



CASTRO/UPPER MARKET COMMUNITY BENEFIT DISTRICT
693 14th Street San Francisco CA 94114
www.CastroCBD.org 415-500-1181

Minutes of the Regular Bi-Monthly Board of Directors Meeting on June 11, 2020

Directors Present: Daniel Bergerac, Crispin Hollings, Misha Langley, Vice President Alan Lau, Secretary Jim Laufenberg, Helen McClure, Desmond Morgan, Pat Sahagun, President Justine Shoemaker

Directors Absent and Excused: Angel Davis **Staff Present:** Andrea Aiello

Members of the Public Present and Signed In: Two members of the District Identity Committee were present: Stuart Dick, committee chair and David Ayerdi, committee member.

Meeting Held Via Zoom Due to Coronavirus Shelter In Place Order

1. CALL TO ORDER AND INTRODUCTIONS: The meeting was called to order at 6:02 pm by Board President Justine Shoemaker. A basic quorum was present and maintained throughout the meeting.

Brown Act Notice:

Justine summarized California's Brown Act, as its rules apply to the CBD's board meetings. They include provisions that meetings are publicly noticed in advance and are open to the public; for public comment before any vote is taken on each agenda item and following committee reports; and for general public comment, scheduled as Item 4 on the agenda for this meeting, to be called in order but no later than 6:55pm. Guests who interrupt or are otherwise disruptive of the meeting will be given a verbal warning. If a second interruption or disruption by the individual(s) occurs at the meeting, they will be asked to leave. A copy of the meeting agenda was publicly posted timely, in advance, on-line at www.castrocbd.org. A copy of the board package was available for public review at the meeting.

2. General Public Comment A call for general public comment was made. There was none.

3. APPROVE APRIL 9, 2020 CBD BOARD MEETING MINUTES

Discussion and consideration of approval April 9, 2020 board meeting minutes was made. **Motion JL1, ML2, to approve minutes.** A call for public comment was made. (there was none), **those minutes were approved.**

4. ANNOUNCEMENTS/REPORTS

A. ANNOUNCEMENTS

1) Motion (CH1, JL2) to add item from Retail Strategy committee meeting re: To call for an increase, in the Mayor's budget, in public safety resources focused on the Castro & Upper Market. Discussion, **motion approved.**

2) EVNA Report: EVNA report included appreciation for clean streets. EVNA is looking for ways to support merchants who have been impacted by coronavirus, encouraging merchants to shop local.

B. EXECUTIVE DIRECTOR'S REPORT

Castro/Upper Market CBD Minutes June 11, 2020

Andrea reported that the FY 18-19 CBD Annual Report has been mailed to all property owners (included expanded) and merchants. OEWD was thanked for regularly providing critically needed PPE for the clean team, mostly in form of gloves, sanitizer, goggles, coveralls, sanitizing wipes. Due to the coronavirus, the tables and chairs are not yet being set out, we are waiting for direction from the city, and all *Live!* In the Castro events have been canceled.

C. PRESIDENT'S REPORT

All board members were thanked for their service to the community, CBD Renewal Committee members especially thanked.

D. DISTRICT IDENTITY AND STREETScape IMPROVEMENT REPORT

- 1) Shared Spaces Program: Consider implementation of program on 18th St, Castro St., 17th St. (Jane Warner Plaza): Information only. Stuart D. presented update on the shared spaces program. CBD is applying for permit to bring out tables and chairs into Jane Warner Plaza. Castro St. closure may not moving forward, closing 18th from Collingwood to Hartford might move forward, Castro Merchants will be the applicant for this permit.
- 2) Sidewalk Planter Update: DPW is still working on getting the planters installed in front of 5 businesses.

E. RENEWAL COMMITTEE REPORT

Update provided, renewal committee and CBD staff are busy following up with property owners.

F. EXECUTIVE COMMITTEE REPORT

Motion from Executive Committee: Discussion and Consideration for appointing members of Fundraising Committee: Discussion: Justine and Alan volunteered to be on fundraising committee, **Motion (JL1, CH2)** to appoint Justine Shoemaker and Alan Lau to fundraising committee. Motion approved.

G. FINANCE COMMITTEE REPORT

- 1) **Motion** from Finance Committee: Discussion and Consideration for Vote on use of Paycheck Protection Program Loan of \$37,497: Discussion on use: CBD Received \$37,497 from the paycheck protection program, about \$21,000 of this will be forgivable and about \$16,000 as a loan to be paid off over 2 years. This will be shown as a liability on our books at this point because the loan has not yet been forgiven. **Motion:** to use the PPP of \$37,497 with the understanding that about \$21,000 will be forgiven and the CBD will carry a liability of \$16,000 until it is paid off, the program allows for two years to pay off any portion of the loan that is not forgiven. Discussion. **Motion approved.**
- 2) **Motion** from Finance Committee: Discussion and Consideration for Vote to approve 6 month budget July 1, 2020 – December 31, 2020. Budget presented and discussed. This budget suspends the Castro Cares outreach worker and moves remaining funding in this grant to fund the Castro Cares funded Patrol Special Police. It also uses all the remaining Castro Cares donation/sponsorship funding to retail the same level of Castro Cares related Patrol Special service through December. **Motion approved.**
- 3) Discussion and Consideration for approval to re-distribute funding percentages to align with the CBD Management Plan.

H. RETAIL STRATEGY COMMITTEE REPORT

- 1) **Motion (JL1, CH2):** To call for an increase, in the Mayor's budget, in public safety resources focused on the Castro & Upper Market. Discussion. Andrea to put together proposal for increased public safety, in the Mayor's budget, suggest the public safety ambassador program as a model. Crispin and Justine to assist.
- 2) Corridor Manger Contract: Andrea reported that the CBD received the fully executed Corridor Manager contract from OEWD. The Retail Strategy Committee will be hiring a consultant to be the "commercial corridor manager" and actively work to fill commercial vacancies.
- 3) **Motion from Retail Strategy Committee:** Discussion and consideration for approval the statement on supporting business and recovery post covid19, and to send statement to the Economic Recovery Taskforce. Discussion, add statement for ABC to relax rules around alcohol so that bars can serve alcohol outside. **Motion approved.**

I. SERVICES COMMITTEE REPORT:

- 1) **Motion** from Services Committee: Approve 6 month Block by Block contract for \$254,230. This budget will keep our current service level and includes a .50/hour raise for all clean team ambassadors and .75/hour raise for operations manager. **Motion approved.**
- 2) **Motion** from Services Committee: Approve 6 month Patrol Special Contract for \$42,425. This contract keeps the same level of service for Patrol Special and uses all the Castro Cares donation/sponsorship funding. **Motion approved.**
- 3) **Motion** from Services Committee: Approve borrowing banked hours from Block By Block contract. This would allow an extra month of a clean team ambassador. **Motion approved.**

J. CASTRO CARES REPORT

- 1) Castro Cares Leadership Team recommends to suspend the homeless outreach position and to move the remaining grant funding to fund the Castro Cares Patrol Special Police and to use the remaining Castro Cares donations and sponsorship funds to also fund the Castro Cares Patrol Special Police to keep the Patrol Special Police at the current service level for Castro Cares.

5. **ADJOURN:** 7:08 p.m. Motion was made by DB1, JL2 to adjourn. Approved. The meeting was adjourned.

Minutes taken and prepared by Andrea Aiello

Date Approved 8/26/2020

DocuSigned by:

James Laufenberg

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Jim Laufenberg, Secretary