



**Jack London Improvement District Meeting of the Board of Directors**

January 11th, 2021, 5:00PM (VIA ZOOM MEETING)

<https://us02web.zoom.us/j/6999564114>

- |  |                    |
|--|--------------------|
| <b>1. Call to order and introductions</b>  | 5:00               |
| <b>2. Public Comment and Announcements</b>   | 5:00               |
| <b>3. Executive Update (See attached)</b>  | 5:05               |
| a. <b>Economic Recovery and Resilience Work in 2021</b>  |                    |
| b. <b>Maintenance and Beautification Work in 2021</b>  |                    |
| a. Statistics 2020 & Goals 2021  |                    |
| b. Partnership with Downtown Streets Team  |                    |
| <b>4. Financial Review and Reports</b>   | 5:40               |
| a. Approve Statements of Financial Position, Budget v Actual as of November 30, 2020   | <b>Action Item</b> |
| b. Approval of 2021 Operating Budget   | <b>Action Item</b> |
| Key Points:  |                    |
| • 5% wage increase for Ambassador team in Block by Block contract amendment for parity for adjacent districts and City’s living wage for starting team members |                    |
| • Marketing & Economic Development Focus for Special Project Budget  |                    |
| ○ Flex Streets Implementation and Activation to support merchant adaptations   |                    |
| ○ Community Programming  |                    |
| ○ Destination Marketing/Merchant-driven Marketing & Economic Development   |                    |
| ○ Annual Stakeholder Report and Event  |                    |
| ○ B Shuttle Sponsorship  |                    |
| <b>5. Approval of Minutes</b>  | 5:55               |
| December 2020  | <b>Action Item</b> |
| <b>6. Adjourn</b>  | 6:00               |
| Next Board Meeting February 8th, 5:00 PM   |                    |

Jack London Improvement District – 333 Broadway, Oakland, CA 94607 – 510-388-4412

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 at 333 Broadway, Oakland, CA 94607 or through [jacklondonoakland.org](http://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](mailto: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.



**Executive Update, January 2021 –**  
*Savlan Hauser, Executive Director*

Happy New Year. We wish the entire District community a healthy, safe, hopeful kickoff of 2021.

As the lockdown and restrictions on outdoor dining continues, we’re continuing to promote ways to safely patronize District businesses and work on creative campaigns to launch this year. Two great citywide campaigns that are garnering strong District participation are Visit Oakland’s [Spend Stay Love Campaign](#), and [Oakland’s Restaurant Week](#) – this year encompassing breweries, wineries, cafes, and restaurants. January 7<sup>th</sup> through 18<sup>th</sup>. We’re also looking forward to furthering Diversity, Equity, and Inclusion goals in our work and by building new partnerships with new elected D3 Councilmember Carol Fife and staff, and Downtown Streets Team launching a new Oakland project to support the employment and housing of people experiencing homelessness in Oakland.

**Other resources and highlights:**

- For graffiti abatement or vandalism prevention resources, [please get in touch](#).
- We have been working with the City, property owners, and merchants on **Flex Streets** in Jack London, which allow merchants space in the public right-of-way to serve customers and shoppers outdoors. This month’s lockdown and prohibition of outdoor dining will be additionally challenging. If your business needs help implementing outdoor seating or curbside use, contact us.

**Jack London In the News**

[Yoshi's among growing list of Bay Area clubs seeking help as pandemic continues](#) – San Francisco Chronicle

[Oakland's Breath of Fresh Air - Seabreeze on the Dock brings classic seafood comfort to fresh new digs](#) – Diablo Magazine

[CIM Group Completes Oakland Project - The new property includes 288 units and 4,000 sqft of retail space in the city's downtown.](#) - Multi-Housing News

Jack London Improvement District	
Year End 2020 Clean & Safe Statistics	
Task	Totals
Business Contacts	159
Car Break-Ins Reported	123
Graffiti - Removed	1248
Hospitality Contacts*	1120
Illegal Dumping	731
Stickers/Flyers/Posters Removed	2148
Trash (lbs)	76957
Weed Abatement (block faces)	146

*\*Hospitality contacts are mainly interactions with unhoused individuals, offering welfare checks/ connection to services*

**This Month’s Events**

- **Jack London Beat 1X NCPC meets Fourth Tuesdays.** Next meeting- 1/26, 6:15PM Topics include monthly crime statistics and NCPC expenditure on auto burglary prevention signage, community safety priority

**Development/ Construction Updates**

- **335 3<sup>rd</sup> Street** – Site Preparation. 38 Homes, 3 very low income affordable, LEED Certified, by R2 Building
- **“Mirador” 201 Broadway**- 48 Homes 4,000sqft retail—Entitled property listed for sale
- Rehabilitation at **322 Broadway @ 4<sup>th</sup>** Continues, Developer: Smart Growth
- **4<sup>th</sup> and Alice** Developer: Stay Cal Hospitality + Strombom Properties: Seismic Retrofit & Building Renovation in the final stages, 10,500SF divisible will be available for lease 1/21
- **County Broadway Properties:** Three development teams shortlisted to submit RFPs by 1/28: Carmel Partners+Bridge Housing, Lowe+Eden Housing, Related Companies + EBALDC.
- **412 Madison** 157 homes, ground floor retail. Developer: Swenson
- **Jack London Square:** 288 Unit Channel House Complete, Hotel & Site D pending.

**Jack London Improvement District  
Simplified View: Budget vs Actuals 2020**

**As of November 30st, 2020**

	Actual YTD	Budget YTD
<b>Revenue</b>		
<b>Total 4000 Assessment Income</b>	<b>\$788,902</b>	<b>\$963,381</b>
<b>8700 Contingency allowance for uncollected assessments*</b>	<b>-\$55,482</b>	<b>-\$48,169</b>
<b>Total Budgeted Revenue</b>	<b>\$733,420</b>	<b>\$915,212</b>
<b>Expenditures</b>		
<b>7000 MBSSI Maintenance, Beautification, Safety &amp; Streetscape</b>		
7100 Ambassador Services- Non-Port Assessment Funds	\$312,380	\$310,106
7150 & 7200 Subtotal- Port Share	\$163,348	\$162,250
7400 Maintenance Operations	\$9,067	\$52,916
<b>Total 7000 MBSSI Maintenance, Beautification, Safety &amp; Streetscape</b>	<b>\$484,795</b>	<b>\$525,273</b>
<b>7700 MED Marketing &amp; Economic Development</b>		
7710 & 7800 Management & Operations	\$89,472	\$107,182
7800 Special Projects	\$52,409	\$78,833
<b>Total 7700 MED Marketing &amp; Economic Development</b>	<b>\$141,881</b>	<b>\$186,016</b>
<b>8000 AGCR Administration &amp; Government/Community Relations</b>		
8010-8450 District Management & Governance	\$105,137	\$127,716
8510-8580 Office Operations	\$47,110	\$51,819
<b>Total 8000 AGCR Administration &amp; Government/Community Relations</b>	<b>\$152,247</b>	<b>\$179,535</b>
<b>Total 8600 Collection Fees</b>	<b>\$21,070</b>	<b>\$24,389</b>
<b>Total Expenditures</b>	<b>\$799,993</b>	<b>\$915,212</b>
<b>Gross Difference</b>	<b>(\$66,573)</b>	<b>\$0</b>

<b>Percentage Allocation by area of Work</b>	<b>Management Plan</b>	<b>2020</b>
Maintenance & Beautification	55%	55%
Marketing & Economic Development	18%	19%
Administration & Government	19%	19%
Contingency & Collection	8%	8%
<b><i>Budget Management.</i></b> The management corporation may reallocate funding within the service categories, not to exceed 10 percent of the annual budgeted amount for each category consistent with the Management District Plan.		

**Jack London Improvement District**  
**Statement of Financial Position**  
As of November 30, 2020

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1100 Bridge Bank Operating Account	-32,065.20
1105 Discretionary Spending at Bridge Bank	75.04
1110 Money Market at Bridge Bank	340,920.73
<b>Total Bank Accounts</b>	<b>\$ 308,930.57</b>
<b>Total Current Assets</b>	<b>\$ 308,930.57</b>
<b>Other Assets</b>	
1510 Security Deposits	2,000.00
<b>Total Other Assets</b>	<b>\$ 2,000.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 310,930.57</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Long-Term Liabilities</b>	
PPP Loan	38,222.00
<b>Total Long-Term Liabilities</b>	<b>\$ 38,222.00</b>
<b>Total Liabilities</b>	<b>\$ 38,222.00</b>
<b>Equity</b>	
3100 Without Donor Restriction	296,202.39
3300 With Donor Restriction	
3310 Steam Factory	4,625.00
3320 Train Quiet Zone	7,328.84
3350 Waterfront District Special Project	47,168.13
<b>Total 3300 With Donor Restriction</b>	<b>\$ 59,121.97</b>
Net Revenue	-82,615.79
<b>Total Equity</b>	<b>\$ 272,708.57</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 310,930.57</b>
Cumulative Unpaid Caltrans Assessments	<b>\$ 262,025.00</b>
Unpaid Assessments 2019-2020	<b>\$ 29,607.00</b>

**Jack London Improvement District Simplified View:  
Operating Budget 2021**

	2020	2021 Proposed
<b>Revenue</b>		
Total 4000 Assessment Income	\$1,050,961	\$1,103,682
8700 Contingency allowance for uncollected assessments	-\$52,548	-\$110,368
<b>Budgeted Revenue</b>	<b>\$998,413</b>	<b>\$993,314</b>
<b>Expenditures</b>		
<b>7000 MBSSI Maintenance, Beautification, Safety &amp; Streetscape</b>		
7100 Ambassador Services- Non-Port Assessment Funds	\$338,298	\$355,686
7150 & 7200 Subtotal- Port Share	\$177,000	\$185,850
7400 Maintenance Operations	\$57,727	\$38,340
<b>Total 7000 MBSSI Maintenance, Beautification, Safety &amp; Streetscape</b>	<b>\$573,025</b>	<b>\$579,876</b>
<b>7700 MED Marketing &amp; Economic Development</b>		
7710 & 7800 Management & Operations	\$116,926	\$113,461
7800 Special Projects	\$86,000	\$66,779
<b>Total 7700 MED Marketing &amp; Economic Development</b>	<b>\$202,926</b>	<b>\$180,240</b>
<b>8000 AGCR Administration &amp; Government/Community Relations</b>		
8010-8450 District Management & Governance	\$139,326	\$137,326
8510-8580 Office Operations	\$56,530	\$56,530
<b>Total 8000 AGCR Administration &amp; Government/Community Relations</b>	<b>\$195,856</b>	<b>\$193,856</b>
<b>Total 8600 Collection Fees</b>	<b>\$26,606</b>	<b>\$27,941</b>
<b>Total Expenditures</b>	<b>\$998,413</b>	<b>\$981,914</b>
<b>Gross Difference</b>	<b>\$0</b>	<b>\$0</b>

<b>Percentage Allocation by area of Work</b>	<b>Management Plan</b>	<b>2020</b>	<b>2021</b>
Maintenance & Beautification	55%	55%	53%
Marketing & Economic Development	18%	19%	16%
Administration & Government	19%	19%	18%
Contingency & Collection	8%	8%	13%

**Budget Management.** The management corporation may reallocate funding within the service categories, not to exceed 10 percent of the annual budgeted amount for each category consistent with the Management District Plan.

**Jack London Improvement District  
2021 Budget Overview**

*Item #4b*

	<u>2020</u>	<u>2021</u>
<b>Revenue</b>		
<b>4000 Assessment Income</b>		
4100 Port of Oakland Assessment	\$177,000	\$185,850
4200 Non Port Assessment Income	\$873,960	\$917,832
4250 Prior Year Assessment Adjustments		
<b>Total 4000 Assessment Income</b>	<u>\$1,050,961</u>	<u>\$1,103,682</u>
<b>Uncategorized Revenue (Prior Year Carry-Forward)</b>		
<b>8700 Contingency allowance for uncollected assessments</b>	<u>-\$52,548</u>	<u>-\$110,368</u>
<b>9100 Bank Interest</b>		
<b>Total Revenue</b>	<u>\$998,413</u>	<u>\$993,314</u>
<b>Expenditures</b>		
<b>7000 MBSSI Maintenance, Beautification, Safety &amp; Streetscape</b>		
7100 Ambassador Services- Non-Port Assessment Funds	\$338,298	\$355,686
7150 Ambassador Services-Port of Oakland Funds	\$152,689	\$160,324
7200 Services on Tidelands Trust Lands	\$24,311	\$25,526
<b>Subtotal- Port Share</b>	<u>\$177,000</u>	<u>\$185,850</u>
<b>7400 Maintenance Operations</b>	<u>\$57,727</u>	<u>\$38,340</u>
<b>Total 7000 MBSSI Maintenance, Beautification, Safety &amp; Streetscape</b>	<u>\$573,025</u>	<u>\$579,876</u>
<b>7700 MED Marketing &amp; Economic Development</b>		
7710 District Management	\$108,926	\$113,461
7750 Marketing Operations	\$8,000	\$11,400
7800 Special Projects	\$86,000	\$66,779
<b>Total 7700 MED Marketing &amp; Economic Development</b>	<u>\$202,926</u>	<u>\$191,640</u>
<b>8000 AGCR Administration &amp; Government/Community Relations</b>		
8010 District Management	\$108,926	\$113,461
8050 Training & Professional Development	\$9,600	\$8,265
8110 Accounting & Taxes	\$3,900	\$4,500
8130 Computer Service & Support	\$500	\$500
8150 Consulting & Legal Expenses	\$2,500	\$1,500
8200 Fees & Permits	\$500	\$500
8410 Insurance (D&O)	\$800	\$800
8420 Insurance (General Liability & Auto)	\$3,800	\$3,800
8425 Insurance (Workers Comp)	\$2,000	\$2,000
8430 Membership Fees	\$3,000	\$1,500
8450 Special Projects Board Development	\$3,800	\$500
8510 Office Rent	\$42,600	\$42,600
8520 Office Improvements	\$2,500	\$2,500
8530 Office Furniture & Equipment	\$1,200	\$1,200
8540 Postage, Shipping, Delivery	\$1,400	\$1,400
8545 Local transportation	\$500	\$500
8550 Printing & Copying	\$500	\$500
8560 Supplies	\$1,800	\$1,800
8570 Telephone & Telecommunications	\$2,580	\$2,580
8580 Utilities	\$3,450	\$3,450
<b>Total 8000 AGCR Administration &amp; Government/Community Relations</b>	<u>\$195,856</u>	<u>\$193,856</u>
<b>8600 Collection Fees</b>		
8630 Alameda County fees (1.7%)	\$17,866	\$18,762.60
8640 City of Oakland fees (1% except Port)	\$8,740	\$9,178.32
<b>Total 8600 Collection Fees</b>	<u>\$26,606</u>	<u>\$27,941</u>
<b>Total Expenditures</b>	<u>\$998,413</u>	<u>\$993,314</u>
<b>Gross Difference Revenue Less Expenditures (Forecast)</b>	<u>\$0</u>	<u>\$0</u>
<b>Compound Carry-forward (Forecast)</b>		
<b>Reserve - Subject to Board Approval</b>		
Adjusted Carry-forward to be allocated		

# 2021 Key Accounts Budget Detail

Item #4b

7800 Special Projects Detail	Amount	Range of included Activities
Flex Streets Implementation and Activation	\$ 26,000	Design, installation, activation, beautification of streets and public right-of-way areas used by merchants for outdoor dining, commerce, or other publicly accessible
Community Programming	\$ 7,200	Panel talks, speaker series, educational workshops, walking tours, National Night Out
Destination Marketing and Merchant Driven Marketing & Economic Development	\$ 8,979	Merchant coffee hour, trainings, vacancy activation strategy, or special marketing campaigns to be developed in coordination with merchant community
Annual Stakeholder Report and Communications, and meeting if possible	\$ 4,600	Annual District impact presentation and required annual communications
B Shuttle Sponsorship	\$ 20,000	2020 Sponsorship and onboard marketing
<b>Total</b>	<b>\$ 66,779</b>	

## 7100 & 7150 Ambassador Program Detail

Year	Contract Amount	Weekly Hours
2015	\$ 388,071	254
2016	\$ 405,677	254
2017	\$ 441,671	256
2018	\$ 471,033	272
2019	\$ 491,018	272
2020	\$ 515,568	280
2021	\$ 541,536	280

## 7710 & 8010 District Management Detail

Salary	\$173,988
Payroll Taxes (employer share)	\$14,682
401K Employer Contributions	\$6,960
Fitness/Wellness Benefits-Employer Match	\$1,200
Payroll Processing Fees	\$612
401K Administration Fees	\$480
Health Insurance (employer share)	\$7,200
Maximum Eligible Bonus Total	\$21,802
<b>Total</b>	<b>\$226,923</b>

## 7400 Maintenance Operations Detail

Amount	Description
\$ 5,040	Storage unit for pressure washer trailer & ATLV
\$ 4,500	Periodic dump disposal fees
\$ 7,500	Pruning and maintenance by arborist
\$ 8,500	Equipment maintenance and incidental material expenses (gravel, hardware, etc) associated with existing beautification projects
\$ 6,000	Signage, hardware installation, electrical contractor
\$ 6,800	Ongoing maintenance and replacement of plantings, treewell groundcover, contractor services as needed
<b>Total</b>	<b>\$ 38,340</b>

## 8000 Administration

8050 Professional Development & Trade Orgs Detail	Amount	Description
Online Training	\$ 595	Digital Marketing Course
International Downtown Association Conference Attendance	\$ 4,400	Staff conference attendance
Urban Land Institute-- Urban Revitalization Council	\$ 1,800	Staff conference attendance
California Downtown Association - West Coast Urban District Forum	\$ 1,470	Staff conference attendance
<b>Total</b>	<b>\$ 8,265</b>	

# STREETS TEAM ENTERPRISES

Dear Partners,

We are excited to announce our launch of Team Work Oakland a new Employment program run by Downtown Streets Team(DST) and Streets Team Enterprise(STE).

DST's core model provides support to prepare people for employment, housing, and other successes that benefit their quality of life while improving the greater community.

Building on DST's platform, Streets Team Enterprise provides a stepping stone of supported, living-wage employment to people impacted by homelessness.

STE Employees build skills on the job while making a fair wage. In partnership with Downtown Streets Team, STE is the second rung on the ladder for folks impacted by homelessness to step up into employment utilizing the knowledge, skills and life experience to support projects in their local community. As they transition into employment, STE employees are provided and paid for receiving case management and employment coaching to support further advancement into future living-wage employment opportunities.

## TEAM WORK OAKLAND

**At Downtown Streets Team (DST)** people experiencing homelessness beautify the streets and create a positive community of people empowering one another to reach their goals. Now, DST has an employment program called Streets Team Enterprise. This program is available here in Oakland as Team Work Oakland.



**Team Work Oakland** is a 3 month on the job training program. Participants will work up to 20 hours per week - 16 hours on the job, and 4 hours of *paid* support and professional development. Participants will **earn \$17.19 per hour** & transit passes are provided.

**Team Work Oakland** offers two job tracks:



Street Maintenance and Hospitality at Block by Block - Support clean and friendly streets in Oakland.



Peer Counselor at Bay Area Community Services - Use your experiences to help others overcome challenges in their lives.

**Shara Baxter, M.R.C., CRC** Lead Employment Specialist **Mobile:** (408) 309-2759 **Email:** [Shara@streetsteam.org](mailto:Shara@streetsteam.org)





**Jack London Improvement District**  
**2021 PROPOSED BUDGET**  
**12/27/2020**  
**5% wage increase**

PRICING	Cleaning Ambassadors	Safety Ambassadors	Team Leader (Safety)	Operations Manager
<b>Pay Rate</b>	<b>\$ 17.96</b>	<b>\$ 18.64</b>	<b>\$ 20.21</b>	<b>\$ 37.81</b>
FICA	\$ 1.37	\$ 1.43	\$ 1.55	\$ 2.89
WC	\$ 1.14	\$ 1.18	\$ 1.28	\$ 2.40
Liability	\$ 0.59	\$ 0.62	\$ 0.67	\$ 1.25
Unemployment	\$ 1.42	\$ 1.48	\$ 1.60	\$ 3.00
<b>Subtotal</b>	<b>\$ 22.49</b>	<b>\$ 23.34</b>	<b>\$ 25.31</b>	<b>\$ 47.35</b>
Weekly Hours	160.00	40.00	40.00	40.00
Annual Hours	8,320.00	2,080.00	2,080.00	2,080.00
<b>Annual Billing</b>	<b>\$ 187,127.68</b>	<b>\$ 48,546.66</b>	<b>\$ 52,649.20</b>	<b>\$ 98,486.88</b>
Overhead	\$ 4.96	\$ 4.96	\$ 4.96	\$ 4.96
Benefits	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02
Profit	\$ 2.65	\$ 2.65	\$ 2.65	\$ 2.65
<b>Bill Rate</b>	<b>\$ 33.12</b>	<b>\$ 33.97</b>	<b>\$ 35.94</b>	<b>\$ 57.98</b>
Weekly Hours	160.00	40.00	40.00	40.00
Annual Hours	8,320.00	2,080.00	2,080.00	2,080.00
<b>Annual Billing</b>	<b>\$ 275,542.27</b>	<b>\$ 70,650.31</b>	<b>\$ 74,752.84</b>	<b>\$ 120,590.53</b>
<b>ANNUAL BILLING</b>				<b>\$ 541,535.95</b>

Weekly Hours	
Cleaning Ambassadors	160.00
Hospitality Ambassadors	40.00
Team Leader	40.00
Operations Manager	40.00
<b>Weekly Total</b>	<b>280.00</b>
Annual	14,560.00
<b>Employees</b>	<b>7.00</b>

Position	Wages
Cleaning Ambassadors	\$ 17.96
Safety Ambassadors	\$ 18.64
Team Leader	\$ 20.21
Operations Manager	\$ 78,644.80

Budget Summary		
Category	Cost	% of Total
Labor	\$ 386,810.42	71.4%
Benefits	\$ 44,019.62	8.1%
Labor Related ( <i>background checks, recruiting, awards</i> )	\$ 7,737.02	1.4%
Uniforms	\$ 8,050.00	1.5%
Utilities(water meter)	\$ 4,800.00	0.9%
Janitorial Supplies	\$ 11,003.38	2.0%
Equipment	\$ 1,961.30	0.4%
Equipment Related ( <i>insurance, fuel, parking &amp; maintenance</i> )	\$ 17,125.00	3.2%
Cell Phones	\$ 3,108.00	0.6%
Office Supplies & Printing	\$ 600.00	0.1%
Transportation Expenses	\$ 1,920.00	0.4%
Miscellaneous	\$ 1,750.00	0.3%
Administrative Support ( <i>mgmt, travel, postage, etc.</i> )	\$ 14,140.00	2.6%
Profit ( <i>8.0% of above costs</i> )	\$ 38,511.20	7.1%
<b>TOTAL</b>	<b>\$ 541,535.95</b>	<b>100.0%</b>

Capital Equipment Costs				
Items	Unit Price	Qty	Total	Annual Amortized Amt
Timeclock (Ends 1/2023)	\$ 2,693.00	1.00	\$ 2,693.00	\$ 1,012.67
Radios (8) (Ends 2/2021)	\$ 427.13	8.00	\$ 3,417.04	\$ 214.16
SMART Devices (5) (Ends 11/2021)	\$ 245.13	5.00	\$ 1,225.65	\$ 422.48
<b>TOTAL</b>			<b>\$ 7,335.69</b>	<b>\$ 1,649.30</b>
Other Equipment Costs				
Vehicle Lease Maintenance Charge				\$ 312.00
<b>TOTAL</b>				<b>\$ 312.00</b>
<b>GRAND TOTAL FOR EQUIPMENT</b>				<b>\$ 1,961.30</b>

Above pricing inclusive of:

Annual cost per Full Time Employee (FTE) including wages, PTI, benefits, overhead and profit is **\$77,362.28**.

- 5% wage increase across the board for all positions.
- Branding decals for Mega Brutes (4 sets/twice per year at \$200 per set)
- Purchase of work shoes for each employee at \$100 per employee for the year.
- Purchase of timeclock to be amortized.
- Reduction of Capital Equipment costs due to payoff of pressure washer surface cleaner, lightbar, radios, SMART devices .
- Increase to Workers Comps and General Liability rates. Increase to Administration costs increased by \$100 per year.
- All other expenses have been adjusted to reflect actuals, and do not include any unknown additional cost increases which may happen by January 1, 2021.

Item #5

Jack London Improvement District - Meeting Minutes of the Board of Directors  
December 14<sup>th</sup>, 2020 – 5:00 p.m., Remotely via Zoom

Present: Mark Everton, Jonathan Fong, Chris Pastena, Taj Tashombe, Sam Nassif, Greg Pasquali, Dana Bushouse, Peter Gertler, Melissa O’Keefe, Kim Cole, Dan Hagerty

Absent: Keith Stephenson, Jen Nettles, Michael Carilli

Staff: Savlan Hauser, Kaylee Hudson

Guests: Gary Knecht

SUBJECT	DISCUSSION	ACTION?
1. Call to order	The Board of Directors meeting was called to order at 5:05 p.m.	
2. Public comment and announcements	Melissa O’Keefe wanted to give an appreciative shout-out to the District ambassadors for their great work keeping the District clean and welcoming.	
3. Executive Update a. Operations and Economic Recovery Work b. Cleaning and Safety Statistics	Savlan presented the Executive Update to the Board. Kaylee gave a short presentation summarizing the Fall BINGO campaign for the Board. Chris Pastena addressed the Board to discuss the community effects of the new Stay-At-Home Order on small businesses. See the attached communication with Alameda County Health Department Officer Nicholas Moss in the <a href="#">agenda packet</a> . The Board discussed what advocacy measures should be taken to support District businesses during the new Stay-At-Home Order.  See the agenda packet for the Executive Update and accompanying slideshow at <a href="http://www.jacklondonoakland.org/board-meetings">http://www.jacklondonoakland.org/board-meetings</a> .	
4. Governance a. Bylaw Amendment to Section 4 <i>Action Item</i> b. Self-Introduction of new Board Members <i>Discussion Item</i>	a. The Board discussed the adoption of a Bylaw amendment to section 4 to allow Stakeholders-At-Large who may be neither a District business nor property representatives, as recommended by staff. See the <a href="#">agenda</a> for the Bylaw amendment language. b. New Board members gave an introduction of themselves and their interests in participating in the organization including Kim Cole from Kim Cole Real Estate, Melissa O’Keefe, a District property owner, and Dan Hagerty from Seawolf Public House.	a. Chris moved to adopt the Bylaw amendment and Melissa seconded. The motion passed unanimously.
5. Financial Review and Reports a. Approve Financial Reports <i>Action Item</i> b. Preview of 2021 Budget	a. The Board reviewed the Statement of Financial Position and Budget v Actual Report as of October 31, 2020. The Board was informed that the Port of Oakland contribution had not yet been disbursed at the time of the reports. The negative balance reflected in the Bridge Bank Operating account in the balance sheet is due to a delayed transfer from the savings account to the operating account at the time of the report. b. The Board previewed the draft 2021 Budget.	Chris motioned to approve the financial reports and Peter seconded. The motion passed unanimously.
6. Approval of Minutes– November 2020. <i>Action Item</i>	The Board reviewed the November meeting minutes. Mark noted 4 changes to section 4 of the minutes that corrected the number 15 to 14 where it is mentioned, and the number 17 to 16 where it is mentioned.	a. Jonathan moved and Melissa seconded to approve the minutes with the proposed changes. The motion passed unanimously.
7. Adjourn	The meeting was adjourned at 6:00 PM. Next Board meeting will be held Monday, January 11th, 2020 at 5:00 PM virtually via Zoom.	

*Discussions held and decisions made by the Board of Directors.*

Board Attendance Record

2020 - 2021	Mark	Taj	Jonathan	Chris P.	Greg	Peter	Sam	Dana	Jen	Dan	Keith	Michael	Melissa	Kim
Dec	x	x	x	x	x	x	x	x		x			x	x
Jan														
Feb														
Mar														
April														
May														
June														
July														
Aug														
Sept														
Oct														
Nov														