

CASTRO/UPPER MARKET COMMUNITY BENEFIT DISTRICT



AGENDA

DATE: Thursday May 12, 2016  
TIME: 6:00 p.m. – 7:30 pm  
PLACE: 501 Castro St. 2<sup>nd</sup> floor (above the Bank of America)

**1. CALL TO ORDER AND INTRODUCTIONS 6:00 PM**

**2. APPROVAL OF THE CONSENT AGENDA - NONE**

*All matters listed hereunder constitute a Consent Agenda and are considered to be routine by the Castro/Upper Market Community Benefit District, and will be acted upon by a single vote of the Board of Directors. There will be no separate discussion of these items unless a member of the Board of Directors or the public so requests, in which event the matter will be removed from the Consent Agenda and considered as a separate item.*

<u>Committee</u>	<u>Description</u>	<u>Funding Source</u>	<u>Budgeted</u>
DISI	JWP Improvement	OWED	\$150,000
Land Use	Retail Strategy	OEWD	\$25,000
Services	Castro Cares	OEWD	\$75,000

3. APPROVE April 14, 2016 CBD BOARD MEETING MINUTES (*Action Item*)  
a) Approve amended March 10, 2016 board meeting minutes (*Action Item*)

3. REPORTS/ANNOUNCEMENTS 6:10 - 7:25 PM

A. PRESIDENT’S REPORT:

B. EXECUTIVE COMMITTEE REPORT (*Action Items*)

- a. **Approve** Hubert Ban to board
- b. **Approve** Nick Humann to board
- c. **Approve** Personnel Policy Manual Amendments (*Action Items*)

E. FINANCE COMMITTEE REPORT (*Action items*)

- a. 3<sup>rd</sup> Quarter Review

- b. **Approve** Motion amending the Fiscal and Governance Policy (amendment language in italics); **Motion to make the** increase cost for capitalization of fixed assets from \$1000 to unit costs in excess of \$5,000 retroactive to July 1, 2015.
  - a) **Approve** Motion to include all donations in the administrative fee policy and to document how to expense out the administrative fee. **Motion:** 10% expensed towards Executive Director's payroll, 10% for CBD administrative fee for grants *and donations, and the 10% administrative fee will be expensed out as follows: 31% ED salary, 23% rent, 7% insurance, 21% legal/professional, 18% accounting.*
  - c. **Approve** Motion: Approve pursuit of Affiliate Membership contracts as proposed to include those properties that are interested in receiving CBD services and/or blocks where the commercial district is expanding. Final contracts will need to be approved by the full board.
  - d. FY 2016-17 Drafts of Committee/Program Budgets Discussion Only
- G. DISTRICT IDENTITY & STREETScape COMMITTEE REPORT (*Action items*)
- a. To grant DISI approval to pursue working with Aphidoidea on The Seed
  - b. Approve draft letter to support Bike Share docking station in the Jane Warner Plaza.
4. SERVICES COMMITTEE REPORT (*Action Item*)
- a. CBD Survey/Evaluation Tool
  - b. BBB contract update
5. GENERAL PUBLIC COMMENT **7:25**
6. MOTION TO ADJOURN **7:30**

Welcome to the Castro/Upper Market Community Benefit District Board of Directors Meeting.

The CBD's board is made up of volunteers, many of whom own property in the district and/or are business owners in the district. Others live in the Eureka Valley/Castro neighborhood and have a history of commitment to making it a better place to live, visit, and work. None of the board members are compensated.

The CBD's mission is to improve the quality of life in the district by supplementing services performed by the city and county of San Francisco. Those services include but are not limited to street cleaning, greening, neighborhood beautification, and public safety.

The CBD is funded by a special assessment approved by and paid by property owners in the district. It receives no public tax dollars. The assessments appear on property tax bills, are collected by the San Francisco Assessor's Office, and forwarded by that office to the CBD.

Members of the public are welcome to but not required to introduce themselves and to sign in on the sheet provided. If, when a member of the public speaks, the Chair asks him or her to introduce themselves, it is done as a matter of courtesy. If the speaker does not wish to do introduce himself/herself, he/she is free to decline.

Members of the public are welcome at all board meetings and committee meetings except for closed sessions as allowed for in the California Brown Act.

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#### About Public Comment

Public comment is taken on every agenda item, after board discussion, but before the board vote. Public comment at this time is limited to the specific agenda item. In general public comment will be limited to 2 minutes per person per item, and 6 minutes total per item. **These limits may be modified by the Chair at his/her discretion.**

General Public Comment is used for remarks to the Board about items not on the agenda, but related to the Castro CBD's business. General public comment, scheduled as Item 4 on the agenda for this meeting, to be called in order but no later than 7:25pm.

Members of the Board are not permitted to discuss items not on the agenda. Therefore, during general public comment, there is no discussion, notes will be taken on comments.

Pursuant to Section 54957.9 of the Brown Act, the Board shall exclude or remove all persons who willfully cause a disruption of a meeting so that the meeting cannot be conducted in an orderly manner. "Disruption" includes personal attacks, physical threats, derogatory, offensive, insolent, threatening, slanderous, obscene, etc. comments directed at members of the Board, the CBD's Executive Director and/or Administrative Staff Person, guests, or members of the public. Disruption also includes boisterous or other behavior that prevents the meeting from continuing in an orderly fashion. This behavior is to be distinguished from comments which are critical but are delivered in a manner which is not disruptive to the meeting and non-threatening.

Members of the public can also contact the Castro/Upper Market Community Benefit District's Executive Director and request agenda items be added to the Board meeting. The Executive Director can be contacted at 415-500-1181 or via email: [execdirector@castrocbd.org](mailto:execdirector@castrocbd.org)

If, due to a disability, you require accommodations to attend this meeting, please contact Andrea Aiello – (415) 500-1181.

