

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

DATE: Wednesday, February 13th, 2019

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, Jeff Dundas, Mike Klocke, Jonee Bardo, Lisa Whirlow, Scott Escabar, Gabrielle Oleari, Yonie Young

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 – *Kim Byrd, MMID Board President*
2. Public Comments
3. Minutes of the January 8th, 2019 General Board Meeting (*ACTION*)
4. January 2019 Financial Statements (*ACTION*)
5. Authorization of MMID Debit Bank Card (*ACTION*)
6. Strategic Planning Session Upcoming March 15th, 2019, UOP Alumni House
7. Whistle Blower & Conflict of Interest Forms
8. 2019 Board of Director Binders
9. Executive Committee/MMID Office Report – Matthew Grizzle/Kim Byrd
10. Committee Reports: Standing Committees
 - a. Policies & Procedures – *Manuel Guizar, Committee Chair*
 - b. Security – *Lisa Whirlow, Committee Chair*
 - c. Improvement – *Jeff Gamboni, Committee Chair*
 - d. Finance – *Matthew Grizzle, Committee Chair*
 - e. Events & Promotions – *Lenzi Leonard, Committee Chair*
11. Board Member Requests/Announcements
12. Next MMID Board of Directors General Monthly Meeting Date Scheduled March 13th, 2019
13. Adjournment

MIRACLE MILE IMPROVEMENT DISTRICT
GENERAL MEETING BOARD OF DIRECTORS
MINUTES OF THE MEETING
Wednesday, January 9, 2019 4:00 pm
Miracle Mile Conference Center, 220 West Harding Way

PRESENT: Matthew Grizzle, Lenzi Leonard, Kim Byrd, Manuel Guizar, Lisa Whirlow, Jeff Dundas, Jeffrey Gamboni, Sheba Person-Whitley, Michael Klocke, Yonie Young, Gabe Oleari

ABSENT: Jonnee Bardo, Scott Escabar

GUEST & STAFF: Jaime Lester-Watt, Miguel & Julie, Susan Lenz, Denise Jefferson

1. Open Session called to order at 4:05pm by President, Matthew Grizzle
2. Public Comments: Made during Item 8b.
3. Minutes of December 12, 2018, General Meeting – Add “nothing to report”, following the closed session.

MOTION to approve meeting minutes of December 12 with corrections

Motion: Mr. Dundas	Second: Mr. Guizar	Vote: 11/11	Motion carried	Abstained:
---------------------------	---------------------------	-------------	-----------------------	-------------------

4. December 2018 Financial Statements.

MOTION to approve December 2018 Financials

Motion: Ms. Leonard	Second: Ms. Whirlow	Vote: 11/11	Motion carried	Abstained:
----------------------------	----------------------------	-------------	-----------------------	-------------------

5. Nomination and election of 2019 Board of Director Election of Officers

- a. 2019 President – Mr. Guizar nominates Ms. Byrd
- b. 2019 Vice President – Ms. Leonard nominates Ms. Whirlow
- c. 2019 Secretary – Mr. Grizzle nominates Ms. Leonard
- d. 2019 Treasurer – Ms. Byrd nominates Mr. Grizzle

MOTION to elected four executive officers by unanimous decision

Motion: Mr. Klocke	Second: Mr. Gamboni	Vote: 11/11	Motion carried	Abstained:
---------------------------	----------------------------	-------------	-----------------------	-------------------

6. 2019 Board Committee Chair Appointments

- a. 2019 Policy/Procedure/Bylaws
 - i. Chair: Mr. Guizar
 - ii. Committee: Ms. Byrd
 - iii. Meeting Date: TBD
- b. 2019 Safety & Security
 - i. Chair: Ms. Whirlow
 - ii. Committee: Mr. Dundas, Mr. Klocke
 - iii. Meeting Date: 1st Friday
- c. 2019 Improvements
 - i. Chair: Mr. Gamboni
 - ii. Committee: Mr. Dundas, Ms. Young
 - iii. Meeting Date: 3rd Tuesday
- d. 2019 Finance (Treasurer)
 - i. Chair: Mr. Grizzle
 - ii. Committee: Ms. Byrd
 - iii. Meeting Date: 2nd Tuesday
- e. 2019 Events & Promotions
 - i. Chair: Ms. Leonard
 - ii. Committee: Ms. Oleari, Mr. Klocke, Ms. Whirlow
 - iii. Meeting Date: TBD

7. Executive Director – Ms. Lester-Watts has nothing to add to her report. Discussed the issue with the MMID Website. The website had been secured with Ms. Nguyen credit card, the GoDaddy services were recently cancelled. Mr. Grizzle is working on getting the website restored.
8. Committee Reports – Standing Committees
 - a. *Bylaws* – Mr. Guizar has nothing to report.
 - b. *Security & Safety* – Ms. Whirlow reported that the camera project is moving forward. The PME building has been identified as one location to house the base equipment. The Security Committee is evaluating the use of UOP as a second location. Magnets and security education to the district will be conducted upon receipt of the new magnets. Reminded board members of the importance of supporting the SPD Business Watch, and foster strong relationships to ensure safety within the district. Remind our business neighbors to attend the meetings.
Public Comment: Miguel & Lisa from the Yosemite Village, in neighboring district stopped by to introduce themselves and share the activities in the Yosemite neighborhood. As representatives from their recently formed Business and Neighborhood Watch groups, looking to open communications and collaborate where our needs intersect.
 - c. *Improvement* – Mr. Gamboni has nothing further to add to his report. Ms. Denise Jefferson was invited to share grant information for possible funding at Tuxedo Court. The \$37m grant, has a concept plan deadline of Feb 13th. Mr. Gamboni will work with Ms. Jefferson and Ms. Person-Whitley to provide approximate cost estimates needed to accompany the concept plan. Still waiting on the request submitted to the City for the replacement of 3 damaged Bollards, Ms. Lester-Watts will continue to monitor.
 - d. *Finance* – Ms. Byrd reported, per the Management Plan, the 2018 Annual Report & 2019 Budget, is due to the City February 1, for the City Council meeting on March 19. In addition, the 2018 Financial Statements (Income & Expense), verified by CPA, due to the City by March 1st
 - e. *Events & Promotions* – Ms. Leonard reported that she will be looking at the calendar and set meeting dates with the committee, soon. Looking to evaluate the events calendar for the upcoming year.
9. Board Member Requests/Announcements: Ms. Byrd announced she will be looking at dates, possibly early March, to host the 2019 Strategic Planning meeting. Ms. Lester-Watts will send out a Doodle to help identify a date that could support a majority attendance.
10. Adjournment:
Move to adjourn
Motion: Mr. Grizzle, Second: Ms. Whirlow
Meeting adjourned at 5:11pm

Minutes submitted by Secretary, Kim Byrd

Next meeting, Wednesday, February 13th, 4pm at the Miracle Mile Conference Center.

Financial Management Report

For the period ended January 31, 2019



Prepared on
February 9, 2019

Table of Contents

Profit and Loss YTD Comparison	3
Balance Sheet.....	4
Budget vs. Actuals MMID 2019 FY.....	5
Budget vs. Actuals MMID 2019 YTD	7
Notes to the Financial Statements.....	9

Profit and Loss YTD Comparison

January 2019

	Jan 2019	Total Jan 2019 (YTD)
INCOME		
Assessment Income	125,661.72	125,661.72
Income - Other		
San Joaquin Magazine Ad Income	300.00	300.00
Total Income - Other	300.00	300.00
Total Income	125,961.72	125,961.72
GROSS PROFIT	125,961.72	125,961.72
EXPENSES		
Enhanced Maintenance		
Repair & Maintenance Supplies	65.06	65.06
Total Enhanced Maintenance	65.06	65.06
Event Expenses		
Event Supplies	38.00	38.00
Total Event Expenses	38.00	38.00
Marketing		
MMMC - Events & Promotions	-200.00	-200.00
Website Management & Hosting	282.90	282.90
Total Marketing	82.90	82.90
Office/General Administrative		
Dues & Subscriptions	45.00	45.00
Liability Insurance	501.40	501.40
Meeting Expense	111.18	111.18
Office Supplies	616.18	616.18
Total Office/General Administrative	1,273.76	1,273.76
Payroll Expenses		
Employee Benefits	700.00	700.00
Total Payroll Expenses	700.00	700.00
Professional Services		
Accounting - QuickBooks	101.00	101.00
Total Professional Services	101.00	101.00
Security	8,878.30	8,878.30
Taxes & Licenses	45.00	45.00
Total Expenses	11,184.02	11,184.02
NET OPERATING INCOME	114,777.70	114,777.70
NET INCOME	\$114,777.70	\$114,777.70

Balance Sheet

As of January 31, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
F&M Checking	124,336.40
F&M Emergency Reserve x619	4,316.31
F&M Savings x719	3,840.29
Petty Cash	250.00
Total Bank Accounts	132,743.00
Total Current Assets	132,743.00
Fixed Assets	
Accumulated Depreciation	-1,526.01
Fixed Asset Furniture	1,526.01
Total Fixed Assets	0.00
TOTAL ASSETS	\$132,743.00
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
CA PIT / SDI	147.03
Federal Taxes (941/944)	677.52
Federal Unemployment (940)	42.00
Total Payroll Liabilities	866.55
Total Other Current Liabilities	866.55
Total Current Liabilities	866.55
Total Liabilities	866.55
Equity	
Opening Balance Equity	18,099.00
Retained Earnings	-1,000.25
Net Income	114,777.70
Total Equity	131,876.45
TOTAL LIABILITIES AND EQUITY	\$132,743.00

Budget vs. Actuals MMID 2019 FY

January - December 2019

	Actual	Budget	Total % of Budget
INCOME			
Assessment Income	125,661.72	279,280.00	44.99 %
Income - Other			
Event Income - Wine Stroll		2,500.00	
Interest Income		108.00	
RTD Maintenance Contract		7,200.00	
San Joaquin Magazine Ad Income	300.00		
Total Income - Other	300.00	9,808.00	3.06 %
Total Income	125,961.72	289,088.00	43.57 %
GROSS PROFIT	125,961.72	289,088.00	43.57 %
EXPENSES			
Enhanced Maintenance			
Contractor - Maintenance	2,750.00	57,500.00	4.78 %
Infrastructure Improvement Program		10,000.00	
Repair & Maintenance Supplies	65.06	2,000.00	3.25 %
Total Enhanced Maintenance	2,815.06	69,500.00	4.05 %
Event Expenses			
Event Supplies	38.00		
Total Event Expenses	38.00		
Marketing			
Advertising, Events & Promotions		22,600.00	
MMMC - Events & Promotions	-200.00		
Website Management & Hosting	282.90	5,000.00	5.66 %
Total Marketing	82.90	27,600.00	0.30 %
Office/General Administrative			
Bank Charges & Fees		500.00	
Dues & Subscriptions	45.00	500.00	9.00 %
Liability Insurance	501.40	12,000.00	4.18 %
Meeting Expense	111.18		
Office Supplies	721.75	800.00	90.22 %
Phone/Internet	28.25	1,000.00	2.83 %
Postage		400.00	
Printing		1,500.00	
Rent & Lease	350.00	4,200.00	8.33 %
Storage Lease	203.00	1,128.00	18.00 %
Total Office/General Administrative	1,960.58	22,028.00	8.90 %
Payroll Expenses			
Employee Benefits	1,050.00	4,200.00	25.00 %
Taxes	625.16	4,200.00	14.88 %
Wages	5,320.52	50,000.00	10.64 %
Workmans Comp Insurance		2,100.00	

			Total
	Actual	Budget	% of Budget
Total Payroll Expenses	6,995.68	60,500.00	11.56 %
Professional Services			
Accounting		7,800.00	
Accounting - QuickBooks	101.00		
Legal		12,000.00	
Total Professional Services	101.00	19,800.00	0.51 %
Security	11,977.48	80,000.00	14.97 %
Taxes & Licenses	45.00		
Total Expenses	24,015.70	279,428.00	8.59 %
NET OPERATING INCOME	101,946.02	9,660.00	1,055.34 %
NET INCOME	\$101,946.02	\$9,660.00	1,055.34 %

Budget vs. Actuals MMID 2019 YTD

January 2019

	Actual	Budget	Total % of Budget
INCOME			
Assessment Income	125,661.72	279,280.00	44.99 %
Income - Other			
Event Income - Wine Stroll		2,500.00	
Interest Income		108.00	
RTD Maintenance Contract		7,200.00	
San Joaquin Magazine Ad Income	300.00		
Total Income - Other	300.00	9,808.00	3.06 %
Total Income	125,961.72	289,088.00	43.57 %
GROSS PROFIT			
	125,961.72	289,088.00	43.57 %
EXPENSES			
Enhanced Maintenance			
Contractor - Maintenance		57,500.00	
Infrastructure Improvement Program		10,000.00	
Repair & Maintenance Supplies	65.06	2,000.00	3.25 %
Total Enhanced Maintenance	65.06	69,500.00	0.09 %
Event Expenses			
Event Supplies	38.00		
Total Event Expenses	38.00		
Marketing			
Advertising, Events & Promotions		22,600.00	
MMMC - Events & Promotions	-200.00		
Website Management & Hosting	282.90	5,000.00	5.66 %
Total Marketing	82.90	27,600.00	0.30 %
Office/General Administrative			
Bank Charges & Fees		500.00	
Dues & Subscriptions	45.00	500.00	9.00 %
Liability Insurance	501.40	12,000.00	4.18 %
Meeting Expense	111.18		
Office Supplies	616.18	800.00	77.02 %
Phone/Internet		1,000.00	
Postage		400.00	
Printing		1,500.00	
Rent & Lease		4,200.00	
Storage Lease		1,128.00	
Total Office/General Administrative	1,273.76	22,028.00	5.78 %
Payroll Expenses			
Employee Benefits	700.00	4,200.00	16.67 %
Taxes		4,200.00	
Wages		50,000.00	
Workmans Comp Insurance		2,100.00	

			Total
	Actual	Budget	% of Budget
Total Payroll Expenses	700.00	60,500.00	1.16 %
Professional Services			
Accounting		7,800.00	
Accounting - QuickBooks	101.00		
Legal		12,000.00	
Total Professional Services	101.00	19,800.00	0.51 %
Security	8,878.30	80,000.00	11.10 %
Taxes & Licenses	45.00		
Total Expenses	11,184.02	279,428.00	4.00 %
NET OPERATING INCOME	114,777.70	9,660.00	1,188.17 %
NET INCOME	\$114,777.70	\$9,660.00	1,188.17 %

Notes to the Financial Statements

\$9,660 budget item shown as “net operating income/net income” are funds that are budgeted to automatically transfer into our savings accounts per our management plan. \$2,400 is budgeted to go into our “PBID Renewal Fund” savings account & \$7,260 is budgeted to go into our “Reserve Fund” savings account. These line items are shown in the balance sheet with current balances in the “assets” section.

IRS Form 990 now requests that non-profit organizations include an annual Conflict of Interest Statement for all Board Members

Conflict of Interest Statement for Board Members of MIRACLE MILE IMPROVEMENT DISTRICT

No board member or board committee member, or employee should accept any gift, entertainment, service, loan, or promise of future benefits from any person who might benefit or appear to benefit from such board or committee member's connection with The Miracle Mile Improvement District, unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the board. This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

No board or committee members should perform, for any personal gain, services to the Miracle Mile Improvement District supplier of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind, unless the fact of such transaction or contracts are disclosed in good faith, and the board or committee authorizes such a transaction. Similar association by a family member of the board or committee member or by any other close relative may be inappropriate.

To avoid a conflict of interest, a board or committee member will excuse themselves from voting on any issue in which they (or a family member) have a personal, financial or beneficial interest in that issue. A board or committee member will excuse themselves from voting on any issue in which they (or a family member) have a substantial obligation to a Miracle Mile Improvement supplier of goods or services for the Miracle Mile Improvement District unless it has been determined by the board, on the basis of full disclosure of facts, that such interest does not give rise to a conflict of interest. A board or committee member will excuse themselves from voting on any issue in which the board or committee members is also a board or committee member of another organization in which the Miracle Mile has a contractual activity with or is engaged in a financial arrangement with such organization. Any matter of question or interpretation that arises relating to this policy should be referred to the board president for decision and/or for referral to the board of directors for decision, where appropriate.

I have received, read and understand fully the Conflict of Interest Statement for the calendar year **2019** and will comply with the statement by bringing any potential conflict of interest situations to the board for consideration.

Date

Signature

WHISTLE BLOWER POLICY

The Miracle Mile Improvement District (MMID) board of directors approves the inclusion of the following statement in the Miracle Mile Improvement District's Policies and Procedures Manual, and directs the Executive Director to ensure that it is given to and acknowledged by all employees and Board Members. In addition, the Executive Director will ensure that whistleblower protection notification is posted in the workplace(s) as required by state law.

Policy: If any board member or employee reasonably believes that some policy, practice, or activity of the Miracle Mile Improvement District is in violation of law, a written complaint may be filed by that employee with the Executive Director or the Board President.

It is the intent of this organization to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all board members and employees is necessary to achieving compliance with various laws and regulations. An employee or board member is protected from retaliation only if they bring the alleged unlawful activity, policy, or practice to the attention of the Executive Director or the Board President with a reasonable opportunity to investigate and correct the alleged unlawful activity.

The MMID will not retaliate against an employee or board members who, in good faith, have made a protest or raised a complaint against some practice of the MMID, or of another individual, board member or entity with whom MMID had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

MMID will not retaliate against an employee or board member who discloses or threatens to disclose any activity, policy, or practice of MMID that they reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

Approved this twelfth day of December, 2012, at the MMID office, 2540 Pacific Avenue, Suite 3, Stockton, California.

Signature Board Member

Date

Board Committee Reports – February 2019

Policies & Procedures – Manuel Guizar, Committee Chair

Nothing to report at this time.

Security – Lisa Whirlow, Committee Chair

The Security Committee will be meeting on February 12th @ 10:15am @ PME.

- Security magnets have started to be distributed with instructions as to what to do if an incident occurs.
- Miracle Mile Business Watch is starting to gain some traction.
- UOP is possible location to install antennae for camera system.
- Will have more info to report at board meeting.

Improvement – Jeff Gamboni, Committee Chair

The Improvement Committee met on January 15th @ PME.

- Harding Way Improvements update: Public Works is bidding the tree planting project. This includes apx. 8 trees on Harding Way.
- Master Plan— We have been preparing documents for submittal for the Grant identified last month. Jeff met with Peter Martin who reached out on behalf of the Craig family to review the ideas for Tuxedo Court. Jeff met with COS Public Works for advice/assistance. Kevin H, Kim and Jeff met with Kurt McFadden on 6 Feb seeking cost estimate advice. Deadline is 13 Feb. Submittal is electronic.
- Existing tree wells along the Avenue that are lacking trees should be planted and will be identified at for planting this winter.
- We are looking for suggestions for locations for bike racks. None have been identified yet. We would like to obtain approval for a bike rack style that will be identified for use throughout the MM. I am promoting a relatively inexpensive rack that looks like an M. Kim is promoting one with “Miracle Mile” cut-out of the side panel. Please suggest other styles that you would prefer.
- I have acquired roses for planting on the MM. Locations will be confirmed at next meeting. Need to seek approval from Merlo Family and Kevin Dougherty. Roses are temporarily “healed-in” at Gamboni’s residence but need to be planted ASAP.
- Improvement Committee will meet regularly on the Third Tuesday of every month at 5:15 at PME. Next meeting is scheduled for Tuesday February 19th.

Finance – Matthew Grizzle, Committee Chair

The Finance Committee met on February 5th @ PME.

- We received the first portion of our assessment income.
- W-2s & 1099s have been distributed and filed.
- 2019 budget was sent with MMID 2018 Annual Report to City of Stockton for review.
- Financial review is currently being done by outside accounting firm and should be completed any day.
- We have been in communication with all tax agencies to make sure that we are current with all filings.

Events & Promotions – Lenzi Leonard, Committee Chair

Events & Promotions will be meeting on February 21st @ 5:30pm at Taps Barrel Room.

- We will be discussing plans for the two main events of the year: Spring event and Fall Event.
- Will also give an overview of where marketing dollars will be spent for the mile as a whole.