

**MONTHLY MEETING
TO BE HELD
October 16th at 9:00 a.m.
at Park Central Development,
4512 Manchester Ave.
St. Louis, Mo. 63112**

NOTICE & PROPOSED AGENDA

TAKE NOTICE that on October 16th at 9:00 a.m. via conference call, the DeBaliviere Place Special Business District will hold its public Monthly Meeting to consider and act upon the matters on the following tentative agenda and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.

- 1. Call to Order**
- 2. Security Update**
 - a. Central West End Neighborhood Security
 - i. PTZ Recommendation
 - b. The City's Finest
- 3. Public Comment**
- 4. Approval of Previous Month Minutes**
- 5. Budget Report**
 - a. Finance Report
 - i. 2022 Budget
 - ii. Accounting of lighting project
- 6. Phase 2 Waterman Lighting Project: Draft RFP**
- 7. Other Business**
 - a. Newsletter
 - b. Damage Light: Update
 - c. Lighting Project: Maintenance Agreement with the City
 - d. MOPERM Insurance Renewal
 - e. Board Vacancy
- 8. Adjournment**

Please Note: Due to COVID-19 physical access to the general Board meeting by the public will be temporary closed and replaced by phone conferencing. To attend the meeting by phone, please dial 1-312-626-6799, meeting ID: 828 6531 4140

This meeting is open to the public; provided, however, that a portion of the meeting may be closed to discuss legal, real estate and/or personnel matters as provided by Sections 610.021(1), (2) and/or (3), RSMo.

Representatives of the news media may obtain copies of this notice, and persons with disabilities wishing to attend can contact: Park Central Development, 4512 Manchester #100, St. Louis, 63110, (314)535-5311.

DATE POSTED: 10-14-2021
Time Posted: 11:00 AM

● **DeBaliviere Place Special Business District** ●

DeBaliviere Place Board of Commissioners Meeting
September 18th, 2020 at 9:00 AM
At Park Central Development - Zoom
4512 Manchester Ave; St. Louis, MO 63110

Board Members Present via Phone: Sherrone Beatty, Sid Chakraverty Kathryn Ruth, Neill Costello, Charles Wiltsch, Bobbie Butterly – via video/phone

Board Members NOT Present:

Others in Attendance: Shameem Clark Hubbard (St. Louis City), Jim Whyte (NSI), Frank Eppert (ABNA), Alayna Graham, Annette Pendilton (Park Central Development) – via video/phone

Public in Attendance via Phone: Tracy Renison, Mike Klenc, Amy Grace

1. Call to Order:

- a. S. Chakraverty called the meeting to order at 9:03 AM

2. Security Update:

- a. J. Whyte gave the security report update. Total crime has decreased 19.5%, when compared to the same time last year. The homeless outreach program has been launched. K. Ruth requested a monthly update on the homeless outreach program.

3. Public Comments & Questions:

- a. M. Klenc gave an update on several community improvement projects within the district. M. Klenc asked the Board to request Planning and Urban Design look at the entrances of the District, particularly lighting. Also, M. Klenc noted that there is a need for more trash cans.
- b. T. Renison gave an update on the parking enforcement and litter. T. Rension asked the board to report abandon cars to Citizen Service Bureau. Also, she noted that the gate at Clare and Delmar was damaged by a car. Due to the open gate, speeding and drug activity have become an issue. S. Chakraverty mentioned there was insurance on the gate and asked Park Central to investigate the matter.

4. Approval of Previous Months Minutes: B. Butterly motioned to approve the previous month's meeting minutes; C. Wiltsch second. All in favor – motion passed.

5. Budget Report:

- a. **Finance Report:** B. Butterly presented the financial report. S. Chakraverty motioned to approve the financials. C. Wiltsch second. All in favor – motion passed.
- b. **2022 Budget:** B. Butterly noted several lines that need to be added or adjusted on the budget. A. Pendilton will make the changes. The budget will be approved at the next meeting.

- c. **Accounting of Lighting Project:** The remaining balance for the lighting project was reported as \$19,560. B. Butterly disputed this number. She believes there should be more than \$64,000 owed back to the SBD. She would like a full accounting.
6. **Newsletter:** N. Costello gave an update on the district newsletter. The budget will be \$600 - \$700 quarterly. However, the board could cut cost by allowing a local lender to advertise on prints. That lender would print the post cards for free. Another option would be for the board to charge a fee for advertisements. The board discussed their concerns about private advertisements and if it was an allowable action of the board. The board asked to have an attorney provide legal guidance during a closed session. N. Costello will follow-up with Alderwoman Shameem Clark-Hubbard with questions.
7. **Other Business:**
 - a. **Damage Light:** F. Eppert gave an update on the damage light. F. Eppert presented a quote to replace the light fixture. He noted that the City would no longer be storing the spare lighting parts. He would like to get the local special taxing district together to purchase and store spare parts in one shared location. B. Butterly made a motion to have Park Central order the light through the City and ask the City to replace it; S. Chakraverty second. All in favor – motion passed.
8. **Lighting Project: Maintenance Agreement with the City:** Board asked Park Central to follow-up with Alderwoman Heather Navarro.
9. **New Lighting on Waterman:** There was a public request to install new pedestrian lighting on Waterman. S. Chakraverty asked Park Central to draft a new engineering RFP for phase 2 lighting project on Waterman.
10. **Bollards:** Board agreed to discuss this topic at the next board meeting.
11. **Park Central Contract Renewal:** B. Butterly made a motion to renew the Park Central Development contract; C. Wiltsch second. All in favor -motion passed.
12. **Cyber Converge:** Board discussed new coverage options. K. Ruth will send out some material for Commissioners to review about cyber coverage.
13. Amy Grace gave an update on her board appointment.
14. **Adjournment:** S. Chakraverty motioned to adjourn; B. Butterly second. All in favor - meeting adjourned at 10:27 AM.

DeBaliviere Place
Balance Sheet
As of September 30, 2021

	Sep 30, 21
ASSETS	
Current Assets	
Checking/Savings	
1073 · Operating 6692	228,471.24
Total Checking/Savings	228,471.24
Total Current Assets	228,471.24
TOTAL ASSETS	228,471.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2002 · Accounts Payable (A/P)	759.21
Total Accounts Payable	759.21
Total Current Liabilities	759.21
Total Liabilities	759.21
Equity	
3000*OE · Opening Balance Equity	499,566.89
32000 · Retained Earnings	-325,488.30
Net Income	53,633.44
Total Equity	227,712.03
TOTAL LIABILITIES & EQUITY	228,471.24

DeBaliviere Place
Profit & Loss Budget Performance
September 2021

	<u>Sep 21</u>	<u>Jan - Sep 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income				
40000 · Revenue				
40100 · Tax	0.00	203,562.38	220,000.00	320,000.00
40200 · Interest Income	0.00	0.00	0.00	0.00
Total 40000 · Revenue	0.00	203,562.38	220,000.00	320,000.00
Total Income	0.00	203,562.38	220,000.00	320,000.00
Gross Profit	0.00	203,562.38	220,000.00	320,000.00
Expense				
60000 · Expenses				
61010 · Admin Fees- Park Central*	1,575.00	14,175.00	14,175.00	18,900.00
61020 · Legal	0.00	0.00	1,530.00	2,040.00
61030 · Insurance	557.00	557.00	0.00	0.00
61035 · Meeting Room	0.00	0.00	405.00	540.00
61045 · Office Supplies	0.00	0.00	150.02	200.00
61070 · Misc. Exp	0.00	0.00	0.00	0.00
61075 · TCF - Fraud	0.00	0.00	0.00	0.00
61080 · Kindness Meals	0.00	0.00	0.00	0.00
62035 · Rserve	0.00	0.00	55,500.02	74,000.00
Total 60000 · Expenses	2,132.00	14,732.00	71,760.04	95,680.00
6004 · Bank Charges & Fees	0.00	5.30		
61150 · Marketing & Promotions				
61160 · Website Maintenance	30.00	270.00	270.00	360.00
61170 · Advertising	0.00	0.00	855.00	1,140.00
Total 61150 · Marketing & Promotions	30.00	270.00	1,125.00	1,500.00
61250 · Public Maintenance				
61260 · Landscaping	438.12	6,523.76	7,500.01	10,000.00
61270 · Maintenance	0.00	131.09		
61280 · Pet Waste Stations	121.93	558.43	0.00	0.00
Total 61250 · Public Maintenance	560.05	7,213.28	7,500.01	10,000.00
61350 · Infrastructure				
61360 · Pedestrian Lighting	0.00	0.00	0.00	0.00
Total 61350 · Infrastructure	0.00	0.00	0.00	0.00
62000 · Safety and Security				
61085 · Contribution/Donation	0.00	7,000.00		
62010 · Patrols	10,421.88	97,546.93	86,250.01	115,000.00
62020 · Cameras	0.00	0.00	7,500.01	10,000.00
62021 · Internet for Cameras	0.00	6,116.48	5,535.00	7,380.00
62022 · Camera Maintenance	0.00	14,165.00	5,250.01	7,000.00
62023 · Emergency Call Tower	0.00	0.00	18,750.01	25,000.00
62030 · NSI Membership	0.00	21,000.00	36,000.00	48,000.00
Total 62000 · Safety and Security	10,421.88	145,828.41	159,285.04	212,380.00
Total Expense	13,143.93	168,048.99	239,670.09	319,560.00
Net Income	-13,143.93	35,513.39	-19,670.09	440.00

Tax Bills Report 9/2/21

16 Tax Bills for 2020 outstanding	\$ 5,089
5 Tax Bills for 2019 outstanding	\$ 9,914
1 Tax Bills for 2018 outstanding	\$ 243
1 Tax Bills for 2017 outstanding	\$ 283.00
	\$ 15,542

DeBaliviere Place
Transaction List by Vendor

Type	Date	Num	September 2021Memo	Amount
Dog Waste Depot				
Bill Pmt -Check	09/17/2021	Bill.com	Inv 431967	-121.93
MOPerm				
Bill Pmt -Check	09/15/2021	Bill.com	Inv 141462 Insurance for Pedestrian Lighting	-557.00
Park Central				
Bill	09/09/2021	2021-09-09	Recurring Bill	-1,575.00
Seafoam Media				
Bill	09/05/2021	2006836	Website	-30.00
The City's Finest LLC				
Bill	09/01/2021	INV-3308	Patrols	-5,359.38
Bill Pmt -Check	09/03/2021	INV-3300	Patrols	-5,062.50
Top Care				
Bill	09/01/2021	193921	Inv 193921	-438.12
Bills Paid in September				-13,143.93

DeBaliviere Place
Profit & Loss Budget vs. Actual
January through December 2021

	<u>Budget 2021</u>	<u>BUDGET 2022</u>	Comments
Income			
40000 · Revenue			
40100 · Tax	320,000.00	320,000.00	
40200 · Interest Income	0.00		
Total 40000 · Revenue	<u>320,000.00</u>	<u>320,000.00</u>	
Total Income	<u>320,000.00</u>	<u>320,000.00</u>	
Gross Profit	<u>320,000.00</u>	<u>320,000.00</u>	
Expense			
60000 · Expenses			
61010 · Admin Fees- PCD	18,900.00	18,900.00	
61020 · Legal	2,040.00	2,040.00	
61030 · Insurance	0.00	8,700.00	
61035 · Meeting Room	540.00	540.00	
61045 · Office Supplies	200.00	200.00	
61070 · Misc. Exp	0.00		
61075 · TCF - Fraud	0.00		
61080 · Kindness Meals	0.00		
62035 · Reserves	74,000.00		Reserves for 2021 was for pedestrian lighting
Total 60000 · Expenses	<u>95,680.00</u>	<u>30,380.00</u>	
6004 · Bank Charges & Fees			
61150 · Marketing & Promotions			
61160 · Website Maintenance	360.00	400.00	
61165 * Newsletter		4,000.00	
61170 · Advertising	1,140.00		
Total 61150 · Marketing & Promotio	<u>1,500.00</u>	<u>4,400.00</u>	
61250 · Public Maintenance			
61260 · Landscaping	10,000.00	10,000.00	
61270 · Maintenance			
61280 · Pet Waste Stations	0.00	850.00	
Total 61250 · Public Maintenance	<u>10,000.00</u>	<u>10,850.00</u>	
61350 · Infrastructure			
61359 * Lighting Maintenance		3,000.00	
61360 · Pedestrian Lighting	0.00		
Total 61350 · Infrastructure	<u>0.00</u>	<u>3,000.00</u>	
62000 · Safety and Security			
61085 * Outreach Program			
62010 · Patrols	115,000.00	153,000.00	
62020 · Cameras	10,000.00	10,000.00	
62021 · Internet for Cameras	7,380.00	8,000.00	
62022 · Camera Maintenance	7,000.00	7,000.00	
62023 · Emergency Call Tower	25,000.00	0.00	
62030 · NSI Membership	48,000.00	30,000.00	
Total 62000 · Safety and Security	<u>212,380.00</u>	<u>208,000.00</u>	
Total Expense	<u>319,560.00</u>	<u>256,630.00</u>	
Net Income	<u>440.00</u>	<u>63,370.00</u>	

Balance Sheet as of 8/31/21	
Cash Balance:	240,040.00
Estimated Income	
as of 12/31/21	6,274.47
Est. Cash Balance as	
of 12/31/21	246,314.47

REQUEST FOR PROPOSAL

PROJECT: Pedestrian Streetlights, Waterman Blvd (Block Between Union and Belt)

SERVICES REQUIRED: Consultation Services

SUBMISSION DEADLINE: 5 p.m., Friday, August 9, 2019

DELIVERY: DeBaliviere Place Special Business District, c/o Park Central Development Corporation, 4512 Manchester Avenue, Suite 100, St. Louis, MO 63110, Attn: Ashley Johnson

QUESTIONS: Ashley Johnson, 314-678-7762 ashley@pcd-stl.org

Park Central Development Corporation is acting as a liaison between the SBD and the City of St. Louis

DeBaliviere Place Special Business District (the "District") invites Requests for Proposal for consultation services for the installation of pedestrian streetlights along the Pershing Ave. between Union and Belt streets.

Proposals are to be based upon the following deliverables:

1. Field Survey Data showing roadway alignment, location of existing improvements, sidewalks, utilities, and existing streetlights on plans;
2. Design new decorative street lighting system provide photogrammetric studies for the proposed lighting systems, and locate new the new lighting system on the plans;
3. Preliminary Construction Documents to include Plans, Specifications, and Estimate for construction of the new lighting system;
4. Power Drop Calculations for the new lighting system to accompany the Final Construction Documents; and
5. Prepare "As-Built" plans showing the location of the new substation, poles, conduit on the plans.

Include the following information:

1. Name of firm
2. Complete address
3. Contact person
4. Telephone numbers (office, desk and cell)
5. Internet address
6. E-mail address
7. Provide a General Statement of Qualifications that responds to the deliverables cited above.
8. Provide three references for similar projects, including company name, contact name, e-mail and phone numbers.

Selection will be based upon the following:

- Capacity
- Timely production of deliverables
- Fee

Selection will be announced **Friday, August 30, 2019.**

Do Not Pay. This is not an invoice.



Renewal Pricing for DEBALIVIERE PLACE SBD

Memorandum No. 4668

Date: September 20, 2021

Policy Period: January 1, 2022 to January 1, 2023

<u>Line of Business</u>	<u>Annual Contribution</u>	<u>Deductible</u>	<u>Deductible Applicability</u>
Liability	Included	Per Schedule	
Employment Practices Liability	\$983.00	\$1,000.00	Loss
Errors & Omissions Liability	\$366.00	\$1,000.00	Loss
General Liability	\$1,222.00	\$1,000.00	Loss
Hired and Non-Owned Vehicles	Included	\$1,000.00	Loss
Property	\$1,032.00	Per Schedule	Loss
Earth Movement	Included	See Note	
Equipment Breakdown	\$250.00	Per Schedule	Loss
Flood	Included	See Note	
Water Damage	Included	Per Schedule	Loss
TOTAL RENEWAL PRICING:	<u>\$3,853.00</u>	*	

If "Loss & LAE" (Loss Adjustment Expense) is indicated under *Deductible Applicability*, the Member will be responsible for defense and other adjustment costs up to the deductible amount.

Deductibles have been determined based on total contribution, loss history, and existing deductibles.

*The entity's current coverage will expire on January 1, 2022. Renewal is hereby offered at the price indicated above, which is based on information on file as of September 20, 2021. Changes requested before January 1, 2022 will affect the actual renewal price invoiced.

MOPERM reserves the right to correct any errors discovered before the renewal invoice is issued. If such corrections result in a change in contribution, notice will be sent to the appropriate parties.

Note: Earth Movement and Flood Deductibles are detailed in the Property Memorandum of Coverage.



Member Name: DEBALIVIERE PLACE SBD
Coverage Period: January 1, 2022 to January 1, 2023

Policy Number: PLP-4668-202201
Policy Effective Date: January 1, 2022

Agency Name:

2022 Schedule of Total Property Insured Values

Location	Physical Address	Description	Building Value	Contents Value	EDP Value	Business Income Amount	Total Insured Value	Property Deductible	EBD Deductible	Contribution per Location
LOCATION 01	PERSHING AVE	22 PEDESTRIAN LIGHT POLES @ \$14,437.50 EA	\$330,330	\$0	\$0	\$0	\$330,330	\$1,000	NC	\$877.00
LOCATION 02	VARIOUS LOCATION	40 SECURITY CAMERAS @ \$1,500 EA	\$62,400	\$0	\$0	\$0	\$62,400	\$1,000	\$1,000	\$177.00
	Totals		\$392,730	\$0	\$0	\$0	\$392,730			\$1,054.00

Minimum Premium Adjustments

\$228.00

By:

Date: 9-20-2021