

PUBLIC NOTICE
MIRACLE MILE IMPROVEMENT DISTRICT
BOARD OF DIRECTORS GENERAL MONTHLY MEETING

DATE: Wednesday, August 8, 2018
TIME: 4:00 pm
PLACE: Miracle Mile Conference Center, 220 W Harding Way, Stockton, CA
TO: Miracle Mile Improvement District Board Members: Matthew Grizzle, Lenzi Leonard, Manuel Guizar, Kim Byrd, Sheba Person-Whitley, Jeff Gamboni, Carol Hirota, Mike Klocke, Jonee Bardo, Lisa Whirlow, Scott Escabar, Charles Hastings, Peter Martin

GENERAL MEETING REQUIREMENTS:

Brown Act: All Miracle Mile Improvement District Board meetings are held pursuant to the Brown Act as codified in Government Code Section 54957.5.

Public Comments: The law provides the opportunity for the public to be heard on any item within the subject matter jurisdiction of the Board, before or during the discussion of that item by the Board. For all items, including items not on the agenda, the public comment time is at the start of each meeting and is limited to five minutes per person unless additional time is granted by the meeting chairperson. State law does not allow action to be taken on an issue not listed on the Agenda.

AGENDA

1. Call to Order/Introductions – *Matthew Grizzle, MMID Board President*
2. Closed Session
3. Report of Closed Session Action (If Any)
4. Public Comments
5. Minutes of the July 11th, 2018 General Board Meeting (*ACTION*)
6. July 2018 Financial Statements (*ACTION*)
7. MMMC Vacancy Appointment Procedure (*ACTION*)
8. Committee Reports: Standing Committees
 - a. Bylaws – *Charles Hastings, Chair*
 - b. Safety & Security – *Peter Martin, Chair*
 - c. Improvements – *Jeff Gamboni, Chair*
 - d. Finance – *Kim Byrd, Chair*
 - e. Grants & Funding – *Jonee Bardo, Chair*
 - f. Merchants – *Tammie Dimas, MMMC Liason*
9. New Business/Announcements
10. Next MMID Board of Directors General Monthly Meeting Date Scheduled September 12th, 2018
11. Adjournment

MIRACLE MILE IMPROVEMENT DISTRICT
GENERAL MEETING BOARD OF DIRECTORS
MINUTES OF THE MEETING
Wednesday, July 11, 2018 4:00 pm
Miracle Mile Conference Center, 220 West Harding Way

PRESENT: Matthew Grizzle, Lenzi Leonard, Kim Byrd, Jonnee Bardo, Carol Hirota, Jeffery Gamboni, Peter Martin, Sheba Person-Whitley, Manuel Guizar, Lisa Whirlow, Michael Klocke, Scott Escobar

ABSENT: Charles Hastings

GUEST & STAFF: Jaime Lester-Watts (Executive Director), Kevin Hernandez (The AVE), Tammi Dimas (Bliss Bridal), Ryan Maliski, Jessica Toccoli & John McMahon

1. General Meeting called to order at 4:00pm by President Grizzle
2. Public Comments: Mr. Hernandez commented on the recent vandalism within the district, including multiple storefront windows being broken. Concern expressed to the overall appearance and the maintenance (or lack thereof) in certain areas and more specifically the appearance of store fronts on Harding Way. He reported that a reach out to one of the merchants, in question, yielded a positive response and the situation was quickly corrected. Mr. Hernandez added that The AVE was broken into resulting in the loss of sound and lighting equipment. Mr. Escobar joins meeting at 4:02pm. Mr. John McMahon, introduced himself, a returning Stockton resident. He believes that the Miracle Mile is in need of long-term planning and looks forward to working with the Improvement Committee and committee chair, Mr. Gamboni. Ms. Whirlow and Mr. Gamboni joins meeting at 4:04pm.
3. Minutes of June 13th, 2018, General Meeting.
MOTION to approve the meeting minutes of June 13th
Motion: Mr. Martin, Second: Mr. Guizar: 12/12, Motion carried.
4. May 2018 Financial Statements – President Grizzle reminded the board, that the vote on May financials were tabled as last months’ report contained year-to-date information and was absent May specific detail. The Financial Management Report format has been finalized by the Budget Committee to include: P&L YTD Comparison, Balance Sheet, YTD Actuals to YTD Budget and YTD Actuals to FY Budget. The Mr. Martin expressed concern that the accountant has not yet been hired to verify the MMID financials, as voted on last month. Ms. Byrd reviewed and reported that last month’s motion was *“MOTION to authorize the ED to locate and hire QuickBooks consultant to provide training to the ED, and committee chair for up to \$750.”* Ms. Byrd indicated that the RFP for the MMID CPA will be addressed in the Budget Committee report.
MOTION to approve May 2018 Financials,
Motion: Mr. Klocke, Second: Ms. Hirota Vote: 11/12, Abstained: Martin. Motion carried.
June 2018 Financial Statements – President Grizzle announced that the City recently provided a current list of payments by property owner, and the break-out by zone will be allocated and reported on in July’s financials, based on information provided by the City. Also, Merchant Committee bank account was opened June 30, though the transactional data was not made available until July 2, those financials will available in July’s report. The floor was opened to discussion and/or questions as to June financials. Ms. Hirota inquired as what was included in the Legal fees. Mr. Grizzle indicated that over \$6k in legal expenses were a carry-over from 2017. Legal fees covered both council on litigation and employment consultation.
MOTION to approve June 2018 Financials,
Motion: Ms. Hirota, Second: Ms. Leonard Vote: 11/12, Abstained: Martin. Motion carried.

5. Executive Director Report: Ms. Lester-Watts had nothing to add to the report. Ms. Leonard requested update on discussions with Visit Stockton, Ms. Leonard announce that visit Stockton purchased the Miracle Mile banner from Min-A-tree. Ms. Hirota commented on the participation in the Chamber Meeting and sees it as good visibility for the Miracle Mile. Ms. Whirlow announced that the MMID will have a Miracle Mile booth at the beer festival at the marina to sell tickets for the Lions Club Pub Crawl. She is looking for volunteers.
6. Committee Reports – Standing Committee
 - a. *Policy & Procedures* – In Mr. Hastings absence, President Grizzle reported that the Policy and Procedure Committee meeting of July was tabled and rescheduled for July 17 at 1pm in the PME Conference Room. Mr. Grizzle indicated that the committee will be reviewing the Bylaws and welcomed anyone interested in attending to please join. He also made available copy of the Bylaws to anyone who needed to update their board manuals, replacing the redlined copy. Ms. Hirota, expressed that scheduling conflicts and short meeting notifications have made it difficult to attend.
 - b. *Safety/Security* – Mr. Martin opened discussion on the security report provided. Discussed how there is still confusion with merchants when security services are required inside the merchants' place of business. If the merchant is not contracted with Hammer Head Services, SPD should be called. Mr. Martin reported that a meeting was held with community security resources including SPD, UOP, & SUSD. He announced that the security committee is planning to host a Town Hall style meeting with our stakeholders and community partners (SPD, UOP, RTD & SUSD). The meeting will be open to all and the community will be encouraged to attend. It was recommended that the MMID focus on developing its' Business Watch program. Ms. Whirlow expressed concern as to the lack of progress on the security cameras. She would like to have an official security committee meeting with all the appropriate stakeholders present. Ms. Lester-Watts, clarified that the previous meeting with a group of resources, was at the request of the new security company and a means to introduce the groups. Ms. Person-Whitley clarified the invoicing requirements needed from MMID for security camera monies from Councilwoman Lenz. Invoice, with supporting documentation as to the purchase of the camera needs to go to City Management. Ms. Hirota shared her observation as to last minute meetings, and committee level discussions occurring at non-committee meetings, something that needs to be curbed.
 - c. *Improvement* – Mr. Gamboni announced in addition to the Improvement Committee report, he observed that the Bank of America planter, had been emptied. Ms. Hirota indicated the planter was removed due to obstruction and requested low plantings. Tree well irrigation is still questionable. Sheba, will follow up with contacts (Public Works). Jaime spoke with Public Works and water is on and confirmed maintenance. The City was unaware that the water was not on. Power washing, where is it? Blighted area need to be addressed by property owner/merchant to ensure area is properly tended to. Mr. Martin announced that the public can contact Public Works and report issues seen.
 - d. *Finance* – Ms. Byrd referenced the provided Finance Committee report and responded to Mr. Martin earlier concern about the RFP, reiterating that the RFP was intended to address both professional accounting and training/consulting needs. Mr. Martin was disappointed that action was not yet taken, from last months' motion. Ms. Byrd, indicated that the motion did not specify a date by action.
 - e. *Grants & Funding* – Ms. Bardo has nothing new to report.
 - f. *Merchant* – Ms. Dimas reported on the Merchant Committee's June event, Brew, Bikes & Bites. Approximately 110 tickets sold and 50 bikes valeted. Attendance was lower than

hoped for but all in all, a good event. Beer versus wine events will be evaluated moving forward. Next committee event, Miracle Mile Throwback Thursday Car Show is set for Thursday, September 20th, and the committee work is underway. Merchant Advertising efforts include publications in Herlife (for May/June), The Record (slated for August 2) and monthly publications in SJ Magazine. Two (2) full facing pages in SJ Magazine is set for August and only two (2) open ad spots available for September. The SJ Magazine advertising co-op opportunity has been very successful thus far. A number of merchants have secured spots through the end of the year. Ms. Dimas reported that additional I ❤️ MM signage was purchased and distributed to merchants, with most merchants now displaying the I ❤️ MM campaign poster. The next Merchant Committee meeting is scheduled for Thursday 26th at With At Garden Flair at 9am.

7. Announcements: Mr. Klocke announced that his predecessor and past board member, Patrick Day will be leaving the University of the Pacific and has taken a new position at San Jose State University.
8. Adjournment:
Move to adjourn: Motion: Ms. Hirota, Second: Mr. Guizar
Meeting adjourned at 5:10 pm

Minutes submitted by Secretary, Kim Byrd

Next meeting, Wednesday, August 8th, 4pm at the Miracle Mile Conference Center.

Financial Management Report

For the period ended July 2018



Prepared on
August 2, 2018

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Profit and Loss YTD Comparison

July 2018

	Jul 2018	Total Jan - Jul, 2018 (YTD)
INCOME		
Assessment Income	11,277.44	174,429.31
Income - Other		10.03
Interest Income		0.31
RTD Maintenance Contract	1,800.00	5,400.00
Supplementary Security Income		612.00
UOP Supplementary Security Income		5,000.00
Total Income - Other	1,800.00	11,022.34
Insurance Reimbursements		4,047.50
Unapplied Cash Payment Income	100.00	100.00
Total Income	13,177.44	189,599.15
GROSS PROFIT		
	13,177.44	189,599.15
EXPENSES		
Enhanced Maintenance		
Contractor - Maintenance		19,250.00
Repair & Maintenance Supplies	15.71	559.52
Total Enhanced Maintenance	15.71	19,809.52
Marketing		
MMID Advertising		1,375.00
MMMC - Events & Promotions	2,551.30	3,449.20
Website Management & Hosting	122.00	122.00
Total Marketing	2,673.30	4,946.20
Office/General Administrative		1,171.64
Dues & Subscriptions	71.64	269.32
Equipment Rental		922.76
Liability Insurance		3,545.21
Meeting Expense		176.47
Office Supplies	377.06	518.90
Phone/Internet		778.19
Printing	380.00	485.57
Rent & Lease	700.00	4,091.50
Total Office/General Administrative	1,528.70	11,959.56
Other Business Expenses		5,124.14
Payroll Expenses		
Employee Benefits	700.00	2,100.00
Taxes		3,980.00
Wages		30,870.59
Workmans Comp Insurance		349.84
Total Payroll Expenses	700.00	37,300.43
Professional Services		
Accounting		3,211.25

	Jul 2018	Total Jan - Jul, 2018 (YTD)
Accounting - QuickBooks	51.00	102.00
Consulting Fees		1,600.00
Legal		12,617.50
Total Professional Services	51.00	17,530.75
Security	8,065.20	44,346.71
Staffing Expense	709.31	709.31
Storage Lease	94.00	376.00
Taxes & Licenses		117.54
Total Expenses	13,837.22	142,220.16
NET OPERATING INCOME	-659.78	47,378.99
NET INCOME	\$ -659.78	\$47,378.99

Balance Sheet

As of December 31, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts	
F&M Checking	69,430.64
F&M Emergency Reserve x619	2,950.59
F&M Savings x719	2,670.61
Merchant Non Assessed Account	3,093.12
Total Bank Accounts	78,144.96
Total Current Assets	78,144.96
TOTAL ASSETS	\$78,144.96
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
CA PIT / SDI	441.08
CA SUI / ETT	245.00
Federal Taxes (941/944)	2,032.50
Federal Unemployment (940)	42.00
Total Payroll Liabilities	2,760.58
Total Other Current Liabilities	2,760.58
Total Current Liabilities	2,760.58
Total Liabilities	2,760.58
Equity	
Opening Balance Equity	34,892.45
Retained Earnings	
Net Income	40,491.93
Total Equity	75,384.38
TOTAL LIABILITIES AND EQUITY	\$78,144.96

Budget vs. Actuals - YTD Actuals to YTD Budget

January - July, 2018

	Actual	Budget	Total % of Budget
INCOME			
Assessment Income	174,429.31		
Zone 1 Assessment Income		85,338.19	
Zone 2 Assessment Income		19,745.25	
Zone 3 Assessment Income		24,054.94	
Total Assessment Income	174,429.31	129,138.38	135.07 %
Income - Other	10.03		
Event Income		1,458.31	
Grant Income		6,416.69	
Interest Income	0.31	43.75	0.71 %
RTD Maintenance Contract	5,400.00	4,200.00	128.57 %
Supplementary Security Income	612.00	3,500.00	17.49 %
UOP Supplementary Security Income	5,000.00	5,833.31	85.71 %
Total Income - Other	11,022.34	21,452.06	51.38 %
Insurance Reimbursements	4,047.50		
Unapplied Cash Payment Income	100.00		
Total Income	189,599.15	150,590.44	125.90 %
GROSS PROFIT	189,599.15	150,590.44	125.90 %
EXPENSES			
Enhanced Maintenance			
Contractor - Maintenance	19,250.00	27,708.31	69.47 %
Infrastructure Improvement Program		2,333.31	
Repair & Maintenance Supplies	559.52	1,166.69	47.96 %
Total Enhanced Maintenance	19,809.52	31,208.31	63.48 %
Marketing			
MMID Advertising	1,375.00	1,216.81	113.00 %
MMMC - Events & Promotions	3,449.20	11,958.31	28.84 %
Website Management & Hosting	122.00	875.00	13.94 %
Total Marketing	4,946.20	14,050.12	35.20 %
Office/General Administrative	1,171.64		
Bank Charges & Fees		175.00	
Dues & Subscriptions	269.32		
Equipment Rental	922.76	1,400.00	65.91 %
Liability Insurance	3,545.21	2,041.69	173.64 %
Meeting Expense	176.47		
Office Supplies	518.90	466.69	111.19 %
Phone/Internet	778.19	1,260.00	61.76 %
Postage		233.31	
Printing	485.57	875.00	55.49 %
Rent & Lease	4,091.50	5,495.00	74.46 %
Total Office/General Administrative	11,959.56	11,946.69	100.11 %

	Actual	Budget	Total % of Budget
Other Business Expenses	5,124.14		
Payroll Expenses			
Employee Benefits	2,100.00	2,100.00	100.00 %
Taxes	3,980.00	2,450.00	162.45 %
Wages	30,870.59	29,166.69	105.84 %
Workmans Comp Insurance	349.84	1,225.00	28.56 %
Total Payroll Expenses	37,300.43	34,941.69	106.75 %
Professional Services			
Accounting	3,211.25	2,800.00	114.69 %
Accounting - QuickBooks	102.00		
Consulting Fees	1,600.00		
Legal	12,617.50	4,666.69	270.37 %
Total Professional Services	17,530.75	7,466.69	234.79 %
Security	44,346.71	46,666.69	95.03 %
Staffing Expense	709.31		
Storage Lease	376.00		
Taxes & Licenses	117.54		
Total Expenses	142,220.16	146,280.19	97.22 %
NET OPERATING INCOME	47,378.99	4,310.25	1,099.22 %
NET INCOME	\$47,378.99	\$4,310.25	1,099.22 %

Budget vs. Actuals - YTD Actuals to FY Budget

January - July, 2018

	Actual	Budget	Total % of Budget
INCOME			
Assessment Income	174,429.31		
Zone 1 Assessment Income		146,294.00	
Zone 2 Assessment Income		33,849.00	
Zone 3 Assessment Income		41,237.00	
Total Assessment Income	174,429.31	221,380.00	78.79 %
Income - Other	10.03		
Event Income		2,500.00	
Grant Income		11,000.00	
Interest Income	0.31	75.00	0.41 %
RTD Maintenance Contract	5,400.00	7,200.00	75.00 %
Supplementary Security Income	612.00	6,000.00	10.20 %
UOP Supplementary Security Income	5,000.00	10,000.00	50.00 %
Total Income - Other	11,022.34	36,775.00	29.97 %
Insurance Reimbursements	4,047.50		
Unapplied Cash Payment Income	100.00		
Total Income	189,599.15	258,155.00	73.44 %
GROSS PROFIT	189,599.15	258,155.00	73.44 %
EXPENSES			
Enhanced Maintenance			
Contractor - Maintenance	19,250.00	47,500.00	40.53 %
Infrastructure Improvement Program		4,000.00	
Repair & Maintenance Supplies	559.52	2,000.00	27.98 %
Total Enhanced Maintenance	19,809.52	53,500.00	37.03 %
Marketing			
MMID Advertising	1,375.00	2,086.00	65.92 %
MMMC - Events & Promotions	3,449.20	20,500.00	16.83 %
Website Management & Hosting	122.00	1,500.00	8.13 %
Total Marketing	4,946.20	24,086.00	20.54 %
Office/General Administrative	1,171.64		
Bank Charges & Fees		300.00	
Dues & Subscriptions	269.32		
Equipment Rental	922.76	2,400.00	38.45 %
Liability Insurance	3,545.21	3,500.00	101.29 %
Meeting Expense	176.47		
Office Supplies	518.90	800.00	64.86 %
Phone/Internet	778.19	2,160.00	36.03 %
Postage		400.00	
Printing	485.57	1,500.00	32.37 %
Rent & Lease	4,091.50	9,420.00	43.43 %
Total Office/General Administrative	11,959.56	20,480.00	58.40 %

	Actual	Budget	Total % of Budget
Other Business Expenses	5,124.14		
Payroll Expenses			
Employee Benefits	2,100.00	3,600.00	58.33 %
Taxes	3,980.00	4,200.00	94.76 %
Wages	30,870.59	50,000.00	61.74 %
Workmans Comp Insurance	349.84	2,100.00	16.66 %
Total Payroll Expenses	37,300.43	59,900.00	62.27 %
Professional Services			
Accounting	3,211.25	4,800.00	66.90 %
Accounting - QuickBooks	102.00		
Consulting Fees	1,600.00		
Legal	12,617.50	8,000.00	157.72 %
Total Professional Services	17,530.75	12,800.00	136.96 %
Security	44,346.71	80,000.00	55.43 %
Staffing Expense	709.31		
Storage Lease	376.00		
Taxes & Licenses	117.54		
Total Expenses	142,220.16	250,766.00	56.71 %
NET OPERATING INCOME	47,378.99	7,389.00	641.21 %
NET INCOME	\$47,378.99	\$7,389.00	641.21 %



EXECUTIVE DIRECTOR'S REPORT

AUGUST 2018

Jaime Lester-Watts

AUGUST MESSAGE

I have had a very productive month and have come a long way in regard to getting past the learning curve and truly understanding the organization and my role. I have the confidence in the structures we have worked so hard to put into place over the past couple of months which makes it easier to communicate with the stakeholders and community about daily business and future plans. Thank you all for your patience and guidance getting here! Now the really good work starts!!!!

COMMITTEE MEETINGS

I have met with all committees in June and have scheduled July (and further out) meetings. Thank you to the Chairs for all their hard work and support!

Merchant

I have been dedicating a lot of my time and resources to the MMMC this past month being that I am chairing the committee and also agreed to chair the 2018 Miracle Mile Wine Stroll & Classic Car Show that is going to be held on Thursday, September 20th. A bit of a time crunch, but details are all getting worked out and I am confident it is going to be a success. The MMMC has been the most demanding of the committees, but I'm truly hoping I will have the opportunity to use my past experience and expertise to take the existing events to the next level and introduce new methods and think-outside-the-box ideas.



Safety & Security

I coordinated the Miracle Mile Business Watch Town Hall Meeting that was held on Tuesday, July 31st at 9:00 a.m. with the Stockton Police Department. I am very happy with the turnout and excited to see the progress as we continue to hold monthly meetings. I will keep you updated with details as they unfold.

Bylaws

I met with the Bylaws Committee on July 31st and we have another one scheduled for Thursday, August 16th at 4:00 p.m. at the PME office.

Improvement

We had a very productive meeting on Tuesday, July 17th and working on a letter to stakeholders that Jeff will explain further.

Finance

I met with the Finance Committee to review the financial reports, discuss the submittals for the RFP for annual accounting/auditing services (there was only one) and most importantly to review the outstanding assessments and how the income shortage may affect our operating budget for the remainder of the year. Kim will report with more details.

ADMIN/OFFICE

So busy – but productive! Excited for August!

Accounting

The daily accounting, bills, payroll, etc. are all dialed in and being processed regularly.

Newsletter

Newsletters and other communications using Constant Contact program have been going out consistently. I've been sending them out on a weekly basis on average, even though our goal was set for a monthly one. We have had a lot going on, a lot which is time sensitive, so the frequency has been necessary, but it has been a good habit that I plan to continue. Being able to track stats and have things timestamped have already served to be more valuable than I expected. I have been getting reports back on each campaign sent and we are getting between 50% and 70% engagement with recipients who are opening the e-mail and clicking through the content. Yay!

Maintenance Services – I have been continuing to work with Albert Lepe to go over tasks that he is to be working on including, litter and graffiti removal, weeding, watering, securing and trimming trees, etc.

MARKETING

San Joaquin Magazine Ad

I have continued to design the ads and page layout for the San Joaquin Magazine. Just completed September's issue that again is a double page spread with 15 businesses. We put a system in place for securing the ads, copy, etc. through the website and MMID office. Needs to be enforced better if we are going to continue to handle in-house.

Social Media

Posting....Posting....Posting....

Thank you for your support!

Jaime Lester-Watts, Executive Director

Miracle Mile Improvement District

REPORT FROM POLICY AND PROCEDURES COMMITTEE

The Committee has continued to meet concerning developing recommended amendments to the By-Laws. The Committee is reviewing the entire By-Laws for the purposes of, not only bringing them up to date, but to bring them into compliance with the Management District Plan, as well as see that they form a foundation for the operation of the organization that suits the best interests of the organization. It is anticipated the Committee will have its complete recommendations for Board review by October.

If anyone has comments or suggestions for revisions to the By-Laws, it would be appreciated if they are submitted to the Committee prior to its next meeting.

MMID August 8, 2018 Board Meeting – Security Committee Report

As outlined in last months' report, the Business Watch – Town Hall Security Meeting was held on July 31, 2018. Attendance was good. In addition to a strong showing of stakeholders, present were Officer Castro and Buell, our Community Service Officers (CSO) and several patrol officers, one of which, Officer Sherman, is also assigned to the CSO Group. Also present were representatives from Hammerhead Security.

CSO Castro outlined the Business Watch Program and introduced our district CSO, Officer Buell. Explained, was the difference between the services they can provide our district as different from regular patrol officers. For **all** incidents, people were requested to call PD as well as to email our CSO with a call or report number. She explained that while a patrol officer will respond to the current situation at the time of the call the CSO can direct patrols to a specific place, at a certain time of day, as a regular patrol in response to multiple calls for service.

Stressed was the fact that policing is data driven. The more calls, the more officers will be assigned to our district. The better informed we keep our CSO, the more PD can focus on specific areas and issues.

Also discussed was the difference between what our own security company, Hammerhead, is contracted to do and the role of the PD. Calls to Hammerhead go through the dispatch center, which allows that data capture to be shared with PD. This additional reporting is a great help in targeting service in our district. There was a brief discussion as to what constitutes loitering, trespassing, etc.

CSO Castro asked us to set joint goals for our next meeting. They are;

- 1) Involve behavioral health resources in our district – both PD and our ED will contact.
- 2) The CSO will involve dispatch personnel from PD, to share what information they need to help us.
- 3) Develop a list of 'top offenders', using photos and descriptive information to catalogue persons suspected of municipal code violations, who we see all the time in the district.
- 4) Work with your security company to provide information on hot spots and repeat offenders.
- 5) Report all incidents to both PD and your CSO. Link on the MMID website.

Our CSO mentioned that PD has five cameras in the district. If you make an incident report, PD will match up time and date with any available footage. She knows the district is looking to possibly install cameras of our own. She suggested the West side of the street, since all PD cameras are installed on the east side.

Going forward, we will hold these meetings monthly. Attendees were advised to check the website for the exact day and time. Email notification will also be sent to all stakeholders.

**MIRACLE MILE IMPROVEMENT DISTRICT
FINANCE COMMITTEE REPORT
August 2, 2018**

PRESENT	<p>Committee: Kim Byrd, Chair; Matt Grizzle, Jaime Lester-Watts & Peter Martin, Manuel Guizar</p> <p>Guest: Kellie Jacobs, Lisa Whirlow</p>
OUTSTANDING ASSESSMENTS	<p>23 property owners have outstanding assessments due in the amount of \$62,519.04, as provided by the City of Stockton dated August 2. The city has officially closed the payment window. However, after working with Jaime, they have agreed to accept payments that the MMID can obtain and hand delivery to the Economic Development department, by Wednesday, August 8, 2018.</p> <p>By August 10th, the City will turn-over the outstanding assessments to SJ County Assessor Office, which in turn will be included in the October billing cycle for 2019. Requested information from the County on the billing breakdown, in an effort to understand how much and when funds can be expected.</p>
FINANCIAL REVIEW	<p>Reviewed preliminary financials and discussed specific questions as follows:</p> <p>Income: \$11,277.44 - Assessments from the city \$1,800.00 – Contract Pmt from RTD</p> <p>Expense: \$3,051.30 in Events and Promotions (\$2,700 reimbursement to Rick Ladd for SJ Magazine Ads and \$1,300 to Beer Distributor for June event) \$709.31 Staffing Expense (reimbursements to Matt Grizzle for recruitment & hiring of ED(s))</p> <p>It was noted that the Merchant Committee deposit will be included on the Balance Sheet in the final Board Finance Management Report.</p>
2018 BUDGET EVALUATION, ADJUSTMENT & CONTINGENCY	<p>Given the likely \$62k shortfall, the committee discussed impact and possible options available to pursue. Based on the funds available and anticipated payments to be received (from RTD & UOP), the MMID can sustain itself with a spending cap of \$15k per month providing basic services to the Mile through the end of year. Service, at current level, would include: Maintenance, Security & Administration (staffing, rent, printing, & \$350 to Marketing)</p>
2019 BUDGET PLANNING & PROCESS	<p>Not discussed.</p>

RFP for CPA	<p>Reviewed RFP for new CPA. The RFP was be sent to six local accounting firms for consideration. One candidate declined, three implied they would reply. Only one (1) response was returned as of this report. The adjusted timetable:</p> <ul style="list-style-type: none"> • RFP distributed July 18, 2018 • Written proposals due to the MMID July 31, 2018 • RFP Review August 2, 2018 • CPA firm selected and notified (on hold) <p>Given the budget constraints AND the limited responses, the Finance Committee will continue to explore some alternatives (bookkeeper vs. CPA) and keep the board updated.</p>
ANNOUNCEMENTS	No announcements.
NEXT MEETING	Tuesday, September 4 at 9:00am – PME Conference Room