




## MEMORANDUM

TO: David Chiu, District 3 Supervisor  
FROM: Crezia Tano, Senior Project Manager   
DATE: May 12, 2014  
RE: Proposed Lower Polk Community Benefit District

---

Dear Supervisor,

Enclosed for your review and legislative submittal are the materials related to the proposed formation of the Lower Polk Community Benefit District, those materials include:

- Letter from Lower Polk CBD Steering Committee requesting the introduction of the Resolution of Intention to establish the Lower Polk CBD
- Resolution of Intention to establish the Lower Polk CBD (2 originals)
- Lower Polk CBD Management Plan
- Lower Polk CBD Engineer's Report
- Petitions submitted regarding the formation of the Lower Polk CBD
- Notice of Public Hearing and Assessment Ballot Proceeding
- Ballot Affidavit

If you should have any questions regarding the materials enclosed or the formation process please do not hesitate to contact me. I look forward to the introduction of the Resolution on Tuesday May 13, 2014