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**UNION SQUARE BUSINESS IMPROVEMENT DISTRICT  
EXECUTIVE COMMITTEE MEETING**

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**MINUTES**

February 27, 2020 – 9:00 AM  
Union Square BID Conference Room – Suite 203  
323 Geary Street, San Francisco, CA 94102

In Attendance

Directors and Committee: Immediate Past President, Stephen Brett; Marketing Chair, Mathew Coleman; Audit Chair, Russell D. Keil Jr.; Streetscapes Chair, Manuela Anne King; Public Affairs & Advocacy Chair, Corinna Luebbe; Board Secretary; Mark Purdy (on phone), Jim Sangiacomo (on phone), Julie Taylor and Don Thomas

Staff and Guest Attendees: Karin Flood (Executive Director), Benjamin Horne (Deputy Director), Bri Caspersen (Project Coordinator), Beau Simon (CWC Law), and Eva Schouten (Intern)

Summary of Actions Taken by the Committee

- **Action:** The committee reviewed the minutes including the closed session minutes distributed by Ben and unanimously approved the meeting minutes of December 12, 2019, as motioned by Russell D. Keil Jr. and seconded by Julie Taylor.
- **Action:** The Committee unanimously approved posting the Board and Committee minutes on the website as motioned by Don Thomas and seconded by Matthew Coleman.
- **Action:** The committee unanimously approved Moe Jamil as Board Member for an additional 2-year term as motioned by Don Thomas and seconded by Julie Taylor.
- **Action:** The committee unanimously approved the agreement with Applied Video Solutions as motioned by Julie Taylor and seconded by Jim Sangiacomo.
- **Action:** The committee unanimously approved the contact with Meryl Pataky for artist fee and installation costs as motioned by Jim Sangiacomo and seconded by Julie Taylor.
- **Action:** The Committee unanimously approved renewing Line of Credit for \$1mil as motioned by Russell D, Keil Jr. and seconded by Stephen Brett.
- **Action:** The Committee unanimously retroactively approved the conditional letter of support for the Powell Streetscape Project as motioned by Julie Taylor and seconded by Don Thomas.

## Meeting Notes by Agenda Topic

### **1. Call to Order**

Karin Flood called the meeting to order at 9:04am.

### **2. Public Comment**

Karin called for public comment. Hearing none, she moved to the next agenda item.

### **3. Announcements & new business – The following highlights and updates were provided:**

#### a. James C. Flood – Memorials and Dedications

Karin shared a few words about her father, James C. Flood, and stories by the members of the Committee followed. There will be a memorial on March 17, at 03:00pm at Grace Cathedral.

#### b. New Services Launch

Ben informed the Committee about the new services which launched January 1, 2020. This includes 24/7 Member Services, overnight security patrol, and additional cleaning services.

#### c. DA Meeting

Karin updated the Committee that Chris Larsen organized a meeting with the new DA at the USBID office. It was a positive meeting where the BID got to share crime statistics of the district and persons of interest. As requested, a representative from the DA's office joined the Retail Theft Prevention meeting. They also discussed hiring a prosecutor or private investigator to get more information on certain issues. It was suggested that there could be a standing meeting with a representative of the DA's office to share the regular collection of data. A discussion about the current actions of the SFPD followed.

#### d. SFPD Ambassador Program

Karin informed the Committee about the meeting with the members of the SFPD Ambassador Program which is led by Commander Fong. The program is almost ready to launch however an unknown city department must approve the program before it begins. Karin is attempting to find out more information on this final step.

#### e. Staffing and Benefits Update

Ben informed the Committee that the staffing benefits which were agreed upon last meeting have been implemented. This includes the 401K, Professional Development and increased commuter check.

#### f. Annual Lunch – Save the Date – May 15, 2020

Karin informed the Committee of the Annual luncheon which will be hosted at the Westin St. Francis on May 15, 2020. The prices of the tickets and sponsorships will be the same as 2019.

### **4. Action to approve the minutes of the December 12, 2019 meeting**

No public comment was received

**Action:** The committee reviewed the minutes including the closed session minutes distributed by Ben and unanimously approved the meeting minutes of December 12, 2019, as motioned by Russell D. Keil Jr. and seconded by Julie Taylor.

### **5. Discussion regarding posting of Board and Committee minutes on website and action to approve posting of committee and board minutes on website**

Ben informed the Committee that a request had been made to post all the meeting minutes on the website. Ben spoke with Jessie about the topic to see if there were any requirements. The closed minutes will not be shared online. It was made clear to the Committee that the names of the committee members who motion action items will be more transparent to the public.

No public comment was received

**Action:** The Committee unanimously approved posting the Board and Committee minutes on the website as motioned by Don Thomas and seconded by Matthew Coleman.

**6. Union Square Foundation updates and action to approve Moe Jamil as Board Member on the Union Square Foundation for additional 2-year term.**

Ben directed the Committee to the Foundation Board members list. Moe Jamil's term ended on 1/25.

No public comment was received.

**Action:** The committee unanimously approved Moe Jamil as Board Member for an additional 2-year term as motioned by Don Thomas and seconded by Julie Taylor.

**7. Review and discuss and action to approve agreement with Applied Video Solutions for additional security cameras to be paid with Chris Larsen grant proceeds.**

Ben summarized the agreement with Applied Video Solutions for additional security cameras to be paid with the \$500,000 grant by Chris Larsen. He is currently in contact with the Post Street Hotel, Nikko Hotel, Westfield and 420 Taylor for possible new camera locations. There will also be License Plate Readers at every entrance and exit of the district.

No public comment was received.

**Action:** The committee unanimously approved the agreement with Applied Video Solutions as motioned by Julie Taylor and seconded by Jim Sangiacomo.

**8. Update on light art project and action to approve contact with Meryl Pataky for artist fee and installation costs of light art project in Campton Place.**

Ben updated the Committee that the light art project will be placed on Richard Lee's building in Campton Place. There will be large, neon flowers bringing light to the alley. The Community Challenge grant will cover \$36,000 and the Foundation will fund the difference of the project costs. In the artist contract, it is mentioned that the BID has the right to remove the art at any time, however, they are not allowed to destroy it.

No public comment was received.

**Action:** The committee unanimously approved the contact with Meryl Pataky for artist fee and installation costs as motioned by Jim Sangiacomo and seconded by Julie Taylor.

**9. Discussion and update regarding line of credit action to approve renewing Line of Credit for \$1mil.**

Ben informed the Committee that with a budget increase of 60% after the renewal it is best to increase the line of credit to \$1mil as discussed previously. Wells Fargo accepts the change regarding the good relationship with the BID.

No public comment was received.

**Action:** The Committee unanimously approved renewing Line of Credit for \$1mil as motioned by Russell D, Keil Jr. and seconded by Stephen Brett.

**10. Discussion and action to retroactively approve letter of support for Powell Streetscape Project (sent to SFMTA Board of Directors on February 25)**

Karin updated the Committee about the streetscaped project. The SFMTA requested a letter of support to make improvements to upper Powell. They currently have a general concept and construction plans however no detailed design. The letter asks the SFMTA Board to consider including lower Powell in the second phase of the project and covering the maintenance costs of the Powell promenade until construction begins.

No public comment was received.

**Action:** The Committee unanimously retroactively approved the letter of support for the Powell Streetscape Project as motioned by Julie Taylor and seconded by Don Thomas.

**11. Upcoming meetings**

- a. Board Meeting March 26, 2020 at One65
- b. Next Executive Committee Meeting – April 23, 2020

**12. Adjournment – 10:10am**