



**Jack London Improvement District Meeting of the Board of Directors
472 Water Street -- January 14th, 2019
4:00-5:00PM, DOT Update/5:00-6:00 Regular Board Meeting**

- 1. DOT Director Ryan Russo + Staff 4:00
 - Walk This Way/ Underpass Improvements
 - Vision Zero
 - Paving Plan in Jack London
 - Street Parking Enforcement
 - Project Notification to the BID
 - Train Quiet Zone
 - Scooter Regulations Underway

- 2. Board Meeting Call to order and introductions 5:00
- 3. Public Comment and Announcements 5:05
- 4. Executive Update 5:10
 - a. Ambassador Update/ NCPC Update
 - b. 2019 Special Projects- Staff Recommendations
 - Redesign and Replacement of District Branding / Banners
 - Broadway Median Improvement
 - Quarterly Panel Talks
 - Special Events Promoting Local Businesses (4x/Year)
 - National Night Out Block Party
 - Waterfront Warehouse District Project
 - B-Shuttle Sponsorship & Onboard Branding

Formal Wayfinding Signage, Auto-directional and Pedestrian -- Maintenance Only
Tactical Urbanism Wayfinding (Sidewalk Signage 4 Trails)-- Maintenance Only

- 5. Financial Review and Report Approval 5:30
 - a. Financial Report: District Operations Budget vs Actual December 2018 *Action Item*
 - b. Financial Report: Balance Sheet December 2018 *Action Item*
 - c. 2019 Budget Approval – Detail Attached *Action Item*

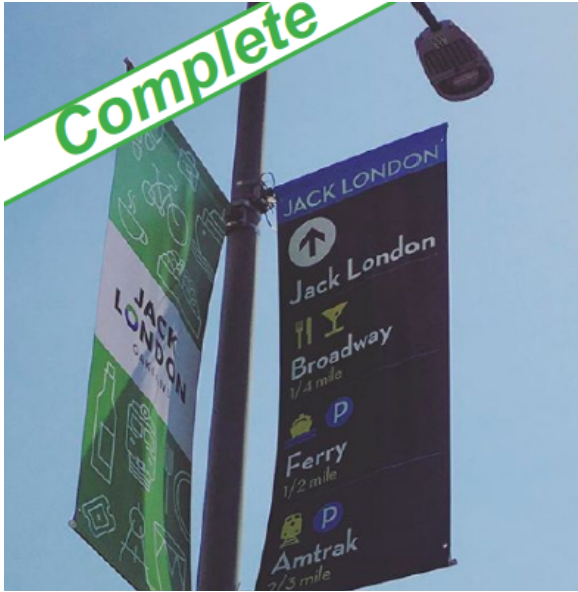
Percentage Allocation by area of Work	Management Plan	2019	Total
Maintenance & Beautification	55%	56%	\$566K
Marketing & Economic Development	18%	18%	\$179K
Administration & Government	19%	18%	\$180K
Contingency & Collection	8%	8%	\$75K

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.

- 6. Approval of Minutes 6:00
 - a. December 11th, 2018 *Action Item*
- 7. Adjourn- Next Meeting February 11th, 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. 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.



Broadway Median Improvement

\$20,000/ 60-80 staff hours for design development and installation supervision

The Broadway Beautification Task Force has been working with various design concepts provided by local landscape architect team April Philips Design Group on a pro-bono basis and researching potential urban landscape improvements. Though all 4 medians could cost approximately \$100K for a complete implementation of all components of all design concepts, the Task Force will work to implement the highest impact elements and seek in-kind contributions and donations. The Task Force will report to the Board in an upcoming meeting with a recommended concept for approval before it is presented to the city and implemented.



Proposed 2019 Special Projects- Additional Detail

Redesign and Replacement of District Banners

\$17,000/20-25 hours for design development and installation supervision

High impact District branding project initiated in coordination with the City Public Works department and existing encroachment permit. \$17,000 is budgeted to cover printing, hardware, and licensed installer for a renovated banner program. The District will work with stakeholders such as Jack London Square, 4th Street East and their marketing/branding teams.



Quarterly Panel Talks

\$6,000/10-15 staff hours/event

Staff recommends continuation of this popular program to produce 4 panel talks as evening events with refreshments in 2019, free and open to all members of the public. This program allows the District to explore issues of interest to its stakeholders, and engage the community.

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Special Events Promoting Local Businesses (4x/Year)
\$2,000/10-15 staff hours per event

Staff recommends continuation of this flexible and popular project to support production and marketing of four more events this year. In 2018 we partnered with local business and development to produce three block parties and a new neighbor move-in local business promotion.



National Night Out Block Party

\$800/20-24 staff hours

This will be our 5th year producing a community national night out that engages our business and residential community alike! In 2018 we set the bar higher than ever, with over 30 participating businesses and funds raised through a silent auction for Covenant House, our local youth shelter. We plan to pull out all the stops for a great neighborhood party again this summer.



Waterfront Warehouse District Project

\$4,200/36-48 staff hours

Staff recommends remaining special project funds be allocated to the implementation of the Waterfront Warehouse District signage project. \$125,000 total funds may be allocated from development mitigation funds (not assessment funds) of which \$30,000 has already been spent to develop a design concept that is supported by Jack London stakeholders, historic preservation community, and City staff in 2018. There is an estimated gap of \$15,000 to fabricate/ install the



design that was developed. Staff will attempt to negotiate and seek additional donations and in-kind work to be able to implement the project on-budget.

B-Shuttle Sponsorship and Onboard Branding

\$20,000/8 staff hours + nominal ongoing

In July 2019, Jack London Improvement District will be asked to renew its annual sponsorship of the Broadway Shuttle.



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



Executive Update, January 2019

Happy New Year! We are excited to continue the great momentum on our work and special projects—and embark on new beautification and promotional campaigns with new and old District stakeholders.

As part of a look back at our impact in 2018 we're impressed by how people find out about and engage with our work. We had over **800 unique views** of the Board Member Application prior to the election this year (two new Board Members were elected), nearly **6,000 unique views** of our webpage, with our most popular program being the Building Art/Mural Festival at **953 views**—art is becoming a

Sponsoring Safety & De-Escalation Skills Training for Jack London Merchants 1/9

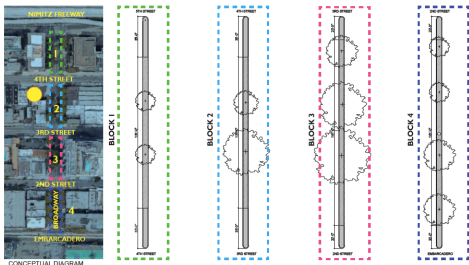
big reason to visit and explore Jack London. We're also impressed with our tireless Ambassador team and their significant accomplishments—over **300,000lbs of trash** picked up, and nearly **1,400 illegal dump sites** cleaned in 2018.

We said goodbye to El Sabrosito Pupuseria, a wonderful business partner in activating 4th and Broadway with delicious affordable artisan meals. Know another food business who would make a great community partner? Let us know, we're accepting applications now!



Broadway Beautification Volunteer Task Force is working on developing design concepts to illuminate and beautify our central commercial corridor to draw people from the underpass to the waterfront.

Developing Broadway Median Improvement Concepts



333 Broadway will host an Exploratorium Installation, "Mutual Air", an art and science project that will draw attention to air quality with a series of chimes installed throughout Oakland.

LavaMae Pilot. Continues on a weekly basis, Mondays from 9-2, [LavaMae](#), a mobile trailer providing critical hygiene services to the unhoused at Webster and 5th. The City is moving towards opening a Tuff Shed transitional shelter at 5th and Oak to serve these sites, and we'll get more information to our stakeholders as we work with the City for updates.

District Event Highlights

- De-Escalation/Safety Training Tools for Merchants - 1/9/19 Email for info
- **Jack London Beat 1X NCP Meeting** - 1/22/19 6:15PM, 333 Broadway

Development/ Construction Updates

- **4th and Madison**- by Carmel Partners- 330 Homes in two buildings on North & South sides of 4th Street, south building complete, leasing. North complete Q2 2019. JLS4thAndMadison@gmail.com
- **"Mirador"**-Austin Group, **201 Broadway**- 48 Homes 4,000sqft retail/ Paused Indefinitely
- **"Modera"**- Mill Creek , **377 2nd Street**- 134 Homes /Broke ground Q22017, complete Q2/3 2019.
- Rehabilitation at **322 Broadway @ 4th**underway, by Christopher Porto, Smart Growth
- **4th and Alice** street sold to SunCal/Swemspm
- **PG&E Pipeline Replacement** 3rd St underway-finished 10/18. Email rect@PGE.com
- **412 Madison** 157 homes, ground floor retail/Swenson+ Essex Property Trust. Application submitted

We invite you to participate in our meetings and [collaborative events](#) in the District.
-Savlan Hauser, Executive Director

JACK LONDON CLEAN AND SAFE

STATISTICS

2018 REPORT

OUR AMBASSADORS HAVE BEEN HARD
AT WORK! HERE IS THE IMPACT WE HAD
THIS YEAR



346,161 lbs

of trash and debris
removed from the
Public Right-Of-Way

1,373

Illegal Dumping
Sites have been
Cleared

1,418

Stickers, Posters,
Flyers Removed
from City Fixtures.

1,331

persons safely escorted by
an ambassador

27,119

visitors greeted by an
ambassador



477

Graffiti Sites
Removed

746

Blocks of Weed
Abatement

368

Block Faces Power
Washed

JACK LONDON CLEAN AND SAFE

STATISTICS

DECEMBER 2018 REPORT

Jack London
Ambassadors have been
hard at work

Need Assistance?

Call our Dispatch Phone 510 363 0989



66,086 lbs

of trash and debris
removed from the
Public Right-Of-Way

30

Illegal Dumping
sites have been
cleared.

48

Stickers, Posters,
Flyers removed
from City Fixtures.



6

Graffiti sites
addressed

13

Blocks of Weed
Abatement

956

Individuals greeted
or assisted by our
Ambassadors

**Jack London Improvement District
Budget Overview: Operating Budget 2019**

	End of Year 2018	2019	
Revenue			
4000 Assessment Income			
4100 Port of Oakland Assessment	\$126,245	\$174,753	255 2nd Street Add'l Assessment
4200 Non Port Assessment Income	\$696,733	\$826,632	
4250 Prior Year Assessment Adjustments	\$18,361		
Total 4000 Assessment Income	\$841,339	\$1,001,385	
Uncategorized Revenue	\$5,000		Prior Year Carry Forward
9100 Bank Interest	\$1,142		
Total Revenue	\$847,481	\$1,001,385	
Expenditures			
7000 MBSSI Maintenance, Beautification, Safety & Streetscape			
7100 Ambassador Services	\$371,953	\$367,459	BBBContract
7150 Ambassador Services-Port of Oakland	\$99,080	\$151,600	All Port Funds to Ambassador Svcs
7200 Services on Tidelands Trust Lands	\$22,050	\$23,153	Port Reimbursement increases 5%.
7400 Maintenance Operations	\$22,859	\$24,000	Storage rental, landscaping, incidentals outside BBB Contract
Total 7000 MBSSI Maintenance, Beautification, Safety & Streetscape	\$515,942	\$566,212	
7700 MED Marketing & Economic Development			
7710 District Management	\$88,791	\$101,065	Salaries including burden. Web hosting, maintenance of existing projects
7750 Marketing Operations	\$1,875	\$8,000	19BU includes placeholder funds for projects to be approved 1/19
7800 Special Projects	\$22,149	\$70,000	
Total 7700 MED Marketing & Economic Development	\$112,815	\$179,065	
8000 AGCR Administration & Government/Community Relations			
8010 District Management	\$88,791	\$101,065	General and administrative costs associated with JL office are based on 2018 actuals with moderate COL or contractual lease increase w exception of insurance, improvements and FF&E due to timing of maint. and repairs.
8050 Training & Professional Development	\$4,617	\$5,000	Carto Grant Rewarded to the District for hosting of interactive map, \$3,500 value.
8110 Accounting & Taxes	\$2,156	\$2,479	
8130 Computer Service & Support	\$198	\$500	
8150 Consulting & Legal Expenses	\$563	\$2,000	
8200 Fees & Permits	\$465	\$500	
8410 Insurance (D&O)	\$600	\$800	
8420 Insurance (General Liability & Auto)	\$3,225	\$3,800	
8425 Insurance (Workers Comp)	\$2,221	\$2,750	
8430 Membership Fees	\$1,282	\$1,400	
8450 Special Projects Board Development	\$2,101	\$3,800	
8510 Office Rent	\$37,500	\$43,125	
8520 Office Improvements	\$470	\$2,500	
8530 Office Furniture & Equipment	\$177	\$1,200	
8540 Postage, Shipping, Delivery	\$1,131	\$1,400	
8545 Local transportation	\$200	\$500	
8550 Printing & Copying	\$263	\$500	
8560 Supplies	\$1,986	\$2,000	
8570 Telephone & Telecommunications	\$961	\$2,580	
8580 Utilities	\$2,967	\$2,850	
Total 8000 AGCR Administration & Government/Community Relations	\$151,872	\$180,749	
8600 Collection Fees & Contingency			
8680 Contingency allowance for uncollected assessments		\$50,069	
8610 Collection Fees			
8630 Alameda County fees (1.7%)	\$11,242	\$17,024	
8640 City of Oakland fees (1% except Port)	\$7,080	\$8,266	
Total 8610 Collection Fees	\$18,321	\$25,290	
Total 8600 Collection Fees & Contingency	\$18,321	\$75,359	
Total Expenditures	\$798,950	\$1,001,385	
Gross Difference Revenue Less Expenditures	\$48,531	\$0	
Compound Carry-forward		\$155,444	Total assets less committed funds
Net Difference		\$155,444	
Reserve - Subject to Board Approval*		\$125,000	Subject to Board Approval
Operating Year Contingency		\$30,444	Compound carry-forward less reserve

Percentage Allocation by area of Work	Management Plan Guidelines	2019
Maintenance & Beautification	55%	56.54%
Marketing & Economic Development	18%	17.88%
Administration & Government	19%	18.05%
Contingency & Collection	8%	7.53%

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.

*Assume \$250,000 Total = 3 Month Reserve over two years=\$125,000/year

Dec 2018 Accrual Basis

Jack London Improvement District
Budget vs. Actuals: Operating Budget 2018 - FY18 P&L

January - December, 2018

Month = 12

	Total				Notes	Annual Budget	% Utilized YTD
	Actual YTD	Budget YTD	Variance YTD	% of Budget YTD			
Revenue							
4000 Assessment Income							
4100 Port of Oakland Assessment	\$126,245	\$121,130	\$5,115	4%	Variance note on expected date of receipt.	\$121,130	104%
4200 Non Port Assessment Income	\$696,733	\$743,749	-\$47,016	-6%	90% of annual assessment received in first two disbursements	\$743,749	94%
Uncollected Caltrans Assessment	\$0	\$28,548	-\$28,548	-100%		\$28,548	0%
4250 Prior Year Assessment Adjustments	\$18,361		\$18,361			\$0	
Total 4000 Assessment Income	\$841,339	\$864,879	-\$23,540	-3%		\$864,879	97%
Uncategorized Revenue							
9100 Bank Interest	\$5,000	\$5,000	\$0	0%	2017 Carry-forward	\$5,000	100%
Total Revenue	\$847,454	\$869,879	-\$22,425	-3%		\$869,879	97%
Expenditures							
7000 MBSSI Maintenance, Beautification, Safety & Streetscape							
7100 Ambassador Services	\$371,953	\$371,953	\$0	0%		\$371,953	100%
7150 Ambassador Services-Port of Oakland	\$99,080	\$99,080	\$0	0%		\$99,080	100%
7200 Services on Tidelands Trust Lands	\$22,050	\$22,050	\$0	0%	Paid in full November 30.	\$22,050	100%
7400 Maintenance Operations	\$22,859	\$18,500	-\$4,359	-24%	Tree pruning every 5 years	\$18,500	124%
Total 7000 MBSSI Maintenance, Beautification, Safety & Streetscape	\$515,942	\$511,583	-\$4,359	-1%		\$511,583	101%
7700 MED Marketing & Economic Development							
7710 District Management	\$88,791	\$92,080	\$3,289	4%		\$92,080	96%
7750 Marketing Operations	\$1,875	\$8,000	\$6,125	77%		\$8,000	23%
7800 Special Projects	\$22,149	\$25,067	\$2,918	12%	Carmel Partners paid Waterfront Warehouse Dist Design Fee of \$30K	\$25,067	88%
Total 7700 MED Marketing & Economic Development	\$112,815	\$125,147	\$12,332	10%		\$125,147	90%
8000 AGCR Administration & Government/Community Relations							
8010 District Management	\$88,791	\$92,080	\$3,289	4%		\$92,080	96%
8050 Training & Professional Development	\$4,617	\$4,500	-\$117	-3%		\$4,500	103%
8110 Accounting & Taxes	\$2,156	\$4,200	\$2,044	49%		\$4,200	51%
8130 Computer Service & Support	\$198	\$500	\$302	60%		\$500	40%
8150 Consulting & Legal Expenses	\$563	\$3,000	\$2,438	81%	Allowance not needed to date	\$3,000	19%
8200 Fees & Permits	\$465	\$500	\$35	7%		\$500	93%
8410 Insurance (D&O)	\$600	\$675	\$75	11%	Premiums paid in 1/2018.	\$675	89%
8420 Insurance (General Liability & Auto)	\$3,225	\$3,350	\$125	4%	Reimbursement of ~\$500 in 1/19 due to payroll correction	\$3,350	96%
8425 Insurance (Workers Comp)	\$2,221	\$1,300	-\$921	-71%		\$1,300	171%
8430 Membership Fees	\$1,282	\$1,300	\$18	1%	Includes SPUR, Chamber of Commerce	\$1,300	99%
8450 Special Projects	\$2,101	\$3,200	\$1,099	34%	October Retreat Complete	\$3,200	66%
8510 Office rent	\$37,500	\$37,500	\$0	0%	Prepaid one 1 month in advance.	\$37,500	100%
8520 Office Improvements	\$470	\$2,500	\$2,030	81%	Allowance not utilized to date.	\$2,500	19%
8530 Office Furniture & Equipment	\$177	\$1,400	\$1,223	87%		\$1,400	13%
8540 Postage, Shipping, Delivery	\$1,131	\$1,200	\$69	6%		\$1,200	94%
8545 Local transportation	\$200	\$1,000	\$800	80%		\$1,000	20%
8550 Printing & Copying	\$263	\$1,200	\$937	78%		\$1,200	22%
8560 Supplies	\$1,986	\$2,000	\$14	1%		\$2,000	99%
8570 Telephone & Telecommunications	\$961	\$2,580	\$1,619	63%		\$2,580	37%
8580 Utilities	\$2,967	\$3,780	\$813	22%		\$3,780	78%
Total 8000 AGCR Administration & Government/Community Relations	\$151,872	\$167,765	\$15,893	9%		\$167,765	91%
8600 Collection Fees & Contingency							
8680 Contingency allowance for uncollected assessments	\$0	\$43,244	\$0	0%		\$43,244	0%
8610 Collection Fees							
8630 Alameda County fees (1.7%)	\$11,242	\$14,703	\$3,461	24%		\$14,703	76%
8640 City of Oakland fees (1% except Port)	\$7,080	\$7,437	\$358	5%		\$7,437	95%
Total 8610 Collection Fees	\$18,321	\$22,140	\$3,819	17%		\$22,140	83%
Total 8600 Collection Fees & Contingency	\$18,321	\$65,384	\$47,063	72%		\$65,384	28%
Total Expenditures	\$798,950	\$826,635	\$27,685	3%		\$869,879	

Accrual Basis

Summary

	Actual YTD	Budget YTD	Variance YTD	% of Budget YTD	Annual Budget	% Utilized YTD
Total Revenue	\$ 847,453.71	\$ 869,878.92	-\$ 22,425.21	-3%	\$ 869,878.92	97%
Total 7000 MBSSI Maintenance, Beautification, Safety & Streetscape	-\$ 515,942.20	-\$ 511,583.07	\$ 4,359.03	-1%	-\$ 511,583.07	101%
Total 7700 MED Marketing & Economic Development	-\$ 112,815.02	-\$ 125,146.81	\$ 12,331.79	10%	-\$ 125,146.81	90%
Total 8000 AGCR Administration & Government/Community Relations	-\$ 151,871.71	-\$ 167,764.67	\$ 15,892.96	9%	-\$ 167,764.67	91%
Total 8610 Collection Fees	-\$ 18,321.29	-\$ 22,140.43	\$ 3,819.14	17%	-\$ 22,140.43	83%
Total Expenditures	-\$ 798,950.22	-\$ 826,634.98	-\$ 27,684.86	3%	-\$ 826,634.98	97%
Difference between Revenue and Expenditures	\$ 48,503.49	\$ 43,243.94	\$ 5,259.55	12%	-\$ 1,141,686.88	-4%

**Jack London Improvement District
Statement of Financial Position**

As of December 31, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts	
1100 Bridge Bank Operating Account	\$54,958
1105 Discretionary Spending at Bridge Bank	\$4,891
1110 Money Market at Bridge Bank	\$136,602
1115 PayPal Bank	\$0
Total Bank Accounts	\$196,451
Accounts Receivable	
1200 Accounts Receivable	\$0
Total Accounts Receivable	\$0
Total Current Assets	\$196,451
Other Assets	
1315 Vendor Prepayment	\$0
1510 Security Deposits	\$2,000
Total Other Assets	\$2,000
TOTAL ASSETS	\$198,451
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	\$0
Total Accounts Payable	\$0
Total Current Liabilities	\$0
Total Liabilities	\$0
Equity	
3100 Unrestricted Net Assets	\$175,444
3300 Temporarily Restricted Net Assets	
3310 Steam Factory	\$4,000
3320 Train Quiet Zone	\$7,329
3330 Special Projects	\$11,678
Total 3300 Temporarily Restricted Net Assets	\$23,007
Total Equity	\$198,451
TOTAL LIABILITIES AND EQUITY	\$198,451

*See Expenditure by
Project Detail Sheet*

December 31, 2018 - Accrual Basis

**Jack London Improvement District - Meeting of the Board of Directors
December 10th, 2018 – 5:00 p.m., 472 Water Street**

Present: Paul Thyssen (Secretary), Sam Nassif, Mark Everton (President), Sara May, Jennifer Koidal (Treasurer), Peter Gertler, Chris Pastena, Taj Tashombe, Greg Pasquali, Vivian Kahn

Absent: Erin Coburn

Staff: Savlan Hauser, Kaylee Hudson

Guests: Carina Wittler, Noah Friedman, Steve Pepple, Chrissy Anecito, Courtney Ferris, Lee Butterman

Discussions held and decisions made by the Board of Directors

<i>SUBJECT</i>	<i>DISCUSSION</i>	<i>ACTION?</i>
1. Call to order & introductions	The meeting was called to order at 5:01 p.m.	
2. Public comment and announcements	The increase of auto break-ins in the area was discussed. Savlan reported that the Community Resources officer opined that break-in numbers could be due to an increase in reporting. Carina Wittler mentioned more crime around the Portobello and Sara brought up the armed robberies at Bed, Bath & Beyond this month. Vivian raised parking issues around the Phoenix Lofts. Savlan reported City plans for a new tuff shed shelter at 5 th & Oak St. Steve Pepple asked for a Train Quiet Zone update and if the zone could expand to Howard terminal and Fruitvale.	
3. Executive Update <ul style="list-style-type: none"> a. 5th and Broadway Vision Workshop Recap b. Ambassador Update/NCPC Update c. PG&E Pipeline Project Business Impact Response Update d. 2018 Special Projects – Staff Recap 	<p>Savlan presented the Executive Update to the Board with an accompanying slideshow. See agenda packet for executive update; see website for slideshow jacklondonoakland.org/meetings.</p> <ul style="list-style-type: none"> a. Noah Friedman discussed his urban design team’s thinking behind the Oakland 2100 game used at the 5th and Broadway vision workshop. In summary, the game is a way to get past the topic of displacement, create a process outside of a city process, and imagine ways to develop Jack London’s world-class waterfront with amenities that the community wants to see. Sara asked if the organization should pressure Alameda County to sell the sites. Savlan mentioned that lines of communications have been opened with county officials and all ideas are welcome to discuss how we should move forward. Taj added that the organization should consider sites adjacent to 5th & Broadway that will soon be open for development like Police HQ and jail. He noted that proactive, complex thinking around those sites could make the process faster, more impactful. b. Ambassador and NCPC updates were presented to the board. c. Savlan explained that staff is still working with impacted businesses and city staff to improve permitting and fee oversight of PG&E and other disruptive projects in the neighborhood. d. 2018 Special Projects Recap & Accomplishments <ul style="list-style-type: none"> a. Formal wayfinding signage completed. b. Expansion of tactical urbanism wayfinding trails completed. c. Broadway median improvement, design proposal completed and implementation recommended to 	

	<p>continue in 2019.</p> <ul style="list-style-type: none"> d. Quarterly panel talks, four completed, with an upcoming safety skills workshop on January 9th. e. Special events promoting local businesses including new resident swag bags, local street parties. f. National night out block party was completed and successful. g. Waterfront warehouse district project design phase completed with implementation and funding to continue as recommended 2019 project. h. Train quiet zone is ongoing project. Peter mentioned that A's ballpark at Howard Terminal adds more momentum to establishing a TQZ and improved PED safety infrastructure. i. Broadway Tree pruning was an extra project completed to improve the Broadway corridor. 	
<p>4. Financial Review and Report Approval</p> <ul style="list-style-type: none"> a. Budget vs. Actual November 2018 <i>Action Item</i> b. Balance Sheet November 2018 <i>Action Item</i> 	<p>Jenni and Savlan presented the November financial statements to the Board.</p>	<p>Peter motioned to approve the financial statements and Paul seconded. The motion passed unanimously.</p>
<p>5. Governance Update</p> <ul style="list-style-type: none"> a. Assessment Update 2019 – Property changes and developments <i>Discussion Item</i> b. 2019 Budget Approval <i>Action item</i> c. Elections – Officers 2018-2019 <i>Action Item</i> 	<ul style="list-style-type: none"> a. Savlan explained assessment changes from new developments in the neighborhood, condoing of certain properties and changes to the Mirador project. Carina Wittler asked if A's stadium will add value to assessment revenue. Savlan noted that Howard Terminal is not currently in the District boundaries, but may become so during upcoming redistricting. Taj noted that the A's would most likely opt-in to be included in the District. b. The Board tabled the 2019 budget discussion and approval to January Board meeting. Mark proposed a motion to pass necessary operating funds of \$125,000 until 2019 budget is approved. c. Mark proposed to set President, Secretary and Treasurer terms from November to November to line up with general Board elections. Mark (President), Jenni (Treasurer) and Paul (secretary) are willing to serve 1.5 terms in their current positions until the next election if the motion is approved. 	<ul style="list-style-type: none"> b. Mark motioned to set aside \$125,000 for January expenses until 2019 budget is approved. Sara seconded. The motion was approved unanimously. c. Sara motioned to keep current officers in their positions until November 2019 to line up with general board elections and Chris seconded. The motion passed unanimously.
<p>6. Approve Meeting Minutes – November 13th, 2018 – <i>Action Item</i></p>	<p>The Board reviewed last month's meeting minutes. The minutes were approved with minor edits.</p>	<p>Paul moved to approve November meeting</p>

		minutes. Sara seconded. The motion passed unanimously.
7. Adjourn	The meeting was adjourned at 6:06 pm. Next Board meeting will be held Monday, January 14 th , 2018.	

	Tim	Sara	Erin	Sam	Vivian	Mark	Paul	Saied	Peter	Jenni	Chris	Taj	Greg
January	x	x	x	x	x	x	x	x	x	-	x		
February	-	-	x	x	-	x	x	x	-	x	x		
March	x	x	x	x	x	x	x	-	x	x	x		
April	x	x	x	x	-	-	-	x	x	x	x		
May	(Phone)	x	x	x	x	x	x	x	x	x	x		
June	(Phone)	x	x	-	x	x	x	x	-	x	x		
July	-	x	x	x	x	x	x	-	x	x	x		
August	x	x	x	x	-	x	x	x	x	x	-		
September	x	x	x	x	x	x	x	-	-	x	x		
October (Retreat)	Retired	x	-	x	x	x	x	-	-	x	x		
November	-	x	x	x	-	x	x	x	x	x	x		
December	-	x	-	x	x	x	x	Retired	x	x	x	x	x

2018 Board Attendance Record