Executive Committee
Monday July 10, 2017 | 5:00pm
Location: 512 Ellis, San Francisco, CA

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Executive Committee

Monday July 10, 2017 | 5:00pm

Location: 512 Ellis, San Francisco, CA

Agenda

1. **CALL THE MEETING TO ORDER**

2. **PUBLIC COMMENT ON AGENDA ITEMS**

3. **APPROVAL OF MINUTES OF JUNE EXEC COMM MEETING…**Committee will decide whether to approve the minutes. **Action**

4. **ADMINISTRATION/OPERATION ITEMS** 20 minutes
   a. Financial/Cash flow Update…Staff will update members on finance report.
   b. Grant Updates…Staff will update on possible grant applications .
   c. Administrative Issues…Staff will update on progress made on administrative issues.
   d. Board Elections…Staff will update on election process.

5. **BOARD MEETING AGENDA – discuss/review** 5 minutes

6. **PROJECT UPDATES Staff will update on projects** 15 minutes
   a. Larkin Street Association MOU…committee will decide whether to recommend approving MOU. **Action**
   b. T.L. Clean Program Concept.
   c. Staff Retreat.

7. **COMMITTEE UPDATES** 15 minutes
   a. CEC Updates on projects
      i. Larkin Lighting
      ii. Communication update
   b. PROW
      i. Clean Program… Executive Committee will review progress to implement new program.
      ii. Hyde Turk Park Pilot Program…Staff will update on progress
      iii. Taylor Street…Staff will update on Taylor Street project
   c. SAFE Updates from Safe Committee

8. **IMPORTANT DATES**
   a. Board Meeting…July 17, 5:00pm at office 512 Ellis

9. **NEW BUSINESS** 5 minutes

10. **PUBLIC COMMENT ON NON-AGENDA ITEMS**

Executive Committee
Monday June 12, 2017, 5:00 pm
Location: 512 Ellis, San Francisco, CA

Meeting Minutes
DRAFT*

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

Present: Julie Burdick
Frank Manchen
David Seward
Ross Stackhouse
Peter Stevens
Dan Williams
Steve Gibson
Kent Smith

Absent: Pratibha Tekkey
Pedro Torres

I. The meeting was called to order at 5:12 pm.
II. Public Comment: None
III. Minutes of May 8, 2017
It was MOVED by Julie Burdick & SECONDED by Ross Stackhouse that the Minutes of the Executive Committee of May 8, 2017 be approved.

The motion passed with David Seward & Frank Manchen abstaining.

IV. Financial Statements
Steve Gibson distributed financial statements for the period ending May 31, 2017. He noted that the new Clean Team vendor's invoice for the period from May 21, 2017 to the end of the month is not in the expenses. The committee recommended forwarding the statements to the Board.

V. 2017/2018 Draft Budget
Steve presented the second draft of the 2017/2018 Budget incorporating the changes previously discussed. Committee members noted that that there was no reserve set aside for delinquent assessments in the budget. They suggested setting

aside a reserve to comply with the requirements of the Management Plan. They also recommended including a separate page showing how the assessment portion of the budget complies with the categories set out in the management plan. They also recommended putting the new Project Manager position in the Personnel category.

It was MOVED by Ross Stackhouse & SECONDED by David Seward that the draft 2017/2018 Budget be recommended to the Board for approval incorporating the changes outlined above.

Approved unanimously.

VI. Urban Place Consulting (UPC) Contract Amendment

Steve presented the proposal to amend the UPC contact by extending it for six months until the end of June, 2017 and reducing the monthly cost from $20,000 to $15,000. He explained that with new staff, no more funds are required for Kent Smith and less funds are needed for other UPC staff.

It was MOVED by David Seward & SECONDED by Dan Williams that the Executive Committee recommend the approval of the UPC contract amendment to the Board for approval.

Approved unanimously.

VII. Administrative Issues

The committee will recommend to the Board that no Board or Executive committee meetings be held in August.

VIII. Board Elections

Steve Gibson stated that Peter Stevens, Pratibha Tekkey & Ross Stackhouse have submitted their applications to be appointed to the Board for a second term. In addition, Curtis Bradford and Toby Shorts have applied to join the Board as residents of the Tenderloin.

Committee members noted that there were likely no resident seats available right now and these individuals should be invited to join the Board committees. They also noted that there was a vacancy for a business representative. Committee members agreed to contact prospective candidates before the date of the Board elections.

IX. The meeting adjourned at 6:35pm.

Next Meeting: Monday July 10, 2017, 5:00 pm

North of Market - Tenderloin Community Benefit Dis
Budget vs. Actuals: FY 16 Org Budget V3 - FY17 P&L
July 2016 - June 2017

	Jun 2017			Total				
	Actual	Budget	Variance	Actual	Budget	Variance	Revised Budget 2016/17	Comments
Income								
4010 Assessments			0.00	0.00	0.00	0.00		
4011 Current Year Assessments	87,925.00	87,925.00	0.00	1,055,100.00	1,055,100.00	0.00	$1,055,100	
4012 Assessment Interest and Penalties		250.00	(250.00)	0.00	3,000.00	(3,000.00)	$3,000	
Total 4010 Assessments	**$ 87,925.00**	**$ 88,175.00**	**$ (250.00)**	**$ 1,055,100.00**	**$ 1,058,100.00**	**$ (3,000.00)**	$1,058,100	
4020 Individual Donations	100.00		100.00	216.64	0.00	216.64	$0	
4030 Corporate Donations			0.00	25,000.00	0.00	25,000.00		
4040 Foundation Grants			0.00	45,000.00	0.00	45,000.00		
4041 Union Square Camera		0.00	0.00	175,000.00	175,000.00	0.00	$175,000	
4042 St. Francis Foundation	50,000.00	0.00	50,000.00	100,000.00	100,000.00	0.00	$100,000	
4043 Sutter Health		0.00	0.00	100,000.00	100,000.00	0.00	$100,000	
4044 Safe Passage Grants			0.00	141,658.81	0.00	141,658.81	$61,500	
Total 4040 Foundation Grants	**$ 50,000.00**	**$ -**	**$ 50,000.00**	**$ 561,658.81**	**$ 375,000.00**	**$ 186,658.81**	$375,000	
4050 Other Government Contracts			0.00	0.00	0.00	0.00	$0	
4051 OEWD Capacity Grant	33,000.00	0.00	33,000.00	130,000.00	75,000.00	55,000.00	$115,000	
4052 OEWD Safe Passage Grant	59,036.06	25,000.00	34,036.06	59,036.06	100,000.00	(40,963.94)	$100,000	
4053 Larkin Street Lighting Grant		720.00	(720.00)	0.00	8,640.00	(8,640.00)	$0	
4054 Banner Grant		0.00	0.00	20,000.00	20,000.00	0.00	$20,000	
4055 Vision Zero Grant	13,880.00		13,880.00	13,880.00	0.00	13,880.00		
Total 4050 Other Government Contracts	**$ 105,916.06**	**$ 25,720.00**	**$ 80,196.06**	**$ 222,916.06**	**$ 203,640.00**	**$ 19,276.06**	**$235,000**	
4060 Operational Leadership Grants		0.00	0.00	0.00	30,000.00	(30,000.00)	$30,000	
4070 Interest and Other Income	161.31	49.00	112.31	611.57	500.00	111.57	$500	
4998 Sales	17,743.47		17,743.47	17,743.47	0.00	17,743.47		
Total Income	**$ 261,845.84**	**$113,944.00**	**$ 147,901.84**	**$ 1,883,246.55**	**$ 1,667,240.00**	**$ 216,006.55**	**$1,698,600**	

	Jun 2017			Total				
	Actual	Budget	Variance	Actual	Budget	Variance	Revised Budget 2016/17	Comments
Expenses								
5000 Personnel			0.00	0.00	0.00	0.00		
5006 Urban Place Consulting	20,000.00	20,000.00	0.00	240,000.00	240,000.00	0.00	$240,000	
5007 Project Manager Safe Passage	6,571.72	7,263.00	(691.28)	65,928.88	87,035.00	(21,106.12)	$87,035	
5008 Project Manager Admin	4,366.98		4,366.98	16,905.78	0.00	16,905.78		
5009 Project Manager Activation	3,520.04		3,520.04	12,910.17	0.00	12,910.17		
5015 Payroll Taxes			0.00	1,672.50	0.00	1,672.50		
5025 Benefits			0.00	3,263.76	0.00	3,263.76		
5035 Payroll Fees	1,136.12		1,136.12	1,136.12	0.00	1,136.12		
5040 Worker's Comp Insurance			0.00	359.00	0.00	359.00	$0	
5045 Professional Development		174.00	(174.00)	0.00	2,000.00	(2,000.00)	$2,000	
Total 5000 Personnel	**$ 35,594.86**	**$ 27,437.00**	**$ 8,157.86**	**$ 342,176.21**	**$ 329,035.00**	**$ 13,141.21**	$329,035	
6000 Program			0.00	0.00	0.00	0.00		
6001 Clean Program			0.00	0.00	0.00	0.00		
6005 Cleaning Services SF Clean City	90,000.00	67,246.00	22,754.00	807,801.00	806,831.00	970.00	806,831	**Clean City Pay Off**
6015 Graffiti Abatement Non Clean City		1,000.00	(1,000.00)	5,000.00	5,000.00	0.00	$5,000	
6020 Beautification			0.00	500.00	0.00	500.00		
6025 Cleaning Equipment			0.00	355.00	0.00	355.00	$0	
6065 Event Sponsorship			0.00	485.00	0.00	485.00	$0	
Total 6001 Clean Program	**$ 90,000.00**	**$ 68,246.00**	**$ 21,754.00**	**$ 814,141.00**	**$ 811,831.00**	**$ 2,310.00**	$811,831	
6006 Block by Block	58,333.33		58,333.33	86,559.14	0.00	86,559.14		**June cleaning**
6100 Public Space Improvement			0.00	0.00	0.00	0.00		
6105 Camera Program	1,037.19	0.00	1,037.19	95,982.46	206,330.00	(110,347.54)	$206,330	**Monthly Internet and cleaning**
6110 Larkin St Lighting		0.00	0.00	6,947.86	9,000.00	(2,052.14)	$9,000	
6115 Banner Project		0.00	0.00	24,819.50	20,000.00	4,819.50	$20,000	
6120 Special Improvement Projects		837.00	(837.00)	10,581.97	10,000.00	581.97	$10,000	
Total 6100 Public Space Improvement	**$ 1,037.19**	**$ 837.00**	**$ 200.19**	**$ 138,331.79**	**$ 245,330.00**	**$ (106,998.21)**	$245,330	
6200 Public Space Acivation			0.00	0.00	0.00	0.00		
6205 Piano Project		0.00	0.00	18,600.00	15,000.00	3,600.00		
6210 Special Activation Projects	4,270.62	837.00	3,433.62	5,202.97	10,000.00	(4,797.03)	$15,000	
6211 Larkin Street Association			0.00	4,565.31	0.00	4,565.31	$10,000	
Total 6200 Public Space Acivation	**$ 4,270.62**	**$ 837.00**	**$ 3,433.62**	**$ 28,368.28**	**$ 25,000.00**	**$ 3,368.28**	$25,000	
6300 Safe Programs/Safe Passage	14,100.49	8,337.00	5,763.49	170,102.28	100,000.00	70,102.28	$198,300	
Total 6000 Program	**$ 167,741.63**	**$ 78,257.00**	**$ 89,484.63**	**$ 1,237,502.49**	**$ 1,182,161.00**	**$ 55,341.49**	$1,280,461	

	Jun 2017			Total				
	Actual	Budget	Variance	Actual	Budget	Variance	Revised Budget 2016/17	Comments
7000 Professional Fees			0.00	0.00	0.00	0.00		
7005 Accounting	560.00	1,250.00	(690.00)	9,132.50	15,000.00	(5,867.50)	$15,000	
7010 Legal		424.00	(424.00)	0.00	5,000.00	(5,000.00)	$5,000	
7025 Other Professional Fees	750.00		750.00	750.00	0.00	750.00		
Total 7000 Professional Fees	**$ 1,310.00**	**$ 1,674.00**	**$ (364.00)**	**$ 9,882.50**	**$ 20,000.00**	**$ (10,117.50)**	$20,000	
8000 Operations			0.00	0.00	0.00	0.00		
8005 Rent	3,600.00	2,700.00	900.00	26,949.50	32,400.00	(5,450.50)	$32,400	
8010 Utilities	436.09		436.09	491.51	0.00	491.51	$1,000	
8015 Office Supples	137.71	87.00	50.71	2,603.27	1,000.00	1,603.27	$1,000	
8020 Printing and Copying	211.58	87.00	124.58	816.06	1,000.00	(183.94)	$2,000	
8025 Telecommunications	60.93	174.00	(113.07)	1,448.44	2,000.00	(551.56)	$5,000	
8030 Insurance	1,745.11	424.00	1,321.11	8,968.17	5,000.00	3,968.17	$2,000	
8035 Meeting Expenses		174.00	(174.00)	1,733.69	2,000.00	(266.31)	$1,500	
8040 Postage and Shipping	59.33	125.00	(65.67)	65.98	1,500.00	(1,434.02)	$0	
8055 Equipment and Furniture			0.00	28,484.18	0.00	28,484.18	$0	
8065 Taxes, Fees, and Permits		24.00	(24.00)	220.00	200.00	20.00	$200	
8067 Marketing/Communication	8,232.88	1,576.00	6,656.88	42,358.52	12,587.00	29,771.52	$27,587	**Includes Fernando**
8070 Bank Service Charges			0.00	20.00	0.00	20.00		
8075 Board Expenses		212.00	(212.00)	149.36	2,500.00	(2,350.64)	$2,500	
8085 Miscellaneous	1,350.00	174.00	1,176.00	2,125.00	2,000.00	125.00	$2,000	
Total 8000 Operations	**$ 15,833.63**	**$ 5,757.00**	**$ 10,076.63**	**$ 116,433.68**	**$ 62,187.00**	**$ 54,246.68**	$77,187	
Total Expenses	**$ 220,480.12**	**$113,125.00**	**$ 107,355.12**	**$ 1,705,994.88**	**$ 1,593,383.00**	**$ 112,611.88**	$1,706,683	
Net Operating Income	**$ 41,365.72**	**$ 819.00**	**$ 40,546.72**	**$ 177,251.67**	**$ 73,857.00**	**$ 103,394.67**	($8,083)	
Other Income								
9005 Restricted Funds Received			0.00	20,000.00	0.00	20,000.00		
9010 Restricted Funds Released			0.00	(75,000.00)	0.00	(75,000.00)		
Total Other Income	**$ -**	**$ -**	**$ -**	**$ (55,000.00)**	**$ -**	**$ (55,000.00)**		
Other Expenses								
10005 IIN Grant Expenses			0.00	1,200.00	0.00	1,200.00		
Total Other Expenses	**$ -**	**$ -**	**$ -**	**$ 1,200.00**	**$ -**	**$ 1,200.00**		
Net Other Income	**$ -**	**$ -**	**$ -**	**$ (56,200.00)**	**$ -**	**$ (56,200.00)**		
Net Income	**$ 41,365.72**	**$ 819.00**	**$ 40,546.72**	**$ 121,051.67**	**$ 73,857.00**	**$ 47,194.67**		

Balance Sheet

As of June 30, 2017

	June	May
ASSETS		
Current Assets		
Bank Accounts		
1005 Bank of San Francisco	464,407.27	520,195.54
1020 Bank of SF Money Market	200,160.07	200,110.17
Total Bank Accounts	**$ 664,567.34**	**$ 720,305.71**
Accounts Receivable		
1200 Accounts Receivable	77,618.36	-42,722.65
Total Accounts Receivable	**$ 77,618.36**	**-$ 42,722.65**
Other Current Assets		
1400 Prepaid Expenses	35,377.00	35,006.40
1550 Delinquent Taxes Receivable	112,077.87	112,077.87
Total Other Current Assets	**$ 147,454.87**	**$ 147,084.27**
Total Current Assets	**$ 889,640.57**	**$ 824,667.33**
Fixed Assets		
Total Fixed Assets	**$ 0.00**	**$ 0.00**
Other Assets		
1700 Security Deposits	9,150.00	9,150.00
Total Other Assets	**$ 9,150.00**	**$ 9,150.00**
TOTAL ASSETS	**$ 898,790.57**	**$ 833,817.33**
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	58,333.33	0.00
Total Accounts Payable	**$ 58,333.33**	**$ 0.00**
Total Other Current Liabilities	**$ 0.00**	**$ 0.00**
Total Current Liabilities	**$ 58,333.33**	**$ 0.00**
Total Liabilities	**$ 58,333.33**	**$ 0.00**
Equity		
3001 Opening Net Assets	731,280.57	731,280.57
3100 Unrestricted Net Assets	-33,558.00	-33,558.00
3200 Temp Restricted Net Assets	21,683.00	21,683.00
Net Income	121,051.67	114,411.76
Total Equity	**$ 840,457.24**	**$ 833,817.33**
TOTAL LIABILITIES AND EQUITY	**$ 898,790.57**	**$ 833,817.33**

Cash Flow Forecast TLCBD FY 16/17 Includes Safe Passage

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Net Cash (cash+A/R-A/P)	**$ 983,814.56**	**$ 828,444.69**	**$ 687,521.36**	**$ 522,633.39**	**$ 869,856.32**	**$ 719,329.28**
Assessment Income		$ -	$ -	$ 412,978.93		$ 29,890.05
Safe Passage Vision Zero Grant	$ -	$ -	$ -	$ -	$ -	$ 13,880.00
Safe Passage Shape Up SF		$ 1,500.00		$ -		
Safe Passage Trust for Pulic Land	$ -	$ -	$ 8,000.00	$ 7,000.00	$ -	
Safe Passage Safe Routes to School						
Safe Passage MTA/Walk SF			$ -	$ -	$ -	$ -
Sub Total Safe Passage Income	**$ -**	**$ 1,500.00**	**$ 8,000.00**	**$ 7,000.00**	**$ -**	**$ 13,880.00**
OEWD Operation Leadership	$ -	$ -	$ -	$ 58,000.00	$ -	$ 33,000.00
OEWD Capacity SP			$ -	$ -	$ -	$ -
OEWD Larkin St. Manager			$ -	$ -	$ -	$ -
Sub Total OEWD	**$ -**	**$ -**	**$ -**	**$ 58,000.00**	**$ -**	**$ 33,000.00**
SF Clean City Truck						**$ 14,473.47**
St. Francis Foundation	$ -				$ -	$ 50,000.00
Sutter Health						$ -
Operation Leadership	$ -					$ 100.00
Sub Total Non-Gov Grants	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 64,573.47**
Change in A/P (Decrease)	$ (32,539.58)	$ 14,732.00	$ (14,732.93)	$ -	$ (34,181.00)	$ 58,333.00
Earned Income (admin fees, interest)		$ 59.80			$ -	$ -
Total Cash Available	$ 951,274.98	$ 844,736.49	$ 680,788.43	$ 1,000,612.32	$ 835,675.32	$ 919,005.80
Operating Expense	$ 122,830.29	$ 126,432.89	$ 137,923.54	$ 130,756.00	$ 116,346.04	$ 130,480.12
Non Operating Expense		$ 30,782.24	$ 20,231.50	$ 1,200.00	$ -	$ 90,000.00
Cash End of Month	**$ 828,444.69**	**$ 687,521.36**	**$ 522,633.39**	**$ 869,856.32**	**$ 719,329.28**	**$ 698,525.68**

Cash Flow Forecast TLCBD FY 17/18

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Net Cash (cash+A/R-A/P)	**$ 698,525.68**	**$ 676,331.74**	**$ 620,831.74**	**$ 503,831.74**	**$ 395,831.74**	**$ 311,831.74**
Assessment Income		$ 40,000.00	$ -	$ -		$ 620,000.00
Safe Passage Vision Zero Grant	$ 1,500.00	$ 1,500.00	$ -	$ 2,000.00	$ 2,000.00	$ 2,000.00
Safe Passage Safe Routes to School				$ 7,000.00	$ 7,000.00	$ 7,000.00
Safe Passage MTA/Walk SF	$ 3,270.00	$ 4,000.00	$ 4,000.00	$ 4,000.00	$ 3,000.00	$ 2,000.00
Sub Total Safe Passage Income	**$ 4,770.00**	**$ 5,500.00**	**$ 4,000.00**	**$ 13,000.00**	**$ 12,000.00**	**$ 11,000.00**
OEWD Operation Leadership	$ -	$ -		$ -	$ -	$ -
OEWD Capacity SP	$ 59,036.06	$ -	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
OEWD Larkin St. Manager	$ -	$ 10,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
Sub Total OEWD	**$ 59,036.06**	**$ 10,000.00**	**$ 15,000.00**	**$ 15,000.00**	**$ 15,000.00**	**$ 15,000.00**
St. Francis Foundation	$ -	$ 25,000.00			$ 25,000.00	
Sutter Health	$ 50,000.00					$ -
Operation Leadership	$ -					
Sub Total Non-Gov Grants	$ 50,000.00	$ 25,000.00	$ -	$ -	$ 25,000.00	$ -
Change in A/P (Decrease)						
Earned Income (admin fees, interest)		$ -			$ -	$ -
Total Cash Available	$ 812,331.74	$ 756,831.74	$ 639,831.74	$ 531,831.74	$ 447,831.74	$ 957,831.74
Operating Expense	$ 136,000.00	$ 136,000.00	$ 136,000.00	$ 136,000.00	$ 136,000.00	$ 136,000.00
Non Operation expense						
Cash End of Month	**$ 676,331.74**	**$ 620,831.74**	**$ 503,831.74**	**$ 395,831.74**	**$ 311,831.74**	**$ 821,831.74**

Cash Flow Forecast TLCBD FY 17/18

	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
Net Cash (cash+A/R-A/P)	**$ 821,831.74**	**$ 713,831.74**	**$ 601,831.74**	**$ 494,831.74**	**$ 797,831.74**	**$ 660,831.74**
Assessment Income		$ -	$ -	$ 425,000.00		$ -
Safe Passage Vision Zero Grant	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00
Safe Passage Safe Routes to School	$ 7,000.00	$ 7,000.00	$ 7,000.00	$ 7,000.00	$ 7,000.00	$ 7,000.00
Safe Passage MTA/Walk SF	$ 4,000.00		$ -	$ -	$ -	$ 4,000.00
Sub Total Safe Passage Income	**$ 13,000.00**	**$ 9,000.00**	**$ 9,000.00**	**$ 9,000.00**	**$ 9,000.00**	**$ 13,000.00**
OEWD Operation Leadership	$ -	$ -	$ -	$ -	$ -	$ -
OEWD Capacity SP	$ 10,000.00	$ 10,000.00	$ -	$ -	$ -	$ -
OEWD Larkin St. Manager	$ 5,000.00	$ 5,000.00	$ 95,000.00	$ 5,000.00	$ -	$ -
Sub Total OEWD	**$ 15,000.00**	**$ 15,000.00**	**$ 95,000.00**	**$ 5,000.00**	**$ -**	**$ -**
St. Francis Foundation	$ -				$ -	
Sutter Health						$ -
Operation Leadership	$ -					
Sub Total Non-Gov Grants	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Change in A/P (Decrease)	$ -	$ -	$ -	$ -		
Earned Income (admin fees, interest)		$ -			$ -	$ -
Total Cash Available	$ 849,831.74	$ 737,831.74	$ 705,831.74	$ 933,831.74	$ 806,831.74	$ 673,831.74
Operating Expense	$ 136,000.00	$ 136,000.00	$ 136,000.00	$ 136,000.00	$ 146,000.00	$ 146,000.00
Non Operating Expense		$ -	$ 75,000.00	$ -	$ -	
Cash End of Month	**$ 713,831.74**	**$ 601,831.74**	**$ 494,831.74**	**$ 797,831.74**	**$ 660,831.74**	**$ 527,831.74**

Draft Memorandum of Understanding
Between Larkin Street Association (LSA) and Tenderloin Community Benefit District (TLCBD)

This memorandum outlines the duties and responsibilities of TLCBD and LSA in relationship to the grant received by TLCBD from the City of San Francisco Department of OEWD. The term of this MOU is March 1, 2017 to June 30, 2018.

Common Goal: The goal of both parties to this MOU is to develop the LSA into a strong, vibrant, merchant association representing the Larkin Street Corridor. It is recognized that in order to achieve our goal the LSA must develop a structure and programs that address the issues of the Larkin Street merchants and provide a value to those merchants and a reason to join and participate in the LSA.

Task 1. Capacity Building
TLCBD Responsibility

- Lead the development and implement a Capacity Building Plan including but not limited to reviewing the organization's form, bylaws, meeting structure and management, and providing guidance, including recommendations about outside resources, where needed to strengthen LSA's capacity.
- Serve as a liaison between LSA and OEWD, providing regular and as-needed updates to City's Team, including:
    - Provide a monthly summary of LSA activity including: activities and hours worked, outreach progress, outcomes, challenges and needs, and LSA-related service referrals to City partners;
- Meet as-needed with City's Team to review project plans, activities, problem-solve, and plan merchant organizing activities.

LSA Responsibility

- Support TLCBD staff leading the effort in capacity building.
- Be open to change and growth in the LSA organization
- Organization meetings will follow Roberts Rules of Order whenever possible.
- Work with TLCBD staff to develop a clear set of by-laws to govern the organizations operations.
- Work with TLCBD staff to develop a clear set of financial policies and guidelines.
- All new programs, projects, contracts and ideas will be developed in consultation with staff prior to presenting to board or reaching agreement with vendors.

Task 2. Corridor Management Tasks

TLCBD Responsibility

TLCBD shall provide dedicated staff support to LSA (10 hours a week) which shall include:

- Staffing all LSA meetings, including helping to coordinate meeting scheduling and all LSA communications, developing agendas, and keeping minutes;
- Supporting LSA in building stronger relationships with business and property owners to understand needs and opportunities;
- Understanding services of and making LSA-related small business referrals to City partner organizations such as Working Solutions' Business Retention Team, in consultation with City's Team;
    - Tracking and reporting LSA-related small business referrals as part of Monthly Summaries of LSA Activity
- Strengthening the partnership between the TLCBD and LSA, including greater alignment of priorities and services
- Work with the LSA board to develop an OEWD-approved 12 month Work Plan that delineates project tasks, timelines and targeted output and outcomes, including but not limited to:
    - Facilitating an LSA Board Retreat focused on development of a 12 month Work Plan;
    - Assisting LSA to apply for grants, raise other funds and develop a sustainable financial model;
    - Managing the production of the Larkin Street / Little Saigon Street Festival, with additional contracted event planning support;
    - Devising a clear program for membership development, with the goal of significantly increasing awareness of and membership in the LSA.
        - This may entail subcontracting for outreach and/or appropriate language services.
        - Project managing 1-2 additional priority projects as agreed to by the LSA board and City's Team, including the PG&E beautification project highlighted in Grantee's Larkin Street Corridor Manager RFP 203 submission.
        -

LSA Responsibility

- Adhere to the 12-month work plan
- Work within the structure and by-laws developed, in the capacity building phase, to guide the organization.
- Align LSA programs, priorities and services with those of the TLCBD.

Funding: The work defined within this MOU is funding by a grant of $50,000 from OEWD. The grant distribution is as follow:

1. $15,000 is dedicated to providing 10 hours a week of staff to be provided by the TLCBD.
2. $20,000 is dedicated to funding programs and projects as defined by the LSA Board.
3. $15,000 is dedicated to funding 10 hours a week of staff to be used for and provided by the TLCBD.

Additional Resources: Providing LSA fulfills all of its responsibilities in a timely manner in tasks 1 and 2 above, TLCBD is prepared to provide additional resources in the areas of:

- Communication
- Project Development and Management
- Financial Management
- Administration

Termination: MOU will automatically terminate on June 30, 2018. Either side may terminate this agreement for cause with 30 days notice.

Cause is defined as: the failure of either party to fulfill their obligations and responsibilities as defined in the MOU. Prior to termination the party will be given notice of a failure to perform that has led to the need to terminate. Said notice shall define the issues that led to the notice and allow 30 days to cure the issues.

The above MOU is agreed to:

For the TLCBD

By_____

Date_____

For the Larkin Street Association

By_____

Date_____