

**Castro/Upper Market Community Benefit District  
Services Committee Minutes Draft  
August 7, 2017 9:00 am - 10:00 am**

Present: Alan Lau, Jim Laufenberg

Guests/Staff: Andrea Aiello Executive Director, Rich Mongarro, Block by Block, Joe Castagnola Operations Manager Castro CBD Block By Block

**I. Introductions/Brown Act:** Meeting called to order at 9:04 a.m. All introduced themselves, reviewed the Brown Act. **Motion:** (JS1, AL2) Approve Minutes from April 21st and May 24th meeting. Call for public comment, there was none. Motion approved.

**II. Steam Cleaning:** Andrea reported that she has gotten several requests for steam cleaning and complaints that sidewalks are filthy. She concurred, stating that the sidewalks on the 400 block of Castro and 2300 block of Market are very dirty, there's also been complaints from Church St. area and Duboce. Discussion: Rich said it's clear that certain areas need more steam cleaning than others, have we ever thought of going to a rate by zone and level of service model? Most CBD's are doing this. Andrea said yes, but we can't change anything until we renew, we can look at a zoned system then. In the mean time what do we do? Quarterly steam cleaning is not nearly enough, especially in the summer. Spot/urgent steam cleaning his not defined, discussion. Joe will work on defining this a bit better. Certainly to include biohazards as a as soon as possible/urgent issue. Part of the problem is the truck with the steam cleaner is stored at Union Sq. We are the BBB only contract without a steam cleaner in the district. Joe stated that he always has his eye out for indoor secure garage space, but he has not been successful. Jim L. said he might know someone, and will let Andrea know.

Decision: Rich said that he understands the condition of the sidewalks is not acceptable. He will authorize funding additional steam cleaning (combination of our banked hours and BBB funds) until sidewalks are up to par and we can catch up. Services Committee will evaluate cleanliness of the sidewalks before and after. Alan said, depending on the results of the evaluation, it may indicate we need to think about paying for more steam cleaning. It just doesn't work for the sidewalks to be so dirty. It makes merchants and property owners wonder about the benefit to the assessment fees. At the same time, we need to set more clear expectations.

**To Do:** Rich authorize additional steam cleaning hours, Joe to draft parameters for spot/urgent cleaning, Committee to conduct pre-post evaluation the entire district. Jim to follow-up with possible garage rental space.

**III. Space:** At the July board meeting, Services Committee was charged with developing recommendations to the board of directors. Discussed all issues in detail. Andrea stated that she was concerned that the CBD is growing, regardless of BBB, and in the near future there's a good chance we will need more space for an additional employee or two (Pink Triangle, Harvey Milk Plaza, and other special projects); the current converted garage just is not big enough to accompany more people. Discussion. Andrea presented guidelines for The Coop and the CBD & BBB to adhere to, she asked: is it possible to incorporate these guidelines into the new lease (The Coop lease expires 8/31/17). Alan asked if there was an option to renew in the lease, if there was, then we can not change the lease, but we can certainly establish guidelines outside of the lease. Andrea said she didn't think there was an option to renew. Alan asked Andrea to email the lease to all committee members. No firm decisions were made.

**IV. Public Comment :** There was none

**VII. Adjourn:** Adjourned at 10:05 a.m.

Minutes taken and prepared by Andrea Aiello

Approved 8/23/17