<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Owner</th>
<th>Start</th>
<th>End</th>
<th>Notes &amp; Follow-up</th>
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<tbody>
<tr>
<td>1. Introductions</td>
<td>Lowell</td>
<td>5:00pm</td>
<td>5:05pm</td>
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<tr>
<td>2. Guest Speaker:</td>
<td>Simon</td>
<td>5:05pm</td>
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<td>Jeff Dickey, Urban Alchemy</td>
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<td>Montrell Dorsey, Urban Alchemy</td>
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<tr>
<td><strong>Goal:</strong> Present information on Urban Alchemy approach to place-based stewardship, on the Mid-Market Business Association initiative to bring a sustained Urban Alchemy presence to Market Street and on a similar Tenderloin initiative.</td>
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<tr>
<td>3. Information Sharing: Monthly Headlines</td>
<td>Simon</td>
<td>5:25pm</td>
<td>5:30pm</td>
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<tr>
<td><strong>Goal:</strong> Share important TLCBD &amp; Tenderloin news with Executive Committee.</td>
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<td>4. Information Sharing: Committee Reports</td>
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<td><strong>Goal:</strong> Three-minute reports from Committee Chairs:</td>
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<td>A. Clean</td>
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<td>• <strong>Committee Meeting Report</strong></td>
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<td>- Big Belly grants</td>
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<td>- Metrics for evaluation</td>
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<td>- Adding committee members</td>
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<td>- New schedule for cleaning</td>
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<td>• <strong>New Business</strong></td>
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<td>B. Safe</td>
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<td>• <strong>Committee Meeting Report</strong></td>
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<td>- Traffic safety project</td>
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<td>- Leavenworth Quick Build 2020</td>
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<td>- Golden Gate Quick Build 2020</td>
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<td>• <strong>Committee Meeting Report</strong></td>
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<td>- New positions posted</td>
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<td>- Board suggestions for candidates</td>
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<td>• <strong>New Business</strong></td>
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<td>D. Economic Opportunity</td>
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### E. Neighborhood Pride
- **Committee Meeting Report**
  - Evaluation
  - Retail cannabis stores
  - TL Thrives
  - Adding committee members
  - Holiday Tree Lighting, Dec 17, 4p-6p
- **New Business**

### F. Inviting Space
- **Committee Meeting Report**
  - New positions posted
  - Board suggestions for candidates
- **New Business**

### G. Evaluation
- **Committee Meeting Report**
  - Consultant scope of work
  - 2020 schedule
  - Potential grant for existing work
  - Dr. Pinderhughes Lunch & Learn
- **New Business**

### H. New Office Search
- **Committee Meeting Report**
- **New Business**

### 5. Information Sharing: Board Retreat, Staff Retreat and Evaluation Plan Next Steps
**Goal:** Report from staff on results of two November retreats and discussion of workplan for Evaluation Plan in 2020.

#### Simon
- **Participation:**
  - 5:50pm
  - 6:00pm

### 6. Action: Approve November Minutes
**Goal:** Review and approve the draft Minutes of the November Meeting of the Executive Committee.
**Preparation:** Review DRAFT Minutes.

#### Lowell
- **Participation:**
  - 6:00pm
  - 6:00pm

### 7. Information Sharing: Announcements and Future Agenda Items
**Goal:** Committee members share relevant announcements and suggest potential future Board agenda items.

#### Lowell
- **Participation:**
  - 6:00pm
  - 6:05pm
Executive Committee Meeting
November 20, 2019, 5:00 pm
512 Ellis Street, San Francisco, CA
Meeting Minutes
DRAFT *

*Minutes subject to change, and not official until approved by the Committee

Present: Lowell Caulder
Rhiannon Bailard
Curtis Bradford
Christy Shirilla
Adam Tetenbaum
Mike Vuong
Kristen Villalobos
Susie McKinnon
Simon Bertrang, TLCBD Staff
Fernando Pujals, TLCBD Staff
Lorraine Lewis, TLCBD Staff

Absent: Charles Deffarges

Guest(s): Amy Farah Weiss
Call to Order and Welcome
L. Caulder called the meeting to order at 5:00pm. Introductions followed.

1. Guest Speaker: Amy Farah Weiss - “Safe Organized Space” (SOS) Stewardship Village Proposal

A. Farah Weiss presented an interim use proposal for the 180 Jones Street parking lot. This proposal, presented to the Mayor’s Office of Housing and Community Development (MOHCD) in November, includes a 2-year pilot to activate the parking lot as an emergency shelter, with 5 cabins for a Stewardship Village, a Community Wellness Hub and a Neighborhood Dog Run. A response from MOHCD is expected in the 1st week of December. If approved, construction would start in May 2020.

[Action Item: Those interested in updates on the project should add their names to the mailing list at: http://www.saintfrancischallenge.org/connect.]

[Action Item: TLCBD to provide potential support on outreach for the project.]

2. Information Sharing: November Committee Reports

Clean
C. Shirilla – the November 21 meeting will focus on storytelling and communications (external and internal), metrics/Theory of Change, and developing relationships. Block-By-Block’s Operations Manager will join the meeting. TLCBD is hosting a Press Conference in partnership with Supervisor Matt Haney on Tuesday, December 3 to showcase a new pressure washing campaign tied to the Assessment Renewal; this will increase cleaning from once/month to once/week.

Safe
M. Vuong – Jennifer Molina with SFMTA gave an update on the Tenderloin Traffic Safety Task Force. There are complications to proposed signal timing changes due to the wiring in the Tenderloin being more than 80 years old. She also noted that there are some timing issues with the pedestrian scrambles that need to be fixed. The Task Force is working with SFMTA to look at the potential removal of travel lanes on a number of Tenderloin streets (some of them as soon as possible in 2020) and looking for opportunities to widen the sidewalk and include planting and beautification. TLCBD has initiated a traffic safety project to improve safety on the Tenderloin streets through input, outreach and education. Finally, there are vacant seats on the Street-Level Drug Dealing Task Force.

[Action Item: Staff to send the Board the letter of demands sent to SFMTA Traffic Safety Task Force.]

Inviting Space
S. McKinnon – the committee did not meet in November. The job description for TLCBD’s Inviting Space Director of Inviting Space has been posted.

[Action Item: Staff to distribute the job description.]

Evaluation
A. Tetenbaum – the Board Retreat kicked off the evaluation process. The full scope of work starts in January, and will include a plan/timeline for the next year. An informational "Lunch & Learn" with Dr. Pinderhughes will be scheduled in January.
**Neighborhood Pride**
C. Bradford – a presentation from a representative from DPH was given on the rules and requirements for retail cannabis stores. Discussion included the status of a proposed store on the corner of Jones and O’Farrell streets. Approve process and rules governing cannabis retail were discussed. A Planning Commission hearing is set for December 5th, 1pm at City Hall. A Holiday Tree Lighting event is scheduled for December 17, 4-6pm at Boedeker Park; Mayor London Breed will attend. TLCBD is a sponsor.

3. **Problem-Solving: Evaluation Plan Next Steps**
The Evaluation project was kicked off at TLCBD’s Board Retreat on Sunday, November 17. Facente Consulting was in attendance. The full scope of work starts in January. The next step is to develop a timeline for the upcoming year, and planning regarding metrics and goals for each committee. A centralized location to store/share notes and information across committees was proposed.

*Action Item:* Staff to discuss/identify this location at their November Staff Retreat.

4. **Problem-Solving: Cannabis Retail**
Two representatives from the Office of Cannabis Regulation will attend TLCBD’s November 25 Board meeting. As part of a community-benefit package, cannabis retail stores can provide a small percentage of profits towards the community. TLCBD’s role in potential Tenderloin store openings is to connect proprietors to community partners that could be recipients of any donated funds.

5. **Action: Approve October Minutes**
*MOTION:* Review and approve the draft minutes of the October Meeting of the Board of Directors.
Moved by: C. Bradford
Seconded by: C. Shirilla
Abstained: K. Villalobos
Passed: Yes

6. **Action: Finalize Board Meeting Agenda**
The meeting was adjourned at 6:17 pm.

**Next Executive Committee Meeting**
**Wednesday, December 18, 5:00 pm** | Office - 512 Ellis Street
Director of Inviting Space

The Tenderloin Community Benefit District (TLCBD) is dedicated to leading the evolution of the Tenderloin into a vibrant community for ALL. We work to deliver clean, safe and inviting sidewalks and shared public spaces in the Tenderloin as well as to promote neighborhood pride and economic opportunity.

The Director of Inviting Space will lead the TLCBD Inviting Space Program, under the direction of the Executive Director, and will join our Clean and Safe Programs as an equal focus for the organization. The Director of Inviting Space will have two primary responsibilities:

1. Lead the planning, development and implementation of physical improvements to sidewalks and shared public spaces in the neighborhood and
2. Lead the implementation of the community’s vision for a coordinated and well-programmed network of Tenderloin Parks and open spaces that will be more than the sum of its individual parts.

Tenderloin Inviting Spaces

The TLCBD’s work is inspired by the common humanity we share in public places. Safety for everyone increases as we open doors, step outside, and positively engage with the people we meet on every block in the Tenderloin. The residents and visitors in the Tenderloin deserve sidewalks and shared public spaces that are active, inviting and beautiful. The Director of Inviting Space will lead a variety of efforts to improve the Tenderloin’s sidewalks and shared public spaces including the addition of trees, planters, benches, moveable seating and lighting, as well as murals and other physical improvements to the surrounding buildings. Many of the ideas for these improvements will emerge from the organizing work of the Neighborhood Pride Program and especially the TLCBD’s work with TL Block Groups and our vision for Community Pride Through Environmental Design. The Director of Inviting Space will function as a project manager for these ideas, leading the planning, development and implementation of the actual physical improvements.

Tenderloin Park Network

The Director of Inviting Space will also lead the implementation of the community’s vision for safe, clean and active Tenderloin Parks and open spaces. The Director of Inviting Space will staff and support the work of the TL Park Network stakeholders, a group of community and park users, non-profits and city agencies that provide ongoing and strong community vision for a network of Tenderloin Parks. The TL Park Network stakeholders are looking to add significant support, stewardship and programming to the Tenderloin Parks while ensuring that existing relationships, programs, responsibilities and authorities are maintained, respected and leveraged. The Director of Inviting Space will call upon partners like Lower Polk Community Benefit District and Urban Alchemy as well as the TLCBD Clean and Safe Program support needed to make the parks and open spaces successful.

The Director of Inviting Space will work to envision, plan, organize, and manage a series of programs and activities in Turk Hyde Mini Park, Sergeant Macaulay Park, the Tenderloin National Forest as well as any new alleyway, parklet, or other open space projects in the Tenderloin including the Play Streets SF Program and other temporary pedestrianized spaces. The Director
of Inviting Space will also coordinate with Boys and Girls Club to support their programs and ongoing community use of Boeddeker Park. The Director of Inviting Space will also coordinate with existing programs in the newly-renovated playgrounds and other new amenities in the Civic Center public spaces as well as in the Tenderloin Recreation Center to increase Tenderloin community’s involvement and access to these spaces.

**Position Specifications**

*Education:* Bachelor’s Degree in a related field (i.e. business administration, public administration, urban planning, landscape architecture, architecture, etc.).

*Experience:* Two to five years of experience working on urban place improvement or other demonstrated experience in a similar position. As a relationship and coalition builder, the Director of Inviting Space needs to offer a broad perspective on a range of issues that impact the planning, execution and maintenance of inviting sidewalks and shared public spaces.

Although not required, the ideal candidate would have the following characteristics:

- Background in project management, planning, placemaking or community organizing.
- A track record of working in successful partnership with public sector agencies.
- Demonstrated success in dealing with diverse constituents, including a complex non-profit and advocacy community and a wide-range of community members.
- Demonstrated experience drawing out and synthesizing community feedback on projects.
- Demonstrated experience as a creative problem-solver able to translate vision and plans into physical transformation.
- Great judgment, politically astute, energetic and full of integrity,
- Appreciates the challenge of bringing inviting spaces to a dynamic, diverse and challenged neighborhood like the Tenderloin and understands the rewards that come with successfully meeting these challenges.
- Inspired by the TLCBD Core Values of Connection, Respect, Responsibility and Courage.
- Be a Tenderloin resident or someone closely connected with residents and prospective park users in the Tenderloin.
- Be multilingual.

**Position Environment**
The TLCBD is an urban place management organization in a culturally diverse environment. Our Board Members, employees and volunteers reflect this diversity. The TLCBD is committed to complying with State and Federal laws which include Fair Employment Practice laws, which provide equal opportunity in employment to all persons regardless of race, color, national origin, sex, age, religion, veteran status, or disability.

**Salary and Benefits**
Salary & benefits commensurate with the experience and skills.

**Application Process**
Email cover letter and resume to simon@tlcbd.org. Screening and interviews will be conducted on a rolling basis.
Details of Key Responsibilities:

Leadership
- Lead the planning, development and implementation of physical improvements to sidewalks and shared public spaces in the neighborhood.
- Lead the development of a comprehensive community vision for how physical improvements can contribute to the creation of inviting spaces for residents and visitors.
- Lead the implementation of the community’s vision for a coordinated and well-programmed network of Tenderloin Parks and open spaces.
- Lead relationship building around inviting sidewalks, parks and open spaces with city agencies and elected officials.
- Lead the development and implementation of a fundraising plan to support inviting spaces in the neighborhood.

Project Management: Tenderloin Inviting Space Improvements
- Staff monthly meetings of the TLCBD Inviting Space Committee – i.e. support the Chairperson to produce agendas, background materials and minutes.
- Take a project management approach to the planning, design, implementation, permitting and maintenance of various physical improvements to the sidewalks, shared public spaces and adjacent buildings including but not limited to:
  - Expanded street tree planting program.
  - Innovative tree pit treatments including art, benches and plantings.
  - Larkin Lighting Project.
  - Community Pride Through Environmental Design projects that make physical changes to individual blocks in order to support the work of TL Block Groups.
  - Parklets.
  - Alleyway improvements.
- Lead engagement with City agencies around major streetscape projects like Safer Taylor Street, Better Market Street and future street improvement projects like the upcoming Hyde Street project.
  - Ensure that the streetscape improvements result in inviting spaces that respond to community concerns, needs and desires.
  - Ensure that non-standard improvements are maintainable by the TLCBD.
- Advocate for Inviting Space as part of the TL Traffic Safety Task Force and its work with SFMTA to bring quick-build safety improvements to Tenderloin streets and sidewalks.
- Craft and implement a measurement plan that includes community input.
- Collect and analyze data and other relevant information for evaluation and reporting.

Tenderloin Park Network
- Staff biweekly meetings of a formalized TL Park Network Task Force – i.e. develop norms and rules, produce agendas and minutes, communicate with members between meetings, recruit new members, run the meetings.
- Collect community input and build relationships with residents to drive the active and regular use of the Tenderloin Park Network and other shared public spaces by residents.
- Develop programming for Tenderloin Park Network and other shared public spaces that reflects the community input, needs and desires.
- Create and maintain strong relationships with community partners, residents and volunteers to develop a culture of engaged and informed advocates.
• Manage contract with Urban Alchemy to provide Practitioners to support a clean and safe Tenderloin Park Network and other shared public spaces.
• Maintain good working relationship with the Recreation and Parks Department:
  o Develop MOUs to allow ongoing activation.
  o Seek approvals as needed.
• Organize and produce programming opportunities in Tenderloin Park Network that draw community participation:
  o Work with park users to collect feedback on desired programs and events.
  o Cultivate new and existing programs suitable for park spaces.
• Coordinate programming in the Tenderloin Park Network and other shared public spaces with partners like Boys and Girls Club, Lower Polk CBD, La Voz Latina, Demonstration Gardens and the Luggage Gallery:
  o Help create opportunities for additional programming throughout the Park Network.
  o Ensure that events and programs are coordinated and complimentary.
• Craft and implement a measurement plan that includes community input.
• Collect and analyze data and other relevant information for evaluation and reporting.

TLCBD’s Healthy Neighborhood

The Tenderloin A Vibrant Community for ALL.
December 5, 2019

Jefferey Tumlin
Director
SF Municipal Transportation Agency
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Dear Director Tumlin:

“Seniors crossing, children at play.” These were the signs held by Tenderloin residents rallying for traffic safety, photographed on the front page of a 1988 issue of the Tenderloin Times. Unfortunately, their actions then and our actions now have not been enough to curb the rampant traffic violence that continues to take an outsize toll on residents of the Tenderloin, one of our most vulnerable neighborhoods.

This year continues to be one of the most deadly for people walking in the Tenderloin in recent memory. In September, a 12-year-old boy was hit and nearly killed at an intersection which just six months ago claimed another’s life. Following the first fatality, the SFMTA built quick, community-supported improvements. Unfortunately, these did little, if anything, to prevent another life forever altered. These are our most vulnerable residents, seniors and children, who are being impacted and we are failing to keep them safe as they simply try to get where they are going.

We are a coalition of Tenderloin and citywide advocates and service providers – including many residents. We have been meeting for just over a year as a Tenderloin Traffic Safety Task Force. A similar letter to Director Reiskin last October 2018 was the beginning of a concerted effort by SFMTA in 2019 to bring some "quick-build" improvements to the neighborhood – specifically new four-way pedestrian scrambles at ten intersections and the quick-build implementation of the lane reduction in advance of the Safer Taylor Street capital project.
We are excited to hear you call out the Tenderloin in Heather Knight’s column from November 23: that you would like to see “the streets of the Tenderloin changed from speedy thoroughfares to calmed, pleasant roadways." We could not agree more and look forward to working with you and your staff in 2020 to make this goal into a reality. We know that if we are to have any real impact on the traffic safety crisis in the Tenderloin, we need to partner with the SFMTA to redouble our efforts and implement transformative changes towards slowing, reducing and enforcing vehicle traffic on the high injury corridors that are neighborhood streets to so many.

To that end, we are asking for immediate action on the following neighborhood wide efforts:

1. Capital Improvement Program allocations in the Tenderloin that reflect the urgent need for safety improvements neighborhood wide
2. A neighborhood-wide plan to look at pedestrianized spaces, 2-waying of streets and road diets
3. Consistent, four-way pedestrian scrambles at every intersection in the Tenderloin with timing of 25 seconds
4. Speed humps and raised crosswalks at intersections throughout the Tenderloin
5. A neighborhood network of red-light cameras to enforce scrambles and decrease speeding through intersections
6. Resources to educate residents and tourists about new infrastructure and traffic safety in the neighborhood
7. Counseling services to those who witness traumatic collisions on Tenderloin streets
8. Traffic enforcement of people driving committing the five most dangerous behaviors

Thank you in advance for your partnership in creating a safe neighborhood for all. We look forward to your prompt response and would like to meet with you as soon as possible to discuss next steps.

Sincerely,

Simon Bertrang, Tenderloin Community Benefit District
Pratibha Tekkey, Central City SRO Collaborative
Jodie Medeiros, Walk SF
Janice Li, SF Bicycle Coalition
Judy Siu, Curry Senior Center
Dina Mendoza, La Voz Latina
Calder Lorenz, St Anthony’s
Soha Agina, Chinatown Community Development Center
John McCormick, Tenderloin Healthy Corner Store
CC:
SFMTA Board of Directors
Supervisor Matt Haney
Commander Daniel Perea
Tom Maguire, Interim SFMTA Director
Jamie Parks, Livable Streets Director
Chava Kronenberg, Pedestrian Safety Manager
Jennifer Molina, Transportation Planner
Courtney McDonald, Aide to Supervisor Haney