



CENTRAL MARKET CBD BOARD MEETING
November 13, 2007 • 3 p.m. – 5 p.m.
SMWM Office • 989 Market Street, Third Floor

MEETING AGENDA

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES – **Action Item**
- III. EXECUTIVE DIRECTOR’S REPORT
- IV. FINANCIAL REPORT
 - YTD Financial Report
 - Proposed Operating Budget Review
- V. SERVICES COMMITTEE REPORT
 - Services Committee Recommendation
 - Cleaning and Public Safety Budget Review
 - Review of Services Agreement
 - Schedule of Implementation Plan
 - 10 (B) Officer Program Update
 - Approval of Services Committee Recommendation – **Action Item**

Action and motion requested: Move to approve the recommendation of the Services Committee and award a services contract.

- VI. IDENTITY COMMITTEE REPORT
 - Website & E-newsletter Updates
 - Holiday Window Decorating Contest
 - Holiday Mixer
- VII. OTHER BUSINESS
 - Public Safety Seminars Update
- VIII. PUBLIC COMMENT
- IX. NEXT MEETING: December 11, 3 p.m. – 5 p.m.
- X. ADJOURNMENT

CENTRAL
COMMUNITY BENEFIT DISTRICT
MINUTES

CENTRAL MARKET CBD BOARD MEETING

October 9, 2007 • 4 p.m. – 5 p.m.

SMWM Office • 989 Market Street, Third Floor

Board Members Present: Doug Dalton, David Fariello, Maureen Futtner, Greg Johnson, Jerry Jarvis, Richard Lane, Michael Yarne

Staff: Daniel Hurtado

Guests: Katie O'Brien, Bernadette Walter

1. Call to Order

The meeting was called to order at 4:07 p.m.

2. Approval of Minutes

Board approved the minutes from the September 11 Board Meeting.

3. Executive Director's Report

Hurtado presented a summary of the meetings he had attended in the last month and provided an overview of the projects he is working on. He said he had focused largely on developing the RFPs and managing the RFP process which included hosting a Bidders Conference and working with vendors on the development of the proposals.

5. Financial Report

YTD Financial Report: Hurtado presented a YTD report on the financial status of the organization. He reported that in October the CMCBD paid Market Street Association (MSA) for consulting services for July 2007. This payment closes out the contract between the CMCBD and MSA for consulting services. Other payments included cost for the additional survey work by Urban Ecology as identified in the change order and the cost of legal services associated with the formation of the CMCBD from Steefel, Levitt & Weiss.

Proposed operating budget: Hurtado presented the proposed operating budget in addition to budget v. actuals. The Board provided additional feedback and suggestions on the format of the budget. Greg Johnson offered to meet with Hurtado to continue efforts to develop a proposed operating budget and an appropriate method of financial reporting.

6. Identity Committee's Report

Hurtado reported that the Identity Committee met on October 20 and reviewed additional edits to the website as well as the template for the e-newsletter. Hurtado said he had planned to launch the CBD's e-newsletter on October 3, but that the designer was working through problems with the template. Hurtado expected the e-newsletter to launch later in the week. Hurtado also presented a calendar of meetings scheduled for the Identity Committee in FY 2008.

7. Services Committee Update

Hurtado reported that the Services Committee had met prior to the Board Meeting to review the proposals that were submitted for cleaning/maintenance and public safety services. Hurtado said that the Services Committee narrowed the selection to two service providers. Hurtado provided a review of the schedule of the RFP and selection process. He said that the Services Committee would be meeting on October 25 to select a finalist and determine the scope of services before making a recommendation to the Board at the Board Meeting scheduled for November 13. Bernadette Walter with John Wiley & Sons asked for an update on the 10 (B) Officer Program. Hurtado said that he would be presenting an update and recommendations on a program at the October 25 Services Committee Meeting. Hurtado also presented dates of future Service Committee meetings in FY 2008.

8. Other Business

Hurtado announced that the Central Market CBD would be sponsoring a series of Public Safety Seminars beginning on October 17. The Public Safety Seminars will be held monthly at Hotel Whitcomb, 1231 Market Street, from 10 a.m. to 11 a.m. He said the first meeting would focus on the proposed Community Justice Center and include a presentation and discussion by the Center's Steering Committee. He said the meetings would be an opportunity for community members to learn about current issues facing the neighborhood from civic leaders. Hurtado said that the seminars will be held monthly and will be designed as a crime prevention and safety education forum.

9. Public Comment

Yarne said that the opening ceremony for Mint Plaza was scheduled to take place on November 16. He said that the opening festivities would be joined by Mayor Newsom and include live music and dance performances. Yarne said that new Mint Plaza businesses Blue Bottle Cafe will serve coffee and Chez Papa Resto will offer hors d'oeuvres.

Maureen Futtner announced that Urban Solutions would be holding its Neighborhood Business Awards on October 17 starting at 5:30 p.m. at the Rasselas Jazz Club at 1524 Fillmore Street.

Johnson announced that 901 Market Street would be holding an art exhibit featuring works by tenants and operations and management staff. He said the opening reception for the art exhibit would be held on October 25 beginning at 5 p.m. at the Atrium Gallery.

10. Adjournment

The Board Meeting was adjourned at 5:10 p.m.



CENTRAL MARKET CBD MEETING SCHEDULE – FY 2007/2008

Central Market CBD Board of Directors Meeting

All meetings are held on the second Tuesday of each month at the SMWM office at 989 Market Street, Third Floor, from **3 – 5 p.m.** Any scheduling changes will be announced in advance.

November 13, 3 – 5 p.m.
December 11, 3 – 5 p.m.
January 8, 3 – 5 p.m.
February 12, 3 – 5 p.m.
March 11, 3 – 5 p.m.
April 8, 3 – 5 p.m.
May 13, 3 – 5 p.m.
June 10, 3 – 5 p.m.

Central Market CBD Identity Committee Meeting

All meetings are held on the last Thursday of each month (except 12.20.07) at the SMWM office at 989 Market Street, Third Floor, from **2 – 3 p.m.** Any scheduling changes will be announced in advance.

November 29, 2-3 p.m.
December 20, 2-3 p.m.
January 31, 2-3 p.m.
February 28, 2-3 p.m.
March 27, 2-3 p.m.
April 24, 2-3 p.m.
May 29, 2-3 p.m.
June 26, 2-3 p.m.

Central Market CBD Services Committee Meeting

All meetings are held on the last Thursday of each month (except 12.20.07) at the SMWM office at 989 Market Street, Third Floor, from **3 – 4 p.m.** Any scheduling changes will be announced in advance.

November 29, 3-4 p.m.
December 20, 3-4 p.m.
January 31, 3-4 p.m.
February 28, 3-4 p.m.
March 27, 3-4 p.m.
April 24, 3-4 p.m.
May 29, 3-4 p.m.
June 26, 3-4 p.m.