



Lower Polk Community Benefit District  
&  
Discover Polk Community Benefit District

# Notice Of Special Joint Board Meeting & Agenda

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**Meeting Date:** Friday November 8.

**Meeting Time:** 10 AM.

**Meeting Location:** Le Marché Event Space, 1144 Sutter Street, San Francisco, CA

**Meeting Map:** <https://goo.gl/maps/nacjh265UHPPv2CL7>

**Dial-in number:** (US): (515) 606-5391

**Access code:** 380374#

**International dial-in numbers:** <https://fccdl.in/i/lowerpolkcbd>

**Online meeting ID:** lowerpolkcbd

**Join the online meeting:** <https://join.freeconferencecall.com/lowerpolkcbd>

*For 24/7 Call-In # Customer Care, call (844) 844-1322*

## AGENDA

**Call to Order at 10:00 AM**

## Agenda items

**Item 1:** Presentation by Chris Corgas from the Mayor's Office regarding new legislation governing Community Business Districts and review of Brown Act compliance.

**Item 2:** Presentation by Randall Scott, Executive Director of Fisherman's Wharf CBD. This presentation will offer an overview of the CBD Consortium.

**Item 3:** Presentation by Christian Martin. This presentation will offer an overview of the current status of the Lower Polk CBD and the Discover Polk CBD.

**Item 4:** Presentation by CPA/auditor on current financial status and process for a transitional audit/closing statement — 12/30/2019.

**Item 5:** Discussion of the job scope and expectations to be included in the announcement for the new Lower Polk CBD Executive Director.

**Item 6:** Action Item. Board vote on whether to conduct the hiring process in-house or hire a recruitment firm.

## Public Comment Period

## Adjournment

Adjournment will be called no later than 12:00 Noon.

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## About Our Meetings

Welcome to the Special Joint Board Meeting for the Lower Polk Community Benefit District and the Discover Polk Community Benefit District. Both Boards consist of unpaid volunteers, many of whom own property in the district and/or are business owners in their respective districts. Others live in the Lower Polk and/or Mid-Polk areas and have a history of commitment to our neighborhoods.

Our collective mission is to improve the quality of life in both districts by supplementing baseline services performed by the city and county of San Francisco. Such services include, but are not limited to — street cleaning, greening, neighborhood beautification, and public safety. Both CBDs are funded by a special assessment approved by and paid by property owners in their respective districts. Neither CBD receives any public tax dollars. The assessments appear on property tax bills, are collected by the San Francisco Assessor's Office, and are forwarded by that office to the respective CBD.

Members of the public are welcome at all board meetings and committee meetings except for closed sessions as per the California Brown Act. Members of the public are welcome to — but not required — to sign in on the sheet provided.

### **About Public Comment**

Members of the public are welcome to — but not required to — introduce themselves when they speak. When a member of the public speaks, the Chair may ask them introduce themselves, this is done purely as a matter of courtesy.

If the speaker does not wish to do introduce themselves, they are free to decline.

“Item-specific” public comment is taken on every agenda item, after board discussion, but before the board vote. Public comment at this point in the meeting is limited to the specific agenda item. In general, public comment will be limited to 2 minutes per person per item, and 6 minutes total per item. These limits may be modified by the Chair at their discretion. “General Public Comment” is used for remarks to the Board about items not on the agenda.

General public comment (as opposed to “item-specific” comments) will be taken during the last 15 minutes of the meeting.

Members of the Board are not permitted to discuss items not on the agenda. Therefore, during the general public comment period, there will be no Board discussion, however the meeting Secretary will take notes on comments.

### **Decorum**

Pursuant to Section 54957.9 of the Brown Act, the Board shall exclude or remove all persons who willfully cause a disruption of a meeting so that the meeting cannot be conducted in an orderly manner.

“Disruption” includes personal attacks, physical threats, derogatory, offensive, insolent, threatening, slanderous, obscene, etc. comments directed at members of the Board, management and/or administrative staff, other employees, contractors, guests, or members of the public.

Disruption also includes boisterous or other behavior that prevents the meeting from continuing in an orderly fashion. This behavior is to be distinguished from comments which are critical but are delivered in a manner which is not disruptive to the meeting and non-threatening.

### **Additional Agenda Items**

Members of the public can also contact the Lower Polk Community Benefit District's Executive Director and request agenda items be added to the Board meeting. The LPCBD Executive Director can be contacted at (415) 845-7094 or via email: [cmartin@lowerpolkcbd.org](mailto:cmartin@lowerpolkcbd.org).

If, due to a disability, you require accommodations to attend this meeting, please contact Christian Martin – (415) 845-7094.

### **AB 2257 Notice**

This platform-independent meeting agenda is downloadable, retrievable, indexable, electronically searchable, machine readable and may also be freely downloaded at <https://lowerpolkcbd.org/documents/> and <https://docs.google.com/document/d/ivImQfnGasInX78qbufOQOPCnRbqbIF4kFAGYFHsHYbE/edit?usp=sharing>