



**Board of Directors Meeting
San Leandro Improvement Association
Thursday, March 12th, 2020, 8:00 a.m.
Chamber of Commerce Offices, 120 Estudillo Ave.**

AGENDA:

1. **Introductions – President, Emily Griego**
2. **Approval of February 12 and February 27, 2020 Meeting minutes** *Action Item*
3. **Public Comment – Announcements**
4. **Committee Reports:**
(Executive Committee) – Emily Griego
 - a. FY 2020 budget updated, update on the transfer of funds *Action Item*
 - b. Executive Director – status for beginning work and other related issues
 - c. Annual report to the City Council
5. **Committee reports:**
DISI Committee – Emilio Garcia
 - a. Priority events for the year
 - b. Other**SOBO Committee – Gordon Galvan**
 - a. Report from Maintenance – Dominic
 - b. SLPD Report
6. **Other/New Business**
7. **Next Board of Directors Meeting:** _____

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. The Corporation posts all Board and Committee agendas at 384 W. Estudillo Avenue, San Leandro, CA 94577. Action may not be taken on items not identified as such and posted on the agenda. Meeting facilities may be accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Monica Montes at 888 356-2726 at least 48 hours prior to the meeting.*

SAN LEANDRO IMPROVEMENT ASSOCIATION

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**Board of Directors Meeting
San Leandro Improvement Association
Wednesday, February 12th, 2020, 8:00 a.m.
San Leandro Chamber Offices – 120 Estudillo Avenue**

Present: Katie Bowman, Kim Pace, Gordon Galvan, Jackie Montero Flynn, Emily Griego, Long Nguyen, Betty Shon, Deborah Cox, Ted Nguyen, Angele Sweet, Nicole Franklin (by phone), David Irmer, Shannon Hackley, Matt Holmes

Absent: Emilio Garcia, Bob Jones

Guests: Hank Diedrich

Staff: Marco Li Mandri, Dominic Li Mandri

MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Introductions	The meeting was called to order at 8:10 A.M. by President Emily Griego. She welcomed everyone to the Chamber office and requested that everyone introduce themselves	No Action Taken
2. Approval of January 9th, 2020 Minutes	The January 9 th , 2020 minutes were reviewed.	Deborah Cox moved and Shannon Hackley seconded approval of the minutes. The minutes were approved unanimously
3. Public Comment and Announcements	The following public comments were made: -Deborah Cox reported that cameras are being researched for installation Downtown - The Chamber will held its Annual Awards dinner on January 30 th . Shannon Hackley was name business owner of the year;	No Action Taken

SAN LEANDRO IMPROVEMENT ASSOCIATION

	<p>-Angele Sweet reported that Casa Peralta improvements are under way and the grounds should look great when completed;</p> <p>-Kim Pace stated that the Boys and Girls Club are searching for Alumni of the Club to create an ongoing support committee for the Club;</p>	
<p>4. Executive Committee report</p> <p>a. 2020 preliminary budget</p> <p>b. Executive Director search (Closed Session)</p>	<p>a. The 2020 budget created by the Executive Committee was reviewed. Marco stated that line-item allocations had been set and approved by the Committees in January, though noted there was approximately \$34,000 in unallocated assessment funds. The Board can allocate these funds towards programs or projects they feel are priorities for the district.</p> <p>b. CLOSED SESSION. Dominic and Marco Li Mandri of New City America left the meeting so the two final candidates could be interviewed for management of the SLIA.</p> <p>Pursuant to California Government Code section 54957 – Employee Appointment Title: Executive Director of the San Leandro Improvement Association</p> <p>Following an RFP posting, the Hiring Committee (consisting of members of the executive committee and past president, Gordon Galvan) interviewed candidates and recommended two for review by the Board. The top two qualified candidates provided a presentation and fielded questions from the Board.</p>	<p>a. Gordon Galvan moved and David Imer seconded approval of the preliminary 2020 year budget report. The motion was approved unanimously</p> <p>b. The Board provided direction for the Hiring Committee to make an offer and negotiate a contract with the preferred candidate. Pending successful negotiations, the Hiring Committee will present an Employment Contract to the Board at a future meeting for their consideration.</p>
<p>5. Next Board Meeting & Adjournment</p>	<p>February 19, 2020 - Pending successful negotiations of an Employment Contract</p>	

Minutes taken partially by Marco Li Mandri, staff, and Katie Bowman, Secretary



Board of Directors Meeting
San Leandro Improvement Association
Wednesday, February 27th, 2020, 8:00 a.m.
San Leandro Chamber Offices – 120 Estudillo Avenue

Present: Katie Bowman, Jackie Montero Flynn, Gordon Galvan, Emilio Garcia, Emily Griego, Shannon Hackley, David Irmer, Long Nguyen, Ted Nguyen, Kim Pace, Angele Sweet

Absent: Deborah Cox, Nicole Franklin, Matt Holmes, Bob Jones, Betty Shon

Guests: None

Staff: None

MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Introductions	The meeting was called to order at 8:00 A.M. by President Emily Griego. She welcomed everyone to the Chamber office and requested that everyone introduce themselves	No Action Taken
2. Public Comment and Announcements	There were no public comments or announcements.	No Action Taken
3. Executive Committee report a. Executive Director search (Closed Session)	a. CLOSED SESSION. Pursuant to California Government Code section 54957 – Employee Appointment Title: Executive Director of the San Leandro Improvement Association The Board Discussed the proposed Employee Contract for Executive Director.	No Action Taken

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4. Report to the Public	Closed Session ended. The Board voted to approve an Employment Contract for Executive Director of the San Leandro Improvement Association with Morgan Mack-Rose, with amendments as discussed, and to authorize the Executive Committee to finalize the contract and make any non-substantive changes if necessary.	a. Motion by Katie Bowman, Seconded by Emilio Garcia, to approve the Employment Contract as noted. All in favor. Motion approved.
5. Next Board Meeting & Adjournment	March 12, 2020 – 8:00 AM	

Minutes taken by Katie Bowman, Secretary

San Leandro Improvement Association
Profit & Loss Budget Performance
 February 2020

8:10 AM
 03/10/20
 Cash Basis

	Feb 20	Budget	Dec '19 - Feb 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Interest Earned	0.00		0.12		447,873.57
Assessment Income	0.00		126,463.91		-12,000.00
Delinquency	0.00		0.00		2,788.00
Carry Forward	0.00		0.00		
Programs Income					
Holiday	1.10		7,401.10		
Total Programs Income	1.10		7,401.10		
Total Income	1.10		133,865.13		438,661.57
Expense					
Administration					
Annual Elections / Mailing	0.00	20.00	0.00	60.00	240.00
Bank Charges/CC Interest Charge	0.09	83.00	105.88	253.00	1,000.00
Loan Interest	0.00	174.00	0.00	524.00	2,081.00
Staff Administration	4,400.00	4,400.00	13,200.00	13,200.00	52,800.00
Accounting	0.00	133.00	0.00	403.00	1,600.00
Dues and Subscriptions	0.09	8.00	0.09	28.00	100.00
Rent	750.00	750.00	2,250.00	2,250.00	9,000.00
Insurance	0.00	433.00	0.00	1,303.00	5,200.00
Office Supplies / Equipment	0.20		132.25	0.00	0.00
Board Meetings / Retreats	0.03		48.03	0.00	0.00
Meeting Refreshments	0.00	29.00	0.00	89.00	350.00
Phone and Communications	0.00	141.04	121.04	431.04	1,700.00
Printing	433.47	59.00	433.47	176.00	700.00
Office Cleaning	0.00	250.00	219.18	750.00	3,000.00
Total Administration	5,563.88	6,460.00	16,509.94	19,467.00	77,771.00
DISI					
Advertising	0.02	168.00	40.78	504.00	2,000.00
Branding / Signage	0.00	83.00	0.00	253.00	1,000.00
Public Space Dev.	0.00	168.00	0.00	506.00	2,000.00
PR Consultant	0.00		0.00	0.00	0.00
Social Media	3,000.00	1,600.00	3,000.00	4,800.00	19,200.00
DISI Staff Admin	1,000.00	250.00	3,000.00	750.00	3,000.00
Seasonal Displays	0.00	168.00	0.00	506.00	2,000.00
Newsletters	0.02		38.02		
Special Events			2,215.28		
Holiday Event	0.10				
Total Special Events	0.10		2,215.28	0.00	0.00
Web Site					
Web Site	0.00		0.00		
Total DISI	4,000.14	2,437.00	8,294.08	7,319.00	29,200.00
SOBO					
Sidewalk Cleaning Operations					
Deductions	0.00		0.00		
Health Ins	-641.40		2,704.96		
Payroll Service	67.60		480.95		
Payroll					
Payroll Tax Expense	1,210.87		4,163.48		
Payroll - Other	10,423.14		38,750.86		
Total Payroll	11,634.01		42,914.34		
Sidewalk Cleaning Operations - Other					
Sidewalk Cleaning Operations	0.00	13,750.00	0.00	41,250.00	165,000.00
Total Sidewalk Cleaning Operations	11,060.21	13,750.00	46,100.25	41,250.00	165,000.00
Supplies, Equip, Uniforms	0.22	333.00	587.51	1,003.00	4,000.00

San Leandro Improvement Association
Profit & Loss Budget Performance

February 2020

8:10 AM
 03/10/20
 Cash Basis

	Feb 20	Budget	Dec '19 - Feb 20	YTD Budget	Annual Budget
Public Space Maintenance	0.00	419.00	775.00	1,254.00	5,000.00
Nursery Supplies & Equipment	0.00	295.00	0.00	881.00	3,500.00
Rent / Storage	750.00	750.00	2,250.00	2,250.00	9,000.00
Security	7,077.00	7,077.00	21,231.00	21,231.00	84,924.00
SOBO Admin	1,600.00	1,600.00	4,800.00	4,800.00	19,200.00
Vehicle Related					
Gas	0.25	210.00	206.20	630.00	2,520.00
Vehicle Repairs & Maintenance	0.00	206.00	0.00	626.00	2,480.00
Total Vehicle Related	0.25	416.00	206.20	1,256.00	5,000.00
SOBO Contingency	0.02	125.00	750.02	375.00	1,500.00
Total SOBO	20,487.70	24,765.00	76,699.98	74,300.00	297,124.00
Total Expense	30,071.72	33,882.00	101,504.00	101,086.00	404,095.00
Net Ordinary Income	-30,070.62	-33,882.00	32,361.13	337,575.57	34,566.57
Other Income/Expense	0.00		7,000.00		
Other Expense	0.00		7,000.00		
Admin 2017-18	0.00		-7,000.00		
Total Other Expense	0.00	0.00	-7,000.00	0.00	0.00
Net Other Income	-30,070.62	-33,882.00	25,361.13	337,575.57	34,566.57
Net Income					

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CITY OF SAN LEANDRO/ SLIA
LOAN

8/5/2019 most recent debt service payment
1/31/2020 next interest payment
7/31/2019 subsequent interest payments every 6 months, through 7/31/22
1/31/2022 first debt service payment with principal amortization, then every 6 months with level debt service
7/31/2026 last debt service payment with principal amortization
3.00% loan rate
\$70,139.00 loan principal balance (9/9/19)

<u>Semi-annual period</u>	<u>Payment Date</u>	<u># Days Since Last Payment</u>	<u>Interest Payment</u>	<u>Principal Payment</u>	<u>Total Debt Service</u>
1					
2	8/5/2019	186	3,934.00	190,000.00	193,934.00
3	1/31/2020	179	1,031.91		1,031.91
4	7/31/2020	182	1,049.20		1,049.20
5	1/31/2021	184	1,060.73		1,060.73
6	7/31/2021	181	1,043.44		1,043.44
7	1/31/2022	184	1,060.73	7,013.90	8,074.63
8	7/31/2022	181	939.09	7,013.90	7,952.99
9	1/31/2023	184	848.59	7,013.90	7,862.49
10	7/31/2023	181	730.41	7,013.90	7,744.31
11	1/31/2024	184	636.44	7,013.90	7,650.34
12	7/31/2024	182	524.60	7,013.90	7,538.50
13	1/31/2025	184	424.29	7,013.90	7,438.19
14	7/31/2025	181	313.03	7,013.90	7,326.93
15	1/31/2026	184	212.15	7,013.90	7,226.05
16	7/31/2026	181	104.34	7,013.90	<u>7,118.24</u>
			13,912.95	260,139.00	274,051.95