



Board of Directors Meeting Agenda
San Leandro Improvement Association
Thursday, September 9, 2021, 8:30 a.m. – 1:30 p.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. Approval of Minutes** **Action**
 - a. July 8, 2021
- 4. Executive Director Report – M. Mack-Rose (8:50)** **Information**
- 5. Board Governance – E. Griego (9:05)** **Discussion**
 - a. The Board will discuss expectations, term limits, recruitment, and other matters to improve the board member experience and governance.
 - b. The Board will review proposed Anti-Sexual Harassment & Discrimination Policy.
- 6. Review of YTD Financials – L. Van Nguyen (10:00)** **Information**
- 7. Repayment of Organization Loans – L. Van Nguyen** **Action**
 - a. The Board will consider the repayment of all or some of the debt including \$150,000 SBA Economic Impact Disaster Loan taken in October 2020 and/or City of San Leandro Loan of \$70,139.
- 8. Purchase of Bigbelly Receptacles – M. Mack-Rose (10:30)** **Action**
 - a. The Board will review potential placement sites of Bigbelly “smart” garbage/recycling stations.

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- b. The Board will consider approving purchase of Bigbelly garbage/recycling stations at an estimated cost of \$97,272 with designated grant funds.

9. Safety Ambassador Program – M. Mack-Rose/K. Bowman (10:15) Action

- a. The Board will consider approval of an amended contract with Block By Block to include Safety Ambassadors and an additional 16 hours of Cleaning Ambassador service.

10. District Identity Project – S. Hackley (10:45) Discussion

- a. The DISI Committee will present the new District Brand Identity and board will discuss potential campaign themes.

****** 11:15 BREAK FOR LUNCH *****

11. Updates from City of San Leandro (11:45) Information

- a. City Manager Fran Robustelli, Director Tom Liao, and representatives from San Leandro Police Department will update the Board on issues impacting the District.

12. Special Events – M. Mack-Rose (12:45) Discussion

- a. Discussion/Brainstorm of CBD events for 2022 including recognition of City of San Leandro’s 150th anniversary.

13. Public Comment (1:20)

14. 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.*

Downtown SAN LEANDRO

San Leandro Improvement Association

Board Meeting Minutes

July 8, 2021 – 8:30 am.

Telephonic

Present: Katie Bowman (Secretary), Deborah Cox, Emily Griego (President), Shannon Hackley, Robert Jones, Long Van Nguyen (Treasurer), Ted Nguyen, Betty Shon, Angele Sweet, and Kimberly Pace (Vice-President).

Absent: David Irmer, Pete Ballew (Alternate), Nicole Franklin, Matt Holmes, Emilio Garcia

Staff: Morgan Mack-Rose

MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Call to Order	<p>8:33</p> <p>At the start of the meeting, the following was read into the record:</p> <p>Before roll call, I would like to make clear for the record of this meeting, and it should be reflected in the minutes that this meeting is conducted pursuant to California Government Code Section 54953, in that all members are participating by speakerphone. In accordance with the Ralph M. Brown Act, the teleconference participation information has been identified in the notice and agenda for this meeting.</p> <p>We will be recording attendance and all votes by Roll Call.</p>	
2. Roll Call	M. Mack-Rose took roll call.	
3. Closed Session	The board adjourned to closed session at 8:37. No action was taken.	

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<p>4. Approval of Minutes</p>	<p>May 13, 2021 minutes were submitted for approval.</p>	<p>APPROVED AS PRESENTED Moved: D. Cox Second: B. Shone</p>
<p>5. Executive Director's Report</p>	<p>Due to time constraints, M. Mack-Rose will email her Executive Report. She did note that the City Council rejected the appeal filed against the Centro Callan project. D. Cox thanked everyone for their work in getting a good turn out to the meeting.</p>	<p>INFORMATION</p>
<p>6. Review of YTD Financials</p>	<p>Treasurer L. Van Nguyen presented the financials indicating that they are in line with our approved budget. The cash position is better than the previous year, even without the EIDL. The Balance Sheet is straight forward and in general easier to understand.</p> <p>The PPP forgiven funds and City landscaping grant were added to non-assessment revenue. We are underspending and currently moving towards a cash surplus at the end of the year.</p>	<p>INFORMATION</p>
<p>7. Acquisition of Surplus Truck</p>	<p>The Board approved the acquisition of a surplus F250 Truck from the City for the cost of \$1. The truck will be leased back to Block By Block which will carry insurance and maintenance costs. M. Mack-Rose thanked the City for their generosity and indicated that having the second truck will increase operation safety and efficiency. Block by Block indicated that it would increase our overall contract rate but by “an insignificant amount.”</p>	<p>APPROVED Moved: S. Hackley Second: D. Cox Approved Unanimously</p>

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<p>8. Safety Ambassador Program</p>	<p>M. Mack-Rose asked for board direction to continue working with Block by Block and K. Bowman on the “Agreement for Services.” Bowman indicated that the important aspect will be the scope of work and performance measures.</p> <p>K. Bowman advised that the goals be not solely numbers based in terms of measuring impact. Other departments working on the agreement include SLPD and Human Services.</p> <p>The goal is to have the program begin Oct. 1.</p> <p>The board gave direction to develop the agreement with the City.</p>	<p>DISCUSSION</p>
<p>9. SOBO Projects Update</p>	<p>A. Sweet recapped the self-watering planter project which is still awaiting permits from the City but anticipates installation in August.</p>	<p>INFORMATION</p>
<p>10. District Identity Project: Update</p>	<p>S. Hackley and M. Mack-Rose presented Barretto & Co’s four possible design directions for the board to choose from. The board came to consensus on a meld of two versions. S. Hackley and M. Mack-Rose will provide board direction to Barretto for the next step in the design process.</p>	<p>DISCUSSION</p>
<p>11. Next Board Meeting</p>	<p>The board agreed to have an in-person Annual Planning Session on Thursday, Sept 9, 8:30 – 1:30.</p>	<p>DISCUSSION</p>
<p>12. Public Comment - Announcements</p>	<p>None</p>	<p>INFORMATION</p>

Minutes by M. Mack-Rose

SAN LEANDRO IMPROVEMENT ASSOCIATION

Board Member Basics:

District Mission

Our mission is to create, promote and maintain an inviting environment for people who visit, live, or work in the Downtown San Leandro, and build an inclusive and resilient commercial community that values the diverse history, economies, culture and people of this place. Through programs focused on beautification, safety and promotion, we foster economic vitality and quality-of-life in San Leandro's unique, historic, diverse downtown community.

District Background

An benefit district is a defined area within which property owners are required to pay an additional tax (or levy) in order to fund projects within the district's boundaries. Downtown San Leandro property owners established a property-based benefit district (CBD) through a balloting and petition process. The Downtown San Leandro CBD will have a fifteen-year life beginning July 1, 2013. After fifteen years, the petition process, ballot process and City Council hearing process must be repeated for Downtown San Leandro CBD to be reestablished.

Visit the **About** and **Governing Documents** pages of our website to learn more about the structure and governance of the Downtown San Leandro CBD.

Board Member Duties

Board members serve an important role in the governance of this District. Besides making and approving District policy, setting its direction, establishing goals, and providing fiduciary duty, Board members are engaged, active leaders that extend the District's engagement with the community and directly further its goals.

In addition to attendance at Board Meetings, Board Members are invited to join Committee or Task Force work inline with their area of interest (1 annually suggested), and attend District events such as community celebrations, community meetings, etc. (2 annually suggested).

Method of Communication

Board Members are invited to check the **District Calendar** to stay informed of District Events. Board Members will receive email updates from the Executive Director on a minimum monthly basis, with greater frequency as required for special news, time-sensitive issues, and events. Timely responses are requested.

Resources

[California League of Cities Guide to the Ralph M. Brown Act](#)
[Guide to Parliamentary Procedure and Robert's Rules of Order California Special Districts Association](#)

Board Member Responsibilities:

Eligibility: Board members may be a property owner or representative within the boundaries of the district, or a San Leandro business licensee or representative within the boundaries of the district, or astakeholder at-large. A Board Member can expect to dedicate 50 hours annually allocated to Board meetings and volunteer work.

Board Meeting Attendance

- Making all meetings of the Board a high priority. Three absences per year may be cause for removal.
- Being prepared to discuss the issues and business on the agenda, and having read all background material relevant to the topics at hand,
- Directing any inquires to the Executive Director in advance of Board Meeting,
- Cooperating with and respecting the opinions of fellow Board Members, and leaving personal prejudices out of all board discussions, as well as supporting actions of the Board even when the Board Member personally did not support the action taken.

Exercising Good Governance

- Refraining from intruding on administrative issues that are the responsibility of management, except to monitor the results and ensure that procedures are consistent with Board policy,
- Observing established lines of communication and directing requests for information or assistance to the Executive Director,
- Observing the [Brown Act](#) to maintain transparency and access to meetings and decision-making,
- Putting the interests of the District above personal interests, in accordance with the Downtown San Leandro CBD Conflict of Interest Policy.

Ambassador to the District

- Representing the District in a positive and supportive manner at all times and in all places,
- Board members are encouraged to bring their perspectives, identity, and life experience to their service,
- Board members are asked to actively seek input from views, professions, and groups different from their own to bring to their decision-making.

Commitment Form

As a Board Member I understand that I have duties of care, loyalty, and obedience.

- The duty of care is the duty to pay attention to the District—to monitor its activities, see that its mission is being accomplished, and guard its financial resources.
- The duty of loyalty is the duty to avoid conflicts of interest, and
- The duty of obedience is to carry out the purposes of the District and to comply with the law.

I, _____, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of Downtown San Leandro CBD, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a Board member and abide by this Commitment Form. I understand that failure to abide by this Commitment may result in my removal as a Board Member, pursuant to the processes provided in the District's governing documents.

Signature

Date

Additional Acknowledgements Required:

Anti-Harassment and Discrimination Policy and Annual Conflict of Interest Statement

Areas of Work

Downtown San Leandro CBD's projects and programs cover three broad areas of work: **Sidewalk Operations, Beautification, and Order (SOBO)**, **District Identity (DISI)** and **Land Use**. Projects often bridge more than one area of work, and so committee participants, advisors, and volunteers represent a diverse range of expertise.

Sidewalk Operations, Beautification, and Order is a core program of the Management District Plan and the District programs and projects encourage the beautification and enhancement of the District's public areas.

Examples of volunteer participation:

- Observe and give feedback on trends in delivering ambassador services and priorities in district safety
- Engage the community through crime prevention meetings
- Encourage private building owners to participate in safety & beautification efforts
- Develop and recommend Maintenance & Beautification projects for the public rights of way

District Identity works to promote and enhance the district as a place to live, work, and visit. These activities include: on-going collaborative and independent marketing, communications, public relations, events.

Examples of volunteer participation:

- Support a high level of engagement with the community to showcase District work
- Develop content of the <http://www.downtownsanleandro.com/> website
- Partnership development
- Support business development efforts
- Event planning and production

Land Use supports Downtown San Leandro's vibrancy, quality of life, accessibility and connectivity through active engagement of stakeholders and constructive, inclusive discussions about planning and development in such as the Downtown Transportation Oriented Development Plan and any other zoning decisions that may impact the District.

Examples of volunteer participation:

- Monitor opportunity sites, current and prospective development projects, and other activity, actions and planning efforts in or affecting district
- Host community meetings for current and prospective development projects and planning efforts
- Recommend Board action for Downtown San Leandro development projects, planning efforts, and other activities where appropriate
- Conceptualize and produce forums on economic and land development

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 that is 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 is 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/or 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; and,
- 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, coworkers, 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. Sexual harassment is defined by the Fair Employment and Housing Commission as “unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature.”

Section 3. Complaint Process. If an employee thinks he or she is being harassed or discriminated against on the job because of gender, race, or other protected basis, or if an employee observes behavior he or she believes to be in violation of this policy, the employee should immediately contact his or her 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 to 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 to 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, in order 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) The Executive Director, or his/her designee, upon receiving direction from the Board of Directors, 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 and/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. An employee may have a claim of harassment even if he or she has not lost a job related or economic benefit. Whenever an employee thinks he or she has been harassed or that he or she has been retaliated against for resisting or complaining, that employee may file a complaint with the DFEH. The nearest DFEH office is listed in the telephone book.

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 with one another they disclose their relationship to an appropriate supervisor with whom they feel comfortable.

Section 8. Acknowledgement. By signing below, supervisor represents that he or she has read, understands, and agrees to the District's Anti-Harassment and Discrimination Policy.

:

Date

Signature/ Print Name

San Leandro Improvement Association
YTD Operating Statement
 December 2020 through August 2021

3:10 PM
 09/07/21
 Cash Basis

	<u>Dec '20 - Aug '21</u>	<u>Dec '19 - Aug '20</u>	
Ordinary Income/Expense			
Income			
Assessment Income	428,182.34	404,177.52	
Programs Income			
Holiday	3,576.12	7,401.10	
Landscaping	7,000.00		
Total Programs Income	10,576.12	7,401.10	
Non Assessment Revenue	28,900.00	4,000.00	(1)
Total Income	467,658.46	415,578.62	
Gross Profit	467,658.46	415,578.62	
Expense			
Administration			
Admin Misc.	510.81		
Annual Elections / Mailing	1,247.94	1,288.04	
Bank Charges/CC Interest Charge	246.00	656.90	
Loan Interest	2,104.17	2,081.11	
Staff Administration			
66000 — Gross Wages	30,961.58	7,519.28	
66100 — Payroll Tax Expense (ADM)	5,313.44		
IRA Match	3,887.81		
Staff Administration - Other		17,600.00	
Total Staff Administration	40,162.83	25,119.28	
Accounting	1,650.00	2,790.00	
Dues and Subscriptions	275.00	700.00	
Rent	6,750.00	6,750.00	
Insurance	1,316.00	3,578.23	
Office Supplies / Equipment	757.60	3,383.11	
Board Meetings / Retreats		72.00	
Legal	3,575.00	80.00	(2)
Phone and Communications	1,152.16	1,316.59	
Printing		476.25	
Office Cleaning	2,282.54	1,778.92	
Total Administration	62,030.05	50,070.43	
DISI			
Advertising		100.17	
Branding / Signage	11,633.70		(3)
Social Media	314.40	6,000.00	
DISI Staff Admin	30,961.58	11,519.28	
Seasonal Displays	714.71		
Newsletters		57.00	
Special Events			
Holiday Event	5,565.55	2,297.50	
Total Special Events	5,565.55	2,297.50	
Web Site	1,567.46	18.17	(4)
Total DISI	50,757.40	19,992.12	

SOBO

Sidewalk Cleaning Operations		
52000 — Payroll Tax Expense	754.58	14,589.42
53000 — Deductions		1,924.20
56000 — Health Ins	-36.77	2,145.70
Workers Comp	637.83	1,988.71
55000 — Payroll Service	1,039.49	1,736.24
51000 — Wages	5,986.34	121,722.58
Total Sidewalk Cleaning Operations	8,381.47	144,106.85
Supplies, Equip, Uniforms		
54000 — SOBO Comm		360.00
Supplies, Equip, Uniforms - Other	143.90	5,508.74
Total Supplies, Equip, Uniforms	143.90	5,868.74
Public Space Maintenance	3,870.00	3,355.00
Nursery Supplies & Equipment	5,677.46	1,973.00
Rent / Storage	6,750.00	6,750.00
Security		49,539.00
SOBO Admin	8,846.05	6,400.00
Vehicle Related		
Gas	85.87	853.18
Vehicle Repairs & Maintenance		1,008.15
Vehicle Related - Other	902.84	447.00
Total Vehicle Related	988.71	2,308.33
SOBO Contingency	2,842.44	765.44
Block By Block	151,107.87	
Total SOBO	188,607.90	221,066.36
Total Expense	301,395.35	291,128.91
Net Ordinary Income	166,263.11	124,449.71
Other Income/Expense		
Other Income		
Interest Earned	160.31	0.51
Total Other Income	160.31	0.51
Other Expense		
Admin 2017-18		7,000.00
Prior year expenses		7,077.00
Total Other Expense		14,077.00
Net Other Income	160.31	-14,076.49
Net Income	166,423.42	110,373.22

(5)

1. Non Assessment Revenue includes PPP funds and sale of surplus equipment.
2. Personnel related legal expenses.
3. Re-branding contract (\$15,000) using non-assessment revenue.
4. Website re-design contract (\$5,000) using non-assessment revenue.
5. New self-watering planters (\$5,400) using non-assessment revenue.

San Leandro Improvement Association

Balance Sheet Standard

09/07/21

Cash Basis

As of August 31, 2021

	<u>Aug 31, '21</u>	<u>Aug 31, '20</u>
ASSETS		
Current Assets		
Checking/Savings		
Fremont Operations Account 7400	2,073.87	276,064.94
10100 — Fremont Payroll Account ...	487.76	643.44
Fremont Savings Acct 6471	211,214.83	
Fremont MMC 6420	277,482.01	
Debit Account		51.09
Total Checking/Savings	<u>491,258.47</u>	<u>276,759.47</u>
Total Current Assets	<u>491,258.47</u>	<u>276,759.47</u>
TOTAL ASSETS	<u>491,258.47</u>	<u>276,759.47</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 — Accounts Payable	1,532.26	
Total Accounts Payable	<u>1,532.26</u>	
Other Current Liabilities		
Restricted Program Funds	100,000.00	Amazon Bigbelly Grant
SBA EIDL	150,000.00	
Deferred Revenue		126,463.91
PPP Loan		27,500.00
San Leandro Loan 2017	70,139.31	70,139.31
Total Other Current Liabilities	<u>320,139.31</u>	<u>224,103.22</u>
Total Current Liabilities	<u>321,671.57</u>	<u>224,103.22</u>
Total Liabilities	321,671.57	224,103.22
Equity		
30000 — Opening Balance Equity	122,325.20	122,325.20
32000 — Unrestricted Net Assets	-119,161.72	-180,042.17
Net Income	166,423.42	110,373.22
Total Equity	<u>169,586.90</u>	<u>52,656.25</u>
TOTAL LIABILITIES & EQUITY	<u>491,258.47</u>	<u>276,759.47</u>

San Leandro Improvement Association DRAFT PROPOSED BUDGET

Budgeted Income/Expense	APPROVED 2020 Budget	PROJECTED 2020 P & L	PROPOSED 2021 Budget
Income			
Interest Earned			
Assessment Income	447,874	447,874	461,310
Delinquency	-35,830	-17,915	-18,452
Carry Forward			
Programs Income			13,000
Sponsorships			
Bigbelly Grant			175,000
Safety Ambassadors			
Total Income	412,044	429,959	630,857
Total Budget Revenue	412,044	429,959	630,857 (1)

Notes on PROPOSED 2021 Budget

REVENUE

1. Includes 3% CPI and assumed A reduced delinquency assumption of 4%.

Assumes \$13,000 in sponsorships.

EXPENSES

2. ADMIN

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

Includes a 4% (\$3,680) ED raise.

Expense			
ADMIN			
Annual Elections / Mailing	1,500	1,500	240
Bank Charges/CC Interest Charge	1,000	1,000	1,000
City Loan	2,104	2,104	16,028
SBA EIDL Loan			
Staff Administration			
Gross Wages	41,400	41,400	43,056
PR Taxes	3,146	7,000	7,272
IRA Match	2,760	4,631	2,870
Payroll Processing			650
Total Staff Administration	47,306	53,031	53,848
Accounting	1,600	1,650	1,650
Association Dues	800	800	800
Rent	9,000	9,000	9,000
Insurance	5,748	2,161	2,300
Office Supplies / Equipment	600	1,200	1,600
Board Meetings / Retreats	500	500	500
Legal	80	80	80
Phone and Communications	1,725	1,725	1,725
Printing	1,200	1,200	1,200
Office Cleaning	3,000	3,000	3,000
Total ADMIN	76,163	78,951	92,971 (2)

San Leandro Improvement Association DRAFT PROPOSED BUDGET

	APPROVED 2020 Budget	PROJECTED 2020 P & L	PROPOSED 2021 Budget
DISI			
Advertising	2,000	2,000	2,000
Branding / Signage	1,000	1,000	2,000
Public Space Dev.	3,000	3,000	1,000
Social Media	0	0	500
DISI Staff Admin			
DISI Admin Payroll Tax	3,146	0	0
DISI Staff Admin - Other	41,400	41,400	43,056
Total DISI Staff Admin	44,546	41,400	43,056
Seasonal Displays	2,000	2,000	2,000
Newsletters	225	225	225
Total Special Events	5,298	5,298	13,000
Web Site	1,240	1,240	1,500
Total DISI	59,309	56,163	65,281 (3)
SOBO			
Block By Block Contract	229,332	229,332	426,638
SOBO Payroll Expenses	0	8,286	0
Supplies, Equip. Uniforms		173	0
Public Space Maintenance	5,000	5,000	5,000
Nursery Supplies & Equipment	3,500	3,500	3,500
Rent / Storage	9,000	9,000	9,000
Security	10,000	10,000	0
SOBO Admin			
SOBO Admin Payroll Tax	699	0	
SOBO Admin - Other	9,200	9,200	9,568
Total SOBO Admin	9,899	9,200	9,568
Vehicle Related			1,000
SOBO Contingency	1,500	3,000	1,500
Total SOBO	269,231	278,491	456,206 (4)
Total Budget Expense	404,703	413,605	614,458
EOY Net Budgeted	7,340	16,354	16,400 (5)

3. DISI

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

4. SOBO

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



Includes one time \$15,385 expense for Safety Ambassador program equipment.

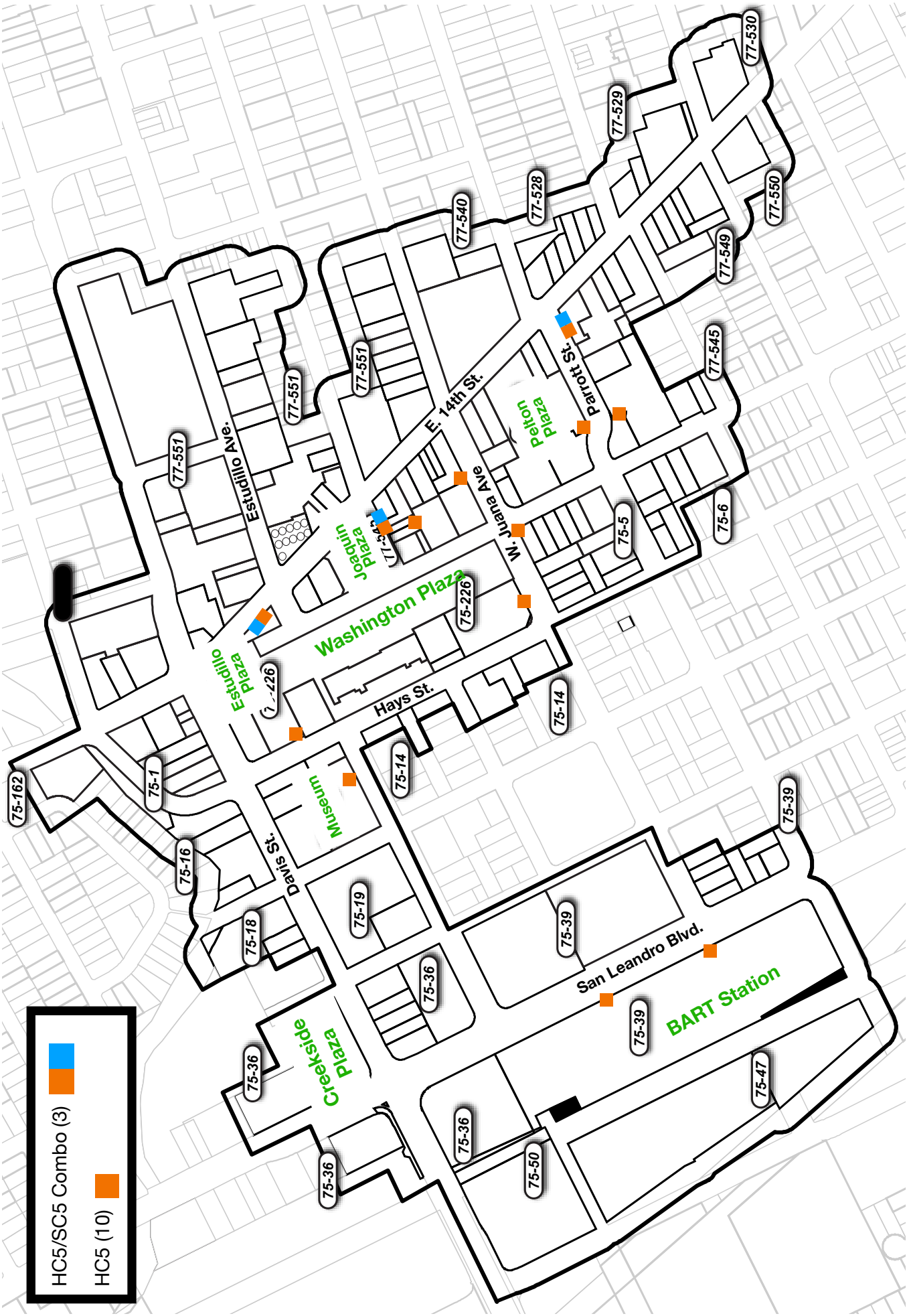
"Security" budget absorbed into Safety Ambassador program as part of SLIA \$25,000 program match.

PROJECTED EOY NET BUDGET

5. Proposed budget anticipates \$16,400 in unallocated revenue.

Proposed Big Belly Sites

HC5/SC5 Combo (3)	
HC5 (10)	





August 11, 2021
Quote Number: Q38977-1
JB / JB

Prices valid for 60 days from above date.

BIGBELLY SYSTEM QUOTATION

Prepared By:
John Bustamante BigBelly Solar
150 A St, Ste 103 Needham, MA 02494
jbastamante@bigbelly.com

Bill To:
Downtown San Leandro Community Benefit District
384 W. Estudillo Ave San Leandro, CA 94577

Ship To:
Downtown San Leandro Community Benefit District
384 W. Estudillo Ave San Leandro, CA 94577

This order includes the following items:

QTY	ITEM	EXTENDED PRICE
3	HC5/SC5.5 Double Station, Anti-Graffiti Wrap, SC Hopper, HC and SC Foot Pedal, Lifecycle Clean Software, and Installation	\$26,370.00
10	HC5 Single Station, Anti-Graffiti Warp, HC Foot Pedal, Lifecycle CLEAN Software, and Installation	\$58,780.00

* Quantity is defined as the number of stations multiplied by the term.

Shipping & Handling (one time):	\$5,280.00
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Purchase Option	Total System Cost*:	\$90,430.00 USD
	Sales Tax 10.75% (excludes software and Installation)	\$6,842.16 USD
	Total Cost:	\$97,272.16 USD

* Total does not include applicable sales or use taxes.

Sincerely, John Bustamante
Bigbelly Solar, LLC

Wire Transfer Info: Middlesex Savings Bank. ▪ Acct Name: Big Belly Solar LLC ▪ Account # 166849558 ▪ Routing # 2113712270 ▪ Int'l Swift # MDSXUS3N

All Purchase Orders must reference the above Quote Number (upper right).

This Quotation is subject to the attached Terms and Conditions of Sale, which are attached hereto and incorporated herein, and expressly acknowledged and accepted by Customer as signified by the duly authorized signature below.

ACCEPTED AND AGREED BY:	
CUSTOMER	
By: _____	Title: _____
Print Name: _____	Date: _____

(Revised) Downtown Safety Ambassador Pilot Program

Scope of Service

SUMMARY

The impact of COVID-19 and an increase of unsheltered people in downtown San Leandro has accompanied a rise in "quality of life" concerns for merchants and visitors. These concerns rarely rise to the level of "emergency" or illegality, yet the San Leandro Police Department is often called upon to respond. This Safety Ambassador pilot program aims to provide an alternative resource to merchants, residents, and visitors with the goal primary goal of reducing the number of calls to police emergency and non-emergency lines.

Safety Ambassadors will patrol the downtown on foot and bike to deter unwanted behavior and activity while interacting with unsheltered people, merchants, residents, and visitors. In addition, they will conduct wellness checks on our unsheltered neighbors and make referrals when appropriate, address unwanted activities such as disruptive behavior, smoking, and drinking in public spaces. They will also observe and report criminal activities to SLPD and be a resource to downtown stakeholders.

SLPD incident statistics along with Safety Ambassador statistics will be used to measure program impact. Additionally, the Downtown San Leandro CBD surveyed forty-two downtown merchants to establish a baseline understanding of merchant perception of safety in the downtown, the impact of unsheltered people on their business, and who they call when they are having a problem with an unsheltered person. Respondents will be re-surveyed annually, and baseline data will be used to measure the subjective impact of the pilot program

GOALS

1. Divert emergency/non-emergency calls from SLPD

1.1. Maintain a ratio of at least 2:1, with Safety Ambassadors responding twice as often to "quality of life" concerns than SLPD responding to "quality of life" emergency/non-emergency calls*.

2. Increase the merchant knowledge of who to call for non-emergency, quality of life concerns

2.1. 66% of merchants surveyed report calling SLPD when having a problem with a homeless person, while 5% report not knowing who to call; we would expect this number to be reduced by at least 50%.

3. Increase merchant perception that downtown is a safe place to work

3.1. Increase merchant perception that downtown is a safe place to work from 60% to 75%.

4. Increase merchant perception that their customers feel safe when they come downtown

4.1. Increase merchant perception as downtown is a safe place for customers from 69% to 75%.

5. Increase merchant perception that downtown is a clean place to shop and work

5.1. Increase merchant perception as downtown being a clean place to work from 64% to 80%.

*Note: SLPD dispatch may request Safety Ambassadors to respond to these types of calls. These will be tracked separately.

Downtown San Leandro CBD

- Responsible for engaging and administering the contract for services with Block by Block.
- Create supplemental training materials specific to San Leandro.
- Publicize the availability of services to businesses and the community.
- Provide monthly updates to the San Leandro Department of Human Services.
- Provide quarterly reports to designated City staff, including:
 - Total hours of service performed
 - Metrics of services provided
 - Hospitality contacts
 - Business contacts
 - Street outreach contacts
 - Incident reports
- Provide an annual report to City Council.
- Maintain insurance as required.

Hours of Service

- Two ambassadors working eight hours a day, seven days a week (except for Thanksgiving Day, Christmas Day, and New Years Day).
- Total of 112 service hours per week.
- Initial proposed hours of service:
 - Daily, 11 am – 7:30 pm

Area of Service

- Current boundaries of the Community Benefit District.

Safety Ambassador Services

- Training – Ambassadors will receive 10 hours of initial training as well as ongoing training. Training topics include mental health Awareness, safety protocols, conflict de-escalation, and local resources, among other topics. In addition, ambassadors will be trained in relevant legal issues, including knowledge of the San Leandro Municipal Code. Ongoing training will be provided to incorporate any changes in applicable City procedures and policies. All Ambassadors will have a valid California Guard Card.
- Walking Patrols - Ambassadors will deploy to their assigned zones to patrol the area as a deterrent for unwanted activity and interact with businesses, residents, and visitors. In addition, ambassadors on walking patrol will be responsible for making Public Relations (PR) checks at various businesses each day to make personal contact and gather and share safety-related information.
- Bicycle Patrols - Based on the deployment plan, some Ambassadors will be assigned to patrol their area on bicycle. Ambassadors monitor City parking structures for illegal camping/trespassing and other inappropriate usages. In addition, they will patrol sidewalks,

alleys, and the surface parking lots of the district to deter unwanted activity and offer assistance.

- Public Relations Checks – Each Ambassador will be responsible for stopping in to visit at least five businesses per shift. The duration of each public relations check should be no more than five minutes per business, which will be spent speaking with the manager of the business to gather and share security-related information and concerns. A list of businesses in which public relations checks were conducted will be reported daily.
- Wellness Checks – Ambassadors will conduct daily wellness checks with all unsheltered people encountered during their patrols. They will triage transient's needs and, when appropriate, refer them to resources available through the City's Homeless Compact. Ambassadors will meet with SLPD Homeless Outreach officers at least two times per month. The frequency of meetings may change at the discretion of SLPD.
- Addressing Quality of Life Crimes - Ambassadors will be responsible for interacting with persons creating quality of life issues, advising them of local ordinances, and requesting compliance. They will address transient problems such as trespassing, scavenging, aggressive panhandling, and assist SLPD when requested. All Ambassadors will be trained in 'situational protocol' to handle situations in a firm yet courteous manner. Ambassadors will be available through the "helpline" to respond to merchant's needs to address quality of life issues impacting their business.
- Information Sharing - Ambassadors will be utilized to share information to educate stakeholders. For instance, if the police department has crime prevention brochures, the Ambassadors can distribute this information. Ambassadors will also share other relevant information with businesses as requested by any City department (i.e., Economic Development, Traffic, Engineering, etc.)
- Reporting - Ambassadors will be responsible for completing Daily Activity Reports. Ambassadors will notify SLPD immediately of any suspicious or criminal behavior. Examples of criminal activity include evidence of illegal entry (i.e., broken windows) and "Quality of Life" crimes, such as public intoxication, open container, trespassing, public urination, and aggressive panhandling. Ambassadors will document incidents in the form of an incident report and forward those to designated SLPD representatives.
- Hospitality Services – While on patrol, Ambassadors will interact with pedestrians to be friendly, goodwill representatives of the service district, share information and make recommendations.
- Additional Duties – Ambassadors will provide additional services and support as requested in writing.



San Leandro Improvement Association

Clean and Safe Program Budget

October 2021-November 2021

PRICING	Downtown Cleaning Ambassador	Safety Ambassador	Operations Manager
Pay Rate	\$ 18.00	\$ 18.00	\$ 28.00
FICA	\$ 1.38	\$ 1.38	\$ 2.14
WC	\$ 1.08	\$ 1.08	\$ 1.68
Liability	\$ 0.46	\$ 0.46	\$ 0.71
Unemployment	\$ 1.14	\$ 1.14	\$ 1.78
Subtotal	\$ 22.06	\$ 22.06	\$ 34.31
Weekly Hours	96.00	112.00	40.00
Annual Hours	4,992.00	5,824.00	2,080.00
Annual Labor	\$ 110,109.54	\$ 128,461.13	\$ 71,367.30
Overhead	\$ 3.42	\$ 3.42	\$ 3.42
Benefits	\$ 2.90	\$ 2.90	\$ 2.90
Profit	\$ 2.73	\$ 2.73	\$ 2.73
Bill Rate	\$ 31.11	\$ 31.11	\$ 43.36
OT Rate	\$ 42.14	\$ 42.14	N/A
Weekly Hours	96.00	112.00	40.00
Annual Hours	4992	5824	2,080.00
Annual Billing	\$ 155,283.86	\$ 181,164.50	\$ 90,189.93
ANNUAL BILLING			\$426,638.29

SCHEDULE	
Downtown Cleaning Ambassador	96.00
Safety Ambassador	112.00
Operations Manager	40.00
Weekly Total	248.00
Annual	12,896.00
FTE Employees	6.20



Downtown San Leandro Improvement Association - Downtown Ambassador Services		
Category	\$	%
Labor	\$ 309,937.97	72.6%
Benefits	\$ 37,355.84	8.8%
Labor Related (background checks, recruiting, awards, sp. Training, etc.)	\$ 8,582.03	2.0%
Uniforms	\$ 4,535.30	1.1%
Cell Phones	\$ 1,640.00	0.4%
Equipment (Truck, ATLVs, other 'capital' equipment)	\$ 4,992.27	1.2%
Equipment Related (Maintenance, emp parking)	\$ 2,412.00	0.6%
Vehicle Lease	\$ -	0.0%
Startup Expense (PM costs, training, travel)	\$ 5,132.11	1.2%
Supplemental Janitorial Supplies	\$ 4,403.75	1.0%
Office Supplies & Printing	\$ 1,310.00	0.3%
Misc. (Bus. license, Incidentals)	\$ 1,500.00	0.4%
Administrative Support (Corp, Tech, System Support, Prof. Development, etc)	\$ 9,610.00	2.3%
Profit (8.0% of total)	\$ 35,227.01	8.3%
TOTAL ANNUAL COSTS	\$ 426,638.29	100.0%
TOTAL MONTHLY COSTS	\$ 35,553.19	
Oct 1 - Nov 30 2021 Costs	\$ 71,106.38	

Capital Equipment				
Items	Unit Price	Qty	Total	Annual Amortized
Office & Breakroom Set Up	\$ 800.00	1.00	\$ 800.00	\$ 300.83
Pressure Washer Trike	\$ 6,200.00	1.00	\$ 6,200.00	\$ 2,331.43
2 way Radios	\$ 450.00	3.00	\$ 1,350.00	\$ 507.65
Computers, Printer	\$ 2,100.00	1.00	\$ 2,100.00	\$ 615.21
Worx HydroShots	\$ 160.00	2.00	\$ 320.00	\$ 120.33
iPhones (SMART System)	\$ 285.00	2.00	\$ 570.00	\$ 214.34
Time Clock	\$ 2,400.00	1.00	\$ 2,400.00	\$ 902.49
			\$ 13,740.00	\$ 4,992.27

Equipment for Safety Program			
Items	Unit Price	Qty	Total
Bicycle	\$ 850.00	2.00	\$ 1,700.00
Charging Tank (digital)	\$ 395.00	1.00	\$ 395.00
2 way Radios	\$ 450.00	2.00	\$ 900.00
iPhones (SMART System)	\$ 285.00	2.00	\$ 570.00
			\$ 3,565.00



San Leandro Improvement Association

Clean and Safe Program Budget

December 2021 to November 2022

PRICING	Downtown Cleaning Ambassador	Safety Ambassador	Operations Manager
Pay Rate	\$ 18.72	\$ 18.72	\$ 30.00
FICA	\$ 1.43	\$ 1.43	\$ 2.30
WC	\$ 1.12	\$ 1.12	\$ 1.80
Liability	\$ 0.48	\$ 0.48	\$ 0.77
Unemployment	\$ 1.19	\$ 1.19	\$ 1.90
Subtotal	\$ 22.94	\$ 22.94	\$ 36.76
Weekly Hours	96.00	112.00	40.00
Annual Hours	4,992.00	5,824.00	2,080.00
Annual Labor	\$ 114,513.92	\$ 133,599.58	\$ 76,464.96
Overhead	\$ 3.04	\$ 3.04	\$ 3.04
Benefits	\$ 2.95	\$ 2.95	\$ 2.95
Profit	\$ 2.80	\$ 2.80	\$ 2.80
Bill Rate	\$ 31.73	\$ 31.73	\$ 45.55
OT Rate	\$ 43.20	\$ 43.20	N/A
Weekly Hours	96.00	112.00	40.00
Annual Hours	4992	5824	2,080.00
Annual Billing	\$ 158,376.22	\$ 184,772.26	\$ 94,740.92
ANNUAL BILLING			\$ 437,889.40

SCHEDULE	
Downtown Cleaning Ambassador	96.00
Safety Ambassador	112.00
Operations Manager	40.00
Weekly Total	248.00
Annual	12,896.00
FTE Employees	6.20



Downtown San Leandro Improvement Association - Downtown Ambassador Services 2022		
Category	\$	%
Labor	\$ 324,578.46	74.1%
Benefits	\$ 37,990.38	8.7%
Labor Related (background checks, recruiting, awards, sp. Training, etc.)	\$ 8,610.48	2.0%
Uniforms	\$ 4,535.30	1.0%
Cell Phones	\$ 1,640.00	0.4%
Equipment (Truck, ATLVs, other 'capital' equipment)	\$ 4,992.27	1.1%
Equipment Related (Maintenance, emp parking)	\$ 2,412.00	0.6%
Office/Storage Location	\$ -	0.0%
Corporate Travel	\$ 1,850.00	0.4%
Supplemental Janitorial Supplies	\$ 2,704.50	0.6%
Office Supplies & Printing	\$ 1,310.00	0.3%
Misc. (Bus. license, Incidentals)	\$ 1,500.00	0.3%
Administrative Support (Corp, Tech, System Support, Prof. Development, etc)	\$ 9,610.00	2.2%
Profit (8.0% of total)	\$ 36,156.01	8.3%
TOTAL ANNUAL COSTS	\$ 437,889.40	100.0%
TOTAL MONTHLY COSTS	\$ 36,490.78	

Capital Equipment				
Items	Unit Price	Qty	Total	Annual Amortized
Office & Breakroom Set Up	\$ 800.00	1.00	\$ 800.00	\$ 300.83
Pressure Washer Trike	\$ 6,200.00	1.00	\$ 6,200.00	\$ 2,331.43
2 way Radios	\$ 450.00	3.00	\$ 1,350.00	\$ 507.65
Computers, Printer	\$ 2,100.00	1.00	\$ 2,100.00	\$ 615.21
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Time Clock	\$ 2,400.00	1.00	\$ 2,400.00	\$ 902.49
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