

**MONTHLY MEETING
TO BE HELD**
Saturday, August 20th at 9:00 a.m.
at Forest Park Visitors Center - Voyager Room
5595 Grand Dr.
St. Louis, Mo. 63112

NOTICE & PROPOSED AGENDA

TAKE NOTICE that on Saturday, August 20th at 9:00 a.m. 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. Camera Vendor
- 3. Public Comment (5 Minutes Per Speaker)**
- 4. Approval of Previous Month Minutes**
- 5. Budget Report**
 - a. Finance Report – Approval
- 6. Other Business**
 - a. RFP for Trash Removal and Debre
 - b. Pet Waste Station – New Sign
 - c. ABNA Lighting Engineering – Phase One Pricing
- 7. Adjournment**

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: 8-17-2022
Time Posted: 9:00 AM

DeBaliviere Place Board of Commissioners Meeting
July 16th, 2022, at 9:00 AM
At Forest Park Visitors Center – Voyager Room
5595 Grand Dr. St. Louis, MO 63112

Board Members Present: Charles Wiltsch, Sid Chakraverty, Sherrone Beatty, Stephanie Brown

Board Members NOT Present: Neill Costello, Bobbie Butterly, Amy Grace

Others in Attendance: Shameem Clark-Hubbard (Alderwoman 26th Ward), Jim Whyte (NSI), Frank Eppert (ABNA), Abdul Abdullah, Codi Holt (Park Central Development)

Public Comment Attendance: Mike Klenc, Tracy Renson, John Wallace, Joe Fain

1. Call to Order:

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

2. Security Update:

- a. J. Whyte gave an overview of this month's crime reports, showing 50 more crimes reported this month than last year during this month. J. Fain shared his frustration about the rising rate of crime in the area. S. Chakraverty shared that the NSI has reduced crime significantly over the years. J. Whyte shared that DeBaliviere Place doesn't have near the same challenges that other neighborhoods are seeing at this time.

3. Public Comments & Questions:

- a. C. Holt introduced himself as a new CID and SBD administrator from Park Central and asked the public to state their names before their public comment to be captured for the Meeting Minutes.
- b. J. Wallace submitted a document with 104 signatures requesting the gate on Clara be closed. J. Wallace shared that he believes the increased noise and crime may be connected to the open gate. T. Renson conveyed her support of the gate closing. J. Wallace thanked S. Clark-Hubbard for attending the meeting and hearing their concern. S. Clark-Hubbard shared that to close the gate, it would first have to be repaired and that such a project would be too expensive at this time. J. Whyte shared that there are cameras at the gate to help monitor.
- c. T. Renson gave an update on the property at 533 and 537 DeBaliviere Place, stating that the city inspected the property and that a notice of violation was issued. T. Renson shared the deadline for the property to conduct repairs was set for August and that she would follow up with the city.
- d. M. Klenc thanked the Good Neighbors Club, Great Rivers Greenway, the DeBaliviere Place Board and others for their work in the SBD. M. Klenc also shared that, after further research, Leon Straus' initial plan for light poles was actually spun concrete poles in black and not cast-iron poles. M. Klenc recommended that the Board consider this when making final decisions for the lighting project.
- e. T. Renson shared that the cul-de-sac at Waterman and DeBaliviere looks uncared for and needs attention. In agreement with the board members, S. Chakraverty directed C. Holt to add maintenance to this cul-de-sac to the current landscaping contract.

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

5. Budget Report:

- a. S. Chakraverty presented the financial report. C. Wiltsch asked Park Central to provide the board with more information on why The City's Finest billed double for security. C. Wiltsch motioned to approve the financials. S. Brown seconded. All in favor – motion passed.

6. Other Business:

- a. **RFP for Trash Removal:** C. Holt presented the RFP for trash removal and explained that the map of trashcans has been updated. C. Holt shared that M. Klenc suggested that debris removal may be a better use of funds. S. Chakraverty asked Park Central to meet with M. Klenc again to create an RFP that includes trash and debris removal.
- b. **Pet Waste Station:** none
- c. **ABNA Lighting Engineering:** F. Eppert gave an update on his material assessment analyzing the durability and cost of cast iron and concrete light posts, explaining that cast-iron poles would cost \$70,000 more than pink concrete light posts. F. Eppert shared that lights on south Clara were added to the plan and estimates the project to cost \$750,000 to complete all the lights in the district. S. Chakraverty requested an estimated price for phase one of the plan. Abdul explained BPS's process for bidding. S. Chakraverty motioned to identify pricing; C. Wiltsch seconded. All in favor – motion passed.

- 7. Adjournment:** S. Beatty motioned to adjourn; S. Chakraverty seconded. All in favor – meeting adjourned at 10:10 AM.

DeBaliviere Place Profit & Loss Budget Performance July 2022

	<u>Jul 22</u>	<u>Jan - Jul 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income				
40000 · Revenue				
40100 · Tax	657.39	271,882.57	120,000.00	320,000.00
Total 40000 · Revenue	<u>657.39</u>	<u>271,882.57</u>	<u>120,000.00</u>	<u>320,000.00</u>
Total Income	<u>657.39</u>	<u>271,882.57</u>	<u>120,000.00</u>	<u>320,000.00</u>
Gross Profit	657.39	271,882.57	120,000.00	320,000.00
Expense				
60000 · Expenses				
61010 · Admin Fees- Park Central*	1,575.00	11,025.00	11,025.00	18,900.00
61020 · Legal	0.00	0.00	1,190.00	2,040.00
61030 · Insurance	0.00	0.00	0.00	8,700.00
61035 · Meeting Room	0.00	160.00	315.00	540.00
61040 · Postage	0.00	9.80	116.70	200.00
Total 60000 · Expenses	<u>1,575.00</u>	<u>11,194.80</u>	<u>12,646.70</u>	<u>30,380.00</u>
61150 · Marketing & Promotions				
61160 · Website Maintenance	0.00	8,355.00	233.35	400.00
61165 · Newsletter	0.00	1,639.38	2,333.35	4,000.00
Total 61150 · Marketing & Promotions	<u>0.00</u>	<u>9,994.38</u>	<u>2,566.70</u>	<u>4,400.00</u>
61250 · Public Maintenance				
61260 · Landscaping	467.00	1,868.00	5,833.35	10,000.00
61280 · Pet Waste Stations	148.47	911.42	495.85	850.00
Total 61250 · Public Maintenance	<u>615.47</u>	<u>2,779.42</u>	<u>6,329.20</u>	<u>10,850.00</u>
61350 · Infrastructure				
61359 · Lighting Maintenance	0.00	0.00	1,750.00	3,000.00
61360 · Pedestrian Lighting	0.00	10,463.00		
Total 61350 · Infrastructure	<u>0.00</u>	<u>10,463.00</u>	<u>1,750.00</u>	<u>3,000.00</u>
62000 · Safety and Security				
62010 · Patrols	11,360.00	69,534.38	89,250.00	153,000.00
62020 · Cameras	0.00	1,470.00	5,833.35	10,000.00
62021 · Internet for Cameras	9,398.24	13,031.22	4,666.70	8,000.00
62022 · Camera Maintenance	0.00	0.00	4,083.35	7,000.00
62030 · NSI Membership	0.00	15,500.00	22,500.00	30,000.00
Total 62000 · Safety and Security	<u>20,758.24</u>	<u>99,535.60</u>	<u>126,333.40</u>	<u>208,000.00</u>
Total Expense	<u>22,948.71</u>	<u>133,967.20</u>	<u>149,626.00</u>	<u>256,630.00</u>
Net Income	<u><u>-22,291.32</u></u>	<u><u>137,915.37</u></u>	<u><u>-29,626.00</u></u>	<u><u>63,370.00</u></u>

Tax Bills Report 8/2/22

14 Tax Bills for 2021 outstanding	2,580
6 Tax Bills for 2020 outstanding	\$1,005
1 Tax Bills for 2019 outstanding	\$9,070
Total	<u>\$12,655</u>

DeBaliviere Place
Balance Sheet
As of July 31, 2022

	<u>Jul 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1073 · Operating 6692	423,387.10
Total Checking/Savings	<u>423,387.10</u>
Total Current Assets	<u>423,387.10</u>
TOTAL ASSETS	<u>423,387.10</u>
LIABILITIES & EQUITY	
Equity	
3000*OE · Opening Balance Equity	499,566.89
32000 · Retained Earnings	-214,095.16
Net Income	<u>137,915.37</u>
Total Equity	<u>423,387.10</u>
TOTAL LIABILITIES & EQUITY	<u>423,387.10</u>

DeBaliviere Place Transaction List by Vendor July 2022

Type	Date	Num	Memo	Amount
CWENSI				
Bill	07/06/2022	7/6/22	Reimburse for Spectrum Payment	-428.31
Bill Pmt -Check	07/06/2022	Bill.com	https://app01.us.bill.com/BillPay?id=blp01FEPEPD	-8,485.00
Dog Waste Depot				
Bill Pmt -Check	07/21/2022	Bill.com	https://app01.us.bill.com/BillPay?id=blp01VREKXD	-148.47
Park Central				
Bill	07/09/2022	2022-07-09		-1,575.00
Spectrum-formerly Charter Communications				
Bill	07/06/2022	0023856062222	Inv 0023856062222-	-484.93
The City's Finest LLC				
Bill	07/06/2022	INV-4760	Patrols	-5,020.00
Bill	07/18/2022	INV-4808	Patrols	-6,340.00
Top Care				
Bill	07/18/2022	198843	Inv 198843	-467.00
Bills paid in July				-22,948.71

**REQUEST FOR PROPOSAL (RFP)
Trash Pick-Up and Debris Removal**

Proposals must be submitted by no later than **5:00 P.M. Friday October 7th, 2022**. Proposals must include all requested materials to be considered (bid, previous experience, references, etc...). Proposals must be emailed to codi@pcd-stl.org or mailed/hand-delivered to the following address:

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

If you have any questions, please contact Codi Holt at P: 314-535-5311 ext. 2008 or E: codi@pcd-stl.org.

Section I: INTRODUCTION

The DeBaliviere Place Special Business District (SBD) is seeking proposals from qualified agencies to provide trash pick-up and debris removal for eighteen (18) trash cans throughout the SBD. The selection of the successful agency will be made based on evaluation and determination of the relative ability of each Agency to deliver quality service in a cost-effective manner. The contract will run from November 1, 2022 to October 30, 2023, with possible extension of contract after the first year.

Agencies may bid on any, or all, of the services listed below. The RFP establishes minimum requirements a bidder must meet in order to be eligible for consideration as well as information to be included in the Agency's bid response. The selection of the successful agency will be made based on evaluation and determination of the relative ability of each Agency 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 Documentation of Business License
- 3 Management Approach
- 4 Communication and Reporting
- 5 Cost Proposal and Invoicing
- 6 Value Added Features
- 7 Three (3) References

The DeBaliviere Place SBD's 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: CONTRACT TERMS

The term of this contract shall be for a one (1) year period unless terminated by either party with thirty (30) days written notice.

Agency shall provide appropriate and necessary management and supervision for all employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Agency's rules and regulations, as well as any other policy established by the contracting parties.

Agency shall ensure hiring, training and administration of motivated and professional employees that meet or exceed both DeBaliviere Place Special Business District's and Agency's standards.

Agency will be required to produce appropriate workers' compensation insurance per the State of Missouri and general liability coverage.

Agency is responsible for the daily personal appearance of crews.

Agency shall administer all cost accounting and billing relative to this contract.

Agency shall respond as necessary to accommodate additional hours or services as may be requested by DeBaliviere Place Special Business District.

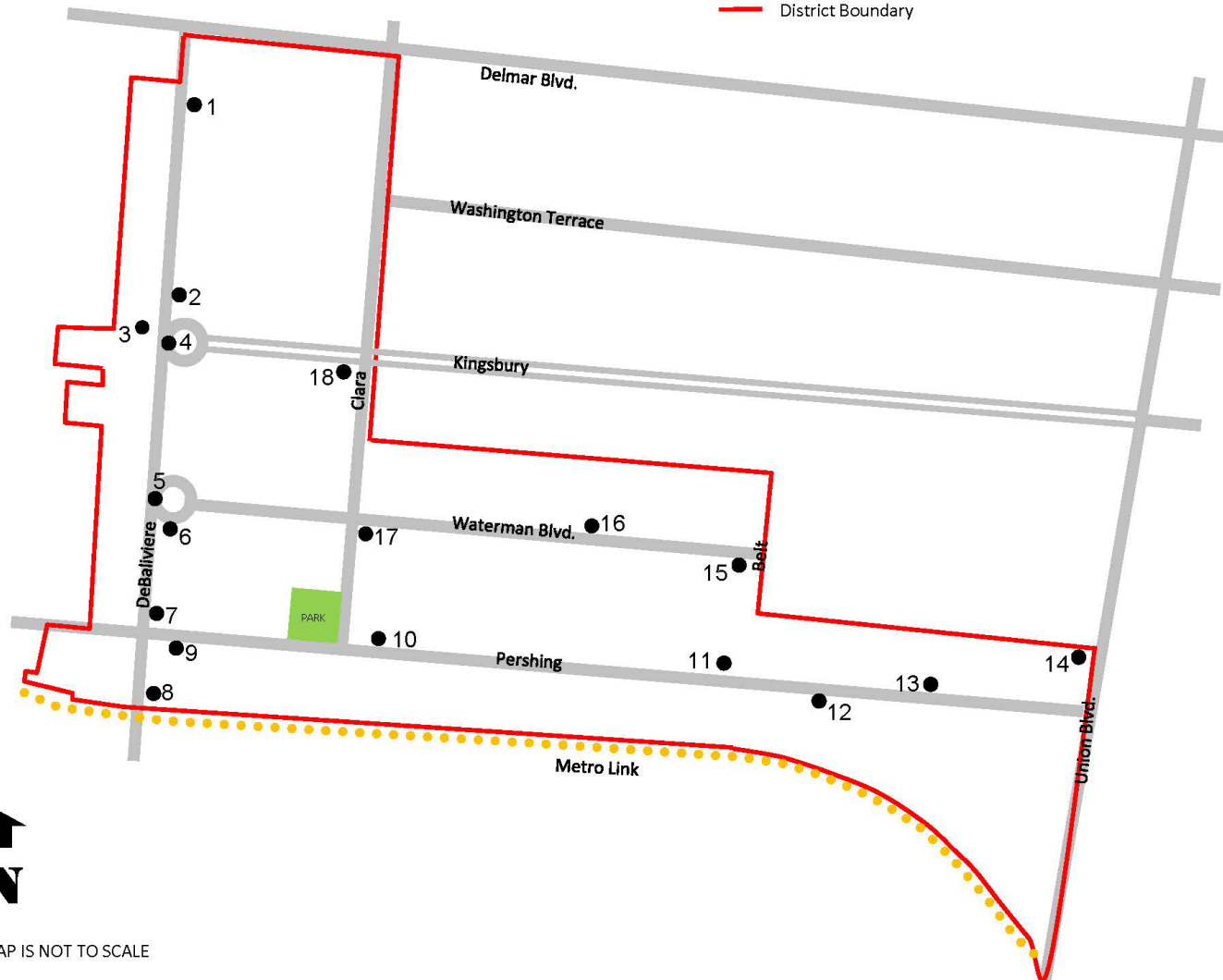
Section III: SCOPE OF SERVICES

- 1) Empty all eighteen (18) trash cans within the DeBaliviere Place SBD Boundaries as outlined in the following map.
- 2) Supply trash bags for cans requiring liners.
- 3) Remove small debris such as tree branches, brush, and/or abandoned materials found in the district as needed.

The DeBaliviere Place Special Business District would like the above stated services provided on an as-needed basis. Agencies are invited to bid, but contracts may or may not be issued. Please detail cost per occurrence.

This map is an illustration; not a legal representation.

— District Boundary



MAP IS NOT TO SCALE

Section IV: 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 Agency 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 Documentation of Business License

Possess and provide documentation of appropriate state and city business licenses.

3 Management Approach

Describe in detail how your Agency 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.

4 Communication and Reporting

Describe how your Agency engages in communication with clients. Explain how project commencement and completion are communicated to clients.

5 Cost Proposal and Invoicing

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

6 Value Added Features

Indicate features or programs not covered elsewhere in the response which are offered to enhance your Agency's 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 Grove Community Improvement District. Include reference name, address, and contact number.

DBP SBD Lighting Project Cost Estimates

PHASE 1: Waterman from Belt to Clara

Posts: 36

~ Cost: 432,000

PHASE 2: Waterman DB to Clara

Posts: 16

~ Cost: 192,000

PHASE 3: Clara (one side) from Pershing to Kingsbury

Posts: 12

~ Cost: 180,000

Lighting Project

These numbers are estimated on the original lighting project scope and an estimate of ~\$12,000 per light.