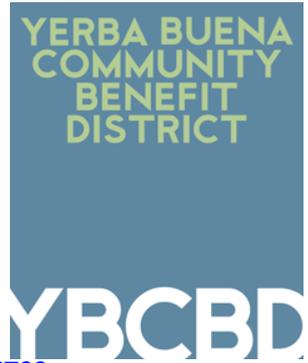


MEETING MINUTES

Yerba Buena Community Benefit District  
**Board Meeting**  
Tuesday, April 14, 2020  
4:00pm – 6:00pm



Via Zoom Videoconference

<https://zoom.us/j/592772984?pwd=VEs1aFh6YTkwdHA2MncxTlhzOVRqUT09>

Dial-In Instructions (if unable to join via video)

Call 1-669-900-9128

Meeting ID: 592 772 984

Password: 655566

**Attending:** David Allison, Michael Baier, Noah Bartlett, Mark Beevor, Andrew Bryant, William Clements, Michelle Delaney, James Gordon, Rachel Gordon, Katharine Greenbaum, Kerry King, Lawrence Li, Jill Linwood, John Noguchi, Tara Patanian, Jason Phillips, Scott Rowitz, Bob Sassani, Micah Tell, Monetta White, Brennan Zerbe

**Not Attending:** Clif Clark, Frank Miskus, Richard Rendon

**Staff:** Constance Cavallas, Richard Ciccarone, Sophia Cross, Cathy Maupin

**Public:** Peter Bartleme, Judith Propp

OPEN SESSION

4:00pm

**A. CALL TO ORDER AND REVIEW OF PUBLIC COMMENT GUIDELINES**

Noah Bartlett called the meeting to order and reviewed the public comment guidelines.

**B. INTRODUCTIONS**

Cathy Maupin introduced all board members, staff, and public present at today's meeting.

**C. APPROVAL OF MINUTES**

The motion to approve the minutes for the January board meeting passed unanimously. MSC: Noguchi/Gordon

**D. CHAIR/EXECUTIVE COMMITTEE REPORT**

D-1 REPORT on conflicts of interest.

Noah Bartlett asked the board to review the YBCBD's written conflicts of interest policy, included in today's meeting packet.

Kerry King and Lawrence Li confirmed conflicts of interest for agenda item E-1, and will log off the call during discussion of said agenda item.

D-2 HONORING Lynn Farzaroli.

Noah Bartlett informed the board of conversations between the YCBCD, the Moscone Center, the Yerba Buena Gardens Conservancy, SF Travel, and Lynn Farzaroli's family to figure out how to best honor her memory. The consensus is to place a Yerba Buena Bench in the Tot Lot in the Children's Play Area above Moscone South. The back of the bench will be recast with a plaque honoring Lynn's memory.

There was no public comment on this item.

D-3 REPORT on actions taken by the Executive Committee between Board meetings.

Noah Bartlett informed the board of actions taken by the Executive Committee since January's board meeting. The actions include:

- Administration
  - Approved David Allison as the Chair of the Community Benefit Fund Committee
  - Approved adapted YCBCD services during the COVID-19 pandemic (
  - Approved submission of a letter to the Planning Commission outlining our requests for the One Vassar Project
- Community Benefit Fund
  - Approved \$13,500 for mini-grant and event sponsorship grants
  - Approved recommended funding of \$65,000 for full grant awards

D-4 DISCUSS/APPROVE Audit Committee membership.

The motion to approve David Allison and James Gordon as members of the Audit Committee passed unanimously. MSC: Noguchi/Clements

There was no public comment on this item.

D-5 DISCUSS/APPROVE David Allison as the Community Benefit Fund Committee Chair.

The motion to approve David Allison as Chair of the Community Benefit Fund Committee passed unanimously. MSC: Zerbe/Beevor

There was no public comment on this item.

D-6 RECEIVE UPDATE on the YCBCD and neighborhood response to COVID-19.

Noah Bartlett updated the committee on the YCBCD's response to COVID-19. After the mayor issued a Public Health Order on March 16, 2020 requiring everyone to shelter-in-place and the shutdown of all non-essential businesses. While initially it appeared otherwise, upon review the City determined that the CBDs are considered essential businesses.

The YCBCD initially removed all team members from the street on March 17, 2020, while continuing to pay wages to have the team ready and available to deploy when the shelter-in-place order was lifted. However, after learning of a state proposition prohibiting payment of removed workers with assessment dollars, the YCBCD returned services on April 3, 2020 following a memo from the Office of Economic and Workforce Development and the city attorney (as well as discussion with the YCBCD legal counsel).

The SFPD bike patrol officer continues to provide 14 hours of daily security coverage. The officer is only available via the police non-emergency line or 311, instead of the YCBCD dispatch center as they normally are. All reports indicate things are running smoothly.

There was no public comment on this item.

D-7 RECEIVE UPDATE on the Hearst Hotel project.

Brennan Zerbe informed the board that the City will not be approving non-housing building permits for some time in the future, which has delayed the planned construction of the Hearst Hotel project until March 2021 at the earliest. This means the project will not break ground until June 2021 at the earliest, instead of November 2020 as originally planned. Because of this delay, the YCBCD administrative offices will be able to remain in their current office space through the end of the current calendar year.

D-8 RECEIVE UPDATE on The Yerba Buena Gardens Conservancy.

Scott Rowitz informed the board of the Yerba Buena Gardens Conservancy's continued operation, with a skeletal crew to provide basic security and janitorial services as the Gardens remain open as a public space. The Conservancy continues to monitor the situation in the neighborhood, and adjust the Conservancy's long-term budget plan accordingly. All capital improvement projects have been paused for the moment, including the Dog Spots project.

**E. COMMUNITY BENEFIT FUND COMMITTEE REPORT**

E-1 REVIEW/APPROVE funding recommendations for full grants and RECEIVE UPDATE on event sponsorships and mini-grants awarded.

David Allison invited the board to review the funding recommendations from the Executive Committee and the Community Benefit Fund Committee.

Kerry King and Lawrence Li recused themselves for this agenda item.

David Allison informed the board that nine proposals were received in total, with a total of \$140,000 requested in funding. These proposals consisted of five full proposals, two event sponsorship requests, and two mini-grant requests.

David Allison walked the committee through the proposals received. Full proposals were submitted by: the Contemporary Jewish Museum, Renaissance Entrepreneurship Center, San Francisco Planning and Urban Research (SPUR), Yerba Buena Arts and Events (YBAE) and Yerba Buena Center for the Arts (YBCA). All organizations that submitted full proposals have previously received funding from the Community Benefit Fund. Mini grant requests were submitted by the American Bookbinders Museum and the Children's Creativity Museum. Event sponsorship requests were submitted by Renaissance Entrepreneurship Center (Small Business Big Impact on September 10, 2020) and YBAE (Halloween Hoopla on October 25, 2020). The Executive Committee approved the event sponsorship and mini-grant proposals, totaling \$13,500 at its meeting on March 26, 2020.

The motion to approve partial funding, totaling \$65,000 for five full grant proposals passed unanimously. MSC: Zerbe/Noguchi

David Allison informed the board of a robust conversation in the Community Benefit Fund committee about possible adjustments to grant guidelines during a global pandemic, both for this cycle and future cycles. For this cycle, the committee's intent is to offer some flexibility on the use of grant funds, with the committee being open to considering changes on a case-by-case basis. Any changes in event timing or use of grant funds will be reviewed, discussed and approved by the Community Benefit Fund Committee.

There was no public comment on this item.

**F. SERVICES COMMITTEE REPORT**

**F-1 RECEIVE UPDATE on adapted YBCBD Services.**

Brennan Zerbe updated the board of the YBCBD street teams' return to the field on April 3, 2020. Services hours have been condensed to Monday through Saturday, 9:00am - 5:30pm to accommodate public transit availability, as well as limit the number of times employees need to leave their homes. The team will continue to receive full wages, though hours have been reduced to minimize exposure during the shelter-in-place order.

Brennan Zerbe emphasized that the safety of the YBCBD streets team is a top priority. There have been extensive conversations with Streetplus, the company contracted for street cleaning services, to ensure that team members are trained on and have access to the equipment they need to remain safe. All safety protocols have been documented in an addendum to the preexisting Streetplus contract, which include: maintaining a 6 foot distance from others at all times, disinfecting equipment before and after each use, wearing masks and gloves.

Brennan Zerbe confirmed that the YBCBD dispatch is temporarily closed, and the clean team will be focusing on "priority services" including: pressure washing, disinfecting high-touch street fixtures, removing graffiti, removing human and animal feces, removing litter, and reporting issues to 311. The YBCBD streets team is abiding by all CDC guidelines for unhoused populations or encampments, to enable as many people to shelter in place as possible. Community Guides will not be proactively working with people living on the streets until the Public Health Order is lifted, and the Social Services Specialist will shift into a supervisor role. The streets team will not address any issues that do not allow them to properly social distance.

Constance Cavallas added that the YBCBD streets team is working to keep the district's homeless population as informed as possible about the virus and measures taken at the city and state level, as many of those people have little or no access to media updates.

Brennan Zerbe confirmed that the SFPD bike patrol officer continues to provide 14 hours of daily security coverage. The officer is only available via the police non-emergency line or 311, instead of the YBCBD dispatch center as they normally are. The officer is in communication with the Streetplus operations manager Monday through Saturday, and all reports indicate things are running smoothly apart from looting concerns that arise from an increase in abandoned storefronts.

Rachel Gordon informed the board of additional street cleaning and general maintenance measures being taken by the Department of Public Works during the shelter-in-place order.

Cathy Maupin commented that one major issue in bringing the street teams back is a significant decrease in the number of public bathrooms available, as most businesses and institutions in the neighborhood are closed. SFMOMA has generously opened up their bathrooms to the team, as well as the garage at 5th and Mission. If any board member is able to open their business or institution's bathrooms to the YBCBD streets team, they are encouraged to contact Cathy Maupin or Constance Cavallas after today's board meeting. There was no public comment on this item.

**F-2 RECEIVE UPDATE on the San Francisco Travel agreement with the Downtown Streets Team.**

Brennan Zerbe reminded the committee of the one-year contract from March 2019 with Downtown Streets Team and the YBCBD, funded by SF Travel, for litter removal services. Originally, SF Travel had budgeted to continue the contract for another year, but COVID-19 has

greatly affected their budget and they will no longer be able to do so. As such, services have been suspended since March 17, 2020 and the Downtown Streets Team will not resume services when the shelter-in-place order is lifted. The YCBCD has already reallocated Downtown Streets Team funding in the budget for FY20, but may consider reallocating those funds for FY21. Ideally, the YCBCD would fundraise for partnership with others in the neighborhood (namely SF Travel) to cover the full cost of Downtown Streets team services, about \$150,000 annually.

There was no public comment on this item.

#### **G. STREETS & PUBLIC SPACE COMMITTEE REPORT**

##### **G-1 RECEIVE UPDATE on neighborhood projects.**

Noah Bartlett updated the board on the official placement of nine new pieces of art, by three local artists on Bigbelly units in the neighborhood. In February, the YCBCD hosted a public unveiling of the art. The event was successful and well-attended, with District 6 Supervisor Matt Haney present alongside a number of board and community members, and a breakfast reception at the Park Central hotel following the ceremony. One of the artists, Kalani Ware, also spoke briefly at the event, as well as representatives from Creativity Explored (which supported the other two artists). The YCBCD is planning to replace the wraps on the remaining Bigbellies as well, and the application process for artists to submit designs is open through June 26, 2020. The application is available on [yCBCD.org](http://yCBCD.org), and board members are encouraged to share it far and wide.

Noah Bartlett informed the board that progress on Annie Plaza North has been temporarily suspended due to the shelter-in-place order. There are two steps left before completion of the project: upgrade mounting for the light posts and pouring concrete for the final finish. The Streets Committee expects completion of this project to be pushed into FY21, with an opening celebration to be planned around that time.

Noah Bartlett informed the board that the Dog Spots project, which was to consist of two pet relief areas at the corners of 3rd & Folsom/4th and Folsom, has been put on hold due to significant COVID-19 impact on the project budget. The Streets Committee hopes to restart the project in early-to-mid FY21.

There was no public comment on this item.

#### **H. MARKETING COMMITTEE REPORT**

##### **H-1 RECEIVE UPDATE on plans for the 10<sup>th</sup> anniversary of Yerba Buena Night.**

Michelle Delaney informed the board that the Marketing Committee intends to move forward with Yerba Buena Night as planned on October 10, 2020 while keeping an eye on predictions for October regarding the return of the virus or a minimizing of public gatherings. The committee has decided to create a Plan B, which would include a live online performance as a fundraiser for a to-be-determined cause. The YCBCD will be reaching out to local venues that might host, should the secondary plan need to be implemented. At present, artist submissions have decreased from previous years, most likely due to the current circumstances of COVID-19.

There was no public comment on this item.

##### **H-2 RECEIVE UPDATE on Sunday Streets, August 23, 2020.**

Michelle Delaney informed the committee that, barring cancellation of the event, the YCBCD will continue to participate in this year's Sunday Streets as it has for the last two years.

There was no public comment on this item.

**I. EXECUTIVE DIRECTOR REPORT**

**I-1 RECEIVE UPDATE on neighborhood and YCBCD news.**

Cathy Maupin updated the committee on the city's use of Moscone Center during the COVID-19 crisis. Moscone South has been hosting the city's Emergency Operations Center: first responders, department heads, supervisors, mayoral press conferences, and more. Because of this, Howard Street has been closed between 3rd and 4th Streets. Moscone West is serving as a temporary shelter with 200 beds, hosting people who have tested negative for the virus in overflow from shelters and navigation centers.

John Noguchi provided additional information on the daily movement of people in and out of both the Emergency Operations Center and the temporary homeless shelter, as well as ongoing advocacy efforts to place people in hotel rooms.

Cathy Maupin asked the board to review the YCBCD FY20 Mid-Year Report, enclosed in the packet of materials for today's meeting. The report is an annual requirement as part of the YCBCD's agreement with the City, and highlights the YCBCD's accomplishments for the first six months of the current fiscal year.

Cathy Maupin informed the board of the YCBCD's ongoing effort to compile a list (available on [ycbd.org](http://ycbd.org)) of resources available to businesses, nonprofits, and individuals in the neighborhood. Also available is a list of neighborhood restaurants offering take-out and delivery, to encourage support of local businesses during the shelter-in-place order.

There was no public comment on this item.

**I-2 RECEIVE UPDATE on June Board Meeting items.**

Cathy Maupin announced that the next board meeting is scheduled for June 9, 2020 with the location as yet to be determined. Agenda items are expected to include approval of the FY21 assessment rate, approval of the FY21 budget, approval of the 2021 Nominating Committee, and updates from all other committees.

There was no public comment on this item.

**J. ANNOUNCEMENTS AND REQUESTS FOR INFORMATION**

There were several board announcements regarding observed changes in the neighborhood, both on a broader level and as pertaining to individual institutions.

**K. GENERAL PUBLIC COMMENT ON ITEMS NOT ON AGENDA**

There was no general public comment.

**L. ADJOURN**

Noah Bartlett adjourned the meeting at 5:40pm.