

PUBLIC MEETING NOTICE

CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX BOARD

A public meeting of the Central City Economic Development Sales Tax Board will take place at the following place and time:

Tuesday, July 17, 2018

12:30 pm – 2:00 pm

Robert J Mohart Multipurpose Center

3200 Wayne, Kansas City, Missouri 64109

For the purposes of taking up the following matters:

Agenda

- A. Call to order
- B. Approval of Minutes
- C. Treasurer Report
- D. Personnel Sub-Committee Report
- E. Request for Proposal Update
- F. Strategic Plan Update
- G. Communication Plan Update
- H. Adjournment

Additional Business

- There may be general discussion of matters related to the Central City Economic Development Sales Tax.
- Pursuant to subsection (1) of Section 610.021 of the Revised Statutes of Missouri, there may be a closed session to discuss legal matters, litigation or privileged communications with attorneys.

Any person with a disability desiring reasonable accommodation to attend this meeting should contact the City's 311 Action Center at (816) 513-1313 or send an e-mail to meg.conger@kcmo.org at least 24 hours prior to the meeting.

CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX BOARD

Resolution No. 2018-1

Establishing a media relations and communication policy.

WHEREAS, issues surrounding the Central City Economic Development Sales Tax periodically generate media interest and inquiry; and

WHEREAS, members of the media periodically attempt to contact one or more members of the Central City Economic Development Sales Tax Board for information, and the purposes of such requests are not always readily apparent; and

WHEREAS, the Board periodically has an interest in relaying information to the public with regards to its activities and related matters of public interest; and

WHEREAS, the Board has interest in ensuring that it speaks with one voice and that information conveyed on its behalf be consistent; and

WHEREAS, the City, as the governmental entity that must ultimately account for the management of the Central City Economic Development Sales Tax funds, also has an interest in keeping abreast of media inquiries and any information otherwise being conveyed; and

WHEREAS, it is the sense of the Board that a media relations and communication policy should be enacted; NOW, THEREFORE,

BE IT RESOLVED BY THE BOARD OF DIRECTORS:

Section 1. That the following media relations and communication policy is hereby adopted:

1.0 PURPOSE:

To establish a framework for the dissemination of information to the media.

2.0 PROCEDURES

Any media request related to any activity, event or situation that may be of significant interest to citizens or of a controversial nature is to be directed to the Chairperson or, in the event the Chairperson is unavailable, the Vice-Chairperson. The Chairperson, in consultation with the Board, shall prepare such response as he or she shall determine to be proper. The Chairperson shall thereafter notify and confer with the Director of the City Communications Office prior to responding.

Exempted communications: Information of a routine nature (e.g., meeting dates, agendas, information previously made available to the general public, etc.) may be given directly to the media. If the information is provided directly to the media, the person providing such information shall notify the Chairperson as to the existence of the request and the nature of the information provided.

3.0 SUNSHINE LAW REQUESTS

Requests for information under the Missouri Open Records Law received by any Board member shall immediately be forwarded to the Board's designated records custodian, who will promptly submit the request to the City Communications Office. The records custodian shall thereafter inform the Board that a request has been submitted and identify the records being requested.

Herbert Hardwick
Chairperson

Date of Adoption

**Central City Sales Tax Fund 2200
Comparison of Revenues, Expenditures
and Change in Fund Balance**

	Actual FY 2017-18	Amended¹ FY 2018-19	Activity to Date² FY 2018-19
Beginning Fund Balance	\$0	\$4,148,631	\$648,631
<i>Reserve for Encumbrances</i>	-	-	-
<i>Prior Year Adjustments</i>	-	-	-
Revenues			
Sales Tax	4,148,631	10,450,000	1,612,326
Sales Tax - Redirections	-	-	-
Revenues Total	\$4,148,631	\$10,450,000	\$1,612,326
Expenses			
<i>Salary and Wages Subtotal</i>	-	\$162,917	-
<i>Contractual Services Subtotal</i>	-	\$13,755,083	-
Construction by Contractor	-	2,790,000	-
Contractual Services	-	10,965,083	-
<i>Commodities Subtotal</i>	-	\$32,000	-
Expenses Total	\$0	\$13,950,000	\$0
Surplus (Deficit)	\$4,148,631	\$648,631	-

Footnotes:

1. Reflects FY 19 Approved and FY 18 reappropriation
2. Prepared July 5, 2018; reflects Actual FY 18 revenue above estimated amount and FY 19 revenue YTD

CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX BOARD

MEETING MINUTES

Meeting Date/Time/Location: Tuesday, May 8, 2018
5:30 p.m.
Samuel Rodgers Health Center
825 Euclid Avenue
Kansas City, Missouri

Members Present: Herbert Hardwick
Donna Wilson
Keith Brown
Ron Finley
Melissa Patterson-Hazley

Members Absent: N/A

Agenda Items:

- A. APPROVAL OF MINUTES.** The meeting was called to order by the Chairman, Herbert Hardwick at 5:40 pm. Board Member Donna Wilson called for approval of the minutes for April 10, 2018, and Mr. Keith Brown seconded. All Board members voted in the affirmative. The May 3, 2018 minutes shall be held until the next meeting.
- B. TREASURER REPORT.** Mr. Ron Finley gave a financial report to the Board. As of May 2, 2018, collection for the Central City Economic Development Sales Tax. The total collected for FY 2017-FY2018 is \$4,148,631. No expenses reported. Refer to the attached Report.
- C. THE REQUEST FOR PROPOSAL.** Mr. Hardwick requested Jennifer Tidwell to report on the status of RFP. Ms. Tidwell indicated the RFP is scheduled to be completed and ready for distribution on June 1, 2018.

D. WEBSITE AND COMMUNICATION PLAN. Mr. Chris Hernandez with the City's Communication Department gave a presentation regarding the types of communication assistance that would be available to the Board. News releases, Video presentations, assistance with graphic work, assistance with development a communications plan, and branding and logo creation. In addition, the Communications department and the planning department will assist with getting the website up to support the RFP process. Ms. Ellen Belzer will assist with the Communications Plan.

E. PERSONNEL SUBCOMMITTEE. Melissa Patterson Hazley gave a report on the work of the Personnel Subcommittee. Mr. Hardwick and Mrs. Patterson Hazley met with the City Manager regarding personnel. The Subcommittee is working on two independent contractors that will report directly to the Board. A contractor would provide project management services that could manage projects, facilitate technical assistance to the Board; assist with the monthly reporting of projects; reviewing the Request for Proposals; and coordinating with the city departments. The second contractor would assist with administrative duties such as maintaining the website, preparing agenda and minutes for Board meetings, and providing overall assistance to the Board's mission. Mr. Hardwick indicated these contractors would be independent third-party contractors. Ms. Tidwell would still be the Liaison to the City and provide information and assistance through the city.

Melissa Patterson Hazley indicated if approved by the Board the subcommittee would begin to work with legal and procurement department in the city to help prepare an RFP for the contractors. Mr. Finley discussed having an evaluation process for the contractors. Melissa Patterson Hazley made a motion to hire two independent contractors as discussed. Donna Wilson seconded. All Board members voted in the affirmative.

F. Ms. Donna Wilson moved to adjourn. The motion was seconded by Melissa Patterson Hazley. The motion was approved by voice vote with all Board members voting in the affirmative. The meeting was adjourned at 6:35 p.m.

Chairman Hardwick opened the Community Meeting began at 6:45 pm at Samuel Rodgers Health Care Center.

- G. Mr. Jeffrey Williams of the Planning Department gave a presentation on the Planning Initiatives and the Area Plans existing throughout the district. The area plans provided community input which included stakeholders, service providers residents in the planning area. Specific recommendations have been a part of each of the area plans. Retail, housing, infrastructure projects could all be included in the recommendations of these area plan. There has been a variety of data points that can be used by the Board, in order to, measure success.

The board opened the floor to Community Comments.

- H. Billie Gilbreath. Programs that are initiative by the Central City Economic Development Board should have accountability measures. Projects must meet expectations.
- I. Clewon Taylor. Use Channel 2 to get information out to the public. In addition, the Board needs to provide a robust website with information about what is going on in the district, and what are their impacts and outcomes.
- J. Jeff Francis; Hip Hop Community. The Board needs to reach out to the youth/next generation of leaders. Their voices must be included in the conversation. Do not narrow the eligibility so that funding can be included in all types of programming. There may be some concepts involving our youth that would be creative and the Board could have an opportunity to fund. Think about a different community and provide creative energy to the district.
- K. Marquita Taylor, Santa Fe Neighborhood. Eligible categories should not be limited. Board should review several opportunities for funding.
- L. Mr. Charles Davenport. Businesses need technical assistance to build capacity. There should be organizations that are able to assist the business community more broadly.
- M. Bill Kimble, Neighborhood United. Discussed whether the Board had any particular person in mind to hire for the jobs with the Board. He requested the Board describe more clearly the duties of the positions.

N. Dr. Sheryl Canty. More of the community and senior citizens should be here to voice their opinions. It is important we include options for seniors and existing residents.

Mr. Hardwick asked for any additional comments from the audience. Keith Brown made a motion to adjourn the community meeting. Melissa Patterson Hazley seconded the motion. All members of the Board voted in the affirmative.

MINUTES OF A REGULAR MEETING OF THE CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX BOARD

Meeting Date/Time/Location: Tuesday, June 12, 2018
12:00 pm – 1:30 pm
Robert J Mohart Multipurpose Center
3200 Wayne
Kansas City, Missouri 64109

Members Present: Herbert Hardwick
Donna Wilson
Keith Brown
Ron Finley
Melissa Patterson-Hazley

Members Absent: N/A

Staff Present: Ellen Belzer
Brian Rabineau
Jennifer Tidwell

A. APPROVAL OF MINUTES. The meeting was called to order by the Chairman, Herbert Hardwick at 12:10 pm. Motion was made by Donna Wilson for approval of the minutes for May 2, 2018 Strategic Planning Meeting at the Bruce R. Watkins Cultural Center, and Mr. Keith Brown seconded. All Board members voted in the affirmative. Motion was made by Donna Wilson for approval of the minutes from the May 8, 2018 Meeting (which included both an administrative meeting and a community meeting) held at the Samuel Rodgers Health Care Center at 5:30 pm and Keith Brown seconded the motion. All Board members voted in the affirmative.

B. TREASURER'S REPORT. Mr. Ron Finley gave the following financial report to the Board (refer to the attached report):

- As of June 11, 2018, total collected for FY 2017-FY2018 was \$4,148,631
- As of June 11, 2018, sales tax collection in FY 2018-2019 was \$662,158
- No expenses reported

Motion was made by Ron Finley to approve the Treasurer's Report and the motion was seconded by Keith Brown. All Board members voted in the affirmative.

C. UPDATE ON REQUEST FOR PROPOSALS. Mr. Hardwick requested Jennifer Tidwell to report on the status of RFP. Ms. Tidwell reported that the RFP was

completed and distributed on June 1, 2018. The Communications and Planning Department assisted with providing a news release and posting the information regarding the RFP on the website for review and downloading by the public. Ms. Tidwell also sent a copy of the RFP to the emails that have been collected at all the public meetings. A copy of the RFP, the website address and the Central City Sales Tax email was provided to all Board Members.

The following feedback from the community on RFP was provided:

- 1) **Application Fee** – Ms. Patterson Hazley commented that some community members indicated that administrative fee of 1% of the total request up to \$2,500 was considered too expensive. There was general discussion regarding ensuring that the fee is not cost prohibitive for non-profit organizations and whether a waiver could be requested and obtained for certain proposals. Brian Rabineau, Legal Department, indicated the proposed waiver change should be included in an Addendum to the RFP. Melissa Patterson Hazley made a motion to provide a waiver option for organizations not able to include a fee with their responses, and that an addendum to the RFP shall be provided to provide a waiver option. The motion was seconded by Keith Brown. All Board members voted in the affirmative.
 - 2) **Proforma for 10 years** – Ms. Patterson Hazley inquired whether the proforma requirement was not necessary or should be reduced to two or three years. Brian Rabineau reported that a 10-year proforma is standard throughout the industry and is reasonable. Ms. Tidwell indicated many of the other RFP's from other agencies and departments also use a 10-year proforma and that responders will probably already have these documents prepared and be familiar with providing this information.
 - 3) **Application Closing date clarification** – Ms. Patterson Hazley noted that it was not clear on the RFP whether the Board would award funding prior to the deadline of August 2, 2018. There was general Board discussion and consensus that there will not be an award of funding prior to the deadline, however, responses could be reviewed prior to that date. Ms. Tidwell indicated that this statement will be added to the Addendum of the RFP in Frequently Asked Questions.
- D. **COMMUNICATION WITH PRESS** – Mr. Finley commented that a recent KC Star article regarding the CCEDST Board was not favorable, and did not include key information about the Board's activities. There was general Board discussion regarding the development of a plan for messaging and a process for speaking with the press in one voice. Ms. Ellen Belzer indicated she was coordinating with Chris Hernandez in the City's Communication Department to assist the Board in developing a Communications Plan. The Board asked that that Mr. Hardwick coordinate with staff to submit a written response to the KC Star article.

Mr. Ron Finley left the meeting due to a conflict of schedules.

E. RFP FOR SUPPORT SERVICES

City Staff provided an update on the status of the development a request for proposal for a Personal Service Contract to provide staff support services to the Board. Mr. Rabineau indicated that he will work on a draft of the support services RFP to ensure appropriate format, requirements, and that two RFPs would be developed: one for administrative support, and for program support.

F. STRATEGIC GOALS AND PRIORITIES

Ms. Ellen Belzer distributed the final version of the Strategic Goals and Priorities per Board discussions at the May 2, 2018 Strategic Planning Meeting, and reviewed the same with the Board.

G. UPDATE ON WEBSITE/COMMUNICATION PLAN

Ms. Ellen Belzer reported that a draft Communications Plan for external and internal communications will be ready within the next two weeks and provided to the Board for review.

H. COMMUNITY FORUM:

Mr. Bill Kimble, Neighborhood United, asked the Board if they will have a second funding round before the end of the year. Mr. Hardwick indicated it was anticipated that there be a second funding round potentially in October-November timeframe.

Reverend Black commented on the non-refundable administrative fee and noted that he made several suggestions during previous meetings regarding making the fee affordable and to use a sliding scale.

Mark Elvin inquired about job creation components of the RFP and whether those needing funding for workforce development would be considered. The Board indicated they would like to see job creation and training associated with a catalytic development.

Adjournment

Melissa Patterson Hazley moved for adjournment, and Donna Wilson seconded. The Board voted unanimously to adjourn.

