

Minutes of Regular Meeting

**Board of Directors
San Jose Downtown Property Owners' Association**

August 21, 2018

A regular meeting of the Board of Directors of the San Jose Downtown Property Owners' Association (POA), a non-profit California corporation, was held at the San Jose Downtown Association, 28 N. First Street, 10th Floor.

Board members present: Bartl, Freise, Hammers, Kline, Lambert, Schneider and Zelalich.

Members absent: Messinger, Ortbal and Ryan.

Director of Policy and Operations Derrick Seaver, Operations Manager Chloe Verrey, Street Life Project Manager Jason Su and Business Development Manager Nate LeBlanc.

Hammers called the meeting to order at 8:28 a.m.

The minutes for the May 15 meeting were distributed to the board prior to the meeting and were unanimously approved.

President's Report:

- **Board Slate:** Hammers and Ryan will be terming off at the end of 2019, leaving two vacant positions, one for a large property owner and one for a tenant. Staff is open to suggestions from the board for possible tenant representatives. Hammers clarified that the tenant representative does not have to be on the ground floor, or a retailer. If board members have any suggestions they should be forwarded to staff. Bartl will also be up for reelection. Ballots will be sent out to members in early September.
- **Structures Award:** MOMENT at San Pedro Squared was awarded Structures Award by the Silicon Valley Business Journal for outstanding design. The award ceremony will be September 20. After the award ceremony MOMENT will be featured in a special edition of the Business Journal alongside other recipients.

New Business:

- **Clean and Safe Contract Bid Process:** Verrey presented a recommendation to the board to contract with Block by Block for clean and safe services. Innovations in Block by Block's RFP bid included the use of all-terrain litter vacuums to increase efficiency when removing leaves and small debris, the use of a trike mounted pressure washer for areas that are less accessible to the Kubota and truck mounted pressure washers and switching the Groundwerx app to Block by Blocks proprietary app for streamlined reporting.
 - Verrey shared that there is some concern with staff that the addition of the ALTVs also resulted in a reduction of 40 cleaning hours per week. Lambert shared that the contract could be amended if staff sees that the 40 hour reduction has a negative impact on service delivery.

- Lambert motioned to accept staff's recommendation to enter into contract negotiations with Block by Block, Kline seconded. The recommendation was unanimously approved.
- SEU Update: Verrey provided an update on the SEU program since the board decision to increase the pay rate to time and a half. The program has been fully staffed since June 18 by 8 officers, with 4 alternate officers. SEU shifts are Tuesday and Wednesday from 7 a.m. – 12 p.m. and Monday, Thursday and Friday from 10 a.m. – 3 p.m. Staff has focused on on-boarding the new officers, many of whom work in downtown when on-duty, as well as streamlining reporting. PBID staff provided an estimate for program costs of \$216,810 if the staffing remains at 100 percent.
- Budget Update: Seaver presented four total amendments to the FY 2018-19 budget: exempt assessments are expected to go up due to SARA property sales; the anticipated APT payments are no longer needed as SARA has taken over the maintenance contract in its entirety, increasing the SEU program to \$220,000 and increasing the Baseline to \$395,000. This is the first baseline increase in five years. Bartl moved to approve the proposed amendments and Kline seconded. The amendments were unanimously approved.
- Almaden Median: Su presented the project as a pilot, spanning from San Fernando Street to Park Avenue. The initial quote of \$160,000 is based off of the concept design from Verde Design's previous concept. This project would require outreach to adjacent property owners for support.
 - Kline shared that from a design perspective, it is hard to create something cohesive in pieces. From a construction standpoint, easy to build in pieces.
 - Hammers inquired if City funding would be available. Zelalich shared that maintenance money exists, but capital funds do not. City staff is working on a redesign of Park Avenue, including meeting with adjacent property owners. The Park Avenue project is focused on activation while the Almaden Median project is focused on planting/hardscape. While the intent of projects is different, the planting and other hardscape features could be coordinated.
 - Kline shared that Almaden and Park projects may need to be packaged together to fundraise. There is also the potential with both projects to have donor recognition or personalization, like naming rights.
 - The board expressed concern that some property owners along the corridor will not contribute, as there are several properties along the corridor with substandard maintenance.
 - Su shared that the project will be discussed with this feedback incorporated at an upcoming streetlife committee meeting.

Staff Reports:

- Operations Report: Verrey presented highlights from the Operations Report on pages 9-12 in the agenda packet.
- Business Development Report: LeBlanc presented highlights from the Business Development Report on pages 13-15 in the agenda packet.
- Streetlife Report: Su presented highlights from the Streetlife Report on pages 16-18 in the agenda packet.
 - Hammers inquired how the streetlife committee should function and if it's current structure is most effective. With the completion of MOMENT at San Pedro Squared, there will be more funds available for

streetlife projects in the new fiscal year. There is interest from design and architecture community to participate. Zelalich suggested having the committee meet to set direction in February.

- Context around how the PBID has undertaken large scale projects was shared, this work started with the creation a 5 year beautification plan that led to the Illuminations projects under 87, Sensing You and Sensing Water. The CMG Streetlife Plan that was released in 2014 identified additional projects. MOMENT at San Pedro Squared was not a specific project from the Streetlife Plan.

The meeting was adjourned at 9:39 a.m.