

Operations & Stewardship Committee Meeting

Wednesday, June 5th, 2024, 12:00 pm

48 Golden Gate Avenue, 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)
- Shelby Weidemann, Property Owner Seat Representative (UC College Of Law)
- Gordon Leung - Property Owner Seat Representative (TNDC)
- Cindy Ramesh, Property Owner Seat (Hilton Hotel)

Other Board Members

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TLCBD Staff

- JaLil Turner, TLCBD Staff
- Paris McBride, TLCBD Staff
- Eric Rozell, TLCBD Staff
- Enrique Ovando, TLCBD Staff
- Esan Looper, TLCBD Staff

Absent:

- N/A

Guest(s)

- Tim Benson, Azalina's

1. Call to Order, Welcome

The meeting was called to order at 12:07 PM

2. Approve Last Meeting Minutes

Gordon made a motion, Shelby second the motion to approve the April & May 2024 minutes. Approved by all.

3. Program Spotlight: Focus on Large Projects and/or Challenges

Operations Stewardship.

Goal: Presentation, review and discussion of Organizational Charts for Operations Stewardship– highlighting Clean, Parks, and Safe.

4. Program / Department Updates: Safe, Parks, and Clean

- **Enrique presented a slide show of the organizational chart of Operations**
- **Parks**
- JaLil talked on how the chart points to current operations and how they function on a daily basis as a whole. New positions that were open were highlighted. Changes that

were being implemented were also pointed out as Parks are ramping up for expansion.

- Cindy asked why we are not getting support from the Parks department?
- JaLil responded with some information regarding tree upkeep.
- Enrique pointed out where the Parks funding will be coming from for the next 2 years.

- **Safe**

- Eric highlighted the organizational chart and how it relates to direct operations for Safe Programs. He spoke on the safety training that is coming up which Hung & Richard are coordinating. Richard is setting up program staff training within cornerstone.
- Cindy asked when would Safe start working in the evening?
- Eric responded that hours were from 8-10 am and 4-6 pm. The new schedule would also allow new areas to be serviced. He also spoke on the new Ambassador Program that is being developed which includes New Training and Safety Programs.
- Gordon asked how the new program for TLCBD differs from the UA programs?
- Eric's Ambassadors will be able to help move people so clean teams can have better access to cleaning troubled areas. Eric gave info on funding for the New Program. He also spoke on the training specifications such as de-escalation, NERT, CPR to provide community support.
- Enrique talked about the expansion of the program. Currently we have 20 employees and adding 4 new and 7 for the new Ambassador program, for a total of 31 for Safe.
- Enrique spoke on all the details needed to ramp up and grow the Org.
- Cindy asked what is the timeline for New program to be active?
- Eric responded mid July or August start date.

- **Clean**

- Paris explained the organizational chart and the structure of Clean Operations and how we operate. CT1, CT2, and the Janitorial team. All 3 of the teams are working and doing good.
- Enrique spoke on the expansion of another team being added which will operate from 10am to 6pm. This team will focus mostly on power washing and cleaning. Equipment is ordered, new jobs will come open for another team to work.
- Isabel asked what was the difference between teams? (CT1 and CT2).
- Enrique explained that CT1 service in many different areas: Big Boy trash, 311s, graffiti removal, and code browns. CT2 is a workforce Training Program that can be opened to our organization jobs and programs.
- Gordon asked who would lead CT3? Would It be under CT1?
- Enrique answered yes. Additional funding is being sought after for graffiti abatement and powerwashing. The team is now at 38 people in total and looking to expand.
- Enrique then spoke on infrastructure and shared a bullet point slide for operations recap on all the things that are being done to make our growth possible. The 3 points are 1 Human Resources, 2 Informational systems, and Capital resources.
- Cindy asked about the status of our HR Department?
- Enrique responded with information on our new HR staff coming on and who is leaving. He talked about adding payroll and data specialists.
- Isabel asked about the parking lot on Ellis.
- Enrique responded on what we have and why we have it. The lease was signed for another year with the option of another year.

5. Next Meeting: Select Spotlight Topic & Draft Next Meeting Agenda

- Motion was made to skip July 2024 Ops & Stewardship Committee meeting to accommodate the new board members and forming of committees taking place in July.
 - Motion made by: Isabel
 - Motion Second by: Shelby
 - Motion Approved by: All
- Cindy recommended/proposed that the committees have a quarterly meeting to share out where each is. No motion was made per Cindy's request although there was mutual agreement amongst board members it would be helpful for all members.

6. Information Sharing

- No additional information shared.

7. Adjournment

- The meeting was adjourned at 1:02 PM

Wednesday, September 5th, 12:00 pm

48 Golden Gate Avenue

(July and August meetings postponed while onboarding new Board Members.)