

THE 3-TRAILS COMMUNITY IMPROVEMENT DISTRICT

RESOLUTION OF THE 3-TRAILS COMMUNITY IMPROVEMENT DISTRICT (THE "DISTRICT") SEEKING TO EMPLOY A DISTRICT MANAGER.

WHEREAS; the District is a public body created under the authority of the "Missouri Community Improvement District Act," Section 67.140, et seq., RSMo., as amended (the "Act"); and is transacting business and exercising powers granted by the Act;

WHEREAS, pursuant to Section 67.1461 of the Act, the District may employ or contract managerial and other necessary services;

WHEREAS, pursuant to the District Procurement Policies and Procedures, adopted on December 2, 2002, by Resolution 2002-18, the District has determined to employ, contract or otherwise hire a District Manager as provided in the By-Laws of the District.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the 3-Trails Community Improvement District:

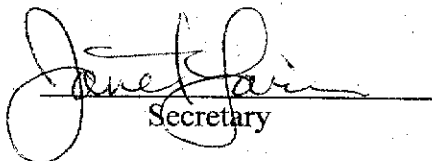
1. That the District shall seek to employ, contract or otherwise hire a District Manager;
2. That public notice and a request for proposals shall be issued in substantially the same form as Exhibit A and Exhibit B attached hereto;
3. The Chairman is authorized and directed to take all further action necessary to carry out the purpose and intent of this Resolution;
4. This Resolution shall take effect immediately.

Adopted this 2nd day of June, 2003.



Lou Austin, Chairman

ATTEST:



Secretary

EXHIBIT A

PUBLIC NOTICE FOR DISTRICT MANAGER

**NOTICE OF REQUEST FOR PROPOSALS BY
THE 3-TRAILS COMMUNITY IMPROVEMENT DISTRICT**

Notice is hereby given that:

- A. The 3-Trails Community Improvement District ("District") has issued a Request for Proposals ("RFP") seeking to employ a District Manager.
- B. A copy of the RFP may be obtained at the office of the District: 5912 East Bannister Road, Kansas City, Missouri.
- C. RFPs will be available Monday-Friday, 9:00-5:00 p.m.
- D. Responses to the RFP must be submitted to the District no later than 3:00 p.m. Wednesday, June 25, 2003.

*Policy of nondiscrimination on the basis of disability:

The District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities.

The District is an equal opportunity employer.

EXHIBIT B

RFP FOR DISTRICT MANAGER

**THE 3-TRAILS COMMUNITY IMPROVEMENT DISTRICT
5912 EAST BANNISTER ROAD, KANSAS CITY, MISSOURI 64134**

June 2, 2003

Request for Proposals (RFP)

Rental Property for District Office

Deadline for Proposals: 3:00 p.m. Wednesday, June 25, 2003

Proposal Inquiries: All questions about this Request for Proposals (RFP) should be submitted in writing to:

Lou Austin, Chairman
The 3-Trails Community Improvement District
c/o Austin Living Trust
5904 Bannister Road
Kansas City, Missouri 64134
Fax No.: 816-765-1689

The deadline for receipt of questions is 3:00 p.m. Thursday, June 19, 2003. The 3-Trails Community Improvement District (the "District") will address inquiries in writing, received by the deadline, if they are determined to be vital to the selection process. Verbal agreements or instructions from any source are not authorized or binding on the District.

Background:

The District was formed in July of 2002. It is currently slated to run for two additional years unless renewed, which is a highly likely option.

The District boundaries are 87th Street to the north, 95th Street (Bannister Road) to the south, I-435 to the west and Benjamin Plaza to the east. There is the possibility these boundaries may be expanded during the next renewal cycle.

Community Improvement District's are excellent economic development tools. Times Square in New York City is a Community Improvement District. There are over 1000 Community Improvement Districts nationally with a 95% renewal rate. They are very popular and successful. 3-Trails is the first Community Improvement District in Kansas City.

The District is a governmental unit - actually a political subdivision of the State of Missouri approved by the City of Kansas City, Missouri and controlled by the 27 property owners in the District. A seven-person Board of Directors chosen by the property owners meets monthly and directs the activities of the District.

The purpose of the District is to support business growth and development and to promote the economic activity and revitalization within the District. In addition, the District may secure grant funds from other public and private sources to implement its economic programs.

District revenue (collected from sales taxes and special assessments levied against District property owners and tenants) can be spent on tourism, marketing the District, special events, landscaping public areas, clean up, security to name a few activities.

The District office is located at 5912 East Bannister Road, Kansas City, Missouri.

Purpose:

The purpose of this RFP is to seek proposals from individuals, agencies, or organizations to conduct the duties of District Manager. The District Managers duties are primarily to serve as the principal executive officer of the District and, subject to the control of the Board, shall in general, under the direction of the Chairman of the Board, supervise and control the business and affairs of the District.

*Information regarding health insurance, vacation time, salary and other benefits will be made available by the Board prior to the selection of a District Manager.

General Requirements:

In order to be considered, a proposal must include:

1. A Resume or other such statement of the proposer's ability to:
 - A. Set up the District office at 5912 E. Bannister Road to include office equipment, telephone, filing system, office supplies and all other necessary items;
 - B. Work with an Information Technology specialist to create and install a District Master Data Base; maintain database;
 - C. Manage day-to-day operations; hire, train and supervise consultants, vendors, and any administrative staff;
 - D. Oversee financial viability of the District; analyze potential funding streams and implement as needed; manage financial reporting. Oversee budget;
 - E. Stay abreast of and seek unique funding sources for ongoing support of the District; coordinate grant writing; manage relationships with appropriate foundations and other funding sources;

- F. Coordinate with the District Web Site vendor in creating, uploading and maintaining the 3-Trails Web Site;
 - G. Coordinate all activities involved with District communications to include an introductory brochure, newsletter, sales packet and any other items deemed necessary;
 - H. Oversee all efforts to stay in regular contact with district tenants and owners;
 - I. Coordinate office sharing with other entities such as the Focus Kansas City personnel, SBA National Entrepreneur Network personnel, City Codes personnel to name a few;
 - J. Serve as liaison to Board of Directors and advisory groups; encourage two-way flow of information;
 - K. Serve as liaison with the South Kansas City Chamber of Commerce;
 - L. Interact with leaders of other Community Improvement Districts within the metropolitan area and across the country and leaders of the City of Kansas City, Missouri, including members of City Staff and leaders and personnel with other governmental entities; provide information and best practices to others; learn from others in the field.
2. The ideal proposer should have an undergraduate degree with highly competent skills in computer operation and office financial management. Strong relationship and communication skills are imperative.
 3. The proposer must also be able to:
 - A. Develop good working relationships with a broad range of constituents. Know how to create and work as a team;
 - B. Analyze information (from retail market studies, to financial, to entrepreneurial needs to marketing data) make decisions and negotiate among parties at all levels;
 - C. Communicate orally and in writing with a broad range of constituencies;
 - D. Resolve complex problems where there are significant differences of opinion;
 - E. Maintain confidentiality;
 - F. Supervise and manage people and programs;
 - G. Provide oversight for all financial aspects of the District;
 - H. Work with a high degree of integrity and hold high ethical standards;
 - I. Treat others with respect and dignity.
 4. Whether the Proposal is submitted by an officer, employee, or Director of the District.
 5. The proposer's relationship if any, with any officer, employee or Director of the District.

*The District Manager shall report directly to the Board and shall serve under the direction of the Chairman of the Board.

Terms and Conditions:

1. The District shall not be responsible for nor pay for any costs incurred by the proposer in the preparation of the proposal submitted in response to this RFP.
2. The District shall be under no obligation to contact applicants for clarification of their proposals, but it shall reserve the right to do so at any time prior to the acceptance of any proposal.
3. The District reserves the right to reject any and all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the District to employ, contract or otherwise hire a proposer as District Manager.
4. If the District chooses to accept a proposal submitted under this RFP, the successful applicant shall be notified by letter.
5. Public announcements or news releases pertaining to the acceptance of any such proposal shall not be made without the written permission of the District.
6. The District shall not be responsible for any work performed by the successful applicant prior to the effective date of any agreement pertaining to or associated with the duties of District Manager.

Application Procedures:

1. An original and seven (7) identical copies of a formal proposal must be received at the office of the District no later than 3:00 p.m. on Wednesday, June 25, 2003. Proposals received after this deadline will not be considered for review. Each application shall include a cover letter of no more than one page summarizing the application submitted. The original documents must be submitted unbound and in such a manner as to facilitate photocopying.
2. Unique qualities or services: each application must include a description of those qualities and/or services the applicant deems will uniquely support the District in its objectives of issuing the RFP.
3. Requirements of the District by the Applicant: Each application shall include an itemization of general and specific requirements that the applicant intends to include in any agreement involving the District with respect to the RFP. By providing an attached draft agreement, along with an application responding to the RFP, the applicant may satisfy this requirement.
4. Personnel and Partners: Provide a listing of the individuals who will have financial interests and/or responsibilities with respect to this RFP, their titles, qualifications and summarized financial interests.

5. **Additional Information:** Include any additional information deemed by the applicant to be necessary to fully inform the District of all relevant matters related to this RFP.
6. Each application shall include a notarized signature of the applicant.

***Policy of nondiscrimination on the basis of disability:**

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