

Susan Murphy  
Chair  
Gina Fromer  
Vice-Chair  
Karen Chung  
Commissioner  
Damien Posey  
Commissioner  
Amerika Sanchez  
Commissioner  
Falaofuta Satele  
Commissioner  
Marlene Tran  
Commissioner

# SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY of SAN FRANCISCO



Emily Pharr  
Executive Director

London Nicole Breed, Mayor

## ADOPTED MINUTES SOUTHEAST COMMUNITY FACILITY COMMISSION Wednesday, November 30, 2022 6:00 P.M.

This meeting was held by Teleconference Pursuant to the Governor's Executive Order N-29-20 and the Twelfth Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency Dated February 25, 2020

- 1. Call to Order and Roll Call:** Chair Murphy called the meeting to order at 6:00 P.M.  
**Present:** Murphy, Chung, Posey, Sanchez, Tran, Satele (arr.), Fromer (arr.)
- 2. Adoption of renewed findings under State Urgency Legislation to continue remote meetings during the COVID-19 Emergency and direct the Commission Secretary to agendize a similar resolution at a Commission meeting within the next 30 days.**  
**Moved:** Tran **Second:** Posey  
**Public Comment:** None  
**Ayes:** Fromer, Chung, Sanchez, Murphy, Posey, Satele, Tran
- 3. Adoption of Minutes: October 26, 2022**  
**Moved:** Chung **Second:** Fromer  
**Public Comment:** None  
**Ayes:** Fromer, Sanchez, Murphy, Posey, Satele, Tran, Chung
- 4. General Public Comment:** None
- 5. Communications:** (discussion only)  
Correspondence Log –
  - US4US Save The Date Holiday Extravaganza – December 23, 2 pm – 6 pm at the Southeast Community Center**Public Comment:** None
- 6. Report of the Chair:** (discussion only)  
(Commissioner Murphy)  
Chair Murphy welcomed everyone and said it was an honor to serve the Community. She thanked former Chair Dr. Fromer and Vice-Chair Sanchez for their service and noted she appreciated the Commission for the vote of confidence.  
  
Chair Murphy appointed Commissioners as follows:
  - Commissioner Posey will lead the SE Programs Advisory Committee.
  - Commissioner Sanchez will continue to lead the SE Facility & Design Advisory Committee.
  - Commissioner Fromer will serve on the SE Programs Advisory Committee.  
Chair Murphy announced Commission and Committee meetings for December are cancelled and in person meetings will commence in January.

Chair Murphy reported the non-profit COVID contracts which had existed for the past 2½ years will end next month. She acknowledged and thanked the following organizations for making sure the whole community had access to COVID services:

- Latino Task Force/ MLVS
- Latino Task Force/ Excelsior Strong/MNHC
- The Rafiki Coalition
- Chinatown-Chinese Hospital
- SFCHC-Glide
- OMI-IT Bookman
- Urban YMCA-Potrero Hill
- Booker T. Washington
- Facessf
- J & J – CRC
- SCDC

Questions and Comments from Commissioners: None

Public Comment: None

Chair Murphy and Commission Sanchez were recused from item #7, and Chair Murphy announced Commissioner Fromer would facilitate the item.

**7. Presentation, Discussion, and Action:**

Tenant Partners Agreement

By motion, recommend the San Francisco Public Utilities Commission enter into a Lease or Licensing agreement for third-floor office space at the Southeast Community Center at 1550 Evans with the following organizations:

1. 3<sup>rd</sup> Street Youth Center and Clinic
2. Charity Cultural Center Services
3. En2Action, Inc.
4. The San Francisco Sheriff's Department Five Keys Charter School

(Emily Pharr, SECFC Executive Director)

(Charlie Dunn, SFPUC Real Estate)

Executive Director Pharr introduced the Item and provided the Southeast Community Center Request for Proposals - Lease and License Office Space to Non-Profit Service Providers. The RFP was presented along with the Timeline, Independent Panel information, Evaluation Score Sheet, Ranked Proposals, and a map of the 3<sup>rd</sup> floor which provided the scope of the RFP for the leased office space of the 3<sup>rd</sup> floor only. Key Lease Terms & Conditions, Key License Terms & Conditions as well as Key Performance Indicators were provided.

(You may request a copy of the above information from the Commission Secretary at [cvaughn@sfgov.org](mailto:cvaughn@sfgov.org))

Executive Director Pharr introduced Charlie Dunn, SFPUC Real Estate, who provided insight into how the RFP was created and the basic terms of the lease. The anchor tenants will receive a lease for 5 years and the Commission will retain the right to terminate after two years if the KPIs are not being reported to the Commission and the community, and if they are not being met. The scope of the RFP was for the leased office space on the 3<sup>rd</sup> floor only and not for the other spaces in the building. Mr. Dunn provided the Key License Terms and information regarding the Base Rent.

Executive Director Pharr reiterated the difference with the leases and licenses from the previous relationships with community partners will be the services are measured with tenants tracking and providing written reports regarding the effectiveness of the programs. The reports will be provided on a quarterly basis.

The Executive Director introduced Item 7 for Action.

Questions and Comments from Commissioners:

Commissioner Tran noted the rates were reasonable and suggested letting the community know the staff from the Charity Cultural Center would be available to provide interpretation.

Commissioner Chung asked what would facilitate the termination of a lease agreement?

- Mr. Dunn responded there are standard default provisions as well as failure to provide quarterly reports as stated in the lease agreement.

Commissioner Fromer asked if there was an annual rent increase?

- Mr. Dunn said the annual increase is 3%.

Commissioners Tran and Posey requested copies of the presentation.

Pooja Rajani, Program Director of En2action, Inc., Ashley Cheng of Charity Cultural Center Services, and Joi Jackson-Morgan, Executive Director of 3<sup>rd</sup> Street Youth Center & Clinic were introduced and offered greetings to the Commissioners and spoke about the mission of their organizations.

Commissioner Chung had a question regarding the move-in date for the organizations and suggested an open house event that would include the community and the Commissioners.

Commissioner Fromer and Executive Director Pharr agreed.

Public Comment:

Mary Rivers representing Renaissance Parents of Success expressed disappointment in the process. She said the RFP noted there would be three organizations, however four had been chosen. She requested to see the scoring process.

- Staff responded three anchor tenants are under leases and there are two licenses for three desks that will support nine workstations for the community hub which is what the RFP states.

Commissioner Fromer thanked Ms. Rivers for her comment and called for a motion to recommend the San Francisco Public Utilities Commission enter into a Lease or Licensing agreement for third-floor office space at the Southeast Community Center at 1550 Evans with the following organizations:

1. 3<sup>rd</sup> Street Youth Center and Clinic
2. Charity Cultural Center Services
3. En2Action, Inc.
4. The San Francisco Sheriff's Department Five Keys Charter School

**Moved:** Chung **Second:** Tran

**Ayes:** Fromer, Chung, Posey, Satele, Tran

**Recused:** Sanchez, Murphy

Commissioner Posey noted that he wished there was space for everyone, and he encouraged everyone to use the center to the benefit of the community.

**8. Committee Reports:**

- a) Community Programs Advisory Committee  
Commissioner Posey reported there was not quorum and the meeting was informational only.
- b) Facility & Design Advisory Committee  
Commissioner Sanchez reported the Executive Director provided an update on the progression of the tenant lease negotiations. There was a robust conversation regarding the new logo for the Center and the fee schedule pricing for tenants and other stakeholders was also discussed.

Questions and Comments from Commissioners:

Commissioner Tran commented regarding Item #7 and was referred to the Executive Director.

Public Comment: None.

**9. SECF Director's Report:**

Executive Director Pharr reported 1550 Evans if open for business. Wi-Fi is free and people are accessing the space everyday with their laptops. Individuals are accessing the open space and children are running and playing. People are viewing the art collection and the reservation system has been launched. Fifteen events were hosted in November and we are expecting twenty events in December.

Regarding the next steps for the tenant partner discussion the Executive Director reported the KPIs will be refined as preparations are made for their onboarding.

Executive Director Pharr announced there will be no December meetings and in January we will be considering the logo.

Questions and Comments from Commissioners:

Commissioners had questions regarding the Café.

- Staff advised the Café will open in January.

Commissioners had questions from the public regarding the ability to host more than one event at a time.

- Staff invited all inquiries to be forwarded directly to the Community Center office.

Commissioner Sanchez commented the space was very comfortable and she had an opportunity to work on the second floor. She advised it was a good way to see what the public would experience.

Public Comment: None.

**10. Future Agenda Items:**

Executive Director Pharr said the logo will return to the agenda in January, and an invitation will be forwarded to the new San Francisco Unified School District Superintendent to meet the Commissioners and provide his goals for District 10.

Questions and Comments from Commissioners:

Vice-Chair Fromer asked about the status of City College and if there were any updates?

- Staff responded there was no update regarding City College. It was noted the Real Estate Department has been in touch with them about the status of their lease agreements and what the next iteration of our relationship will be with them. When more information is available it will be provided.

Public Comment: None.

**11. Announcements:**

Commissioner Posey announced the upcoming Community Holiday Extravaganza on Friday, December 23 from 2pm to 6pm.

Chair Murphy acknowledged comments in chat. She announced the 22<sup>nd</sup> of December would be the last day for her COVID Team. She invited everyone to attend a brunch from 9am to 12pm on Thursday, December 22<sup>nd</sup> at 1099 Sunnysdale to acknowledge the hard work that was done.

Public Comment: None

**12. Adjournment:**

The meeting adjourned at 7:02 pm.

The next meeting of the Southeast Community Facility Commission will be Wednesday, January 25, 2022.

Carla Vaughn, Commission Secretary