

**Castro/Upper Market Community Benefit District
Services Committee Minutes**

November 29, 2017 1:00 pm – 2:00 pm

Present: Jim Laufenberg, Chase Chambers, Jamal Cool Excused: Alan Lau

Guests/Staff: Andrea Aiello Executive Director

I. Introductions/Brown Act: Meeting called to order at 1:00 p.m. All introduced themselves, reviewed the Brown Act. **Motion:** (CC1, jL2) Approve Minutes from September 27, 2017 meeting. Call for public comment, there was none. Motion approved.

II. BBB New Contract and Space Issues: Andrea reminded the committee that BBB will be entering into a new contract on July 1. They have increased space needs and so does the CBD. The office area and their shed area is getting very cramped. There are 6 of them (not all full time) and 3 CBD related people. The office area is getting cramped. BBB also has increased space needs for storage and uniforms. Jamal agreed. Jamal said he has had meetings with Andrea in the office and it is tight. There is also no possibility of private business related discussions for Andrea to have. **Motion: JC1, CC2 To let BBB know they will need to include rent in their new contract beginning July 1 and that BBB would then take over the downstairs office/shed area at 549A Castro and the CBD administrative/program services would move upstairs beginning July 1. CBD Board will give notice to Scott James by January 1, 2018 that their month to month agreement will end on June 30, 2018.** Discussed in detail. Jim and Chase asked Andrea what Alan's position was on this. Andrea reported that Alan is very clear that 549A is a perfect location for the CBD, the CBD needs to be in a close physical relationship with BBB and there was no need for the CBD to look for a larger space, but a larger space is needed. Discussed concern for the tenant improvements made by Scott upstairs. Andrea suggested we could pay him for some of his costs. Jamal did not agree. Jamal explained these were tenant improvements. Tenant improvements are simply that. There was no agreement to reimburse them. Jim agreed. Call for public comment, there was none. Motion passed.

III. Steam cleaning: Andrea reported that BBB has moved into the new garage space at Market and Diamond. Thank you Jim for finding the space and making introductions. BBB is now steam cleaning five days a week. We should soon see improvement in the sidewalk. Jim brought up using soap in the steam cleaner. Andrea will talk with BBB Regional VP and inquire.

IV. Castro Cares: Discussed motion by Castro Cares Leadership Team to hire part-time case manager for Castro Cares to fill the gap in city services in the Castro. Discussion of data reports and results and goals. Andrea reported that DSHS case

managers that are not supervisors pay rate is about \$35/hour. Andrea will send job description. **Motion:** JC1, JL2 If further research by Castro Cares proves this to be the best model and can collaborate with city services, approve to hire, as an employee, a part-time case manager for Castro Cares for 6 months. Discussion: Case Manager will carry a small case load based on Castro Cares priorities and also coordinate services. Call for public comment, there was none, motion approve.

V. Clean Team Holiday Coverage: Andrea reported that we are the only BBB contract with the clean team working 365 days a year. She would like to give them reduced hours over the holidays. Leave early on Christmas Eve and New Year's Eve and have limited hours on Christmas Day and New Year's Day. Committee approved.

VI. Holiday Bonus for Clean Team: Andrea reported that she usually gives a holiday gift card to each clean team member and she will do that again this year. Committee agreed.

VI. Public Comment : There was none

VII. Adjourn: Adjourned at 2:05 p.m.

Minutes taken and prepared by Andrea Aiello

Approved February 8, 2018