



# Discover Polk

## DISCOVER POLK COMMUNITY BENEFIT DISTRICT DRAFT MEETING MINUTES

**July 10, 2019 – 12:00 PM**

Academy of Art University, 1849 Washington Street (Room 200), San Francisco, CA 94109

*Dial-in: (844) 875-7777 | access code: 331004#*

Present:

Suzanne Markel-Fox

Mike Petricca

Michael Anthony

Chris Bluse

Judy Roddy

Tiffany Yang (by phone)

Stephen Cornell (by phone)

Annie Yang (by phone)

LPCBD staff: Iana Dikidjieva; Christian Martin (by phone)

I Call to order and review of public comment guidelines

The meeting was called to order at 12:04 pm.

II Review and approval of minutes from May meeting [action item]

III Review and approval of minutes from June special meeting [action item]

The minutes from the May and June meetings were approved unanimously (MP moved; SM-F seconded).

IV Approval to refund overpayment in FY18-19 assessment to owner of 1825-1845 Washington St, APN 0598-001 [action item]

Based on updated property data from the Assessor-Recorder with an updated breakdown of the residential and commercial portions of this property, it was found that the owner had overpaid for FY18-19 and was due a refund. This was approved unanimously. (JR moved, MP seconded)

V Financial Report

CB reported that there is no material change in ongoing finances. As per the management plan, the main expense is the service contract with LPCBD, approx. \$34k/month.

VI FY 2020 Budgeting

CB is working on a draft budget for FY19-20 with Rey (accountant) and will circulate to the board. The budget will cover July 2019-June 2020. A financial planning meeting will follow.

A question was raised about properties that have not paid their assessment, and DPCBD's ability to enforce payment. It was explained that DPCBD does not have independent enforcement ability. Enforcement is via the Assessor's office; if an assessment is not paid, a lien is placed on the property. Staff will follow up regarding nonpayments. A follow-up question was raised as to whether anyone has paid their regular taxes but not the assessment. CB and ID will try to find out from the available data.

VII COO Report

- Clean & Safe staffing update

ID reported that LPCBD was able to complete the hiring of two additional staff in the 2<sup>nd</sup> week of July, so the Clean & Safe service for DPCBD is now fully staffed. CM confirmed that there would be a credit or rebate to DPCBD for the period where the contract covered full staffing but staff were not yet in place.

- Pressure washing

Staff are working out the details of creating an in-house pressure washing service (vehicle, equipment, staffing). This is not at the approval stage yet but should be at the next meeting. MA shared that he is currently paying a contractor 2x/month to pressure wash his property, and shared the expectation that DPCBD would provide regular pressure washing once a month. ID noted that that level of service may not be feasible for all properties, but details are being worked out.

- Storefront vacancies: data & strategies

ID shared data on storefront vacancies, and noted that some property owners are now more open to doing art on storefronts as interim use.

- Only on Polk Summer Saturdays event series

The first monthly shopping/sale event Only on Polk was held in June, and 35+ businesses have signed on for July. Map and directory are at [discoverpolk.org/only-on-polk](http://discoverpolk.org/only-on-polk). For July: collaborative poetry / Guerilla Haiku project at Cheese Plus. We are also getting free marketing from Firefly (digital ads on top of rideshare vehicles).

VIII General Public Comment

IX Adjournment [action item]

The meeting was adjourned at 12:50 pm (MA moved, JR seconded).

**Next meeting: Sept 11, 2019, 12:00 pm, Academy of Art University, 1849 Washington St.**