



Elmwood Advisory Board

ELMWOOD ADVISORY BOARD Meeting Minutes

Location: La Méditerranée
2936 College Avenue, Berkeley, CA 94705
Date: Friday, August 22
Time: 9am

Attendance

- Commissioners present: Andrew Han, Maureen Garcia, Fred Harvey, Ann Leyhe, Charlene Reis, Claudia Moudry.
- Commissioners absent: Fredy Yunue Jacobo.
- Staff present: Jordan Klein

I. Public Comment. None.

II. Public Works Services in Elmwood.

- Commissioners reiterated their request for a specific description of the baseline services provided by Public Works so that they can set goals for what the BID can implement above and beyond those services.
- Commissioners requested that Secretary Klein invite Public Works Deputy Director Phil Harrington to attend the next board meeting, and to relay their request that he provide a list of baseline services in advance for their review.

III. Chair's Report

- Commissioner Garcia and Commissioner Harvey are incorporating the Elmwood Business Association (EBA) as the nonprofit agent of the Elmwood Business Improvement District. The articles of incorporation have not yet been submitted.
- EBA will need to file articles of incorporation, obtain a new taxpayer identification number, and update their business license to reflect the new name.
- Next step: Kelly Kirkpatrick (consultant) will distribute an updated version of articles of incorporation for review.

IV. Secretary's Report

- The review and approval of minutes from the 5/22/14 meeting was mistakenly omitted from the agenda, so the commission is unable to act on that item today. It will be included on the next meeting's agenda.

- Assessments report: as of Thursday August 21 the BID has collected \$23,201 from 69 payers. The secretary is still waiting for a list of who hasn't paid, which should be provided by IT/Finance soon.
- Disbursement process: the Secretary provided and reviewed a memo describing the specific steps that must be taken in order to disburse BID funds to the Elmwood Business Association (EBA) for expenditure on projects to benefit the district. If these steps are implemented in a timely matter, funds could be disbursed as soon as late-September.
- Once the EBA is in contract with the City of Berkeley and ready to receive funds, the Secretary will consult with the City Manager regarding the provision of a \$60,000 loan to the BID for neighborhood improvement activities.
- BID Renewal: the Secretary will need a memo and budget by mid-September to support creation of council item to trigger hearing on renewal for late October. Commissioner Garcia agreed to provide those documents by September 10.
- Kiosk at Russell & College: the Secretary is still trying to secure a phone number for the property owner. The Secretary reported that he spoke with 7-Eleven owner Deepak Kular who concurred with the Commission's analysis that the kiosk is negatively impact the commercial district, and would be interested in helping to occupy or activate the space. Mr. Kular informed Secretary Klein that he believed that Nabolom Bakery is renting the space; Secretary Klein will continue to investigate this issue.
- Commissioner Leyhe asked Secretary Klein to investigate whether EBA will receive City funding to support holiday activities. She reported that in the past the City has provided between \$2500 and \$4000 to support special holiday events such as security and light installation.

V. Announcements and Communications.

- The next meeting will be held on Friday, September 19 at 9am at Mrs. Dalloway's (bookstore), 2904 College Ave, Berkeley, CA 94705.

VI. Adjournment at approximately 9:50am.



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