

Santa Paula Property Business Improvement District

Board of Directors Meeting

September 29, 2021, 2:00 – 3:30 PM

City Hall- Council Chambers

Board of Directors: David Lippert (President), Greg Grimes (Treasurer), Jose Luis Melgar (Vice-President), Krys Bojanowski (Secretary), Jeff Mitchem (Member-at-Large)

City Council Representative – Leslie Cornejo

Santa Paula Chamber Representative – John Marquez

Santa Paula City Representative: Jonathan Royas

1. Call to Order.
2. Public Comments – Limited to three minutes per person.
3. Review of Minutes from 8/25/2021 Board Meeting
4. Financials
 - PBID Financial Update
 - City Financial Update
5. City Update
 - Kristin Lowell – PBID Renewal Update
 - Greg Barnes – Parks and Recreation
 - Jeff Mitchem - RRM update
 - Garden Street Fountain update
6. Projects
 - Power Washing uodate
 - Banners
 - Holidays
 - i. Christmas Parade Request.
 - Upcoming Requests
 - i. SP Beautiful Oct. 9th – Paint (Benches & Curbs)
7. Chamber update
 - Business Grant Outreach
 - Vaccination Outreach
 - Holidays
 - o Christmas Festival/Night Parade
8. Date for next meeting- October 27th, 2:00-3:30pm (Location: Santa Paula Train Depot)
9. Adjourn

Santa Paula Property Business Improvement District

Minutes from August 25, 2021, 2:00 – 3:00 PM PST
Santa Paula Train Depot

In Attendance: David Lippert, Jose Luis Melgar, Krys Bojanowski, Jeff Mitchem, Jonathan Royas, Leslie Cornejo, John Marquez, Police Chief Travis Walker

Absent: Greg Grimes

1. **Meeting Call to Order:** Meeting was called to order at 2:00PM PST.
2. **Public Comments:** No public comments were brought before the board.
3. **Minutes:** Minutes from 7/28/2021. Jose motioned to approve. Jeff seconded. Motion carried.
4. **Financials:** Current PBID Balance as of 7/31/2021 is \$33,357.00. The balance of \$102,597.08 (as of 7/28/2021) from the city of Santa Paula's PBID fund was reported by Jonathan. Dave requested that the account activity for the City's PBID account be added to the PBID financial reporting. A separate meeting with John, Dave and Jonathan will be set. Jose motioned to receive and file. Dave seconded.

5. City Update:

PBID Review and Renewal – Dave signed the contract Kristin Lowell to start the process of the PBID renewal. She will attend the next meeting to discuss the next steps for the continuation of the PBID next year.

Assessments –No change on the assessments from the previous month.

RRM- Jeff requested \$3,000 from the PBID group to cover half of the cost of the 20 trees downtown (\$300 per tree) that were identified that need work to replace the grates around the trees. Krys motioned to approve. Jeff seconded. Motion carried.

Fountain: The fountain was capped. Parks and Rec. will work on the continued improvement.

Safety /Ambassadors: The board had a discussion with Police Chief Walker on the potential partnership to develop an ambassador program. The chief is currently working on a two-year plan on public safety in the community. He is looking for grant funding to purchase bike that could potentially be used in the downtown district. A citizen's patrol program is also n the works. The chief suggested that the PDBID group look at a private security company as another option. Further research will be conducted.

6. Chamber Update:

The chamber continues to do the Ventura County Business Grant outreach and the Vaccination Outreach including setting up another vaccination site in the downtown district.

7. Projects:

Lighting: Jonathan presented to the board on purchasing tree lighting for the balance of the trees in the downtown district. The city will cover the cost for installing the lights. Dave motioned to approve \$2,000 to purchase lighting for the remainder of the trees in the district. Jose seconded. Motion carried.

Holiday Banners: The city will bring to the group an update to the group in September.

Power washing: Tabled to future meeting.

Santa Paula Beautiful: Update in September

9.: **Next meeting date:** Sept. 29th, 2021, at 2:00pm in person. TBD.

10. **Meeting adjourned:** David adjourned the meeting at 3:30 PST.

Respectfully submitted,
John Marquez

Santa Paula Chamber of Commerce-SPPBID

Statement of Financial Position

As of September 28, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
City of Santa Paula- PBID Account	54,093.75
SPPBID Account	33,654.37
Total Bank Accounts	\$87,748.12
Total Current Assets	\$87,748.12
TOTAL ASSETS	\$87,748.12
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
City of Santa Paula	50.00
Retained Earnings	79,951.87
Net Revenue	7,746.25
Total Equity	\$87,748.12
TOTAL LIABILITIES AND EQUITY	\$87,748.12

Santa Paula Chamber of Commerce-SPPBID

Statement of Activity

January - August, 2021

	TOTAL
Revenue	
PBID Property Assessments	31,691.84
Total Revenue	\$31,691.84
GROSS PROFIT	\$31,691.84
Expenditures	
Insurance	695.63
Legal & Professional Services	7,262.49
Other Business Expenses	6,600.00
Repairs & Maintenance	7,807.09
Total Expenditures	\$22,365.21
NET OPERATING REVENUE	\$9,326.63
Other Revenue	
Interest Income	19.62
Total Other Revenue	\$19.62
NET OTHER REVENUE	\$19.62
NET REVENUE	\$9,346.25

Santa Paula Chamber of Commerce-SPPBID

Statement of Activity Detail

January - August, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Revenue/Expenditures							
Revenue							
PBID Property Assessments							
03/18/2021	Deposit				City of Santa Paula- PBID Account	404.25	404.25
04/29/2021	Deposit				City of Santa Paula- PBID Account	29,684.07	30,088.32
07/08/2021	Deposit				City of Santa Paula- PBID Account	1,495.50	31,583.82
07/23/2021	Deposit				City of Santa Paula- PBID Account	108.02	31,691.84
Total for PBID Property Assessments						\$31,691.84	
Total for Revenue						\$31,691.84	
Expenditures							
Insurance							
07/19/2021	Bill	1705376	Alliant Insurance Services, Inc	Special Liability Insurance coverage	Accounts Payable (A/P)	695.63	695.63
Total for Insurance						\$695.63	
Legal & Professional Services							
01/28/2021	Check	jn8040	Kristin Lowell		City of Santa Paula- PBID Account	7,262.49	7,262.49
Total for Legal & Professional Services						\$7,262.49	
Other Business Expenses							
01/01/2021	Bill	2021-2542	Santa Paula Chamber of Commerce	October-December 2020 Management Services 3 months.	Accounts Payable (A/P)	1,800.00	1,800.00
01/01/2021	Bill	2021-2543	Santa Paula Chamber of Commerce	January Management Services	Accounts Payable (A/P)	600.00	2,400.00
02/01/2021	Bill	2021-2544	Santa Paula Chamber of Commerce	February 2021 Management Services	Accounts Payable (A/P)	600.00	3,000.00
03/01/2021	Bill	2021-2545	Santa Paula Chamber of Commerce	March 2021 Management Services	Accounts Payable (A/P)	600.00	3,600.00
04/01/2021	Bill	2021-2546	Santa Paula Chamber of Commerce	April 2021 Management Services	Accounts Payable (A/P)	600.00	4,200.00
05/01/2021	Bill	2021-2547	Santa Paula Chamber of Commerce	May 2021 Management Services	Accounts Payable (A/P)	600.00	4,800.00
06/01/2021	Bill	2021-2548	Santa Paula Chamber of Commerce	June 2021 Management Services	Accounts Payable (A/P)	600.00	5,400.00
07/01/2021	Bill	2021-2549	Santa Paula Chamber of Commerce	July 2021 Management Services	Accounts Payable (A/P)	600.00	6,000.00
08/01/2021	Bill	2021-2050	Santa Paula Chamber of Commerce	Aug. 2021 Management Fees	Accounts Payable (A/P)	600.00	6,600.00
Total for Other Business Expenses						\$6,600.00	
Repairs & Maintenance							
04/29/2021	Check	327807	Frank's Paint & Hardware		City of Santa Paula- PBID Account	57.51	57.51
05/19/2021	Bill	2021-001	Eddie Yniguez	15% Deposit for Pressure Washing	Accounts Payable (A/P)	1,125.00	1,182.51
05/20/2021	Check	327864	Traffic Technologies		City of Santa Paula- PBID Account	249.58	1,432.09
07/06/2021	Bill	2107046	Eddie Yniguez	Balance Due for Pressure Washing	Accounts Payable (A/P)	6,375.00	7,807.09
Total for Repairs & Maintenance						\$7,807.09	
Total for Expenditures						\$22,365.21	
Net Ordinary Revenue						\$9,326.63	
Other Revenue/Expenditure							
Other Revenue							
Interest Income							
05/20/2021	Deposit				City of Santa Paula- PBID	19.62	19.62

Santa Paula Chamber of Commerce-SPPBID

Statement of Activity Detail

January - August, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
					Account		
						\$19.62	
						\$19.62	
						\$19.62	
						\$9,346.25	

Santa Paula Chamber of Commerce-SPPBID

Statement of Activity YTD Comparison

January - August, 2021

	TOTAL	
	JAN - AUG, 2021	JAN - AUG, 2021 (YTD)
Revenue		
PBID Property Assessments	31,691.84	31,691.84
Total Revenue	\$31,691.84	\$31,691.84
GROSS PROFIT	\$31,691.84	\$31,691.84
Expenditures		
Insurance	695.63	695.63
Legal & Professional Services	7,262.49	7,262.49
Other Business Expenses	6,600.00	6,600.00
Repairs & Maintenance	7,807.09	7,807.09
Total Expenditures	\$22,365.21	\$22,365.21
NET OPERATING REVENUE	\$9,326.63	\$9,326.63
Other Revenue		
Interest Income	19.62	19.62
Total Other Revenue	\$19.62	\$19.62
NET OTHER REVENUE	\$19.62	\$19.62
NET REVENUE	\$9,346.25	\$9,346.25



City of Santa Paula, CA

Detail Report Account Detail

Date Range: 07/01/2020 - 08/25/2021

Account	Name	Beginning Balance	Total Activity	Ending Balance
Fund: 505 - PROPERTY BUSINESS IMPROVEMENT DISTRICT				

505-1001	PBID CASH	48,503.33	54,093.75	102,597.08
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/30/2020	GLPKT07447	JN8051		MOVE VARIOUS PACKETS FROM 100-4-75...			22,259.62	70,762.95
12/19/2020	GLPKT07257	JN8024		CNTY OF VTA EFT- PROP TAX CURRENT SU...			47,662.18	118,425.13
12/31/2020	GLPKT07457	JN8053		MOVE VARIOUS PACKETS FROM 100-4-75...			10,030.07	128,455.20
01/28/2021	GLPKT07363	JN8040		KRISTIN LOWELL INVOICE GL CORRECTION			-7,262.49	121,192.71
03/18/2021	CLPKT00478	2021/03/18 - RB		CLPKT00478			404.25	121,596.96
03/25/2021	APPKT02689	327363		SANTA PAULA CHAMBER OF COMMERCE ...	010689 - SANTA PAULA CHAMBER OF COMM...		-50,000.00	71,596.96
04/29/2021	CLPKT00509	2021/04/29 - RB		CLPKT00509			29,684.07	101,281.03
05/20/2021	APPKT02786	327807		FRANK'S PAINT & HARDWARE SEC REI PMT	010432 - FRANK'S PAINT & HARDWARE		-57.51	101,223.52
05/20/2021	APPKT02786	327864		TRAFFIC TECHNOLOGIES SEC REI PMT	012070 - TRAFFIC TECHNOLOGIES		-249.58	100,973.94
05/24/2021	CLPKT00525	2021/05/24 - RB		CLPKT00525			19.62	100,993.56
07/08/2021	CLPKT00559	2021/07/8 - MR		CLPKT00559			1,495.50	102,489.06
07/23/2021	CLPKT00570	2021/07/23 - RB		CLPKT00570			108.02	102,597.08

505-2000	ACCOUNTS PAYABLE	0.00	0.00	0.00
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/25/2021	POPKT01388	REQ#11678	327363	PBID FUNDS DISBURSEMENT SEC PBL	010689 - SANTA PAULA CHAMBER OF COMM...		-50,000.00	-50,000.00
03/25/2021	APPKT02689	327363		SANTA PAULA CHAMBER OF COMMERCE ...	010689 - SANTA PAULA CHAMBER OF COMM...		50,000.00	0.00
05/20/2021	APPKT02779	37507	327864	4 RED GALLON RED, VEST LIME MESH, GR...	012070 - TRAFFIC TECHNOLOGIES		-249.58	-249.58
05/20/2021	APPKT02781	352679	327807	2" PRO BRUSHES CHIP BRUSH X THIC, POLY..	010432 - FRANK'S PAINT & HARDWARE		-57.51	-307.09
05/20/2021	APPKT02786	327807		FRANK'S PAINT & HARDWARE SEC PMT	010432 - FRANK'S PAINT & HARDWARE		57.51	-249.58
05/20/2021	APPKT02786	327864		TRAFFIC TECHNOLOGIES SEC PMT	012070 - TRAFFIC TECHNOLOGIES		249.58	0.00

Detail Report

Date Range: 07/01/2020 - 08/25/2021

Account	Name	Beginning Balance	Total Activity	Ending Balance
505-4-6000-0068	PBID ASSESSMENT	0.00	-111,663.33	-111,663.33

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/30/2020	GLPKT07447	JN8051		MOVE VARIOUS PACKETS FROM 100-4-75...			-22,259.62	-22,259.62
12/19/2020	GLPKT07257	JN8024		CNTY OF VTA EFT- PROP TAX CURRENT SU...			-47,662.18	-69,921.80
12/31/2020	GLPKT07457	JN8053		MOVE VARIOUS PACKETS FROM 100-4-75...			-10,030.07	-79,951.87
03/18/2021	CLPKT00478	R00112712		From Collection Agency re: PBID Mora Jes...			-404.25	-80,356.12
04/29/2021	CLPKT00509	R00118765		County of Ventura PBID Apportionment C...			-29,684.07	-110,040.19
05/24/2021	CLPKT00525	R00122928		County of Ventura Apportionment Interest..			-19.62	-110,059.81
07/08/2021	CLPKT00559	R00128104		PBID Sandoval Adan Prompt for GL PBID S...			-144.00	-110,203.81
07/08/2021	CLPKT00559	R00128105		PBID Sandoval Adan Prompt for GL PBID S...			-144.00	-110,347.81
07/08/2021	CLPKT00559	R00128106		PBID- Sandoval, Adan Prompt for GL PBID-..			-144.00	-110,491.81
07/08/2021	CLPKT00559	R00128106		PBID-Arenas, Manuel Prompt for GL PBID-...			-1,063.50	-111,555.31
07/23/2021	CLPKT00570	R00131502		PBID Adan Sandoval Prompt for GL PBID ...			-108.02	-111,663.33

505-5-6003-199	MISCELLANEOUS	0.00	50,000.00	50,000.00
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/25/2021	POPKT01388	REQ#11678	327363	PBID FUNDS DISBURSEMENT	010689 - SANTA PAULA CHAMBER OF COMM...		50,000.00	50,000.00

505-5-6003-209	PROF/CONTR SVCS-OTHER	0.00	7,569.58	7,569.58
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/28/2021	GLPKT07363	JN8040		KRISTIN LOWELL INVOICE GL CORRECTION			7,262.49	7,262.49
05/20/2021	APPKT02779	37507	327864	4 RED GALLON RED, VEST LIME MESH, GR...	012070 - TRAFFIC TECHNOLOGIES		249.58	7,512.07
05/20/2021	APPKT02781	352679	327807	2" PRO BRUSHES CHIP BRUSH X THIC, POLY..	010432 - FRANK'S PAINT & HARDWARE		57.51	7,569.58

Total Fund: 505 - PROPERTY BUSINESS IMPROVEMENT DISTRICT: Beginning Balance: 48,503.33 Total Activity: 0.00 Ending Balance: 48,503.33

Grand Totals: Beginning Balance: 48,503.33 Total Activity: 0.00 Ending Balance: 48,503.33

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
505 - PROPERTY BUSINESS IMPROVEMENT I	48,503.33	0.00	48,503.33
Grand Total:	48,503.33	0.00	48,503.33