

PUBLIC NOTICE

MIRACLE MILE IMPROVEMENT DISTRICT BOARD OF DIRECTORS GENERAL MONTHLY MEETING

DATE: Wednesday, January 13, 2021

TIME: 4:00PM

PLACE: Virtual Meeting – ZOOM Video Conference: <https://us02web.zoom.us/j/87887222894> or via telephone (669) 900-6833, Meeting ID: 878 8722 2894, Password: 006643

TO: **Miracle Mile Improvement District Board Members:** Kim Byrd, Lisa Whirlow, Yonie Young, Jeff Dundas, Jeff Gamboni, Manuel Guizar, Mike Klocke, Nicole Snyder, Kevin Hernandez, John Precissi, Tina Wells Lee, Nadja King, Tanya Watters

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. Virtual online meetings are permitted via the Governor's [Executive Order N-29-20](#).

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 Open Session – *Kim Byrd, Board President*
2. Public Comments
3. Minutes of the December 9th, 2020 General Board Meeting (ACTION)
4. Minutes of the December 17th, 2020 Special Board Meeting (ACTION)
5. Minutes of the December 22nd, 2020 Special Board Meeting (ACTION)
6. December 2020 (Year End) Financial Statements (ACTION)
7. Election of 2021 Board Officers (ACTION)
 - a. 2021 President -
 - b. 2021 Vice President -
 - c. 2021 Treasurer -
 - d. 2021 Secretary –
8. Appointment of 2021 Board Committee Chairs (ACTION)
 - a. 2021 Finance Chair (Treasurer) –
 - b. 2021 Policies/Procedures/Bylaws Chair –
 - c. 2021 Safety & Security Chair –
 - d. 2021 Improvements Chair –
 - e. 2021 Events & Promotions Chair –
9. Downtown Stockton Alliance (DSA) Maintenance 2021 Agreement (ACTION)
10. DSA Ambassador Program Presentation - Mike Huber
11. Standing Committees Discussion
 - a. Policies & Procedures
 - b. Security
 - c. Improvement
 - d. Events & Promotions
12. City of Stockton Announcements & Project Updates – Nicole Snyder
13. Outdoor Dining Patio Grant Report – Matthew P. Grizzle
14. Approval of Grant Project Delivery Invoice (ACTION)
15. Major Project Report / Objective Dashboards – Matthew P. Grizzle
16. Executive Director Report – Matthew P. Grizzle
17. Board Member Requests/Announcements
18. Next MMID Board of Directors General Meeting Scheduled February 10th, 2021
19. Adjournment

If any accommodations are needed, please contact Matthew Grizzle (Executive Director) at 209-740-9070. Requests should be made as soon as possible but at least 24 hours prior to the scheduled meeting.

MIRACLE MILE IMPROVEMENT DISTRICT GENERAL MEETING BOARD OF DIRECTORS MINUTES OF THE MEETING

Wednesday, December 9, 2020
Virtual Meeting-Zoom Video conference

PRESENT: Matthew Grizzle, Kim Byrd, Yonie Young, Jeffrey Gamboni; Nicole Snyder, Manuel Guizar, Tina Wells; Jeff Dundas, Lisa Whirlow, John Precissi

ABSENT: Helena Monica; Kevin Hernandez

GUESTS: Nadia King (incoming board member)

1. **Call to Order Open Session – 4:06pm by President, Kim Byrd**

2. **Public Comments – none**

3. **Closed Session End @ 4:50pm - Nothing to report.**

4. **Minutes of November 11th, 2020 General Meeting**

MOTION to approve the minutes of November 2020 general meeting.

Motion: Nicole Snyder Second: John Precissi Vote: 8/0 Motion carried Abstained:1

5. **November Financial Statements**

MOTION to approve the November 2020 financial statements.

Motion: Lisa Whirlow Second: John Precissi Vote: 9/0 Motion carried Abstained:0

6. **MMID 2021 Budget**

MOTION to approve the 2021 MMID budget.

Motion: Lisa Whirlow Second: Tina Wells-Lee Vote: 9/0 Motion carried Abstained:0

7. **Outdoor Dining Grant Project Update**

- \$250,000 total secured for program overall
- General guideline of approximately \$10,000 for each location, some were allocated more/less due to needs and size of location.
- Priority was given to hard installed items like railings and awnings, then heaters and lights as funding allowed.
- Contracts and paperwork filed with City of Stockton presented along with city approved budget & allocations.
- Program information presented to merchants and authorization agreement.
- General discussion on program delivery expense. Matthew presented how agreement was made with City of Stockton and is same as DSA.
- Invoiced and paid \$10,000 to Invictus with first round of funding November 13.
- Discussion on remainder of program delivery fee, would like to get detailed invoice showing hours spent on project and estimated remaining hours to be spent.

BGS Builders – Railing Installs

MOTION to approve the railing install invoice from BGS Builders \$46,348.60.

Motion: Jeff Gamboni Second: Lisa Whirlow Vote: 8/0 Motion carried Abstained:1

Brannon Canvas – Cocoro Awning

MOTION to approve the awing install invoice from Brannon Canvas \$4,709.25.

Motion: John Precissi Second: Lisa Whirlow Vote: 8/0 Motion carried Abstained:1

Brannon Canvas – Black Rabbit

MOTION to approve the awing install invoice from Brannon Canvas \$3,525.85.

Motion: Manuel Guizar Second: John Precissi Vote: 8/0 Motion carried Abstained:1

Brannon Canvas – AVE on the Mile

MOTION to approve the awing install invoice from Brannon Canvas \$2,985.00.

Motion: John Precissi Second: Manuel Guizar Vote: 8/0 Motion carried Abstained:1

Brannon Canvas – Edge Nutrition

MOTION to approve the awing install invoice from Brannon Canvas \$1,232.90.

Motion: Tina Wells-Lee Second: John Precissi Vote: 8/0 Motion carried Abstained:1

Brannon Canvas – LaPalma

MOTION to approve the awing install invoice from Brannon Canvas \$9,552.00.

Motion: Jeff Dundas Second: John Precissi Vote: 8/0 Motion carried Abstained:1

Brannon Canvas – Fat City

MOTION to approve the awing install invoice from Brannon Canvas \$9,084.60.

Motion: Manuel Guizar Second: Jeff Dundas Vote: 8/0 Motion carried Abstained:1

West Coast Canvas – Whirlow's

MOTION to approve the awing install invoice from Brannon Canvas \$5,405.00.

Motion: Manuel Guizar Second: Lisa Whirlow Vote: 8/0 Motion carried Abstained:1

West Coast Canvas – Taps

MOTION to approve the awing install invoice from Brannon Canvas \$1,707.98.

Motion: Manuel Guizar Second: John Precissi Vote: 8/0 Motion carried Abstained:1

Queirolos Heating & Air – Whirlow's

MOTION to approve the invoice for natural gas heaters installation from Queirolos \$7,184.00.

Motion: John Precissi Second: Tina Wells-Lee Vote: 8/0 Motion carried Abstained:1

Costco Wholesale – String Lighting

MOTION to approve the purchase of string lights from Costco Wholesale \$762.90.

Motion: Jeff Gamboni Second: John Precissi Vote: 8/0 Motion carried Abstained:1

Invictus Management – Grant Program Delivery

MOTION to approve the program delivery expense invoice from Invictus Management \$10,000.00.

Motion: John Precissi Second: Jeff Dundas Vote: 3/5 Motion failed Abstained:1

8. **Leadership position survey** - needs to be filled out and turned in
9. **Merchant Welcome Committee** – Tina will be working on.
10. **Policy and Procedures** - no report
11. **Security** - Empire Theater property left open and code enforcement was contacted.
12. **Improvement Committee**
 - Met with two companies in person for proposals
 - 11:30am on Saturdays to spruce up Tuxedo Court
13. **Events/Promotion**
 - Farmers Market every Thursday
 - Christmas Event- Christmas Tree lighting either in person or through social media, toy drive, Salvation Army, merchant submission for Christmas Decorations
14. **Project Updates through City of Stockton-**
 - Essential support grants-780 applications approved
 - \$4.4 million housing grant awarded
 - PPP distribution
15. **Executive Director Report**
 - Executive Director report in board packet.
 - Outdoor patio grant for restaurants (railings, umbrellas, heaters, table/chairs) under CARES ACT needs to be completed by end of the year.
 - Music Street speakers \$1900 per pole (Castle to Adams would cost about \$50K)-next year project: sample unit will be available soon.
16. **Board Announcements**
 - Jeff Gamboni asked about end of year financial reporting. Tina will be doing a reconciliation of bank statements. Matthew will make online QuickBooks access available and get her needed statements. Kemper CPA group does annual financial report and taxes.
 - Kim said that she appreciates the efforts of Matthew, that he has been the “backbone of the organization, and don’t want you to think that today’s conversation means you aren’t valued...” Lisa Whirlow, Manuel Guizar, Jeff Gamboni voiced their agreement.
17. **Next Meeting**

Wednesday, January 13th @ 4pm – Virtual ZOOM Meeting
18. **Adjourn @ 5:35 pm**

MOTION to adjourn the meeting by Manuel Guizar.

Minutes Submitted by Secretary, Yonie Young

PUBLIC NOTICE

MIRACLE MILE IMPROVEMENT DISTRICT

BOARD OF DIRECTORS SPECIAL MEETING

DATE: Thursday, December 17th, 2020

TIME: 3:30pm

PLACE: Virtual Meeting - ZOOM Video Conferencing:

<https://us02web.zoom.us/j/87653095630?pwd=RWs0U3g3QUZZQIBvT2dGUkVlWjNlUT09>

or via telephone (669) 900 683, Meeting ID: 876 5309 5630 Passcode: 982756

TO: Miracle Mile Improvement District Board Members:

Kim Byrd, Lisa Whirlow, Yonie Young, Jeff Gamboni, Manuel Guizar, Kevin Hernandez, Helena Monica, John Precissi, Tina Wellslee, Mike Klocke, Nicole Snyder

Absent: Jeff Dundas

Executive Director: Matthew Grizzle

GENERAL MEETING REQUIREMENTS:

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AGENDA

1. Call to Order Open Session – Kim Byrd, MMID Board President at 3:36PM

2. Public Comments

Carrie Wright, Director of ED City of Stockton

City Perspective-\$27 million for city approved July 14-Dec 31, 2020

PPE, Homelessness, Business, Distance Learning

Outdoor dining for businesses-27 businesses in MMID-flexible spending on improvements in preventing COVID-long term improvement

3. Adjourn to Closed Session 3:45pm

a. Contracting – Executive Director Contract Services (NO ACTION TAKEN)

b. Contracting – MMID Office & Garbage (NO ACTION TAKEN)

4. Adjourn Closed Session 5:32pm

5. Call to Open Session 5:32pm

6. Report of Closed Session Action Taken (If Any) – Kim Byrd

7. Adjournment 5:35pm

Minutes by Secretary, Yonie Young

MIRACLE MILE IMPROVEMENT DISTRICT
SPECIAL MEETING BOARD OF DIRECTORS
MINUTES OF THE MEETING

Tuesday, December 22, 2020 4:00 pm

Zoom Live Conferencing

PRESENT: Kim Byrd, Lisa Whirlow, Jeff Dundas, Jeff Gamboni, Manuel Guizar, Kevin Hernandez, Mike Klocke, Helena Monica, John Precissi, Nicole Snyder, Tina Wellslee

ABSENT: Yonie Young

STAFF & GUEST: Matthew Grizzle

1. Open Session of Special Meeting called to order at 4:05pm by Board President, Kim Byrd
2. Public Comments: No public comments
3. President Byrd adjourns Open Session and calls Closed Session into order at 4:07pm
4. President Byrd adjourns Closed Session and calls General Session into order at 5:14pm
5. President Byrd report of Closed Session & Action Taken
 - a. Motion for the Executive Committee to be tasked to evaluate, provide recommendations, and amend Executive Director contract as to mitigate risk to the district and also present proposed contract to legal for review. **Motion:** Ms. Byrd, Second: Mr. Guizar. 11/11, Motion carried.
 - b. Motion to request the return of unapproved funds of \$10k from Evictus and once project is complete then the board can recommend a bonus to Executive Director after the project is complete and approved by the Board. **Motion:** Mr. Guizar, Second: Ms. Wellslee 11/11, Motion carried.
 - c. Motion to suspend future payments to Evictus for shared office space and storage space until the Board takes further action. **Motion:** Ms. Wellslee, Second: Mr. Guizar 11/11, Motion carried.
6. Mr. Grizzle presents the year-end Invoices requiring review and approval. Motion to approve following invoices, as funded The Patio and Outside Dining Grant:
 - a. Awnings from Brandon Canvas in the amount of \$ 62,166.80 **Motion:** Mr. Guizar, Second: Mr. Hernandez 10/10, Motion carried. Abstained: Ms. Snyder
 - b. Railing from BGS Builders in the amount of \$ 29,779.60 **Motion:** Mr. Gamboni, Second: Mr. Guizar 10/10, Motion carried. Abstained: Ms. Snyder

Ms. Whirlow departs at 5:19pm

 - c. Portable Heater from Amazon (35) in the amount of \$9,766.20 **Motion:** Mr. Guizar, Second: Mr. Dundas 9/9, Motion carried. Abstained: Ms. Snyder
 - d. Umbrella's from With Garden Flair in the amount of \$25,215.40 **Motion:** Mr. Dundas, Second: Mr. Guizar 7/7, Motion carried. Abstained: Ms. Snyder, Mr. Hernandez
 - e. Queirolo's gas line in the amount of \$4,340.00 **Motion:** Mr. Gamboni, Second: Mr. Guizar 9/9, Motion carried. Abstained: Ms. Snyder
7. Move to adjourn: Motion: Ms. Wellslee
Meeting adjourned at 5:34pm

Minutes submitted by: Ms. Snyder and Ms. Byrd

Next meeting, Wednesday, January 13th, 4pm via Zoom Live Conferencing.



Board of Directors Report

Miracle Mile Improvement District
2020 End of Year Financial Report

Prepared by
MMID Finance Committee

Prepared on
January 1, 2021

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Balance Sheet

As of December 31, 2020

		Total
ASSETS		
Current Assets		
Bank Accounts		
F&M Checking		74,071.28
F&M Emergency Reserve x619		18,000.87
F&M Savings x719		15,000.47
Total Bank Accounts		107,072.62
Total Current Assets		107,072.62
Fixed Assets		
Accumulated Depreciation		-1,526.01
Fixed Asset Furniture		1,526.01
Total Fixed Assets		0.00
TOTAL ASSETS		\$107,072.62
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
Opening Balance Equity		21,357.76
Retained Earnings		47,171.73
Net Income		38,543.13
Total Equity		107,072.62
TOTAL LIABILITIES AND EQUITY		\$107,072.62

Profit and Loss

January - December 2020

	Total
INCOME	
Assessment Income	220,978.28
Non-Assessed Income - (Other)	45,015.52
Grant Income	250,000.00
Interest Income	5.34
RTD Maintenance Contract	5,400.00
Total Non-Assessed Income - (Other)	300,420.86
Total Income	521,399.14
GROSS PROFIT	521,399.14
EXPENSES	
Enhanced Maintenance	
Contractor - Maintenance	55,185.80
Infrastructure Improvement Program	11,730.38
Repair & Maintenance Supplies	4,879.17
Total Enhanced Maintenance	71,795.35
Grant Funding Distribution	
Patio Awnings	100,483.08
Patio Heaters	21,290.20
Patio Lighting	1,444.10
Patio Railings	76,128.20
Patio Umbrellas/Stands	25,215.40
Program Delivery Expenses/Staffing	10,000.00
Total Grant Funding Distribution	234,560.98
Marketing	
Advertising, Events & Promotions	10,004.41
Event Expenses	
Event License/Permit Fees	-521.64
Event Marketing & Advertising	35.94
Total Event Expenses	-485.70
Website Management & Hosting	466.68
Total Marketing	9,985.39
Office/General Administrative	
Dues & Subscriptions	957.74
Liability Insurance	10,282.88
Meeting Expense	438.08
Merchant Events/Hospitality	134.23
Office Printing	468.29
Office Supplies	768.39
Phone/Internet	201.92
Postage	308.18
Rent & Lease	4,200.00

	Total
Storage Lease	1,958.00
Travel/Gas/Parking	113.02
Total Office/General Administrative	19,830.73
Professional Services	
Accounting	2,284.11
Consulting Fees	505.00
Legal	660.80
Total Professional Services	3,449.91
Security	77,233.65
Staffing Expenses	
Contractor Management Services	66,000.00
Total Staffing Expenses	66,000.00
Total Expenses	482,856.01
NET OPERATING INCOME	38,543.13
NET INCOME	\$38,543.13

Budget vs. Actuals Year End

January - December 2020

			Total
	Actual	Budget	% of Budget
INCOME			
Assessment Income	220,978.28	228,380.12	96.76 %
Non-Assessed Income - (Other)	45,015.52		
Event Income		50,000.00	
Grant Income	250,000.00		
Interest Income	5.34	7.90	67.59 %
RTD Maintenance Contract	5,400.00	7,200.00	75.00 %
Total Non-Assessed Income - (Other)	300,420.86	57,207.90	525.14 %
Total Income	521,399.14	285,588.02	182.57 %
GROSS PROFIT	521,399.14	285,588.02	182.57 %
EXPENSES			
Enhanced Maintenance			
Contractor - Maintenance	55,185.80	56,400.00	97.85 %
Infrastructure Improvement Program	11,730.38	4,800.00	244.38 %
Repair & Maintenance Supplies	4,879.17	1,200.00	406.60 %
Total Enhanced Maintenance	71,795.35	62,400.00	115.06 %
Grant Funding Distribution			
Patio Awnings	100,483.08		
Patio Heaters	21,290.20		
Patio Lighting	1,444.10		
Patio Railings	76,128.20		
Patio Umbrellas/Stands	25,215.40		
Program Delivery Expenses/Staffing	10,000.00		
Total Grant Funding Distribution	234,560.98		
Marketing			
Advertising, Events & Promotions	10,004.41	12,000.00	83.37 %
Event Expenses		35,000.00	
Event License/Permit Fees	-521.64		
Event Marketing & Advertising	35.94		
Total Event Expenses	-485.70	35,000.00	-1.39 %
Website Management & Hosting	466.68	348.00	134.10 %
Total Marketing	9,985.39	47,348.00	21.09 %
Office/General Administrative			
Dues & Subscriptions	957.74	1,200.00	79.81 %
Liability Insurance	10,282.88	10,900.00	94.34 %
Meeting Expense	438.08	1,200.00	36.51 %
Merchant Events/Hospitality	134.23		
Office Printing	468.29	1,350.00	34.69 %

			Total
	Actual	Budget	% of Budget
Office Supplies	768.39	850.00	90.40 %
Phone/Internet	201.92	600.00	33.65 %
Postage	308.18	240.00	128.41 %
Rent & Lease	4,200.00	4,200.00	100.00 %
Storage Lease	1,958.00	1,200.00	163.17 %
Travel/Gas/Parking	113.02		
Total Office/General Administrative	19,830.73	21,740.00	91.22 %
Professional Services			
Accounting	2,284.11	2,100.00	108.77 %
Consulting Fees	505.00	1,000.00	50.50 %
Legal	660.80		
Total Professional Services	3,449.91	3,100.00	111.29 %
Security	77,233.65	72,000.00	107.27 %
Staffing Expenses			
Contractor Management Services	66,000.00	66,000.00	100.00 %
Total Staffing Expenses	66,000.00	66,000.00	100.00 %
Total Expenses	482,856.01	272,588.00	177.14 %
NET OPERATING INCOME	38,543.13	13,000.02	296.49 %
NET INCOME	\$38,543.13	\$13,000.02	296.49 %

Finance Committee Notes

MIRACLE MILE IMPROVEMENT DISTRICT ED REPORT – MATTHEW GRIZZLE – JANUARY 2021 (PAGE #1)

Outdoor Dining Patio Funding

Program has been completed, final report was turned into the City of Stockton and approved. Total program funding for this Grant Project was \$250,000. Twenty-Seven (27) Miracle Mile merchants/property owners have benefited from this program. Almost every independently & locally owned business with a food service permit within the district participated in some manner.

All railings have been installed and there just remains a couple awning projects to be completed around the end of this month (for locations that came in at the last minute in mid-December).



All heaters have been distributed that can be, I am awaiting our final shipment of ten units any day now. Once those come in, I will distribute those.

All lighting has been distributed that can be, a couple locations are currently closed but once they re-open I will deliver them.

Umbrellas have been ordered from With Garden Flair, they were very appreciative of the order. I went around to all merchants with a fabric swatch book and allowed them to choose the color of their umbrellas. Due to an industry shortage of fabric at Sunbrella there will be small delay in manufacturing and delivery, but they should arrive in time for the nicer weather of Spring (assuming the stay-at-home order will be lifted by then).

PPE Supplies Distribution



I picked up a second set of PPE supplies from The City on December 11th. This included disposable masks, hand sanitizer, gloves, disinfectant wipes, and anti-viral spray. I sent out an email to all merchants and property owners asking what they would like to receive and then set up a drive through pickup for December 16th (2:30pm-4:00pm). John Precissi and his wife assisted with the drive through pickup and we distributed supplies to merchants. John also walked around to merchants during the pickup event to distribute to as many businesses as possible. I will continue to disperse supplies until they are all expended as requested.

MIRACLE MILE IMPROVEMENT DISTRICT ED REPORT – MATTHEW GRIZZLE – JANUARY 2021 (PAGE #2)

Harding Way Improvement Project

Construction of Phase 2 of the Harding Way Improvement project has been completed. There was a brief delay due to weather and Thanksgiving holiday. Phase 2 of this project included all hardscape repairs such as sidewalks/curbs/gutters/driveways/etc. Total grant funding put to work on this project will most likely exceed \$200,000 this year! PS: There was some additional work that was done on Harding Way that was not part of this specific grant but was done because of the work of myself and the improvement committee pointing out additional issues that needed to be addressed. Below are pictures of a replaced sidewalk & driveway.



Outdoor Music System

I received the sample “Street Sounds” system in last week. I can make it available for inspection by anyone who would like. It looks like a very well-made product and I have the information needed to test out the system within the district.

Pending board designation of making it a 2021 Improvement Objective we can discuss the procedure for moving forward with the next steps as appropriate.

Total cost for the installation of most of “Zone 1” would be approximately \$50k.



MIRACLE MILE IMPROVEMENT DISTRICT ED REPORT – MATTHEW GRIZZLE – JANUARY 2021 (PAGE #3)

COVID-19 Stockton Business Recovery Leadership Coalition & Miracle Mile COVID-19 Webpage

I am continuing to work with a large group of community leaders in coordinated efforts to create and disseminate information for businesses and proactively coordinate re-opening of businesses. We meet weekly via ZOOM call and communicate via email throughout the week. I am continuing to maintain our COVID-19 response webpage www.stocktonmiraclemile.com/covid19.

Strategic Planning Session Prep

I have started working on the preparations for our annual strategic planning sessions. We will most likely set a date very soon and hold the virtual event either later in January or February.

City of Stockton Property Owner Assessment Invoicing & CoS Individual Assessment Invoicing

I will be submitting the invoice for the first allocation of 2021 property owner assessment. This invoice is for 53% of the total amount - \$399 processing fee. $\$181,280.19 \times 53\% = \$96,078.50$ - \$399 SJ County Processing Fee = \$95,679.50. I will also be invoicing the City of Stockton for their individual property tax assessment around the first of February (\$20,270.87).

Annual Report

I have begun working on the 2020 district annual report for the district. Normally this is not due until around March 1st, however it has been requested by February 1st due to internal City of Stockton processes. I will be working extremely hard to make sure this project is done by the requested timeframe.

Annual Bank Reconciliation

After some minor hiccups due to a COVID outbreak in the building where my office is, Tina Wells-Lee and I were able to work out a solution. I delivered the office computer to her along with the paper files for the past couple years so that she could do a complete bank reconciliation. She completed this work in late December and I picked back up the computer last week.

Annual CPA Reports

10-99s were processed as filed with the IRS and all reports and needed information were turned over to our CPA on Monday, January 11th so that she can process our 2020 tax returns and city report. She will begin processing everything and we should have it back in plenty of time to forward to Nicole Snyder by the end of the month. Normally this work isn't done until the end of January or early February but Nicole has requested that it be expedited to accommodate internal city processes.