



**Jack London Improvement District Meeting of the Board of Directors  
472 Water Street – August 12th, 2019 -- 5:00-6:00 PM**

- |  |                        |
|--|------------------------|
| 1. Board Meeting Call to order and introductions   | 5:00                   |
| 2. Public Comment and Announcements  | 5:00                   |
| 3. Executive Update  | 5:05                   |
| a. Economic Development update, Safe & Clean Program Ambassador Update/ NCPC Update  |                        |
| b. Report back of Stakeholder Survey   |                        |
| 4. Oakland Alameda Access Project – <i>HNTB (Project Consultants), ACTC (Agency)</i>   | 5:10                   |
| Presentation and discussion of Oakland Alameda Access Project: Since last presentation to the Board, some of the components that have been detailed include a 2-way cycle track on Oak St (3rd St to 9th St) and on 6th St (Oak St to Broadway), two-way traffic on 6th St between Harrison St and Broadway, and two-way traffic on 5th St between Alice St and 428 Alice garage access. The project team seeks an opportunity to answer questions, gain feedback, and support for the project moving forward. |                        |
|  | <i>Discussion Item</i> |
| 5. PG&E Strength Testing in Jack London – <i>Thomas Guarino, PG&amp;E</i>  | 5:40                   |
| Discussion of planned strength testing of pipeline and impacts to streets and sidewalks in Jack London   |                        |
|  | <i>Discussion Item</i> |
| 6. Financial Review and Report Approval  | 5:50                   |
| Approval of Financial Reports: Balance Sheet and Budget v Actual July 2019   |                        |
|  | <i>Action Item</i>     |
| 7. Approval of Minutes   | 5:55                   |
| July 8 <sup>th</sup> , June 10th, 2019   |                        |
|  | <i>Action Item</i>     |
| 8. Adjourn   | 6:00                   |
| Next Meeting September 9th, 5:00 PM  |                        |
|  | <i>Action Item</i>     |

[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, August 2019

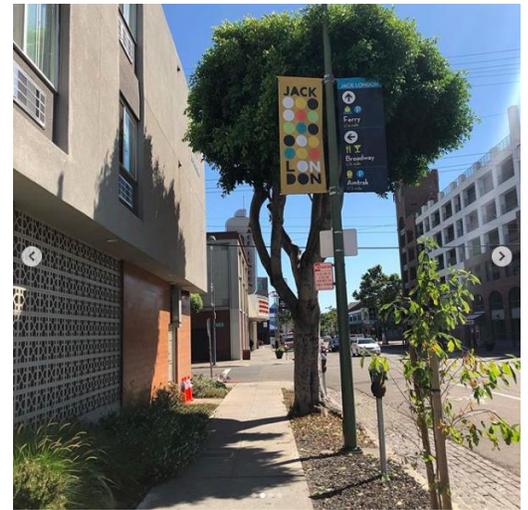


Jack London neighbors, businesses, and organizations come out to party on Madison St

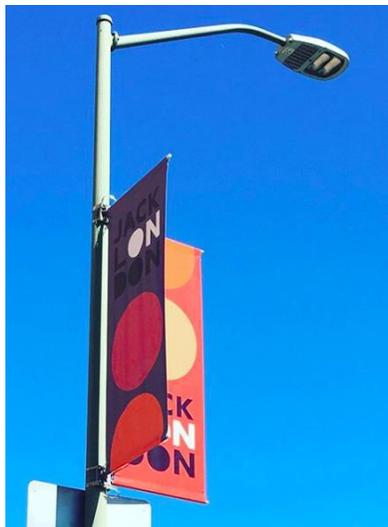
The Annual Jack London Community Block Party was a success. We had a terrific turnout of over 25 businesses with activities and donations, an energized team of volunteer residents from Covenant House, and delicious baked goods created by neighbors and donated to raise funds for the youth shelter. The talented Jack London resident and artist DJ Hightop got the crowds dancing. Thank you to NCPC Co-Chairs Jen Newman and Betsey Archer for garnering so much community participation, and to the generous Jack London businesses who shared in the celebration.

If you look skywards, you'll notice two new

beautification projects that have taken shape this summer, a tree trimming blitz, and the installation of a beautiful new banner program throughout the district. The compliments are rolling in.



Tree-trimming results. Like our new 'do?



Bold new Jack London Banner Program

Over 170 responses have been contributed from the Jack London Stakeholder Survey. Great ideas around new retail and business offerings and neighborhood improvements were shared.

Thank you for all of the input. We are planning for this to inform our work.

Estuary Development Panel Talk is coming up first week of September. We will learn what is going on in Alameda, Alameda Point, and all the great development drawn to the waterfront, and why!

### Jack London In the News

[Oakland vegan stalwart Donut Farm is moving to Jack London Square](#)— Berkeleyside Nosh

[Oakland Clean Energy Initiative to replace dirty Jack London Square power plant](#)- East Bay Express

### This Month's District Event Highlights

- Jack London Beat 1X NCPC Meeting – 8/27 6:15PM, 333 Broadway
- Jack London Merchant Coffee Hour 8/22, 10:00AM Location TBA

### Development/ Construction Updates

- **4<sup>th</sup> and Madison**, Carmel Partners- 330 Homes, two buildings, south complete, North complete Q2 2019.
- **“Mirador”**-Austin Group, **201 Broadway**- 48 Homes 4,000sqft retail/ Tank remediation initiated
- **“Modera”**- Mill Creek **377 2<sup>nd</sup> St**- 134 Homes/Broke ground Q22017, complete Q32019.
- Rehabilitation at **322 Broadway** @ 4<sup>th</sup>underway, by Christopher Porto, Smart Growth
- **4<sup>th</sup> and Alice** street sold to SunCal/Swenson, for lease
- **412 Madison** 157 homes, ground floor retail/Swenson+ Essex Property Trust

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

# JACK LONDON CLEAN AND SAFE

STATISTICS

## JULY 2019 REPORT

AMBASSADOR DISPATCH PHONE

510 363 0989



**20,354 lbs**

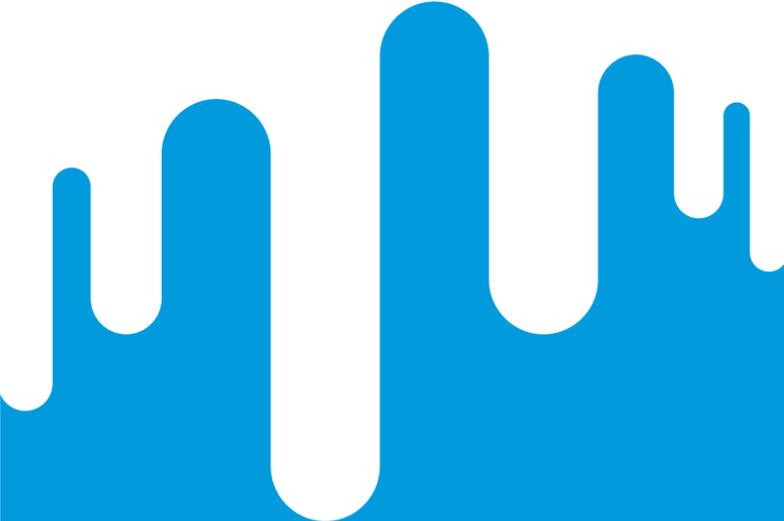
of trash and debris removed from the Public Right-Of-Way

**242**

Illegal Dumping sites have been cleared

**20**

Block Faces Power Washed



**35**

Graffiti sites addressed

**96**

Blocks of Weed Abatement

**454**

Visitors greeted by an ambassador

**38**

persons safely escorted by an ambassador

**11**

businesses assisted by an ambassador

**Jack London Improvement District**  
**Statement of Financial Position**  
As of July 31, 2019

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1100 Bridge Bank Operating Account	45,324.73
1105 Discretionary Spending at Bridge Bank	3,606.79
1110 Money Market at Bridge Bank	407,765.09
1115 PayPal Bank	2,877.74
<b>Total Bank Accounts</b>	<b>\$ 459,574.35</b>
<b>Total Current Assets</b>	<b>\$ 459,574.35</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>\$ 461,574.35</b>
<b>LIABILITIES AND EQUITY**</b>	
<b>Liabilities</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
3100 Without Donor Restriction	163,933.97
3300 With Donor Restriction	
3310 Steam Factory	4,000.00
3320 Train Quiet Zone	7,328.84
3330 Special Projects	23,188.09
<b>Total 3300 With Donor Restriction</b>	<b>\$ 34,516.93</b>
Net Revenue	263,123.45
<b>Total Equity</b>	<b>\$ 461,574.35</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 461,574.35</b>

Tuesday, Aug 06, 2019 06:44:34 AM GMT-7 - Accrual Basis

Unpaid Assessments To-Date, including overdue fines:  
Sprint, Total 1 Parcel: \$20,787.97  
State of California (Caltrans), Total 19 Parcels : \$277,762.80

**Jack London Improvement District  
Budget vs. Actuals: 2019 Budget - FY19 P&L**

**Through 7/31/2019**

	Total				Notes	Annual Budget	% Utilized YTD
	Actual YTD	Budget YTD	Variance YTD	% of Budget YTD			
<b>Revenue</b>							
<b>4000 Assessment Income</b>							
4100 Port of Oakland Assessment	\$0	\$98,334	-\$98,334	-100%	Expected receipt 08/19	\$168,572	0%
4200 Non Port Assessment Income	\$754,764	\$482,202	\$272,562	57%	90% of Annual Assessment	\$826,632	91%
Uncollected Caltrans Assessment	\$0	\$16,653	-\$16,653	-100%		\$28,548	0%
4250 Prior Year Assessment Adjustments	\$18,302		\$18,302			\$0	
<b>Total 4000 Assessment Income</b>	<b>\$773,066</b>	<b>\$580,536</b>	<b>\$192,530</b>	<b>33%</b>		<b>\$995,204</b>	<b>78%</b>
Uncategorized Revenue	\$0	\$0					
9100 Bank Interest	\$1,339	\$0	\$1,339			\$0	
<b>Total Revenue</b>	<b>\$774,405</b>	<b>\$580,536</b>	<b>\$193,869</b>	<b>33%</b>		<b>\$995,204</b>	<b>78%</b>
<b>Expenditures</b>							
<b>7000 MBSSI Maintenance, Beautification, Safety &amp; Streetscape</b>							
7100 Ambassador Services	\$185,350	\$214,351	\$29,001	14%		\$367,459	50%
7150 Ambassador Services-Port of Oakland	\$98,334	\$88,433	-\$9,900	-11%		\$151,600	65%
7200 Services on Tidelands Trust Lands	\$0	\$13,506	\$13,506	100%		\$23,153	0%
7400 Maintenance Operations	\$13,325	\$14,000	\$675	5%		\$24,000	56%
<b>Total 7000 MBSSI Maintenance, Beautification, Safety &amp; Streetscape</b>	<b>\$297,009</b>	<b>\$330,290</b>	<b>\$33,281</b>	<b>10%</b>		<b>\$566,212</b>	<b>52%</b>
<b>7700 MED Marketing &amp; Economic Development</b>							
7710 District Management	\$56,424	\$60,638	\$4,214	7%		\$103,951	54%
7750 Marketing Operations	\$4,786	\$3,500	-\$1,286	-37%		\$6,000	80%
7800 Special Projects	\$32,446	\$32,667	\$221	1%		\$56,000	58%
<b>Total 7700 MED Marketing &amp; Economic Development</b>	<b>\$93,657</b>	<b>\$96,805</b>	<b>\$3,148</b>	<b>3%</b>		<b>\$165,951</b>	<b>56%</b>
<b>8000 AGCR Administration &amp; Government/Community Relations</b>							
8010 District Management	\$56,424	\$60,638	\$4,214	7%		\$103,951	54%
8050 Training & Professional Development	\$3,301	\$2,917	-\$385	-13%		\$5,000	66%
8110 Accounting & Taxes	\$1,475	\$1,580	\$105	7%	Annual tax filing complete 5/19	\$2,709	54%
8130 Computer Service & Support	\$120	\$292	\$172	59%		\$500	24%
8150 Consulting & Legal Expenses	\$0	\$1,167	\$1,167	100%	Allowance not needed to date.	\$2,000	0%
8200 Fees & Permits	\$194	\$292	\$97	33%		\$500	39%
8410 Insurance (D&O)	\$600	\$467	-\$133	-29%		\$800	75%
8420 Insurance (General Liability & Auto)	\$3,224	\$2,217	-\$1,007	-45%	Premiums paid in 1/2019	\$3,800	85%
8425 Insurance (Workers Comp)	\$1,052	\$1,604	\$552	34%		\$2,750	38%
8430 Membership Fees	\$1,318	\$817	-\$501	-61%	Memberships renewed 1/2019	\$1,400	94%
8450 Special Projects	\$0	\$2,217	\$2,217	100%		\$3,800	0%
8510 Office rent	\$22,950	\$25,072	\$2,122	8%		\$42,981	53%
8520 Office Improvements	\$0	\$1,458	\$1,458	100%		\$2,500	0%
8530 Office Furniture & Equipment	\$1,131	\$700	-\$431	-62%	Computer purchase 1/19	\$1,200	94%
8540 Postage, Shipping, Delivery	\$60	\$817	\$757	93%		\$1,400	4%
8545 Local transportation	\$130	\$292	\$162	55%		\$500	26%
8550 Printing & Copying	\$0	\$292	\$292	100%		\$500	0%
8560 Supplies	\$643	\$1,167	\$523	45%		\$2,000	32%
8570 Telephone & Telecommunications	\$575	\$1,505	\$930	62%		\$2,580	22%
8580 Utilities	\$2,391	\$1,663	-\$729	-44%	WM Fines being disputed	\$2,850	84%
<b>Total 8000 AGCR Administration &amp; Government/Community Relations</b>	<b>\$95,590</b>	<b>\$107,171</b>	<b>\$11,581</b>	<b>11%</b>		<b>\$183,722</b>	<b>52%</b>
<b>8600 Collection Fees &amp; Contingency</b>							
8680 Contingency allowance for uncollected assessments	\$0	\$29,207	\$0	0%		\$50,069	0%
<b>8610 Collection Fees</b>							
8630 Alameda County fees (1.7%)	\$12,688	\$9,869	-\$2,819	-29%		\$16,918	75%
8640 City of Oakland fees (1% except Port)	\$450	\$4,822	\$4,372	91%		\$8,266	5%
<b>Total 8610 Collection Fees</b>	<b>\$13,138</b>	<b>\$14,691</b>	<b>\$1,553</b>	<b>11%</b>		<b>\$25,185</b>	<b>52%</b>
<b>Total 8600 Collection Fees &amp; Contingency</b>	<b>\$13,138</b>	<b>\$43,898</b>	<b>\$30,760</b>	<b>70%</b>		<b>\$75,254</b>	<b>17%</b>
<b>Total Expenditures</b>	<b>\$499,393</b>	<b>\$548,957</b>	<b>\$49,564</b>	<b>9%</b>		<b>\$869,879</b>	

Accrual Basis

**Summary**

	Actual YTD	Budget YTD	Variance YTD	% of Budget YTD	Annual Budget	% Utilized YTD
<b>Total Revenue</b>	\$774,405	\$580,536	\$193,869	33%	\$995,204	78%
<b>Total 7000 MBSSI Maintenance, Beautification, Safety &amp; Streetscape</b>	-\$297,009	-\$330,290	-\$33,281	10%	-\$566,212	52%
<b>Total 7700 MED Marketing &amp; Economic Development</b>	-\$93,657	-\$96,805	-\$3,148	3%	-\$165,951	56%
<b>Total 8000 AGCR Administration &amp; Government/Community Relations</b>	-\$95,590	-\$107,171	-\$11,581	11%	-\$183,722	52%
<b>Total 8610 Collection Fees</b>	-\$13,138	-\$14,691	-\$1,553	11%	-\$25,185	52%
<b>Total Expenditures</b>	-\$499,393	-\$548,957	-\$49,564	9%	-\$941,069	53%
<b>Net Difference (Total Revenue - Total Expenditures)</b>	\$275,011	\$31,579			\$54,135	

# Jack London Improvement District - Meeting of the Board of Directors

June 10<sup>th</sup>, 2019 – 5:00 p.m., 472 Water Street

Present: Mark Everton, Erin Coburn, Sara May, Vivian Kahn, Paul Thyssen, Chris Pastena, Taj Tashombe, Greg Pasquali

Absent: Peter Gertler, Sam Nassif

Staff: Savlan Hauser, Kaylee Hudson

Guests: Jennifer Newman (Portobello), Rebecca Crump (Craig Communications), Keith Bladen (Ellington), Tita Bladen (Ellington), Gary Knecht (resident)

<i>SUBJECT</i>	<i>DISCUSSION</i>	<i>ACTION?</i>
1. Call to order	The Board of Directors meeting was called to order at 5:03 p.m.	
2. Public comment and announcements.	Ellington residents requested support to get 201 Broadway cleaned up and construction restarted, and noted health and safety hazards. Staff explained continued advocacy for a construction restart or removal of sidewalk barriers. Community members are advised not to enter the area because the soil is hazardous. Staff is in touch with Kevin Kashi and Ed McNaire at the City regarding this issue and permits are still active for the project. Ellington residents and other affected community members are encouraged to testify about the issue at the next City Council meeting.	
3. Executive Update a. Business update, Safe&Clean Program Ambassador update/NCPC update, Squad Car presence to prevent auto burglary, Development update	Savlan presented the Executive Update to the Board. See agenda packet available for download on <a href="http://www.jacklondonoakland.org">www.jacklondonoakland.org</a> for Executive Update. Auto burglaries are the number one safety issue in Jack London. Beat officer Gallinatti has agreed to park squad cars when possible in Jack London for increased presence. Waterfront Warehouse District mock up testing was a success and the Small Business Working Group is coming up on June 17 <sup>th</sup> . Staff and interested Board members are meeting with Alameda County Supervisor Chan at the Broadway County buildings June 11 <sup>th</sup> . Lastly, a Cross-estuary collaboration panel talk is coming late summer. The Board advised that prompt glass cleanup by ambassadors is a priority.	
4. Approval of Lease Renewal at 333 B'way <i>Advisory Item</i>	Rent at 333 Broadway increased from 3,250 to \$3,450 to meet market rent. The Board authorized Executive Director to renew the lease.	
5. A's Ballpark Development— <i>Discussion Item</i>	The Board discussed planned and prospective land use and transportation improvements associated with an A's Ballpark stadium at Howard Terminal. The A's ask for support of improvements and state legislation bills currently under review.	
6. Support for Estuary Park Improvements <i>Advisory Item</i>	The Board discussed sending a letter of support for the improvements at Estuary Park after the project was halted by the City. Staff was directed to include stakeholder feedback of the engagement process and a direct ask.	
7. Annual Stakeholder Meeting, June 28 <sup>th</sup> , <i>Discussion Item</i>	The Board was reminded to attend the Summer Stakeholder meeting June 28 <sup>th</sup> .	
8. Financial Report Approval a. Balance Sheet and Budget v Actual May <i>Action Item</i>	The Board reviewed the May financial statements. The Board asks that unpaid assessments be called out on the balance sheet in future.	Vivian motioned and Taj seconded. Motion passed unanimously.
9. Approval of Minutes – May 13th, 2019. <i>Action Item</i>	The Board reviewed the May meeting minutes. No changes to the minutes were proposed.	Paul motioned and Greg seconded.

		Motion passed unanimously.
10. Adjourn.	The meeting was adjourned at 6:02 pm. Next Board meeting will be held Monday, July 8 <sup>th</sup> , 2019 at 5:00 PM at 472 Water St.	

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

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

Board Attendance Record

# Jack London Improvement District - Meeting of the Board of Directors

July 8<sup>th</sup>, 2019 – 5:00 p.m., 472 Water Street

Present: Mark Everton, Erin Coburn, Sara May, Vivian Kahn, Paul Thyssen, Chris Pastena, Greg Pasquali, Sam Nassif

Absent: Peter Gertler, Taj Tashombe

Staff: Savlan Hauser, Kaylee Hudson

Guests: Jennifer Newman (Portobello), Gary Knecht (resident), Tom Guarino (PG&E), Chris Wehling, Roxanne Cruz

<i>SUBJECT</i>	<i>DISCUSSION</i>	<i>ACTION?</i>
1. Call to order	The Board of Directors meeting was called to order at 5:03 p.m.	
2. Public comment and announcements	4th Street East buildings are 2/3rds leased. Staff was alerted that there is a broken door at the Amtrak station. Meeting guests would appreciate more notice of upcoming Board Meetings with a clear subject heading in an email.	
3. Executive Update a. Economic Development update, Safe & Clean Program Ambassador Update/NCPC Update	Savlan presented the Executive Update to the Board. See agenda packet available for download on <a href="http://www.jacklondonoakland.org">www.jacklondonoakland.org</a> for the entire Executive Update. More tree trimming is coming end of July. Board suggested tree trimming around the country buildings to help with dumping and pedestrian experience. Save the date for the 5 <sup>th</sup> Annual National Night Out block party on Tuesday, August 6 <sup>th</sup> from 6-8pm at Madison & 2 <sup>nd</sup> St. The Board was encouraged to share the District survey.	
4. PG&E Strength Testing in Jack London – <i>Thomas Guarino, PG&amp;E Discussion Item</i>	Representatives from the PG&E project team shared information about the natural gas pipeline pressure testing to the Board. More details about the natural gas pipeline pressure testing on 4 <sup>th</sup> Street can be found in the <a href="#">July agenda packet</a> . The project is a Line 105 strength testing on 4 <sup>th</sup> St from Fallon to Castro, on the North side of the street without closing an entire block. Duration of 6-8 weeks per block. Start date is July 29 <sup>th</sup> . Work hours are Monday through Saturday from 7:30am to 5pm. There will be a generator overnight at 4 <sup>th</sup> and Harrison for 1-2 days. No excavation on Broadway. 10ft by 10 ft holes will be excavated with a jackhammer. There will be a water tank at 4 <sup>th</sup> and Jefferson for 6 weeks on the North side of the street. There will be brief periods of venting and odor. The Board requested a more detailed schedule and information about how parking will be affected at excavation sites. The Board requests that the project team be more accurate with dates and signage. Staff requests that PG&E share their permits with the Board. Tessa Fay and Kevin Kashi are City of Oakland contacts for the project. The Board asked the team to come to the August Board meeting for a status update.	
5. Review Draft 2020 Budget and Consideration of Permitted Annual Assessment Increase of 5% <i>Action Item</i>	The Board of Directors reviewed the draft 2020 budget and discussed an annual assessment increase of 5% as permitted by the <a href="#">District Management Plan</a> . The draft 2020 budget is an estimate budget that includes a 5% increase. The Board discussed how assessment funds would be collected from new projects in the District. The Board advised that the 2020 budget anticipate utility fines.	Sara moved to approve the 5% assessment increase and Greg seconded the motion. The motion passed unanimously.
6. Financial Review and Report Approval: Balance Sheet and Budget v Actual June 2019	The Board reviewed the June financial statements. Staff and the Executive Committee will work to improve the timing of expenses to reflect front-end annual expenses. The Board requested that negligent property owners be called out on the balance sheet.	Vivian motioned the approval of June financial statements

<i>Action Item</i>		and Sam seconded. Motion passed unanimously.
7. Approval of Minutes – June 11th, 2019. <i>Action Item</i>	The Board reviewed the June meeting minutes. Board members requested a change to the format. The approval of the minutes was tabled until August 12 <sup>th</sup> meeting.	
8. Adjourn.	The meeting was adjourned at 6:13 pm. Next Board meeting will be held Monday, August 12th, 2019 at 5:00 PM at 472 Water St.	

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

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

Board Attendance Record