



Board of Directors ANNUAL Meeting Agenda
San Leandro Improvement Association
Tuesday, November 9, 2021, 8:30 a.m. – 10:00 a.m.
Boys & Girls Club of San Leandro
2200 San Leandro Blvd., San Leandro, California

AGENDA:

- 1. Call to Order – President, Emily Griego**
- 2. Roll Call – Secretary, Katie Bowman**
- 3. Public Comment**
- 4. Approval of Minutes** **Action**
 - a. September 9, 2021
- 5. Executive Director Report – M. Mack-Rose (8:50)** **Information**
- 6. Approval of 2022 Fiscal Year Budget – L. Van Nguyen (9:05)** **Action**
 - a. The Board will review current financial position and approve upcoming fiscal year budget.
- 7. Board Governance – E. Griego (10:00)** **Action**
 - a. The Board will consider amending Article 10, Section 1 of the Bylaws to change the start of the fiscal year to begin on January 1st and end on December 31st in each year.
 - b. The Board will consider approving the proposed Anti-Sexual Harassment & Discrimination Policy.
 - c. The Board will consider the election/re-election of Directors to a two-year term as outlined in the Bylaws.
 - d. The Board will consider the election/re-election Officers as outlined in the Bylaws.
- 8. Adjournment**

BROWN ACT: Government Code 54950 (The Brown Act) requires 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. This meeting is noticed and conducted pursuant to § 54953(b) as amended by Executive Order N-25-20. Action may not be taken on items not identified as such and posted on the agenda.

San Leandro Improvement Association
Balance Sheet Standard
As of October 31, 2021

1:18 PM
11/02/21
Cash Basis

	Oct 31, '21	Oct 31, '20	
ASSETS			
Current Assets			
Checking/Savings			
Fremont Operations Account 7400	8,086	222,750	
10100 — Fremont Payroll Account 7826	457	1,274	
Fremont Savings Acct 6471	152,858		
Fremont MMC 6420	427,411	177,404	
Total Checking/Savings	588,813	401,427	
Total Current Assets	588,813	401,427	
TOTAL ASSETS	588,813	401,427	
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
Fremont MC	4,470		
Total Credit Cards	4,470		(1)
Other Current Liabilities			
Restricted Program Funds	275,000		(2)
SBA EIDL		150,000	
Deferred Revenue	124,908	126,464	(3)
PPP Loan		27,500	
San Leandro Loan 2017	70,139	70,139	
Total Other Current Liabilities	470,048	374,103	
Total Current Liabilities	474,517	374,103	
Total Liabilities	474,517	374,103	
Equity			
30000 — Opening Balance Equity	122,325	122,325	
32000 — Unrestricted Net Assets	-119,162	-180,042	
Net Income	111,132	85,041	
Total Equity	114,295	27,324	
TOTAL LIABILITIES & EQUITY	588,813	401,427	

1. Holiday nutcrackers purchase fell in November credit card statement period.
2. Includes \$100,000 Big Belly grant and \$175,000 Safety Ambassador grant.
3. Pre-paid assessments for government and exempt properties.

San Leandro Improvement Association
Profit and Loss Standard
 December 2020 through October 2021

11:15 AM
 11/02/21
 Cash Basis

	Dec '20 - Oct '21	Dec '19 - Oct '20
Ordinary Income/Expense		
Income		
Assessment Income	434,988.69	423,464.78
Programs Income		
Holiday	10,876.12	7,401.10
Landscaping	7,000.00	
Total Programs Income	17,876.12	7,401.10
Non Assessment Revenue	28,900.00	4,000.00
Total Income	481,764.81	434,865.88
Gross Profit	481,764.81	434,865.88
Expense		
Interest expense	4,305.82	
Administration		
Admin Misc.	595.06	
Annual Elections / Mailing	1,312.13	1,288.04
Bank Charges/CC Interest Charge	440.81	816.90
Loan Interest	2,104.17	2,081.11
Staff Administration		
66000 — Gross Wages	37,330.82	10,350.04
66100 — Payroll Tax Expense (ADMI	6,396.20	
IRA Match	4,312.41	
Staff Administration - Other		17,600.00
Total Staff Administration	48,039.43	27,950.04
Accounting	1,650.00	2,790.00
Dues and Subscriptions	275.00	700.00
Rent	8,250.00	8,250.00
Insurance	1,316.00	5,291.68
Office Supplies / Equipment	1,305.27	3,818.20
Board Meetings / Retreats	604.66	1,272.00
Legal	3,575.00	80.00
Phone and Communications	1,480.79	1,444.44
Printing		476.25
Office Cleaning	2,747.16	2,230.02
Total Administration	73,695.48	58,488.68
DISI		
Advertising		100.17
Branding / Signage	15,133.70	
Social Media	314.40	6,000.00
DISI Staff Admin	37,330.82	14,350.04
Seasonal Displays	10,695.71	
Newsletters		57.00
Special Events		
Holiday Event	1,265.55	2,297.50
Total Special Events	1,265.55	2,297.50
Web Site	1,583.36	18.17
Total DISI	66,323.54	22,822.88
SOBO		
Sidewalk Cleaning Operations		
52000 — Payroll Tax Expense	754.58	16,964.93
53000 — Deductions		1,924.20
56000 — Health Ins	-36.77	2,945.32
Workers Comp	-1,502.17	3,311.37
55000 — Payroll Service	1,160.69	2,010.04
51000 — Wages	5,986.34	147,113.42
Total Sidewalk Cleaning Operations	6,362.67	174,269.28
Supplies, Equip, Uniforms		
54000 — SOBO Comm		450.00
Supplies, Equip, Uniforms - Other	143.90	5,685.19
Total Supplies, Equip, Uniforms	143.90	6,135.19
Public Space Maintenance	4,729.53	4,215.00
Nursery Supplies & Equipment		
Bulb-Out Landscaping Project	491.52	
Nursery Supplies & Equipment - Other	7,703.55	2,271.96
Total Nursery Supplies & Equipment	8,195.07	2,271.96
Rent / Storage	8,250.00	8,250.00
Security		49,539.00
SOBO Admin	10,261.41	6,500.00
Vehicle Related		
Gas	85.87	1,040.14
Vehicle Repairs & Maintenance		1,008.15
Vehicle Related - Other	902.84	447.00
Total Vehicle Related	988.71	2,495.29
SOBO Contingency	2,842.44	765.44
Block By Block	184,809.47	
Total SOBO	226,583.20	254,441.16
Total Expense	370,908.04	335,752.72
Net Ordinary Income	110,856.77	99,113.16
Other Income/Expense		
Other Income		
Interest Earned	195.73	4.53
Total Other Income	195.73	4.53
Other Expense		
Admin 2017-18		7,000.00
Prior year expenses		7,077.00
Total Other Expense		14,077.00
Net Other Income	195.73	-14,072.47
Net Income	111,052.50	85,040.69

(1)

(2)

(3)

1. This does not reflect GoFundMe and Facebook donations estimated at \$10,460.

2. SBA EIDL interest paid.

3. Purchase of four new nutcrackers (\$4,670), tree topper (\$855) and ornaments (\$312). And recategorization of 2020 Seasonal Display expenses that were previously listed as "Holiday Event" expenses (\$4,300).

**San Leandro Improvement Association
2021 PROPOSED BUDGET**

	APPROVED 2020 Budget	PROPOSED 2021 Budget
Budgeted Income/Expense		
Income		
Interest Earned		
Assessment Income	447,874	461,310
Delinquency	-17,915	-13,839
Carry Forward		
Programs Income		
Sponsorships		13,000
Bigbelly Grant		
Safety Ambassadors		175,000
Total Income	429,959	635,470 (1)
Total Budget Revenue	429,959	635,470
Expense		
ADMIN		
Annual Elections / Mailing	1,500	240
Bank Charges/CC Interest Charg	1,000	1,000
City Loan	2,104	16,028
SBA EIDL Loan		
Staff Administration		
Gross Wages	41,400	43,056
PR Taxes	7,000	7,272
IRA Match	4,631	2,870
Payroll Processing		650
Total Staff Administration	53,031	53,848
Accounting	1,650	1,650
Association Dues	800	800
Rent	9,000	9,000
Insurance	2,161	1,300
Office Supplies / Equipment	1,200	1,600
Board Meetings / Retreats	500	500
Legal	80	80
Phone and Communications	1,725	1,725
Printing	1,200	1,200
Office Cleaning	3,000	0
Total ADMIN	78,951	88,971 (2)
DISI		
Advertising	2,000	0
Branding / Signage	1,000	0
Public Space Dev.	3,000	0
Social Media	0	500
DISI Staff Admin		
DISI Admin Payroll Tax	0	0
DISI Staff Admin - Other	41,400	43,056
Total DISI Staff Admin	41,400	43,056
Seasonal Displays	2,000	2,000
Newsletters	225	225
Total Special Events	5,298	13,000
Web Site	1,240	1,500
Total DISI	56,163	60,281 (3)
SOBO		
Block By Block Contract	229,332	455,849
SOBO Payroll Expenses	8,286	0
Supplies, Equip, Uniforms	173	0
Public Space Maintenance	5,000	5,000
Nursery Supplies & Equipment	3,500	3,500
Rent / Storage	9,000	9,000
Security	10,000	0
SOBO Admin		
SOBO Admin Payroll Tax	0	0
SOBO Admin - Other	9,200	9,568
Total SOBO Admin	9,200	9,568
Vehicle Related		1,000
SOBO Contingency	3,000	1,500
Total SOBO	278,491	485,417
Total Budget Expense	413,605	634,669
EOY Net Budgeted	16,354	802

Notes on PROPOSED 2021 Budget

REVENUE

1. Includes 3% CPI increase.

Reduces delinquency assumption from 4% to 3%, which is in keeping with actuals.

Assumes \$13,000 in sponsorships for the Spring event.

EXPENSES

2. ADMIN

The 2016 loan from the City of San Leandro begins principal + interest payments. Current balance is \$70,139, interest is 3%.

Reduction of insurance to reflect actuals and elimination of janitorial service for a savings of \$4000.

3. DISI

Increases special events budget to \$13,000 in anticipation of Spring '22 "Re-Discover San Leandro" event. This is offset by sponsorships revenue.

Eliminated advertising, branding, and public space development budget. One-time funds can be used if Board deems necessary.

4. SOBO

New FY 2021 Block by Block contract includes 112 hours of Safety Ambassadors and 16 additional hours of Cleaning Ambassadors per week.

Neighboring benefit districts are starting as high as \$22.50 an hour. To remain competitive and hire, we must raise our starting wage to \$20 per hour. The delta from the original bid of \$18.72 an hour to \$20 is \$18,000.

NET

5. EOY Net Budget

We must avoid spending one-time funds for ongoing expenses. This budget covers all fixed, ongoing costs with our anticipated annual revenue. However, the Board may opt to use discretionary funds for one-time expenditures throughout the year.



RESOLUTION TO APPROVE AMENDMENT OF BYLAWS

WHEREAS, the Board of Directors of the San Leandro Improvement Association (dba San Leandro Downtown Community Benefit District) deems it to be in the best interests of the District that the following action be taken by the Directors pursuant to this Resolution;

NOW, THEREFORE, BE IT RESOLVED that, pursuant to applicable law, the Directors of the San Leandro Improvement Association hereby consent to, approve, and adopt the following:

AMENDMENT OF BYLAWS:

BE IT FURTHER RESOLVED that Article 10, Section 1 of the Bylaws be amended to state:

“The fiscal year of the corporation shall begin on January 1st and end on December 31st in each year.”

PASSED AND ADOPTED this the ninth day of November 2021, by a majority vote of the Board of Directors of the San Leandro Improvement Association.

ATTEST:

Kathryn Bowman
Secretary of the Board

APPROVED:

Emily Griego
President of the Board



DOWNTOWN SAN LEANDRO CBD ANTI-HARASSMENT AND DISCRIMINATION POLICY

Section 1. Introduction

The Downtown San Leandro CBD is dedicated to providing a work environment for its employees free of harassment and discrimination. The District prohibits harassment and discrimination because of race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, genetic information, or any other basis protected by federal, state, or local law, ordinance or regulation. Such harassment and discrimination are unlawful and will not be tolerated. This policy prohibits unlawful harassment or discrimination of or by any employee of the District, including supervisors and co-workers. It also extends to vendors, independent contractors, and others doing business with the District.

Section 2. Definition and Examples of Harassment

Harassment because of race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sex, sexual orientation, genetic information, or any other protected basis is prohibited, including, but not limited to the following behavior and circumstances:

- a) Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- b) Visual conduct such as derogatory and sexual oriented posters, photography, cartoons, drawings, or gestures;
- c) Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of sex, race, or any other protected basis;
- d) Retaliation for having reported or threatened to report harassment.
- e) Harassment can occur between any individuals associated with the District. Such individuals may include Board members, supervisors, co-workers, agents, customers, vendors, contractors, or members of the general public.
- f) The victim of harassment may not be the person that is the recipient of inappropriate comments, actions, images, etc. Anyone who is affected by offensive conduct may be considered the victim of harassment.
- g) Sexual harassment is a form of harassment. The Fair Employment and Housing Commission defines sexual harassment as “unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature.”

Section 3. Complaint Process

If an employee thinks they are being harassed or discriminated against on the job because of gender, race, or other protected basis, or if an employee observes behavior they believe to violate this policy, the employee should immediately contact their immediate supervisor, the President of the Board of Directors, or any other supervisor with whom the employee feels comfortable. The complaint should include all details of the incident (s), the names of all individuals involved, and the names of any witnesses. Every complaint that is reported will be taken seriously and investigated thoroughly. If harassment or discrimination is not reported, it cannot be investigated. The District will not retaliate against

anyone for reporting any incidents of harassment, for making any complaints of harassment, or for participating in any investigation. Every employee's cooperation is crucial.

Section 4. Complaint Response Process

- a) Staff receiving harassment complaints will refer them immediately to the Executive Director or the President of the Board of Directors if the Executive Director is unavailable or personally involved in the complaint. Supervisors must refer all harassment complaints to the Executive Director or the President of the Board of Directors if the Executive Director is unavailable or personally involved in the complaint.
- b) The Executive Director will call a special meeting, within one (1) week from the date of the complaint or as soon thereafter as is practicable, to notify the Board of Directors that a claim of harassment has been made against an employee, a staff member, or other person doing business with the District.
- c) Upon receiving direction from the Board of Directors, the Executive Director, or their designee, will ensure that an immediate, effective, thorough, and objective investigation of the allegation(s) is undertaken. Any information obtained through the investigation will be kept confidential to the extent possible to conduct an effective investigation into the allegations.

Section 5. Findings and Retaliation

If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination. After the investigation and findings have been concluded, the District may communicate its findings to the complainant, the alleged harasser, and any other concerned party. Employees complaining of harassment or otherwise participating in the District's investigation of such conduct shall be protected from any form of reprisal or retaliation.

Section 6. Immediate Reporting

All employees should report any incidents immediately so that complaints can be quickly and fairly resolved. The California Department of Fair Employment and Housing ("DFEH") investigates and may prosecute complaints of harassment. If an employee thinks they have been harassed or retaliated against for resisting or complaining, that employee may file a complaint with the DFEH. The nearest DFEH office is listed at www.dfeh.ca.gov.

Section 7. Romantic Relationships

In addition, the District desires to avoid misunderstandings, complaints of favoritism, claims of sexual harassment, and employee dissension that may result from personal or social relationships amongst employees. Therefore, the District asks that if employees become romantically involved, they disclose their relationship to an appropriate supervisor with whom they feel comfortable.

Section 8. Acknowledgment By signing below, the supervisor represents that they have read, understand, and agree to the District's Anti-Harassment and Discrimination Policy.

Date

Signature

Print Name