

**MONTHLY MEETING
TO BE HELD
December 18th at 9:00 a.m.
at Park Central Development,
4512 Manchester Ave.
St. Louis, Mo. 63112**

NOTICE & PROPOSED AGENDA

TAKE NOTICE that on December 18th 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
 - b. The City's Finest
- 3. Public Comment**
- 4. Approval of Previous Month Minutes**
- 5. Budget Report**
 - a. Finance Report
- 6. Other Business**
 - a. Website redesign RFP – Approval
 - b. Newsletter
 - c. Damage Light: Update
- 7. 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: 841 6478 4310

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: 12-15-2021

Time Posted: 11:00 AM

DeBaliviere Place Board of Commissioners Meeting
November 20th, 2020 at 9:00 AM
At Park Central Development - Zoom
4512 Manchester Ave; St. Louis, MO 63110

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

Board Members NOT Present: Bobbie Butterly

Others in Attendance: Amy Grace (Resident) Shameem Clark Hubbard, (St. Louis City), Jim Whyte (NSI), Charles Betts (TCF), Ashley Johnson (Park Central Development) - via video/phone

Public in Attendance via Phone: Mike Klenc, Cheryl Hammond, Dick Sims, Tracy Renison, Cardin Rackley

1. Call to Order:

- a. S. Chakraverty called the meeting to order at 9:02 AM

2. Security Update:

- a. J. Whyte gave the security report update. Total crime has decreased 9.5% when compared to the same time last year. J. Whyte summarized a criminal incident that occurred within the district. The Camera was able to capture video evidence, and it has been turned over to the police. The alleged assailant has been identified and apprehended. J. Whyte discussed the district's future security strategies. Due to limited access to patrol, future security strategies would require more investment in cameras, technology, and guides/ambassadors. Board discussed came in connection to Clara gate. J. Whyte does not believe the gate being open has contributed to an increase in crime
- b. The City's Finest: C. Betts noted that the district is \$20,000 under budget due to staffing shortage and the pandemic. C. Betts will increase patrol coverage during the winter holiday season.

3. Public Comments & Questions:

- a. C. Hammond shared packages are being stolen at their building. They have video footage of the criminal incidents. J. Whyte shared his contact and asked her to follow up with him.
- b. C. Rackley is opening a new cigar lounge at 5654 Delmar. He invited the board to tour the business and is seeking board support for the new business. S. Chakraverty asked A. Johnson to schedule a tour with C. Rackley and S. Clark-Hubbard.
- c. M. Klenc summarized several community and infrastructure updates. He is working with A. Grace and N. Costello on the Newsletter.
- d. T. Renison noted that Park Enforcement has been given out tickets on Tuesdays and Wednesdays. She asked the board to report abandoned cars to the Citizen Service Bureau. Trash is an ongoing issue. She asked S. Chakraverty to investigate removing the trash around the Hudson Development. Lastly, she asked the board's opinion on rather

the gate on Clara should be open. K. Ruth shared some advantages for keeping the gate open.

- e. D. Sims discussed a work-stop order on the Expo and asked S. Chakraverty to comment on it. S. Chakraverty noted that this forum is separate from the Neighborhood Association and asked him to follow up offline.
 - f. S. Clark-Hubbard asked the board if anyone would like to share comments about the ward redistricting. The Board and public provide comments.
4. **Approval of Previous Months Minutes:** N. Costello motioned to approve the previous month's meeting minutes; K. Ruth second. All in favor – motion passed.
 5. **Budget Report:**
 - a. Board reviewed the financial report. C. Wiltsch motioned to approve the financials. K. Ruth second. All in favor – motion passed.
 6. **Other Business:**
 - a. **Newsletter:** N. Costello noted A. Grace completed the layout. He shared the draft before the meeting. He will not be taking advertisements. The total cost for the project is \$850 per issue and \$3,200 - \$3,400 per year. They will have a draft prepared for the next meeting. S. Chakraverty motioned to approve the concept; C. Wiltsch second. All in favor – motion passed
 - b. **Damage Light:** A. Johnson noted there were now two damaged lights in the districts. The city is currently working to repair those lights
 7. **Adjournment:** K. Ruth motioned to adjourn; C. Wiltsch second. All in favor - meeting adjourned at 10:60 AM.

DeBaliviere Place
Balance Sheet
As of November 30, 2021

	<u>Nov 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1073 · Operating 6692	203,815.96
Total Checking/Savings	<u>203,815.96</u>
Total Current Assets	<u>203,815.96</u>
TOTAL ASSETS	<u>203,815.96</u>
LIABILITIES & EQUITY	
Equity	
3000*OE · Opening Balance Equity	499,566.89
32000 · Retained Earnings	-306,609.04
Net Income	10,858.11
Total Equity	<u>203,815.96</u>
TOTAL LIABILITIES & EQUITY	<u>203,815.96</u>

DeBaliviere Place
Profit & Loss Budget Performance
November 2021

	Nov 21	Jan - Nov 21	YTD Budget	Annual Budget
Income				
40000 · Revenue				
40100 · Tax	2,737.45	208,549.24	220,000.00	320,000.00
40200 · Interest Income	0.00	0.00	0.00	0.00
Total 40000 · Revenue	2,737.45	208,549.24	220,000.00	320,000.00
Total Income	2,737.45	208,549.24	220,000.00	320,000.00
Gross Profit	2,737.45	208,549.24	220,000.00	320,000.00
Expense				
60000 · Expenses				
61010 · Admin Fees- Park Central*	1,575.00	17,325.00	17,325.00	18,900.00
61020 · Legal	0.00	0.00	1,870.00	2,040.00
61030 · Insurance	0.00	557.00	0.00	0.00
61035 · Meeting Room	0.00	0.00	495.00	540.00
61045 · Office Supplies	0.00	0.00	183.34	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	67,833.34	74,000.00
Total 60000 · Expenses	1,575.00	17,882.00	87,706.68	95,680.00
6004 · Bank Charges & Fees	0.00	5.30		
61150 · Marketing & Promotions				
61160 · Website Maintenance	30.00	330.00	330.00	360.00
61170 · Advertising	0.00	0.00	1,045.00	1,140.00
Total 61150 · Marketing & Promotions	30.00	330.00	1,375.00	1,500.00
61250 · Public Maintenance				
61260 · Landscaping	438.12	7,400.00	9,166.67	10,000.00
61270 · Maintenance	0.00	131.09		
61280 · Pet Waste Stations	0.00	774.87	0.00	0.00
Total 61250 · Public Maintenance	438.12	8,305.96	9,166.67	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 · Contibution/Donation	0.00	7,000.00		
62010 · Patrols	7,156.26	114,476.63	105,416.67	115,000.00
62020 · Cameras	0.00	0.00	9,166.67	10,000.00
62021 · Internet for Cameras	704.88	7,526.24	6,765.00	7,380.00
62022 · Camera Maintenance	0.00	14,165.00	6,416.67	7,000.00
62023 · Emergency Call Tower	0.00	0.00	22,916.67	25,000.00
62030 · NSI Membership	7,000.00	28,000.00	48,000.00	48,000.00
Total 62000 · Safety and Security	14,861.14	171,167.87	198,681.68	212,380.00
Total Expense	16,904.26	197,691.13	296,930.03	319,560.00
Net Income	-14,166.81	10,858.11	-76,930.03	440.00

Tax Bills Report 11/2/21

887 Tax Bills for 2021 outstanding	268,016.00
11 Tax Bills for 2020 outstanding	\$ 2,128
5 Tax Bills for 2019 outstanding	\$ 9,894
1 Tax Bills for 2018 outstanding	\$ 243
1 Tax Bills for 2017 outstanding	\$ 283.00
	\$ 280,564

DeBaliviere Place Transaction List by Vendor

Type	Date	Num	November 2021	Split	Amount
CWENSI					
Bill Pmt -Check	11/17/2021	Bill.com	NSI Fees	2002 · Accounts Payable (A/P)	-7,000.00
Park Central					
Bill	11/09/2021	2021-11-09	Recurring Bill	61010 · Admin Fees- Park Central*	-1,575.00
Seafoam Media					
Bill	11/05/2021	2006960	Website	61160 · Website Maintenance	-30.00
Spectrum-formerly Charter Communications					
Bill	11/15/2021	0023856111521	Inv 0023856111521 - November Services	62021 · Internet for Cameras	-704.88
The City's Finest LLC					
Bill	11/01/2021	INV-3417	Patrols	62010 · Patrols	-3,921.88
Bill Pmt -Check	11/19/2021	Bill.com	Patrols	62010 · Patrols	-3,234.38
Top Care					
Bill	11/01/2021	195120	Inv 195120	61260 · Landscaping	-438.12
Bills Paid in November					-16,904.26

DeBaliviere Place Special Business District

4512 Manchester Avenue, Suite 100

St. Louis, MO 63110

Phone: 314-678-7762

**REQUEST FOR PROPOSAL (RFP)
Website Redesign and Development**

Proposals **must be Submitted** by no later than **5:00 P.M. Friday, January 10th, 2021**. Proposals must include all requested materials to be considered (bid, previous experience, references, etc.). Proposals must be mailed, or hand delivered to the following address:

DeBaliviere Place Special Business District
c/o Ashley Johnson
4512 Manchester Avenue, Suite 100
St. Louis, MO 63110

If you have any questions, please contact Ashley Johnson at 314-678-7762

Section I: INTRODUCTION

The DeBaliviere Place Special Business District (SBD) currently has a web presence that is outdated in appearance, structure, functionality. The SBD is seeking proposals to visually redesign and development the website. This will be a concept to completion project. The existing SBD website (<https://debaliviere.com/>) was designed and produced in 2019. Upon completion of the development of the site, the SBD will assume full responsibility for web site content maintenance and administration. All content, coding and graphics will become the sole property of DeBaliviere Place SBD.

Bidders may bid on any, or all, of the services listed below. The RFP establishes minimum requirements a bidder must meet to be eligible for consideration as well as information to be included in the bidders bid response. The selection of the successful agency or individual will be made based on evaluation and determination of the relative ability of each agency or individual to deliver quality service in a cost-effective manner.

The following specific criteria will be evaluated and must be addressed in the proposal:

1. Company History and Organization
2. Management Approach
3. Personnel Selection Process
4. Communication and Reporting
5. Cost Proposal and Invoicing
6. Value Added Features

The DeBaliviere Place SBD Board of Directors is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project. All of the Bidders must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Section II: SCOPE OF SERVICES

The scope of this project is to redesign the existing DeBaliviere Place SBD web site (<https://debaliviere.com/>).

Discovery

Confirm audiences, objectives, graphic look and feel, navigation, site marketing, technology issues and assumptions, required functionality, phasing, and budgetary constraints, resulting in a creative brief. 7

Design

Disclosure of web site information architecture, graphic look and feel, user navigation, home page and main navigation templates for each of the main navigation links.

Development

To be effective, our web site must be:

- Easy and intuitive
- Visually pleasing
- Safe and secure
- Quick to load and operate
- Responsive mobile device and desktop

Section III: INSTRUCTIONS TO BIDDERS

Bidder is to address the following subjects in the response. Reference any attachments in the text and include printed copies of attachments at the back of your submitted document.

1. Company History and Organization

Provide a brief history. Explain ownership and include name and title of the personnel who would be directly responsible for the management and local supervision of this project.

2. Management Approach

Describe in detail how you will be organized to manage this project. Indicate by position or title the person who will have the overall responsibility for the supervision of account.

3. Personnel Selection Process

Describe how recruitment and selection of employees is accomplished.

4. Cost Proposal and Invoicing

Provide billing rates per instance. Propose invoicing frequency, procedures, and applicable discounts.

5. Value Added Features

DeBaliviere Place Special Business District

4512 Manchester Avenue, Suite 100

St. Louis, MO 63110

Phone: 314-678-7762

Indicate features or programs not covered elsewhere in the response which are offered to enhance your ability to effectively carry out this project.

6. References

Provide at least three (3) client references whose areas/districts are comparable in size, profile and service hours to the DeBaliviere Place Special Business District. Include reference name, address, and contact number.

7. Proposal Evaluation

The DeBaliviere Place SBD Administrator and Board of Directors will review proposals and make final approval. The Administrator and/or Board of Directors may request a meeting prior to final selection.

COMPTROLLER'S OFFICE
ROOM 311 CITY HALL
ST. LOUIS, MO 63103

REMITTANCE ADVICE

Date:
12/10/21

Warrant No.:
1221365865

REMA

+459944599

Inv. Date	Invoice No./Description	Voucher No.	Gross	Withholding	Net Amount
12/03/21	21-007PERSHING/DEBALIVIERE PLACE SPECIAL BUSINESS DISTRICT	516816 22	59,096.61		59,096.61

FOR ASSISTANCE CALL (314) 589-6040

TOTAL >

59,096.61

59,096.61

▼ REMOVE DOCUMENT ALONG THIS PERFORATION ▼



TREASURER OF
THE CITY OF ST. LOUIS



WARRANT NO. 1221365865

DATE: 12/10/21

4-3
810

PAY: Fifty-Nine Thousand Ninety-Six And 61/100 Dollars

TO THE ORDER OF: DEBALIVIERE PLACE SPECIAL
BUSINESS DISTRICT
4512 MANCHESTER AVE SUJET 100
ST LOUIS MO 63110

AMOUNT: *****\$59,096.61*****

BANK OF AMERICA
ST. LOUIS, MISSOURI

Darlene Green
COMPTROLLER

DOCUMENT CONTAINS BLUE PANTOGRAPH & MICROPRINTING. BACK HAS THERMOCHROMIC INK & A WATERMARK. HOLD AT AN ANGLE TO VIEW. VOID IF NOT PRESENT.

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