



**Jack London Improvement District - Meeting of the Board of Directors
333 Broadway, March 12th, 2018 5:00PM**

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| 1. Call to order and introductions | 5:00 |
| 2. Public Comment and Announcements | 5:05 |
| 3. Executive Update | 5:10 |
| a. Project Update: Panel Talks, Wayfinding Signage, Train Quiet Zone/Embarcadero Safety Improvements
b. Update on meetings with Department Heads:
February 5 th - Ryan Russo, Director, Department of Transportation (Bike tour) <ul style="list-style-type: none"> • Walk This Way Underpass Improvements (Broadway and Webster) + OAAP • Crosswalks/Pedestrian Safety • B-Shuttle Future Train Quiet Zone/ Embarcadero Safety Improvements
February 7th- William Gilchrist, Director, Department of Planning and Building <ul style="list-style-type: none"> • Underpass improvements, Webster Street Green + Caltrans • Downtown Plan, Produce Market and County Blocks at 5th and Broadway February 8th- Jason Mitchell, Director of Public Works <ul style="list-style-type: none"> • More effective Illegal Dumping response and prevention to support our team • Equitable implementation of ELF (Excess Litter Fee) Resources | |
| 4. Governance Update | 5:15 |
| a. Approve recommended clarifying language of Employee Handbook regarding PTO Accrual Cap and Supervisor definition (Attached) | Action Item |
| b. Invitation to Board Members for interest in serving in Officer Positions of one year term. Current Secretary and President Role terms will be complete in May. | Discussion Item |
| 5. Financial Review | 5:20 |
| a. Review Financial Position and Year-to-date Budget v Actual Reports | Discussion Item |
| 6. Approve Meeting Minutes- February 12th, 2017 | 5:50 |
| | Action Item |
| 7. Adjourn | 6:00 |

Next Meeting will include a walking tour!: April 9th, 2018

BROWN ACT: Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. Jack London Improvement District agendas are posted with the City of Oakland. Action may not be taken on items not posted on the agenda. Copies of the agenda are available from the Jack London Improvement District at 333 Broadway, Oakland, CA 94607 or through jacklondonoakland.org. Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, please notify info@jacklondonoakland.org at least 48 hours prior to the meeting. The public will be provided with an opportunity to address the board on any item during agenda item number 2.



Recommended updated language highlighted in yellow Jack London Improvement District Employee Handbook

Section 5. Employment Benefits

Paid Time Off

All full time employees are eligible to accrue PTO in two categories, vacation and sick time, after completing 30 days of employment. Employees will accrue 2 hours of vacation time for every 40 hours worked, and 1 hour of sick time for every 30 hours worked, in compliance with state and federal wage and hour laws. When possible, submit requests 14 days in advance to your supervisor. **Accrued days are capped at two years the annual earning rate. At the end of employment, employees will be paid for accrued but unused PTO.**

Section 2. Terms & Definitions

Supervisors

The Executive Director acts as Supervisor to all other employees of the District. The Board of Directors supervises the Executive Director. **The Board of Directors may delegate its employment supervisorial duties to the Executive Committee or any officer as directed by the Board.**

Sources and References used:

<https://boardsource.org>

<https://www.calchamber.com/california-employment-law>

<https://www.compasspoint.org>

2018 Project Information Detail Update—As of 2/2018

Project	Status	Task Force	Volunteers (Board/External)	Next decision point ahead for Board
Wayfinding Signage	Reviewing fabricators	Y	Jenni, Paul, Erin, WETA, Amtrak, public	Review installed signage examples (3-6 signs) (4/18)
Tactical Trails	Need ambassador capacity (3 in training)	Y	Jenni, Paul, Erin, WETA, Amtrak, public	Review physical installation after initial loop installed (4/18)
Building Art	Replacement of 3 boxes underway		Paul, Erin, Building Art Advisors	Inform when utility boxes replaced
Median Planting	Need ambassador capacity (3 in training)	N	-	Inform when installed, Revisit upkeep funding in 2019
Panel Talks	1 st Talk Produced, next topics in consideration	N	Vivian, Paul	Inform Board on Q2 Topic & Date by 4/18
Local Business/Retail	Monthly business meetings underway	N	-	Inform of participation opportunities, Revisit upkeep funding in 2019
National Night Out Aug	Mobilize neighborhood stakeholders in 6/18	N	-	Revisit upkeep funding in 2019
Embarcadero Safety/TQZ	Panel Talk complete, Survey to be distributed 2/18	Y	Peter, Saied, Ray, Gary	Review survey results to inform any change in funding allocation in 3/18
Seasonal Decorations	5/18 start developing summer/winter decorations	N	Paul	Inform when installed, Revisit upkeep funding in 2019
Waterfront Warehouse District Program	Approve project funding 2/18, kickoff	N	Gary	Inform of consultant progress and design development participation opportunities
A's Ballpark	Currently in discussion with As to determine.		Paul, Vivian, Community members	Report back 3/2018

Jack London Improvement District
Budget vs. Actuals: 2018
February 1 Year To Date

	Actual	Budget	Variance	Notes
Revenue				
4000 Assessment Income				
4100 Port of Oakland Assessment	\$0.00	\$121,129.87	(\$121,129.87)	<i>Paid in 8/18 Disbursement</i>
4200 Non Port Assessment Income	\$356,864.24	\$743,749.05	(\$386,884.81)	<i>Next Disbursements 4/18,8/18</i>
Uncollected Caltrans Assessment	\$0.00	\$28,547.58	(\$28,547.58)	
4250 Prior Year Assessment Adjustments	\$14,935.35		\$14,935.35	
Total 4000 Assessment Income	\$371,799.59	\$864,878.92	(\$493,079.33)	
4350 Corporate Donations				
Total 4300 Grants/Contributions	\$0.00		\$0.00	
Uncategorized Revenue (2017 Carry-Forward)	\$5,000.00		\$5,000.00	
9100 Bank Interest	\$90.80		\$90.80	
Total Revenue	\$376,890.39	\$869,878.92	(\$492,988.53)	
Expenditures				
7000 MBSSI Maintenance, Beautification, Safety & Streetscape				
7100 Ambassador Services	\$30,996.10	\$371,953.20	\$340,957.10	
7150 Ambassador Services-Port of Oakland	\$8,256.66	\$99,079.87	\$90,823.21	
7200 Services on Tidelands Trust Lands		\$22,050.00	\$22,050.00	
7400 Maintenance Operations	\$655.42	\$18,500.00	\$17,844.58	
Total 7000 MBSSI Maintenance, Beautification, Safety & Streetscape	\$39,908.18	\$511,583.07	\$471,674.89	
7700 MED Marketing & Economic Development				
7710 District Management	\$7,468.94	\$92,079.65	\$84,610.71	
7750 Marketing Operations	\$1,368.29	\$8,000.00	\$6,631.71	
7800 Special Projects	\$122.23	\$25,067.16	\$24,944.93	
Total 7700 MED Marketing & Economic Development	\$8,959.46	\$125,146.81	\$116,187.35	
8000 AGCR Administration & Government/Community Relations				
8010 District Management	\$7,468.94	\$92,079.67	\$84,610.73	
8050 Training & Professional Development	\$165.00	\$4,500.00	\$4,335.00	
8110 Accounting & Taxes	\$0.00	\$4,200.00	\$4,200.00	
8130 Computer Service & Support	\$0.00	\$500.00	\$500.00	
8150 Consulting & Legal Expenses	\$0.00	\$3,000.00	\$3,000.00	
8200 Fees & Permits	\$31.00	\$500.00	\$469.00	
8410 Insurance (D&O)	\$600.00	\$675.00	\$75.00	
8420 Insurance (General Liability & Auto)	\$3,225.00	\$3,350.00	\$125.00	
8425 Insurance (Workers Comp)	\$0.00	\$1,300.00	\$1,300.00	
8430 Membership Fees	\$0.00	\$1,300.00	\$1,300.00	
8450 Special Projects (Board Development)	\$0.00	\$3,200.00	\$3,200.00	
8510 Office rent	\$3,000.00	\$37,500.00	\$34,500.00	
8520 Office Improvements	\$48.24	\$2,500.00	\$2,451.76	
8530 Office Furniture & Equipment	\$35.00	\$1,400.00	\$1,365.00	
8540 Postage, Shipping, Delivery	\$0.00	\$1,200.00	\$1,200.00	
8545 Local transportation	\$50.00	\$1,000.00	\$950.00	
8550 Printing & Copying	\$0.00	\$1,200.00	\$1,200.00	
8560 Supplies	\$180.19	\$2,000.00	\$1,819.81	
8570 Telephone & Telecommunications	\$78.29	\$2,580.00	\$2,501.71	
8580 Utilities	\$319.27	\$3,780.00	\$3,460.73	
Total 8000 AGCR Administration & Government/Community Relations	\$15,200.93	\$167,764.67	\$152,563.74	
8600 Collection Fees & Contingency				
8680 Contingency allowance for uncollected assessments		\$43,243.95	\$43,243.95	
8610 Collection Fees				
8630 Alameda County fees (1.7%)	\$5,620.77	\$14,702.94	\$9,082.17	
8640 City of Oakland fees (1% except Port)	\$250.00	\$7,437.49	\$7,187.49	
Total 8600 Collection Fees + Contingency	\$5,870.77	\$65,384.38	\$59,513.61	
9310 Taxes/Fines/Penalties				
Total Expenses	\$69,939.34	\$869,878.92	\$799,939.58	

Jack London Improvement District
Statement of Financial Position
As of February 1, 2018

	Total	Notes
ASSETS		
Current Assets		
Bank Accounts		
1100 Bridge Bank Operating Account	6,943.59	
1105 Discretionary Spending at Bridge Bank	1,403.07	
1110 Money Market at Bridge Bank	449,115.95	
1115 PayPal Bank	55.64	
Total Bank Accounts	\$ 457,518.25	
Total Current Assets	\$ 457,518.25	
Other Assets		
1510 Security Deposits	2,000.00	
Total Other Assets	\$ 2,000.00	
TOTAL ASSETS	\$ 459,518.25	
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2100 Accounts Payable	-3,029.00	*Feb rent & Web pd in Jan
Total Accounts Payable	-\$ 3,029.00	
Total Current Liabilities	-\$ 3,029.00	
Total Liabilities	-\$ 3,029.00	
Equity		
3100 Unrestricted Net Assets	112,954.71	
3300 Temporarily Restricted Net Assets		
3310 Steam Factory	4,000.00	
3320 Train Quiet Zone	7,328.84	
3330 Special Projects	36,313.15	
Total 3300 Temporarily Restricted Net Assets	\$ 47,641.99	
Net Revenue	301,950.55	
Total Equity	\$ 462,547.25	
TOTAL LIABILITIES AND EQUITY	\$ 459,518.25	

Jack London Improvement District - Meeting of the Board of Directors February 12th, 2018, Jack London Headquarters – 333 Broadway

Present: Paul Thyssen, Jenni Koidal, Erin Coburn, Saied Karamooz, Sam Nassif, Chris Pastena, Mark Everton,

Absent: Tim Engler, Sara May, Vivian Kahn, Peter Gertler

Staff: Savlan Hauser (remote), Kaylee Hudson

Guests: none

Discussions held and decisions made by the Board of Directors

<i>SUBJECT</i>	<i>DISCUSSION</i>	<i>ACTION?</i>
1. Call to order and introductions	The meeting was called to order at 5:00 pm.	
2. Public comment and announcements	There were no public comments or announcements.	
3. Executive Update	Savlan presented the Executive update to the Board in an agenda document that highlighted current events, projects, and happenings going on in the district. Savlan reminded the Board of two upcoming events in the district. The first being the grand opening event of Wine&Design on Feb. 22 nd at 5:30, and the second being the Oakland Alameda Access Project meeting on Feb. 21 st at 7 pm at 333 Broadway.	
4. Project Approval- Waterfront Warehouse District	<p>Savlan explained the origin of funding for this project: Carmel Partners. The conditions of city approval of the project proposal and reimbursement by Carmel Partners for the initial \$30,000 fronted by the district to create a proposal using Gyroscope’s design services were discussed. It was clarified that the district would act as the coordinating body for the project and all funds would flow through the district between Carmel Partners and any design and fabrication contractors.</p> <p>It was noted that the project would require minimal staff time. Jenni volunteered to assist in adding additional language to ensure repayment of the \$30,000 if the project was not approved by the city, or approved in a timely manner. The Board also requested additional language from Gyroscope to describe the types of potential projects that might be generated from the program.</p>	Saied motioned to approve the project with the added caveats discussed, Mark seconded. The motion passed.
5. Governance Update a. Election of new treasurer b. Invitation to Board Members to run for Secretary and President roles in May	<p>a. A vote was taken by the Board to replace the current Board Treasurer Sara May with Board member Jenni Koidal.</p> <p>b. Current Board members were encouraged to take on Officer Positions of one year term. The Board was reminded that the current Secretary and President terms will be complete in May.</p>	a. Saied called the vote to elect Jenni Koidal as the new Board Treasurer and the vote was passed unanimously, Jenni abstained.
6. Financial Review	The Board reviewed the financial position of the Jack London Improvement District with a Year-to-date Budget vs.	

