

BOARD OF DIRECTORS' MEETING

Monday, April 17, 5pm | TLCBD office, 512 Ellis Street

FINAL

BOARD OF DIRECTORS	ATTENDING	NOT ATTENDING
Julie Burdick, Shorenstein Properties LLC-President		X
Dan Williams, Piano Fight-Vice President	X	
Ross Stackhouse, Tidewater Capitol-Treasurer	X	
David Seward, UC Hastings College of Law-Secretary	X	
Mike Anderer, Demarlliac Academy	X	
Terrance Alan, Property Owner	X	
Rosamarie Cavalho, Resident	X	
Pedro Torres, Center for Open Recovery	X	
Thanh Nguyen, Resident		X
Tomas Riley, CounterPulse	X	
Paula Fleisher, UCSF		X
Peter Stevens, Resident		X
Pratibha Tekkey, Central City S.R.O. Collaborative	X	
James Neal, Property Owner	X	
Frank Manchen, Hilton Hotel	X	
STAFF		
Steve Gibson, TLCBD Interim Executive Director		X
Katie Gibson, TLCBD Staff	X	
Kent Smith, TLCBD Staff	X	
Kate Robinson, TLCBD Staff Safe Passage	X	
Fernando Pujals, TLCBD Staff	X	
Greg Moore, TLCBD Safe Passage Senior	X	
Lorraine Lewis, TLCBD Staff	X	
Phoet Tak, TLCBD Staff	X	
Guests		
Amy Cohen, OEWD	X	

I. CALL TO ORDER

D. Williams convened the meeting at 5:11 pm.

II. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment on non-agenda items.

III. WELCOME AND INTRODUCTIONS

P. Tekkey was welcomed back. A. Cohen, OEWD, introduced herself to meeting attendees.

IV. CIVIC CENTER COMMONS PRESENTATION...AMY COHEN, OEWD

A. Cohen gave some background on Civic Center Commons, launched in 2015, which focuses on intervention, inclusivity and community engagement, in partnership with the city and private partners. Upon completion of a contract for Public Spaces, a partnership was formed between the Planning Department, the Exploratorium, Hunters Point Family, and Downtown Streets team (funded by Google and Dolby). Some planned developments include a playground, a pop-up playground in front of City Hall, a Living Innovation Zone in front of the Asian Art Museum, outside table and chair seating, and yarn bombing (knitting on tree trunks to create visual impact), with three, tree prototypes planned for May.

A. Cohen shared an article in Next City (<https://nextcity.org/daily/entry/san-francisco-city-hall-un-plaza-civic-center-redesign>) explaining how San Francisco is redesigning City Hall Plaza into a space for all, which will involve neighboring theaters, hotels, property owners and BART. A meeting will be scheduled.

J. Neal commented on concerns in front of Carls Jr. As things develop and change, this causes activities to get pushed into other areas. A. Cohen commented on the opportunity at this location, indicating that the property owner is engaged and considering changes through lights, landscaping and other improvements.

D. Seward commented on installation planning to enhance the Fountain (Kasey Asberry has struck a partnership with Anna Halper). T. Alan indicated a need for diversity and a sustainable economic solution to the plaza - an example being a Tavern on the Green type of business. D. Williams commented on the opportunity to make the plaza more usable, possibly through a night-time commercial business.

V. APPROVAL OF MARCH CBD BOARD MINUTES

- MOTION: To approve minutes for March 20 meeting.
Moved by: R. Stackhouse
Seconded by: T. Alan
Abstained: F. Manchen, P. Tekkey and D. Seward
Passed: YES, with following edits:
i. correction to spelling of T. Alan's name
(change Allan to Alan)
ii. correction for J. Neal - from Resident to
Property Owner
iii. M. Anderer to be marked as present

VI. FINANCIAL*1. Financial/Budget/Cash Flow Review*

R. Stackhouse explained that things look good overall for the financials. We are about \$45,000 ahead of net operating income. There is a one-time, office build out expense which needs to be verified by S. Gibson. The explanation for most of the variance is due to grants on the revenue side and timing issues, with a lag of approximately two months. We are in range for the year. D. Williams asked if any grants are more off in timing - this is a question for S. Gibson. D. Williams asked if cash flow is still healthy. R. Stackhouse confirmed yes and indicated cash flow projections now include Safe Passage; this doesn't break out recurring vs one-time items yet - this will be done in May - and the November cash balance will be less than one month's operating expense until this is broken out.

D. Seward commented on the 60-day provision in the new cleaning contract that allows us to defer November/December payment, and highlighted the 30-day payment after invoicing. The new contract gives two 60 day periods, allowing us to push out November and December payments until the January Tax Assessment.

D. Seward commented on \$30,782.24 and \$20,231.50 non-operating expenses (p. 1, Cash Flow Forecast, February and March, respectively); these are office build-out costs. K. Smith indicated that the \$90,000 payment is to Clean City as part of that negotiation to end contract.

R. Stackhouse made a correction on the Balance Sheet indicating that we are \$50,000 under budget on income - which is mostly offset by additional grants - so we are \$87,000 above budget on income YTD. T. Alan asked where the \$50,000 would show; this hasn't hit the books yet, and is a question for Steve on when this will hit.

VII. CLEANING CONTRACT

1. REVIEW OF FINAL DRAFT

D. Williams summarized the status of the draft contract and review process. This consisted of a steering committee and ad hoc/cleaning committee. The draft contract was sent to the Executive Committee, then to the Board a few meetings ago, and back to the Executive Committee for discussion in their April meeting, followed by their recommendation for Board approval.

J. Neal asked for clarification on the most recent edits. T. Alan commented on the connection between the proposal and contract, with the contract specifying hours, and the proposal focusing on outcomes, asking how these tied together. K. Smith explained with the 60-day clause, the Board needs to identify the highest priority areas we need the vendor to service. D. Seward voiced feedback from the Executive Committee on the RFP response, indicating we focus on our need to document and quantify what we think is relevant, without replicating what was produced for another client. K. Gibson confirmed we will take available data and put in a report format based on our need. Data will be available on our site, and in Tenderloin Talks, our Newsletter, with the ability to change as needed (such as adjusting hours for summer vs winter). Block by Block is used to shifting depending on board and community priorities. T. Alan asked for the contract to accommodate/support our required outcomes.

D. Williams suggested an initial review through an ad hoc committee in the first few months to ensure the reports meet our needs. K. Gibson commented that this would go through PROW, and that the vendor would attend PROW committee meetings.

K. Smith indicated one of the key positions will be Clean Team Supervisor. Before Block by Block selects this candidate, S. Gibson is meeting with candidates to directly communicate expectations. D. Seward commented that this contract is different, with discretionary authority and powers so it is proactively managed.

R. Stackhouse indicated that while it is not viable to write cleanliness objectives into the contract, this outcome is achieved through data and flexibility from the contractor. K. Smith commented on the 60-day cancellation clause, with two fallback vendors in this review process.

D. Seward asked for recognition to be given to the previous vendor, Clean City, and their Executive Director Gia Grant, in acknowledgment of their work in the community, the overall benefits such as job opportunities and lives helped, and to highlight this in communications, such as Tenderloin Talks. There was also discussion about making opportunities available to those displaced from Clean City with the new contractor.

2. APPROVAL/AUTHORIZATION FOR STAFF TO EXECUTE CONTRACT

MOTION: To approve/authorize staff to execute cleaning contract.

Moved by: M. Anderer
Seconded by: F. Manchen
Abstained: P. Tekkey
Passed: YES

VIII. TEDP MOU

1. REVIEW

D. Williams explained this is the second time the MOU is before the board. It was not formally adopted, but previously went through the Executive Committee, which is recommending that the board now approve. D. Williams reviewed next steps: to meet twice a month, introduce a mutual gathering, approve the intention of the document, plus communicate to stakeholders, partners and funders, and complete a more detailed plan. This contract is in alignment with the TLCBD's focus on safety and cleanliness, and some next considerations include economic development.

2. APPROVAL OF ENTERING INTO MOU

MOTION: To approve entering into MOU.

Moved by: J. Neal
Seconded by: T. Riley
Abstained: T. Alan (since he serves on both Boards)
Passed: YES, with edit:
K. Gibson/S. Gibson to remove dates from MOU

IX. BOARD ELECTIONS - REVIEW OF BOARD TERMS AND ELECTION PROCESS

Dan explained that the process starts May 15 with a 30 day period to collect applications (due June 16), followed by applicant interviews, and Brown Act requirements regarding posting.

J. Burdick, D. Seward and D. Williams term out next year, and T. Nguyen will not complete a 2nd term. All other board members are eligible for a

2nd term, and need to complete an application. M. Anderer will move off the Board due to taking a position with a new company. This leaves one open business seat, and one open resident seat. R. Stackhouse asked if there is someone else at Demarlliac Academy who would be interested.

X. STAFF ORGANIZATION CHART BOARD REVIEW

D. Williams commented that the Executive Committee asked (in their last meeting) who is assigned to Committees, and if the organization staff is now final. It was confirmed that staffing is currently set.

Regarding changes to the organization chart: M. Anderer requested the Executive Committee be listed under S. Gibson; the PROW Committee will remain under S. Gibson for now; a date will be added; and the chart will be updated for any future changes.

XI. COMMITTEE REPORTS

*1. COMMUNITY ENGAGEMENT & COMMUNICATIONS COMMITTEE (CEC)
UPDATE*

a) Tenderloin Talks, Property Owner newsletter

F. Pujals presented the latest Tenderloin Talks, indicating that during the first week of May 1st there would be a lot more activity, with increased online/offline activity after the office opening.

b) Website update

F. Pujals explained that website feedback is currently being received, after which a final version will be presented. He commented that he and S. Gibson are working on first articles, and that staff/the board are welcome to email him article suggestions.

c) Other communication channels

The cleaning contract information is slated for the 2nd issue of Tenderloin Talks, in May.

The next CEC meeting is 5pm on Monday 5/24.

2. SAFE PASSAGE COMMITTEE UPDATE

K. Robinson indicated they are working to build strong partnerships with organizations that have built-in volunteer or workforce development programs. For example, they have met with the Executive Director of Swords to Plowshares, and are exploring similar organizations and outreach efforts for veteran-focused areas and housing organizations.

K. Robinson commented on a meeting in Sacramento with Trust For Public Land (TPL), Corner Captains and La Voz to discuss public space and to promote park bonds (instrumental in funding Boeddeker Park). She indicated that week-long workshops were conducted during Spring Break, which included data collection for Taylor Street to become familiar with this area, plus a bowling trip - funded by the Police Department - and a workshop given by a Corner Captain.

XII. EXECUTIVE DIRECTOR REPORT...PROW COMMITTEE UPDATE

1. Turk Hyde Park Community Meeting, April 26, 4:00pm @ Demonstration Garden, 333 Golden Gate

K. Robinson commented on a partnership with Friends of Turk Hyde Park to gauge interest from the community on types of programs that could exist in this space. The idea is for the CBD to manage the cleanliness aspect. The April 26 meeting will be a visioning meeting.

2. Wellness Trail Update

K. Robinson indicated this is wrapping up, and that a great connecting point was identified between five area parks. Feedback/focus groups and an event in January with organizations, residents and city department representatives have taken place. TPL is building a website with an interactive/story map, which can be linked to our website. In response to D. Seward's question on how wayfinding would be handled, K. Robinson indicated this would be Phase 2.

3. Taylor Street Project

K. Robinson announced this project kicks off April 26; the purpose is to assist with resident engagement and outreach. Critical partners – R. Stackhouse and D. Williams - will be in contact with MTA. Corner Captains will work on this this summer.

4. Sunday Streets, Sunday April 30, 512 Ellis Street

K. Robinson indicated that the party will be outside the TLCBD office. A Sign-up Sheet was passed around. For those unable to attend, there is another Sunday Streets opportunity in August.

Shifts for Board members who signed up for April's Sunday Streets are:

10:00 am - 12:00 pm: F. Manchen and R. Stackhouse

12:00 pm - 2:00 pm: P. Tekkey and J. Neal

2:00 pm - 4:00 pm: T. Alan and D. Williams

XIII. NEW BUSINESS

T. Alan commented that the communication strategy between TEDP and Safe Passage is a great way to connect.

XIV. ADJOURN

There being no further business of the Board of Directors, the meeting was adjourned at 6:55 pm.

**Next TLCBC Board Meeting will be
May 15, 5pm | TLCBD office, 512 Ellis Street**