

Northern Liberties Business Improvement District
Board of Directors Meeting
Wednesday, August 22, 9:00am
El Camino Real, 1040 N. 2nd Street, Philadelphia, PA 19123

Agenda

Opening of Meeting - William

In attendance: Owen, Mark, Rich, Gwendolyn, Erin, Megan, Ira, John, Matt B, Kevin, Matt R

Points of Discussion

- Indego Station at 2nd + Fairmount: Matt provides background of how Indego station came to be at 2nd + Fairmount. Challenges with process and surprise when announce where / when it would be installed. This is why a BID is important. Did they reach out to RCO? What's the deal with the X, is a fire zone? How much clearance for a sidewalk position? Focus conversation on what can be done – moving forward? Questions to be addressed later in meeting.
- 2nd Street Festival Logistics / BID Function: Right location of vendor – but shouldn't have been chosen in the first place. Better block coordination – showing vendors where they need to go. Outreach to brick and mortars could be improved – is that a function for the BID? Improving process – playing an advisory role with the festival. Share the layout map with brick and mortar. Schedule a more specific conversation in the future, once office space is available.

Operational Items

- Assessment Updates: About \$77,000 collected so far, or about 20%. \$20,000 in additional exemptions means we can still hit revenue targets with a 8-9% non payment rate, as opposed to budgeted 12%. Kevin will send list of top ratepayers to determine if any special follow up is appropriate.
- Reminder Invoice for Post-Labor Day: We are on track to send a “friendly reminder” to outstanding accounts. Deadline to make payment before late fees is 9/30/18.
- Insurance, Bank, Lease, IRS Determination: All open issues from last meeting now resolved. Lease is forthcoming and should be finalized ASAP.
- Marketing RFP Update: RFP submission deadline is 5:00 today (Aug. 22). Rich, Matt B., and Owen volunteered to review submissions and outline next steps.
- Admin / Intern Job Descriptions: Admin and Intern job descriptions have been shared with exec committee and are ready to be posted once office space is officially secured.

Programmatic Items

- Cleaning Services: Kevin proposed to adjust cleaning budget to increase sweeping services by delaying mechanical street sweeping. Kevin will provide written proposal in advance of next meeting for board to take vote.
- SIP Applications - 3 currently in the works: Kevin working with 3 local businesses to apply for Storefront Improvement Program. Will continue outreach to work with additional storefronts.

Indego Q&A - Aaron Ritz

Aaron Ritz, Streets Dept. - Manager for Indego joined for the final 20 minutes of meeting to answer questions and provide information about Indego station at 2nd & Fairmount.

How are sites selected? Commercial and residential density consideration – destination locations. Generally positive reaction from businesses on concept of bike share. Little outreach after a specific site was selected.

How are sites managed? Snow removal is managed by Indego operations. Liability – graffiti, snow removal, maintenance, etc.

Can we shift locations? yes, let's take a look – set up a time in September. Considerations: Sewer grate, Two way v. one way? – Stations are not quite permanent – they can be moved by ops team.