



Discover Polk

DISCOVER POLK COMMUNITY BENEFIT DISTRICT (DPCBD)

BOARD OF DIRECTORS REGULAR MEETING MINUTES

10 June 12:00 PM

(712)770.4856, access code 595589#

Board of Directors (Board) Members in Attendance

Officers:

Suzanne Markel-Fox, President
Christopher Bluse, Chief Financial Officer
Judith Roddy, Secretary

At Large (Alphabetically by Surname):

Michael Anthony
Stephen Cornell
Gilbert Hoh
Jake Levinson
Michael Petricca
Annie Yang

Executive Directors (Alphabetically by Surname):

Benjamin Bleiman
Duncan Ley

- I. Meeting was called to order at 12:03 pm and public comment guidelines were reviewed.
- II. There were no members of the general public present, so there was no general public comment
- III. Minutes from 15 April and 13 May meetings were approved by unanimous vote.
- IV. Chief Financial Officer reported that DPCBD is in strong financial shape and that there are no outstanding payments due. April monthly budget is trending on YTD budget (-3.9%). Street Plus monthly invoice continues to be lower than budget because of staffing issues due to COVID-19
- V. Chief Financial Officer reviewed the 2020-2021 Budget and proposed a 1.1% increase in annual assessments, based on April-April CPI figures from the Bureau of Labor Statistics. Our position is strong, with a surplus/reserve of about \$150K. In response to questions from the Board:
 - a. The effect of City tax collector's extension of property tax payments is a two-month delay.
 - b. It would be unprecedented for the Board of Supervisors to decrease the rate of assessments. This is a question to refer to the City Attorney.

Stephen moved to approve the budget and the 1.1% increase, Michael Petricca seconded the motion, and the Board approved unanimously.

VI. Operations Report

- a. Staffing: Orlando will be leaving Street Plus (dismissal with cause). During his sick leave Cleveland assumed supervisory duties and will continue to do so. Street Plus has hired and trained additional ambassadors.
- b. Ben and Duncan ask that issues be reported to them by text so that Street Plus team can be expedited to resolve clean and safe issues. The clean team is very responsive.
- c. Cleveland continues to power wash sidewalks daily, and is able to cover the entire district in 10-14 days. Hot spots are cleaned as soon as reported. Publicizing a schedule may be premature, due to dependency on weather.
- d. Data collection and reporting is the weak link in Street Plus services, as many of the ambassadors have limited computer skills. There is training established to address this.

VII. Directors' Report

- a. Streetscape and Beautification Working Group has been very active.
 - i. Paint the Void is an organization that provides professional artists to paint over boarded up businesses or blank walls, at no cost to the property owner. Ben and Duncan have reached out to merchants to offer them this service.
 - ii. Jennifer Farris, owner of Studio Gallery on Pacific, has been in discussion with Duncan about holding a Pop-up art show for their annual "Delicious" show. An associated art walk is under discussion as well. One feature of the show is that 50% of proceeds from sales of artwork go to the Marin Food Bank.
 - iii. Holiday lighting can be costly (Ben and Duncan are getting estimates from several professional lighting companies), but the ROI can be significant, both in terms of atmosphere along the street and sales for local businesses. The Working Group will continue to research this opportunity.
- b. Five Big Bellies have been installed in the district and have already attracted the attention and compliments of merchants, residents and passers-by. The District 3 Supervisor will be in the neighborhood this week for a photo op.
- c. Mollie Stones have been moving forward with the approval process for their plans to establish a grocery store on Jackson and Polk.
- d. Duncan has engaged conversation with SFMTA concerning the two bus terminals (12 and 27) on the block of Jackson between Polk and Van Ness. Having two buses from two lines idling on a short mixed use block creates environmental issues (there can be up to four buses idling at a time). Furthermore, one Mollie Stones is activated, there will be delivery vehicles along that block as well. Duncan will keep us apprised of the discussion.
- e. There has been a n increase in homelessness city-wide during the pandemic. Ben and Duncan are working with a group of neighbors to address the issue and will be meeting with Rescue SF to learn more about their proposals. The neighbors at 1776 Sacramento were very effective in cleaning up the parking lot at the Bank of America and getting some homeless individuals off the street and in service.
- f. Mailing list outreach: Ben reminded the Board of the importance of enlisting residents to our newsletter.

- VIII. Executive Officer vacancy and amendment of Bylaws section 6.4. Our Chief Financial Officer is relocating out of state and will be tendering his resignation this summer. In preparation for identifying another Board member to fill the position, we have been advised by our attorney to

amend our bylaws to reduce ambiguity about the process of filling Executive Officer vacancies. Accordingly, the motion to amend Section 6.4 as follows in bold and underlined was unanimously approved: *Vacancies in Office. A vacancy in any office because of death, resignation, removal, disqualification, or any other case shall be filled **by a vote of the Board at its early convenience or otherwise** in the manner prescribed in these bylaws for normal appointments to that office.*

Stephen moved to approve, Jake seconded the motion, and the Board approved unanimously.

IX. Meeting was adjourned at 12:47 pm

Judith Roddy, Secretary

Next Meeting: 08 July 2020 at noon