

Operations & Stewardship Committee Meeting

November 1st, 2023, 12:00 pm

518 Ellis Street, San Francisco, CA

Meeting Minutes

DRAFT*

*Minutes subject to change, and not official until approved by Board Committee

Present:

Committee Board Members

- Isabel Manchester, Chair, Ops & Stewardship Committee, Property Owner Seat (The Phoenix Hotel)
- Gordon Leung
- Cindy Ramesh, Property Owner Seat (Hilton Hotel)

Other Board Members

- Shelby Weidemann, Property Owner Seat Representative (UC College Of Law)

TLCBD Staff

- JaLil Turner, TLCBD Staff
- John Mello, TLCBD Staff
- Enrique Ovando, TLCBD Staff
- Eric Rozell, TLCBD Staff

Absent:

- Rhiannon Bailard, Vice President, Property Owner Seat (UC College Of Law)

Guest(s)

- Susie McKinnon, Property Owner (Cova Hotel)

1. Call to Order, Welcome

The meeting was called to order at 12:05 PM

2. Introductions

There were no new board members in attendance. This section was skipped. John Mello is the new TLCBD staff member.

3. Program / Department Updates:

- **Parks**

- Parks: - Job description for manager is updated and job has been posted. - set a 20 hour weekly threshold on Park Capts. Less hours makes it too difficult to cover needed shifts. - Have set capts meetings at the parks to streamline park meetings and allow more in depth meetings specific to the parks. - Getting new uniforms to distinguish Park Capts

from Corner Capts. - Funding: Things are looking up and invoicing will move forward. - 1 Million and the first \$250K has been issued for reimbursement. - Funded through SOMA CBD. - Destony who was out for maternity is back. - Rain: staff have rain gear and tents are up and staff can retreat to sheds at Boeddeker clubhouse. - Winter Land and Tree Lighting Ceremony. - Park Rangers: many guests are requesting that park rules are followed and they're challenged with some guests with dogs ignoring the rules. Also, when people are smoking and drinking alcohol they generally push back and don't comply with park rules. Parks and Rec & Park are drafting protocols on how captains and rangers are on the same page. Rangers are now doing more sweeps of parks ensuring rules are being abided. There has been improvement the last month with ranger presence. - Staff morale is better since rangers have been more involved.

- **Safe Passage**

- Narcan training being rescheduled due to the trainer having Covid.
- Safe Passage is taking the week of August 7 - August 11.
- Hiring 5-6 new corner captains to support route service expansion.
- Eric discussed challenges to SFMTA Transit Hyde St. Quick-Build proposal changes after extensive outreach was conducted.
- SFMTA is expediting Hyde St. Quick-Build Transit Only Lane from McAllister to Market.

- **Clean**

- Clean: - Isabel: How is the program doing and are staff feeling supported? John: Yes Enrique: Please remind me of the structure of the team? John: 5 pressure washers and 8 pan and brooms. All leadership is in the field working. Staff is pressed so they don't have the time to address additional work loads. Enrique: \$1.8 Million ask for cleaning and would increase clean team size. Clean wishes to have a management structure in more alignment with Parks and Clean. More admin roles are needed. Recruitment, training and admin work to complete. WorkForce program is part of the grant and there will be more communication between clean and HR to ensure the 6 month training process is happening. Out of the 100%, 40% will be required to advance. They can apply to go anywhere. Program crossing training development is planned for this year. Clean is fully staffed.

Office Move: Lease has been approved and TLCBD is in the process of preparing for moving to a new office at 48 Golden Gate within the next 30 days. The Clean Team will be located at 105 Turk. There will be storage, office space, parking and locker rooms there. Current 512 Ellis lease will be up and moved within 30 days. The Clean Team will be moving by March 1st, 2024. As a way to increase funding we're building an online donation process where matching grants and ongoing donations can be made. Legacy gift

program is being developed. Individual automated gifting system is being created. An additional grant process and system is being developed as well. Safe Passage:

4. Next Meeting: Select Spotlight Topic & Draft Next Meeting Agenda
 - Safe Passage will not be in attendance to be highlighted. Kate will be utilizing this meeting to discuss the program.
5. Information Sharing
 - The Larkin Street Fence Project is currently in progress on the west side of the 500 block of Larkin.
6. Adjournment
 - The meeting was adjourned at 1:00 PM

Next Operations & Stewardship Committee Meeting
Wednesday, December 6th, 12:00 pm | 48 Golden Gate avenue