT APPROVING AMENDED  
AND RESTATED BYLAWS**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN  
COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

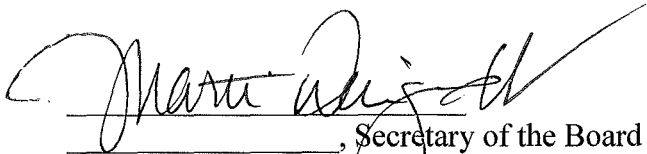
The Downtown Community Improvement District (the "District") hereby approves of the Amended and Restated Bylaws.

Passed this 14th day of July, 2015.

  
\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:

  
\_\_\_\_\_, Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2015-21**

**Amended and Restated Bylaws**



**The District • Downtown Community Improvement District**  
11 South 10th Street • Columbia, MO 65201 • (573) 442-6816  
DiscoverTheDistrict.com

**AMENDED AND RESTATED  
BYLAWS  
OF  
DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT**

**ARTICLE I  
OFFICES, RECORDS, SEAL**

1. **Principal Office:** The principal office of the Downtown Community Improvement District (the "District") shall be located within the city limits of Columbia, Missouri, at such place as may from time to time be designated by the Board of Directors of the District (the "Board of Directors"). Until otherwise specified by the Board of Directors, the principal office shall be: 11 S. Tenth Street, Columbia, Missouri 65201.

2. **Records:** The District shall keep correct and complete books and records of account and shall also keep minutes of the proceeding of the Board of Directors and each committee of the Board of Directors. The District shall keep at its principal office a record of the name and place of residence of each director and each officer.

3. **Seal:** The Board of Directors shall adopt, and may alter at its pleasure, an official seal, which shall have inscribed thereon the name of the District and the words: Official Seal--Missouri. The official seal may be used by causing it, or a facsimile thereof, to be impressed or affixed or to be in any other manner reproduced.

**ARTICLE II  
PURPOSES**

The purposes of the District shall be to engage in those activities and undertake those projects which are authorized by Sections 67.1401 through 67.1571 of the Revised Statutes of Missouri, as amended (the "Act"), and specifically to undertake and exercise and have all powers enumerated in Section 67.1461 of the Act.

**ARTICLE III  
BOARD OF DIRECTORS**

1. **Powers of Board of Directors:** The Board of Directors shall have and is vested with all powers and authorities granted to the Board of Directors under "the Act", except as it may be expressly limited by law or these Bylaws, to supervise, control, direct, and manage the property, affairs and activities of the District, to determine the policies of the District, to do or cause to be done any and all lawful things for and on behalf of the District, to exercise or cause to be exercised any or all of its powers, privileges, or franchises, and to seek the effectuation of its objects and purposes.

2. **Number of Directors; Qualifications:** There shall be at least nine (9) but not more than thirty (30) Directors. Said Directors shall be those persons appointed as such by the Mayor of the City of Columbia with the consent of the City Council of the City of Columbia

pursuant to the Resolution and Ordinance of the City of Columbia dated February 7, 2011. Thereafter the Directors shall be appointed by the Mayor of the City of Columbia, Missouri, with the consent of the City Council of the City of Columbia, but the Directors so appointed must have all of the following characteristics, to-wit: (i) be at least eighteen (18) years of age; and (ii) be either: (a) an "Owner" as defined in Section 67.1401.2(11) of the Act; or (b) be a registered voter residing within the District; or (c) be a legally authorized representative of an Owner of real property located within the District.

3. **Board of Directors:** The term of the members of the Board of Directors shall be three (3) years.

Each Director shall hold office until such Director's term expires, or until such Director's successor is duly selected and has commenced his or her term of office, whichever is later. Thereafter the Directors shall be selected in the manner and for the terms prescribed in paragraph 5 of this Article III.

4. **Commencement of Term of Office of Directors:** A Director shall not be deemed to have commenced his or her term of office or to have any powers or responsibilities of a director: (i) unless such Director is qualified to act as such; and (ii) until the time such Director accepts the office of director either by a written acceptance or by participating in the affairs of the District at a meeting of the Board of Directors.

5. **Selection of New Directors/Terms:**

a. **Staggered Terms:** Pursuant to Section 67.1451.5 of the Act, an appointment of approximately of one-third (1/3) of the Board of Directors shall occur every year at the annual meeting of the Directors.

b. **Selection:** The Board of Directors shall notify the Mayor of the City of Columbia at least two (2) months in advance of the terms beginning for the Directors so that the Mayor may appoint the replacement Directors or successor Directors and obtain the consent of the City Council of the City of Columbia to such selections in advance of the first meeting at which such Directors will begin serving as members of the Board of Directors.

c. **Terms Generally:** Each Director shall serve for a term ending three (3) years after the date on which he or she was originally selected, or until a Director's successor is appointed. Any Director selected to serve out the unexpired term of a Director, however, shall only serve the unexpired term of the Director whose death, removal, or resignation caused such vacancy. All Directors selected must be appointed in the manner required by Section 67.1451.5 of the Act and these Bylaws.

6. **Vacancies:** Vacancies among the directors selected pursuant to paragraph 5 of this Article III, resulting from the death, resignation, removal, incapacity or disqualification of a Director, or by reason of an increase in the number of directors or the failure of an elected Director to accept the office of Director, shall be filled in the manner prescribed by the Act and

these Bylaws. An interim Director elected to fill a vacancy shall meet the qualifications set forth in these Bylaws, including, in particular, those qualifications described in paragraph 2 of this Article III, and shall serve until such Director's successor has been duly elected and has commenced his or her term of office.

7. **Compensation of Directors:** No Director shall receive compensation from the District for any service such Director may render to it as a Director. A Director may be reimbursed for his or her actual expenses reasonably incurred in and about such Director's performance of his or her duties as a Director.

8. **Committees:** The Board of Directors shall have no authority to appoint an executive committee or any other committee having the authority of the Board of Directors. However, the Board of Directors may appoint committees to investigate matters and to render reports to the Board of Directors from time to time as the Board of Directors determines same to be beneficial.

9. **Resignation or Removal of Directors:** Any Director may resign or be removed from the Board of Directors. A Director's resignation shall be in writing addressed to the Secretary of the District and shall be effective immediately or upon its acceptance by the affirmative vote of two-thirds ( $\frac{2}{3}$ ) of the entire membership of the Board of Directors. A removal of a Director shall be accomplished in the manner prescribed by Section 67.1451.7 of the Act, and in this regard, the resignation or failure to attend meetings by a Director shall be considered as sufficient cause for the removal of said Director upon such two-thirds ( $\frac{2}{3}$ ) affirmative vote by the Board of Directors.

#### **ARTICLE IV** **MEETINGS**

1. **Place:** Meetings of the Board of Directors of the District shall be held at 11 S. Tenth Street, Columbia, Missouri, or at such other place within the city limits of Columbia, Missouri, as may be determined from time to time by resolution of the Board of Directors or by written consent of the members thereof.

2. **Annual and Special Meetings:** The annual meeting of the Board of Directors of the District shall be held at 11 S. Tenth Street, Columbia, Missouri 65201, on the second Tuesday in the month of August at 4:00 p.m. in a meeting room selected for that purpose. By unanimous resolution of the Directors, the annual meeting of the Board of Directors may be held on a different date and at a different location, so long as the date, time, and place of said annual meeting is established no less than ten (10) days in advance and appropriate public notice of the date, time, and place of said meeting is given in the manner required by these Bylaws. Special meetings of the Board of Directors may be called at any time by the Chairman pursuant to Paragraph 3 of this Article.

3. **Notice of Meetings:** Written notice stating the place, day, and hour of a meeting and the purpose or purposes for which the meeting is called shall be delivered to each Director not less than twenty-four (24) hours before the time of the meeting, either personally, by mail, by e-mail, or by facsimile, by or at the direction of the Officer or the Directors calling the meeting. If mailed, such notice shall be deemed to be delivered three days after depositing such notice in the United States mail addressed to the Director at such Director's address as it appears on the records of the District, with postage thereon prepaid.

4. **Waiver of Notice:** Any notice provided or required to be given to the Directors may be waived in writing by any of them whether before or after the time stated therein. Attendance of a Director at any meeting shall constitute a waiver of notice of such meeting except where the Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

5. **Quorum:** The presence of a majority of the Board of Directors shall be requisite for and shall constitute a quorum for the transaction of business at all meetings. Vacant positions are not counted in determining a majority of the Board of Directors; provided, however, that in no event shall a quorum consist of less than sixty percent (60%) of the whole Board of Directors. The act of a majority of the Directors present at a meeting at which a quorum is present shall be valid as the act of the Board of Directors except in those specific instances in which a larger vote may be required by law or these Bylaws.

6. **Adjournment:** Whether or not a quorum shall be present at any such meeting, the Directors present shall have power successively to adjourn the meeting, without notice, or publication of notice, other than announcement at the meeting, to a specified date. At any such adjourned meeting at which a quorum shall be present, any business may be transacted which could have been transacted at the original session of the meeting.

7. **Voting:** Each Director present at any meeting shall be entitled to cast one vote on each matter coming before such meeting for decision. If a roll call is taken, all votes shall be recorded so as to attribute each "aye" and "nay" vote, or abstinence if not voting, to the name of the representative Director.

8. **Meeting by Conference Telephone:** Members of the Board of Directors may participate in a meeting of the Board of Directors by means of conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other, and participation in a meeting in this manner shall constitute presence in person at the meeting. Notice for such meetings shall designate a place where members of the public may hear the conference call for purposes of complying with Chapter 610 of the Revised Statutes of Missouri, as amended (the "Sunshine Law").

9. **Compliance with State Sunshine Law:** The district is a "public governmental body" pursuant to the Sunshine Law; therefore, notwithstanding any other provision of these Bylaws and in addition to any requirements of these Bylaws, the district shall give notice of and conduct all meetings of the Board of Directors in accordance with the Sunshine Law.

## **ARTICLE V**

### **OFFICERS**

1. **General:** The officers of the District shall be Chairman, a Vice Chairman, a Secretary, a Treasurer, and such other officers as the Board of Directors may appoint. The officers shall be appointed from among the members of the Board of Directors and shall at all times while holding such offices be members of the Board of Directors. Any two or more offices may be held by the same person. The office of Chairman shall be held by a Director having served on the Board of Directors for no less than one (1) year.

2. **Election and Terms of Office:** The officers shall be appointed by the Board of Directors to serve until the end of their term—and until their successors are duly elected and qualified.

By the December meeting of the Board of Directors, the Board of Directors shall appoint officers to serve from January 1 until December 31 or until their successors are duly appointed and qualified.

An office shall be deemed qualified when such officer enters upon the duties of the office to which such officer has been appointed and furnishes any bond required by the Board of Directors or these Bylaws; but the Board of Directors may also require of such person a written acceptance and promise faithfully to discharge the duties of such office.

The term of office of each officer of the District shall terminate on December 31 or until the next succeeding his or her appointment and at which any officer of the District is appointed unless the Board of Directors provides otherwise at the time of his or her appointment.

3. **Removal:** Any officer or any employee or agent of the District may be removed and discharged by the Board of Directors whenever in its judgment; the best interests of the District would be served thereby.

4. **Compensation of Officers:** No officer who is also a member of the Board of Directors shall receive any salary or compensation from the District for any services such officer may render to it as an officer. Salaries and compensation of all other officers, agents, and employees of the District, if any, may be fixed, increased or decreased by the Board of Directors, but until action is taken with respect thereto by the Board of Directors, the same may be fixed, increased, or decreased by the Chairman, or such other officer or officers as may be empowered by the Board of Directors to do so; provided, however, that no person may fix, increase, or decrease his or her own salary or compensation. Each officer may be reimbursed for such officer's actual expenses if they are reasonable and incurred in connection with the purposes and activities of the District.

5. **Vacancies:** A vacancy in an office caused by death, resignation, incapacity, removal, or disqualification of an officer of the District shall be filled by the Board of Directors at any annual or other regular meeting or at any special meeting called for that purpose, and such person or persons so elected to fill any such vacancy shall serve at the pleasure of the Board of



Directors until the next annual meeting of the Board of Directors, and until such officer's successor is duly elected and qualified.

6. **The Chairman:** The Chairman shall be the chief executive officer of the District, shall have such general executive powers and duties of supervision and management as are usually vested in the office of the chief executive officer of a District, and shall carry into effect all directions and resolutions of the Board of Directors. The Chairman shall preside at all meetings of the Board of Directors at which he or she may be present.

The Chairman may execute all bonds, notes, debentures, mortgages, and other contracts requiring a seal, under the seal of the District and may cause the seal to be affixed thereto, and all other instruments for and in the name of the District.

The Chairman shall have the right to attend any meeting of any committee of the Board of Directors and to express his or her opinion and make reports at such meeting; provided, however, that unless the Chairman shall be specifically appointed to any committee, the Chairman shall not be considered to be a committee member or have the right to vote or be counted for the purpose of determining a quorum at any such meeting.

The Chairman shall have such other duties, powers, and authority as may be prescribed elsewhere in these Bylaws or by the Board of Directors.

7. **The Vice Chairman:** The Vice Chairman shall work in cooperation with the Chairman and shall perform such duties as the Board of Directors may assign to him or her. In the event of the death, and during the absence, incapacity, inability, or refusal to act of the Chairman, the Vice Chairman shall be vested with all the powers and perform all of the duties of the office of the Chairman. In the absence of the Chairman, the Vice Chairman shall preside at all meetings of the Board of Directors at which he or she may be present. The Vice Chairman shall have such other or further duties or authority as may be prescribed elsewhere in these Bylaws or from time to time by the Board of Directors.

8. **The Secretary:** The Secretary shall attend the meetings of the Board of Directors and shall record or cause to be recorded all votes taken and the minutes of all proceedings in the minute book of the District to be kept for that purpose. The Secretary shall perform like duties for any committee established pursuant to these Bylaws when requested by such committee to do so. The Secretary shall be the custodian of all the books, papers, and records of the District and shall, at such reasonable times as may be requested, permit an inspection of such books, papers, and records by any director of the District. The Secretary shall upon reasonable demand furnish a full, true, and correct copy of any book, paper, or record in his or her possession. The Secretary shall be the administrative and clerical officer of the District under the supervision of the Chairman and the Board of Directors.

The Secretary shall keep in safe custody the seal of the District and when authorized to do so shall affix the same to any instrument requiring the seal, and when so affixed, the Secretary shall attest the same by his or her signature.

The Secretary shall have the principal responsibility to give or cause to be given notice of the meetings of the Board of Directors, but this shall not lessen the authority of others to give such notice as provided in these Bylaws.

The Secretary shall have the general duties, powers, and responsibilities of a secretary of a district and shall have such other or further duties or authority as may be prescribed elsewhere in these Bylaws or from time to time by the Board of Directors.

9. **Treasurer:** The Treasurer shall have supervision and custody of all monies, funds, and credits of the District and shall cause to be kept full and accurate accounts of the receipts and disbursements of the District in books belonging to it. The Treasurer shall keep or cause to be kept all other books of account and accounting records of the District as shall be necessary, and shall cause all monies and credits to be deposited in the name and to the credit of the District in such accounts and depositories as may be designated by the Board of Directors. The Treasurer shall disburse or supervise the disbursement of funds of the District in accordance with the authority granted by the Board of Directors, taking proper vouchers therefor. The Treasurer shall be relieved of all responsibility for any monies or other valuable property or the disbursement thereof committed by the Board of Directors to the custody of any other person or district, or the supervision of which is delegated by the Board of Directors to any other officer, agent, or employee.

The Treasurer shall render to the Chairman or the Board of Directors, whenever requested by them, an account of all transactions as Treasurer and of those under the Treasurer's jurisdiction and the financial condition of the District.

The Treasurer shall have the general duties, powers, and responsibilities of a treasurer of a district, shall be the chief financial and accounting officer of the District, and shall have and perform such other duties, responsibilities, and authorities as may be prescribed from time to time by the Board of Directors.

10. **Other Agents:** The Board of Directors from time to time may also appoint such other agents for the District as it shall deem necessary or advisable, each of whom shall serve at the pleasure of the Board of Directors or for such period as the Board of Directors may specify, and shall exercise such powers, have such titles, and perform such duties as shall be determined from time to time by the Board of Directors or by an officer empowered by the Board of Directors to make such determinations.

11. **Duties of Officers May Be Delegated:** If any officer of the District be absent or unable to act, or for any other reason that the Board of Directors may deem sufficient, the Board of Directors may delegate, for the time being, some or all of the functions, duties, powers, and responsibilities of any officer to any other officer, or to any other agent or employee of the District or other responsible person, provided a majority of the whole Board of Directors concurs therein.

## **ARTICLE VI**

### **GENERAL PROVISIONS**

1. **Contracts:** The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the District.

2. **Depositories and Checks:** The monies of the District shall be deposited in such manner as the Board of Directors shall direct in such banks or trust companies as the Board of Directors may designate and shall be drawn out by checks or drafts signed in such manner as may be provided by resolution adopted by the Board of Directors.

3. **Bonds:** The Board of Directors may require that any officer or employee handling money of the District be bonded at the District's expense, in such amounts as may be determined by the Board of Directors.

4. **Custodian of Securities:** The Board of Directors may from time to time appoint one or more banks or trust companies to act for reasonable compensation as custodian of all securities and other valuables owned by the District, and to exercise in respect thereof such powers as may be conferred by resolution of the Board of Directors. The Board of Directors may remove any such custodian at any time.

5. **Fiscal Year:** The fiscal year of the District shall be the same fiscal year as that of the City of Columbia, Missouri, to-wit: October 1 through September 30. In the event the fiscal year of the City of Columbia, Missouri, changes, then the District shall adopt the same fiscal year as that of the City of Columbia, Missouri, all as required by Section 67.1471.1 of The Act.

6. **Certain Loans Prohibited:** The District shall not make any loan to any officer or director of the District. No loans shall be contracted on behalf of the District and no evidence of any financial obligation shall be issued in its name unless either or both are authorized by resolutions of the Board of Directors of the District.

7. **Indemnification and Liability of Directors and Officers:** Each person who is or was a director or officer of the District (including the heirs, executors, administrators, and estate of such person) shall be indemnified by the District as of right to the full extent permitted or authorized by the laws of Missouri, as now in effect and as hereafter amended, against any liability, judgment, fine, amount paid in settlement, cost and expense (including attorneys' fees) asserted or threatened against or incurred by such person in such person's capacity as or arising out of such person's status as a director or officer of the District. The indemnification provided by this Bylaw provision shall not be exclusive of any other rights to which those indemnified may be entitled under any other bylaw provision or under any agreement, vote of disinterested directors or otherwise, and shall not limit in any way any right which the District may have to make different or further indemnifications with respect to the same or different persons or classes of persons.

No person shall be liable to the District for any loss, damage, liability, or expense suffered by it on account of any action taken or omitted to be taken by such person as a director or officer of the District if such person: (i) exercised the same degree of care and skill as a prudent person would have exercised under the circumstances in the conduct of his or her own affairs; or (ii) took or omitted to take such action in reliance upon advice of counsel for the District, or upon statements made or information furnished by directors, officers, employees or agents of the District which such person had no reasonable grounds to disbelieve.

The District shall obtain for the benefit of the Directors corporation directors, officers and corporate indemnification insurance policy in an amount approved by the Directors, insuring the District, its officers and its employees from any potential liability in connection with actions relating to the District.

8. **Absence of Personal Liability:** The directors and officers of the District are not individually or personally liable for the debts, liabilities, or obligations of the District.

## **ARTICLE VII** **AMENDMENTS**

The Board of Directors of the District shall have the power to make, alter, amend, and repeal the Bylaws of the District and to adopt new Bylaws, which power may be exercised by a vote of a majority of the members of the full Board of Directors. The District shall keep as its principal office a copy of the Bylaws, as amended, which shall be open to inspection by any member of the Board of Directors at all reasonable times during office hours.

\* \* \* \* \*

## **CERTIFICATE**

The foregoing Bylaws were duly adopted as and for the Bylaws of Downtown Community Improvement District by the Board of Directors of said District at its meeting held on \_\_\_\_\_, 2015.

\_\_\_\_\_, Secretary of the Board of  
Directors

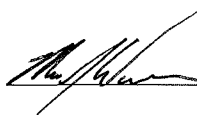
**RESOLUTION NO. 2015-22**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT APPROVING MINUTES OF  
THE BOARD OF DIRECTORS MEETING HELD JULY,  
2015**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN  
COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

The Downtown Community Improvement District (the "District") hereby approves of the meeting minutes for the meeting of the Directors held July, 2015.

Passed this 11th day of August, 2015.

  
\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:

  
\_\_\_\_\_  
Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2015-22**

**July, 2015 Meeting Minutes**

**Community Improvement District  
Board of Directors Meeting  
July 14, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Marti Waigandt, 808 Cherry St.  
Adam Dushoff, Addison's  
Tom Mendenhall, The Lofts at 308 Ninth  
Mike Wagner, Boone County National Bank  
Skip Walther, Walther, Antel, Stamper &  
Fischer

Mike McClung, Déjà Vu  
Andy Waters, Columbia Tribune  
Ben Wade, Guitarfinder  
John Ott, Alley A Realty  
Deb Sheals, Historic Preservation  
Blake Danuser, Bingham's  
Allan Moore, Moore & Shryock Appraisals

**Absent:**

Tony Grove, Grove Construction, LLC  
Tom Schwarz, Landmark Bank

**Guests:**

Carol Rhodes, City of Columbia  
Chad Gooch, CPD  
Krista Shouse-Jones, CPD

Jim Peters, RHI  
Paul Land and Mike Grellner

**Approval of Minutes**

Mendenhall motioned to approve the minutes, Danuser seconded and none were opposed.

**Financial Report**

McClung motioned to approve the May and June financials, Walther seconded and none were opposed.

**City Report**

The construction for Avenue of the Columns passed and will be on Walnut and Cherry. No work will occur on football Saturdays. July 6<sup>th</sup> will be establishing an Infrastructure Task Force.

**Police Report**

General report given. A sergeant is willing to come in and listen to the concerns regarding repeat offenders.

**New Business**

**Downtown Occupancy Presentation**

A presentation was given regarding downtown occupancy as well as passed out a report specifically for the downtown. Overall the vacancy rate is incredibly low, 1.78%. 1/3 of the area included in the CID is tax exempt. After the presentation, questions and discussion took place including asking for more detailed information of the use categories in next year's report.

**CID Updated Bylaws**

Updates included: number of board of directors, annual meeting consistency, notice of meetings and previous chair role being removed. Walther motioned to approve the updated bylaws, Danuser seconded and none were opposed.

**Zoning Attorney**

The Columbia Board of Realtors asked the CID to contribute \$1000 along with other groups to hire an attorney, not to exceed \$7000, to review the city's proposed development codes. Mendenhall motioned to approve the \$1000, Dushoff seconded and none were opposed.

### Infrastructure Task Force

The Mayor would like a member of the CID to be on the Task Force. Essing will follow up to see if Grove would like to volunteer.

### Set Public Hearing for Property Tax Rate

Currently waiting on the new constructions numbers to be able to vote at the August Board meeting, it all depends when we get the numbers. Currently the assessment rate is set at the same amount as it was last year. Mendenhall motioned to move towards the public hearing, Dushoff seconded, none opposed.

### Committee Reports

#### Operations

The committee met with Scott Bitterman regarding curbs and potholes; the process for fixing these issues are complaint driven. After discussion it was decided to send a list to the city with 3 different levels of disrepair. It was also decided to include levels of repair for the light poles. Sheals motioned to send a letter to the city regarding the triage of light poles and curbs, Dushoff seconded and none were opposed.

#### Economic

##### RHI

Round tables were held this morning. A status update was presented.

#### Ninth and Elm Project

After discussion regarding the project and parking in general, Danuser motioned to strike the last paragraph from the response to Mr. Hall's presentation to the Operations committee and send a second letter to the city and consultants solely regarding parking concerns; that will go back to the Operations committee for review. Waigandt seconded and none were opposed.

#### Marketing

Dog Days is next weekend. The District branding campaign has been submitted for an IDA award.

#### Search and Review

Closed session regarding updated employee manual and review process. No recommendations were made.

### Adjournment

The next meeting is **Tuesday, August 11**, at 4:00 p.m.



**Community Improvement District  
Economic Development Meeting  
July 21, 2015  
11S. Tenth Street**

**No Quorum:**

Meeting was cancelled.

**Adjournment**

The next meeting is **Tuesday, August 18**, at 4:00 p.m.

**Community Improvement District  
Operations Committee Meeting**

**July 16, 2015**

**11 S. Tenth Street**

**Present:**

Deb Sheals, Historic Preservation  
Andy Waters, Columbia Tribune  
Adam Dushoff, Addison's  
Tom Mendenhall, The Lofts at 308 Ninth

Ben Wade, Guitarfinder  
Mike McClung, Déjà Vu  
John Ott, Alley A Realty

**Guests:**

Jack Cardett

**Horticulture**

The topic of overgrowth in Flatbranch was discussed. Essing will follow up with Parks and Rec to address some of the landscaping and overgrowth concerns.

**Power and Light FY16 projects**

The projects were discussed and the committee asked to invite Ryan Williams to attend the August committee meeting. The committee would like to discuss several items including: new light poles, undergrounding wires, upgrading the level of lighting as well as additional lighting for Flatbranch Park.

**Public Safety RFP**

The committee reviewed the RFP. There was also discussion on the lack of CPD staffing.

**Janitorial RFP**

The RFPs are due August 14<sup>th</sup>.

**Power washing**

We have it in the budget to do an additional \$7500 that can be put towards power washing. After discussion, Mendenhall motioned to approve the additional power washing, with Essing to hire and decide on the areas to maximize locations, Wade seconded and none were opposed.

**Parking**

The committee discussed parking and development codes. Topics included: a clear definition on parking requirements when developing and creative parking solutions. After discussion, McClung recommended to send a letter urging the creation of a PARC committee, a timeline for the creation of the committee as well emphasizing how it would be beneficial to create it before the SMART summit.

**Adjournment**

The next meeting is **August 20**, at 4:00 p.m.

**Community Improvement District  
Marketing Committee Meeting  
July 28, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Kaley Gann, Kaldi's

Jennifer Erikson, CAT TV  
Lili Johnson, Poppy  
Lisa Klenke, Calhoun's

**Absent:**

Ben Wade, Guitarfinder  
Corissa Ray, Bluestem

Andy Waters, Tribune

**Media RFQ**

The three proposals that were submitted (Bucket Media, Cobalt and True Media) were reviewed and discussed. Percentages, implementation, hidden fees and measuring services were some of the topics. Klenke wanted to select Cobalt, the newest company, because they were in the district but after more discussion the general consensus was to recommend that the CID Board hire True Media.

**Committee- At Large Members**

There are currently 3 board members on the committee and would like to have at least 5 voting members. The committee needs to figure out a process for selecting at large members. This will be discussed and the next meeting.

**Holiday Decor**

The Magic Tree has been approved by the Operations Committee and Commerce Bank in on board. Regarding lighting up the roofline of businesses there are a couple of proposals but needs more research. This will be placed on January's agenda.

**Shop Small Saturday**

This is something businesses should start registering for it now.

**Adjournment**

The next meeting is **August 25**, at 8:30 a.m.

**Community Improvement District  
Executive Committee Meeting  
August 4, 2015  
11 S. Tenth Street**

**Present:**

Mike Wagner, Boone County National Bank  
Marti Waigandt, 808 Cherry St.  
Adam Dushoff, Addison's

Mike McClung, Déjà Vu  
Christina Kelley, Makes Scents

**Agenda Items**

There were a few minor changes to the agenda. A special board meeting will need to be called to set the Property Tax Rate. The CPD will be presenting on trends at 3pm before the Board meeting. The Media Planning proposals will be added to the CID Board DropBox for all members to review.

**Adjournment**

The next meeting is **Tuesday, September 1**, at 4:00 p.m.

**EXHIBIT A  
TO RESOLUTION NO. 2015-22**

**July, 2015 Meeting Minutes**


**RESOLUTION NO. 2015-23**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT APPROVING UPDATED CID  
PERSONNEL POLICIES MANUAL**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN  
COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**


The Downtown Community Improvement District (the "District") hereby approves of the updated CID Personnel Policies Manual.

Passed this 11th day of August, 2015.

  
\_\_\_\_\_, Chairman of the Board of  
Directors

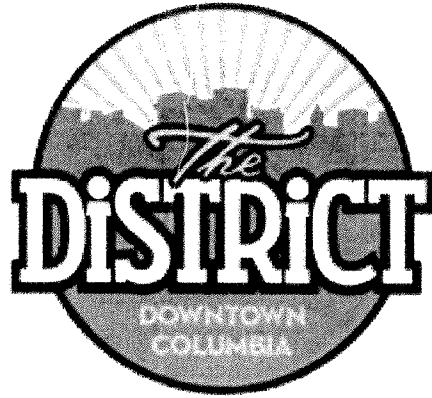
(SEAL)

Attest:

  
\_\_\_\_\_, Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2015-23**

**Updated CID Personnel Policies Manual**



**Personnel  
Policies  
Manual**

**EMPLOYMENT AT WILL**



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## **APPENDICES**

1. Receipt for Personnel Policies Manual and Acknowledgment of At-will Employment
2. Commitment to Nondiscrimination and Harassment Free Workplace Policy Acknowledgment
3. Non-Disclosure, Proprietary Rights and Non-Solicitation Agreement
4. Purchasing Card Agreement
5. Your Rights under USERRA
6. Unemployment Insurance Benefits Notice to Workers
7. Division of Workers' Compensation Information
8. Notice of Employee Rights under the FLSA and the Missouri Division of Labor Standards
9. Background Check (Investigative Consumer Report) Disclosure Notice & Authorization Form
10. Termination Certification

## **INTRODUCTION**

### **WELCOME TO THE CID**

The Downtown Community Improvement District (the “CID”), which also operates under the brand name of The District, believes that having great employees is critical to our success. In order to hire and retain strong people, we must provide a work environment that challenges employees to be their best, a culture that is supportive of a diverse workforce and working conditions that are competitive within the greater Columbia, Missouri business community. To ensure our continued success, it’s important that all employees understand our policies and procedures. This Personnel Policies Manual (“Manual”) will familiarize you with the various aspects of working for the CID. I encourage you to use it as a valuable resource for understanding the CID during your time with us. If you have any questions, please ask me.

**Katie Essing**  
**Executive Director**

### **CID MISSION STATEMENT**

The District is a live/work/play neighborhood that fosters the creative, the eclectic and the local. It is a constantly adapting community of people, with tradition blended harmoniously with high tech and the latest trends in fashion, food and the arts. The Downtown Community Improvement District (CID) is an independent organization dedicated to keeping Columbia’s downtown – The District – vital.

### **CID VISION STATEMENT**

The CID strives to foster a centrally located, live/work/play neighborhood; create an authentic, dense and sustainable urban space; encourage a creative and innovative culture of diverse enterprises and maintain the local and eclectic flavor of the area.

### **EMPLOYMENT AT WILL**

This Manual is not a contract or an offer to enter into a contract. Employees at the CID are employed on an at-will basis. This means that either you or the CID may terminate your employment with the CID at any time for any or no reason, with or without cause or notice. The CID has the right to end the employment relationship of any employee as it deems appropriate, in its sole and absolute discretion.

## **PURPOSE OF MANUAL**

Please review this Manual carefully. It has been designed to acquaint you with the personnel policies of the CID.

This Manual is intended to give you a general overview of policies and benefits of employment, but because the CID operates in a dynamic industry policies and/or benefits currently in effect may be revised, suspended or eliminated by the CID at any time without prior notice. The Executive Director will always have a copy of the most current Manual for your reference. If you have any questions concerning the information in this Manual, please consult the Executive Director.

The CID's benefits plans are defined in legal documents such as insurance contracts, official plan texts and trust agreements. This means that if a question ever arises about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents govern, not the informal wording of this Manual.

## **COMMITMENT TO NONDISCRIMINATION**

### **EQUAL EMPLOYMENT OPPORTUNITY**

The CID is an equal employment opportunity employer. We ensure equal opportunity for all employees and applicants for employment. We hire, train, promote, compensate and dismiss employees without regard for race, color, national origin, ancestry, religion, sex, sexual orientation, age over 40, pregnancy, disability, marital or veteran status or citizenship, as well as other classifications protected by applicable federal, state or local laws.

Our equal employment opportunity philosophy applies to all aspects of employment with the CID including, without limitation, recruiting, hiring, training, transfer, promotion, job benefits, pay, discipline and termination.

### **HARASSMENT FREE WORKPLACE**

The CID recognizes that all employees have a right to work in an environment free of all forms of unlawful harassment including sexual harassment. Harassment against an individual on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age over 40, pregnancy, disability, marital or veteran status or citizenship or any other classification protected by applicable federal, state or local law, is in violation of our policy and will not be tolerated.

#### **Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature whenever:

- ② Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- ② Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual; or
- ② Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment

Sexual harassment exists when members of one sex are exposed to disadvantageous terms or conditions of employment to which members of the other sex are not exposed.

Examples of sexual harassment include, but are not limited to:

- ② Unwelcome physical contact with sexual overtones, such as touching, patting, pinching, repeatedly "brushing" against someone or impeding the movement of another person;
- ② Offensive or derogatory comments such as slurs, jokes, epithets and innuendo directed at an individual because of his or her sex;
- ② Kidding or teasing or practical jokes directed at an individual because of his or her sex;
- ② Suggestive or obscene written comments in notes, letters, invitations or e-mail;

- ② Inappropriate, repeated or unwelcome sexual flirtations, advances or propositions;
- ② Offensive visual contact such as staring, leering, gestures or displaying obscene objects, pictures or cartoons;
- ② Inappropriate or suggestive comments about another person's physical appearance or dress;
- ② Exchanging or offering to exchange any kind of employment benefit for a sexual concession, e.g., promising a promotion or raise in exchange for sexual favors; or
- ② Withdrawing or threatening the withdrawal of any kind of employment benefit for refusing to grant a sexual favor, e.g., suggesting that an individual will receive a poor performance review or be denied a raise unless he or she goes out on a date with a supervisor.

### **Other Harassment**

Harassment based on race, color, national origin, ancestry, religion, sex, sexual orientation, age over 40, pregnancy, disability, marital or veteran status, citizenship or any other classification protected by applicable federal, state or local law ("protected class status") is also in violation of our harassment policy and will not be tolerated.

Harassment is defined as verbal or physical conduct based on the individual's protected class status whenever such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile or offensive work environment. Harassment exists when members of a protected class are exposed to disadvantageous terms or conditions of employment based on their protected class status.

Examples of harassment based on protected class status include, but are not limited to:

- ② Offensive comments such as slurs, jokes, epithets and innuendo directed at an individual because of his or her protected class status;
- ② Kidding, teasing or practical jokes directed at an individual because of his or her protected class status; or
- ② Offensive visual conduct such as staring, leering, gesturing or displaying offensive or inappropriate objects, pictures or cartoons.

### **Scope**

Our prohibition against harassment is designed to protect our employees from harassment in all work-related situations, including those with fellow employees or with volunteers, interns, directors, officers or members of the CID. The CID will not tolerate, condone or allow harassment, whether by fellow employees, supervisors, directors, officers, members or other non-employees who conduct business with us. We encourage the reporting of all incidents of harassment, regardless of who the offender may be, their role or the nature of the offender's relationship to the CID.

## **Reporting Procedure**

Any employee who believes he or she has been harassed should report the incident as soon as possible. Employees should first attempt to report incidents that are or may be in violation of this policy to the Executive Director. If the Executive Director is not available or if it would be unproductive or inappropriate to inform him or her, the employee should immediately inform the current Chair of the Board of Directors. Individuals should also report any incident of harassment they may observe, even if they are not the target or victim of such harassment.

Reports of harassment will be handled in the same fashion regardless of whether the complaint is made by a victim of harassment or an observer of or witness to harassment. We encourage a prompt reporting of complaints so that a rapid response and appropriate actions may be taken. A prompt report not only aids the complainant, but also helps to maintain an environment free from discrimination for all employees. A complaint does not have to be in writing; however, it is helpful if details of dates, times, places and witnesses, if any, to the incident of harassment can be provided.

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure.

## **Policy Against Retaliation**

The CID will not retaliate against any individual who reports harassment allegations, assists another person in making a harassment complaint or cooperates in the CID's investigation of harassment allegations. We will also not tolerate acts of retaliation by any employee or other persons affiliated with the CID.

## **Investigation**

We will promptly investigate all complaints of harassment and all employees are required to participate and cooperate in any such investigation. The CID will take reasonable efforts to maintain the confidentiality of information provided and obtained in investigations of harassment to the extent reasonable and possible under the circumstances, but cannot guarantee complete confidentiality of the information obtained.

## **Disciplinary Action**

Depending on the nature and seriousness of the offense, the CID will impose all appropriate Discipline, up to and including termination, against any individual found to have engaged in unlawful harassment or discriminatory conduct. Prior incidents of similar behavior will be taken into consideration when determining the appropriate disciplinary action. When a person not employed by the CID is found to have engaged in unlawful harassment against an employee, we will advise the person of our policy against such harassment and take such other action as is appropriate under the circumstances.



If, after a full investigation, the CID determines that the complainant's claim was not made in good faith or was frivolous, completely without merit or not bona fide, then the CID may impose Discipline upon the complainant.

### **DISABILITY ACCOMMODATION**

It is the policy of the CID to comply with the Americans with Disabilities Act (ADA) as well as all corresponding state law. We will accommodate qualified employees with a disability so that those individuals can perform the essential functions of their job, as long as such accommodation does not place an undue hardship on the CID. If an employee believes that he or she has a disability that requires a reasonable accommodation, he or she should notify the Executive Director.

## **BASIC EMPLOYEE INFORMATION**

### **EMPLOYEE DEFINITIONS**

**Full-time employee:** A full-time employee is any employee who works, on average, 30 hours or more per week for a consecutive period of 6 months. Full-time employees are eligible for CID benefits.

**Part-time employee:** A part-time employee is any employee who works, on average, less than 30 hours per week. Part-time employees are not eligible for any CID benefits.

**Exempt employee:** An exempt employee is an employee who holds an administrative, executive, professional or other exempt position as defined by the Fair Labor Standards Act (FLSA), and the guidelines specified by the U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division and corresponding state statutes. Exempt employees are not eligible for overtime pay.

**Nonexempt employee:** A nonexempt employee is an employee who does not qualify as exempt, as defined by the Fair Labor Standards Act (FLSA), and the guidelines specified by the U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division and corresponding state statutes. Nonexempt employees receive overtime pay for all hours worked over 40 in a workweek.

Employees will be notified of their status upon hiring, transfer and promotion.

### **USE OF NAME AND IMAGE**

The publication of information about employees is an integral part of the CID's relationship with its members. As such, the CID reserves the right to use employees' names, titles and personal images on CID websites and in social media and marketing materials, where the CID determines in good faith that such use furthers its reasonable business interests. Employees shall have no claim of appropriation of name or likeness, or any similar or related claim or complaint under federal or state law regarding use of employee names, titles and personal images.

### **PERSONNEL FILES**

The CID maintains up-to-date personnel files on all employees. It is important to keep your records updated because this information is used for benefit administration, continued insurance notices under COBRA, notification in case of emergency, etc. We respect your right to have the information on your records treated confidentially.

Contact the Executive Director if there are any changes in your:

- ② home address;
- ② telephone number;

- ② emergency contact;
- ② marital status;
- ② number of dependents; or
- ② military status.

You may review your personnel file by contacting the Executive Director and arranging a time to do so. Such review shall be in the presence of the Executive Director.

## **EMPLOYEE PERFORMANCE APPRAISALS**

Employee performance appraisals are an important part of the CID culture. They are designed to provide the employee feedback on the employee's performance, both for those areas of performance that are strong and those that need improvement. Performance appraisals will normally be performed near the end of the calendar year or shortly thereafter. Only employees that have been employed by the CID for more than six months will be provided a performance appraisal. At the CID's discretion, an employee may also receive a mid- year performance appraisal.

## **BACKGROUND AND CREDIT CHECKS**

The CID reserves the right to conduct background and credit checks on all prospective and current employees. Such checks, referred to as consumer reports will be obtained pursuant to the requirements of the Fair Credit Reporting Act (FCRA), 15 U.S.C. § 1681, *et seq.*

Employees must sign an authorization form and an acknowledgement that the consumer report may be used in making nondiscriminatory employment decisions, prior to the running of the report. Said form of authorization is attached to this Manual as Appendix 9.

The CID reserves the right to procure consumer reports on its applicants and employees continuously during the scope of their employment. The reports will be obtained from a consumer reporting agency and may be used to make adverse employment decisions, up to and including termination. In the event that the CID decides to take an adverse employment action, a copy of the report will be provided to the applicant or employee, along with a summary of his or her rights under the FCRA and the contact information of the credit reporting agency. The applicant or employee will have a reasonable period of time to correct any mistakes on the consumer report.

The CID will confidentially maintain and dispose of consumer reports so as to protect the privacy and the identity of all applicants and employees. The CID will not analyze consumer reports in a discriminatory fashion and will only monitor the reports for job-related qualities and in conjunction with business necessity.

## **BULLETIN BOARD**

The CID uses bulletin boards to communicate important CID information such as notices, safety rules and management memos. Each employee must read the information that is posted and will be responsible to obtain knowledge of information posted thereon. The bulletin boards are located in the kitchen. Employees may not post material on bulletin boards without approval of the Executive Director.

## **EXPECTATIONS OF EMPLOYEES**

### **ETHICAL STANDARDS**

The CID has an excellent reputation for conducting its business activities with integrity, fairness and in accordance with the highest ethical standards. As an employee you are obligated to uphold that reputation in every business activity. If you are ever in doubt whether an activity meets our ethical standards or compromises the CID's reputation, please discuss it with the Executive Director or the CID Executive Committee.

### **CONFIDENTIALITY**

Employees must honor the confidence and trust placed in them. Employees shall not disclose confidential materials and matters except as required by CID policy or local, state or federal laws and regulations. All employees must sign a Non-Disclosure, Proprietary Rights and Non-Solicitation Agreement upon hiring, a copy of which is attached in to this Manual as Appendix 3. The Non-Disclosure, Proprietary Rights and Non-Solicitation Agreement defines those matters, materials and information which are confidential.

### **DRESS CODE**

What we wear to work is a reflection of the pride we have in the CID. To favorably impress our members, the public and industry representatives, it is important for all employees to present a businesslike appearance. Appropriate personal hygiene must be exercised. Absent special circumstances and/or prior authorization by a supervisor, shorts, t-shirts, tennis shoes and flip-flops are not permitted. Employees must observe proper "business casual" attire, unless meeting with members, industry representatives, or giving other public presentations, when more formal business attire is required.

### **ABSENTEEISM AND TARDINESS**

Our office hours are 9 a.m. – 5 p.m., Monday through Friday. The CID expects employees to be at work on the days which he or she is scheduled to work and to be on time. Employees are to communicate in advance the time an employee is expected to be in the office if the employee will not be present at the regularly-scheduled time. If an employee is not in the office when expected, the employee will be deemed tardy. Employees should report all absences in advance and as soon as possible. When an absence is unforeseen and is not requested in advance for use of PTO, i.e., in circumstances that are unforeseen and uncontrollable, such as illness, an employee shall communicate to his or her supervisor at least one hour prior to his or her scheduled shift that he or she will not be present at the regularly-scheduled time. Repeated absenteeism and/or tardiness may lead to Discipline.

### **EXPENSE REIMBURSEMENT**

The CID will reimburse its employees for expenses reasonably incurred in the performance of their job with the approval of the Executive Director. The CID reserves the right to refuse such reimbursement if the expense was not, in the discretion of the CID, reasonably

necessary. For additional information on the proper procedures to follow, contact the Executive Director the CID Executive Committee.

### **PURCHASE CARD POLICY**

Upon hiring, each employee may be given the opportunity to sign a Purchasing Card Agreement, a copy of which is attached in the Appendices. All participating employees will be issued a credit card that may be used only for business purchases and only within the provisions of the Purchasing Card Agreement. The use of a purchase card is a privilege associated with an employee's employment and not a right. Consequently, the purchase card must be surrendered upon termination of employment with the CID or upon request of the CID, in its sole and absolute discretion.

### **TRAVEL POLICY**

#### **Purpose**

This Policy is in place to ensure compliance with minimum IRS requirements, to reimburse our employees for expenses incurred while traveling on behalf of the CID, and to ensure proper stewardship of CID funds. Any questions regarding this Policy should be addressed to the Executive Director.

The CID has an accountable plan, as defined by the IRS, that allows it to reimburse employees for authorized business expenses with no effect on compensation. Under this plan, the employee must:

- ⊗ Have incurred travel expenses while performing services for the CID,
- ⊗ Properly account for the expenses within two weeks after the end of the trip on which the expenses are paid or incurred,
- ⊗ Return any excess reimbursement or allowance within a reasonable period of time. A reasonable period of time is defined as within 30 days after the expense is paid or incurred.

#### **General Guidelines**

**Expense Report Deadline & Reimbursement.** CID provided expense reports must be submitted within 2 weeks of any trip end date. All expense reports must be submitted in printed form with receipts and documentation attached. The CID will process all approved expense reports and send payment by check to the employee within two weeks from submission. If any discrepancies to this Policy are noted, the Executive Director will seek clarification which could cause delay in the reimbursement period. All support for travel costs incurred on a CID purchase card should be submitted in compliance with the process identified in this paragraph.

**Receipt Requirements.** Receipts are required for all expenditures, except for cash tips and other small incidental items for which a receipt is not given. The Executive Director has the discretion to reimburse for expenditures not supported by a receipt up to \$75 per item. Credit card statements will not be taken as a substitute for receipts. If a receipt is not provided

in compliance with this section, reimbursement for that item will not be made and notification of the adjustment will be sent via email.

**Dollar Limits.** Actual expense reimbursement will be made only for incurred costs. Except as otherwise provided in this Manual, reimbursement will be made based on actual costs, not based on published IRS per diem rates.

**Cash Advances & Purchase Cards.** Except for unusual circumstances, with approval of the Executive Director, travel cash advances will not be made. Employees should use their issued CID purchase card to make any applicable advanced travel arrangements and to pay for actual costs incurred during the trip. If an employee is not eligible for a purchase card or chooses not to participate in the purchase card program, the employee will be responsible for initial payment of trip costs and requesting the subsequent reimbursement. If a travel advance is needed in this scenario, the employee must make the request to the Executive Director and the request will be considered on a case by case basis. If a travel advance is issued, an agreement must be signed indicating the employee will return to the CID any advanced payment not used for trip costs within two weeks of trip end date.

When possible, all charges should be charged directly to the employee's assigned purchase card. Employees are responsible for obtaining and submitting receipts for all charges in compliance with this Policy. Any charges that cannot be supported by receipt must be reimbursed to the CID within 30 days.

**Traveling with Companions.** While employees are traveling to a conference or training for the CID, they may travel with companions, however, they must first notify and obtain the permission of their supervisor before making any travel arrangements. The supervisor's permission will not be unreasonably withheld. Employees are expected to attend all required meeting sessions and events without interruption from the companions. Employees must meet with their supervisor prior to the meeting to determine what sessions and events will be required for attendance. Employees will also be financially responsible for all costs incurred by the companion and the CID will neither pay for nor reimburse any costs incurred by or on behalf of the employee's travel companion.

## **Reimbursable Expenses**

**Air Transportation.** Employees are responsible for making their own air transportation arrangements, unless otherwise instructed by their supervisor. Tickets should be purchased as early as possible to take advantage of the lowest airfares and should only be made for coach/economy class seats. If employees wish to fly first class, the additional cost for this premium seating is not reimbursable, nor can it be charged to the CID issued Purchase Card. To request reimbursement in these instances, employees must incur the costs of the ticket on their own financial means and must provide the cost of economy/coach class tickets on the same day

and same flight as they purchased their premium seats to be submitted for reimbursement. Employees will be responsible for any additional costs incurred resulting from use of indirect route or stops for personal reasons. Check baggage fees are reimbursable for up to two checked bags per trip. However, overweight baggage fees are not reimbursable. In flight wi-fi fees are reimbursable if the employee uses the wi-fi to perform work while traveling.

Employees will not be reimbursed for tickets purchased using frequent flyer miles or personally earned vouchers.

**Ground Transportation.** Local transportation costs incurred for business purposes are reimbursable (e.g.- taxi, bus, rail, or limo/taxi to and from airport).

Mileage will be reimbursed at the IRS allowable rate for miles driven in a personal vehicle. Business mileage does not include the normal commute to and from work. When your business travel originates from your home, subtract your normal commute from the total miles associated with the trip. Under IRS Reg. § 1.262-1(b) (5), costs of commuting to the place of business or employment are personal expenses. You cannot be reimbursed for commuting expenses even if you work during the commuting trip.

Mileage will not be reimbursed if it exceeds the cost of coach airfare travel. To be reimbursed for mileage in these instances, a quote for air transportation must be included with the expense report and mileage will be reimbursed up to the quoted flight cost. The quote must be obtained at least 45 days prior to the travel date.

Miles driven to/from the airport are reimbursable subject to the deduction of the employees' normal commute. Airport parking and other garage fees are also reimbursable.

Gas used in a personal car is not reimbursable because the IRS rate includes this expense in the mileage reimbursement calculation. Traffic and parking violations received while traveling on behalf of the CID are not reimbursable. The CID will also not reimburse for the cost of insurance and any deductibles incurred as a result of accident or breakdown. It is the personal responsibility of the vehicle owner to carry adequate insurance coverage.

Car rental fees are reimbursable only when prior approval is obtained from the Executive Director. This approval must be obtained in writing and included with the expense report submission. In the case a rental car is approved, the collision damage waiver must be purchased. This is to ensure that you will not be liable for out of pocket expenses should an accident occur.

**Lodging.** Employees are responsible for making their own lodging arrangements, unless otherwise instructed by their supervisor. All room and tax charges are reimbursable; however, incidental expenses are not reimbursable and are outlined below. Employees must arrange for reasonably-priced, standard rooms. Premium charges to upgrade for a room are not reimbursable. The CID will not reimburse for "no show" rooms due to the employee's failure to cancel unneeded room nights. Hotel receipts which include line item expenditures and proof of



payments must be submitted with the expense/purchase card report.

**Meals.** Employees will be reimbursed for actual meal and snack costs, up to the IRS allowable per diem rate for meals based upon the destination to which the employee is traveling. Meals and snacks will only be reimbursed for one travel day each way based on the below table. Costs of meals will vary depending on geographic location and prudence should be used when incurring meal costs. If a meal is provided by a conference as part of the conference fees and the employee elects to purchase a meal independent of the conference, such meals will be considered a personal expense and will not be reimbursed. All tips should be included in the total cost of the meal and are reimbursable up to 20%.

### **Meal Reimbursement During Travel**

<b>Trip</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
One day trip	Yes, if departure from home is prior to 6:30 am	No	Yes, if departure is prior to 5:00 pm and return is after 7:00 pm
First & Last Day of a Multi-Day Trip	Yes, if departure is prior to 6:30 am. or return is after 10:00 am	Yes, if departure is prior to 11:00 am or return is after 2:00 pm	Yes, if departure is prior to 5:00 pm or return is after 7:00 pm

**Guest Entertainment.** Entertainment costs must be approved by the Executive Director in advance. Per the IRS, the expense report must include the names of the guests and the business purpose of the entertainment.

**Tips.** Tips up to twenty percent (20%) of the meal or transportation cost which are incurred while traveling on behalf of the CID are reimbursable. Tips should be reported as part of meal and transportation costs. Only tips for items not associated with meals or transportation should be reported separately on the submitted expense report (e.g.- bellhop tips).

**Telephone, Fax & Internet.** Fax costs incurred for the CID business purposes are reimbursable. Charges incurred for internet access during air transportation (e.g.- in-flight wi-fi) and hotel stays are reimbursable, if used for business purposes.

**Conference Registrations.** Employees are responsible for making their own conference registration arrangements unless otherwise instructed by their Supervisor and are reimbursable.

**Non Reimbursable Expenditures.** Certain expenses are non-reimbursable to employees traveling on behalf of the CID, which include, but are not limited to the following: personal entertainment (e.g.- movies, airline headphones, magazines, airline drinks), barber or beautician services, minibar snacks, toiletries, clothing, air-to-ground calls, service fees related to traveler convenience, gas for personal vehicles, and traffic fines & parking violations.

## **COMPUTER AND TECHNOLOGY USE**

The CID will provide each employee with the technology equipment deemed reasonably necessary for employees to perform their assigned duties. The frequent use of computers and technology is expected of all employees to keep up with the fast-paced demands of our business. However, there are important guidelines that must be followed which govern that use:

- ② Damage of an employee's computer or other technology equipment beyond normal wear and tear is cause for Discipline;
- ② No software should be downloaded to CID computers or other technology equipment without prior approval of the Executive Director. Software for personal use should never be downloaded to CID equipment;
- ② Electronic communications to members, fellow employees and other third parties must always be appropriate and professional and include the CID's approved template email signature;
- ② Personal use of computers and other technology equipment during the workday should be limited in scope and duration; and
- ② Excessive or inappropriate use of the internet for non-business purposes during the work day is not permitted.

All computers and technology equipment may be monitored to oversee the employee's use of company property. The CID reserves the right to access any stored information at any time and to review all information sent or received on its equipment. Employees should have no expectation that any information stored on their CID computers or equipment will be private. Additionally, all computer information and electronic communications as well as other uses of technology are considered company records and may be discoverable in a legal proceeding. Because the CID must respond to requests from the court for such information, the CID retains the right to enter into any of those systems for inspection and review of any and all data stored on employee devices.

## **USE OF SOCIAL MEDIA**

Social media is an important part of communicating with members and the public. The CID encourages the use of Instagram, Facebook, LinkedIn, Twitter and other generally recognized social media sites to promote CID events and business themes. Because of interaction with the public, members and related industry participants, employees may have the opportunity to connect or become an online "friend" with members. Social media use is therefore allowed during working hours, but should be minimal and is permitted only to the extent that it does not interfere with employees' ability to perform their necessary job functions.

Any statements made by employees and related to the CID on social media sites should keep in mind the business interests of the CID, whether they are published during working hours or on employees' own time. Care should be taken that any views expressed on

social media are not detrimental to the CID's goals. Therefore, social media use which involves harmful gossip about the CID or its employees, volunteers, interns, members, officers or shareholders or which is contrary to the CID's publicly known political positions is strictly prohibited and may constitute grounds for Discipline, up to and including termination.

## **SAFETY AND SECURITY**

The CID expects its employees to conduct themselves in a safe manner. Employees should use good judgment and common sense in matters of safety, observe any safety rules posted in various areas and follow all OSHA and state safety regulations.

The CID Offices must be locked each evening and over the weekends to help ensure the safety of our employees and office. It is the responsibility of the last employee in the building each day to lock the doors and close and lock all windows before leaving.

## **DRUG FREE WORKPLACE**

The CID has a vital interest in maintaining a safe, substance-free workplace. In our efforts to provide that safe workplace, we have a strict substance abuse policy. The CID will not tolerate any substance abuse on its premises. Any employee reporting for work under the influence of alcohol or controlled drugs will be asked to leave immediately and will be subject to Discipline, up to and including termination.

Drug tests may be required of employees in certain situations, including following a work-related accident, in connection with any workers' compensation claims, at random or when the CID has reasonable suspicion that an employee has reported to work under the influence of alcohol or illegal drugs.

Reasonable suspicion will be derived from factors such as slurred speech, glassy eyes, erratic behavior and other objective indicators of current drug or alcohol use. A test will never be based on an employee's drug or alcohol use history.

If you are on prescription drugs because of a disability and therefore may require an accommodation, you should notify your immediate supervisor or the Executive Director. Please refer to the Disability Accommodation section for more information.

All drug testing information will be kept strictly confidential and maintained in a file separate from the employee's personnel file.

## **OUTSIDE EMPLOYMENT**

The CID does not limit an employee's activities during nonworking hours unless those activities materially interfere with or are in conflict with the performance of his/her job or create a conflict of interest. Employees must notify the Executive Director or the CID Executive Board of outside employment so that a determination can be made regarding whether the outside work interferes with or is in conflict with the employee's employment with the CID.

## **POLITICAL PARTICIPATION**

The CID respects and encourages employee participation in political activities, but not on behalf of or as a representative of the CID or on CID time except where such activities are done in the scope of the employee's job function.

## **PARTICIPATION IN "MEMBER POLITICS"**

No employee shall engage or participate directly or indirectly in activities of candidates for offices in the CID, Boards or its Institutes, Societies and Councils, regardless of the individual candidate's political agenda.

## **EMPLOYEE PAY INFORMATION**

### **PAY PERIOD**

Employees will be paid at the end of each month. Employees are required to participate in direct deposit unless there are special circumstances for which they have obtained the prior written authorization from the Executive Director. There are no payroll advances.

### **PAYROLL DEDUCTIONS**

Standard deductions required by law, such as federal and state income taxes, Social Security (FICA) and unemployment insurance, as well as any deductions authorized in writing will be deducted from the employee's gross pay. The CID may be required by court order to withhold pay for any legal obligations you are liable for; such garnishments will also appear as deduction from your paycheck. Your pay stub will also show your accumulated year-to-date earnings and tax deductions. Any questions about your paycheck should be directed to the Executive Director or the CID Executive Board.

### **OVERTIME**

Pursuant to federal and state law, all nonexempt employees will be paid overtime at the rate of one and one-half times their regular rate of pay for hours worked in excess of forty hours per workweek. The CID operates on a Sunday - Saturday workweek. Employees may only work overtime with advance written authorization from the Executive Director or the CID Executive Board.

Exempt employees are not entitled to overtime wages.

Holidays, Paid Time Off, Time Off Without Pay, Jury Duty Leave and Bereavement Leave are not included in computing overtime pay. If you have any questions concerning this policy, you may ask the Executive Director.

### **WORKERS' COMPENSATION**

All injuries incurred on the job must be reported to the employee's supervisor IMMEDIATELY. Additional information, including Steps to Take When Injured on the Job, is attached in the Appendices. Please note that the employer/insurer has the right to choose the healthcare provider or treating physician. You may select a different healthcare provider or treating physician, but if you do so, it may be at your own expense.

### **UNEMPLOYMENT COMPENSATION**

Depending on the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with the CID. Eligibility for Unemployment

Compensation is determined by the Missouri Division of Employment Security, in accordance with applicable law. An Unemployment Insurance Benefits Notice to Workers provided by the Division of Employment Security is attached in the Appendices.

### **SEVERANCE PAY**

Depending on the individual circumstances, severance pay may be awarded in the sole and absolute discretion of the CID Executive Board and in exchange for a full release of all claims against the CID. No employee is entitled to severance pay upon termination.

### **PARKING**

The CID provides monthly parking for all full-time employees at the following levels: Director – Covered Garage Parking; Other full-time – Surface Garage or Lot Parking. Parking on the street during office hours is not permitted.

## **EMPLOYEE LEAVE**

### **HOLIDAYS**

Only Full-Time employees are eligible for holiday pay. The following paid holidays will be observed:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

Employees may not elect financial compensation in lieu of taking time off for a holiday. If an exempt employee is requested to work on a holiday, an alternate day off will be allowed in lieu of taking the holiday. If a non-exempt employee is requested to work on a holiday, he/she will be paid at the applicable overtime rate.

Employees who do not report to work on the day prior to or the day immediately following the holiday, without prior approval, will not be paid for the holiday.

If a holiday falls on a weekend, the holiday will be observed on the closest Friday or Monday to the observed holiday.

Employees are also eligible for up to one hour of paid time to vote on each voting day.

### **PAID TIME OFF**

Full-time employees are eligible for Paid Time Off ("PTO"), at the accrual rates listed below. The Executive Director or the CID Executive Committee reserves the right to enter into different PTO arrangements as part of the negotiations of individual positions.

Length of Service	Hours of PTO Accrued Annually	Accrual Rate
First two years	160 hours	13.33 hrs/mo
After 2 years	176 hours	14.66 hrs/mo
After 5 years	216 hours	18 hrs/mo
After 10 years	256 hours	21.33 hrs/mo

PTO may be used for vacation, personal time, illness, time off to care for a family member or for medical or dental appointments. PTO may only be used in periods of up to 5 consecutive work days, except in extenuating circumstances and with approval of the Executive Director. Except in the event of an emergency or illness, PTO must be scheduled in advance and must be approved by the employee's supervisor. In the case of unexpected illness or emergency,

employees are expected to notify their supervisor as soon as possible. Failure to so notify the CID in a timely matter is grounds for loss of this benefit.

PTO begins to accrue upon the employee's start date and may be used as it is earned, beginning after 3 months of service. PTO accrues in the amounts listed above according to the employee's anniversary date, and is credited to the employee at the end of each month. PTO may only be used as it is earned, except in the case of illness or emergency or if approval for advanced PTO is requested and granted by the employee's supervisor. In no instance may a supervisor permit an employee to take more than five days of advance PTO without prior approval by the Executive Director.

PTO is cumulative and employees may carry over up to 80 hours from one calendar year to the next. Any unused PTO in excess of the 80 hours limit as of December 31st of each year is therefore lost. Financial compensation is not provided in lieu of PTO, except in the CID's sole and absolute discretion.

If an employee's employment terminates, whether voluntarily or involuntarily, then any advanced PTO will be withheld from the employee's last check. The rate of deduction for advanced PTO will be determined by the employee's salary divided by the standard workdays per year.

The CID reserves the right to send employees home who are ill during the workday. In the event that an employee is sent home due to illness, his or her PTO will be applied.

### **Deductions from PTO and Salary for Exempt Employees**

State and federal wage and hour laws allow the CID to deduct time from an exempt employee's PTO bank for full or partial day absences based on illness. This right enables the CID to reduce employee's accumulated time off while there is PTO available, but requires the CID to pay the employee his or her full salary for that partial or missed day of work. However, after an exempt employee's PTO has been exhausted, the CID may deduct from his or her salary an amount equivalent to one workday for any full day absence based on illness.

Pursuant to state and federal wage and hour laws, the CID also reserves the right to make appropriate deductions from exempt employees' salaries for full day absences based on personal reasons, before or after an employee's PTO is used.

If an employee feels that any improper deductions were made to his or her salary, he or she may report such complaint to his or her immediate supervisor. Upon a full investigation and determination of improper deduction, all improperly deducted funds and/or time will be re-credited to the employee.

### **TIME OFF WITHOUT PAY**

All other time off, away from one's job and responsibility not covered by PTO – with the exception of Jury Duty and Bereavement Leaves, discussed on page 23 – must be approved by the Executive Director or the CID Executive Committee.



## **TEMPORARY DISABILITY LEAVE**

The CID will grant a leave of absence without pay for temporary medical disabilities for a period not to exceed two weeks. Employees must use all unused PTO at the outset of their leave. After the use of all accrued PTO, any temporary disability leave granted will be unpaid.

In the case of the need for an extension of leave due to disability, please see the Disability Accommodation policy on page 6. The CID will make reasonable accommodations for its employees as long as to do so would not cause an undue hardship to the CID.

The CID requires documentation from the employee's physician certifying that he or she is unable to work. The CID also reserves the right to request documentation from the employee during the course of his or her leave, as well as at any point that the employee requests an extension of leave. When returning from disability leave, all employees must submit a physician's statement indicating fitness for duty. If this documentation is not provided or if the employee does not report to work upon the termination of her leave, the employee's employment relationship with the CID shall be considered voluntarily terminated.

During disability leave, the employee continues to accrue PTO and his or her health insurance coverage is continued. The employee remains financially responsible for any dependent premiums not covered by the CID.

## **MATERNITY LEAVE**

Employees who are pregnant and return to work after the leave period are entitled to up to a 12 week leave, in accordance with the policy regarding temporary disability above, and the FMLA Policy. Employees must use all unused PTO at the outset of their maternity leave. After the use of all accrued PTO, any maternity leave granted will be unpaid.

After 12 weeks, the employee may be eligible for flexible or adjusted scheduling, according to Flex Time policy on page 27. All requests for Flex Time will be evaluated on a case-by-case basis and will be granted at the discretion of the Executive Director and the CID Executive Committee.

Upon the date of the termination of leave, the employee is expected to provide the CID with a doctor's assurance of her fitness to return to work. If this documentation is not provided or if the employee does not report to work upon the termination of her leave, the employee's employment relationship with the CID shall be considered voluntarily terminated.

Unless to do so would be inconsistent with business necessity, employees taking maternity leave will be placed in an equivalent position as their position before taking leave.

In the case of any complications due to pregnancy, please see the Disability Accommodations policy on page 6. The CID will make reasonable accommodations for its employees as long as to do so would not cause an undue hardship to the CID.

## **MILITARY LEAVE**

An employee who is drafted for service in the armed forces is eligible for military leave of absence, pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). A notice of "Your Rights under USERRA" is attached in the Appendices. These rights guarantee that if the employee applies within 90 days of return from service, the employee will be eligible for re-employment and will be reinstated in the same or a substantially similar position, unless he or she is no longer qualified for the position.

An employee who is a member of the Armed Forces Reserve or the National Guard and who is required to attend annual active duty for training or other short-term (2 weeks or less) reserve or Guard duty (i.e. forest fire fighting, police duty for natural disaster, etc.) is eligible for a military leave of absence. Such time off will not be considered PTO. If the employee's military pay for the training is less than his/her average CID earnings for a like period, the CID will pay the difference to the employee for a period not exceeding two weeks.

Whenever possible, employees are to give advance notice of the dates they will be on duty so that arrangements for temporary replacement can be made by the CID.

## **JURY DUTY LEAVE**

The CID will pay the difference between the employee's regular earnings and the fee received for jury service, for a maximum period of ten days, up to eight hours per day. However, on any day or half-day that the employee is not expected to serve on the jury, they are expected to return to work. Employees should contact their supervisor promptly after receiving notification to appear.

## **BEREAVEMENT LEAVE**

In the event of a death in the immediate family, employees may take time needed – up to three working days – with pay, to handle family affairs and attend the funeral. "Immediate family" is defined as: grandparent, father, mother, sister, brother, in-laws of the same degree, spouse or child.

An employee must notify his or her supervisor as soon as possible of the need for bereavement leave, so that arrangements for coverage can be made.

## **FAMILY AND MEDICAL LEAVE (FMLA)**

It is the policy of the CID to provide family and medical leave in accordance with the Family and Medical Leave Act (FMLA) and state law. If your absence qualifies as FMLA leave under both state and federal laws, you will use your entitlement under each law at the same time, to the extent permitted by law. If one law's provisions provide a greater benefit, you will receive the greater benefit.

If you are not eligible for FMLA leave, exhaust your FMLA leave, or wish to take leave for a

purpose that does not qualify for FMLA, you should consult the company's other leave policies to determine if other leave might be available.

### ***Eligibility***

To be eligible for FMLA leave you must meet the requirements established for an “eligible employee” as that term is defined in the FMLA. Currently, to be eligible for FMLA leave, you must have worked at least 12 months for the company and been employed for at least 1,250 hours during the 12 months preceding the commencement of leave. If the FMLA is amended to revise the definition of “eligible employee”, the CID’s policy will reflect such amendment.

### ***Types of absences covered***

Under the FMLA, eligible employees may take up to 12 weeks of unpaid leave in the designated 12-month period for any of the following:

- For incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the your child after birth, or placement for adoption or foster care;
- To care for the your spouse, son or daughter, or parent, who has a serious health condition;
- For a serious health condition that makes you unable to perform your job;
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status; or
- For a qualifying situation, as described below.

NOTE: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an inpatient care in a medical care facility, or *continuing treatment* by a health care provider.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### ***When to request leave***

Where leave is foreseeable, you should make a request for leave at least 30 days in advance. Foreseeable leave should be scheduled so that it does not unduly disrupt the operations of the CID. Where 30 days advance notice of the need for leave is not possible, you must provide notice as soon as practicable and generally must comply with normal call-in procedures.

If the circumstances change such that the amount of leave needed changes, you should provide notice of the change within two business days.

### ***Notifications and certifications***

When requesting leave, you must provide sufficient information to permit a determination of

whether the leave may qualify for FMLA protection and the anticipated timing and duration of the leave ("Designation Notice"). You also must indicate if the requested leave is for a reason for which FMLA leave was previously taken or certified.

***Pay during leave***

Family and medical leave absences are unpaid. The CID requires that you use any accrued PTO at the outset of the 12-week period.

***Returning to work***

You will be reinstated to the same job or an equivalent position upon completion of FMLA leave, except where denial of restoration is permitted by the FMLA. If you have exhausted all available leave and are still unable to return to work, you no longer have any job restoration rights under FMLA. However, each situation will be reviewed on a case-by-case basis to determine whether you may be eligible for rights and protections under other laws or CID policies. If the employee does not report to work upon the termination of his or her leave, the employee's employment relationship with the CID shall be considered voluntarily terminated.

***Fitness for duty***

When leave is taken for your own serious health condition, you are expected to return to work when released by a health care provider. You will need to provide a Fitness for Duty certification before returning to work if this requirement was indicated in the Designation Notice. The Fitness for Duty certification must be signed by a health care provider. If the employee does provide this documentation, the employee's employment relationship with the CID shall be considered voluntarily terminated.

**You should request FMLA when an unexpected absence exceeds ten (10) working days.**

## **INSURANCE**

### **MEDICAL, DENTAL, LIFE AND VISION INSURANCE**

Full-time employees are eligible to participate in a medical insurance plan, dental insurance plan, life insurance plan, and vision insurance plan provided by the CID. Temporary and part-time employees are not eligible under the CID's plan. Specific information regarding the CID's medical insurance plan, dental insurance plan, life insurance plan and vision insurance plan can be obtained from the plans themselves or from the Executive Director or the CID Executive Committee. The CID reserves the right to change its benefits policies or coverage at any time.

## **OTHER BENEFITS**

### **SIMPLIFIED EMPLOYEE PENSION (SEP) RETIREMENT PLAN**

Full-time employees may be eligible for discretionary contributions in each calendar year to an individual retirement account. Contributions are at the discretion of the CID Board of Directors. More specific details regarding the SEP retirement plan may be obtained from the documentation of the plan itself or from the Executive Director or the CID Executive Committee. The CID reserves the right to change its benefits policies at any time.

### **TUITION REIMBURSEMENT**

Any tuition reimbursement is at the discretion of the CID Executive Committee and will only be considered when the education enhances the job-related skills of an employee and would serve a bona fide business purpose for the CID.

### **FLEX TIME**

Flexible or adjusted scheduling may be available to certain full-time exempt employees when it is of benefit to both the employee and the CID. All requests for flex-time must be submitted in writing to the employee's immediate supervisor and will be evaluated on a case-by-case basis by the Executive Director and the CID Executive Committee. Absent written advance approval of the Executive Director, all employees must abide by the ordinary work schedule maintained in accordance with the CID's hours of operation. If flex time is provided, it will be deemed temporary and subject to withdrawal at any time in the CID's sole discretion.

## **DISCIPLINARY ACTION**

It shall be the duty of all employees to maintain high standards of conduct, cooperation and efficiency in their work for the CID. It is the duty of all employees to attempt to correct any deficiencies in their performance when called to their attention by a supervisor and to make every effort to avoid conflict with the policies and procedures outlined in this Manual.

When used in this Manual, the term "Discipline" shall mean: verbal warnings, written warnings, suspension without pay and immediate termination, as determined by the CID in its sole discretion.

### **EMPLOYEE DISCIPLINE AND TERMINATION:**

The goal of the CID is to provide clients and customers with service of the highest quality. To achieve this goal, the CID is focused on the development of a work environment in which employees give their best and most productive efforts. This requires proper employer-employee relationships, good communication with all employees, the consistent application of rules and policies, the provision of a safe and adequate work environment, adequate supplies, and the recognition of those employees whose jobs are well done.

When an infraction of the CID's rules is committed, or when an inappropriate action has become chronic, disciplinary action will be taken. Such discipline may include counseling, reprimand, suspension with or without pay, and/or immediate termination. The CID reserves the right to terminate any employee at any time. Under certain circumstances, repeated minor disciplinary infractions may result in increasingly severe punishment. Other infractions may result in immediate dismissal. Any action by an employee that constitutes criminal activity may require that management report such activity to the appropriate authorities, in addition to taking action to discipline or terminate the employee.

### **BEHAVIORAL GUIDELINES:**

In this section, we list certain disciplinary infractions as "minor," "serious," and "major." This list is for informational purposes and guidance only. Any conduct or behavior that is disruptive or damaging to the reputation or business of the CID may be grounds for disciplinary action, including termination, even if not specifically listed herein. The list contained in this section is not intended to be all inclusive.

**\*\*THE CID RESERVES THE RIGHT TO BYPASS ANY OR ALL DISCIPLINARY MEASURES AND TO EMPLOY THE TYPE OF DISCIPLINARY ACTION DEEMED APPROPRIATE TO THE CIRCUMSTANCE\*\***

The CID generally adheres to the disciplinary classifications and measures outlined in this section. However, the CID may determine that certain infractions or offenses require disciplinary action in a manner not consistent with the procedures outlined herein. Such decisions shall be made in the CID's sole discretion. Nothing herein requires the CID to

**strictly adhere to the procedures outlined in this Manual. The CID may at any time and for any reason utilize any disciplinary procedure or other action which the CID deems appropriate.**

A. **Minor Infractions.** The following offenses are normally considered minor disciplinary infractions, and may result in counseling, reprimand, or other disciplinary action.

1. Failure to report for duty without proper advance notice.
2. Inappropriate personal appearance and hygiene.
3. Failure to perform an assigned job in accordance with standards.
4. Unauthorized personal use of CID equipment and supplies.
5. Parking in unauthorized areas.
6. Inappropriate behavior while on CID property.
7. Excessive visiting or non-work related interruptions of other employees' work days.
8. Excessive use of phones for personal calls.
9. Any other offense which reason, morals, or common sense indicates to be wrong, and which is not in the best interest of the CID, its customers, or its staff.

B. **Serious Infractions.** The following offenses are considered serious disciplinary infractions.

1. Conduct which results in the destruction or defacement of CID property.
2. Failure to obey safety rules, and failure to use safety equipment that has been provided.
3. Smoking or having lighted material within the confines of CID buildings.
4. Failure to follow instructions.
5. Using profane or abusive language, or being discourteous to a fellow employee, client, visitor, or supervisor.
6. Being off the job without permission of the employee's supervisor.
7. Unauthorized presence in a restricted area.



8. Sleeping on the job.
9. Unauthorized solicitation or distribution of literature to other employees, clients, or visitors.
10. Any other offense which reason, morals, or common sense indicates to be seriously harmful to the CID, its customers or staff.
11. Excessive absenteeism.

C. **Major Infractions.** Major disciplinary infractions will typically result in immediate suspension or termination.

1. Disclosing confidential information.
2. Insubordination - refusal to perform the proper order of a supervisor.
3. Forging, altering, or deliberately falsifying or destroying official documents, authorizations, or permanent records.
4. Indecent or disorderly conduct, unprofessional behavior, or unethical behavior.
5. Placing personal long distance phone calls at the expense of the CID.
6. Misuse or careless handling of confidential information.
7. Possession, sale, use of, or being under the influence of, illegal substances, narcotics, or alcohol while on CID premises.
8. Jeopardizing the health or safety of customers, visitors, or employees through neglect of duty or wanton disregard for health and safety procedures and rules.
9. Assisting another employee's violation of CID policies.
10. Falsifying information on payroll records.
11. Misrepresenting a reason for being absent from work.
12. Sexual harassment, which includes but is not restricted to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made toward an employee, customer, visitor, or supervisor on CID property.
13. Fighting with another employee, visitor, supervisor, or customer.

14. Inappropriate behavior which results in an injury to an employee, visitor, supervisor, or customer.
15. Theft or pilfering.
16. Disregard for specific safety rules which endanger an employee, customer, visitor, or supervisor.
17. Falsification of any part of the employment record forms (including income tax withholding forms).

### **SEPARATION FROM EMPLOYMENT**

We hope to retain good employees. However, employment at the CID is for no specified time, regardless of length of service. Just as you are free to leave for any reason, we reserve the same right to end our relationship with you at any time, with or without notice, for any reason not prohibited by law.

The employee is requested to give at least two weeks of notice before voluntarily terminating employment.

Upon termination for any reason, the employee shall sign and deliver to the Executive Director the "Termination Certification" in the Appendices.

### **REVISIONS**

This Manual is intended to give you a general overview of the CID and information regarding policies and benefits. Because we operate in a dynamic industry, all policies and benefits programs currently in effect may be revised, suspended or eliminated at any time by the CID in response to business needs or changing legal requirements. The Executive Director will have a copy of the most current Manual for your reference.

**Downtown Columbia Community Improvement District**

**RECEIPT FOR PERSONNEL POLICIES MANUAL**

**AND ACKNOWLEDGMENT OF AT-WILL**

**EMPLOYMENT**

By signing this document, I acknowledge that I have read and understand the policies set out in this manual, and commit to following the policies contained therein. I also understand that any employment with the CID is on an at-will basis, and that the terms of this manual do not represent a contract or an offer to enter into a contract, or guaranteed or continued employment. I understand that the CID has the right to alter, modify, amend, or terminate any policies or benefits contained in this handbook which are not otherwise mandated by federal or state law or regulation, at any time and for any reason. I also understand that this manual supersedes all previous CID employee manuals or handbooks and related policies and procedures.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Downtown Columbia Community Improvement District**

**COMMITMENT TO NONDISCRIMINATION AND  
HARASSMENT FREE WORKPLACE POLICY  
ACKNOWLEDGMENT**

I acknowledge that I have received and read a copy of CID policy prohibiting unlawful harassment in the workplace.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date:

## **Downtown Columbia Community Improvement District**

### **NON-DISCLOSURE, PROPRIETARY RIGHTS AND NON-SOLICITATION AGREEMENT**

THIS AGREEMENT is between the Downtown Columbia Community Improvement District and its subsidiaries and affiliates ("CID") and \_\_\_\_\_ ("Employee").

In consideration of the CID's disclosure of Confidential Information and Trade Secrets (defined below) and such other benefits and consideration provided to Employee, including employment with the CID, the CID and Employee agree as follows:

#### **1. DEFINITIONS.**

- 1.1. "Confidential Information" means all nonpublic or proprietary business, commercial and technical information that is learned, discovered or developed by Employee in the course of employment by the CID or disclosed to Employee by the CID or a member, officer or director of the CID or any person with whom the CID conducts business. Confidential Information may include, without limitation, information relating to CID research, development, inventions, trade secrets, covered work, purchasing, accounting, suppliers, engineering, marketing, merchandising and licensing, and personnel-related information whether it is expressed orally, on paper, disk, diskette, magnetic media, optical media, monitor, screen, or any other medium or form of expression and whether or not it was provided to the CID by third parties. In addition, this information is confidential whether or not it is expressly marked "confidential" or otherwise designated or stated to be "confidential."
- 1.2. "Trade Secrets" include any matters relating to the CID's business which are not generally found within the industry in which the CID does business including, without limitation, information, knowledge or data related to products, processes, software, know how, designs, formulas, test data, consumer research, business plans, marketing strategies, including pricing strategies, techniques, specifications, compilations, programs, methods, devices, and client, customer contact lists. Trade Secrets are always Confidential Information, but not all Confidential Information is a Trade Secret.
- 1.3. "Intellectual Property Rights" means any and all (by whatever term known or designated) tangible and intangible, now known or hereafter existing (a) rights associated with works of authorship throughout the universe, including but not limited to all exclusive exploitation rights, copyrights, neighboring rights; (b) trade secret rights; (c) trademark rights; (d) patents and other industry property rights; (e) all other proprietary rights of every kind and nature throughout the universe, however designated (including without limitation, character rights, "rental" rights and rights to remuneration), whether arising by operation of law, contract, license or otherwise; (f) all registrations, applications, renewals, extensions, continuations, divisions or reissues thereof now or hereafter in force throughout the universe; and (g) all income, royalties, damages and payments now or hereafter due or payable to Employee with respect to any of the above, and to all causes of action (whether

in law or equity) and the right to sue, counterclaim, and recover for past, present and future infringements of the rights assigned under this Agreement as fully and entirely as the same would have been had by Employee had this Agreement and assignment not been made.

1.4. "Inventions" means ideas, inventions, discoveries, improvements, whether or not patentable, created during Employee's employment by the CID.

1.5. "Covered Work" means all Inventions and Works except Excluded Works.

1.6. "Excluded Works" means the Inventions or Works that an Employee develops entirely on the Employee's own time and without using the CID's equipment, supplies, facilities, or Trade Secrets, except for Inventions or Works that relate directly to the CID's business or result from any work the Employee performs for the CID.

1.7. "Works" means all creative work, including without limitation designs, drawings, specifications, techniques, models, processes and software, prepared or originated by Employee during Employee's employment by the CID, whether or not subject to protection under federal copyright or other law.

## 2. COMMITMENTS.

2.1. Use and Disclosure. Unless otherwise authorized in advance in writing by the CID, Employee will not use Confidential Information or Covered Works for anyone's benefit but the CID's or disclose the same to anyone or permit anyone to examine, copy, record or otherwise derive information from them unless Employee has CID's prior written permission. The limits on disclosure of Confidential Information shall not apply to information which is: (a) now, or hereafter becomes, through no act or failure to act on the part of the Employee or other person under a non-disclosure obligation, publicly known or available; (b) known to Employee prior to the time of receiving such information from the CID or a third-party with whom the CID is doing business, as shown by documentary evidence to establish such knowledge; (c) hereafter furnished to Employee by a third party, as a matter of right and without breach of any obligation owed to the CID, as shown by documentary evidence to establish such disclosure; (d) independently developed by Employee without any breach of this Agreement, as evidenced by documentary proof; or (e) the subject of a written permission to disclose provided by the CID. Confidential Information shall not lose that status by a showing that individual elements are known separately or in other contexts, and might be selected and fit together to yield some element thereof. Rather, Confidential Information shall be deemed to fall within one of the foregoing exceptions only if the entirety of the information is in the public domain or the possession of Employee.

2.2. Ownership. All Covered Works and Confidential Information which Employee shall use or prepare or come in contact with during Employee's employment or work for the CID are and shall remain the sole property of the CID. If for any reason any Covered Works or Confidential Information are deemed not to be the CID's property, Employee hereby assigns, transfers and conveys all rights Employee may have therein to the CID.

2.3. Work for Hire/Assignment of Inventions. Employee acknowledges that all Works constitute works made for hire and are the sole property of the CID and, in any case, hereby assigns, transfers and conveys to the CID all Employee's rights, titles and interests (including all Intellectual Property Rights) in the Covered Works to the CID and warrants that all Covered Works made or conceived by Employee are original and do not infringe any rights of third parties. This Agreement also shall operate as a prospective assignment to the CID of all rights Employee has or may have in any Covered Works in the future. Employee will execute whatever documents are required to perfect this assignment, on request. This Paragraph 2.3 does not apply to any invention, discovery or improvement that Employee developed or develops during the period of time Employee is employed by the CID if such invention, discovery or improvement is developed by Employee entirely on Employee's own time without using the CID's equipment, supplies, facilities, or trade secret information ("Excluded Inventions") except if it shall apply to those Excluded Inventions that either

(a) Are related at the time of conception or reduction to practice to the CID's business, or actual or demonstrably anticipated research or development, or (b) resulted from any work performed by Employee for the CID.

2.4. Return of Property. When Employee's service to the CID ends or earlier upon the request of CID Employee will promptly return to the CID all company property, including without exception, all equipment, records, materials, drawings, documents or other tangible data.

2.5. No Reverse Engineering. Employee will not reverse engineer, disassemble, decompile, or make derivative works any part of the software/hardware provided to it by the CID or assist third parties in so doing.

2.6. Duration. All provisions of this Agreement relating to the rights and obligations of the parties regarding Confidential Information disclosed during the term of this Agreement along with all related remedies for breach thereof shall survive the termination of Employee's employment with the CID for a period of five (5) years from the date of such termination unless the Confidential Information is a Trade Secret under applicable law. For such Trade Secrets, Employee's obligations shall run as long as the Confidential Information remains a Trade Secret. The period in which the obligations remain in effect shall be extended day-for-day for any period in which Employee is in breach of this Agreement.

2.7. No License. Employee understands that, during Employee's employment by the CID, Employee may have access to information that does not meet the definition of Confidential Information, but is nevertheless protected from unauthorized use by copyright, patent, and other laws. Employee acknowledges that the fact that any such information is not Confidential Information as defined herein does not give Employee any right or license to use such information or forgo the other protections available to the CID for such information under statute or common law.

### 3. NON-SOLICITATION/NON-HIRE/NON-INTERFERENCE.

3.1. Restrictive Covenant. Because solicitation of the CID's employees, contractors and vendors would necessarily involve the use or disclosure of Confidential Information, as well as call

upon the knowledge and experience Employee acquired while working for the CID, during the time Employee is employed by the CID and for one (1) year after Employee's employment with the CID ends (the "Restriction Period"), regardless of the reason it ends, Employee will not directly or indirectly: (a) induce, influence or attempt to induce or influence any person employed by, or providing services to the CID to leave or terminate such employment or business relationship with the CID or to work for any person or entity other than the CID; (b) hire or engage any person who was an employee or contractor of the CID at any time during the twelve (12) month period prior to such hiring or engagement; or (c) solicit business from clients or contractors of the CID. For purposes of illustration only, among other things, Employee agrees not to do any of the following: (a) disclose to any third party the names, backgrounds or qualifications of any the CID employees or contractors or otherwise identify them as potential candidates for employment; (b) personally or through any other person approach, recruit or otherwise solicit employees or contractors of the CID to work for any other employer; or (c) participate in any pre-employment interviews with any person who was employed by or contracted with the CID during the term of this Agreement.

- 3.2. Reasonableness of Restrictions. Employee expressly agrees that the applicable duration, scope and nature of the covenants set forth in this Agreement are reasonable, and that the duration and scope specified in this Agreement designate the fair, appropriate, minimum and reasonable duration and scope necessary to protect the CID 's legitimate business interests. Employee acknowledges that they do not unreasonably interfere with Employee's ability to earn a livelihood during the Restriction Period.

#### 4. OTHER MATTERS.

- 4.1. Equitable and Legal Relief. Violation of Employee's commitments in this Agreement will cause irreparable injury to the CID. Payment of money alone would not cure the harm this violation would cause. If Employee breaks or threatens to break Employee's promises under this Agreement, the CID has the right to secure injunctions and orders (including temporary restraining orders) to stop Employee from breaching this Agreement without the requirement of posting a bond. The CID is also entitled to any other rights or remedies it may have. These include, among others, the right to require Employee to account, and pay the CID, for any benefit Employee received as a result of Employee's failure to abide by Employee's promises in this Agreement.
- 4.2. Jurisdiction and Governing Law. Any action brought between the CID and Employee may be brought only in the Circuit Court of Boone County, Boone County, Missouri. Employee and the CID each consents to jurisdiction in that location and acknowledges that this Agreement shall be governed by the laws of the State of Missouri.
- 4.3. Severability. If any one or more of the provisions contained in this Agreement shall for any reason be held to be unenforceable, the remaining provisions shall remain unaffected. If practical, an unenforceable provision shall be replaced by a new legally valid one having the most similar economic and/or legal effect.
- 4.4. Successors and Assignment and Survival. This Agreement includes Employee's heirs, executors, administrators or other representative, and benefits also the CID's successors and assigns.



Except as this Agreement otherwise provides, Employee's commitments here shall survive the termination of Employee's employment to contract with the CID and may be released only by language expressly referencing this Agreement by title and effective date.

- 4.5. Non-waiver. A waiver of one or more breaches of any clause of this Agreement shall not act to waive any other breach, whether of the same or different clauses.
- 4.6. Changes. No subsequent change in Employee's duties or compensation will lessen the validity or scope of this Agreement.
- 4.7. Attorneys Fees. If either party brings an action arising out of or relating to this Agreement or the transactions contemplated hereby, the party who substantially prevails shall be entitled to recover the costs it incurred in bringing or defending that action and any appeal of that action, including but not limited to reasonable attorneys fees, in addition to any other relief to which that party may be entitled.
- 4.8. Understanding. Employee acknowledges that Employee has read this Agreement, has had an opportunity to have it explained to Employee, understands its provisions and has received an exact copy of it for Employee's records. Employee further acknowledges and agrees that the above restrictions and protections are necessary to protect the CID's property and interests.

THE CID:

EMPLOYEE:

By: \_\_\_\_\_

\_\_\_\_\_

Print Name: Anne K. Essing

Print Name: \_\_\_\_\_

Title: Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Downtown Columbia Community Improvement District**  
**Purchasing Card Agreement**

I, \_\_\_\_\_, hereby acknowledge receipt of a CID Purchasing Card (P-Card) which corresponds to the card number in the table below. I have verified the information displayed on the P-Card and attest to its accuracy. In consideration of the right to participate in the P-Card program and make financial commitments on behalf of the CID, I hereby agree to the following:

1. Use for the Benefit of the CID. I will enter into all financial commitments with the benefit of the CID in mind and will strive to obtain the best value possible when making purchases.

2. Business Expenses Only. I will use the P-Card only for actual and necessary business expenses of the CID which I am authorized to make, and not for personal purchases or purchases unrelated to CID business.

3. Restricted to Individual Use. I am the only individual entitled to use the CID P-Card issued to me, and I will therefore not permit any other individual to use my P-Card, for either business-related purchases or personal purchases.

4. Limits. In using the P-Card, I will not exceed the following limits without prior written authorization:

Single Purchase Limit:	\$
Billing Cycle Limit:	\$
Credit Limit:	Amount set forth in table below (Varies by P-Card)

5. Restrictions. I will comply with all restrictions set forth in the table below.

6. Prior Authorization. In the event that an actual and necessary business expense of the CID will exceed one or more of the limits set forth herein, or will violate the restrictions placed on use of the P-Card by this Agreement or by my manager's verbal instructions, I will obtain written authorization (email acceptable) prior to the date of the transaction, and will not incur said expense without said prior written authorization.

7. Lost/Stolen/Misplaced P-Card. In the event that the P-Card is lost, stolen, or misplaced, I will immediately notify VISA at 1-800-847-2911 and the CID P-Card Program Administrator. If I fail to notify either of these parties of the loss, theft, or misplacement of the P-Card, I will be personally responsible for any fraudulent or unauthorized use resulting from the loss.

8. Record-Keeping. I acknowledge that I am responsible for reconciling P-Card transactions and for signing off on all applicable statements and reports. My signature on the statements and reports indicates that all transactions therein are legitimate and that I followed all

## **Downtown Columbia Community Improvement District**

applicable policies. I will also attach the required supporting documentation, including approvals, to the statement or report.

9. Monitoring. I understand that the CID P-Card Program Administrator and his or her designees and agents will monitor my P-Card activity.

10. Misuse of P-Card. In the event that I misuse or permit the misuse of the P-Card, according to the policies and procedures set forth herein, I will reimburse the CID within fourteen days (14) for all incurred charges which violate the provisions of this Agreement as well as all fees related to the collection of those charges.

II. Deduction of Personal or Unauthorized Charges. I hereby authorize the CID to deduct any personal or unauthorized charges from my paycheck subject to any limits by state and federal law. Following termination of my employment, I will continue to be financially responsible for the repayment of all said personal and unauthorized charges.

12. Grounds for Discipline. Any failure to abide by the policies and procedures set forth herein may result in the revocation of my P-Card and/or other disciplinary action by the CID up to and including termination of my employment. The CID also reserves the right to report any intentional misuse, or criminal or fraudulent behavior to state or local authorities.

13. Surrender Upon Termination. I will surrender the P-Card immediately upon my transfer, retirement, or any termination of my employment. I understand that use of the P-Card after any of these events is strictly prohibited.

14. Surrender Upon Request. The CID reserves the right to terminate my right to use the P-Card at any time and for any reason in its sole and absolute discretion and I will surrender the P-Card immediately upon such request. I understand that use of the P-Card after this withdrawal of privileges is strictly prohibited.

<b>Card Number Issued</b>	
<b>Original Credit Limit</b>	
<b>Card Restrictions</b> (in addition to those set forth in this Agreement)	All merchants except cash access, liquor stores, pawn shops, dating and escort services, and massage parlors

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

# Unemployment Insurance Benefits

## Notice to Workers

Unemployment insurance (UI) benefits are provided under the Missouri Employment Security Law for workers who become totally or partially unemployed, if they meet the eligibility requirements of the law.

No deductions are made from employees' paychecks for this insurance. The employer pays the tax in Missouri.

Visit the Division of Employment Security's website at [www.mocclaim.mo.gov](http://www.mocclaim.mo.gov) for additional information concerning UI, to file your initial or renewed claim, and to file weekly certifications. The website is available 24 hours a day, seven days a week.

You may call a Regional Claims Center for assistance Monday through Friday, 8 a.m. to 5 p.m.

**Local numbers are:**

**Jefferson City: 573-751-9040**

**Kansas City: 816-889-3101**

**Springfield: 417-895-6851**

**St. Louis: 314-340-4950**

**If you are outside the above local calling areas: 800-320-2519**



P.O. Box 59  
Jefferson City, MO 65104-0059

*Missouri Division of Employment Security is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.*

MODES-B-2 (07-13) AI  
U.I.Prg.



# YOUR RIGHTS UNDER USERRA

## THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

### REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- \* you ensure that your employer receives advance written or verbal notice of your service;
- \* you have five years or less of cumulative service in the uniformed services while with that particular employer;
- \* you return to work or apply for reemployment in a timely manner after conclusion of service; and
- \* you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

### RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- 1< are a past or present member of the uniformed service;
- 1< have applied for membership in the uniformed service; or
- 1< are obligated to serve in the uniformed service;

then an employer may not deny you:

- \* initial employment;
- \* retention in employment;
- \* promotion; or
- 1< any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

### HEALTH INSURANCE PROTECTION

- 1< If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.

- \* Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

### ENFORCEMENT

- 1< The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

- \* For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at <http://www.dol.gov/vets>. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>.

- \* If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.

- 1r You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/userra/poster.htm>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



U.S. Department of Labor  
1-866-487-2365



U.S. Department of Justice



Office of Special Counsel



1-800-336-4590

Publication Date-October 2008



Missouri Division of Workers' Compensation  
P.O. Box 58, Jefferson City, MO 65102  
573-751-4231

Insurance Company, Third Party Administrator,  
Service Company, or  
Designated Individual If Self-Insured

## EMPLOYEE INFORMATION-----<

The Missouri Division of Workers' Compensation (DWC) administers programs for workers who have been injured

on the job or exposed to an occupational disease arising out of and in the course of employment. The Division's Administrative Law Judges have the authority to approve settlements or issue awards after a hearing relating to an injured employee's entitlement to benefits.

Name \_\_\_\_\_

Address-----

' Phone \_\_\_\_\_

## Steps to Take When Injured on the Job

1. Notify your employer immediately (written notice must be provided within 30 days of the injury/or 30 days when reasonably aware of the work-relatedness of occupational illness or disease) by contacting  
\_\_\_\_\_  
employer representative                      phone number

*\*Failure to do so may jeopardize your ability to receive benefits*

2. Seek medical attention (your employer/insurer is responsible for providing medical treatment and paying the medical fees and charges unless you choose to treat with another doctor at your own expense without your employer/insurer's approval).
3. Get more information about the benefits available under the Workers' Compensation Program or about the steps you may take to get the benefits you need.

Visit [www.labor.mo.gov/DWC](http://www.labor.mo.gov/DWC) or call 800-775-COMP.

## Benefits for Injured Employees

### Medical

#### Care:

The employer or insurer is required to provide medical treatment and care to cure and relieve the effects of the injury. This includes all costs for authorized medical treatment, prescriptions, and medical devices. There is no

deductible, and all costs are paid by the employer or its workers' compensation insurance company. If you receive a bill, contact your employer or the insurance company immediately. The employer/insurer has the right to choose the healthcare provider or treating physician. You may select a different healthcare provider or treating physician, but if you do so, it may be at your own expense.

#### Payment for Lost Wages:

- If a doctor says you are unable to work due to your injuries or recovery from a surgery, you may be entitled to temporary total disability (TTD) benefits. If a doctor says that you can perform light or modified duty work and your employer offers you such work, you may not be eligible for TTD benefits. TTD benefits should be continued until the doctor says you can return to work, or when your treatment is concluded because your condition has reached "maximum medical improvement," whichever occurs first.
- If you return to light or modified duty at less than full pay, you may be entitled to temporary partial disability benefits.

#### Permanent

#### Disability

#### Benefits:

If the injury or illness results in a permanent disability, you may be entitled to receive either permanent partial or permanent total disability benefits.

#### Survivor Benefits:

If an employee dies on the job, the surviving dependents may receive weekly death benefits paid at 66 2/3% of the deceased employee's average weekly wage along with funeral expenses up to \$5,000 from the employer/insurer. For additional information relating to survivor's benefits, including college scholarship opportunities for surviving children, please visit [www.labor.mo.gov/DWC](http://www.labor.mo.gov/DWC).

*Missouri Division of Workers' Compensation is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.*

# Workers' Compensation Law

## Roles and Responsibilities for Employers and Employees

### EMPLOYER INFORMATION-----

With some exceptions, all employers with five or more employees, and construction industry employers with one or more employees, are required to insure their workers' compensation liability, either by purchasing a policy or obtaining self-insurance authority. Workers' compensation insurance provides benefits to workers injured on the job. Employers also are required to post this notice in the workplace for employees to view. This poster is required by section 287.127, RSMo, and is available to employers and insurers free of charge by contacting the Division at 800-775-Comp.

### Steps to Take When an Injury Occurs

1. Be sure first aid is administered and the employee is taken to a physician or hospital for further medical care, if necessary.
2. Report the injury to the insurance company or Third Party Administrator (TPA) within five days of the date of injury or within five days of the date on which the injury was reported to the employer by the employee, whichever is later. The insurer, TPA, or admitted self-insurer is responsible for filing a First Report of Injury with the Division of Workers' Compensation within 30 days of knowledge of the injury.
3. Pay medical bills related to the work injury to cure and relieve the employee of the effects of the injury. This includes all costs for authorized medical treatment, prescriptions, and medical devices. The employer has the right to choose the healthcare provider or treating physician. (The employee may select a different healthcare provider or treating physician, but if the employee does so, it may be at his/her own expense.)
4. For more liability and insurance information relating to the Workers' Compensation Program, visit [www.labor.mo.gov/DWC](http://www.labor.mo.gov/DWC) or call 800-775-COMP.

### Workers' Safety

Developing and implementing a comprehensive safety and health program can reduce occupational injuries and help lower workers' compensation costs. Insurance carriers in the state of Missouri must provide safety assistance at the request of the insured employer. The Missouri Department of Labor evaluates these services and provides additional assistance through its Missouri Workers' Safety Program.

Visit [www.labor.mo.gov/MWSP](http://www.labor.mo.gov/MWSP) or call 573-751-4231 for more information about these programs or for a registry of independent consultants who are certified in the state of Missouri to provide safety assistance.

### Fraud/Noncompliance

- Employee Fraud - knowingly making a claim for workers' compensation benefits to which an employee knows he/she is not entitled or knowingly presenting multiple claims for the same occurrence with intent to defraud is a class D felony, punishable by a fine of up to \$10,000, or double the value of the fraud, whichever is greater. A subsequent violation is a class C felony.
- Employer Fraud - knowingly misrepresenting an employee's job classification to obtain insurance at less than the proper rate is a class A misdemeanor. A subsequent violation is a class D felony. An employer who knowingly makes a false or fraudulent statement regarding an employee's entitlement to benefits to discourage the worker from making a legitimate claim or who knowingly makes a false or fraudulent material statement or material representation to deny benefits to a worker is guilty of a class A misdemeanor punishable by a fine of up to \$10,000. A subsequent violation is a class C felony.
- Insurer Fraud - knowingly and intentionally refusing to comply with workers' compensation obligations to which an insurance company or self-insurer knows an employee is entitled is a class D felony, punishable by a fine of up to \$10,000 or double the value of the fraud, whichever is greater. A subsequent violation is a class C felony.
- Employer Noncompliance - knowingly failing to insure workers' compensation liability under the law is a class A misdemeanor punishable by a fine of up to three times the annual premium the employer would have paid had it been insured or up to \$50,000, whichever is greater. A subsequent violation is a class D felony. An employer who willfully fails to post the notice of workers' compensation at the workplace is guilty of a class A misdemeanor punishable by a fine of \$50 to \$1,000 or by imprisonment or both fine and imprisonment.



# EMPLOYEE RIGHTS

## UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

### FEDERAL MINIMUM WAGE

# \$7.25

PER HOUR

BEGINNING JULY 24, 2009

**OVERTIME PAY** At least 1½ times your regular rate of pay for all hours worked over 40 in a workweek.

**CHILD LABOR** An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor.

Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

**No more than**

- 3 hours on a school day or 18 hours in a school week;
- 8 hours on a non-school day or 40 hours in a non-school week.

Also, work may not begin before 7 a.m. or end after 7 p.m., except from June 1 through Labor Day, when evening hours are extended to 9 p.m. Different rules apply in agricultural employment.

**TIP CREDIT** Employers of "tipped employees" must pay a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.

**ENFORCEMENT** The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.

Employers may be assessed civil money penalties of up to \$1,100 for each willful or repeated violation of the minimum wage or overtime pay provisions of the law and up to \$11,000 for each employee who is the subject of a violation of the Act's child labor provisions. In addition, a civil money penalty of up to \$50,000 may be assessed for each child labor violation that causes the death or serious injury of any minor employee, and such assessments may be doubled, up to \$100,000, when the violations are determined to be willful or repeated. The law also prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Act.

**ADDITIONAL INFORMATION**

- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
- Some state laws provide greater employee protections; employers must comply with both.
- The law requires employers to display this poster where employees can readily see it.
- Employees under 20 years of age may be paid \$4.26 per hour during their first 90 consecutive calendar days of employment with an employer.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



For additional information:

## 1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

## SJIHD

U.S. Wage and Hour Division

# WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division

VJHD Publication 1088 (Revised July 2009)



**Missouri Department of Labor and Industrial Relations**  
**DIVISION OF LABOR STANDARDS**

**[www.labor.mo.gov/DLS/mjnjmymwage](http://www.labor.mo.gov/DLS/mjnjmymwage)**

# **Missouri Minimum Wage**

## **\$7.50**

**In Effect for 2014**

Missouri's current minimum wage rate is \$7.50 per hour. All businesses are required to pay at minimum, the \$7.50 per hour rate, except retail and service businesses whose annual gross sales are less than \$500,000. There also are certain classes of employees under the definition of "employee" in Section 290.500(3), RSMo, and pertaining to agriculture in Section 290.507, RSMo, to which Misspuri's law does not apply.

In addition, overtime compensation must also be paid at a rate not less than one and one-half times a covered employee's regular rate for all hours worked over 40 in a workweek.

The minimum wage rate may increase or decrease on January 1, 2015, if the cost of living as measured by the Consumer Price Index (CPI) rises or falls (see Section 290.502, RSMo). Missouri law does not allow the state's minimum wage rate to be lower than the federal minimum wage rate.

The Missouri Minimum Wage Law does not apply to exempt employees/employers, and does not supersede more favorable laws or interfere with collective bargaining agreement rights.

### **Tipped Employees**

Compensation for tipped employees must total at least \$7.50 per hour. Employers of tipped employees are required to pay tipped employees at least 50 percent of the minimum wage, or \$3.75 per hour. Employers of tipped employees must pay more than half of the minimum wage to tipped employees if it is necessary to bring the employee's total compensation up to \$7.50 per hour.

### **Records to be kept and retention period**

Employers must keep a record of the name, address, and job description of each employee, the rate of pay, the amount paid each period, and the number of hours worked each day and each workweek (see Section 290.520, RSMo). These records must be kept for a period of not less than three years. The records shall be open for inspection by the Missouri Division of Labor Standards.

### **Penalties**

Any employer who hinders the Division of Labor Standards' performance of duties in the enforcement of the law by any of the acts listed in Section 290.525, RSMo, is guilty of a class C misdemeanor.

An employee may bring any legal action necessary to collect wages owed. An employer who pays an employee wages less than what is due under the law shall be liable for the full amount of the wage rate and an additional equal amount as liquidated damages, less any amount actually paid, and for costs and such reasonable attorney fees as may be allowed by the court or jury (see Section 290.527, RSMo).

### **Complaints**

A Minimum Wage complaint form can be filed by visiting [www.labor.mo.gov/forms/minimum\\_wage\\_form.asp](http://www.labor.mo.gov/forms/minimum_wage_form.asp). The form may also be printed and be sent to the Division using the contact information below. Once the investigation is complete, the employer and employee will be informed of the findings.

Please visit [www.labor.mo.gov/DLS/minimumwage](http://www.labor.mo.gov/DLS/minimumwage) to answer many of your questions, find additional resources, or file a complaint. As always, feel free to contact the Division directly for assistance at:

Missouri Division of Labor Standards  
P.O. Box 449, Jefferson City, MO 65102  
Phone: 573-751-3403 Fax: 573-751-3721  
E-mail: [minimumwage@labor.mo.gov](mailto:minimumwage@labor.mo.gov)  
Website: [www.labor.mo.gov/mL/minimumwage](http://www.labor.mo.gov/mL/minimumwage)

*Missouri Department of Labor  
and Industrial Relations is an  
equal opportunity employer/program.*

**Downtown Columbia Community Improvement District**  
**Columbia, MO**

**BACKGROUND CHECK (INVESTIGATIVE CONSUMER REPORT)**  
**DISCLOSURE NOTICE AND AUTHORIZATION FORM**

The CID reserves the right to obtain investigative consumer reports regarding its employees. These reports may be obtained in connection with an applicant's application for employment, an employee's continued employment, and/or in connection with an employee's chance for advancement with the CID.

By signing below, I acknowledge that I have been advised and that I hereby consent and authorize the CID and its agents to obtain a consumer report from a third party consumer reporting agency at any time during the application process and/or during my employment. I acknowledge that the scope of the consumer report may include, but shall not be limited to, a criminal record check as authorized by Missouri law, court records, employment and education verifications, driving records, vehicle registration, credit score, social security information, workers' compensation history, bankruptcy information, verification of character references, property ownership records, state licensing, drug test records, and sex offender information. I do hereby consent and authorize the CID to use any information provided on the remainder of this form or during the application process in obtaining the consumer report. I have been informed that I have the right to review and challenge any negative information resulting from the consumer report that might adversely affect a decision to offer or continue employment, or to make decisions about employment advancement.

My signature below also indicates that I agree to release, indemnify, and hold harmless the CID and any consumer reporting agency used by the CID with regard to any information reported by the consumer reporting agency. I understand that I am to be provided the name, address, and telephone number of the consumer reporting agency and that, should any employment decision be made based in whole or in part on the information contained in the consumer report, the nature and scope of the consumer report will be disclosed to me.

I acknowledge that facsimile, copy, or email of this document shall have the same validity, force, and effect as the original.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

For purposes of the consumer report, please list below all cities, counties, and states of residence since the age of 18.

City: _____	County: _____	State: _____
City: _____	County: _____	State: _____
City: _____	County: _____	State: _____
City: _____	County: _____	State: _____
City: _____	County: _____	State: _____
City: _____	County: _____	State: _____
City: _____	County: _____	State: _____

I, \_\_\_\_\_, hereby certify that all information provided in this background check disclosure notice and authorization form is true, correct, and complete. I understand that incorrect or incomplete information may be grounds for termination of employment or cancellation of any and all offers of employment or employment advancement from the CID.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Downtown Columbia Community Improvement District**

### **TERMINATION CERTIFICATION**

This is to certify that I do not have in my possession nor have I failed to return, any **documents, data, customer lists, customer records, sales records, or copies of them, or other documents or materials, equipment or other property** belonging to the CID, its **successors and assigns**.

I further agree that in compliance with the Employee Proprietary Information Agreement, I will preserve as confidential all Trade Secrets (as that term is defined in the Non-Disclosure, Proprietary Rights and Non-Solicitation Agreement entered into between myself and the CID), Confidential Information (as that term is defined in the Non-Disclosure, Proprietary Rights and Non-Solicitation Agreement entered into between myself and the CID), knowledge, data or other information relating to products, processes, know-how, designs, formulas, test data, customer lists or other subject matter pertaining to any business of the the CID or any of its clients, customers, consultants, licensees or affiliates.

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Dated

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Signature

**RESOLUTION NO. 2015-24**

**A RESOLUTION AUTHORIZING THE EXECUTION BY  
THE CHAIRMAN OF THE DISTRICT OF AN  
AGREEMENT BETWEEN THE DISTRICT AND THE  
CONSULTING FIRM OF ARCTURIS, FOR CONSULTING  
SERVICES FOR THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT GATEWAY PROJECT**

WHEREAS, the Downtown Community Improvement District (the "District"), which was formed on February 7, 2011, by Ordinance No. 20866 (the "Ordinance") of the City Council of the City of Columbia, Missouri, is a political subdivision of the State of Missouri and is transacting business and exercising powers granted pursuant to the Community Improvement District Act, Sections 67.1401 through 67.1571, RSMo., as amended ("the Act"); and

WHEREAS, 67.1461.1 of the Act grants the board of directors (the "Board of Directors") of the District the authority to possess and exercise all of the District's legislative and executive powers; and

WHEREAS, Arcturis ("ARCTURIS") submitted the proposal/agreement to consult for the Gateway Project (the "Gateway Project") attached hereto as Exhibit A; and

WHEREAS, the Board of Directors determined that Arcturis has best satisfied the criteria for selection of services under the District's competitive bidding policies and as set forth in the request for qualifications produced by the District with respect to the Arcturis Agreement, including that Arcturis has the specialized experience and technical competence with respect to the consulting services sought, the capacity and capability to perform the services in the time required, a history and record of past performance that is acceptable, and familiarity with governmental entities such as a community improvement district; and

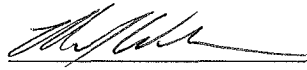
WHEREAS, the Board of Directors desires to engage Arcturis to perform the consulting services for the District as described in the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:

1. The Board of Directors hereby approves the Arcturis Agreement and the Chairman of the District is authorized to execute, and the Secretary is authorized to attest on behalf of the District, an agreement in substantially the form as the Arcturis Agreement attached hereto as Exhibit A.

2. This resolution shall be in full force and effect from and after its passage by the Board of Directors.

Passed this 11<sup>th</sup> day of August, 2015.



\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:



\_\_\_\_\_, Secretary of the Board of Directors

**EXHIBIT A**  
**TO RESOLUTION NO. 2015-24**

**Arcturis Agreement**



## **WORK AUTHORIZATION SCOPE OF WORK**

Date: August 13, 2015

Project Name: The District Phase I Development Plan Program Management  
Principal: Megan Ridgeway  
Project Manager: Russ Volmert

Client: The District  
Client Contact: Katie Essing  
Client Address: The District Columbia CID  
11 South 10<sup>th</sup> Street  
Columbia, Missouri 65201  
(573) 442-6816

### **1. SCOPE OF SERVICES**

This listing defines services performed by phase. All services may not be performed in the exact sequence as listed; or in some cases, two or more may be performed simultaneously.

#### **1.1. Phase I Development Plan Program Management Plan**

This phase is necessary to establish the graphics, message and marketing materials to be used in the marketing of the project with potential sponsors and for grant applications to help implement The District Gateway Master Plan.

##### **1.1.1. Gateway Committee**

- .1 Attend Gateway Committee meetings, on a monthly basis, as scheduled by The District.
- .2 Prepare meeting presentation materials for review and comment at Gateway Committee meetings.

##### **1.1.2. Engineering RFQ**

- .1 Assist the District in writing the requirements of the Engineering Request for Qualifications (RFQ) to solicit professional engineering services for the Phase I Development of the Hub Stories.
- .2 Assist the District in the distribution and advertisement of the Engineering RFQ.
- .3 Prepare addendum to address questions and comments from potential bidders of the Engineering RFQ.
- .4 Assist the District in the selection of an engineering firm for professional services on the Phase I Development Plan.
- .5 Assist the District in the review of the contract and scope of work for the selected engineering firm.

##### **1.1.3. Artist RFQ**

- .1 Assist the District in writing the requirements of the Artist Request for Qualifications (RFQ) to solicit professional artist services for the Phase I Development of the Hub Stories.
- .2 Assist the District in the distribution and advertisement of the Artist RFQ.
- .3 Prepare addendum to address questions and comments from potential bidders of the Artist RFQ.
- .4 Assist the District in the selection of an artist for professional services on the Phase I Development Plan.
- .5 Assist the District in the review of the contract and scope of work for the selected artist.

#### 1.1.4. Phase I Development Plan Program Management

- .1 Assist the District in the review of the plans developed by the artist and engineering consultants.
- .2 Assist the District in ensuring that the artist and engineering consultants understand and comply with the adopted and approved District Gateway Master Plan.
- .3 Develop design solutions for the Phase I Development Plan regarding the urban design elements of the Hub Stories. Urban design elements include support poles, pavement, signage and landscaping.
- .4 Develop cost estimates of the Phase I Development Plan.
- .5 Assist the District in the coordination and facilitation of a public meeting regarding the Phase I Development Plan.
- .6 Assist the District in the final review and approval of the bidding documents, produced by the artist and engineering consultants, for the Phase I Development Plan.

#### 1.1.5. Master Plan Program Management

- .1 Grant Applications: Assist The District in applying for financial grant funding applications by filling in applications with the appropriate narrative text, data, information and graphics.
- .2 Meetings: Attend meetings with and on behalf of The District with project sponsors.
- .3 Project Work Plan: Develop and maintain project work plan with schedule and action items for implementation of the first phase and subsequent phases of the District Gateway Master Plan.

#### 1.1.6 Deliverables at the end of this phase:

- .1 Digital file copies of all text files, presentation files and graphics.
- .2 Digital file copies and hard copies (8 1/2x11) grant applications.

## 2. PROJECT TEAM

The listing below designates team members for this project. Additional team members may be added as required.

### 2.1. ARCTURIS

Megan Ridgeway, Principal-in-Charge/Architect  
Russ Volmert, Project Manager  
Gabe Presley, Landscape Architect  
Troy Guzman, Graphic Designer

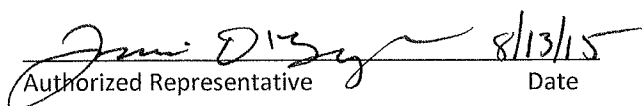
## 3. COMPENSATION

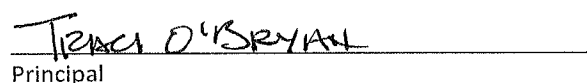
The above listed scope of work will be provided for an hourly fee not to exceed \$20,000 (TWENTY THOUSAND DOLLARS) at ARCTURIS's standard hourly billing rates listed below, including reimbursable expenses, by December 31, 2016.

The scope of work and the attached Terms and Conditions of Agreement as outlined in this Work Authorization are satisfactory and are hereby accepted. ARCTURIS may proceed with the work, and payment will be made as set forth herein.

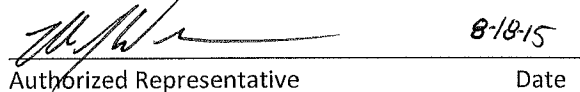
Agreed to by:


**ARCTURIS**

  
Authorized Representative Date 8/13/15

  
Principal

**The District**

  
Authorized Representative Date 8-18-15

  
Title

## TERMS AND CONDITIONS OF AGREEMENT

### Fee Guarantee

ARCTURIS reserves the right to review the fee in this Agreement, and revise same, if no action has been taken by Client to implement the project 45 days after the date of this Agreement. ARCTURIS also reserves the right to review the compensation rates annually.

### Project Commencement

Project work commences when ARCTURIS receives Client's written authorization.

### Invoices

Client will receive an invoice every month for services performed during the previous month or as established in the payment schedule. Payment is due upon receipt. Interest will be added 30 days after the invoice date, at the maximum rate allowed by law. ARCTURIS has the right to suspend work, without breach of contract, if Client's account is past due.

### Reimbursable Expenses

Expenses will be billed on the following: transportation and living expenses; reproduction of project documents; postage and delivery; consultants and specialized services, additional insurance that Client requests; renderings and physical models, unless noted otherwise;

### Change of Scope

This is work beyond what is agreed to in this document, including revisions due to Client's adjustments in the scope, budget, or quality of the project. ARCTURIS will issue a Change of Scope form documenting the change and its effect on the fee and schedule.

### Hourly Rates

For work performed on an hourly basis, ARCTURIS'S rate schedule is as follows:

Senior Principal	200.00
Principal	175.00
Sr. Architect/Designer II	140.00
Sr. Architect/Designer I	130.00
Designer/Architect IV	115.00
Designer/Architect III	100.00
Designer/Architect II	90.00
Designer/Architect I	80.00
Administrative	70.00

Rates are subject to review at the end of each ARCTURIS fiscal year.

### Project Suspension and Project Delays

If the project is delayed as a result of delays in the Client's review process, time expenditures occurring beyond the original project completion date will be charged at standard hourly rates, current at that time, or at a fixed fee. If Client puts the project on hold for more than 30 days, ARCTURIS reserves the right to renegotiate the balance of its fee to reflect current personnel expenses. A restart fee will also be charged at a rate of between \$500.00 - \$1,000.00 to cover administrative and personnel rescheduling costs.

### ARCTURIS Insurance

ARCTURIS is protected by Workman's Compensation, Professional Liability and General Liability Insurance. Insurance verification is available upon request. If Client requires additional coverage, Client will reimburse ARCTURIS for increased premiums. ARCTURIS will not be responsible for any loss, damage or liability arising from Client's negligent acts, errors and omissions; or those by Client's consultants, contractors and agents; or from those of any person for whose conduct ARCTURIS is not legally responsible.

## **TERMS AND CONDITIONS OF AGREEMENT (CONT.)**

### **Indemnification**

To the fullest extent permitted by law, the Client shall indemnify and hold harmless ARCTURIS and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Client or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person.

### **Agreement Termination**

This Agreement may be terminated upon seven days written notice by either party if the other party fails to perform by the terms and conditions stated in this document. In the event of either termination or project suspension, Client will pay ARCTURIS for services performed and reimbursables incurred to date.

### **Asbestos and Hazardous Waste**

ARCTURIS does not perform services related to the identification, containment or removal of asbestos or hazardous waste, nor will it assume liability for any damages or costs related to these materials.

### **Publicity**

Client agrees to credit ARCTURIS by name and title in all publicity involving the project. ARCTURIS will publicly reveal project information only with Client's prior approval.

### **Successors and Assigns**

Client and ARCTURIS agree respectively to bind themselves, their successors and their assigns to the terms of this Agreement.

### **Shop Drawing Review**

ARCTURIS'S review of shop drawings shall be for general conformance to the design concept and shall not relieve any contractor or subcontractor from the obligation to comply with the contract documents.

### **Standard of Care**

Services performed by ARCTURIS will be conducted with the level of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. No other warranty, expressed or implied, is made.

### **Construction Means and Methods**

ARCTURIS shall not be responsible for any aspects that affect or are affected by means, methods, techniques, sequences and operations of construction, safety precautions and programs incidental thereto, all of which are the contractor's responsibility. Neither Client nor Architect shall hold the other responsible for damages or delays in performance caused by acts of God, strikes, walkouts, accidents, Government acts, or other events beyond the control of the Clients or Architects employees, agents or consultants.

### **Ownership of Documents**

All drawings, sketches, reports, and documents which ARCTURIS prepares as instruments of service shall remain its property. Client agrees that all work which ARCTURIS furnishes, which is not paid for, will be returned and will not be used for any purpose.

### **Electronic Data**

Like our paper documents, electronic data are instruments of the professional services we provide. They are not products. As such, we do not provide clients with drawings or other data as electronic files as standard practice

Upon completion of the project, if requested, ARCTURIS may provide electronic files in the format in which they were created, and grant you a limited License for Use of Electronic Data. This license is not intended for any purpose or project other than the project that is the subject of this Contract, and is not transferable to any other party. We will also require that you sign a **License for Use of Electronic Data / Non-Disclosure Agreement / Agreement for Release of Liability** form. Should you find any difference between electronic versions of any drawing or document and the printed version that is signed and sealed by us, the printed document prevails.

## **TERMS AND CONDITIONS OF AGREEMENT (CONT.)**

Client agrees, to the fullest extent permitted by law, to indemnify and hold ARCTURIS harmless from any damage, liability or cost, including reasonable attorneys' fees and costs of defense, arising from any changes made by anyone other than ARCTURIS or from any reuse of the drawings and data without the prior written consent of ARCTURIS. Under no circumstances shall transfer of the drawings and other instruments of service on electronic media for use by the Client be deemed a sale by ARCTURIS and ARCTURIS makes no warranties, either express or implied, of merchantability and fitness for any particular purpose.

### **Professional Photography & Publicity**

ARCTURIS often chooses to have projects professionally photographed during and / or upon its completion. Client acknowledges that this is permissible and that such photography is permissible to utilize in ARCTURIS electronic and hard copy marketing materials and portfolio for promotion of ARCTURIS services. Should the Client prefer such photographs not be used publicly, Client shall document this in writing to ARCTURIS. Should Client desire to utilize the photographs taken by ARCTURIS, Client is solely responsible for all costs associated with copyright, usage, publication and so on as set forth by the Photographer.

### **Limitation of Liability**

To the maximum extent permitted by law, the Client agrees to limit ARCTURIS's liability for the Client's damages to the sum of \$ 25,000 or ARCTURIS's fee whichever is greater. This limitation shall apply regardless of cause of action or legal theory, pled or asserted.

### **Design/Build**

Client may solicit Design/Build proposals from subcontractors, based on ARCTURIS documents, understanding that Client is responsible for engineering services and certifications, for code compliance and the coordination of this work. ARCTURIS will review these documents only for consistency with its design concept.

### **Employees**

The Client agrees that it will not solicit or hire, directly or indirectly, any employee of ARCTURIS, without the prior written approval of ARCTURIS.

### **Choice of Law**

This Agreement shall be governed by the laws of the State of Missouri, including Choice of Law.

### **"NOTICE TO OWNER"**

*FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMo. TO AVOID THIS RESULT, YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.*

**RESOLUTION NO. 2015-25**

**A RESOLUTION AUTHORIZING THE EXECUTION BY  
THE CHAIRMAN OF THE DISTRICT OF AN  
AGREEMENT BETWEEN THE DISTRICT AND THE  
CONSULTING FIRM OF TRUE MEDIA, FOR  
CONSULTING SERVICES FOR THE DOWNTOWN  
COMMUNITY IMPROVEMENT DISTRICT 2016FY  
MEDIA PLAN**

WHEREAS, the Downtown Community Improvement District (the "District"), which was formed on February 7, 2011, by Ordinance No. 20866 (the "Ordinance") of the City Council of the City of Columbia, Missouri, is a political subdivision of the State of Missouri and is transacting business and exercising powers granted pursuant to the Community Improvement District Act, Sections 67.1401 through 67.1571, RSMo., as amended ("the Act"); and

WHEREAS, 67.1461.1 of the Act grants the board of directors (the "Board of Directors") of the District the authority to possess and exercise all of the District's legislative and executive powers; and

WHEREAS, True Media ("TRUE MEDIA") submitted the proposal/agreement to consult for the 2016FY Media Plan attached hereto as Exhibit A; and

WHEREAS, the Board of Directors determined that True Media has best satisfied the criteria for selection of services under the District's competitive bidding policies and as set forth in the request for qualifications produced by the District with respect to the True Media Agreement, including that True Media has the specialized experience and technical competence with respect to the consulting services sought, the capacity and capability to perform the services in the time required, a history and record of past performance that is acceptable, and familiarity with governmental entities such as a community improvement district; and


WHEREAS, the Board of Directors desires to engage True Media to perform the consulting services for the District as described in the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:

1. The Board of Directors hereby approves the True Media Agreement and the Chairman of the District is authorized to execute, and the Secretary is authorized to attest on behalf of the District, an agreement in substantially the form as the True Media Agreement attached hereto as Exhibit A.

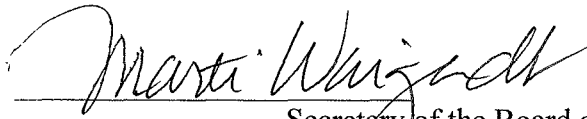
2. This resolution shall be in full force and effect from and after its passage by the Board of Directors.

Passed this 11<sup>th</sup> day of August, 2015.

  
\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:

  
\_\_\_\_\_, Secretary of the Board of Directors

**EXHIBIT A**  
**TO RESOLUTION NO. 2015-25**

**True Media Agreement**





truemedia®

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July 20, 2015

Dear Selection Committee,

Thank you for this opportunity to present True Media's capabilities to the Downtown Community Improvement District. We are very excited to respond to your RFP and we hope you will be equally impressed by the level of experience, size, and strategy that we bring to the table.

As the world of advertising becomes more fragmented with new technology and choices, and with an increasing number of consumers looking for content and entertainment on demand and through mobile devices, the importance of having the right strategic partner is vital. At True Media, we are laser focused on being a media strategy and communications company that delivers research-backed strategies based upon consumer behavior and evolving trends. And that's not just our opinion.

True Media has been recognized by numerous sources as one of the industries' leading thinkers in the media space. Recently, the Agency Post named us as one of the 100 fastest growing ad agencies in America and we were the 2014 recipient of the Bionic Agency of the Year Award.

But what does this mean for the Downtown CID? In the following response, you will see an experienced team of media planning and buying experts who understand how to take real-life business objectives and translate those into effective communication strategies that engage and motivate consumers to think and act differently. You will see that with True Media you'll get innovative and strategic thinking, from an experienced trusted partner who understands all forms of media – traditional, digital, mobile, and social media. You'll get the attention your account deserves from senior talent who'll be there from day one for every important meeting. And you'll get an agency that has years of experience in collaborating and working with other creative and brand agencies for your ultimate success.

In short, we believe we've put together the best team to collaborate with you to develop new, imaginative, innovative, and strategic approaches.

Regards,

Jack Miller  
President



truemedia

## General Information

### **True Media USA**

#### *Columbia*

500 Business Loop 70 West  
Columbia, Missouri 65203  
573-443-8783 (Voice)  
573-443-8784 (Fax)

#### *St. Louis*

1805 Borman Circle Drive  
St. Louis, Missouri 63146  
314-219-0946 (Voice)  
314-219-0947 (Fax)

### **True Media Canada**

#### *Calgary*

#420, 1032 17<sup>th</sup> Ave SW  
Calgary, Alberta T2T 0A5  
403-736-0001 (Voice)  
403-736-0002 (Fax)

Web Address: [www.truemediaservices.com](http://www.truemediaservices.com)

Blog: [www.truemediablog.com](http://www.truemediablog.com)

Twitter: [truemediagency](https://twitter.com/truemediagency)

Federal ID Number: 20 2385269

## Why True Media

True Media is a North American media strategy and communications company who understands that our primary job is to implement new and better ways for our clients to connect to their customers globally, regionally, and locally. While many agencies profess to understand media, they lack the depth of knowledge and research to understand how media outlets relate to each other and how digital and social media integrate with traditional channels to optimize a client's communication plan. This is not the case at True Media. We devote hundreds of thousands of dollars annually to market research, software, media analysis, and training for our media strategists to position ourselves and our clients ahead of competition. True Media can best be described as innovative, nimble, and laser-focused on increased efficiency for every media dollar spent.

Consistently ranked as one of the fastest growing companies in North America, True Media has a diversified portfolio and deep experience in the following industries:

- Healthcare
- Financial Services
- Oil & Gas
- Retail
- Education
- Agri-business
- Government
- Tourism

## Agency Recognition

Inc Magazine-Fastest Growing Companies

- 2010, 2011, 2012, 2013, 2014

2012 Missouri Fast Track Award Winner

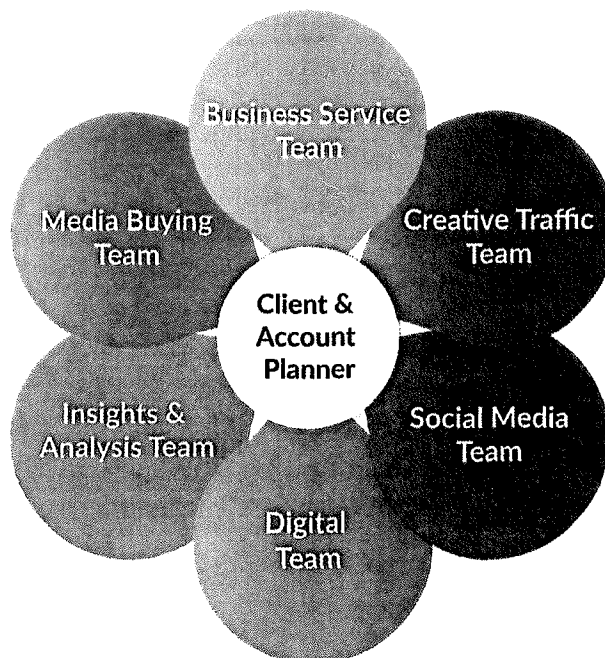
2013 Agency Post-100 Fastest Growing Ad Agencies in America

2014 Bionic Agency of the Year



## Agency Personnel

At True Media, our agency principal and department heads play active roles in the management of key accounts as well as in the strategic development of media plans and implementation. With some agencies you meet the top executives in the contract signing period and then junior employees with little or no experience take over your account. That will not happen at True Media. Your account is handled by experienced account planners, buyers and auditors along with agency principal and department head account supervision.



## **Executive Team:**



### **Jack Miller—President/Owner**

Jack Miller is the founder and president of True Media. Since its founding in 2005, True Media has pioneered new ways of blending traditional media, public relations, interactive and social media, to create effective communication strategies that cut through the clutter of today's highly saturated media world. In addition to serving as a former broadcast media owner, Jack is a serial entrepreneur and was awarded the 2015 Eastern Missouri Business Person of the Year from the Small Business Administration.



### **Stephanie Padgett—Director of Media Operations and Strategy**

Stephanie brings 25 years of media and research experience to True. Stephanie worked at Empower Media Marketing, The Media Audit and IMS prior to joining the team. She guided both national and local clients including Marion Merrel Dow, CNBC, Roto-Rooter, Clear Channel and CBS Radio to effectively leverage research to produce meaningful results. Stephanie was also on faculty at the Missouri School of Journalism where she helped to develop Mojo Ad, the first student-staffed ad agency which targeted the youth and young adult market.



### **Sean Cotton—VP of Digital and Social Media**

Sean Cotton has led the interactive department for True Media since joining the agency in 2006. Certified by both Google and Yahoo since 2007, Sean is on the cutting edge of everything digital from pay-per-click and banner advertising, to blogging, social networking, SEO and programmatic buying. Through Sean's leadership and guidance, True Media, a Google Certified agency since the program's inception, has developed and implemented numerous innovative and successful digital media plans for national, regional and local clients throughout the US and Canada.



### **Jim Miles—Controller**

As the controller for True Media, Jim wears many hats in balancing the financial interests of the agency, managing the True auditing department, Accounts Payable and Receivables. He has more than 25 years experience in accounting and financial related industries and oversees all financial systems between True Media US and True Media Canada.



### **Caroline Andriano—Director of Human Resources**

As a veteran HR Director, Caroline makes it her business to fully immerse herself in her company's trade while brining enthusiasm through the True Media doors every day. Under Caroline's direction, True Media experiences an employee turnover rate that is half of the industry average and is consistently ranked as one of the best companies to work for.

### **Proposed Account Team:**

#### **Michelle Magee—Account Planner**

Michelle is a proud Tiger alumna with over 17 years in the advertising business. Prior to joining True, she served as the sales representative for numerous local and regional clients at Columbia's ABC and Fox television affiliates and Zimmer Radio Group.

#### **Jeremy Lane—Digital and Social Media**

Jeremy leads our local digital and social media planning. He is Google certified in both paid search and display and deep experience in integrating campaigns into social media.

#### **Jim Hall—Media Buyer**

Jim is a 10 year veteran of True Media and one of the company's original employees. Prior to his stint at True, Jim worked at KMIZ/KQFX/KZOU television working with regional and national clients and served as a local morning on-air personality on KFRU radio for ten years.

## Research/Software Capabilities

With clients located all over North America, True Media executes numerous campaigns for a variety of industries. True Media's advanced research tools allow us to evaluate the clutter of media choices to determine the appropriate strategy, buying method, and media mix that achieves your goals. Some of our research and measurement/reporting tools include:

### **Research**

- Nielsen—Local Market TV Ratings
- Nielsen Audio—Local Market Radio Ratings
- MRI –Nationally syndicated research providing demographics, media usage, activities, lifestyle and psychographic data from a sample of 25,000 respondents
- Media Audit – Local market syndicated research providing demographics, media usage, activities, lifestyle and psychographic data
- Scarborough – Local market syndicated research providing demographics, media usage, activities, lifestyle and psychographic data
- SQAD – Radio and TV cost-per-points
- TAB – Traffic Audit Bureau provides out of home ratings and measurement for outdoor media
- Tapscan – County by County radio ratings
- Nielsen Online—Syndicated online audience measurement research that looks at e-commerce, advertising, search, video and mobile to offer dedicated analytics on digital consumer behavior

### **Software**

- Telmar – Calculates media reach and frequency, crosstabs from MRI, Scarborough, Media Audit
- Advantage – Account management, financial, and media order tracking system
- SmartPlus – Broadcast buying software which estimates and analyzes Nielsen Audio and Nielsen TV ratings
- SRDS online – access to media rates and data online
- SproutSocial-- Social media management tool which helps businesses find new customers & grow their social media presence
- Sizmek—A digital platform that optimizes the use of digital media creative including display ad serving, search, rich media, video, dynamic ads, mobile and emerging media.
- EMarketer – Research, trends and tactics for digital and industry-specific marketing
- Raven Tools - Measurement and analytics for search engine optimization, paid online advertising and social media
- SEMRush – Research tool and competitive analysis of pay-per-click advertising campaigns
- Spiral 16 – Monitoring tool for the Web used to identify trending topics, sentiment and 'buzz' associated with client brands
- WebCEO – SEO software used to perform site audits and identify SEO issues, manage SEO projects, track search engine rankings and provide online or offline reports for Web site search engine performance



## Pricing

It is True Media's policy to provide a written estimate prior to beginning any project for a client. We believe in a "no surprises" policy when it comes to both estimated costs and deliverable dates, and this is a policy we adhere to. It is also our policy to bill "actual" costs, assuring our clients that estimates are as accurate as possible when they are developed and that efficiencies are passed on to our clients whenever possible.

### **Estimated Scope of Services:**

1. Create a strategic media plan for The District's 2016 Fiscal Year
2. Partner with The District team to communicate deadlines and place all media purchases, ensuring that design elements are correctly specified and received by the media outlet in a timely manner
3. Coordinate all invoices and billings for purchased media, submitting a compiled monthly bill to The District
4. Track results of all media purchasing

### **For the proposed scope of services, True Media proposes the following pricing schedule:**

- |                                                                                                  |          |
|--------------------------------------------------------------------------------------------------|----------|
| • Media Plan Research and Development                                                            | \$3,750  |
| • Account Service, Media Planning, Buying, Auditing, Reconciliation, Billing, and Vendor Payment | \$11,250 |
| • Preparation and delivery of quarterly reports outlining media performance                      | \$2,000  |

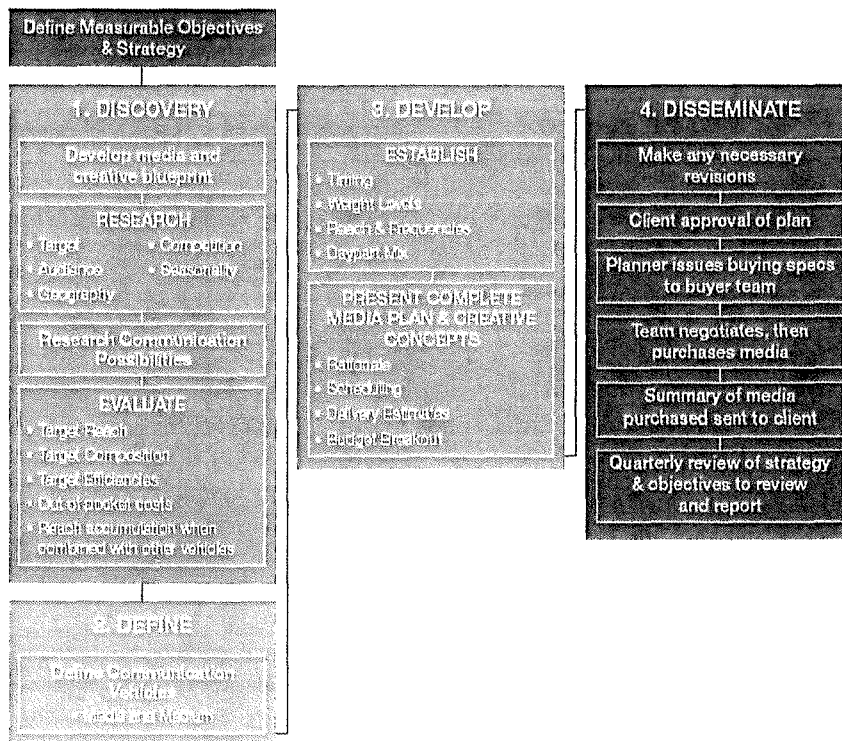
\*Fees are based upon proposed budget. Additional scope of work and/or increased budgets will result in additional estimates for services prior to commencing additional work.

## General Workflow Process and Implementation Timeline

On a more tactical level with regards to process and campaign execution, the following outline represents the preferred step-by-step process for the development of a standard buy. When necessary and based on timeline and budget, True Media is able to compress these steps for maximum efficiency.

### Step Action

1. Client/Agency kick-off Meeting
  - a. Finalize and sign all agency agreements
  - b. Collect materials from Client
  - c. Discuss campaign objectives and parameters
  - d. Develop Media Blueprint
2. Media Plan Development
  - a. Demographic research
  - b. Market research
  - c. Media research
3. Presentation of media strategy to client
4. Client approval of media plan
5. Negotiate final media buys
6. Send final negotiated prices and buys to Client Traffic creative to media
7. Stewardship of schedule during flight
8. Verifications/Billing and Post-Analysis
  - a. Bill media/services to client
  - b. Internal audit of media
  - c. Post broadcast media based upon recent rating numbers
  - d. True Media pays all media and vendors within 30-45 days of media invoice
9. Ongoing review with Client on campaign progress



## Insights and Analytics

At True Media, data and market research is the heart of our planning and buying process. In fact, we don't believe that efficient media buys can be made without a detailed analysis of the marketplace and consumer data. As such, we provide all True Media clients with appropriate analytics and research to explain our strategic approach and to show how traditional, digital, and social media work in tandem.

In addition, we also believe that a media plan is a living breathing document that requires regular optimization. Our team continually monitors all of the media to assure it is properly running in accordance with our objectives. It is important to decide on how success will be measured when we complete the Media Blueprint in the planning stage. This allows our team to check progress of achieving set benchmarks so that we can make any necessary adjustments to a media buy to optimize performance. In general, we monitor performance based on three key metrics; performance metrics, optimization metrics and success metrics.

Performance Metrics	Optimization Metrics	Success Metrics
eCPC	Viewability Rate	Sales/Profit
CPCV	Conversion Rate	Leads
CPA	Engagement Metrics	Market Share
CPL	CTR	
Site Traffic/Engagement	Contextual Relevance	
Perception/Favorability/Intent	Audience Reach	
Search & Social Activity	Frequency Performance	
	Brand Survey Metrics	

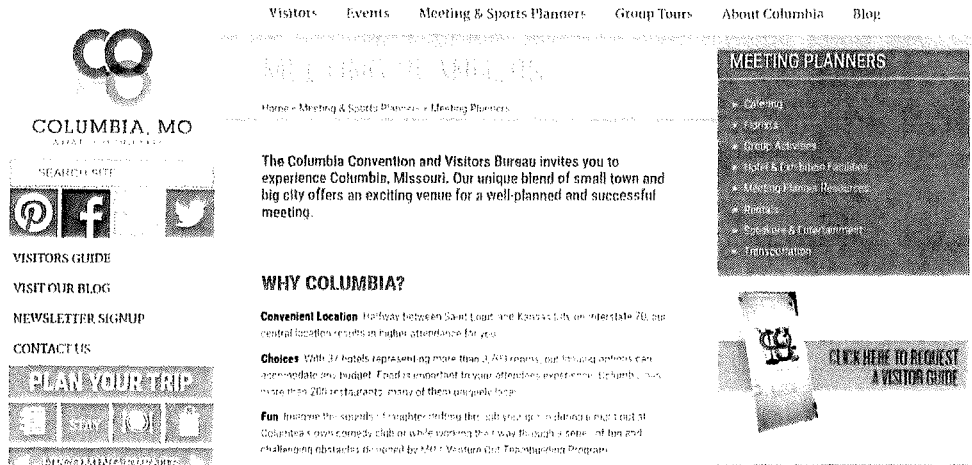
**Performance Metrics:** These are metrics that have been identified as key indicators of campaign performance and can be affected through campaign optimization.

**Optimization Metrics:** We monitor these metrics closely and adjust media placements to meet performance metric goals accordingly. It is very common for some optimization metrics to be viewed as performance metrics but in doing so, can negatively affect progress toward reaching the objectives of a campaign.

**Success Metrics:** Success metrics are established by the client, are specific and measurable. These are the objectives, that when reached, allow us an agency to help make our client's marketing teams heroes to their executive boards. Honest and close communication between True Media and client is necessary to set realistic and attainable business objectives.

## Case Study

**Objective:** Increase awareness and interest in Columbia as a convention destination



**Timing:** May 2015

**Budget:** \$5,000

### Media Strategies:

Leverage meetings and events attended by convention planners to increase awareness about Columbia's offerings and drive target audience to the CVB website for additional information.

- **Digital**
  - Geo-fenced convention location to serve mobile display ads to target attendees
  - Used device matching vendor to extend reach with target onto laptops, desktops and tablets outside of conference location
- **Results**
  - Campaign generated over 1,000 clicks in three days and results in over 800 visits to CVB Meeting Planner page
  - Campaign being replicated for five additional conventions

## **Category Experience (Tourism/Event Marketing/General Retail)**

Columbia Convention and Visitor's Bureau  
Agency of Record 2013-Current

University of Missouri  
Agency of Record 2006-Current

State of Missouri  
Agency of Record 2007-Current

Minnesota Timberwolves  
Agency of Record 2014-Current

Missouri Valley Conference  
Agency of Record 2012-Current

Central Bank of Boone County  
Agency of Record 2006-Current

Jefferson City Convention and Visitor's Bureau  
Agency of Record 2009-2012

Orscheln Farm and Home  
Agency of Record 2007-Current

Landmark Bank  
Agency of Record 2008-Current

Murdoch's Farm and Ranch  
Agency of Record 2012-Current

### **References:**

Columbia Convention and Visitor's Bureau  
Amy Schneider  
[anschnei@gocolumbiamo.com](mailto:anschnei@gocolumbiamo.com)  
(573) 875-1231

Columbia Parks and Recreation  
Rebecca Stidham  
[RJS@GoColumbiaMO.com](mailto:RJS@GoColumbiaMO.com)  
(573) 874-7550

# Exhibit A

## Media Blueprint

### True Media Media Blueprint

Client: \_\_\_\_\_ Campaign Name: \_\_\_\_\_ Date Presented: 1/1/2016

1. Please provide the description of media plan  
2. Please provide the budget for the campaign  
3. Please provide the start date

**OVERALL MARKETING OBJECTIVE/CAMPAIN GOAL**

What is the primary objective of this campaign? (Please provide a clear, measurable goal.)

What is the secondary objective of this campaign? (Please provide a clear, measurable goal.)

What is the tertiary objective of this campaign? (Please provide a clear, measurable goal.)

**TARGET AUDIENCE**

Age	Gender	Income	Education	Occupation	Interests	Behavior	Attitudes	Values	Needs	Wants	Desires
18-24	Male	\$10,000-\$14,999	High School	Student	Music, Sports	Active	Outgoing	Materialistic	Low	High	High
25-34	Female	\$15,000-\$19,999	College	Professional	Art, Travel	Active	Outgoing	Materialistic	Low	High	High
35-44	Male	\$20,000-\$24,999	College	Professional	Art, Travel	Active	Outgoing	Materialistic	Low	High	High
45-54	Female	\$25,000-\$29,999	College	Professional	Art, Travel	Active	Outgoing	Materialistic	Low	High	High
55-64	Male	\$30,000-\$34,999	College	Professional	Art, Travel	Active	Outgoing	Materialistic	Low	High	High
65+	Female	\$35,000-\$39,999	College	Professional	Art, Travel	Active	Outgoing	Materialistic	Low	High	High

**FINANCIAL** (Please provide the budget for the campaign in dollars and cents.)

Category	Amount	Start Date	End Date	Frequency	Daypart	Length	Spots	Cost per Spot	Total Cost
TV	\$100,000	1/1/16	12/31/16	3x/week	7-11p	30s	12	\$8,333	\$100,000
Radio	\$50,000	1/1/16	12/31/16	3x/week	7-11p	30s	12	\$4,167	\$50,000
Print	\$25,000	1/1/16	12/31/16	3x/week	7-11p	30s	12	\$2,083	\$25,000
Digital	\$25,000	1/1/16	12/31/16	3x/week	7-11p	30s	12	\$2,083	\$25,000
Other	\$0	1/1/16	12/31/16	3x/week	7-11p	30s	12	\$0	\$0

**GEOGRAPHY** (Please provide the geographic area(s) for the campaign.)

**BUDGET** (Please provide the budget for the campaign in dollars and cents.)

**CURRENT CONTRACTS** (Please provide any current contracts, agreements, or guarantees.)

**INTERACTIVE**

Do you have any interactive content? (Please provide details.)

Do you have any social media content? (Please provide details.)

Do you have any email content? (Please provide details.)

**SOCIAL**

Do you have any social media content? (Please provide details.)

Do you have any email content? (Please provide details.)

**CREATIVE**

Do you have any creative content? (Please provide details.)

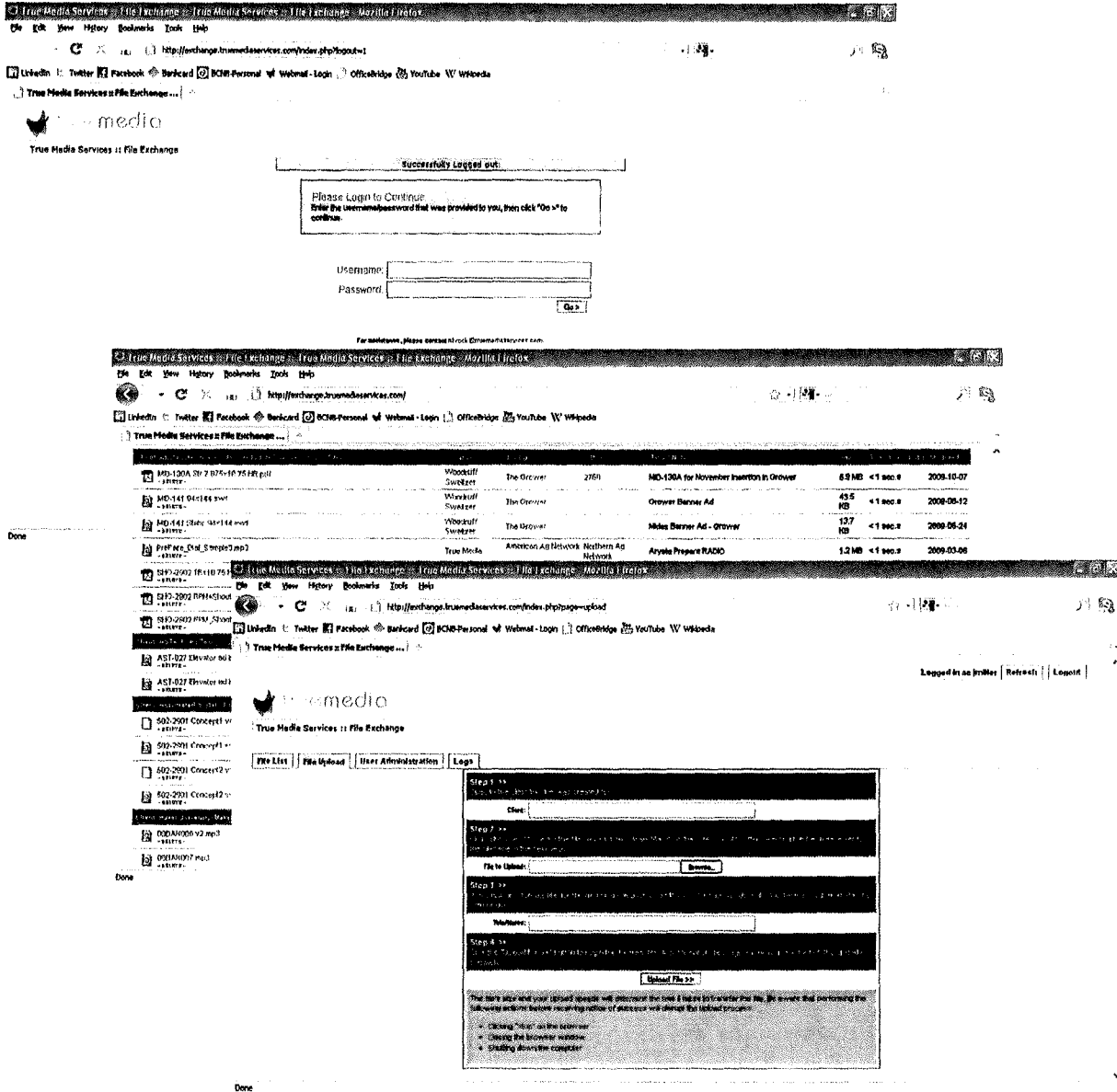
Do you have any email content? (Please provide details.)

**OTHER COMMENTS**

		2012																																																	
		January				February				March				April				May				June				July				August				September				October				November				December				Totals	
		30	2	9	16	23	30	6	13	20	27	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	29	5	12	19	26	2	9	16	23										
Political Windows																																																			
Olympics																																																			
Promotional Calendar																																																			
		Blood Let Me Binge				Tropicana				Charmcaster Free Labor				Phantom Salt Bay				Charmcaster																																	
TV																																																			
2200 TRPs																																																			
Cable																																																			
1200 TRPs																																																			
50 spots across MSNBC, USA, CNBC, Oxygen-Olympics																																																			
Radio																																																			
1320 TRPs																																																			
Mezzanines																																																			
Rebroadcast Lake- 1/2 pg 4																																																			
Rebroadcast Home-1/2 pg 4C																																																			
Rebroadcast Columbia 40C																																																			
Inside Columbia - PP4C																																																			
Interactive																																																			
Google Search																																																			
Cassia Media (Ad Network)																																																			
Social Media																																																			
Facebook Ads																																																			
Monthly Cost																																																			
Quarterly Cost																																																			

[illegible][illegible]

## Commercial Exchange System





# Exhibit D

## Sample Invoice Format



24 Broad St. 3rd Fl. Suite 201  
Columbus, MI 48101

### Invoice

Member  
Date  
Division  
Product

4213  
1/30/2009  
Columbus, MI  
Columbus, MI

Description	Amount
Magazines	\$66.70
Newspaper	\$2,400.00
Out-of-Home	\$2,660.00
Radio	\$6,213.00
Television	\$11,561.00
<b>Media Subtotal</b>	<b>\$27,748.00</b>

#### TOTAL:

**PAYMENT TERMS:** Payment Due upon Receipt

Thank you for using True Media. Visit us online at [www.truemediapublishers.com](http://www.truemediapublishers.com)


#### Invoice Detail Report

Invoice # 4213  
Client: Columbus, MI  
Division: Columbus, MI  
Product: Columbus, MI


Order	Order Date	Client PO	Media	Ad Spots of Spots	Headline Issue	Amount
<b>Magazines:</b>						
5794	12/15/2008		Jefferson City Magazines	Half Page Horizontal 4 Color	1 Jan Feb	\$66.70
<b>Newspaper:</b>						
5838	1/14/2009		Columbus Democrat	4 x 10	Don't Let Your First Wednesday	\$241.18
5839	1/14/2009		Columbus Democrat	4 x 10	Don't Let Your First Wednesday	\$241.18
5839	1/11/2009		Fulton Sun Gazette	4 x 10	Don't Let Your First Sunday	\$65.28
5839	1/11/2009		Fulton Sun Gazette	4 x 10	Don't Let Your First Sunday	\$65.28
5839	1/11/2009		Jeff City News Treasure Company	4 x 10	Don't Let Your First Sunday	\$65.51
5839	1/11/2009		Jeff City News Treasure Company	4 x 10	Don't Let Your First Sunday	\$65.51
<b>Out-of-Home:</b>						
4753	1/15/2009		Carver	10x25	Way to Start of the Weekend	\$67.00
5839	1/15/2009		Olympus Media LLC			\$90.00
5839	1/15/2009		Olympus Media LLC			\$90.00
<b>Radio:</b>						
5839	4/12		KALH-FM	17		\$42.00
5839	4/12		KALH-FM	47		\$2,013.00
5839	4/12		KALH-FM	35		\$1,353.00
5839	4/12		KALH-FM	47		\$1,944.00
5839	4/12		KALH-FM			\$11.00
5839	4/12		KALH-FM	35		\$934.00
<b>Television:</b>						
5839	4/12		KALH-TV	54		\$1,849.00
5839	4/12		KALH-TV	30		\$1,150.00
5839	4/12		KALH-TV	17		\$1,450.00
5839	4/12		KALH-TV	75		\$8,755.00
5839	4/12		KALH-TV	30		\$1,330.00
<b>Media Subtotal:</b>						<b>\$27,748.00</b>
<b>Invoice Subtotal</b>						<b>\$27,748.00</b>
<b>INVOICE #4213 TOTAL</b>						<b>\$27,748.00</b>

# Exhibit E

## Sample Credit/Makegood Forms



### CREDIT FORM



REPORT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

DATE: \_\_\_\_\_

SALES REPRESENTATIVE: \_\_\_\_\_

MARKET: \_\_\_\_\_

STATION: \_\_\_\_\_

STATION PROGRAM NUMBER: \_\_\_\_\_

STATION FAX NUMBER: \_\_\_\_\_

DAY	TIME	PROGRAM	SP (LENGTH)	SPOTS PER WEEK	RATE	STATION COMMENTS

Station Approval: \_\_\_\_\_

Accounting Dept. \_\_\_\_\_



### MAKEGOOD FORM



REPORT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

DATE: \_\_\_\_\_

SALES REPRESENTATIVE: \_\_\_\_\_

MARKET: \_\_\_\_\_

STATION: \_\_\_\_\_

STATION PROGRAM NUMBER: \_\_\_\_\_

STATION FAX NUMBER: \_\_\_\_\_

DAY	TIME	PROGRAM	SP (LENGTH)	SPOTS PER WEEK	RATE	STATION COMMENTS

Station Approval: \_\_\_\_\_

Buyer Approval: \_\_\_\_\_

Please sign and fax to Buyer

# Exhibit F

## Sample Post Buy Broadcast Report

### Multi-Market Post Summary by Station, Daypart, and Length

#### WICHITA - Television

True Media LLC  
29 South 9th, Suite 201  
Columbia, MO 65201  
873 443-8781

Flight Dates: December 11, 2007 - March 16, 2008

Station BPT/len	Estimated	Order#	Approved		
--------------------	-----------	--------	----------	--	--

#### Station: KAKE+

Early Morning 30	35.0	35.0	48.9
Percent Achieved:	142%	142%	
Early Morning Total	35.6	36.0	49.0
Percent Achieved:	142%	142%	
Early News 30	32.0	32.0	47.7
Percent Achieved:	92%	92%	
Early News Total	32.0	32.0	47.7
Percent Achieved:	92%	92%	
Prime Access 30	57.6	57.0	42.2
Percent Achieved:	74%	74%	
Prime Access Total	57.0	57.0	42.2
Percent Achieved:	74%	74%	
News 30	57.4	57.5	59.9
Percent Achieved:	104%	104%	
News Total	57.4	57.5	59.9
Percent Achieved:	104%	104%	
Length 30 Total	201.5	201.5	189.7
Percent Achieved:	94%	94%	
Station Total	201.5	201.5	189.7
Percent Achieved:	94%	94%	

#### Station: KGBS+

Report Date: 03/04/2008

Page 1

Market Total	798.5	798.5	805.0
Percent Achieved:	101%	101%	

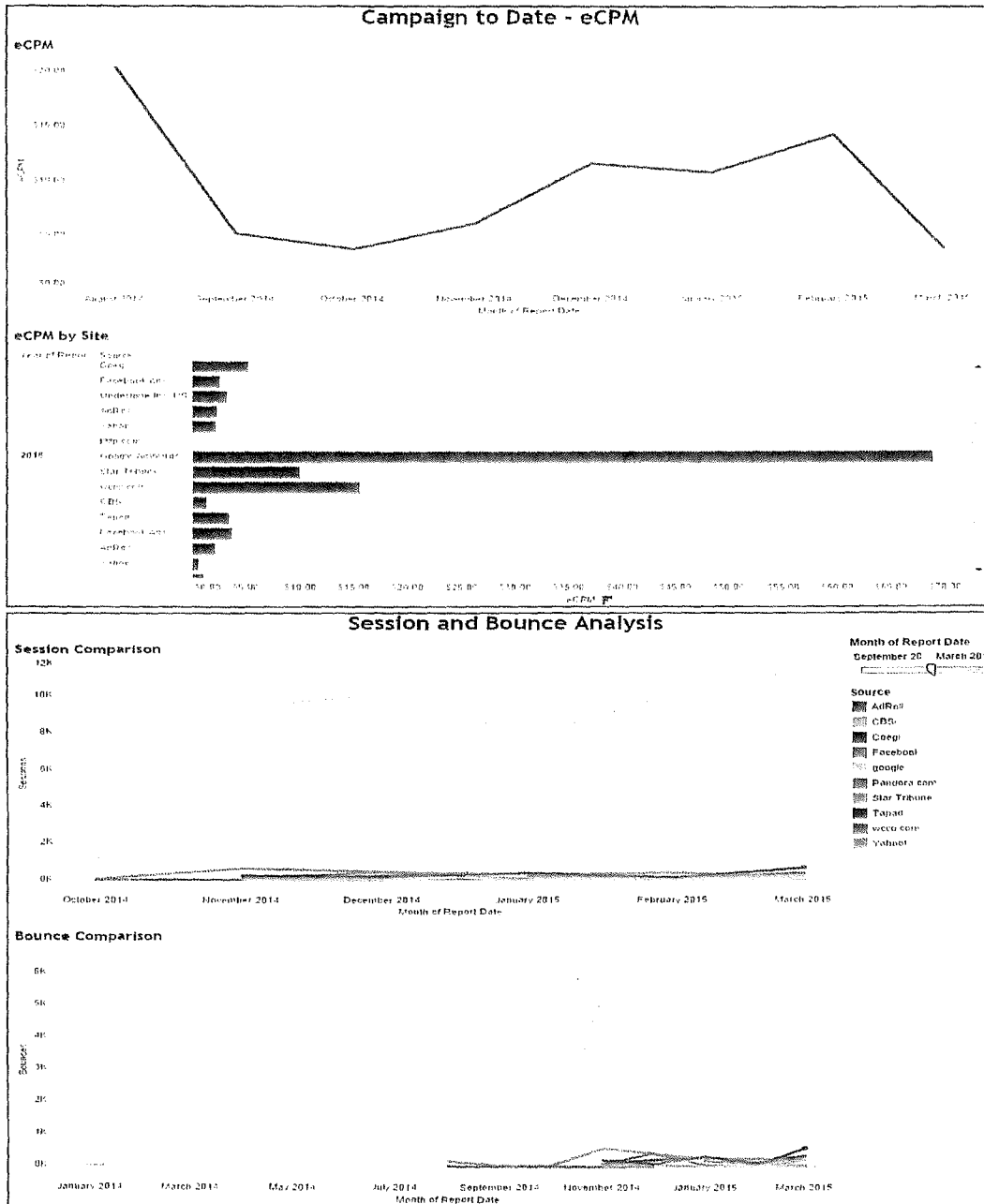
Station:  
February, 2008 & week ending Jan 04, 2008 thru Mar 14, 2008 (210 spots)

Report Date: 03/04/2008

Page 5

## Exhibit G

### Sample Dashboard Reporting



SON KANDER

MISSOURI  
SECRETARY  
OF STATE

## MISSOURI ONLINE BUSINESS FILING

 Online Help

## Limited Liability Company Details as of 7/8/2016

File Filings

1

Documents Home

Business Contact Online

Filing

Filing Filings

Home

Filing

\*Required Field

File Documents - select the filing from the "Filing Type" drop-down list, then click FILE ONLINE.  
 File Registration Reports - click FILE REGISTRATION REPORT.  
 Copies or Certificates - click FILE COPIES/CERTIFICATES.

---

RETURN TO  
SEARCH RESULTS

Select filing from the list.  
Filing Type Amended and Restated Articles of Organization

FILE  
ORDER

---

ORDER COPIES/  
CERTIFICATES

---

General Information	Filings	Address	Contact(s)
Name(s) True Media, LLC		<u>Address</u>	
Type Limited Liability Company		Charter No. LC0642105	
Domestically Domestic		Status Active	
Registered Agent Miller, Jack P. 500 Business Loop 70 West Columbia, MO 65203		Date Formed 2/23/2005	
Duration Perpetual			
Managed by			

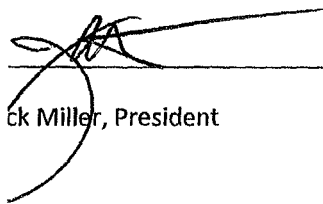
---

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True Media, LLC  
500 Business Loop 70 West  
Columbia, Missouri 65203

July 8, 2015

True Media, LLC is current on payments of its Federal income tax withholdings, Missouri income tax withholdings, and Missouri unemployment insurance.

A handwritten signature in black ink, appearing to read "Rick Miller", is written over a horizontal line. The signature is stylized with a large, sweeping loop on the left side.

Rick Miller, President

A handwritten signature in black ink, appearing to read "Hal Fisher", is written over a horizontal line. The signature is written in a cursive, flowing style.

Hal Fisher, CPA

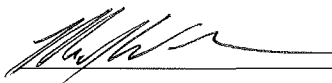
**RESOLUTION NO. 2015-26**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT APPROVING THE 2015  
COLUMBIA SPECIAL BUSINESS DISTRICT PROPERTY  
TAX RATE AT \$0.00**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN  
COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

The Downtown Community Improvement District (the "District") hereby approves of the 2015 Columbia Special Business District Property Tax Rate be \$0.00.

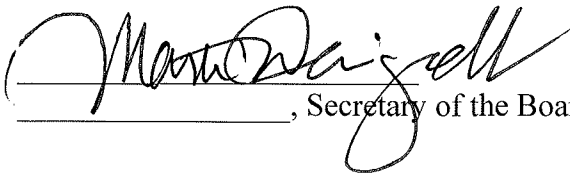
Passed this 20th day of August, 2015.



\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:



\_\_\_\_\_, Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2015-26**

**August 20, 2015 Meeting Minutes**



**Community Improvement District  
Board of Directors Special Meeting  
August 20, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Adam Dushoff, Addison's  
Tony Grove, Grove Construction, LLC  
Mike Wagner, Boone County National Bank  
Mike McClung, Dungarees

Andy Waters, Columbia Tribune  
Ben Wade, Guitarfinder  
John Ott, Alley A Realty  
Deb Sheals, Historic Preservation  
Blake Danuser, Bingham's

**Absent:**

Skip Walther, Walther, Antel, Stamper & Fischer  
Tom Schwarz, Landmark Bank  
Allan Moore, Moore & Shryock Appraisals  
Tom Mendenhall, The Lofts at 308 Ninth  
Marti Waigandt, 808 Cherry St.

**Guests:**

None

**Public Hearing**

Opportunity for all citizens and interested parties to be heard in relation to the setting of the special assessment rate based on the value of real property for the Downtown Community Improvement District for 2015 to fund the District's FY2016 Annual Budget.

**2015 Columbia Special Business District Tax Rate**

Dushoff motioned to set the 2015 Columbia Special Business District Tax Rate at \$0.00, McClung seconded and none were opposed.

**2015 Downtown Community Improvement District Special Assessment Rate**

McClung motioned to set the 2015 Downtown Community Improvement District Special Assessment Rate based on the value of real property at \$0.4778 cents per \$100 assessed valuation, which represents no change in assessment rate. Dushoff seconded and none were opposed.

**Meeting Adjourned**



WENDY S. NOREN  
BOONE COUNTY CLERK  
801 E WALNUT RM 236  
COLUMBIA, MO. 65201  
573-886-4295 FAX 573-886-4300

TO ALL TAXING ENTITIES

FROM: WENDY S NOREN BOONE COUNTY CLERK

RE; 2015 TAX RATES

*Attached are your pro-forma tax rate calculations from the State Auditor's office. Your tax rate ceiling for this year is listed on Line 2.*

*Some of you may notice your total assessed valuation is different than the number certified in July. The total assessed valuation on the State Auditor form is adjusted for any TIF increments for this year (Tiger and Doubletree Hotel TIF ).*

**REMINDER:**

**You must hold a public hearing and set your 2015 tax rate no later than SEPTEMBER 1.**

**Return the following to my office as soon as possible after you set your levy but no later than September 10**

- Complete the Highlighted areas of the form – enter 0 for items that do not apply
- send a copy of the ordinance or minutes of the meeting where your rate was adopted

**If you have a Debt Service Levy the maximum amount you can levy for debt service is detailed on TAX RATE FORM C on the last page of the packet.**

**ENTITIES WITH 2015 TAX RATE VALUES ADJUSTED FOR TIF INCREMENTS: 3,447,795**

COUNTY OF BOONE  
COLUMBIA SCHOOL  
CITY OF COLUMBIA  
COLUMBIA SPECIAL BUSINESS DISTRICT  
COLUMBIA LIBRARY



NICOLE R. GALLOWAY, CPA  
Missouri State Auditor

MEMORANDUM

August 10, 2015

**TO:** 15-010-0001 Columbia Special Business District  
**FROM:** Becky Webb, CPA  
Local Government Supervisor  
**RE:** Setting of 2015 Property Tax Rates

The following are the tax rate computational forms that have been reviewed. Please follow the steps below to complete the process of setting your 2015 Property Tax Rate(s).

1. **Lines G - BB on the tax rate summary page should be completed** to show the actual tax rate(s) to levy.
2. Please **sign and date the tax rate summary page.**
3. Please **submit the finalized tax rate forms ready for certification to the County Clerk of each county** that your political subdivision resides in. The County Clerk must also sign the tax rate summary page and indicate the proposed tax rate to be entered on the tax books before submitting to the State Auditor's Office for final review and certification.

If the attached pro forma calculation differs from the questionnaire submitted for review, please review the following line items for the reason(s) for the difference.

- **Form A, Line 2b - New Construction and Improvements - Personal Property**

Section 137.073.4, RSMo. states, the aggregate increase in valuation of personal property for the current year over that of the previous year is the equivalent of the new construction and improvements factor for personal property.

- **Form A, Line 5 - Prior Year Assessed Valuation**

If the 2015 questionnaire has a different amount on Form A, Line 5 than was previously submitted, we had to revise the 2014 calculation for this change. The revised 2014 tax rate ceiling is listed on the 2015 Tax Rate Summary Page, Line A. Your primary County Clerk should forward a copy of the revised 2014 calculation, please keep this form for your files.

- **Tax Rate Summary Page, Line AA - Debt Service**

If Form C, Line 3 is lower than originally reported, we reduced this line item, as it was too high. The estimated cost of collection is normally 2% to 10% of Line 2.

If the pro forma calculation has a different amount on Form C, Line 4 than originally reported, it was reduced as it appeared to be too high based on the bonds registered with our office.

- **(SCHOOL DISTRICTS ONLY) Form A, Line 14**

We revised the information the school district submitted on Line 14 to the amount computed by the Department of Elementary and Secondary Education (DESE).

If you have any questions about the enclosed forms, please contact the tax rate section at (573 751-4213.)



# PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

8/10/2015

## Tax Rate Summary

(2015)

For Political Subdivisions OTHER THAN SCHOOLS Levying a Single Rate on ALL PROPERTY

Columbia Special Business District

15-010-0001

General Revenue

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

The final version of this form MUST be sent to the County Clerk to forward to the State Auditor's Office.

The information to complete the Tax Rate Summary Page is available from prior year forms, computed on the attached forms, or computed on this page.

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Tax Rate Data page at the end of these forms provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

For Political Subdivision Use in Calculating its Tax Rate

A. Prior Year Tax Rate Ceiling as defined in Chapter 137 RSMo. Revised if the Prior Year Data Changed or a Voluntary Reduction was taken in a Non-Reassessment Year. (Prior Year Tax Rate Summary Page, Line F minus Line H)	0.0000
B. Current Year Rate Computed Pursuant to Article X, Section 22 of the Missouri Constitution and Section 137.073, RSMo. If no Voter Approved Increase (Form A, Line 18)	0.0000
C. Amount of Rate Increase Authorized by Voters for Current Year (If Same Purpose) Greater of the Voter Approved Increase or Voter Approved Increase Adjusted to provide the revenue available if applied to prior assessment & increased by the CPI %. (Form B, Line 15)	
D. Rate to Compare to Maximum Authorized Levy to Determine Tax Rate Ceiling [Line B (if no election), Otherwise Line C (if there was an election)]	0.0000
E. Maximum Authorized Levy Enter the Most Recent Voter Approved Rate	0.8500
F. Current Year Tax Rate Ceiling (Lower of Line D or E) Maximum Legal Rate to Comply with Missouri Laws	0.0000
G1. Less Required Sales Tax Reduction taken from Tax Rate Ceiling (Line F), If Applicable	
G2. Less 20% Required Reduction 1st Class Charter County Political Subdivision NOT Submitting an Estimate Non-Binding Tax Rate to the County(ies) taken from Tax Rate Ceiling (Line F).	
H. Less Voluntary Reduction By Political Subdivision taken from the Tax Rate Ceiling (Line F). WARNING: A VOLUNTARY REDUCTION TAKEN IN AN EVEN NUMBERED YEAR WILL LOWER THE TAX RATE CEILING FOR THE FOLLOWING YEAR	.000
I. Plus Allowable Recoupment Rate added to Tax Rate Ceiling (Line F). If Applicable (Attach Form G or H)	.000
J. Tax Rate To Be Levied (Line F - Line G1 - Line G2 - Line H + Line I)	.000
AA. Rate To Be Levied For Debt Service If Applicable (Form C, Line 10)	.000
BB. Additional Special Purpose Rate Authorized By Voters After the Prior Year Tax Rates were Set. Greater of the Voter Approved Increase or Voter Approved Increase Adjusted to provide the revenue available if applied to prior year assessment & increased by CPI %. (Form B, Line 15 if Different Purpose)	.000

### CERTIFICATION

I, the undersigned, Executive Director (Office) of Columbia Special Business District (Political Subdivision) levying a rate in Boone County (ies) do hereby certify that the data set forth above and on the accompanying forms is true and accurate to the best knowledge and belief.

Please complete Line G through BB, sign this form, and return to the County Clerk(s) for final certification.

8-19-15	Anne K Essing	Anne K ESSING	573-442-6816
(Date)	(Signature)	(Print Name)	(Telephone)

Proposed rate to be entered on tax books by County Clerk

Based on Certification from the Political Subdivision: Lines

J 0 AA 0 BB 0

Section 137.073.7 RSMo, states that no tax rate shall be extended on the tax rolls by the county clerk unless the political subdivision has complied with the foregoing provisions of this section.

(Date)	(County Clerk's Signature)	(County)	(Telephone)



## PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

8/10/2015

## Tax Rate Form A

(2015)

## For Political Subdivisions OTHER THAN SCHOOLS Levying a Single Rate on ALL PROPERTY

Columbia Special Business District

15-010-0001

General Revenue

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

The final version of this form MUST be sent to the County Clerk to forward to the State Auditor's Office.

Computation of reassessment growth and rate for compliance with Article X, Section 22 and Section 137.073, RSMo.

## 1. (2015) Current Year Assessed Valuation

Include the current state and locally assessed valuation obtained from the County Clerk, County Assessor, or comparable office finalized by the local board of equalization.

(a)	37,081,221	+	(b)	0	=	37,081,221
	(Real Estate)			(Personal Property)		(Total)

## 2. Assessed Valuation of New Construction and Improvements

2(a) - Obtained from the County Clerk or County Assessor

2(b) - Increase in Personal Property. Use the formula listed under Line 2(b).

(a)	0	+	(b)	0	=	0
	(Real Estate)			Line 1(b) - 3(b) - 5(b) + 6(b) + 7(b) If Line 2b is Negative, Enter Zero		(Total)

## 3. Assessed Value of Newly Added Territory

Obtained from the County Clerk or County Assessor.

(a)	2,370,604	+	(b)	0	=	2,370,604
	(Real Estate)			(Personal Property)		(Total)

## 4. Adjusted Current Year Assessed Valuation

[Line 1 (Total) - Line 2 (Total) - Line 3 (Total)]

34,710,617

## 5. (2014) Prior Year Assessed Valuation

Include prior year locally assessed valuation obtained from the County Clerk, County Assessor, or comparable office finalized by the local board of equalization.Note: If this is different than the amount on the Prior Year Form A, Line 1, then revise the Prior Year tax rate form to re-calculate the Prior Year Tax Rate Ceiling. Enter the revised Prior Year Tax Rate Ceiling on this year's Tax Rate Summary Page, Line A.

(a)	36,031,764	+	(b)	0	=	36,031,764
	(Real Estate)			(Personal Property)		(Total)

## 6. Assessed Value of Newly Separated Territory

Obtained from the County Clerk or County Assessor.

(a)	0	+	(b)	0	=	0
	(Real Estate)			(Personal Property)		(Total)

## 7. Assessed Value of Property Locally Assessed in Prior Year, but State Assessed in Current Year

Obtained from the County Clerk or County Assessor.

(a)	0	+	(b)	0	=	0
	(Real Estate)			(Personal Property)		(Total)

## 8. Adjusted Prior Year Assessed Valuation

[Line 5 (Total) - Line 6 (Total) - Line 7 (Total)]

36,031,764



## PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

8/10/2015

## Tax Rate Form A

(2015)

## For Political Subdivisions OTHER THAN SCHOOLS Levying a Single Rate on ALL PROPERTY

Columbia Special Business District

15-010-0001

General Revenue

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

The final version of this form MUST be sent to the County Clerk to forward to the State Auditor's Office.

Computation of reassessment growth and rate for compliance with Article X, Section 22 and Section 137.073, RSMo.

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Tax Rate Data page at the end of these forms provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

For Political  
Subdivision Use in  
Calculating its Tax  
Rate

9. **Percentage Increase in Adjusted Valuation** of existing property in the current year over the prior year's assessed valuation.

$[(\text{Line 4} - \text{Line 8}) / \text{Line 8}] \times 100$

-3.6666%

10. **Increase in Consumer Price Index**  
as Certified by the State Tax Commission.

0.8000%

11. **Adjusted Prior Year Assessed Valuation**  
(Line 8)

36,031,764

12. **(2014) Tax Rate Ceiling From Prior Year**  
(Tax Rate Summary Page, Line A)

0.0000

13. **Maximum Prior Year Adjusted Revenue**  
from property that existed in both years  $[(\text{Line 11} \times \text{Line 12}) / 100]$

0

14. **Permitted Reassessment Revenue Growth**  
The percentage entered on Line 14 should be the lower of the actual growth (Line 9), the CPI (Line 10) or 5%.

A negative figure on Line 9 is treated as a zero for Line 14 purposes.  
Do not enter less than 0, nor more than 5%.

0.0000%

15. **Additional Reassessment Revenue Permitted**  
(Line 13 x Line 14)

0

16. **Total Revenue Permitted in Current Year \***  
from property that existed in both years (Line 13 + Line 15)

0

17. **Adjusted Current Year Assessed Valuation**  
(Line 4)

34,710,617

18. **Maximum Tax Rate Permitted by Article X, Section 22 and  
Section 137.073 RSMo.**  $[(\text{Line 16} / \text{Line 17}) \times 100]$   
Round a fraction to the nearest one/one hundredth of a cent.  
Enter this rate on the Tax Rate Summary Page, Line B.

0.0000

\* To compute the total property tax revenues BILLED for the current year (including revenues from all new construction and improvements and annexed property), multiply Line 1 by the rate on Line 18 and divide by 100. The property tax revenues BILLED would be used in estimating budgeted revenues.



# PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

8/10/2015

## Informational Tax Rate Data

(2015)

### For Political Subdivisions OTHER THAN SCHOOLS Levying a Single Rate on ALL PROPERTY

Columbia Special Business District

15-010-0001

General Revenue

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

This page shows the information that would have been on the line items for the Summary Page, Form A, and/or Form B had no voluntary reduction(s) been taken in prior even numbered year(s). The information on this page should not be used in the current year unless the taxing authority wishes to reverse any voluntary reduction(s) taken in prior even numbered year(s) and follows the following steps in an even numbered year.

Step 1 The governing body should hold a public hearing and adopt a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate.

Step 2 Submit a copy of the resolution, policy statement, or ordinance to the State Auditor's Office for review.

Based on Prior  
Year Tax Rate  
Ceiling as if No  
Voluntary  
Reductions  
were Taken

#### Informational Tax Rate Summary Page Information

A. Prior Year Tax Rate Ceiling (Prior Year Informational Tax Rate Data, Line F)	0.5108
B. Current Year Rate Computed (Informational Form A, Line 18 below)	0.5302
C. Amount of Increase Authorized by Voters for Current Year (Informational Form B, Line 15 below)	
D. Rate to Compare to Maximum Authorized Levy [Line B (if no election), Otherwise Line C (if there was an election)]	0.5302
E. Maximum Authorized Levy (Most Recent Voter Approved Rate)	0.8500
F. Tax Rate Ceiling if No Voluntary Reductions were Taken in a Prior Even Numbered Year (Lower of Line D or E)	0.5302

#### Informational Form A, Page 2 Information

9. Percentage Increase in Adjusted Valuation [(Form A, Line 4 - Line 8) / Line 8 x 100]	-3.6666%
10. Increase in Consumer Price Index as Certified by the State Tax Commission.	0.8000%
11. Adjusted Prior Year Assessed Valuation (Form A, Line 8)	36,031,764
12. (2014) Tax Rate Ceiling From Prior Year (Informational Summary Page, Line A from above)	0.5108
13. Maximum Prior Year Adjusted Revenue from property that existed in both years. [(Line 11 x Line 12) / 100]	184,050
14. Permitted Reassessment Revenue Growth The percentage entered on Line 14 should be the lower of the actual growth (Line 9), the CPI (Line 10), or 5%. A negative figure on Line 9 is treated as a zero for Line 14 purposes. Do not enter less than 0, nor more than 5%.	0.0000%
15. Additional Reassessment Revenue Permitted (Line 13 x Line 14)	0
16. Total Revenue Permitted in Current Year from property that existed in both years. (Line 13 + Line 15)	184,050
17. Adjusted Current Year Assessed Valuation (Form A, Line 4)	34,710,617
18. Maximum Tax Rate Permitted by Article X, Section 22 and Section 137.073 RSMo. If No Voluntary Reduction was Taken [(Line 16 / Line 17) x 100]	0.5302

#### Informational Form B, Page 2 Information

6. Prior Year Tax Rate Ceiling to Apply Voter Approved Increase to. (Informational Tax Rate Summary Page, Line A if Increase to an Existing Rate, Otherwise 0)	
7. Voter Approved Increased Tax Rate to Adjust (If an "Increase of" ballot, Line 5a + Line 6. If an "Increase to" ballot, Line 5b)	
8. Adjusted Prior Year Assessed Valuation (Form A, Line 8)	
9. Maximum Prior Year Adjusted Revenue from property that existed in both years. (Line 7 x Line 8 / 100)	
10. Consumer Price Index (CPI) as Certified by the State Tax Commission.	
11. Permitted Revenue Growth for CPI (Line 9 x Line 10)	
12. Total Revenue Allowed from the Additional Voter Approved Increase from property that existed in both years. (Line 9 + Line 11)	
13. Adjusted Current Year Assessed Valuation (Form A, Line 4)	
14. Adjusted Voter Approved Increased Tax Rate (Line 12 / Line 13 x 100)	
15. Amount of Rate Increase Authorized by Voters for the Current Year (If Line 7 > Line 14, then Line 7, Otherwise, Line 14)	

**RESOLUTION NO. 2015-27**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT APPROVING THE SPECIAL ASSESSMENT RATE BASED ON THE VALUE OF REAL PROPERTY FOR THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT FOR 2015 TO FUND THE FY2016 ANNUAL BUDGET AT 0.4778 CENTS PER \$100 ASSESSED VALUATION**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

The Downtown Community Improvement District (the "District") hereby approves that the special assessment rate for the 2015 Downtown Community Improvement District property assessment is 0.4778 cents per \$100 assessed valuation. This represents no change in assessment rate.

Passed this 20th day of August, 2015.



\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:



\_\_\_\_\_, Secretary of the Board of Directors



**EXHIBIT A  
TO RESOLUTION NO. 2015-27**

**August 20, 2015 Meeting Minutes**

**Community Improvement District  
Board of Directors Special Meeting  
August 20, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Adam Dushoff, Addison's  
Tony Grove, Grove Construction, LLC  
Mike Wagner, Boone County National Bank  
Mike McClung, Dungarees

Andy Waters, Columbia Tribune  
Ben Wade, Guitarfinder  
John Ott, Alley A Realty  
Deb Sheals, Historic Preservation  
Blake Danuser, Bingham's

**Absent:**

Skip Walther, Walther, Antel, Stamper & Fischer  
Tom Schwarz, Landmark Bank  
Allan Moore, Moore & Shryock Appraisals  
Tom Mendenhall, The Lofts at 308 Ninth  
Marti Waigandt, 808 Cherry St.

**Guests:**

None

**Public Hearing**

Opportunity for all citizens and interested parties to be heard in relation to the setting of the special assessment rate based on the value of real property for the Downtown Community Improvement District for 2015 to fund the District's FY2016 Annual Budget.

**2015 Columbia Special Business District Tax Rate**

Dushoff motioned to set the 2015 Columbia Special Business District Tax Rate at \$0.00, McClung seconded and none were opposed.

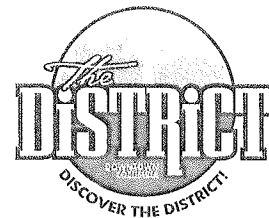
**2015 Downtown Community Improvement District Special Assessment Rate**

McClung motioned to set the 2015 Downtown Community Improvement District Special Assessment Rate based on the value of real property at \$0.4778 cents per \$100 assessed valuation, which represents no change in assessment rate. Dushoff seconded and none were opposed.

**Meeting Adjourned**



**The District** • Downtown Community Improvement District  
11 South 10th Street • Columbia, MO 65201 • (573) 442-6816  
[DiscoverTheDistrict.com](http://DiscoverTheDistrict.com)



August 21, 2015

Dear Mr. Dykhous,

On August 20, 2015, the Board of the Downtown Community Improvement District (CID) voted unanimously to set the CID property assessment at .4778 per \$100 of assessed value. This is in keeping with the approved CID Petition and the Tax Collection Agreement between the CID and Boone County.

If you have any questions or need any further information from us, please feel free to contact me at 442-6816. Thank you for your assistance.

Sincerely,

Katie Essing  
Executive Director  
Downtown Community Improvement District

#### **CID Board**

Blake Danuser  
Binghams

Adam Dushoff  
Addison's

Tony Grove  
Grove Construction

Christina Kelley  
Makes Scents

Tom Mendenhall  
The Lofts at 308 Ninth

Michael McClung  
Quinton's, Resident

Allan Moore  
Moore & Shryock

John Ott  
Paramount Building

Tom Schwarz  
Landmark Bank

Deb Sheals  
Historic Preservation Consulting

Ben Wade  
Guitarfinder

Michael Wagner  
Boone County National Bank

Marti Waigandt  
808 Cherry

Skip Walther  
Walther, Antel, Stamper & Fischer

Andrew Waters  
Columbia Daily Tribune

**Notice of Public Hearing on Downtown Community Improvement District  
Property Assessment Rate**

Notice is hereby given of a public hearing before the Board of the Downtown Community Improvement District to be held in the District offices, 11 S. Tenth St, Columbia, Missouri, on Thursday, August 20, 2015 at 4:00 pm to give all citizens and interested parties an opportunity to be heard in relation to the setting of the special assessment rate based on the value of real property for the Downtown Community Improvement District for 2015 to fund the District's FY2016 Annual Budget.

Be further notified that the assessed valuation by category of real and other tangible property in the Downtown Community Improvement District for FY 2016 for which the 2015 special assessment rate is to be levied as follows:

Real Estate (existing)	\$40,125,591
Real Estate (new construction)	<u>\$ 2,422,949</u>
<b>Total</b>	<b>\$42,548,540</b>

Be further notified that the assessed valuation by category of real and other tangible property in the Downtown Community Improvement District for the preceding taxable year (2014 tax year) is as follows:

Real Estate (existing)	\$38,238,932
Real Estate (new construction)	<u>\$ 0</u>
<b>Total</b>	<b>\$38,238,932</b>

Be further notified that the amount of revenue required to be provided from the special assessment to satisfy the revenue requirements of the proposed Downtown Community Improvement District FY2016 Annual Budget is as follows:

**Community Improvement District**

Real Property (existing) .....	\$186,246
<b>TOTAL .....</b>	<b>\$186,246</b>

Be further notified that the special assessment rate proposed to be set for the 2015 Downtown Community Improvement District property assessment is 0.4778 cents per \$100 assessed valuation. This represents no change in assessment rate.

## AFFIDAVIT OF PUBLICATION

STATE OF MISSOURI ) ss.  
County of Boone )

I, Candra Galiley, being duly sworn according to law, state that I am one of the publishers of the Columbia Daily Tribune, a daily newspaper of general circulation in the County of Boone, State of Missouri, where located; which newspaper has been admitted to the Post Office as periodical class matter in the City of Columbia, Missouri, the city of publication; which newspaper has been published regularly and consecutively for a period of three years and has a list of bona fide subscribers, voluntarily engaged as such, who have paid or agreed to pay a stated price for a subscription for a definite period of time, and that such newspaper has complied with the provisions of Section 493.050, Revised Statutes of Missouri 2000, and Section 59.310, Revised Statutes of Missouri 2000. The affixed notice appeared in said newspaper on the following consecutive issues:

1st Insertion	August 12, 2015
2nd Insertion	
3rd Insertion	
4th Insertion	
5th Insertion	
6th Insertion	
7th Insertion	
8th Insertion	
9th Insertion	
10th Insertion	
11th Insertion	
12th Insertion	
13th Insertion	
14th Insertion	
15th Insertion	
16th Insertion	
17th Insertion	
18th Insertion	
19th Insertion	
20th Insertion:	
21st Insertion:	
22nd Insertion:	

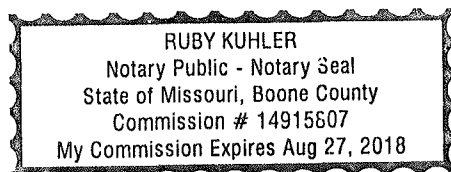
\$68.34

Printer's Fee

Subscribed & sworn to before me this 13 day of August, 2015

By: Candra Galiley  
Candra Galiley

Notary Public



Notice of Public Hearing on Downtown Community Improvement District Property Assessment Rate

Notice is hereby given of a public hearing before the Board of the Downtown Community Improvement District to be held in the District offices, 11 S. Tenth St, Columbia, Missouri, on Thursday, August 20, 2015 at 4:00 pm to give all citizens and interested parties an opportunity to be heard in relation to the setting of the special assessment rate based on the value of real property for the Downtown Community Improvement District for 2015 to fund the District's FY2016 Annual Budget.

Be further notified that the assessed valuation by category of real and other tangible property in the Downtown Community Improvement District for FY 2016 for which the 2015 special assessment rate is to be levied as follows:

Real Estate (existing)  
\$40,125,591

Real Estate (new construction)  
\$ 2,422,949

Total /s\$42,548,540

Be further notified that the assessed valuation by category of real and other tangible property in the Downtown Community Improvement District for the preceding taxable year (2014 tax year) is as follows:

Real Estate (existing)  
\$38,238,932

Real Estate (new construction)  
\$ 0  
Total /s\$38,238,932

Be further notified that the amount of revenue required to be provided from the special assessment to satisfy the revenue requirements of the proposed Downtown Community Improvement District FY2016 Annual Budget is as follows:

Community Improvement District  
Real Property (existing)  
.....\$186,246  
TOTAL.....\$186,246

Be further notified that the special assessment rate proposed to be set for the 2015 Downtown Community Improvement District property assessment is 0.4778 cents per \$100 assessed valuation. This represents no change in assessment rate.  
INSERTION DATE: August 12, 2015

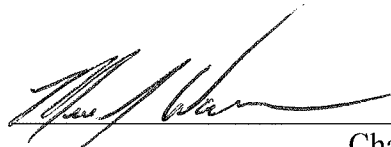
**RESOLUTION NO. 2015-28**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT APPROVING MINUTES OF  
THE BOARD OF DIRECTORS MEETING HELD AUGUST,  
2015**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN  
COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

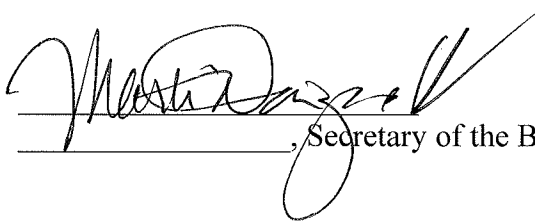
The Downtown Community Improvement District (the "District") hereby approves of the meeting minutes for the meeting of the Directors held August, 2015.

Passed this 8th day of September, 2015.

  
\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:

  
\_\_\_\_\_, Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2015-28**

**August, 2015 Meeting Minutes**

**Community Improvement District  
Board of Directors Meeting  
August 11, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Marti Waigandt, 808 Cherry St.  
Adam Dushoff, Addison's  
Tom Mendenhall, The Lofts at 308 Ninth  
Mike Wagner, Central Bank of Boone  
County

Skip Walther, Walther, Antel, Stamper &  
Fischer  
Mike McClung, Carhart  
Andy Waters, Columbia Tribune  
Ben Wade, Guitarfinder  
Tony Grove, Grove Construction, LLC  
Allan Moore, Moore & Shryock Appraisals

**Absent:**

Tom Schwarz, Landmark Bank  
John Ott, Alley A Realty

Deb Sheals, Historic Preservation  
Blake Danuser, Bingham's

**Guests:**

Carol Rhodes, City of Columbia  
Chad Gooch, CPD  
Krista Shouse-Jones, CPD

Mike Matthes, City Manager  
John Glascock, City of Columbia  
Megan Allen, Management Fellow

**Approval of Minutes**

Kelley motioned to approve the minutes, Mendenhall seconded and none were opposed.

**Financial Report**

McClung motioned to approve the financials, Walther seconded and none were opposed. The CID has a \$100K CD that has matured. McClung moved to transfer the funds into the CID bank accounts, Kelley seconded and none were opposed.

**City Report**

Appointments to the Infrastructure Task Force have been made and Grove has volunteered as the CID representative. The first of three hearings for the FY16 City Budget will be at the next council meeting. There will be a work session to discuss the budget Saturday, August 20.

**Police Report**

General report given. There was discussion on the ongoing transient and homeless concerns.

**New Business**

**Downtown Parking Garage Presentation**

Matthes gave an overview of the recommendations from the previous Parking Taskforce. He discussed the need for more parking structures and locations were suggested. Currently, the Parking Utility is low on funds after building the Short Street Garage. Matthes addressed the recommendation of the Board to create the Parking Advisory Regulatory Commission. According to Matthes, the City doesn't have the staff capacity until 2016 for another Committee. He did go on to state that the CID didn't have to wait for the Taskforce, and could start weighing in on what they would like to see. Glascock volunteered his time for meetings regarding parking.

**Citizen Engagement Proposal**

Megan Allen presented the proposal for the City's program, Speak Up Como, an online engagement tool to communicate with citizens. The goal is to engage citizens and ask for feedback of what they would like to see in The District. The City is asking the CID to contribute



\$10K to the project, and the City would match the funds. After discussion, it was decided to send the topic to the Operations Committee for further discussion.

Special Board meeting to set Property Assessment

Walther motioned to set the meeting for Thursday, August 20, Waigandt seconded and none were opposed.

**Committee Reports**

Operations

The Magic Tree would be ideal in front of Commerce Bank, who is supportive. The cost would be \$5K. Mendenhall motioned to approve the Magic Tree, Walther seconded and none were opposed.

Economic

RHI Update:

The Summit Meeting will be held on September 16 from 2-4PM at the Tiger Hotel, where RHI will present community ideas and recommendations.

Marketing

There wasn't a quorum at the Marketing meeting to make a recommendation for the Media Planning Proposal. The general consensus was for True Media. After discussion, Waigandt moved to accept the True Media bid, Moore seconded. The majority approved, McClung opposed. Waters abstained from the vote.

Gateway

The committee will be meeting on Thursday, August 13. Russ Volmert from Arcturis proposed that their firm could be hired on an hourly rate to guide the committee through the rest of the project, not to exceed \$20K annually. Walther motioned to approve the proposal, Dushoff seconded and none were opposed.

Search and Review

Closed session regarding updated employee manual and review process. Waigandt motioned to approve the CID Updated Employee Manual, Dushoff seconded and none were opposed.

**Adjournment**

The next meeting is **Tuesday, September 8**, at 4:00 p.m.

**Community Improvement District  
Special Board Meeting  
August 20, 2015  
11S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Adam Dushoff, Addison's  
Tom Mendenhall, The Lofts at 308 Ninth  
Mike Wagner, Central Bank of Boone  
County  
Mike McClung, Carhart

Andy Waters, Columbia Tribune  
Ben Wade, Guitarfinder  
Tony Grove, Grove Construction, LLC  
John Ott, Alley A Realty  
Deb Sheals, Historic Preservation  
Blake Danuser, Bingham's

**Setting SBD Property Tax and CID Property Assessment**

Dushoff motioned to keep the SBD Property Tax set at \$0, McClung seconded and none were opposed.

McClung motioned to keep the CID Property Assessment set at .4778, Dushoff seconded and none were opposed.

**Community Improvement District  
Economic Development Meeting  
August 18, 2015  
11S. Tenth Street**

**Present:**

Mike Wagner, Central Bank of Boone  
County

Allan Moore, Moore & Shryock Appraisals

Tony Grove, Grove Construction, LLC

Marti Waigandt, 808 Cherry St.

**Absent:**

Christina Kelley, Makes Scents

Tom Schwarz, Landmark Bank

John Ott, Alley A Realty

Blake Danuser, Bingham's

**NO quorum, only updates given.**

**Hospitality Zone Assessment:**

The Summit will take place on September 16<sup>th</sup> at the Tiger Hotel.

**Solid Waste District**

Update on rate increases and recycling launch.

**Trash Compactors**

Grove is checking with Paul Land to try and get Bank of America to give parking to the church to allow a compactor to be placed. Per Cynthia Mitchell, a location has been determined but not yet agreed upon by the church. The Niedermeyer location has stalled out and not sure of reasons why. Coldstone Compactor- Ott would like a small compactor to develop lot. According to Mitchell, this change would need a 6-yard front loader because you can't fit the compactor truck into the lot due to size constraints. The City does not currently have this equipment. Another option might be to fence in the existing compactor.

**Sustainability Recognition Program**

Barbara Buffalo presented a recycling recognition program. Buffalo has a checklist in which businesses are scored for sustainability efforts and can earn stickers of recognition. This program could also incorporate the Mayor's Climate Protection Award given out in April. She is requesting \$2500 of the CIDs Sustainability budget for the program. This request will be added to the CID Board meeting agenda on September 8, as there was no quorum for vote.

**Recycling Update**

The labels need to be installed on the units and the City still needs to send the CID the marketing materials. A CID Open House to educate constituents on recycling will be held on September 2 from 4:30 – 6:30 pm at the Roof at the Broadway Hotel.

**Additional Trash Pick Up of Street Trash Cans**

There was discussion about the possibility of adding additional pickups on Saturday and Sunday for the street trashcans. It was stated that it would be possible be at an additional cost.

**Adjournment**

The next meeting is **Tuesday, September 15**, at 4:00 p.m.

**Community Improvement District  
Operations Committee Meeting  
August 20, 2015  
11 S. Tenth Street**

**Present:**

Deb Sheals, Historic Preservation  
Andy Waters, Columbia Tribune  
Adam Dushoff, Addison's

Ben Wade, Guitarfinder  
Mike McClung, Carhart  
John Ott, Alley A Realty

**Absent:**

Tom Mendenhall, The Lofts at 308 Ninth

**Guests:**

Ryan Williams, City Power, Water and Light  
John Simon, Room 38 representative

**Power and Light FY16 projects**

Williams discussed the city's budget for the upcoming fiscal year. 100K has been designated for Water and Light projects in The District. In FY2014, 100K was spent to underground the wires on Broadway (7 spans). There are 2 or 3 more spans to underground. Discussion on possible projects in FY2016 included continuing to underground wires or replacing/refurbishing light poles. Per Williams, the light poles that are installed now were not designed to be painted, which is the reason for all the peeling paint. It would cost about \$1100 a pole to replace, which includes installation. After further discussion, the committee asked Williams to research pricing for light poles with 2 fixtures as well as LED lighting for next meeting.

**Janitorial RFP**

Essing gave an overview of four proposals and the committee discussed each one. After discussion, McClung motioned to recommend Block by Block unless a red flag shows up during reference checks, Wagner seconded. During discussion, McClung amended his motion to include ABM as the committee's second choice, Wade seconded and none were opposed.

**Room 38 Proposal- John Simon**

Room 38 would like to take 2 parking spaces on the north side, in order to expand for patio seating. The city requested CID feedback on the removal of spaces. After discussion, it was stated that Essing should research with the City the plan to increase meter rates and what criteria the City uses to evaluate similar requests. In general, the groups supports streetscape improvements that increase the vibrancy of downtown.

**Citizen Engagement Program**

A review from the proposal given at the last board meeting was presented. The committee asked that they invite the city to the next committee meeting for further discussion before making a recommendation.

**Additional Lighting**

The CID was able to purchase 60 more units. Essing met with Williams and the city is working to get the lights installed on the Eighth and Cherry Parking Garage and throughout downtown to replace old city fixtures, no longer functioning.

**Public Safety RFP**

Essing met with the CPD and the general consensus was that this proposal should be revised to provide customer service ambassadors. An additional concept for the funding is to add increased lighting, to be used at bar closing. CPD Sgt. Gooch is in Tempe researching possible ideas for increased public safety.

**Adjournment**

The next meeting is **September 17**, at 4:00 p.m.

**Community Improvement District  
Marketing Committee Meeting  
July 28, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Andy Waters, Columbia Tribune

Ben Wade, Guitarfinder  
Corissa Ray, Bluestem

**Absent:**

Kaley Gann, Kaldi's  
Jennifer Erikson, CAT TV

Lili Johnson, Poppy  
Lisa Klenke, Calhoun's

**Committee- At Large Members**

There are currently 3 board members on the committee and would like to have at least 5 voting members. The committee needs to figure out a process for selecting at large members. The committee decided to use the CID Board application as a template. The term on the committee will be for one year. Updates were made to the application to include: manager/chosen representative of a business needs to have the business owner as a reference. The changes will be made and voted on at the September meeting. Applicants will be invited to the October meeting and the committee will vote on the at large members at the November meeting. Anyone can still attend the meeting.

**True Media**

The Board approved the proposal and Wright will be setting up a meeting with the account rep this week.

**Football Schedule and Upcoming District Events**

The home games schedule was passed out and discussed as some of the games fall on other events in The District.

- Homecoming will be October 10.
- Stephens Family Weekend is September 26.
- Parents Weekend lines up with International PARKing Day, September 18.
- Halloweenie: Friday October 30.
- Shop Hop and Lighting of the Magic Tree: November 7
- Shop Small: November 28.
- Living Windows: December 4. In order to get on the map, businesses will need to let The District office know by November 20. Businesses do not need to provide a theme at that time. The application will be on the website. Will also look into contacting local schools to see if their choirs would like to carol during the month of December.

**Adjournment**

The next meeting is **September 22**, at 8:30 a.m.

**Community Improvement District  
Search and Review Committee Meeting  
August 27, 2015  
11 S. Tenth Street**

**Present:**

Mike Wagner, Central Bank of Boone County  
Marti Waigandt, 808 Cherry St.  
Deb Sheals, Historic Preservation  
Mike McClung, Carhart

**Absent:**

Blake Danuser, Bingham's  
Skip Walther, Walther, Antel, Stamper & Fischer

**Agenda Items**

CLOSED MEETING to discuss CID Employee FY2015 Performance Reviews and FY2016 Compensation.

**Adjournment**

**Community Improvement District  
Executive Committee Meeting  
September 2, 2015  
11 S. Tenth Street**

**Present:**

Adam Dushoff, Addison's  
Mike McClung, Carhart  
Christina Kelley, Makes Scents

**Absent:**

Mike Wagner, Central Bank of Boone County  
Marti Waigandt, 808 Cherry St.

**September 8 Board Meeting Agenda**

Review of drafted agenda, with additions made for discussion on Mayor's Task Force on Infrastructure. Added discussion of Marketing Committee selection of "At Large" committee members. Added discussion on changing Board Meeting start time to 3:30 pm in future, due to meetings consistently running over an hour.

**Mayor's Task Force on Infrastructure**

Will ask Tony Grove, CID representative for task force, to provide update or ask for discussion at CID Operations Committee meetings.

**New Development Code / Zoning Guidelines**

Dushoff expressed concern regarding parking language in revised City Development Code, and that the interim ordinance language may just be plugged in without change. Discussion that revised Guidelines are to be shared by City in coming months, with opportunities for public review and comment. Agreement that CID should continue to be active participants in the process.

**CLOSED MEETING** to discuss CID Employee FY2015 Performance Reviews and FY2016 Compensation.

**Adjournment**

The next meeting is **Tuesday, October 6**, at 4:00 p.m.

## **RESOLUTION NO. 2015-29**

### **A RESOLUTION AUTHORIZING THE EXECUTION BY THE CHAIRMAN OF THE DISTRICT OF AN AGREEMENT BETWEEN THE DISTRICT AND THE ENGINEERING FIRM OF A CIVIL GROUP, FOR ENGINEERING SERVICES FOR THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT GATEWAY PROJECT PHASE ONE IMPLEMENTATION FOR HUB STORIES**

WHEREAS, the Downtown Community Improvement District (the "District"), which was formed on February 7, 2011, by Ordinance No. 20866 (the "Ordinance") of the City Council of the City of Columbia, Missouri, is a political subdivision of the State of Missouri and is transacting business and exercising powers granted pursuant to the Community Improvement District Act, Sections 67.1401 through 67.1571, RSMo., as amended ("the Act"); and

WHEREAS, 67.1461.1 of the Act grants the board of directors (the "Board of Directors") of the District the authority to possess and exercise all of the District's legislative and executive powers; and

WHEREAS, A Civil Group ("A CIVIL GROUP") submitted the proposal/agreement to provide engineering services for the Gateway Project Phase One Implementation for Hub Stories attached hereto as Exhibit A; and

WHEREAS, the Board of Directors determined that A Civil Group has best satisfied the criteria for selection of services under the District's competitive bidding policies and as set forth in the request for qualifications produced by the District with respect to the A Civil Group proposal, including that A Civil Group has the specialized experience and technical competence with respect to the consulting services sought, the capacity and capability to perform the services in the time required, a history and record of past performance that is acceptable, and familiarity with governmental entities such as a community improvement district; and

WHEREAS, the Board of Directors desires to engage A Civil Group to perform the engineering services for the District as described in the Agreement.

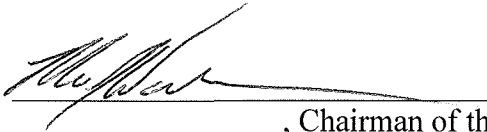
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:

1. The Board of Directors hereby approves the A Civil Group proposal and the Chairman of the District is authorized to execute, and the Secretary is authorized to attest on behalf of the District, an agreement in substantially the form as the A Civil Group proposal attached hereto as Exhibit A.




2. This resolution shall be in full force and effect from and after its passage by the Board of Directors.

Passed this 8<sup>th</sup> day of September, 2015.

  
\_\_\_\_\_, Chairman of the Board of  
Directors

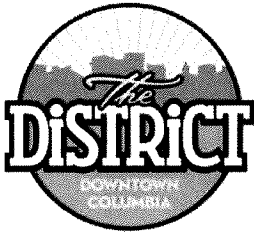
(SEAL)

Attest:

  
\_\_\_\_\_, Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2015-29**

**A Civil Group Proposal**



## **REQUEST FOR QUALIFICATIONS – PROFESSIONAL ENGINEERING SERVICES for THE HUB STORIES PHASE 1 IMPLEMENTATION**

Professional Engineering Services – The Downtown Community Improvement District  
Columbia, MO

**Date of Advertisement: July 24, 2015**

**Date of Final Submission: August 07, 2015 at 4:00pm (CST)**

The Downtown Community Improvement District (CID) in the City of Columbia, Missouri, is advertising a request for qualifications (RFQ) for professional engineering services for implementation of The District Gateway Master Plan - The Hub Stories. The Downtown CID is an independent organization dedicated to keeping Columbia's downtown – The District – vital.

The District encompasses 50 square blocks, more than 300 individual properties, 1200 residences and over 600 businesses, non-profits and government entities. (Refer to Exhibit A) Bounded by 3 Universities and Colleges and City Government buildings, the area offers both a strong day and night economy.

It is the policy of The District to negotiate contracts for professional services on the basis of demonstrated competence and qualifications for the professional services required and such services shall be at fair and reasonable prices.

### **1) Introduction**

The District conducted a master plan study in 2013-2014 for a Gateway Master Plan, to enhance the identity of downtown, strengthen directional wayfinding and promote economic development for The District. The master plan involved extensive public involvement and civic engagement resulting in a thorough master plan with a hierarchy of proposed infrastructure and public art improvements. The master plan was formally adopted by The District Board in August 2014 and received a resolution of support from the City of Columbia in April 2015 (The master plan can be viewed on The District's website: <http://discoverthedistrict.com>)

The Request for Qualifications (RFQ) for Professional Engineering Services pertains to the preliminary and final design of the Hub Stories phase of the master plan. The Hub Stories are a number of public art installations throughout downtown Columbia. Conceptually, the Hub Stories reflect collective stories of the downtown, reflected in the public art of the installation. The installations are proposed to be prefabricated

globes, suspended above a local street. The globes will be designed by an artist. Engineering services are required for the design of the support structures of the Hub Stories.  
(Refer to Exhibit B)

The RFQ is to utilize the professional engineering services in the design of three (3) of the Hub Stories, collaborating with a public artist and landscape architect, who will be contracted separately by The District. The location and composition of the three (3) Hub Stories will be determined by The District. The professional engineering services requested by The District includes:

- 1: Structural Engineering
- 2: Electrical Engineering
- 3: Civil Engineering
- 4: Construction Administration (limited services during construction of proposed Hub Stories)

## **2) Desired Qualifications**

Engineering firms interested in working on the Hub Stories Phase 1 Implementation should have the following qualifications:

- a) Professional experience in working with local municipal government.
- b) Professional experience in working with public artists.
- c) Professional experience in working on local street infrastructure projects.
- d) Professional experience in working on public infrastructure projects which receive public review and comment.

## **3) Scope of Services**

Engineering firms interested in working on the Hub Stories Phase 1 Implementation will provide the following services:

- a) Preliminary Design: Development of preliminary plans, specifications and cost estimates of the structural, electrical and civil engineering elements of the Hub Stories Phase I improvements.
- b) Final Design: Development of final plans, specifications and cost estimates of the structural, electrical and civil engineering elements of the Hub Stories Phase I improvements. Final design includes submission of plans, specifications and estimates to the City of Columbia for permits. Plans, specifications and estimates should be signed and sealed documents of a Professional Engineer (P.E.) licensed to practice in the State of Missouri.
- c) Bidding Documents: Development of bidding documents of the plans, specifications and cost estimates of the structural, electrical and civil engineering elements of the Hub Stories Phase I improvements for the solicitation of construction bids from local contractors.
- d) Collaboration: Attend a maximum of five (5) meetings with the District, program manager and selected artist in the development of the preliminary and final design of the Hub Stories Phase I Improvements.

e) Construction Administration: Provide periodic construction administration services during the construction of the three Hub Stories Phase I Improvements. Services will include the following:

- a) Site visits: Conduct a maximum of two (2) site visits to each of the three (3) project sites for compliance of the construction to the plans, specifications and estimates.
- b) Shop Drawings: Review and approve shop drawings and product data.
- c) RFI's: Address any Request for Information (RFIs) from the contractor.
- d) Punch List: Conduct punch list walk through of the project sites with the contractor to verify compliance with the plans, specifications and estimates.

#### **4) Qualifications Format**

To be considered for selection, please submit the following information in keeping with the following format and identifying each item by number and letter:

- a) Letter of Introduction: Describe your understanding of the project and proposed professional team. (One 8.5x11 maximum)
- b) Firm Profile: Profiles of the firm, including number of employees, location(s) and professional services provided by the firm.
- c) Organizational Chart: Listing of proposed professionals, their respective project roles and an identified project manager.
- d) Resumes: Resumes of proposed professionals.
- e) Project Examples: Project descriptions of a maximum of five (5) projects, similar in scope and scale, of other public infrastructure or public art projects.
- f) References: Provide a contact name, telephone number and email address of a client whom the firm has provided professional services for on past projects.

#### **5) Evaluation of Qualifications**

Qualifications Submissions will be screened by a committee for adequacy of content, technical competency and experience.

Criteria for the selection shall be as follows:

- a) Qualifications Submission content
- b) Background and similar experience
- c) Capacity and capability of professional firm to perform the work required, including specialized services
- d) Experience of key people, including project specific experience for each person
- e) Satisfactory references
- f) Past record of performance for professional firm with respect to such factors as control of costs, quality of work and ability to meet deadlines.
- g) Sensitivity to context of Columbia, Missouri

The District reserves the right to reject any qualification and/or modify the requested qualifications as deemed necessary by The District.

**Contract Conditions**

The acceptance of any proposal and selection of any Vendor shall be subject to, and contingent upon, the execution by the CID of a Contract. The contract shall contain, among other terms, certain provisions required by law and by policies of the CID including, without limitation, the following providing that the Vendor:

- i. Shall defend, indemnify and hold harmless the CID, including employees and directors, against any claims or damages relating to its acts and omissions;
- ii. Shall maintain financial and other records relating to the Contract, including, without limitation, payroll records for a period of seven (7) years from the end of the Contract Term, and shall make such records available for inspection and audit;
- iii. Shall maintain insurance with insurers licensed or authorized to provide insurance and in good standing with the State of Missouri, such policies shall be in a form acceptable to, and include any conditions reasonably required by the CID, and naming the CID, employees and directors as additional insured's;
- iv. Shall be licenses to conduct business in the State of Missouri;
- v. Shall represent and warrant that neither it nor any of its directors, officers, members, or employees has any interest, nor shall they acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the Services as set forth in the Contract. Further, the Vendor must agree that it shall employ no person having such a conflict of interest in the performance of the Services; and
- vi. Shall agree to Boone County, Missouri as the venue in any legal action or proceeding between the Vendor and the CID.

**State Sunshine Law**

All Submissions submitted to the CID in response to this request may be disclosed in accordance with the standards specified in the Sunshine Law. The CID is a "public governmental body" pursuant to said Sunshine Law, therefore, all proposals may be disclosed.

**Costs**

The CID shall not be liable for any cost incurred by the respondent in the preparation of this Qualifications Submission or for any work or services performed by the respondent prior to the execution and delivery of the Contract. The CID is not obligated to pay any costs, expenses, damages or losses incurred by any respondent at any time unless the CID has expressly agreed to do so in writing.

**CID Rights**

This is a "Request for Qualifications" and not a "Request for Bids". The CID shall be the sole judge of whether a proposal conforms to the requirements of this RFQ and of the merits and acceptability of the individual proposals. Notwithstanding anything to the contract contained herein, the CID reserves the right to take any of the following actions in connection with this RFQ: amend, modify or withdraw this RFQ; waive any requirements of this RFQ; require supplemental statements and information from any respondents to this RFQ; award a contract to as many or as few or none of the respondents as the CID may select; to award a contract to entities who have not responded to this RFQ; accept or reject any or all proposals received in response to this RFQ; extend the deadline for submission of proposals; negotiate or hold discussions with one or more of the respondents; permit the correction of deficient proposals that do not completely conform with the RFQ; waive any conditions or modify any provisions of this RFQ with respect to one or more respondents; reject any or all proposals and cancel this RFQ; in whole or in part, for any reason or no reason, in the CID's sole discretion. The CID may exercise these rights at any time, without notice to any respondents or other parties and without liability to any respondent or other parties

for their costs, expenses or other obligations incurred in the preparation of this proposal or otherwise. All proposals become the property of the CID.

#### Applicable Law

This RFQ and any Contract, Subcontract or any other agreement resulting henceforth shall be governed by the Laws of Missouri, and are subject to all applicable laws, rules, regulations and executive orders, policies, procedures and ordinances of all Federal, State and City authorities, as the same may be amended from time to time, including, without limitation, equal employment opportunity laws.

#### Brokerage Fees or Commissions

The CID shall not be obligated to pay any fee, cost or expense for brokerage commissions or finder's fees with respect to the execution of this Contract. The Respondent agrees to pay the commission or other compensation due any broker or finder in connection with the Contract, and to indemnify and hold harmless the CID from any obligation, liability, cost and/or expense incurred by the CID as a result of any claim for commission or compensation brought by any broker or find in connection with this Contract.

#### Additional Work

During the Contract, the CID, at its sole discretion, may choose to work with the selected Vendor and/or hire its services for projects other than the Scope of Services or projects that exceed the Scope of Services. The CID's decision to do so may be based on the firm's relevant experience and its successful performance under the contract.

#### Insurance

The Vendor and all approved subcontractors shall carry and maintain, during the Term, insurance issues by insurance companies authorized to provide insurance and in good standing in the State of Missouri. Vendor shall provide certificates of insurance and proof of payment.

TYPE	AMOUNT
A. Workers' Compensation	Statutory
Employers' Liability	\$500,000/\$500,000/\$500,000
B. Commercial General (public) Liability Insurance	
a. General Aggregate limit	\$2,000,000
b. Products & Completed Operations limit	\$2,000,000
c. Personal & Advertising Injury limit	\$1,000,000
d. Each Occurrence limit	\$1,000,000
<i>The above insurance to include coverage for the following: Premises/Operations, Independent Contractors, Products/Completed Operations, Personal Injury and Contractual liability</i>	
C. Broad form property damage, to include fire legal liability	\$50,000 per occurrence
D. Business Automobile Liability	
a. Owned/leased vehicles	Combined Single Limit (CSL) of \$1,000,000
b. Non-owned vehicles	
c. Hired vehicles	
E. Umbrella Coverage	\$5,000,000

**Employment Standards**

Vendor is expected to provide employment standards for recruiting staff, conducting employee background checks, drug testing, grooming and other personnel policies and practices and policies for working in inclement weather.

**Disclaimer**

The CID, and its respective officers, directors, members and employees make no representation or warranty and assume no responsibility for the accuracy of the information set forth in this RFQ. Further, the CID does not warrant or make any representation as to the quality, content, accuracy or completeness of the information, text, graphics or any other facet of this RFQ, and hereby disclaim any liability for any technical errors or difficulties of any nature that may arise in connect with any website on which this RFQ has been posted, or in connection with any other electronic medium utilized by the respondents or potential respondents in connection with or otherwise related to this RFQ.

**Questions**

Respondents may submit questions and/or request clarifications from the CID by submitting them in writing to the contact person at the contact person's email address listed below.

**Contact Information for Questions should be via email correspondence only to the following:**

Mr. Russ Volmert, ASLA, AICP  
Director of Planning  
Arcturis, Inc.  
[rvmert@arcturis.com](mailto:rvmert@arcturis.com)

**Qualifications Submissions**

A sealed envelope including fifteen (15) hard copies of Qualifications Submissions and one digital file copy should be delivered to the following:

**RE: REQUEST FOR QUALIFICATIONS – PROFESSIONAL ENGINEERING SERVICES for  
THE HUB STORIES PHASE 1 IMPLEMENTATION**

Ms. Katie Essing, Executive Director  
The District  
11 S. Tenth St.  
Columbia, MO 65201

(Note: the digital file copy can be submitted with the hard copies on disc/driver or be emailed to Katie Essing at [kessing@discoverthedistrict.com](mailto:kessing@discoverthedistrict.com))

***All Qualification Submissions are due by 4:00 p.m. (CST) on Friday, August 07, 2015.***



Exhibit A: The Downtown CID (The District) Map:

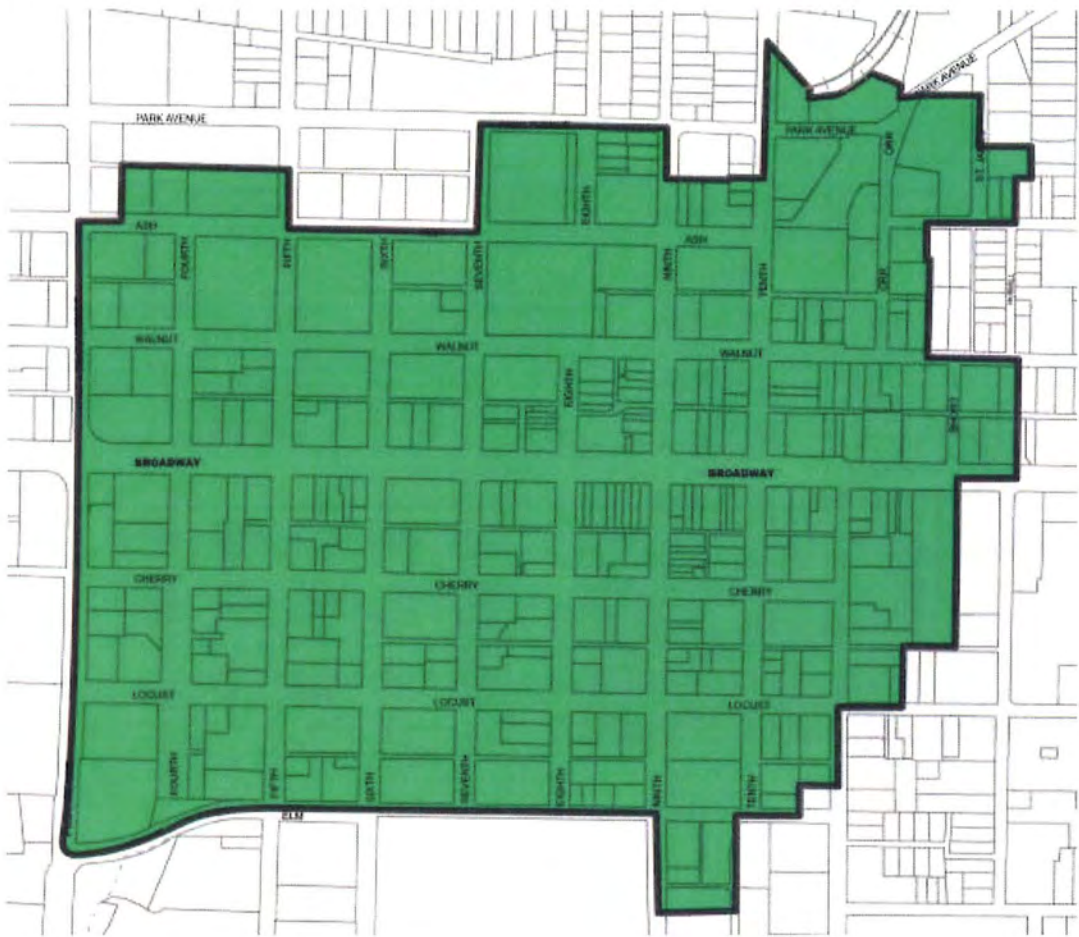
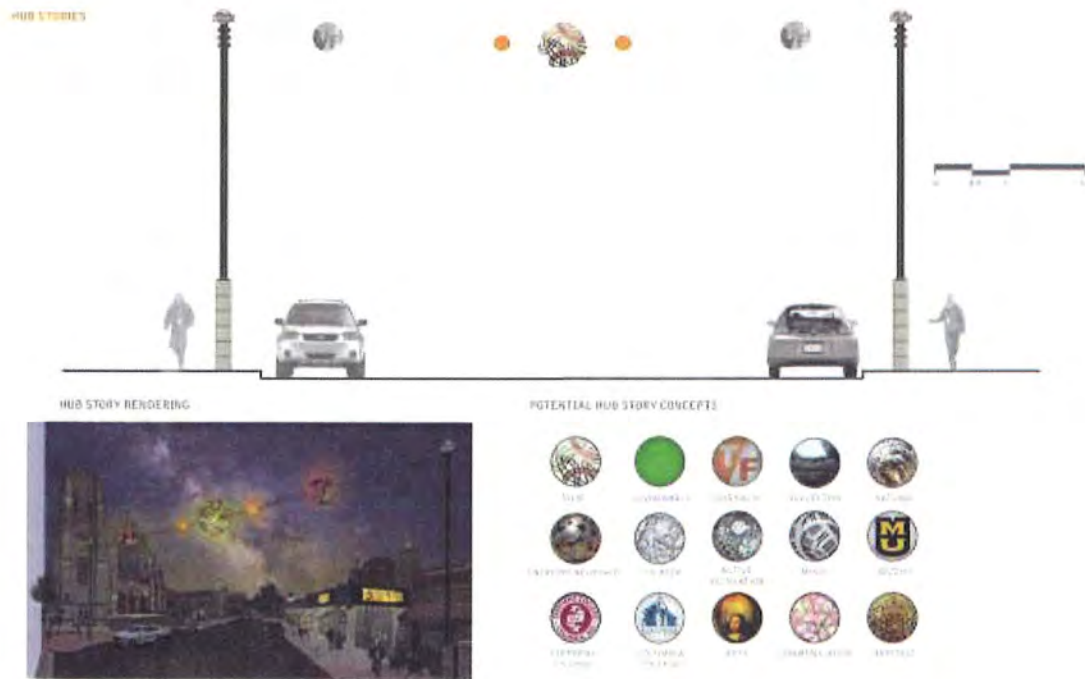


Exhibit B: The Hub Stories Concept



ARCTURIS

## PROJECT MEMO

**Project Name:** The District Phase I Development Plan Gateway Committee  
**Project Number:** 13-2334.01  
**Date:** 08-13-15

**RE:** Engineering RFQ Review and Selection

The Gateway Committee Meeting was conducted to review submittals for the Engineering Services RFQ. A summary of the meeting discussion and reference responses are listed as follows:

### 1.0) Committee Meeting Discussion/Conclusion:

**1.1)** The committee reviewed the five (5) submittals for compliance with the criteria and instructions of the RFQ. The committee decided to forward two of the firms' submittals for final consideration. The two firms were A Civil Group and HR Green Engineers.

**1.2)** While each of the two firm's submittals were viewed favorably, Civil Group's submittal was tentatively selected and HR Green's submittal was designated as the alternate. It was decided to check on the professional references of each of the two firms before making the final decision of the engineering consultant selection.

### 2.0) Professional References Summary:

**2.1)** The questions asked of the professional references for the two firms are listed below:

*1) What was the past record of performance of A Civil Group (HR Green) with respect to the following factors?:*

- a) Control of project costs*
- b) Quality of work*
- c) Ability to meet project deadlines/schedules*

*2) Any general comments regarding the professional services provided by A Civil Group (HR Green) on past projects?*

**2.2)** The responses for each firm were positive. Responses were received from two of the three references for A Civil Group and for HR Green. The summary of the reference responses are listed as follows:

**2.3)** Reference summaries for A Civil Group and their subconsultants, Taylor Structural Engineering and Malicoat-Winslow Engineering:

*a) We would give them (A Civil Group) very high marks. They have been great to work with and very responsive.*

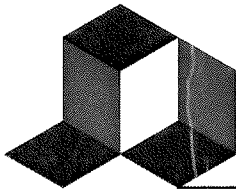
*Randy Coil*

*Dave Nichols*  
*City of Columbia*

c) No response was received from the third reference, Mr. Joseph Kulesa of St. Louis County Transportation Department. He was listed as a reference for HR Green.

**3.0) Summary:**

- 3.1)** Per the responses received from the references for each firm, we would conclude that the gateway committee's selection of A Civil Group, be forwarded to the CID board for approval and contract negotiations for engineering services for the Phase I Implementation.



# A CIVIL GROUP

CIVIL ENGINEERING - PLANNING - SURVEYING

August 7, 2015

The District  
11 S. Tenth St.  
Columbia, MO 65201

Re: RFQ – Professional Engineering Services for the Hub Stories Phase 1 Implementation

Dear Ms. Essing,

Thank you for the opportunity to prepare and submit this statement of qualifications regarding the Professional Engineering Services for the Hub Stories Phase 1 Implementation project. Having reviewed the request for qualifications, we understand that the contracted professional services will consist of work that our firm, along with our selected team of consulting engineers, has an extensive history of successfully completing in the past. Our team will consist of Malicoat-Winslow Engineers, specializing in Electrical Engineering, and Taylor Structural Engineering, specializing in Structural Engineering.

We have an intimate knowledge of the CID's project history and expectations as it relates to the gateway designs, having worked with Arcturis as a subconsultant for The District Gateway Master Plan project, and would appreciate the chance to see the project through implementation.

We are confident that we can meet the contract obligations listed in the RFQ and complete this project in an effective and efficient manner for The District. We appreciate your consideration and we look forward to successfully serving The District.

Please feel free to contact us with any questions or concerns.

Sincerely,  
A Civil Group, LLC

Jay Gebhardt, PE, PLS

3401 BROADWAY BUSINESS PARK CT., SUITE 105, COLUMBIA, MISSOURI 65203  
PHONE: 573-817-5750 FAX: 573-817-1677 EMAIL: [jay@acivilgroup.com](mailto:jay@acivilgroup.com)

## **b) Firm Profile**

i. **Firm Information:**

A Civil Group, LLC

3401 Broadway Business Park Ct. Suite 105

Columbia, MO 65203

Engineering Certificate of Authority: 2001006116.

Surveying Certificate of Authority: 2001006115.

ii. **Owner:**

Jay Gebhardt, PE, PLS

iii. **Professional Employees:**

Christopher M. Sander, PE, PLS

Patrick Devaney, MS, PE

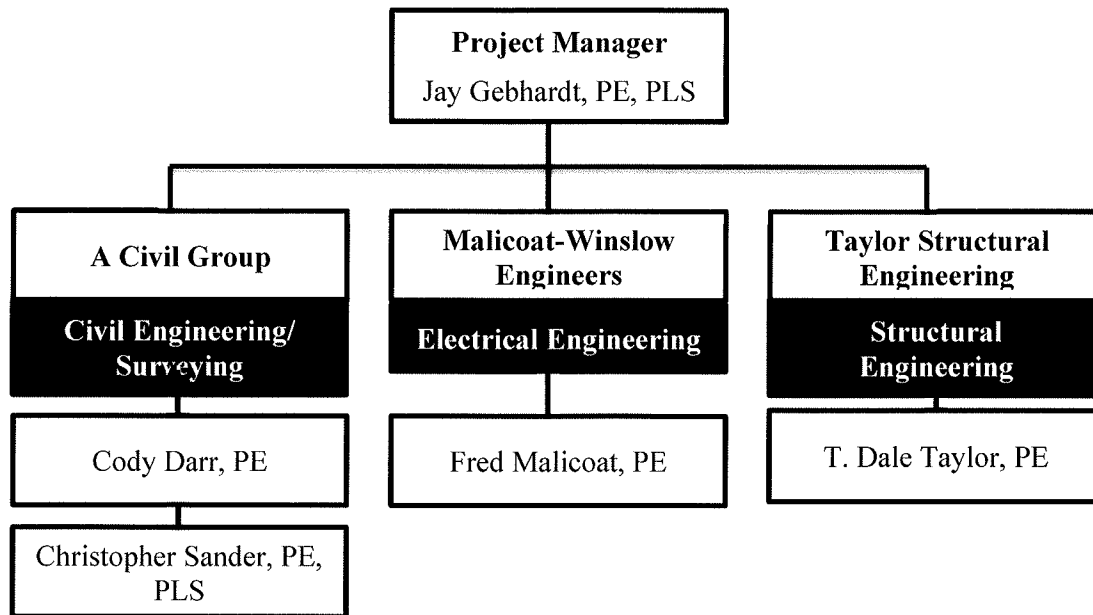
Cody Darr, PE, LSIT

iv. **Overview:**

A Civil Group, LLC is a professional civil engineering and land surveying firm founded by Jay Gebhardt in October of 2000. We are a Missouri Limited Liability Corporation and currently have 11 employees located in Columbia, Missouri. We have completed the majority of our work in the City of Columbia Area. Our team currently includes professional engineers, professional surveyors, degreed draftsman and designers, and two full time survey crews.

All of our employees are native to the Mid-Missouri area and all of our professional surveyors and engineers are graduates of the University of Missouri. Being raised in Columbia has instilled a genuine care for the City of Columbia area, including the District, and all of the people who work and reside here. We work in many facets of land development, and specific to the Hub Stories Project our services would include site layout design, topographic and boundary surveying, base map preparation, urban infrastructure design, utility layout, easement preparation, ADA compliance design, subconsultant coordination, preparation of preliminary plans, cost estimates, final construction document preparation, specifications, regulatory permitting, bidding process, solicitation of construction bids from local contractors, collaboration with the District, program manager, public artist, and other interested parties, and all necessary construction administration listed in the RFQ. Furthermore, all of our staff is familiar with Columbia local codes, ordinances, and design standards and all have an existing positive working relationship with the municipal staff as well as consultants and contractors in the area.

### c) Organizational Chart



### d) Resumes

#### **Jay A. Gebhardt, PE, PLS**

Principal Engineer & Owner  
Professional Land Surveyor 2001  
Professional Engineer 1992  
Graduate University of Missouri 1987, B.S. Civil Engineering  
A Civil Group, Chief Operating Member, 2000 - Present  
Allstate Consultants, Civil Engineer, 1992 - 2000  
City of Columbia Public Works Dept., Civil Engineer I, 1988 – 1992  
Missouri Dept. of Transportation, Construction Inspector, 1987 – 1988

#### **Christopher M. Sander, PE, PLS**

Project Engineer  
Professional Land Surveyor 2003  
Professional Engineer 2001  
Graduate University of Missouri 1995, B.S. Civil Engineering  
A Civil Group, Project Engineer, 2012-Present  
Crockett Engineering, Project Engineer, 1994-2012

#### **Cody A. Darr, PE**

Project Engineer  
Professional Engineer 2012  
Land Surveyor in Training 2014  
Graduate University of Missouri 2006, B.S. Civil Engineering  
A Civil Group 2006 – Present



### **i. Summary of Subconsultant Arrangements**

A Civil Group will be teaming with the following firms. These are firms we have teamed with multiple times on previous projects, and have excellent working relationships with.

**Malicoat-Winslow Engineers** for Electrical Engineering services and general consultation regarding electrical and utility issues encountered throughout this project. Additional information for Malicoat-Winslow Engineers, including additional firm profile, professional resumes and project examples has been attached for your consideration as part of this submittal.

Contact: Fred Malicoat, PE,  
Owner & President

**Taylor Structural Engineering** for Structural Engineering services and general consultation regarding structural issues encountered throughout this project. Additional information for Taylor Structural Engineering, including additional firm profile, professional resumes and project examples has been attached for your consideration as part of this submittal.

Contact: Dale Taylor, PE,  
President & Structural Engineer

Additionally, if after consultation with the structural engineer, the District would like to have additional geotechnical and subsurface analysis done we can facilitate and include that work as part of our service package and contract agreement.

### **e) Project Examples**

#### **Boone County Plaza Renovation**

Location: Boone County Courthouse Plaza, Columbia, Missouri  
Client: Rost, Inc (Client for Commissioners of Boone County)  
Site Description: Site plan, renovation of stormwater infrastructure, pavement, and utilities for landscaping renovation relocation of historic memorials and other improvements.



#### **Scope of Work:**

- Topographic Survey
- Site, Grading, Utility, Storm Construction Plans/Specs.
- Significant ADA design.
- Correspondence with Client and Boone County officials to incorporate all elements of design to the county's satisfaction
- Construction Staking
- As-Built Survey

### **Paving and Storm Drainage Improvements for Alley A**

Location: Tenth St. & Alley A, Columbia, Missouri  
Client: Alley A Owners Group  
Scope of Work: -Design-Build to renovate and eliminate failing pavement and drainage problems while increasing aesthetic appeal of the Alley.



### **Lewis & Clark Trailhead Plaza**

Location: Jefferson City, Missouri  
Client: Austin Tao Architect  
Site Description: 20,000 square foot landscaping, public space project at the Katy Trail Trailhead near the Capitol Building  
Scope of Work: - Correspondence with a team of professionals including international architect, Austin Tao.  
-Site design of pedestrian/bicycle friendly trailhead park, including a paved/stone internal pedestrian pedway and plaza, utility design/coordination, stepped grading and rock boulder retaining wall design.  
-Civil Construction Document Preparation.  
-Preparation of SWPPP, Specifications, Construction Cost Estimates for bidding purposes.

Visit

<http://visitjeffersoncity.com/blog/2009/08/14/lewis-and-clark-trailhead-plaza/> for more pictures



## **f) References**

A Civil Group:

**Randy Coil**

President Coil Construction

Columbia, Missouri

573-874-1444

Email: rcoil@coilconstruction.com

Malicoat-Winslow Engineering:

**Steve Verheyen**

Director of Operations for Reeds Springs R-IV Schools

417-272-8173 ext. 4015

Email: sverheyen@wolves.k12.mo.usc

Taylor Structural Engineering:

**Mark Snyder, PE**

Snyder Engineering, Inc.

573-449-9177

Email: msnyder@snydereng.com

Malicoat-Winslow Engineers, P.C.  
5649 North Clearview Road  
Columbia, Missouri 65202-9687

## **History**

In 1968, Carroll Winslow began the operation of a consulting practice known as, Carroll E. Winslow - Consulting Engineer. Fred Malicoat joined Carroll's firm in 1971. Following six years of association they joined in 1977 to form Malicoat-Winslow Engineers, P.C. From that time the firm has grown to its current staff of 8.

## **Services**

Malicoat-Winslow Engineers, a firm primarily concerned with the design of mechanical and electrical systems for buildings, provides clients with a comprehensive line of Professional Services in the Mechanical and Electrical field on projects ranging from very small to multimillion dollar projects. Our expertise includes the design, analysis and inspections of plumbing, HVAC, electrical lighting, power distribution systems, and temperature control systems.

We specialize in Conservation and Energy Cost Control. Our company has completed over 80 Title III Technical Assistance Energy Audits through the Missouri Department of Natural Resources Grant Program.

We have also designed diesel powered electric generator systems, which enable clients to reduce electrical demands reducing energy costs resulting in paybacks of less than three years.

Malicoat-Winslow Engineers has the availability of a pilot and an airplane to expedite travel to projects.

Each person in our firm operates a computer for engineering calculations, word processing, and/or computerized drafting.

## **Community Involvement**

Malicoat-Winslow encourages community involvement by offering our expertise to local Code commissions and committees. Our personnel have served on the City of Columbia Electric Code Revision Committee, Building Construction Codes Commission, and on the Boone County Building Code Commission and Board of Appeals.

## **References**

Steve Verheyen, Director of Operations for Reeds Springs R-IV Schools,  
[sverheyen@wolves.k12.mo.usc](mailto:sverheyen@wolves.k12.mo.usc), (417) 272-8173 Extension 4015

## **Personnel**

### **Freddie L. Malicoat**

Position.....	President of Malicoat-Winslow Engineers, P.C.
Work History.....	Engineer-in-Training, Carroll Winslow Consulting Engineer '71-'77, Vice-President, Malicoat-Winslow Engineers, P.C. '77-'08.
Education.....	University of Missouri-Rolla, Bachelor of Science Mechanical Engineering 1971.
Registration.....	NCEES #6926; Engineer - AL, AR, FL, GA, IA, IL, KS, KY, MO, ND, NE, OK, SC, TN, VA, WY, and Certified Fire Investigator.
Key Experience.....	Mechanical/electrical design, energy conservation reports, 70% of projects are renovation design.  City of Columbia Building Codes Commission City of Columbia Electrical Examiners Board

UMC - conducted seminar - "Electrical Design for Buildings"  
University of Missouri – Columbia – Guest Instructor for HVAC class

Other..... Chair of City of Columbia Building Code Commission, Building Trustee - Columbia  
United Church of Christ

### **James Allen**

Position..... Engineer and CADD Manager at Malicoat-Winslow Engineers, P.C.

Work History..... Before joining Malicoat-Winslow Engineers, Mr. Allen worked for Lawson Electric in  
Tallahassee, FL.

Education..... Bachelor of Arts - Oral Communication - Harding University in Searcy, AR - 2000.  
Bachelor of Science - Mechanical Engineering - University of Missouri in Columbia, MO  
- 2003.

Registration: Engineer, Missouri

Key Experience..... Engineering design of building mechanical/electrical systems and management and  
operation of CADD systems.

### **Aaron Conner**

Position..... CADD Technician at Malicoat-Winslow Engineers, P.C.

Work history..... Before joining Malicoat-Winslow Engineers, Mr. Conner worked for McDaniel  
Properties in Fulton, MO.

Education..... Associates Degree in Design Drafting Technology and Construction & Civil Technology  
from Linn State Technical College.

Key Experience..... Working with the CADD program and designing building mechanical/electrical systems.  
Also experienced in building construction and processes.

### **Robert Dawson**

Position..... CADD Technician at Malicoat-Winslow Engineers, P.C.

Work History..... Before joining Malicoat-Winslow Engineers, Mr. Dawson worked at Gin Wong Assoc in  
Los Angeles and CRSS in Houston.

Education..... Bachelor of Architecture Degree from Texas Tech University

Key Experience..... A variety of experience in the areas of health care facilities,  
tenant improvement, and commercial work.

### **Adam Rankin**

Position..... Engineer in Training at Malicoat-Winslow Engineers, P.C.

Work history..... Before joining Malicoat-Winslow Engineers, Mr. Rankin worked as an Electrical  
Designer for Harrison French Architecture & Engineering Firm in Bentonville, AR.

Education..... Bachelor of Science in Electrical Engineering with a Minor in Mathematics from the  
University of Missouri – Columbia.

Key Experience..... Engineering design of building mechanical/electrical systems. Also experienced in  
construction management.



**Ethan Rinacke**

Position..... Engineer-in-Training at Malicoat-Winslow Engineers, P.C.

Work history..... While working on his BS in Mechanical Engineering, Mr. Rinacke worked for two years at Malicoat-Winslow Engineers on a fill-in/seasonal basis as an Engineering/CAD Intern.

Education..... Bachelor of Science in Mechanical Engineering from University of Missouri Science and Technology

Key Experience..... Working with the CADD program and designing building mechanical/electrical systems.

**Erin Pratt**

Position..... Office Manager at Malicoat-Winslow Engineers, P.C.

Work History..... Administrative Assistant/Recruitment Specialist, Executive Advantage, Columbia, MO.

Education..... Bachelor of Arts, Events Management and Classics from Westminster College, Fulton, MO

Key Experience.... Provides administrative, bookkeeping and project support.

**Relevant Similar Projects**

Rock Bridge High School Football Field Lighting	Columbia, MO
Capital Mall Parking Lot Lighting	Jefferson City, MO
Gates Rubber Mezzanine Lighting	Columbia, MO
Quaker Oats Parking Lot Lights	Columbia, MO
New Franklin Street Lighting	New Franklin, MO
Sturgeon Street Lighting	Sturgeon, MO

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# Taylor Structural Engineering, LLC

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5601 Redwing Drive  
Columbia, MO 65202

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(573) 489-5958  
[tse.engrs@gmail.com](mailto:tse.engrs@gmail.com)

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# Taylor Structural Engineering, LLC

5601 Redwing Drive  
Columbia, MO 65202

(573) 489-5958  
tse.engrs@gmail.com

## FIRM PROFILE

Taylor Structural Engineering, LLC is a structural engineering consulting firm based in Columbia, Missouri. Our mission is to provide high quality and economical structural engineering services while earning the pride and respect of our clients. We offer a full-range of design services including complete structural building design and various specialty structural engineering services for the steel, precast and light-gage fabrication industries.

Taylor Structural Engineering, LLC's approach to each project combines our passion for structural engineering excellence with a genuine commitment to service. Our designs reflect a deep understanding of efficient construction techniques combined with technical analysis and design expertise that provides our clients with state of the art structural solutions.

Our philosophy is to generate solutions that truly represent the client's image of the project while meeting budget and schedule. Our continual collaborative interaction with clients facilitates the smooth execution of the projects we undertake. Our client list includes architects, developers, contractors, owners, fabricators, detailers, and other professional engineers.



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## **T. Dale Taylor, P.E.**

### *President & Structural Engineer*

## **EDUCATION**

**Bachelor of Science in Civil Engineering**  
University of Missouri - Columbia, 2002

## **EXPERIENCE**

2009 to Present	<b>Taylor Structural Engineering, LLC, Columbia, MO</b> <i>President &amp; Structural Engineer</i>
2007 to 2009	<b>Snyder Engineering, Inc., Columbia, MO</b> <i>Vice President &amp; Structural Engineer</i>
2006 to 2007	<b>Trabue, Hansen &amp; Hinshaw, Inc., Columbia, MO</b> <i>Structural Engineer</i>
2002 to 2007	<b>Snyder Engineering, Inc., Columbia, MO</b> <i>Vice President &amp; Structural Engineer</i>
1996 to 2002	<b>Snyder Engineering, Inc., Columbia, MO</b> <i>Structural Designer &amp; Structural Steel Detailer</i>
1994 to 1996	<b>QuesTec Corporation, Columbia, MO</b> <i>Civil &amp; Structural Designer &amp; Draftsman</i>
1989 to 1992	<b>Builder's Steel Company, North Kansas City, MO</b> <i>Structural Steel Detailer</i>

## **PROFESSIONAL REGISTRATIONS**

Professional Engineer in Missouri, Iowa, Mississippi, Oklahoma,  
& South Carolina

## **PROFESSIONAL AFFILIATIONS**

Member of American Institute of Steel Construction (AISC)  
Member of American Society of Civil Engineers (ASCE)  
Member of Structural Engineering Institute (SEI)

# Taylor Structural Engineering, LLC

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Columbia, MO 65202

(573) 489-5958  
tse.engrs@gmail.com

## DESIGN CAPABILITIES

### *Building Types:*

- Commercial
- Education
- Government
- Healthcare
- Hotel
- Industrial
- Manufacturing
- Multi-Family Residential
- Municipal
- Office Buildings
- Restaurants
- Religious
- Retail
- Recreational
- Site / Civil Structures
- Special Structures
- Warehouses

### *Structural Engineering Services:*

- 3D Modeling
- BIM Modeling
- Constructability Review
- Construction Administration
- Construction Inspection
- Design / Bid / Build
- Design / Build
- Expert Witness
- Feasibility Studies
- High Wind Design
- New Building Construction
- Peer Review
- Renovations & Additions
- Shoring Design
- Seismic Design
- Seismic Retrofit
- Seismic Equipment Anchorage Design
- Structural Forensic Investigations
- Structural Observations
- Value Engineering

### *Material Design Experience:*

- Aluminum
- Cast-in-place Concrete
- Heavy Timber
- Light Gauge Steel
- Precast & Pre-stressed Concrete
- Reinforced Masonry
- Structural Steel
- Stainless Steel
- Wood (conventional & glu-lam)

### *Foundation Experience:*

- Shallow Spread Footing foundations
- Drilled Caisson and Grade Beam foundations
- Rammed-Aggregate Pier foundations
- Foundations in high seismic regions
- Driven Pile foundations
- Pre-engineered metal building foundations
- Retaining walls (CIP Conc. & MSE)

### *Lateral Force Resisting Systems Experience:*

- Structural steel braced frames (including ordinary & special braced frames)
- Structural steel moment frames (including ordinary, intermediate & special moment frames)
- Light-gage strap bracing
- Light-gage rod bracing
- Reinforced concrete shearwalls
- Reinforced masonry shearwalls (including ordinary, intermediate & special reinforced masonry shearwalls)
- Wood-framed shearwalls (for 1 thru 5 story buildings)
- Wood, steel and concrete diaphragm Systems

### *Specialty Engineering Services:*

- Structural steel connection design
- Metal stair & rail design
  - including steel, aluminum, stainless steel, glass, etc. & 3D modeling)
- Precast concrete design (i.e. manholes, utility vaults, box culverts, storm shelters, etc.)
- Light-gage design (i.e. curtain walls, trusses, bracing, etc.)



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## SELECTED PROJECTS

### *Specialty Engineering:*

- MU Taylor Stadium - Phase II Renovations, University of Missouri, Columbia, MO
  - Structural design of supports for wall & ceiling-mounted signage & graphics
  - Structural design of supports for large Mizzou Logo ceiling-mounted in Locker Room
- University of Missouri - Steel Pedestrian Bridge, Columbia, MO (adjacent to Faurot Field)
  - design of steel bridge connections for trusses, roof and floor members.
- Multiple Hwy. 63 Construction Projects, Missouri
  - numerous precast box culvert & manhole designs
- Multiple Hwy. 36 Construction Projects, Missouri
  - numerous precast box culvert designs
- Mick Deaver Memorial Drive, Univ. of MO, Columbia, MO
  - precast box culvert design
- Snyder Engineering, Inc. Office, Columbia, MO
  - Steel entry canopy design (AESS)
- Wilson's Total Fitness North, Columbia, MO
  - Steel entry canopy design (AESS)
- Fedex Ground Hub Expansion, Kansas City, MO
  - Steel entry canopy design
- Structural Design of Numerous Steel Stairs, Steel Guardrails, Signage, Special Structures, Precast Concrete Components, etc. for site/civil or infrastructure projects.





## **ADDENDUM #1**

### **REQUEST FOR QUALIFICATIONS – PROFESSIONAL ENGINEERING SERVICES for THE HUB STORIES PHASE 1 IMPLEMENTATION**

Professional Engineering Services – The Downtown Community Improvement District  
Columbia, MO

**Date of Addendum #1: August 03, 2015**

**Date of Final Submission: August 07, 2015 at 4:00pm (CST)**

The Addendum #1 is being issued to answer questions and clarify issues regarding the Request for Qualifications (RFQ) – Professional Engineering Services for The Hub Stories Phase 1 Implementation. A list of submitted questions and answers, regarding the RFQ, are as follows:

**Question #1:** Are you expecting to potentially award a contract to three engineering firms to cover the Structural, Electrical and Civil work required for this project, and you, Arcturis, be the coordinating entity for the engineering work? In general how do you expect the organization of this project to be handled, will there be a project manager for the CID that we will report to?

**Answer #1:** *The District expects to award one contract to an engineering firm which can provide the requested engineering services (structural, electrical, civil). Consultants responding to the RFQ, can propose a professional team arrangement which can include sub-consultants to provide the necessary engineering services requested. Arcturis, Inc. is providing program management services to The District to supplement the project management of the project by The District.*

**Question #2:** Do we need a local presence or a local team member to pursue/serve this project?

**Answer #2:** *The District does not make recommendations regarding consultant teaming arrangements. However, please note that the RFQ was advertised throughout the State of Missouri.*

**Question #3:** I did have a question as to how the Phase I selection process will be viewed in light of the overall implementation of the Downtown Gateway master plan. Is it likely that the consultant team selected for this initial project will continue in a similar role for the other phases?

**Answer #3:** *The RFQ is for The Hub Stores Phase I only of the master plan.*

All companies responding to the Request for Qualifications (RFQ) – Professional Engineering Services for The Hub Stories Phase 1 Implementation, shall sign this Addendum #1 as acknowledgement and return with the qualifications submission.

**ADDENDUM #1**

**DATE: August 03, 2015**

**REQUEST FOR QUALIFICATIONS – PROFESSIONAL ENGINEERING SERVICES for THE HUB STORIES PHASE 1 IMPLEMENTATION**

Professional Engineering Services – The Downtown Community Improvement District  
Columbia, MO

We, the undersigned, acknowledge the receipt of the above addendum as dated.

By: Cody Darr CODY DARR  
Title: PROJECT ENGINEER  
Company: A CIVIL GROUP  
Date: 2015-08-07

**RESOLUTION NO. 2015-30**

**A RESOLUTION AUTHORIZING THE EXECUTION BY  
THE CHAIRMAN OF THE DISTRICT OF AN  
AGREEMENT BETWEEN THE DISTRICT AND THE  
JANITORIAL FIRM OF BLOCK BY BLOCK, FOR  
JANITORIAL SERVICES FOR THE DOWNTOWN  
COMMUNITY IMPROVEMENT DISTRICT**

WHEREAS, the Downtown Community Improvement District (the "District"), which was formed on February 7, 2011, by Ordinance No. 20866 (the "Ordinance") of the City Council of the City of Columbia, Missouri, is a political subdivision of the State of Missouri and is transacting business and exercising powers granted pursuant to the Community Improvement District Act, Sections 67.1401 through 67.1571, RSMo., as amended ("the Act"); and

WHEREAS, 67.1461.1 of the Act grants the board of directors (the "Board of Directors") of the District the authority to possess and exercise all of the District's legislative and executive powers; and

WHEREAS, Block By Block ("BLOCK BY BLOCK") submitted the proposal/agreement to provide janitorial services for the Downtown Community Improvement District per the proposal attached hereto as Exhibit A; and

WHEREAS, the Board of Directors determined that Block By Block has best satisfied the criteria for selection of services under the District's competitive bidding policies and as set forth in the request for qualifications produced by the District with respect to the Block By Block proposal, including that Block By Block has the specialized experience and technical competence with respect to the janitorial services sought, the capacity and capability to perform the services in the time required, a history and record of past performance that is acceptable, and familiarity with governmental entities such as a community improvement district; and

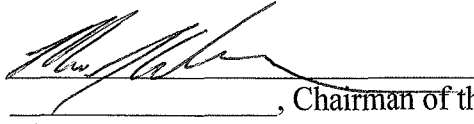
WHEREAS, the Board of Directors desires to engage Block By Block to perform the janitorial services for the District as described in the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:

1. The Board of Directors hereby approves the Block By Block proposal and the Chairman of the District is authorized to execute, and the Secretary is authorized to attest on behalf of the District, an agreement in substantially the form as the Block By Block proposal attached hereto as Exhibit A.

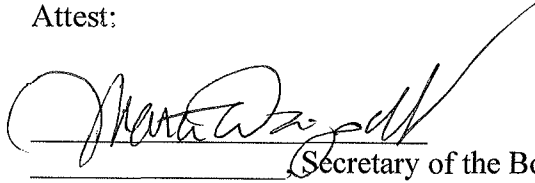
2. This resolution shall be in full force and effect from and after its passage by the Board of Directors.

Passed this 8<sup>th</sup> day of September, 2015.

  
\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

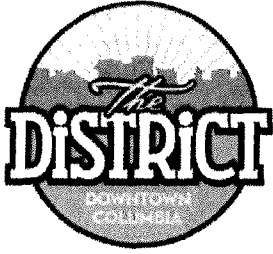
Attest:

  
\_\_\_\_\_  
Secretary of the Board of Directors



**EXHIBIT A**  
**TO RESOLUTION NO. 2015-30**

**Block By Block Proposal**



## **REQUEST FOR PROPOSAL – PROFESSIONAL SERVICES**

Public Space Janitorial Services – The Downtown Community Improvement District  
Columbia, MO

The Downtown Community Improvement District (CID) in the city of Columbia, Missouri, is seeking proposals for a janitorial service for The District. The Downtown CID is an independent organization dedicated to keeping Columbia's downtown – The District – vital.

The District is a live/work/play neighborhood that fosters the creative, the eclectic, and the local. It is a constantly adapting community of people, with tradition blending harmoniously with high tech and the latest trends in fashion, food and the arts.

The District encompasses 50 square blocks, more than 300 individual properties, 1200 residences and over 600 businesses, non-profits and government entities. (See Exhibit A) Bounded by 3 Universities and Colleges and City Government buildings, the area offers both a strong day and night economy.

Our goal is to secure a public space janitorial partner to improve the cleanliness and overall experience of the downtown area.

It is the policy of The District to negotiate contracts for professional services on the basis of demonstrated competence and qualifications for the professional services required and such services shall be at fair and reasonable prices.

### **Introduction**

The Downtown CID announces the release of a Request for Proposal ("RFP") for the provisions of public space janitorial services in downtown Columbia, Missouri. The personnel assigned to those varied functions must come from one vendor that specializes in providing janitorial services to the public and private sector. The contract will commence on approximately October 1, 2015 for a period of twelve (12) months.

The vendor will be expected to provide staffing and adjust staffing needs to fulfill existing and future contract needs. Staffing levels may increase or decrease as a result of organizational and contract requirements, and the vendor is expected to readily adapt to our requirements.

The District's mission is a challenge and not every janitorial firm will have the ability to meet the demand. We are seeking qualified and experienced firms to provide janitorial services within

the boundaries as outlined in the attached map. The District requires that the vendor provide sufficient personnel to staff a janitorial program who can professional interact with the public and have the skills and abilities that are necessary when dealing with the public and the requisite skills to maintain cleanliness in the public right of way.

The District's experiences seasonal fluctuations and may require the vendor to periodically supply additional personnel to the regular roster of cleaning professionals. The seasonal fluctuations primarily occur when college football games and events occur throughout the year.

The vendor must be committed to meet a standard of professionalism and excellence, and should be a forward-thinking organization with executives, managers and supervisors who can think strategically and beyond the boundaries of traditional janitorial service delivery.

The below scope of work is ideal for our goal to enhance the cleanliness and experience of downtown. However, we are open to receiving proposals for alternative services that your company might propose to meet our needs.

An interested party may partner with other firms that offer complementary services in order to provide the full spectrum of services required. If a partnership is established, the vendor must have a primary contracting entity and designate the other (s) as a subcontractor (s). The District shall award one contract for management and oversight of all functions described in the Scope of Service.

#### **Scheduling**

The janitorial program will entail various shifts. We are asking that you provide us with your recommended schedule pertaining to days and hours you believe the janitorial program will require. Please provide us with the number of employees you recommend on each shift accompanied by their pay schedule. A full-time manager or shift supervisor must be provided and is expected to work alongside other team members to perform work. Employees must wear distinctive collared shirt uniforms provided by the vendor in collaboration with The District.

#### **General Required Training of Employees**

The District requests that the vendor list the specialized training and employee instruction that will be provided to personnel working on this program. The list should include programs devoted to technical skills, customer service and leadership development. Additionally, the vendor must comply with all government mandated training programs.

#### **Scope of Services**

1. Using hand or power sweeping equipment, clean and remove all trash, filth and debris from sidewalks, gutters, driveways, tree wells, trash receptacles and seating areas in the public right of way. Perform duties in a uniform fashion along a specified route based upon direct frequency and benefit zone. Personnel shall be courteous and helpful to neighborhood merchants, residents, visitors and pedestrians. Examples of tasks include, but are not limited to:
  - a. Maintain daily collection/cleaning reports. Distribute the reports to The District Office each week to ensure compliance with the contract

- b. Daily sidewalk portering, including sweeping and cleaning all loose trash, paper, leaves, gravel, rock, cans, cardboard, bottles, broken glass, beverage spills, urine, feces, vomit, dead animals, cigarette debris, etc. Spills and bodily substances must be removed within 4 hours.
  - c. Empty cigarette urns daily
  - d. Wipe down trash cans lids frequently
  - e. Frequent power washing of trashcans to remove dog urine, spilled drinks or other liquids. Clean/ power wash trash cans at a minimum of once every month or as needed
  - f. Orderly streetscape maintenance. Clean surfaces within the public realm to ensure they are free of film, dirt, residue, liquids and odors, including benches, light poles, trash cans and planters.
  - g. Other duties, such as cleaning landscaping areas, light poles, trash cans, signage boards, benches, removal of graffiti in public areas, etc. Remove stickers and handbills on public fixtures within 24 hours of being observed.  
*\*Note: Street sweeping, trash and recycling services are maintained by the City of Columbia. All parking garages are maintained by the City of Columbia and excluded from this request.*
2. Power wash Sidewalks. Pressure washing should be done at a time of day that is convenient for residents, business and property owners with water temperature of at least 180 degrees Fahrenheit with a pressure appropriate for the work that will avoid property damage. All spray nozzles shall have a 25 degree spray pattern or greater. All storefront areas shall be protected to avoid water seepage into storefronts and debris on the sidewalk area should be picked up immediately prior to washing. Storefront windows shall be cleaned, if needed, after power washing. The contractor shall have the capability to provide their own water source if needed. The pressure washing must conform to statewide and city laws governing storm water disposal. This is the responsibility of the vendor. The minimum schedule should be as follows:
- 1. Gum is to be removed from sidewalks through hand scraping or pressure washing
  - 2. Pressure washing must occur throughout high traffic areas of The District at least once per month, with the exception of cold weather months
  - 3. Spot cleaning will be done as necessary daily or weekly
  - 4. Vendor must be able to quickly and effectively focus resources post vandalism to remove blight from buildings and objects in the right of way to instill a sense of normalcy as quickly as possible
3. Sweep and power wash trash compactor areas monthly within The District, complying with all storm water best practices. (See Exhibit B)
- a. The District includes the following trash areas:
    - i. 70 dumpsters
    - ii. 14 compactors
    - iii. 20 grease bins
4. Paint, clean with environmentally friendly solution or pressure wash graffiti, stickers and signs from public buildings, trees, poles, planters, news racks, utility boxes or any other surfaces as needed. All graffiti is to be match and painted, or removed from ground and wall services, with 24 hours of occurrence. Detail work can be performed during the day, when time allows with priority given to items 1 - 3.

\*Permission must be obtained from private property owners, in partnership with The District office

5. Painting/ Touch-up/ Washing – vendor must be able to do touch up painting of trashcans, planters, benches and light bases throughout The District, as requested. Detail work can be performed during the day, when time allows with priority given to items 1 - 3.
6. Inform District Office Regarding Non-conforming sidewalk uses. It shall be the responsibility of the maintenance staff to inform The District Office when new racks, benches, public art or other items have been placed in the public right of way which:
  - a. Are not approved
  - b. Are covered in graffiti
  - c. Have been placed on the sidewalk but are not secure
  - d. Have been placed on the sidewalk and are chained to an adjunct sidewalk amenity
  - e. Act as an obstacle in the public right of way
7. The vendor will be full service, providing comprehensive work, including, but not limited to:
  - a. Provide a full-time local manager, to communicate with The District office daily and work alongside other team members
  - b. Implement all hiring, training, scheduling and managing employees for maximized coverage hours and planning for large events in the downtown
  - c. Provide customer service training for employees, such as greeting guests, holding doors and providing directions.
  - d. Providing and storing all equipment necessary for each task, such as hot pressure washer power washing equipment, blowers, reclamation equipment, drain covers, grease socks, appropriate chemicals, safety equipment and other needed janitorial tools and equipment
  - e. Equip each employee with a professional uniform, to be approved by The District. Provide work and safety equipment, such as safety glasses, boots, gloves, ear protection and radios/phones for communication.

The District requires the vendor to provide prospective employees of sufficient quality so as to meet the demanding nature of the work. Normal commercial office building standards will not suffice in this situation. The vendor will be required to be diligent in finding persons qualified to handle and thrive in The District's work environment.

### **Budget**

The District has an annual budget of \$150,000 for our janitorial program. Responses to this RFP should provide detailed billing rates for each listed position as well as all supervisors and overhead costs. Outline in detail all benefits provided to employees (health and welfare, holidays, vacation, sick time, etc.) All equipment and supplies provided by the vendor, as outlined above. We are very interested in your recommendations for retaining staff through thoughtful pay structures that reward your staff to grow within the organization.

### **Payments**

In order to receive payment for Services, the Vendor will be required to submit a monthly invoice setting forth in detail, for the period for which payment is requested, the Service actually rendered during that period itemized by location and the amount of payment requested and

due therefor. Invoices may not be submitted more than once a month. All invoices shall be subject to the CID's review, verification and approval, and all payments shall be conditioned upon the CID's sole determination that all Services have been performed satisfactorily and in accordance with the terms of the Contract.

#### **Sales and Use Tax**

The CID is exempt from state and local sales and use tax. SUCH TAXES SHALL NOT BE INCLUDED IN PROPOSALS or in invoices submitted under the Contract, and unless otherwise agreed in writing, vendor shall pay any and all taxes, excises, assessments or other charges of any kind levied by any governmental authority in connection with the Contract and any services provided thereunder including, but not limited to, any such governmental charge of any kind levied on the production, transportation, sale or lease of any equipment, supplies, materials or other property or services of any kind used or transferred in the performance of the services. Vendor and all members of the Vendor Team shall hold the CID harmless from the payment of any and all such taxes, contributions, penalties, excises, assessments or other governmental charges. The CID will provide the selected Vendor with appropriate sales and use tax exemption certificate evidencing the CID's tax-exempt status.

#### **Contract Conditions**

The acceptance of any proposal and selection of any Vendor shall be subject to, and contingent upon, the execution by the CID of a Contract. The contract shall contain, among other terms, certain provisions required by law and by policies of the CID including, without limitation, the following providing that the Vendor:

- i. Shall defend, indemnify and hold harmless the CID, including employees and directors, against any claims or damages relating to its acts and omissions;
- ii. Shall maintain financial and other records relating to the Contract, including, without limitation, payroll records for a period of seven (7) years from the end of the Contract Term, and shall make such records available for inspection and audit;
- iii. Shall maintain insurance with insurers licensed or authorized to provide insurance and in good standing with the State of Missouri, such policies shall be in a form acceptable to, and include any conditions reasonably required by the CID, and naming the CID, employees and directors as additional insured's;
- iv. Shall be licenses to conduct business in the State of Missouri;
- v. Shall represent and warrant that neither it nor any of its directors, officers, members, or employees has any interest, nor shall they acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the Services as set forth in the Contract. Further, the Vendor must agree that it shall employ no person having such a conflict of interest in the performance of the Services; and
- vi. Shall agree to Boone County, Missouri as the venue in any legal action or proceeding between the Vendor and the CID.

#### **State Sunshine Law**

All Submissions submitted to the CID in response to this request may be disclosed in accordance with the standards specified in the Sunshine Law. The CID is a "public governmental body" pursuant to said Sunshine Law, therefore, all proposals may be disclosed.

**Costs**

The CID shall not be liable for any cost incurred by the respondent in the preparation of its Submission or for any work or services performed by the respondent prior to the execution and delivery of the Contract. The CID is not obligated to pay any costs, expenses, damages or losses incurred by any respondent at any time unless the CID has expressly agreed to do so in writing.

**CID Rights**

This is a "Request for Proposals" and not a "Request for Bids". The CID shall be the sole judge of whether a proposal conforms to the requirements of this RFP and of the merits and acceptability of the individual proposals. Notwithstanding anything to the contract contained herein, the CID reserves the right to take any of the following actions in connection with this RFP: amend, modify or withdraw this RFP; waive any requirements of this RFP; require supplemental statements and information from any respondents to this RFP; award a contract to as many or as few or none of the respondents as the CID may select; to award a contract to entities who have not responded to this RFP; accept or reject any or all proposals received in response to this RFP; extend the deadline for submission of proposals; negotiate or hold discussions with one or more of the respondents; permit the correction of deficient proposals that do not completely conform with the RFP; waive any conditions or modify any provisions of this RFP with respect to one or more respondents; reject any or all proposals and cancel this RFP; in whole or in part, for any reason or no reason, in the CID's sole discretion. The CID may exercise these rights at any time, without notice to any respondents or other parties and without liability to any respondent or other parties for their costs, expenses or other obligations incurred in the preparation of this proposal or otherwise. All proposals become the property of the CID.

**Applicable Law**

This RFP and any Contract, Subcontract or any other agreement resulting henceforth shall be governed by the Laws of Missouri, and are subject to all applicable laws, rules, regulations and executive orders, policies, procedures and ordinances of all Federal, State and City authorities, as the same may be amended from time to time, including, without limitation, equal employment opportunity laws.

**Brokerage Fees or Commissions**

The CID shall not be obligated to pay any fee, cost or expense for brokerage commissions or finder's fees with respect to the execution of this Contract. The Respondent agrees to pay the commission or other compensation due any broker or finder in connection with the Contract, and to indemnify and hold harmless the CID from any obligation, liability, cost and/or expense incurred by the CID as a result of any claim for commission or compensation brought by any broker or find in connection with this Contract.

**Additional Work**

During the Contract, the CID, at its sole discretion, may choose to work with the selected Vendor and/or hire its services for projects other than the Scope of Services or projects that exceed the Scope of Services. The CID's decision to do so may be based on the firm's relevant experience and its successful performance under the contract.

**Insurance**

The Vendor and all approved subcontractors shall carry and maintain, during the Term, insurance issues by insurance companies authorized to provide insurance and in good standing in the State of Missouri. Vendor shall provide certificates of insurance and proof of payment.

<u>TYPE</u>		<u>AMOUNT</u>
A.	Workers' Compensation	Statutory
	Employers' Liability	\$500,000/\$500,000/\$500,000
B.	Commercial General (public) Liability Insurance	
	a. General Aggregate limit	\$2,000,000
	b. Products & Completed Operations limit	\$2,000,000
	c. Personal & Advertising Injury limit	\$1,000,000
	d. Each Occurrence limit	\$1,000,000
<i>The above insurance to include coverage for the following: Premises/Operations, Independent Contractors, Products/Completed Operations, Personal Injury and Contractual liability</i>		
C.	Broad form property damage, to include fire legal liability	\$50,000 per occurrence
D.	Business Automobile Liability	
	a. Owned/leased vehicles	Combined Single Limit (CSL) of \$1,000,000
	b. Non-owned vehicles	
	c. Hired vehicles	
E.	Umbrella Coverage	\$5,000,000

**Employment Standards**

Vendor is expected to provide employment standards for recruiting staff, conducting employee background checks, drug testing, grooming and other personnel policies and practices and policies for working in inclement weather.

**Questions**

Respondents may submit questions and/or request clarifications from the CID by submitting them in writing to the contact person at the contact person's email address listed below. All questions and clarifications must be submitted no later than the mandatory pre-submission meeting.



**Disclaimer**

The CID, and its respective officers, directors, members and employees make no representation or warranty and assume no responsibility for the accuracy of the information set forth in this RFP. Further, the CID does not warrant or make any representation as to the quality, content, accuracy or completeness of the information, text, graphics or any other facet of this RFP, and hereby disclaim any liability for any technical errors or difficulties of any nature that may arise in connect with any website on which this RFP has been posted, or in connection with any other electronic medium utilized by the respondents or potential respondents in connection with or otherwise related to this RFP.

**Mandatory Pre-Submission Meeting**

Notice is hereby given that a pre-submission meeting will be held on July 9 at 10 a.m., which will be held at The District office. Sub-contractors are urged to attend. Service providers not represented at the meeting may not submit a bid.

**Letter of Interest & Qualifications**

A Sealed Bid including fifteen (15) copies of the letter of interest and qualifications should be delivered to:

Katie Essing, Executive Director  
The District  
11 S. Tenth St.  
Columbia, MO 65201

***Proposals are due by 4:00 p.m. on Friday, August 14, 2015.***

Information submitted shall include the following:

1. Itemized pricing for each element of scope of services
2. Brief description of the firm, its history, and its background in the janitorial field
3. Bidder's Federal Employee Identification Number
4. Qualifications of the firm
5. List of all sub consultants (if any) and their background and contact information
6. List of key personnel for the project, including relevant experience of each. Include organizational chart indicating the level of responsibility of all personnel, including resumes of supervisors and a proposed staffing schedule with a percentage of time devoted to each aspect of service
7. List of similar work performed for municipalities or agencies, including a description of the work, cost of the project, and a list of references with phone numbers

8. Provide a preliminary list of proposed equipment necessary to execute the Scope of Services. Describe how the equipment will be procured, maintained and stored when not in use.
9. Provide a preliminary list of proposed supplies necessary to execute the Scope of Services, including information on the types of cleaning products that will be used and provide any environmentally sustainable supplies whenever possible.
10. Provide list, pictures and cost of proposed uniform elements and how the CID's brand will be incorporated and controlled with respect to uniform use.
11. Provide a methodology for tracking and reporting all data and work performed. Indicate type of technology or proposed system and describe the capabilities, and indicate if the system is proprietary.
12. Provide a description of how performance of all services will be measured and the reporting methods that will be used.
13. Provide a description of communication methods with the Vendor and staff, such as the radio or telephone equipment you propose to use.
14. Provide an internal employee safety plan and awareness initiatives.
15. Provide an overview of strategies that would reduce the carbon footprint associated with the delivery of Services.
16. Description of the team's approach to the work
17. Benefits of selecting the janitorial firm
18. A copy of bidder's certificate of corporate good standing or fictitious name registration from the Missouri Secretary of State or other evidence acceptable to The District.
19. A statement that the bidder is current on payment of its: (i) Federal income tax withholdings; and (ii) State income tax withholding and unemployment insurance payments, either in Missouri for companies doing business in Missouri, or in the state in which the bidder has its principal office.
20. Implementation Timeline, showing sequence of steps from award notification to launch.

**Selection Process**

Proposals will be screened by a committee for adequacy of content, technical competency and experience.

Criteria for the selection shall be as follows:

1. Proposal content
2. Background and similar experience
3. Capacity and capability of professional firm to perform the work required, including specialized services
4. Experience of key people, including project specific experience for each person
5. Satisfactory references
6. Demonstrated success in janitorial services
7. Past record of performance for professional firm with respect to such factors as control of costs, quality of work and ability to meet deadlines.
8. Sensitivity to context of Columbia, Missouri

**Contact Information for Questions:**

Katie Essing, Executive Director

[kessing@discoverthedistrict.com](mailto:kessing@discoverthedistrict.com)

573-442-6816

**Exhibit A: The Downtown CID (The District) Map:**

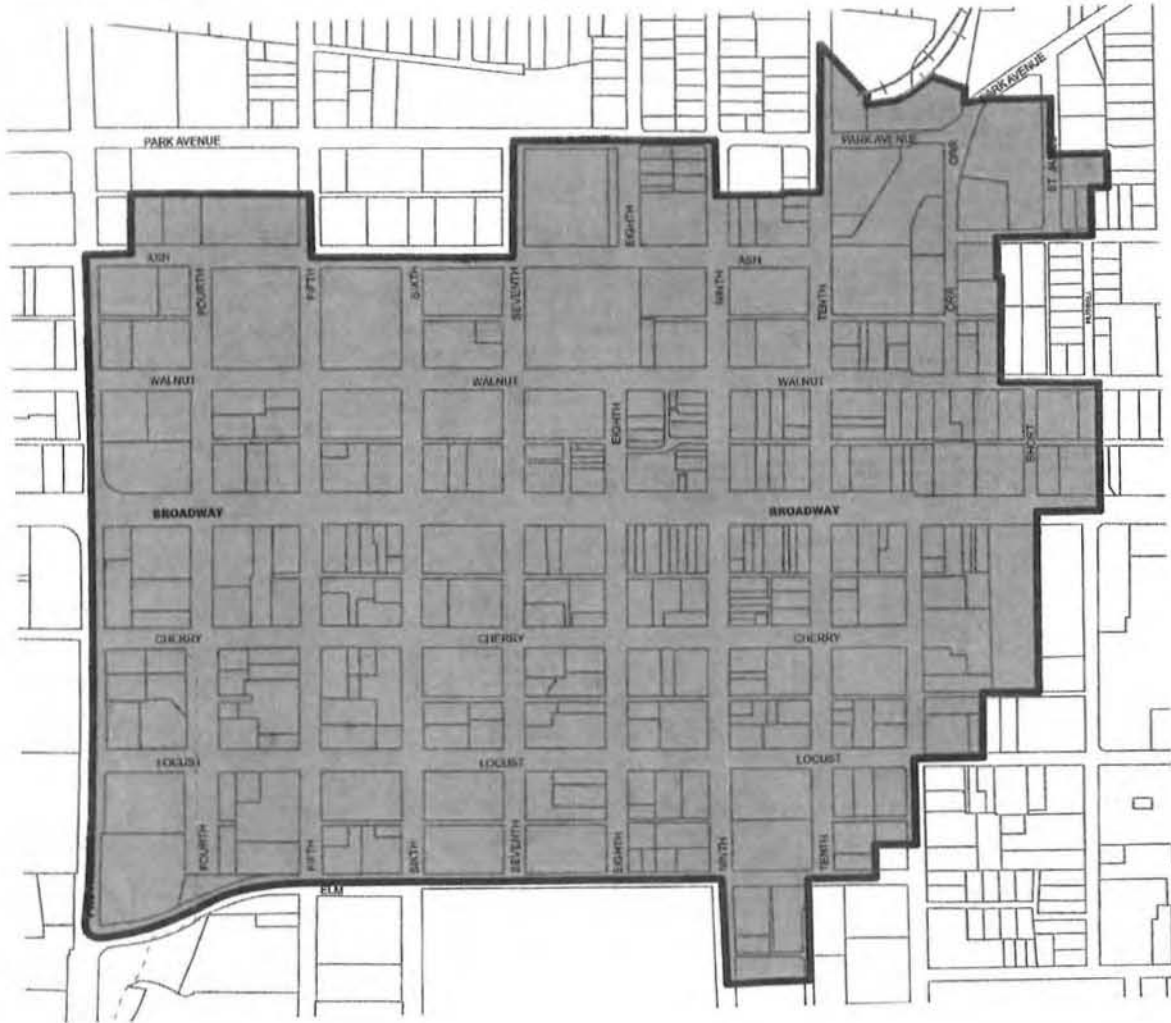
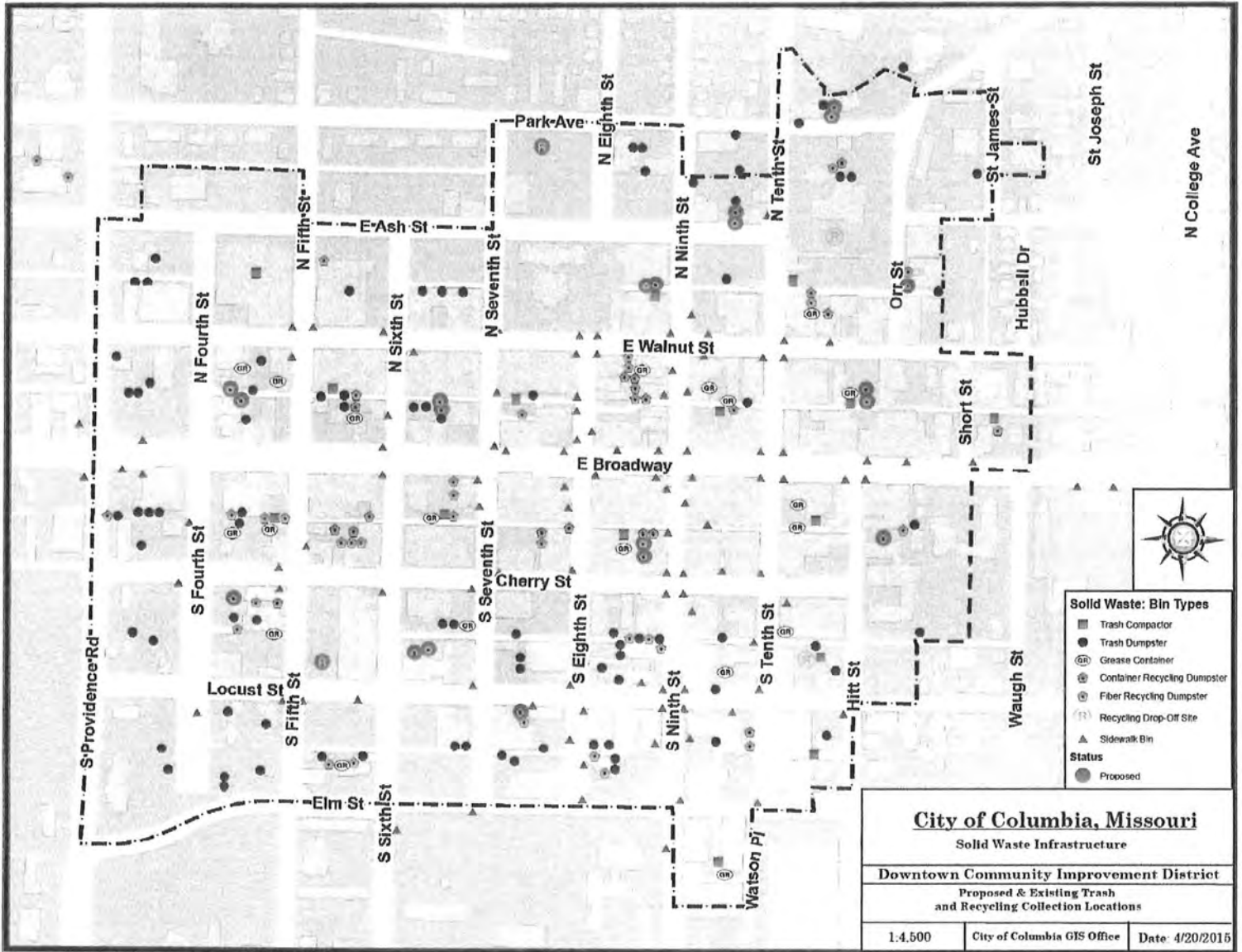
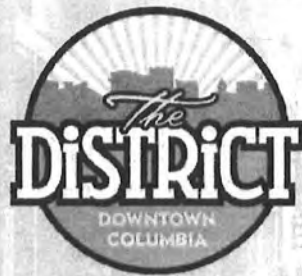


Exhibit B: The Downtown CID Solid Waste District Map:





# Proposal for PUBLIC SPACE JANITORIAL SERVICES Downtown Columbia Community Improvement District



August 14, 2015

Submitted to:  
Katie Essing  
Executive Director  
The District  
11 S. Tenth St.  
Columbia, MO 65201

Submitted From:  
Mark Lammon  
Vice President of Business Development  
Block by Block  
640 South Fourth Street  
Louisville, KY 40202  
216-973-2217





August 14, 2015

Katie Essing  
Executive Director  
11 South 10<sup>th</sup> Street  
Columbia, MO 65201

Dear Katie,

Impressed. That's how I felt the night I came to Downtown Columbia. As I walked the streets and saw the vibrant activity happening all around me I could feel that this was a district that was on the rise. Everyone I interacted with expressed how much Columbia was changing for the better. I knew from this first night that I wanted Block by Block to be part of this growing story.

As I spent the next few days exploring the district, I began to understand that this was a unique mixed used district. While we work in many college towns, the concentration of the three universities make Columbia unique. It also presents some genuine challenges and opportunities. Many of our programs schedule on a tourism or seasonal cycle that means cutting services off during the winter hours. Columbia is the reverse. In fact, the summer is the off-season for Columbia since the majority of classes are not in session. My colleagues and I think this is a unique opportunity where we can really make the district shine in a way you have not seen before.

You'll notice in our proposal that we've proposed a fixed schedule. We think this is the best solution for the needs of Downtown Columbia because it will allow us to focus on special projects, such as painting, weeding, and power washing during the summer when there are fewer pedestrians on the street, and then shift our resources to the day to day clean up when classes are in session. We'll be able to maintain this level of standard throughout the busy season. At the same time our team members to be true Ambassadors to the district and represent Downtown Columbia to all visitors and leave a lasting impression that will want people to visit, study, and explore Columbia even further.

Thank you for this unique opportunity to be part of the amazing story of Downtown Columbia!

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Lammon". The signature is fluid and cursive, with a large initial "M" and "L".

Mark Lammon  
Vice-President



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## EXECUTIVE SUMMARY

### DOWNTOWN COLUMBIA THRIVES

Block by Block is extremely excited about the opportunity to work in Downtown Columbia, a city that is thriving with downtown development. With 36,000 thousand students just at the University of Missouri alone, Downtown Columbia is a hopping place in the evenings. The streets are becoming increasingly active during the daytime hours with authentic restaurants lining Broadway and art galleries lining the north end. It's time for Downtown Columbia to have a cleaning program that will address all the needs of its growing and dynamic core.



Within the following pages you'll find our customized deployment plan along some of our ideas on equipment and other special projects for the Downtown Community Improvement District. We'd like to point out a few key areas that will make a Block by Block program stand out for The Downtown Community Improvement District.

### 1. START WITH A SPLASH

We know that previously the Downtown Community Improvement District has had cleaning programs of various sizes. We want to take cleaning the district to whole new level and maintain a baseline standard you have not seen before. We'll achieve this by:

- **Starting with a Cleaning Blitz:** We'll focus our efforts on the Broadway Corridor and get the entire street clean of graffiti and litter. After we achieve a baseline standard of cleanliness on Broadway, we'll move south into the Strollway area. Once these two high profile areas are clean, we'll fan out into the rest of the district.
- **Creating Noticeable Special Projects:** Within these same high traffic areas we'll assign a special projects team member to tackle some impactful projects such as mulching tree grates and painting fire hydrants and light poles. We'll capture some early before and after pictures so the CID can demonstrate a 'wow factor' from the start.



## 2. FOCUS ON CREATING A FANTASTIC DOWNTOWN COLUMBIA EXPERIENCE

Even though the Downtown Community Improvement District is looking for a cleaning program, we look at all of our employees as Ambassadors. Everything starts with finding someone who's looking for more than just a job. We're looking to select people who want to be part of the Downtown Columbia story and are excited to come to work each day. While our philosophy has always been 'Hire for Personality, Train for Skills' we know it's important to keep the Ambassadors engaged in the happenings of the district.





Every firm will say they have great training, but we guarantee no other firm has developed the Ambassador specific training materials we've put into place. This includes defined protocols for various street level situations, training videos for all topics to ensure consistency throughout the entire country and even emergency planning scenarios. It's this training, combined with hands on quality assurance that will lead to the outcomes you're envisioning as part of this new program.

We're excited to have created a model that so easily incorporates specifics about Downtown Columbia. This is going to allow us to package our Ambassador training with the necessary details and empowerment to create a great experience for district users. This includes:

- Each Ambassador defining their own personal greeting for the variety of district users.
- Knowing "conversation starters" about Columbia (to include facts and history).
- Paying special attention to families on college visits to make a great impression for the community.
- Having all Ambassadors receive the Convention and Visitors Bureau Ambassador Training Program.
- Have CID Staff address the Ambassadors on a quarterly basis on the ever evolving priorities of the organization and development successes (or Wins!) in the district. When we've done this in other cities we've noticed a significant impact in morale as Ambassadors feel more connected the overall work of the organization.
- Ambassador Appreciation Day. On the anniversary of our program each year we want to recognize milestones and celebrate the work of the Ambassador program.

### 3. DELIVER MEANINGFUL DATA

Districts have to move past just collecting 'statistics' as they are only useful if you know what to do with them. That's why we've developed a technology reporting system, called SMART System, which is useful for downtowns and provides us with valuable data to make program decisions. We'll discuss our reporting in more detail later within the proposal, but wanted to highlight some key ideas we have for The Downtown Community Improvement District:

-  **Creating Benchmarks.** Before we even start our program we want to take a pre-program snapshot by doing small things such as counting the amount of litter on the ground, how many stickers are on light poles, and how many panhandlers we see on the streets. This will be important to put accomplishments in context as we deliver progress, even in the very first week. It will also help us remind stakeholders of how far we've come, as property owners are usually quick to forget the conditions that led to the formation of a district in the first place.
-  **Tracking Interactions.** Columbia experiences a diverse user group because so many people visit its three universities. We'd like to be able to provide data to the CID about where people are coming from in order to provide better data to those decision makers. This could include recording the zip codes of those people we interact with so universities and the visitor's center can track where visitors are coming from.



### 4. ADDRESS CIGARETTE BUTTS

Downtown Columbia has a very active nightlife, and with that comes cigarette butts. Cigarette butts are especially noticeable on Broadway, 8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Streets. This nuisance litter ends up in all the nooks and crannies of the street, most noticeably in tree grates. It's extremely time consuming to pick and worse of all they don't biodegrade. If we can divert a portion of these cigarette butts into proper receptacles it will allow the Ambassador Team to focus on higher level cleaning such as painting or graffiti abatement. We'd like to suggest developing a cigarette butt recycling program for the district.



We'll partner with a company called Terracycle to create a program that looks like this:

- Cigarette canisters are placed throughout the district with a messaging campaign to encourage smokers to put their butts in the can.
- Ambassadors empty the canisters as part of their daily routine.
- Once a bin at the Ambassador Operations Space is full, Terracycle collects the used cigarette butts and recycles them into industrial plastics.
- Terracycle pays the CID for the used cigarettes and more money is put into the program to provide more canisters.

## 5. STRATEGIC WASHING OF THE SIDEWALKS

It's important that the CID always looks its best, but with limited resources you need to find a vendor that can do so with careful strategic planning. That's why we're proposing a proactive pressure washing and spills and stains clean up solution. For pressure washing around the district we'll have a John Deere Gator with a pressure washer on the back. This vehicle will focus on deep seated stains and areas like under trash cans. But we'll also deploy the Megabrute Container like you see to the right. These carts have the capacity to carry several gallons of water and will be able to remove stains (like spilled coffee or ice cream) with just a deck brush and water. This eliminates the need to deploy equipment whenever a spill or stain is noticed and will save the district time and money.



## 6. CREATE A RESPONSIVE, FLEXIBLE PROGRAM

Downtown Columbia experiences many special events like college football games to Film Festivals. Our Operations Manager will work with the staff of the CID to plan for these special events and ensure that the District remains clean, no matter how many visitors utilize it. We'll also incorporate a program we call Banked Hours. While most other vendors charge you a flat rate for services, and don't make up the hours if someone is out sick or are shorthanded, we provide every hour worked. With our Banked Hours program, we'll make sure you get every hour you're paying for, because every hour contributes to a better appearance of your district.





### 7. GROW WITH DOWNTOWN COLUMBIA

As we mentioned before, Downtown Columbia is thriving. You can tell that the city will not be the same in the next year, two years or even five years. Retail and dining on the streets will continue to grow as more individuals are attracted to its dense and walkable core. We know that your Ambassador Program will need to grow with your district. With Block by Block, we'll be able to provide you with national best practices and suggestions from what we've seen around the country. This includes, but is not limited to:

- Hospitality Ambassadors that seek out visitors to the district and provide suggestions and directions.
- Landscaping services that include watering of hanging baskets and planters.
- Whatever works best in terms of new trash cans, bike share services and wayfinding programs.
- Corporate involvement that provides downtown management with a sounding board for new ideas and connections to other cities of similar size and scope.

### WHY OUTSOURCE AND WHY OUTSOURCE TO BLOCK BY BLOCK

Delivering Clean and Safe services to over seventy districts across the country gives us the advantage of knowing what works and doesn't work in communities. Block by Block isn't just another janitorial or security company; we only do management districts and only provide AMBASSADORS.

- **National Best Practices:** We know what works across the country from gum removal, homelessness, power washing and graffiti. We implement the best of what we see into your program locally. We're able to take ideas (like Demand Based deployment or gum removal), look at how your city functions and from there develop a tailored program that works best for your district.
- **Economies of Scale:** Since we serve such a large volume of districts, we're able to leverage our purchasing power to get our customers the best possible price on everything from trash bags to uniforms. We purchase everything at wholesale price, saving our customer's money to provide more hours on the street.
- **Risk Management** – Our team handles all workers compensation claims and OSHA issues. This provides a level of protection to our customers that cannot be offered if in-house. For example, just this year an ambassador in Minneapolis was injured by a reckless motorist resulting in a \$500,000 workers compensation claim. Being part of the Block by Block team means everyone shares this risk. The task of managing a significant risk of a claim can take hundreds of labor hours to handle.
- **Corporate Support** – Our corporate support center allows our Operations team to spend more time on the street rather than handling logistics and paper work. Over the years we have developed a hiring process that gives us the best ambassadors in the field





## The Downtown Community Improvement District – Columbia, MO

Cleaning Ambassador Proposal • August 14, 2015

- **Training** – Our ambassadors never stop learning about how to be the best. Each ambassador receives weekly, monthly and quarterly training that can be done via our web based system. We update our training on a regular basis to include the best practices from around the country. Just in the last three years we've spent over \$50,000 on developing specific training models just for ambassadors working in the public right away.

## OBSERVATIONS

The following observations are a result of the visit we made to Downtown Columbia. We observed the district both in the evening, as well as daytime and afternoon hours. We've put together our observations of the conditions we found while on the street.

### LITTER

Litter in Downtown Columbia is concentrated near the nightlife establishments and routes along the way back to student housing. This litter is often discarded drinking cups or bottles, cigarettes packs and butts and leftover take-out boxes. We'll develop cleaning routes each morning to address these items and remove them from the street as quickly as possible.



## SPILLS AND STAINS

There are many spills and stains on the sidewalks all over the district, some of which create a nasty smell. Many of the stains come from trash cans that are leaking their liquid contents. We'll address this in two ways. First, through strategic power washing of the sidewalks and underneath trash cans. Secondly, by carrying water on our cleaning carts in order to remove these smaller stains quickly. We'll use natural enzymes when necessary to remove odors.





### NUISANCE GRAFFITI

It seems as though the entire public infrastructure in the CID has been tagged with either spray paint or stickers. As part of their daily routes, the Ambassadors will scrape off any stickers they see on objects and will assign special projects to remove any painted on graffiti they may find.



## ATTENTION TO DETAIL

Our Ambassadors will make sure that all public infrastructure, especially those items that the public touches each day, is wiped down and cleaned out each day. This is extremely important to the overall perception of the district. We will reinforce training to make sure items you see below are cleaned on a daily basis.



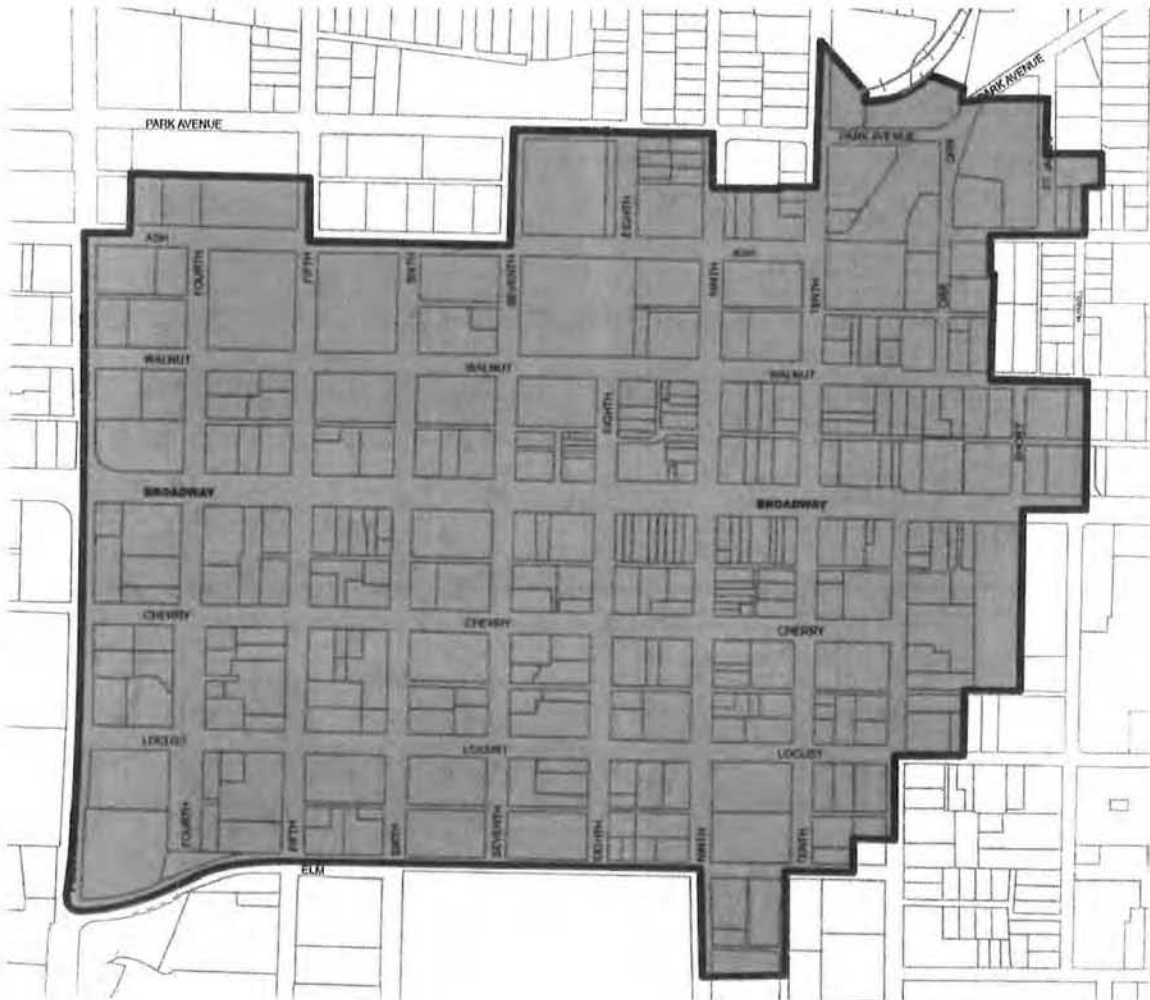
## SPECIAL PROJECTS

We can hit the ground running with the stakeholders of the CID by painting some infrastructure. Painting leaves a lasting impression and only needs to be done once a year. People will take notice once light poles of peeling paint are now gloss black again.



## DEPLOYMENT

As we began to think about the deployment for the Downtown Community Improvement District we had to turn our normal spring, summer, and fall scheduling upside down. While the vast majority of cities experience summer visitor season, Columbia's busiest seasons are when the universities are in session. On top of this, it's often when the weather is at its best that Columbia has lower pedestrian counts. It's because of this unique situation that we're proposing a fixed schedule year round. Our rationale is that during the academic season we'll play defense and keep the district very clean. During the summer time we'll assign special projects to the team such as painting or leveling tree grates that we'll give a lasting impression to stakeholders.





## The Downtown Community Improvement District – Columbia, MO

Cleaning Ambassador Proposal • August 14, 2015

### DEPLOYMENT SCHEDULE

#### All Season

Position	Hours	Primary Assignment	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
Cleaning Ambassadors	7am-2:30pm	Manual Cleaning	8			8	8	8	8	40
	7am-2:30pm	Manual Cleaning	8	8	8			8	8	40
Operations Manager	FLEX	This is a 'Working Manager' who will provide special projects opportunities			8	8	8	8	8	40
Daily Totals			16	8	16	16	16	24	24	
Total Scheduled Weekly Hours										120

The following outline provides details of the recommended service and deployment plan we envision for Downtown Columbia Inc.:

### CLEANING SERVICES

#### LITTER

Debris will be removed from sidewalks, alleys and street gutters. Debris includes:

- Loose trash
- Cigarette butts
- Sediment and loose rock

#### WEEDS

Weeds will be removed from sidewalk cracks and building lines.

- Isolated weeds will be pulled while Ambassadors are on manual cleaning patrol.
- Areas of widespread growth will be removed by spraying and cutting or by using a weed eater.

#### GRAFFITI

Graffiti will be removed immediately upon identification from public fixtures such as light posts, utility boxes and signs using the least evasive methods possible. Our methods of graffiti removal include wiping with graffiti removal chemicals, scraping, painting or power washing.

Graffiti identified on private property will be reported using a Property Condition Report. We can work with your organization to develop a desired protocol for graffiti on private property. In most cases our Operations Manager makes contact with the property owner to request permission to remove. Once a "Release" form has been signed, our team can remove the graffiti on the first floor of private property.



#### **ATTENTION TO DETAIL**

While on normal cleaning rounds Ambassadors will be trained to tend to nearly every detail they might encounter in the public right of way to include:

- Damp wipe public fixtures, such as trash can lids, to create a clean appearance
- Damp wiping and inspecting the inside of fixed news rack corrals for litter and debris
- Inspecting free publication boxes to make sure litter or other items are not placed inside

#### **POWER WASHING**

Block by Block will provide selective power washing in the district:

- **Spot Washing** – we will work to immediately address unsightly spills and stains in the district including around dumpsters and under trash cans. This will include the alleys as mentioned in the RFP.

Additionally, our cleaning crews will carry several gallons of water with them on their cleaning carts. This will enable them to wash down stains without having to call the power washer out to service.

#### **SPECIAL PROJECTS**

Special projects will be initiated to tackle issues that are overlooked or not addressed by the city due to limited resources. Special project opportunities include:

- Painting of street fixtures to include utility boxes, benches, light poles, etc.
- Thorough cleaning of tree wells
- Power washing and repair of waste cans
- Thorough scrubbing and cleaning of street fixtures
- Any other task as specified

#### **HOSPITALITY SERVICES**

All Ambassadors will be selected based on their willingness and ability to interact with the public. Once hired they will be trained and expected to recognize hospitality needs in order to provide a greeting, directions, recommendations or to answer any question the public might have.



## COMPANY INFORMATION

### 1. FIRM NAME AND ADDRESS

Mydatt Services Inc. d.b.a. Block by Block  
2929 Floyd Street  
Louisville, KY 40209

**Blair McBride, President**  
bmcbride@blockbyblock.com  
(502)664-5590

**Derreck Hughes, Vice President of Operations**  
dhughes@blockbyblock.com  
(502)592-3263

**Mark Lammon, Vice President of Business Development**  
mlammon@blockbyblock.com  
(216)973-2217

PRINCIPLES: Company Wholly Owned by SMS Holdings, based in Nashville, TN

### 2. OFFICE LOCATIONS

Our **national office** is located at:

640 South Fourth Street  
Louisville, KY 40202

Our national **Corporate Support Center** is located at:

7135 Charlotte Pike  
Nashville, TN 37209

### 3. PARENT COMPANY

SMS Holdings Corp

### 4. NUMBER OF YEARS IN BUSINESS

SMS Holdings Corp– 27 Years  
Block by Block – 13 years  
First District – 20 years (previously operated as part of sister company, Brantley Security)

### 5. FEDERAL TAX ID NUMBER

**31-1332763**

### 6. LEGAL STRUCTURE

Mydatt Services Inc., d.b.a. Block by Block is a privately held corporation and is fully owned by SMS Holdings. SMS gives Block by Block autonomy in all decision making and strategic planning.



## **7. FINANCIAL STABILITY**

SMS Holdings has a strong financial position. All growth is financed internally.

## **8. LICENSES AND PERMITS**

Block by Block is licensed to do business in the state of Missouri.

## **9. INSURANCE**

Block by Block will maintain the following insurance while providing services under contract with your organization:

- Commercial General Liability Insurance including Broad Form Property Damage, Premises Operation Coverage, Products and Completed Operations, Contractual Liability, Independent Contractors Liability and Personal Injury. The aforementioned shall be written for a combined single limit of \$1,000,000 and Occurrence, \$1,000,000 Personal Injury and \$3,000,000 General Aggregate.
- Worker's Compensation Insurance covering all persons employed by Block by Block in the performance of services to your organization; employer liability insurance with \$1,000,000 minimum limit each accident; \$1,000,000 policy limit; \$1,000,000 each employee.
- Automobile Liability Insurance liabilities for Bodily Injury and Property Damage applying to owned, non-owned, and hired automobiles for a combined single limit of \$5,000,000.
- Umbrella Liability Insurance applying excess of Coverage A and C for a combined single limit of \$5,000,000 each occurrence and \$5,000,000 annual aggregate.

## **10. CLAIMS**

Block by Block only has had claims resulting from normal day to day operations. There are no claims pending that would impact our ability to deliver services to Downtown Columbia Inc.

## **11. BANKRUPTCY**

Block by Block, nor its parent company, SMS Holdings Corp, has ever filed for any type of bankruptcy protections.

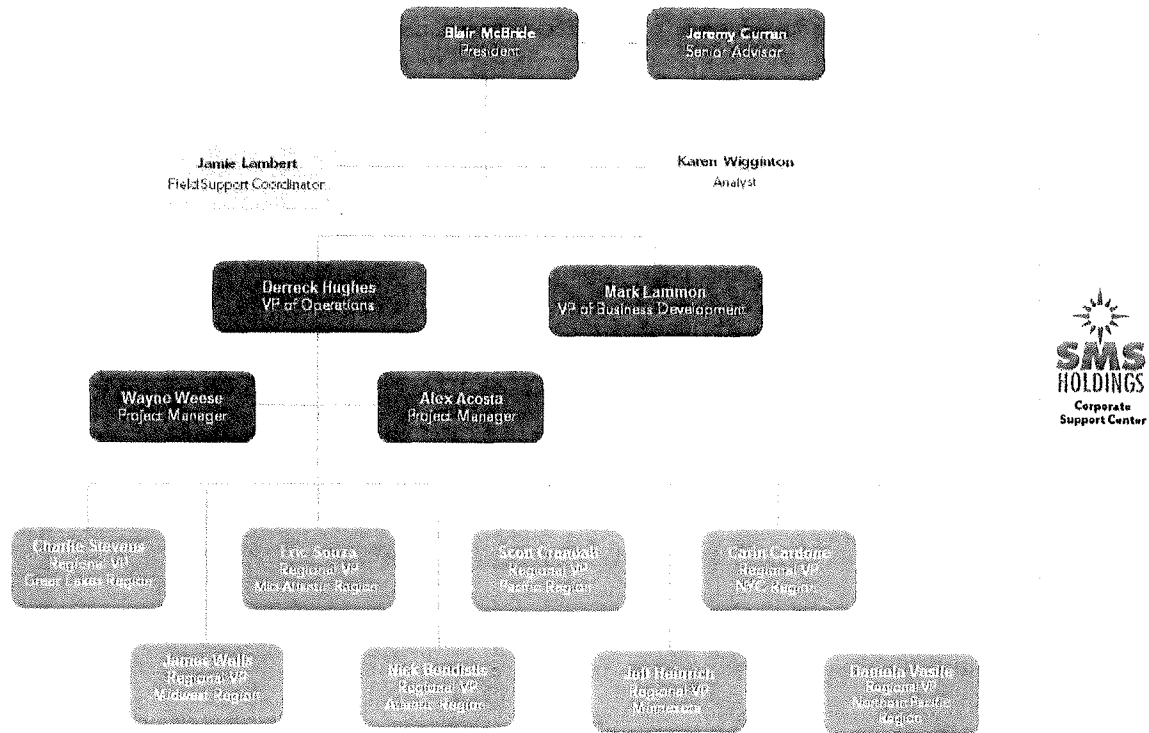
## **12. ANNUAL REVENUES**

Block by Block has maintained annual revenue of \$45 Million each year for the last three years.

## **13. EMPLOYEES**

Block by Block has an average of 1,300 employees across the country depending on seasonality. This includes our corporate staff.

## CORPORATE STAFF MEMBERS



Block by Block knows that exceptional personnel are essential to the delivery of exceptional services. Block by Block employs professionals who have achieved distinction in their field through years of experience within a variety of organizations. These professionals, possessing both administrative and operational expertise, are directly involved in the phase-in, ongoing management, and administration of our programs. Staff members with direct oversight of company operations are identified below:



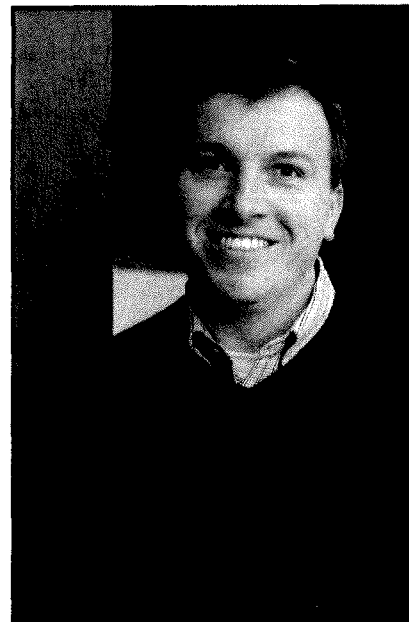


## **BLAIR MCBRIDE, PRESIDENT**

### **Biographical Info**

Blair McBride has been employed by Block by Block and its parent company since 1995. Mr. McBride has held many key supervisory and management positions during progression through the ranks with Block by Block, having served most recently as Business Development Manager in addition to Operations Manager, Quality Assurance Manager, and Project Director. Mr. McBride has vast experience in developing, implementing and managing customers and employees alike. During his tenure serving as the HR director of Brantley Security, he was instrumental in the development and implementation of systems by which to recruit and retain personnel, thereby increasing the skill level and overall quality of our company's workforce.

Mr. McBride holds a Bachelor of Science in Business Administration with concentrations in Management and Marketing from the University of Louisville. Mr. McBride is an active member in the International Downtown Association (IDA) and served six years on their Board of Directors along with various committees.



### **Role and Responsibilities**

On a daily basis, Blair guides and oversees our strategic direction and planning initiatives at a company level. He also services as an internal consultant to the Vice President of Operations and the Regional Vice Presidents under his direction. Blair also maintains close contact with each customer to gauge satisfaction and provide direction to the Regional VPs based on feedback received from customers.

We are sure you will find Blair to be hands on in respect to making continual progress within each of our programs and by developing corporate initiatives that will affect all Block by Block programs. Blair spends a vast amount of time traveling to Block by Block accounts to interact with customers, providing guidance in the continual evolvement of individual programs and conducting quality assurance audits.

## **DERRECK HUGHES, VICE PRESIDENT OF OPERATIONS**

### **Biographical Info**

Derreck, much like many other members of our Corporate Staff, have 'grown up' with the organization. Derreck first came to work with Block by Block at the age of twenty as a Security Officer, assigned to one of Brantley Security's most high profile, class 'A' office complexes. It wasn't long before Derreck proved he had the special mix of knowledge of our business, effective leadership, initiative, and personality. These traits allowed him to advance rapidly to an Account Manager, then an Operations Supervisor with Block by Block in downtown Louisville, then on to the rank of an Operations Manager overseeing Block by Block's safety, cleaning and transportation programs in Branson, MO.

In November of 2007, Derreck was promoted to the level of Project Manager and relocated back to Louisville. It didn't take long for Derreck to make a huge impact demonstrating his leadership abilities and business acumen on several projects. When the position of Regional Vice President for the Pacific Region was created Derreck was an obvious fit for the position.



During his nearly three years of overseeing Block by Block's west coast operations not only did Derreck solidify operations of each of the programs under his direction, but he developed solid relationships with customers. His active, hands on involvement with each program ensured that the programs not only met expectations, but continually evolved.

### **Role and Responsibilities**

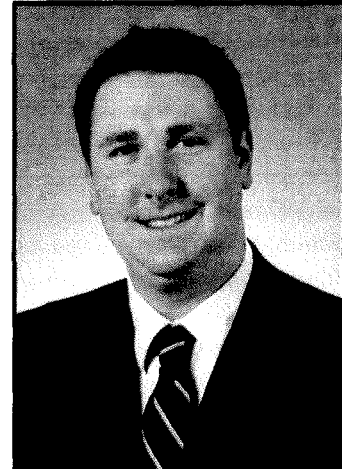
In his current role Derreck will be responsible for providing oversight and support to the four Regional Vice Presidents. Derreck will be actively involved in not only daily operations and projects, but he will be active in customer relations. Derreck will also serve as an internal consultant evaluating the quality of operations and making recommendations for improving the effectiveness of each program.



## **MARK LAMMON, VICE PRESIDENT OF BUSINESS DEVELOPMENT**

### **Biographical Info**

Mark joined Block by Block in 2014 and brings nearly a decade of downtown management experience to the company. Prior to his current role, Mark was the Director of Operations for Downtown Cleveland Alliance, a Business Improvement District covering 105 blocks and over 60 employees. In addition to day to day operations, Mark was the liaison between the business community and the City of Cleveland, providing guidance and insight on infrastructure projects and safety issues.



In 2012, Mark took on the additional role as President of Flats Forward, a community development organization tasked with rebuilding Cleveland's waterfront district. This turned out to be a very difficult but rewarding challenge as it necessitated getting vastly differing land users to come together for a unified vision of the district. In the end, owners of a steel mill, residents, recreation groups, restaurants, and even ship captains developed a land-use plan that is now in use for the district's redevelopment.

Even though he is no longer with the Alliance, Mark still serves as Board Chairman of Frontline Service, Cuyahoga County's delivery organization for homeless mental health services. Through his leadership, the county continues to provide additional permanent supportive housing units and is expanding its rapid rehousing program to prevent chronic homelessness.

### **Role and Responsibilities**

In his current role, Mark is responsible for developing and advising new Block by Block programs across the country and providing best practices to those currently with the Block by Block family.

## **REGIONAL VICE PRESIDENTS**

The first of the two primary functions of each of our Regional Vice Presidents is to make sure each Operations Manager and program has the tools, knowledge and other resources necessary to perform. The second is the role of ensuring a high level of quality within each program. The focus on this role has allowed us to not only meet customer expectations, but develop new programs and initiatives to exceed customer expectations.

Your Regional Vice President will be involved in the ongoing daily operations of your program once and will provide ongoing coaching and quality assurance to make sure the program exceeds expectations. The Regional Vice President will conduct quality assurance evaluations each quarter, establish associated short term objectives, develop an annual Strategic Operating Plan, provide budget oversight and maintain close contact with your staff.

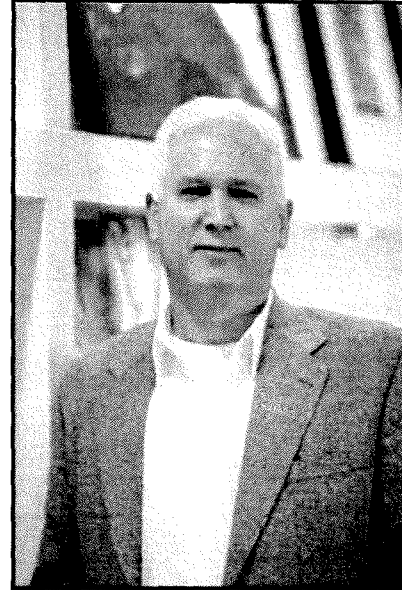
## **CHARLIE STEVENS, REGIONAL VICE PRESIDENT, GREAT LAKES REGION**

### **Biographical Info**

As the Operations Manager for the Downtown Cleveland Alliance program Charlie was an essential part of the launch in Cleveland. Taking the lead and coordinating the training and development of the 50 member staff was an exciting challenge. Charlie's leadership helped kick off an excellence in customer service that is the key to success in Cleveland today.

Currently Charlie leads the Block by Block programs in our Great Lakes Region covering Western Pennsylvania, Ohio, and Northern Indiana. Charlie focuses on learning the strengths of each account and sharing the best practices developed throughout his region.

As a motivated professional with over 25 years with experience in wholesale distribution and retail management Charlie has led organizations in operations, sales, and marketing functions. Additionally, Charlie is civically involved and has held positions as a trustee of his township in Northeast Ohio. Charlie is a graduate of Cleveland State University with a degree in Business Administration, with focus on marketing and management.



### **ROLE AND RESPONSIBILITIES**

The first of the two primary functions of each of our Regional Vice Presidents is to make sure each Operations Manager and program has the tools, knowledge and other resources necessary to perform. The second is the role of ensuring a high level of quality within each program. The focus on this role has allowed us to not only meet customer expectations, but develop new programs and initiatives to exceed customer expectations.

Charlie will be involved in the ongoing daily operations of your program will provide ongoing coaching and quality assurance to make sure the program exceeds expectations. He will conduct quality assurance evaluations each quarter, establish associated short term objectives, develop an annual Strategic Operating Plan, provide budget oversight and maintain close contact with your staff. Additionally, Charlie will work with your local Operations Manager, Melvin Eledge, to complete an annual Strategic Work plan.

### **Project Managers**

Our Project Managers are responsible for a wide variety of projects, which touch a variety of aspects of our business. Primarily the Project Managers are responsible for working closely with new customers to outline every operating detail and provide oversight for the first thirty days of operation to ensure a successful and complete start up. Project Managers will also augment local management of our programs when necessary for special projects or to provide continuity during leadership transitions.



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### **WAYNE WEESE, PROJECT MANAGER**

Wayne joined Block by Block in January 2009 as the first Operations Manager of our safety and cleaning program in downtown Akron, OH. During his tenure Wayne demonstrated that he could not only proficiently operate his program, but that he had a passion for communicating what the value of his program. Additionally, Wayne did an exceptional job of representing the Downtown Akron Partnership in various capacities to include building long lasting relationships with multiple levels of city government.

Prior to being selected as an Operations Manager in downtown Akron, Wayne held a variety of leadership and management positions in the logistics and retail industries. Wayne spent a number of years with Lowe's Home Improvement Stores. Wayne was a General Manager where he was assigned to underperforming stores to evaluate areas of deficiency, address operational problems, and essentially repair broken stores. Prior to his retail experience Wayne served four years in the Air Force.

### **ALEX ACOSTA, PROJECT MANAGER**

Based in the Washington Metropolitan area, Alex joined Block By Block as an Operations Manager for the Golden Triangle Business Improvement District in Downtown Washington DC. Responsible for total program oversight, Alex led the cleaning, landscaping, and hospitality Ambassador teams to provide an exceptionally clean, safe, and friendly environment in the downtown service area. Through careful analysis of trends and leveraging the experience of his team, Alex was able to boost program performance by adjusting deployments and integrating different capital equipment.

In his current capacity, Alex has recruited first rate personnel in various accounts across the country for both Ambassador and Management roles. He also assists with new program start-ups and process implementation.

Prior to Block By Block, Alex has held management and leadership roles in the retail industry including Best Buy and CVS Pharmacy.

### **JAMIE LAMBERT, CORPORATE SUPPORT COORDINATOR**

#### **Biographical Info**

Jamie has spent the majority of her working career in operational support functions. She has worked in the manufacturing and financial processing industries, where she has used her tremendous organizational, analytical, and customer service skills. Jamie has an in-depth understanding of many different computer programs, which allows her to tackle a tremendous amount of projects with varying complexity. In her previous experience Jamie also has a tremendous amount of experience working with outside constituencies to see project through to completion.

#### **Role and Responsibilities**

On a day to day basis Jamie serves as a resource to our Operations Managers in the field, on a wide variety of issues such as purchasing of uniforms and supplies, ensuring staff members have appropriate access to corporate accounts, updating publications and resources, and managing records of all fleet equipment. She also manages the flow of data such as expense reports, credit card logs, fuel expenditures, weekly payroll and centralized employee documents. Jamie also serves as a valuable resource by handling a wide variety of projects and critical tasks for traveling corporate staff.



## SUCCESSION PLANNING

While we have extremely low turnover in our Operations Manager ranks we've worked hard to make sure we have a plan for continuity when a manager leaves. When a manager leaves we often follow one of three paths:

1. Often times it requires hiring and training a new person with relevant experience.
2. In many instances we often look regionally to find a qualified candidate who might be in a supporting role in another program.

Based on the size of our organization we have a stronger infrastructure than any of our competitors. If a manager leaves we will deploy a project manager that can be deployed to the city and assume operations to provide continuity until a fantastic replacement is identified and trained. We maintain a process we call the 'leader board' where quarterly every Regional VP has to rank their subordinates and identify those that are ready for the next level.

## ORGANIZATIONAL STRUCTURE

Based on our visit to the district and extensive experience in the downtown management world, we are recommending the following positions for the Downtown Community Improvement District:

### OPERATIONS MANAGER

An Operations Manager will be one of the most essential players to the overall success of the program. Over the course of many years serving improvement districts we've developed a strong sense for how to best select the right individuals for these jobs and provide them with ongoing support.

It's our recommendation that your current Operations Manager, Melvin Eledge, take on an expanded role and oversee both the Clean and the Safe Programs. He has proven to be an effective leader and would take the challenge of the Clean Program head on.

Some of the core functions of the Operations Manager are as follows:

- Spend a good deal of their time in the field participating in work assignments, interacting with property owners, and inspecting the quality of work
- Interact frequently with the CID to make program adjustments to meet short term needs
- Coordinate recruitment, selection, training and scheduling of staff
- Manage program outcomes and reporting requirements
- Will report directly to Block by Block's Regional Vice President in order to keep this person apprised on a very frequent basis (typically multiple times per week) regarding all field level activities, projects and any operational matters of concern
- Work with the Block by Block Regional VP and Corporate VP of Operations to make recommendations for continual program improvement

### AMBASSADORS

Ambassadors will comprise the front line staff of the program and will provide a high level of visibility and flexibility by moving fluidly from cleaning related services to safety related tasks. Ultimately all



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staff member are selected foremost for personality as they are expected to be able to effectively deal with the variety of 'publics' they will come into contact with:

Some of the specific tasks of the **Cleaning Ambassadors** are as follows:

- Perform manual cleaning patrol throughout the district to address the many small details that comprise the overall appearance of the district
- Participate in those assigned projects that will improve the long term appearance of the district
- Carefully document activities and accomplishments using reporting mechanisms that we'll customize during the account implementation phase

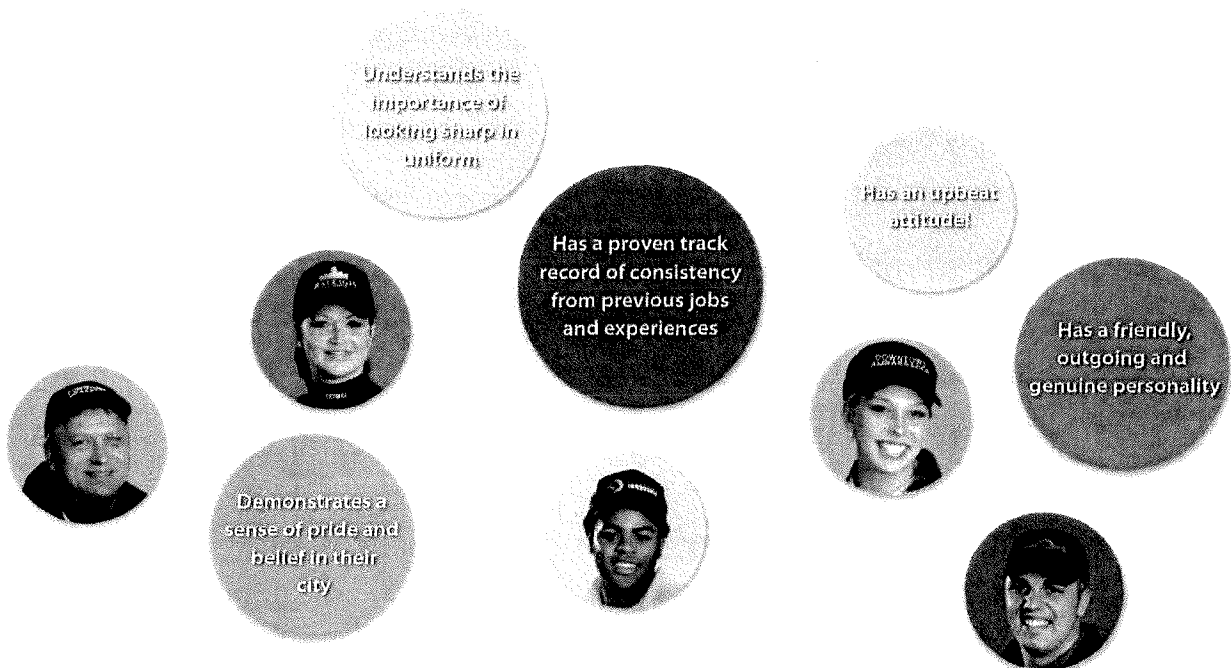
### OPERATIONS CENTER

As part of our start-up our Regional Vice President or Project Manager will secure space in which to operate. Within our budget we are proposing using the available space in the city parking garage as well as renting parking spaces in the garage and securing them for our Equipment. We have included these spaces within our budget.

## RECRUITMENT & RETENTION

You can never underestimate the importance of providing people with safety, hospitality and cleaning services to downtown districts. The faces wearing the uniform, colors, and logos of your organization will be perceived as members of your organization. Therefore, we refer to all Block by Block employees collectively as 'Ambassadors'. The quality and qualifications of each person selected will be critical to the overall outcomes of the program.

As a provider of services to CIDs, we understand the job environment and the nuances of serving in an urban environment, which necessitate the overall quality of personnel to be far superior to typical personnel hired by janitorial and security companies. In addition to meeting basic qualifications our ideal candidate also will have the following characteristics:



## RECRUITMENT

The recruitment process is one of the most important steps in our employee search. The goal in this process is to generate as many qualified applicants as possible from several different skill and experience levels, while giving preference to local Columbia residents.

Block by Block will target employees from the janitorial, security, safety, and customer service fields. We're looking for employees who have demonstrated experience in similar working situations or who have extensive experience dealing with the public.





## **TRADITIONAL METHODS**

### **INCUMBENTS**

We recommend extending the invitation to all existing Cleaning Team Member to apply for their current jobs. As part of the transition, our Project Manager will spend time in the field making observations of their work performance and attitude toward their job. We'll formulate recommendations based on our observations and interviews with the incumbents' staff and present those to your staff.

### **REFERRAL RECRUITMENT**

Referral recruitment has become one of our priority methods of recruitment in all programs. We have developed recruitment cards, which can be handed out to persons, who are currently working and have a great attitude for service. (Obviously these won't be targeted at district employees!) Staff members making a referral will receive a \$100 bonus, as we'd much rather give the money to our employees than to recruitment advertising sources.

### **MEDIA CAMPAIGNS**

We will recruit through media vehicles, such as various newspapers and classified publications.

### **ONLINE JOB POSTINGS**

Web based recruitment resources, such as careerbuilder.com and craigslist.com

### **PLACEMENT ASSISTANCE AGENCIES**

Sources such as military out-placement services, job assistance centers, and career counseling agencies have proven very valuable in many markets

## **NON-TRADITIONAL METHODS**

### **SOCIAL SERVICE AGENCY**

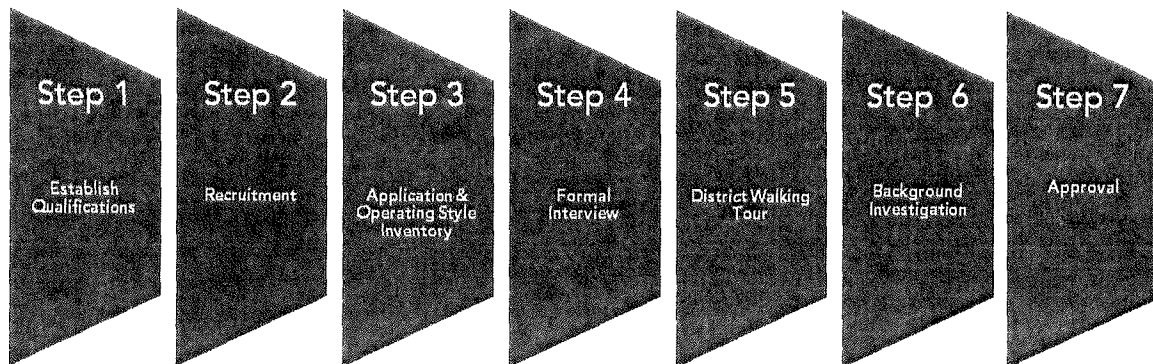
In order to provide the greatest opportunity to the residents of Columbia and specifically the Host Neighborhood, we would propose a partnership with a local social service agency that can refer us individuals who can serve in the manual cleaning role of the program

### **SEEDS PROGRAM**

As described in our Executive Summary, we would like to explore the possibility of creating a program where we partner with a local homeless shelter and provide workforce development opportunities for those in need. Not only will this benefit local residents it will provide more capacity to do beautification projects. We'd even suggest taking some staff members of CID to Cleveland to demonstrate how it works.

## SELECTION PROCESS

Selecting the right person for each job is one of the most critical functions of our company. The objective of our process is to give our field managers a proven process that allows them to have a thorough understanding of a candidate and to perform a strong due diligence background investigation, while performing the selection process as cautiously and efficiently as possible.



## APPLICATION AND OPERATING STYLE INVENTORY

As a way to minimize our Operations Manager's time spent in the recruitment process, we've incorporated technology into our recruitment and selection process. Through our selected vendor, Kwantek, we have implemented a variety of features into our application process and initial screening, which include the following:

- ✎ Applications for most Block by Block locations are now only available online.
- ✎ As part of the application process the candidate takes the Kwantek operating style inventory, which provides insight into what motivates the applicant, along with how they work in a group setting. The outcome of each individual's Kwantek score is compared to the Kwantek profiles of the fifty best performing current Block by Block Ambassadors in order to gain insight on the likelihood of the candidate's success.
- ✎ Applications are routed to a database of applicants for review by our Operations Manager. Our manager can quickly filter and sort applicants based on their availability for shifts, the position they are interested in, educational history, work history and performance on the Kwantek profile.

The incorporation of the Kwantek system into our recruitment and screening program has allowed us to minimize the time our Operations Manager spends evaluating applicants. As well, the system allows us to improve our success rate in selecting candidates!

## PERSONAL INTERVIEWS

Interviews are used to gain insight into the potential employee's personality, skills, and abilities. They also demonstrate to the interviewer the potential employee's communication skills, intent of employment, and appearance to the public.



Potential staff members are subject to two interviews:

- **Formal Interview** – is conducted by the Operations Manager and provides for open discussion of the candidate's work history, educational experience, skills and attitudes towards work ethic, and overall personality.
- **Site Interview & Tour** – if there is still interest in a candidate after the formal interview, they will be invited for a district tour and interview with a prospective co-worker. This allows for a more relaxed environment to evaluate a person's physical abilities and professionalism, while interacting with a perceived peer.

## BACKGROUND SCREENING

If a candidate wants to continue in the hiring process, he or she will complete all necessary background profile information. This information is submitted to our Corporate Support Center in Nashville, TN, where our Employment Compliance Team handles running a very detailed background investigation, which includes:

- Social security number trace
- Backgrounds of all jurisdictions of residence and employment for the previous 7 years
- Motor vehicles checks

Any adverse information or gaps in information are strongly scrutinized and this department pays strict attention to detail! The following is a partial list of disqualifiers from employment with any SMS Holdings operating division:

- Theft, larceny, burglary or worthless check convictions (misdemeanor or felony)
- Drug related offenses (relating to intent to sell, distribute, or manufacture)
- Gun related offenses
- Violent crimes of any kind (to include assault/battery, intent to harm, or domestic abuse)
- Any kind of felony conviction
- More than three traffic convictions disqualifies someone from driving a company vehicle

A candidate cannot be hired until the Employment Compliance Team issues an authorization to the manager in the field. This process has been invaluable as it prevents managers in the field from making the 'emergency hiring' decisions. These emergency hiring decisions could expose both our company and our customers to risk and/or potential bad PR from hiring persons with adverse work histories.

## DRUG TESTING

Block by Block uses a full-scale substance abuse management and administrative service, which utilizes a Medical Review Officer to review the results of the drug screen. All applications prior to being assigned will be subject to this thorough drug test. The results are directly reported to the Employment Compliance Team and the results from a clear test will be reported within 24 hours. All positive test results will result in disqualification for employment with Block by Block.



## RANDOM DRUG TESTING

Block by Block randomly tests 10% of its workforce each year. 2.5% of our workforce from across the country is selected each quarter by our third party vendor to maintain the integrity of our program. Of course, anyone testing positive is subject to termination.

## COMPENSATION & BENEFITS

The success of every one of our programs relies on our ability to attract and retain quality employees. While we understand the realities of each program's budget, our ability to attract employees greatly depends on the wages and benefits offered.

Recruiting, selecting, and training a new Ambassador is a costly investment of not only money, but administrative time. Additionally, every day an Ambassador works on the street, they gain even more experience. They may learn something new about the city's history, they might learn the name of a resident, or they'll know more about the nuances of a member of the homeless population. These are the fine details that can't be learned in training and only come with experience. When we lose one of our Ambassadors, whether voluntarily or involuntarily, we lose significant program experience.

Our compensation and retention efforts are the culmination of locally driven wages, an industry leading benefits package, and a working culture, which balances fun and accountability. Details of this plan include the following:

### WAGES

From our experience we've found wages are the number one driving force in generating interest in an open position. In identifying and selecting outstanding personnel, our philosophies are centered on paying above industry average wages to all levels of staff members, while maintaining competitiveness within the industry and maximizing the number of personnel on the street.

Wages for all positions will be based on an initial salary while on an evaluation period (ninety days). After the evaluation period, all employees will receive formal written evaluations based on job performance, attendance and punctuality, appearance, and the overall level of service provided. After completion of the evaluation period, employees will receive a recommendation of a raise or a performance improvement plan. The following wages are being proposed for the Columbia Cleaning Ambassador

Position	Start	After 90-Days	After 1 Year
Ambassadors	\$ 9.50	\$ 10.00	\$ 10.50
Operations Manager	\$ 35,000.00	\$ 37,000.00	\$ 38,295.00



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### BENEFITS

We feel a good benefits package is a crucial piece when hiring and retaining quality staff members. The peace of mind that employees receive when health care and other benefits are part of their compensation package creates meaningful value. This directly affects job performance, loyalty, and turnover ratios. Our benefits package is extremely competitive and far superior to any program offered by competitors. Benefits are provided to all Block by Block Ambassadors with the ability to enhance the package at the interest and request of our customers.

The following information outlines our standard benefits program.

#### Immediately

BENEFIT	OVERVIEW
<b>Paid Holidays</b>	Employees will receive holiday pay for New Years, Memorial, Independence, Labor, Thanksgiving, and Christmas days.
<b>Weekly Pay</b>	At the continual request of employees, Block by Block pays weekly on Tuesday
<b>Direct Deposit</b>	Employees can have their weekly pay check deposited into their bank account(s) of choice

#### After 90 days

BENEFIT	OVERVIEW
<b>Health Insurance</b>	Group membership with Blue Cross and Blue Shield, which is a traditional health plan, not the mini-med plan typically provided by other vendors. This is the same health plan provided to all Block by Block employees – managers and front line employees alike. We pay 70% of the premium while the employee pays 30%.
<b>Dental Insurance</b>	Group membership is with Delta Dental. Block by Block pays 70% of the premium, while the employee pays 30%.
<b>Life Insurance</b>	\$20,000 of free life insurance is provided to employees who participate in the company sponsored health insurance plan.

#### After 1 year

BENEFIT	OVERVIEW
<b>Paid Time Off</b>	Paid time off is available after one year's worth of employment.
<b>Birthday Pay</b>	All full and part time employees receive their birthday as a paid day off.
<b>401K Plan</b>	Employees may contribute to the company sponsored plan.



## **AWARDS AND RECOGNITION**

Block by Block realizes the importance of motivation through recognition of significant achievements. As a critical element of the ongoing program to attract and retain the highest caliber of staff member, a comprehensive Awards and Recognition Program will be implemented for Ambassadors assigned to perform services for your organization. Components of our Awards and Recognition program are as follows:

### **AMBASSADOR OF THE QUARTER**

This award is available to programs with fewer than 15 Ambassadors. Each quarter, an outstanding Ambassador will be selected as Ambassador of the Quarter. The award is provided to the individual who demonstrates the best overall performance during the period covered. Overall performance is measured through various criteria including attendance, appearance, attention to detail, production, and customer relations. The recipient of this reward receives a certificate, letter of commendation presented at a formal ceremony, and a monetary bonus of \$75.00.

The winner of the local market Ambassador of the Quarter is eligible for the Block by Block Ambassador of the Quarter award which receives an additional monetary bonus of \$150.00.

### **AMBASSADOR OF THE YEAR**

Annually, the Block by Block Ambassador of the Year Award is presented to the local Ambassador who demonstrates the best overall performance during the previous year. As with the Ambassador of the Month Award, this award is based on overall performance including various performance factors and criteria. Eligible employees are those who were selected as Ambassador of the Quarter/Month. The Ambassador of the Year Award includes a certificate, letter of commendation presented at a formal ceremony, and a monetary bonus of \$150.00.

### **“ON THE SPOT” AWARD**

The Block by Block Operations Manager has the authority to immediately recognize an Ambassador with an “on-the-spot” award. The award is provided to any Ambassador who, while in the performance of their duties, goes above and beyond in providing service. Each week the Operations Manager will give out two gift certificates entitling the Ambassador to lunch at Block by Block’s expense.

### **CUSTOMER SERVICE AWARD**

The Outstanding Customer Service Award is presented to a staff member who delivers outstanding customer service. The award takes into consideration all aspects of the event. The Regional Vice President has the authority to present this award which includes a certificate, letter of commendation presented at a formal ceremony, and a monetary bonus (amount depends on the event, but will usually be \$25.00).

## RETENTION

While we provide service employees, we feel each day an Ambassador is on the street they learn a bit more about the district they serve. When we lose an employee, for any number of reasons, a significant amount of job specific knowledge is lost and our local management team is required to spend more time training new staff.

Block by Block's companywide turnover for the three previous years is as follows:

YEAR	BLOCK BY BLOCK	INDUSTRY STANDARD
2012	64.3%	75 – 300%
2013	57.2%	
2014	85.7%	

While we've illustrated our turnover in comparison to the security and janitorial industry (courtesy of the Bureau of Labor Statistics) it's worthy to note there are some distinct differences between our niche profession and these other industries. A few of these differences can be both advantages and disadvantages, depending on the interest of the individual employee. These include:

- Working outdoors in all conditions
- Opportunity to work with more autonomy
- Usually there is more variety in Improvement District work
- Better pay and benefits in the Improvement District environment

More than anything we work to retain our employees by DRIVING A CULTURE, which includes the following:

- Making the workplace fun, even when the work feels mundane
- Through our training helping employees recognize that even though they may be cleaning or greeting the public, their efforts affect the number of construction cranes in the sky!
- Giving our operations managers a reasonable budget to do local incentives, such as lunches, snacks, and scheduling fun activities
- Having a fun holiday party, that often turns into a contest in each region to see who can have the best Christmas party
- Saying thank you from the corporate staff during our travels and at various times throughout the year. For example:





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- a. Last year when we had the outlandish winter across the Midwest and Northeast we created cool t-shirts for our staff and sent them a thank you video.
- b. At the end of last summer we sent a thank you video to all locations and had all of our managers have an ice cream party on a specific day.
- Recognizing good performances during shift briefings, especially when a pedestrian sends in feedback on an Ambassador





## TRAINING

It's our combined belief that training is one of the most critical functions of each of our programs. No other element of our operating model has received more investment over the last three years than our training program!

Once we have used our proven recruitment and selection process, the next important step is to transform the friendly person with the great work ethic into a great Ambassador to deliver first rate cleaning and hospitality services for Downtown Columbia.

The most important objective of our initial and on-going training program is to prepare each team member with the skills they will need to be effective in serving in an urban environment. Upon completion of training, your staff will be well versed in all facets of their responsibilities, to include a few components which are often overlooked in other provider's training programs:

TRAINING NEED	WHY IT'S CRITICAL
<b>Articulating GOOD Directions</b>	Believe it or not, most people don't know how to provide good, easy to follow directions!
<b>Being comfortable saying 'hello' or 'good afternoon' to a district worker</b>	Most people say they'll speak to a stranger, but need help, training and encouragement to become comfortable and 'automatic' at doing so consistently.
<b>Conveying 'Who You Work For'</b>	If not trained properly staff members won't accurately explain that services are provided by the improvement district organization, leaving pedestrians to assume the person is in some way associated with the city.
<b>Finding opportunities to "Make Their Day"</b>	We encourage our staff members to find ways to enhance the downtown experience – holding a door, carrying grocery bags for someone, or walking someone to their destination. We'll train your staff to identify these opportunities.
<b>Effectively requesting persons involved in quality of life crimes discontinue their behaviors</b>	People involved in quality of life infractions or low level behaviors are often deterred by an effective 'ask'. We'll train staff to be 'firm, yet courteous' and in the use of effective techniques to gain compliance. This form of 'asking' has proven very effective in deterring unwanted activity, even though the activity may be perfectly legal. Remember you won't believe what you get by 'asking'!

These are but just a few of the many critical concepts, which will be delivered during training. We'll be certain the staff we select for your program is fully prepared to provide the best possible service to persons for Downtown Columbia!

## MAKING TRAINING CONSISTENTLY GREAT!

Block by Block has always prided itself in having excellent training for Downtown Districts. What we didn't have in years past was a way to make sure all of our employees were compliant and up-to date with all of their training. We've invested over \$30,000 to develop the CourseMill System. Ambassadors now take their training online at terminals at the Operations Center. Each training module features a video along with a quiz at the end. We're now able to view the scores of each of our Ambassadors and reinforce training where we see deficiencies.

CourseMill®

## INITIAL TRAINING

Currently, all new hires receive eight hours of orientation training reviewing the handbook, company policies, and procedures. During this training we are also assigning uniforms, touring the district, and touring the facilities and equipment. Next, the core contents of our initial training plan are given.

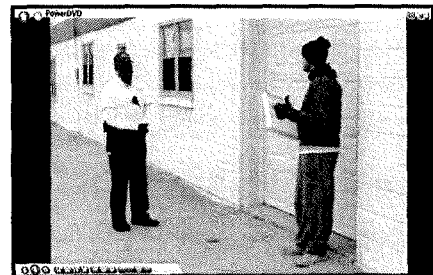
If selected we'd like to provide all retained incumbents and new Ambassadors with Block by Block's formalized training plan. Within the plan all new Ambassadors will receive 24 hours of formal training to provide the basic body of knowledge to respond appropriately to all circumstances of working in an improvement district. This will provide the necessary details to give an Ambassador the understanding of improvement district methodologies, but will also review the many scenarios Ambassadors may encounter during the course of their day. The Block by Block training program is customized to account for how each customer prefers basic situations to be handled to reflect local preferences and tolerances.

In 2012 Block by Block spent a great deal of time overhauling our pre-assignment training program. The purpose of rethinking all aspects of this training is to give our staff members the tools they need to be as efficient and successful as possible, while delivering the training in a practical and interesting way.

The end product was a comprehensive training program that incorporated video based learning with consistent training materials. Block by Block developed a training format that starts with proven strategies from programs across the country, and then customizing the model to fit the local culture and attitudes. In all, Block by Block spent more than \$30,000 building this training program.

Some of the highlights of our training for staff members includes:

- A scavenger hunt for each district to familiarize new employees with the service area. We ask that Ambassadors go a step further. For example, staff members may give directions to a museum, but they should also know the price of admission and operating hours.





- Ambassadors receive specialized training to deal with panhandling and the homeless. As part of this course, we've developed our own training DVD outlining the most effective ways to engage panhandlers, which includes scenarios depicting the right and wrong approaches.
- Ambassadors also receive training on what to look for while patrolling their assigned area. They aren't just concentrating on what is immediately in front of them, but evaluating the entire public space in order to provide service.
- The following are components of the proposed Block by Block pre-assignment training program. Because of the small nature of the Columbia program, we are proposing that Ambassadors receive all of our training in order for them to be as versatile as possible. Elements of the training for all Ambassadors assigned to the Columbia are as follows:

Safety Ambassador Curriculum			Cleaning Curriculum			Hospitality Curriculum		
Sect	Topic	Hours	Sect	Topic	Hours	Sect	Topic	Hours
	Orientation			Orientation			Orientation	
1.1	Background of Block by Block	1.0	1.1	Background of Block by Block	1.0	1.1	Background of Block by Block	1.0
1.2	Intro to the Customer	1.0	1.2	Intro to BIDs & the Customer	1.0	1.2	Intro to BIDs & the Customer	1.0
1.3	Perceptions	1.0	1.3	Perceptions	1.0	1.3	Perceptions	1.0
1.4	What is an Ambassador	1.0	1.4	What is an Ambassador	1.0	1.4	What is an Ambassador	1.0
2.1	Operational Procedures - General	0.5	2.1	Operational Procedures - General	0.5	2.1	Operational Procedures - General	0.5
2.3	Operational Procedures - Safety Specific	1.0	2.2	Operational Procedures - Cleaning Specific	2.0	2.4	Operational Procedures - Hospitality Spec	1.0
2.5	Communications	1.0	2.5	Communications	1.0	2.5	Communicaitons	1.0
2.6	Reporting	2.0	2.6	Reporting	2.0	2.6	Reporting	2.0
3.1	District Orientation & Training	9.5	3.1	District Orientation & Training	9.5	3.1	District Orientation & Training	9.5
3.2	Public Engagement Training	2.0	3.2	District Orientation & Training	2.0	3.2	Customer Service & the Engagment Experi	3.0
4.1	Scenarios - All Ambassadors	1.0	4.1	Scenarios - All Ambassadors	1.0	4.1	Scenarios - All Ambassadors	1.0
4.3	Scenarios - Safety	2.0	4.2	Scenarios - Cleaning	1.0	4.4	Scenarios - Hospitality	1.0
4.5	Workplace Safety	1.0	4.5	Workplace Safety	1.0	4.5	Workplace Safety	1.0
TOTAL		24.0	TOTAL		24.0	TOTAL		24.0

In addition to the above training content for each position we would also recommend the new Ambassador spend sixteen hours working with a seasoned staff member. This provides on the job training, which provides for on-the-application training and on-the-spot coaching. We will place the newly hired Ambassador in an orange 'in training' shirt, so the public doesn't perceive these are two Ambassadors walking together.

## SPECIAL CERTIFICATION TRAINING

Depending on their deployment responsibility, each team member will receive additional training based on their assignment or expertise, immediately upon completion of the 24 hours of pre-assignment. We'll continuously rotate additional certification opportunities to ensure cross training of staff. Additional components of training based on assignment will include:

- Basic CPR and First Aid (8 hours) - Regional Vice Presidents are certified CPR trainers that are certified to train local Operations Managers in CPR training
- Tennant ATLV Training (4 hours)



## ONGOING TRAINING

To make the existing program not just good, but great, Block by Block has developed ongoing training for all staff members. All Block by Block Ambassadors, regardless of location, will receive ongoing training in order to make sure their district knowledge and skills stay sharp.

We have developed the following training elements for all staff members to provide ongoing training.

### BI-WEEKLY TRAINING VIDEOS

All staff members in every Block by Block city receive one hour of additional training every other week based on companywide initiatives or common needs. This training is distributed by the Block by Block corporate team in Louisville and is video based. This ensures a consistent message, while reducing the amount of time the local program management staff spends training team members across multiple shifts. A discussion guide is also provided, which allows us to have supplemental discussion that is locally specific.

This program ensures our employees receive twenty-six hours of ongoing training every year with no costs or service interruptions. These one-hour training sessions are delivered in four fifteen-minute segments, each covered during a shift briefing.

Some specific examples of our Bi-weekly Training Bulleting topics include proactive ways to engage the public, how to deliver an effective business contact, lost parents/children and proper uniform wear (as uniform appearance and grooming is wildly important to us!)

### MONTHLY SAFETY TALKS

Employee safety is a critical element of our training program. On the job injuries have a significant impact on the rates our customer's pay and we work to build a culture of safety, which we refer to as STOP. THINK. ACT. As part of this we have monthly safety training for all employees produced at the corporate level, and a safety committee is set up at each site to review possible risks within the operation and work to avoid them. Additionally, a reminder logo is plastered on all equipment and throughout our Operations Centers in the form of small stickers, posters and other communication pieces to keep safe operating practices at the forefront of everything we do. Some of our topics of safety include:

- Cleaning Product Care and Safety
- Equipment Safety
- Proper use of small hand equipment like weed eaters
- Practicing proper use of lifting techniques
- Personal Safety and Protection

## OPERATIONS MANAGER TRAINING

The Operations Manager assigned to lead each individual program is the key to the success of each of our safety and cleaning operations. We make a significant, ongoing investment into training our Operations Managers not just for their individual roles, but to have a solid understanding of the methodologies of improvement district operations.



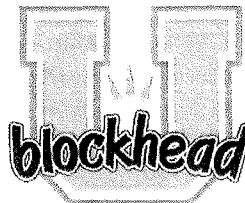
## The Downtown Community Improvement District – Columbia, MO

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The combination of local program training, along with best practices of the industry, is shared through the following methods. Since your current Operations Manager has already been through much of this training, we would like to send him to a nearby account to see some cleaning in action. However here is an outline of what a stand-alone manager would go through:

### INITIAL TRAINING (BLOCKHEAD UNIVERSITY 100 – 200 LEVEL)

After a new Operations Manager is selected we begin our in-depth training process by bringing them to a Block by Block city with an existing program similar in size and scope. During this three-day training session we focus approximately 40% of the curriculum on administrative details of the Block by Block operating model. The remaining 60% of the session is spent going through elements of the training curriculum specific to operations, methodologies of service delivery, and developed best practices. This in-depth exposure to a highly functioning program provides a valuable illustration of how our operating model is applied on a daily basis.



### ANNUAL LEADERSHIP DEVELOPMENT CONFERENCE (BLOCKHEAD UNIVERSITY 300 – 400 LEVEL)

Each spring Block by Block hosts a conference for our Operations Managers from around the country. The meeting is a valuable opportunity to deliver a wide variety of information regarding many aspects of our business model, to 'workshop' on concepts and processes, share best practices, and to allow our Operations Managers to strengthen their network with their peers.

The 2015 Conference will be held in New Orleans the week of March 2<sup>nd</sup>.

### BI-WEEKLY MANAGEMENT DEVELOPMENT (OPERATIONS MANAGERS)

Every two weeks all Operations Managers are required to participate in a conference call with their counterparts in their region. The training conference is led by the Regional Vice President and focuses on a wide variety of topics designed to reinforce our business model. The last ten minutes is spent in an 'around the horn' open discussion of issues or concerns from Operations Managers in the field. This training piece provides twenty-six hours per year of communication and ongoing training for our key leaders in the field.

Some specific examples of our Bi-weekly Management Development topics include:

- Turnover as it affects business practices
- Recruitment strategies
- Field reporting procedures
- Ongoing training in our back office systems (payroll, background screening)

## REPORTING

It was once said that doing improvement district work is half the job; the other half is promoting what's been done. Columbia is one of our best accounts in use with the SMART System. Early in our improvement district experience we recognized the importance of establishing methods of tracking activities, accomplishments, and ongoing district needs. As our understanding of programs has evolved, so have our reporting capabilities.

After reviewing many off the shelf systems and systems offered by other competitors, Block by Block came to the conclusion that none of the systems were the right balance for what we believed to be the core needs and uses for improvement district operations. What we recognized is that the systems didn't deliver the right data, were too complex, or required too much manipulation in the field (too much 'head down' time).



## MEET THE SMART SYSTEM! – YOU ALREADY KNOW IT!

The system we've developed allows Ambassadors and management to make better decisions on prioritizing resources and having essential data to address street level concerns. The following are core modules of our SMART System:

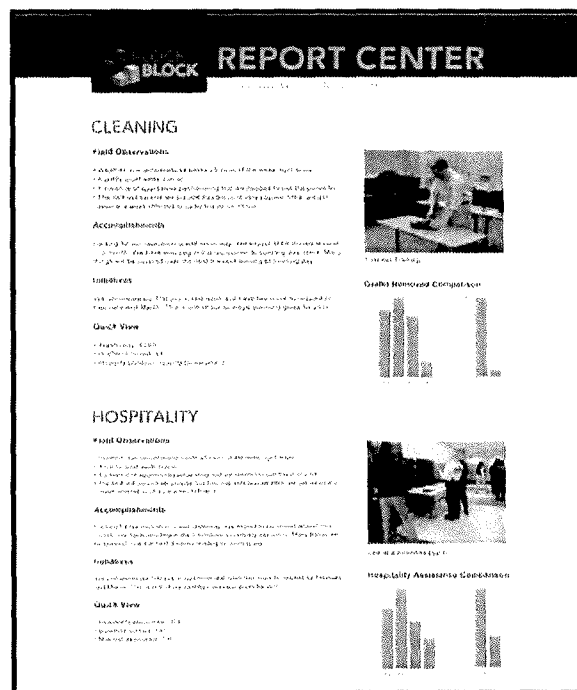
### 'BOARD READY' REPORTING

We have the ability in our system to customize categories for Ambassadors to track in the field. When setting up your program we will work with you to determine activities that are important to you and your stakeholders. Additionally, we have a standard set of measurements that we track across the country. All daily activities are entered to each day post shift.

We use the statistics entered daily for two purposes:

First, using our system, we can run reports for any period of time. We train our managers to evaluate statistics across each week and each month to identify trends. For example, spikes in panhandling, graffiti or calls for police assistance. We train our managers to think strategically when they see a trend that needs attention, whether that attention is adjusting staff or equipment deployment or by collaborating with an outside department, such as the police to find effective solutions.

Second, this module also allows our managers to produce a very professional, well laid out (both narratively and with graphics) report that we refer to as Board Ready' that provides an update of issues





or trends they are seeing and how they are addressing. This report provides for an update on common district services provided, team activities, comparative trends to previous periods, and a narrative overview of accomplishments and ongoing initiatives. All of this is done with narrative, charts, graphs, and pictures that are constructed into a template based on inputs from the local manager.

### PROPERTY CONDITION REPORTS

We have created a database of all broken elements, or property condition items, identified in the public right of way. Examples include broken utility poles, missing signs, broken sidewalks, or graffiti that cannot be removed by the Ambassador. These reports can be forwarded directly from the system in PDF format by the management staff to the appropriate outside agency or internal staff member for resolution. We can enter this into the SMART System and the appropriate city department will be notified that it should be fixed. We can even track how long it took them to repair the item.

Property condition reports are entered either manually at a PC or they can be entered, with pictures, in the field using an iPhone or iPod.



The database can be searched by open and closed reports, street, date range, or department forwarded to. A query of the database quantifies the average days aged, which we believe can be a valuable and promotable metric for public space management.

### KNOWN PERSONS DATABASE

We have developed a 'Known Persons' database module that allows us to create records of those persons we most frequently interact with. This includes persons continually violating ordinances (panhandlers, homeless persons, or street performers, etc.). It allows us to catalogue individual interactions with each person, so that we have consolidated data of all interactions with all Ambassadors with each 'known person' we want to track.

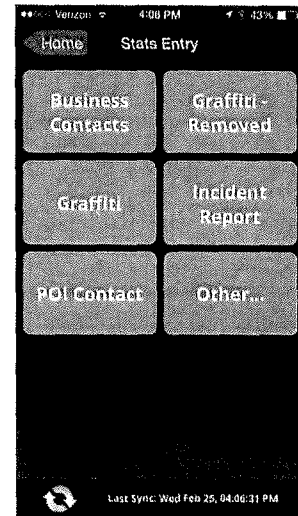
For example, this database will allow us to be able to quantify the number of times and the details of each interaction with each panhandler, which can be provided to police in an effort to strengthen enforcement. Similarly the database can show us which homeless persons we're seeing most frequently and for what reasons so we can develop individual strategies working with our partners in the social service community.



Data in this database will be entered either from a PC or with an iPhone or iPod device in the field. With the proposed addition of outreach training for our Operations Manager, we believe we can implement a Known Persons Database in Downtown Columbia.

## INCIDENT REPORT DATABASE

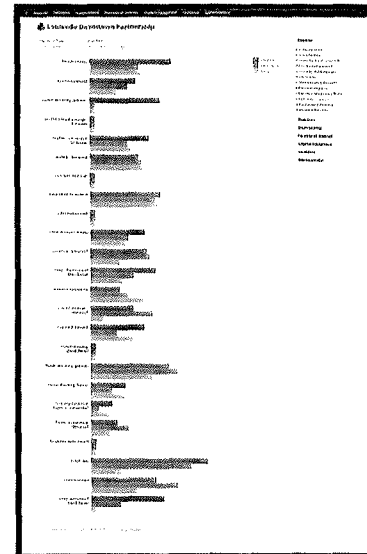
We can have employees enter details of incidents taking place in the district. (To us an incident is anything deemed to be out of the ordinary, anything requiring first responders, or anything that is desired to be an urgent notification situation based on direction of the USBID). The incident reporting module allows the Ambassador to document and save the specific details of an incident, which might be overlooked or forgotten while in the field, and then recall the incident report in the operations center from a PC. All incident reports can be set up to automatically forward completed incidents to your staff via email.



## ACTIVITY TRACKING

In field stat reporting, allows our Ambassadors to log their common field activities in real time from any IOS based device in the field. These include directions, recommendations and pedestrian interactions. From these interactions we will be able to:

- Filter reports based on day, zone and time so that we can determine when the most active times/days are so that we can better deploy staff resources
- We can evaluate individual Ambassador Interactions and compare those numbers to the average of the entire team to measure individual performance. From this we will recognize those who are outperforming and coach those who are falling below the average.



## REPORT LIBRARY

As we said the usage and analytics of data is far more important than just data collected. We've worked to create a more robust set of analytics relative to data so our managers can quickly find out the variance between periods of any data set collected. These many reports can be found in our 'report library'.

## BUSINESS CONTACT DATABASE

We will have a business contact module that will allow Ambassadors to document their visits to each business to detail, whom at the business they spoke with and enter details of the interaction. Ambassadors can also enter any need for follow up and flag the entry in the event their needs to be followed up from Downtown Columbia Inc. staff.

## EQUIPMENT TRACKING





We have built our proposal to include the SMART System, which would be run on the Operations Manager's iPhone, with the activities of all other Ambassadors entered using an iPod Touch. Additionally, you as a customer would have a user name and log on to be able to filter, sort and run custom reports in the system from a PC.

[illegible]

Communications are imperative to the vitality of any improvement zone Ambassador Program. There are a variety of interactions that take place on a daily basis, whether it's in a meeting with a city department or the conversation between an Ambassador and a merchant. All of these conversations are meaningful and valuable and we want to be able to document the outcomes in order to substantiate relationships with each unique entity.

This includes mechanisms for communication between:

- 41



## The Downtown Community Improvement District – Columbia, MO

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- Downtown Columbia Inc. staff and the management staff of the Ambassador program

### FIELD COMMUNICATIONS

The following communication methods are in place to expedite communications in the field:

- Cellular Telephones- We utilize iPhones, which are used to expedite communication with key members of staff and have hand held access our SMART System in the field. Program cell phones are assigned based on the following:
- Dedicated Cell Phones – The Operations Manager and the ranking team member on duty will have dedicated cell phones so they can be reached anytime the staff of Downtown Columbia Inc. needs to contact them.
- Two-Way radios – All Ambassadors will carry a two way radio to communicate amongst each other and to streamline communication. We have included a repeater to ensure adequate cover of the area.



## EQUIPMENT & UNIFORMS

Block by Block has always believed the cornerstone of any Ambassador program is the human engagement and hard work provided by front line Ambassadors. While we believe the Ambassadors assigned to Columbia will be the number one driver of visibility and program effectiveness, we recognize the importance to invest in equipment and tools. This allows the staff to be more productive in carrying out their work and adds to the dynamic presence of our programs.

The investment in equipment is significant and it's an important element in the overall branding of the district. It's important the features and benefits of the equipment be appropriate for the urban environment. When we select equipment we have a responsibility to make sure it's utilized in daily deployment, maintained in a first class manner, and has a professional appearance.

We offer the following equipment recommendations:

### CLEANING AND MAINTENANCE RELATED EQUIPMENT

EQUIPMENT	OVERVIEW	SAMPLE
<b>John Deer Gator with Watering Unit (1)</b>	This piece of equipment is extremely versatile and can get into tight corners where a truck cannot. It will be equipped with a watering unit that can be used for pressure washing as well as landscaping in Columbia desires.	
<b>Megabrute Container (2)</b>	We'd like to have all of our Clean Ambassador be equipped with the MegaBrute Container. This will allow us to carry water with us and address spills and stains immediately. It can also be divided into separate containers that will allow us to recycle and create a clean and green program.	



## RECOMMENDED COMMUNICATIONS RELATED EQUIPMENT

EQUIPMENT	OVERVIEW
<b>2-Way Radios</b>	All of our ambassadors will be equipped with a 2-way radio connected to each other. In addition we want Downtown Columbia to have a radio as well so they can communicate easily with the Ambassadors. This allows each team member to be in constant contact with the operations center and their fellow ambassadors. We have developed specific radio protocols as part of our training program which include proper use and care for each of the radios.
<b>iPod Touch</b>	We believe a critical function of Ambassadors will be to track individual interactions with persons of interest in the district. For this reason we will issue each of them an iPod Touch, which will run our SMART System application. Additionally, the Ambassadors will be able to document incidents, maintenance issues, and enter details of equipment usage through the SMART System on the iPods.
<b>Cell Phones</b>	One cell phone is recommended as part of the program. <ul style="list-style-type: none"><li>▪ <b>Operations Manager</b> – would have a dedicated iPhone, and would be required to respond to program needs during working and non-working hours (The current cell phone will be used)</li></ul>

## CLEANING SUPPLIES

The environment is important to everyone and we do our part to ensure that our Ambassador Programs have the least amount of impact on the planet. That's why we use only green and biodegradable cleaning products. This not only saves the planet but protects our employees as well. Besides our mentioned mechanical equipment, we also use:

- Bio-degradable all-purpose cleaner for whipping down fixtures
- Green Graffiti Remover
- Buckets and Brooms
- Small gardening tools to remove weeds
- Water and vinegar to stop the growth of moss on sidewalks
- Paint for covering graffiti
- Small sprayer containers for rinsing spills and stains

## BRANDING

The phrase "image is everything" is extremely relevant to the safety and cleaning services provided by Ambassador Teams! We recognize the importance of branding our customer's organization in everything we do. Our emphasis on brand is designed to promote our customer's organization, not ours. We have a tremendous amount of experience and expertise in effectively presenting our customers brand through a variety of mediums, including:

## 1. UNIFORMS

Our staff provides recommendations for a uniform look for your program. Ambassadors will be issued three sets and be responsible for their cleaning. Our recommendations consider your logo, colors of interest, and the functional need to be highly visible.



## 2. EQUIPMENT

Equipment is a critical element in program branding. We provide recommendations on selected equipment types, color selections, and logo placement. We work to identify obscure opportunities to incorporate your organization's brand into equipment whenever possible. Additionally, we ensure equipment deployed on the streets is clean and makes a professional impression.



## 3. COLLATERAL PIECES

Maps, brochures, and other informational pieces are important elements in branding your program. Our in-house graphic design team can provide drafts of collateral pieces for your consideration. We can provide your organization with print-ready designs for the agreed upon finished products. Samples of these collateral pieces may include:

- Program introduction cards
- "We Were Here" fliers to inform businesses of services provided by the team
- "Who to Call" fliers to visually communicate which agencies are responsible for various elements in the public right of way
- Maps
- Recruitment Brochures

**MINNEAPOLIS DID  
AMBASSADOR TEAM WAS HERE!**

The Minneapolis Downtown Improvement District Ambassador Team provides signage and information to help businesses and residents understand the District's role in the community. In addition to providing these services, our partners include:

City of Minneapolis      Date: \_\_\_\_\_


By: \_\_\_\_\_

☐ Removed Garbage/Trash/Debris  
☐ Painted Curb Cuts/Handrails  
☐ Power Washed Sidewalks  
☐ Street Cleaning  
☐ Removed Trash

Other: \_\_\_\_\_

☐ Services initiated by the Minneapolis DID Ambassadors  
☐ Services provided at your request

LET US KNOW HOW WE ARE DOING  
Minneapolis Downtown Improvement District  
www.minneapolisdid.org 612.258.8111





## IMPLEMENTATION TIMELINE

We understand there currently is a level of service being delivered to Downtown Columbia. We know transitioning a district services program where existing services are already being delivered is critical as stakeholders cannot see a reduction in services at any time.

We're proud to say we've launched, transitioned, and implemented more than 73 programs and each of them hit the ground running – not walking. We'll put this experience into place in Columbia to deliver the smoothest transition possible. Through our history we've found that the key to effectively implementing a program is through good planning, communication, and a team that owns every detail of the program.

While anyone can communicate and plan, Block by Block has an experienced team that only focuses on transitioning and implementing programs. This staff is separate from the day-to-day regional support staff, which provides ongoing support to our existing programs. Much of our success is related to our ability to ensure that our growth does not affect current customers. However, your Regional Vice President and current Operations Manager will be heavily involved and will be critical to the start-up.

The below outlines a summary of a 8 week timeline, based on a October 1<sup>st</sup> start date, for transitioning and building a Block by Block Columbia Cleaning Ambassador Program. There are many behind the scenes steps that go into creating a fully functioning Block by Block program, but we are only presenting those significant steps that are key benchmarks. We anticipate an accelerated timeline because we can build off of the existing staff.

TIMELINE	WEEK OF	TASK
7 weeks from start	August 16, 2015	BBB to begin enters into existing lease for the current operations center or finds an alternative space.  Contract award to Block by Block  Block by Block (BBB) and Downtown Columbia Inc. (CID) work through all necessary steps, initial deployment details and finalize transition steps (in person or on multiple calls)  Begin reviewing brand elements with CID to develop message consistency.
6 weeks from start	August 23, 2015	BBB and CID to continue working through all necessary steps, initial deployment details leading up to transition date. All Equipment is finalized and ordered
5 weeks from start	August 30, 2015	Order supplies.  Equipment branding mock-ups confirmed with the staff of CID.






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TIMELINE	WEEK OF	TASK
4 weeks from start	September 6, 2015	Cleaning route maps generated. Interviews continue of the existing Clean Team. First round of interview for the new Ambassadors
3 weeks from start	September 13, 2015	BBB Project Manager or RVP arrives in Columbia for extended duration stay to set-up program BBB will review our observations and recommendations for all incumbents with CID. Second round of interviews begin for new Ambassadors Operations Manager receives additional training in a neighboring city on cleaning procedures. We recommend either Grand Rapids or South Bend.
2 weeks from start	September 20, 2015	Formal job offers made those candidates, upon completion of background investigations and drug screens Delivery of 24 hours of pre-assignment training to all existing staff members (2 hours per day over 12 days)
Start Week	September 27, 2015	Continue 24 hours of new hire training delivered to all staff members that are hired Project Manager, Regional Vice President, and BBB Corporate Staff will spend considerable time in the field coaching and mentoring front line staff
1 week after start	October 4, 2015	Project Manager and Regional VP still on site to work through ongoing details, coaching and mentoring
2 weeks after start	October 11, 2015	Regional Vice President to assume full responsibility for the program (provided the operation only requires minimal adjustments. If more work is needed Project Managers will remain on site)

## REFERENCES

We operate over 71 programs across the country ranging from programs such as Cleveland and Detroit with 70 Ambassadors, to programs as small as just one individual in Raleigh. We're happy to provide you with a comprehensive list of all of our programs. Below you will find a list of programs that are of similar scope and size that we are proposing for The Downtown Community Improvement District.

DOWNTOWN SOUTHBEND	
	<p><b>Serving Since:</b> February 2006  <b>Ambassadors:</b> 6  <b>Contract:</b> \$260,000  <b>Contact:</b> Aaron Peri, Executive Director  <b>Phone:</b> (574) 282-1110  <b>Website:</b> www.downtownsouthbend.com  <b>Services Provided:</b> Environmental Maintenance, Supplemental Safety, Hospitality Services, Landscape Services</p>
DOWNTOWN YAKIMA	
	<p><b>Serving Since:</b> July 2012  <b>Ambassadors:</b> 3  <b>Contract:</b> \$161,400  <b>Contact:</b> Sean Hawkins  <b>Phone:</b> (509) 575-6005  <b>Website:</b> www.downtownyakima.com  <b>Services Provided:</b> Environmental Maintenance</p>
SAN FRANCISCO FISHERMAN'S WHARF	
	<p><b>Serving Since:</b> January 2013  <b>Ambassadors:</b> 2  <b>Contract:</b> \$132,800  <b>Contact:</b> Troy Campbell, Exec Director  <b>Phone:</b> (415) 673-3550  <b>Website:</b> www.fishermanswharf.org  <b>Service Provided:</b> Hospitality Services, Environmental Maintenance</p>

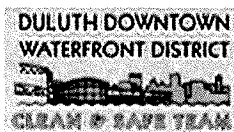




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### DOWNTOWN DULUTH



**Serving Since:** December 2004

**Ambassadors:** 6

**Contract:** \$280,000

**Contact:** Kristi Stokes, President

**Phone:** (218) 727-8549

**Website:** [www.downtownduluth.com](http://www.downtownduluth.com)

**Services Provided:** Supplemental Safety, Hospitality Services



## The Downtown Community Improvement District – Columbia, MO

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### COST SUMMARY

The budget we've put together includes all elements to operate a program including reserving parking spaces to store our equipment.

### PROGRAM BUDGET

PRICING	Clean Ambassadors	Operations Manager
<b>Pay Rate</b>	<b>\$ 10.00</b>	<b>\$ 17.79</b>
FICA	\$ 0.77	\$ 1.36
WC	\$ 0.55	\$ 0.98
Liability	\$ 0.26	\$ 0.45
Unemployment	\$ 0.19	\$ 0.34
<b>Subtotal</b>	<b>\$ 11.76</b>	<b>\$ 20.92</b>
<b>Annual Billing</b>	<b>\$ 48,921.60</b>	<b>\$ 43,512.00</b>
Overhead	\$ 5.64	\$ 5.64
Benefits	\$ 1.17	\$ 1.17
Profit	\$ 1.95	\$ 1.95
<b>Bill Rate</b>	<b>\$ 20.52</b>	<b>\$ 29.68</b>
Weekly Hours	80.00	40.00
Annual Hours	4,160.00	2,080.00
<b>Annual Billing</b>	<b>\$ 85,345.78</b>	<b>\$ 61,724.09</b>
<b>ANNUAL BILLING</b>		<b>\$ 147,069.87</b>



The Downtown Community Improvement District — Columbia, MO  
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Block by Block Ambassador Budget		
Category	Total	%
Labor (includes payroll taxes)	\$ 92,433.60	62.9%
Benefits (health, dental, life, vacation)	\$ 7,270.92	4.9%
Labor Related (background checks, recruiting, awards, etc.)	\$ 1,066.16	0.7%
Uniforms	\$ 2,199.45	1.5%
Equipment	\$ 9,607.10	6.5%
Equipment Related (maintenance and fuel)	\$ 7,938.25	5.4%
Janitorial Supplies	\$ 3,850.00	2.6%
Cell Phones	\$ 1,076.00	0.7%
Office Supplies & Printing	\$ 575.00	0.4%
Miscellaneous	\$ 500.00	0.3%
Administrative Support (mgmt, travel, postage, etc.)	\$ 8,410.00	5.7%
Profit (9.0% of total)	\$ 12,143.38	8.3%
<b>TOTAL</b>	<b>\$ 147,069.87</b>	<b>100.0%</b>



## FINANCIAL STATEMENT

Block by Block is financially current on all required items set forth in the RFP including, but not limited to:

- i. Federal income tax withholdings
- ii. State income state withholdings
- iii. Unemployment insurance payments



**State of Missouri**

Corporations Division  
P.O. Box 1366  
Jefferson City, Missouri 65102

File Number: 201335280134

X00948287

Date Filed: 12/18/2013

**Expiration Date: 02/13/2019**

**Jason Kander**

**Secretary of State**

## Registration of Fictitious Name

*(Submit with filing fee of \$7.00)*

(Must be typed or printed)

This information is for the use of the public and gives no protection to the name being registered. There is no provision in this Chapter to keep another person or business entity from adopting and using the same name. The fictitious name registration expires 5 years from the filing date. (Chapter 417, RSMo)

**Please check one box:**

☐ New Registration      ☒ Renewal      X00948287      ☐ Amendment                                ☐ Correction                            
Charter Number      Charter Number      Charter Number

**The undersigned is doing business under the following name, and at the following address:**

Business name to be registered: **Block by Block**

Business address: 100 Bracon Landing  
(PO Box may only be used in addition to a physical street address)

City, State and Zip Code: Branson MO 65616

**Owner Information:**

If a business entity is an owner, indicate business name and percentage owned. If all parties are jointly and severally liable, percentage of ownership need not be listed. Please attach a separate page for more than three owners. The parties having an interest in the business, and the percentage they own are:

Name of Owners, Individual or Business Entity	Charter # Required If Business Entity	Street and Number, City and State, Zip Code	If listed, Percentage of ownership must equal 100%
MYDATT SERVICES, INC.	F00421866	7135 Charlotte Pike, Suite 100 Nashville, TN 37209-5015	

**All owners must affirm by signing below**

In Affirmation thereof, the facts stated above are true and correct:

(The undersigned understands that false statements made in this filing are subject to the penalties of a false declaration under Section 575.060 RSMo)

Electronically Signed By:	T. Scott Emerson	T. Scott Emerson	12/18/2013
	Authorized Signature	Printed Name	Date

Name and address to return filed document:

Name: \_\_\_\_\_

Address \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

# STATE OF MISSOURI



**Jason Kander**  
**Secretary of State**

**CORPORATION DIVISION**  
**CERTIFICATE OF GOOD STANDING**

I, JASON KANDER, Secretary of State of the STATE OF MISSOURI, do hereby certify that the records in my office and in my care and custody reveal that

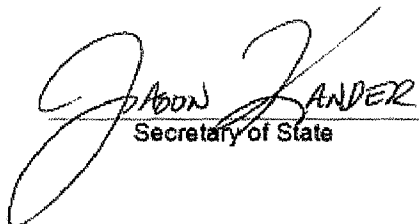
***MYDATT SERVICES, INC.***

using in Missouri the name

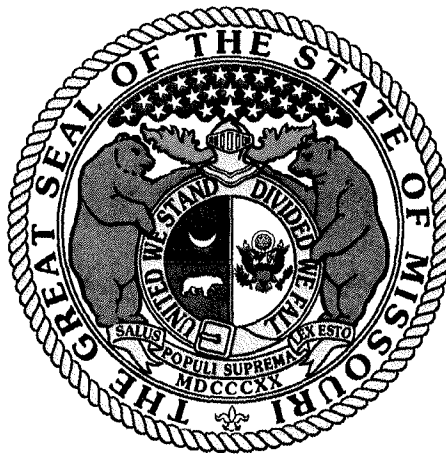
***MYDATT SERVICES, INC.***  
***F00421866***

a OHIO entity was created under the laws of this State on the 31st day of January, 1996, and is Good Standing, having fully complied with all requirements of this office.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the GREAT SEAL of the State of Missouri. Done at the City of Jefferson, this 18th day of August, 2015.

  
Secretary of State

Certification Number: CERT-08182015-0004



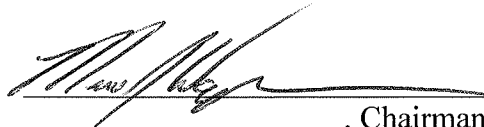
**RESOLUTION NO. 2015-31**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT APPROVING MINUTES OF  
THE BOARD OF DIRECTORS MEETING HELD  
SEPTEMBER, 2015**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN  
COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

The Downtown Community Improvement District (the "District") hereby approves of the meeting minutes for the meeting of the Directors held September, 2015.

Passed this 12th day of October, 2015.

  
\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:

  
\_\_\_\_\_, Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2015-31**

**September, 2015 Meeting Minutes**



**Community Improvement District  
Board of Directors Meeting  
September 8, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Marti Waigandt, 808 Cherry St.  
Adam Dushoff, Addison's  
Tom Mendenhall, The Lofts at 308 Ninth  
Mike Wagner, Central Bank of Boone  
County  
Andy Waters, Columbia Tribune

Deb Sheals, Historic Preservation  
Ben Wade, Guitarfinder  
Blake Danuser, Bingham's  
Mike McClung, Dungarees  
Allan Moore, Moore & Shryock Appraisals  
Tony Grove, Grove Construction, LLC

**Absent:**

John Ott, Alley A Realty  
Tom Schwarz, Landmark Bank  
Skip Walther, Walther, Antel, Stamper & Fischer

**Guests:**

Chad Gooch, CPD  
Carol Rhodes, City of Columbia

Krista Shouse-Jones, CPD

**Approval of Minutes**

Mendenhall motioned to approve the minutes, Danuser seconded and none were opposed.

**Financial Report**

McClung motioned to approve the financials, Dushoff seconded and none were opposed.

**Police Report**

Gooch provided an update on crime reports. There will be a Street Crimes division that consists of a team of 6 CPD that will be coming downtown to monitor more gang related issues.

**New Business**

**Parking Permit Fees**

The city will discuss parking permit fees as part of the City's FY2016 budget. Council will hold a hearing on September 8 and will go to vote on September 21. Discussion included having the Downtown CID being a part of the parking discussions going forward but in the meantime will send a letter. It was also stated that the City should wait to raise the rates until after the Smart Parking workshop on September 23.

Motion: Send a letter, and include that the proposed increase in parking fees is too large without enough notice and more detail is needed. Moore motioned, Mendenhall seconded and none were opposed.

**Committee Reports**

**Operations**

Janitorial Proposal: Waigandt motioned to approve Block by Block, McClung seconded, and none were opposed.

Room38: The business would like to expand outdoor dining and add vibrancy to the sidewalk. This project would include the removal of two metered spaces. Discussion included this being an example of what The District needs more of, sidewalk vibrancy. The Downtown CID wants to

encourage creativity but with some structure. McClung motioned to ask the City to create a policy for future requests in order to establish structure. Dushoff seconded and none were opposed. It was noted that the Downtown CID did not want to delay Room 38 but need structure going forward.

#### Economic

An update on the RHI Hospitality Zone Assessment was given.

Recycling Initiative. The City's sustainability proposal was reviewed. Waigandt motioned to approve the proposal for \$2500, Sheals seconded and none were opposed.

Grove will have one more meeting with Paul Land regarding the Bank of America Compactor.

#### Marketing

The At-Large applications are a modified version of the Board applications. The vote will take place during the November Marketing Committee meeting.

#### Gateway Committee

Discussed the proposal for A Civil Group as the engineer. Danuser motioned to approve, Dushoff seconded and none were opposed.

#### Search and Review

The process for having an at large position for each committee was discussed.

#### **Infrastructure Task Force**

Grove provided an overview and the Task Force and asked for feedback on how to represent the CID Board. A binder will be created on past Board statements regarding infrastructure.

#### **DLC**

Sheals stated that the DLC is putting together a presentation for city council's next work session, with the attention on Cherry Street Brick Project.

#### **Staff Report**

The CPD asked to use the gator for outside The District events. Mendenhall motioned to approve, Moore seconded and none were opposed.

Essing suggested an early start time of 3:30 for the Monthly Downtown CID Board Meetings. Mendenhall motioned to approve, Waigandt seconded and none were opposed.

#### **Closed Meeting**

Mendenhall motioned to approve reviews and compensation, McClung seconded and none were opposed.

#### **Adjournment**

The next meeting is **Monday October 12**, at 3:30 p.m.

**Community Improvement District  
Economic Development Meeting  
September 15, 2015  
11S. Tenth Street**

The Economic Committee Meeting was cancelled this month due to several members attending the RHI Hospitality Zone Summit on Wednesday September 16.

The next meeting is **Tuesday, October 20**, at 4:00 p.m.

**Community Improvement District  
Operations Committee Meeting  
September 17, 2015  
11 S. Tenth Street**

**Present:**

Andy Waters, Columbia Tribune  
Adam Dushoff, Addison's  
Ben Wade, Guitarfinder  
Mike McClung, Dungarees

**Absent:**

Deb Sheals, Historic Preservation  
Tom Mendenhall, The Lofts at 308 Ninth  
John Ott, Alley A Realty

**Guests:**

Ryan Williams, City of Columbia

Megan Allen, City Management Fellow

**Power and Light FY16 projects**

Ryan Williams presented the committee with a catalogue of options for new light poles. City funding for these poles goes into effect on October 1<sup>st</sup> and can afford approximately 50 poles per year, with each unit costing about \$1300. After discussion, it was decided to ask Ryan Williams to provide a smaller list of options for the committee to review in October.

Mr. Williams provided an update on the alley lighting installation, with the Downtown CID providing the fixtures and \$2500 funding, and the City installing the lights. The partnership required City Council approval, with the first read scheduled for October 5.

**City Engagement Program**

Megan Allen provided an overview of the SpeakUpComo engagement proposal and presented possible categories for projects. Discussion covered limiting the scope and setting parameters. Ideas included creating a parklet, adding amenities such as charging tables, enhancing landscaping, adding murals and asking citizens for other creative ideas to enhance downtown. Due to the amount of questions and discussion, this proposal will come back to the October meeting.

**Public Safety RFP**

This will continue to be tabled as possible options are still being researched, such as enhanced lighting.

**Block by Block**

Janitorial vendor is in the process of hiring employees and ordering all of the equipment. The estimated start date is late October.

**Parking Space Request**

Eye Candy would like to convert the meter space outside of their store to be ADA accessible. After discussion, it was decided that there is already a City committee in place for this type of request, and this is not something the Downtown CID will weigh in on.

**Adjournment**

The next meeting is **October 22**, at 4:00 p.m.

**Community Improvement District  
Marketing Committee Meeting  
September 22, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Jennifer Erikson, CAT TV  
Alyssa, Route

Andy Waters, Tribune  
Lisa Klenke, Calhoun's

**Absent:**

Ben Wade, Guitarfinder  
Corissa Ray, Bluestem

Lili Johnson, Poppy  
Kaley Gann, Kaldi's

**Marketing Plan**

Josh Wright presented the drafted marketing plan to the committee that included 4 key strategies: Brand Awareness, Signature Events, Community Outreach and Public Relations. Feedback included expanding the ESRI report on customer profiles to include neighboring communities, including Booneville, Jefferson City and Moberly.

Erikson mentioned that NVAD will no longer be sponsoring the Farmer's Market on Sundays and will be focusing their efforts on First Fridays and Artrageous. She will bring back a full report for the next meeting.

**Holiday Décor**

Holiday décor will be going up the 3<sup>rd</sup> week of October. The lighting celebration of the Magic Tree will be on Saturday, November 7 at 5:30 pm, to coincide with Holiday Shop Hop.

**At Large Positions**

October 30 is the deadline for the applications. Also, November's meeting may be moved due to the Thanksgiving holiday. A scheduling email will be sent out to the committee for other possible dates or leaving it scheduled as is.

**Adjournment**

The next meeting is **October 27**, at 8:30 a.m.

**Community Improvement District  
Executive Committee Meeting  
October 6, 2015  
11 S. Tenth Street**

**Present:**

Mike Wagner, Central Bank of Boone  
County  
Marti Waigandt, 808 Cherry St.  
Christina Kelley, Makes Scents

Adam Dushoff, Addison's  
Mike McClung, Dungarees

**Agenda Items**

**Board Member Elections**

All 5 board members have decided to reapply. We had two additional submissions but one was submitted after the deadline. After discussion, it was stated that the late application cannot go up for vote but the candidate is encouraged to join a committee and attend the Board Meetings.

**Taxi Stand Relocation**

The construction has now been finished at Tenth and Broadway, and the City would like to relocated the taxi stand spaces to the original location, north of Broadway. After discussion, it was decided to get feedback from the CPD on which location they prefer and review with the full Board.

**Econ**

**Hospitality Zone Report**

The RHI Hospitality Zone process has been completed, which included multiple meetings with the contractor and stakeholders. A final report has been completed, which will be presented to the Board during the October meeting. The Board will be asked to review the report for any changes, to be discussed at the November meeting. This report will serve as a master plan for hospitality enhancements within the community.

**Gateway**

The committee is currently working on planning the first three light hubs and creating the fundraising campaign. The Downtown CID is not a 501C3, and a proposal to set up a fundraising account through the Community Foundation of Central Missouri will be discussed at the Board meeting. A grant submission has also been completed for the National Endowment for the Arts Our Town award.

**Closed meeting**

FY2016 Employee Goals were discussed.

**Adjournment**

The next meeting is **Tuesday, November 3**, at 4:00 p.m.