

MEETING MINUTES

Yerba Buena Community Benefit District  
Board Meeting

Tuesday, April 14, 2020  
4:00pm – 6:00pm

Via Zoom Videoconference



**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, 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 Bartelme, Jill Linwood, Judith Propp

OPEN SESSION  
4:00pm

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

Noah Bartlett called the meeting to order, reviewed the public comment guidelines, and shared best practices for a video meeting.

**B. INTRODUCTIONS**

Cathy Maupin introduced all board members, staff, and public present at the meeting.

**C. APPROVAL OF MINUTES**

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

**D. CHAIR/EXECUTIVE COMMITTEE REPORT**

D-1 REPORT on conflicts of interest.

Two board members – Kerry King and Lawrence Li – self-identified themselves as having a conflict with agenda item E-1. Both logged off the call during that agenda item. No other conflicts were noted.

D-2 HONORING Lynn Farzaroli.

Noah Bartlett reported that the YBCBD, the Moscone Center, the Yerba Buena Gardens Conservancy, San Francisco Travel, and Lynn Farzaroli's family to determine how to best honor her memory. The consensus was 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.

In addition to Audit Committee Chair Kerry King, 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, the YCBCD initially removed all Clean Team members and Community Guides 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. After it was determined the CBD services were considered essential, adapted services returned on April 3, 2020. The SFPD bike patrol officer, however, did not experience an interruption of service and have continued to provide 14 hours of daily coverage.

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. The project will likely not break ground until June 2021 at the earliest, instead of November 2020 as originally planned. Because of this delay, the YBCBD administrative offices will be able to remain in their current office space through the end of the 2021 fiscal year or June 30, 2021.

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

Scott Rowitz informed the board that the Yerba Buena Gardens remains open with a skeletal crew to provide basic security and janitorial services. The Conservancy continues to monitor the situation and will adjust the Conservancy's long-term budget plan accordingly. All capital improvement projects have been paused for the moment, including the Dog Spots project that is in partnership with Moscone Center and the YBCBD.

**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.

Kerry King and Lawrence Li recused themselves for this agenda item by logging off the call.

David Allison reported that nine proposals were received total \$140,000 of requests. The committee had \$78,500 to grant this cycle. The Executive Committee previously approved 3 event sponsorship and mini-grant requests totaling \$13,500. He presented partial funding of \$65,000 for the five full proposals to the board for approval.

Organizations recommended for funding include 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).

The motion to approve 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.

David Allison added that the committee will allow these grantees flexibility with the grant awards should they need to adjust their plans due to the pandemic. Any changes will be reviewed and approved by the committee. The committee will also consider making adjustments to grant-making for FY21 because of the pandemic. Any proposed changes will be presented to the board for approval before implementation.

**F. SERVICES COMMITTEE REPORT**

F-1 RECEIVE UPDATE on adapted YBCBD Services.

Brennan Zerbe reported that the Clean Team and Community Guides returned to work on April 3, 2020. Services hours have been condensed to Monday through Saturday, 9:00am -

5:30pm to accommodate public transit availability. Team work in 3-day blocks to limit the number of times they need to leave their homes. The team is focused on priority services that include pressure washing, disinfecting high-touch street fixtures, abating graffiti, addressing human and animal feces, removing litter, and reporting items to 311. Since their return, the team has reported an increase in graffiti, human and animal waste, and the number of tents in the neighborhood. The team is adhering to all CDC guidelines for unhoused populations. The team will not address any issues that do not allow them to maintain the proper social distance.

Brennan Zerbe emphasized that the safety of the team is a top priority. Streetplus, our service provider, has implemented new protocols to ensure safety, such as doing daily temperature checks, disinfecting equipment before and after each use, requiring the team to wear masks and gloves, and enforcing the maintaining of at least 6 feet of distance from others.

Constance Cavallas added that the YCBCD 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.

Rachel Gordon, Public Works Board representative, noted that additional street cleaning and general maintenance measures are being taken by 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 generously opened their bathrooms to the team, as well as the garage at 5th and Mission. If others are able to do the same, they were asked to contact her or Constance Cavallas. She thanked SFMOMA for their support.

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 that San Francisco Travel contracted with the Downtown Streets Team to provide additional cleaning services around the Moscone Center. That contract ended in March 2020 and was not renewed by San Francisco Travel, primarily due to the pandemic. The YCBCD managed that contract and coordinated the services of the Downtown Streets Team with our team. It's uncertain when or if these services will return to the neighborhood. The YCBCD is very interested in working with San Francisco Travel to find a way to bring the service back.

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 the new art installed on nine Bigbelly waste receptacles. The new art was unveiled in February at an event hosted by the YCBCD, attended by District 6 Supervisor Matt Haney, and number board and community members. The selected artists included Bay Area artist Kalani Ware, who spoke at the unveiling, and two artists from Creativity Explored. Noah thanked Michael Baier and the Park Central Hotel for hosting a breakfast reception at the conclusion of the ceremony.

The YBCBD has released another request for artist proposals to replace the wraps with art on the other 13 Bigbelly receptacles in the coming fiscal year. The application is available on [ybcbd.org](http://ybcbd.org), and board members are encouraged to share it far and wide.

Noah Bartlett reported 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 reported that the Dog Spots project, which was to consist of two pet relief areas at the corners of 3rd & Folsom/4th and Folsom, has also been put on hold due to the pandemic. The Streets Committee hopes to restart the project in early 2021 in partnership with Moscone Center and the Yerba Buena Gardens Conservancy.

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 reported 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 could include a live online performance as a fundraiser for a to-be-determined cause. At present, artist submissions have decreased from previous years, most likely due to the current circumstances of the pandemic.

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 YBCBD 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 YBCBD news.

Cathy Maupin reported that the City has staged its Emergency Operations Center in Moscone South. 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 shared a copy of the YBCBD FY20 Mid-Year Report that was submitted to the City in late January. The report is an annual requirement as part of the YBCBD's agreement with the City, and highlights the YBCBD's accomplishments for the first six months of the current fiscal year.

Cathy Maupin reported that the Richard Ciccarone has taken the lead on compiling and updating a list of resources available to businesses and nonprofits. The list can be found on our website, [ybcbd.org](http://ybcbd.org). He is also listing information on neighborhood restaurants that are open for delivery or take-out.

There was no public comment on this item.

I-2 RECEIVE UPDATE on June Board Meeting items.

The next board meeting is scheduled for Tuesday, June 9, 2020. 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. Michael Baier of the Park Central offered to host the meeting.

There was no public comment on this item.

**J. ANNOUNCEMENTS AND REQUESTS FOR INFORMATION**

Several board members shared how their organizations have been impacted by the pandemic.

**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.