

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

DATE: Wednesday, June 10, 2020

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, Brianna Southern, Kevin Hernandez, John Precissi, Helena Monica, Tina Wells Lee

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 May 13th, 2020 General Board Meeting (**ACTION**)
4. May 2020 Financial Statements (**ACTION**)
 - a. Finance Committee Discussion – *Jeff Dundas, Chair*
5. COVID-19: District Re-Opening Plans & Support
6. Standing Committees Discussion
 - a. Policies & Procedures – *Manuel Guizar, Chair*
 - b. Security – *Matthew Grizzle, Acting Chair*
 - c. Improvement – *Jeff Gamboni, Chair*
 - d. Events & Promotions – *Lisa Whirlow, Chair*
7. City of Stockton Announcements & Project Updates – *Nicole Snyder*
8. Objective Dashboards – *Matthew P. Grizzle*
9. Executive Director Report – *Matthew P. Grizzle*
10. Board Member Requests/Announcements
11. Next MMID Board of Directors General Meeting Scheduled July 8th, 2020
12. 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, May 13th, 2020
Virtual Meeting – ZOOM Video Conference
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PRESENT: Matthew Grizzle, Kim Byrd, Lisa Whirlow, Nicole Snyder, Kevin Hernandez, Yonie Young, Jeffrey Gamboni, Jeff Dundas, Mike Klocke, John Precissi, Helena Monica, Manuel Guizar (4:28pm)

ABSENT: Brianna Southern

GUESTS: Tina Wells Lee

1. Call to Order Open Session – 4:04pm by President, Kim Byrd

2. Public Comments

- Tina Wells Lee was introduced, interested in the vacant business owner board position.

3. Minutes of April 8th, 2020 General Meeting

MOTION to approve the minutes of April 8th, 2020 general meeting.

Motion: Mike Klocke

Second: Kevin Hernandez

Vote: 10/0

Motion carried

Abstained:0

4. April Financial Statements

MOTION to approve April 2020 financial statements.

Motion: John Precissi

Second: Lisa Whirlow

Vote: 10/0

Motion carried

Abstained:0

5. Election of Merchant Board Position

MOTION to elect Tina Wells Lee to vacant business owner board position via unanimous white ballot.

Motion: Kevin Hernandez

Second: Jeff Dundas

Vote: 10/0

Motion carried

Abstained:0

Note: Manuel Guizar joined meeting @ 4:28pm

6. COVID-19 District Response & Plans

- Food Drive 10am-1pm, May 15th
 - Bring Can Food Or \$
- Check Sheriff's Website For Monthly Updates

7. City of Stockton Announcements & Project Updates

- City of Stockton Small Business Grant – Applicants were notified May 13th, 2020.

8. Executive Director Report

- See included report in board packet.
- Banners are being put up this week, they look great!
- Working with community leaders in the aims of better COVID-19 recovery.
- En Blanc will be postponed without specific date.
- Company to coordinate Farmer's Market – Can be held in private lot without permit.

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

**Wednesday, May 13th, 2020
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9. Committee Reports

- **Policies & Procedures** – Will set up Zoom call soon for annual review.
- **Finance** – No additional report at this time.
- **Security** – Committee still needs chairperson. Matthew presented summary report from new QR Patrol program. Discussed report format.
- **Events & Promotions** – Flyers for Farmers Market once day/time/place set. Working on Facebook video. Father's Day BBQ raffle with gift cards coming up.
- **Improvement** – Tuxedo Court planting, Saturday 5/16 @ 9am. New phase of Harding Way improvements will be later this year. Working on annual maintenance calendar. Discussing with Stockton Unified about planters in front of old BofA building. Trying to encourage business owners with planters in front of their business to maintain them. Will be discussing enhanced sidewalk project at committee meeting.

10. Board Announcements

- Everyone is encouraged to promote our social media efforts (like, share, follow, etc).

11. Next Meeting

Wednesday, June 10th @ 4pm – Virtual ZOOM Meeting

12. Adjourn @ 5:24 pm

MOTION to adjourn the meeting.

Motion: Kevin Hernandez Second: Jeff Gamboni

Vote: 12/0

Motion carried

Abstained:0

Minutes Submitted by Secretary, Yonie Young



Board of Directors Report

Miracle Mile Improvement District
For the period ended May 31st, 2020

Prepared by
MMID Finance Committee

Prepared on
June 8, 2020

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Balance Sheet

As of May 31, 2020

		Total
ASSETS		
Current Assets		
Bank Accounts		
F&M Checking		88,357.89
F&M Emergency Reserve x619		11,578.84
F&M Savings x719		6,242.18
Total Bank Accounts		106,178.91
Total Current Assets		106,178.91
Fixed Assets		
Accumulated Depreciation		-1,526.01
Fixed Asset Furniture		1,526.01
Total Fixed Assets		0.00
TOTAL ASSETS		\$106,178.91
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
Opening Balance Equity		21,357.76
Retained Earnings		47,171.73
Net Income		37,649.42
Total Equity		106,178.91
TOTAL LIABILITIES AND EQUITY		\$106,178.91

Profit and Loss

January - May, 2020

	Total
INCOME	
Assessment Income	135,776.64
Non-Assessed Income - (Other)	
Interest Income	1.32
Total Non-Assessed Income - (Other)	1.32
Total Income	135,777.96
GROSS PROFIT	135,777.96
EXPENSES	
Enhanced Maintenance	
Contractor - Maintenance	19,727.49
Infrastructure Improvement Program	10,705.56
Repair & Maintenance Supplies	523.22
Total Enhanced Maintenance	30,956.27
Marketing	
Advertising, Events & Promotions	4,379.05
Event Expenses	
Event License/Permit Fees	-521.64
Event Marketing & Advertising	35.94
Total Event Expenses	-485.70
Website Management & Hosting	248.64
Total Marketing	4,141.99
Office/General Administrative	
Dues & Subscriptions	445.16
Liability Insurance	3,515.82
Meeting Expense	438.08
Merchant Events/Hospitality	134.23
Office Printing	203.65
Office Supplies	345.68
Phone/Internet	29.12
Postage	160.18
Rent & Lease	1,750.00
Storage Lease	950.00
Travel/Gas/Parking	113.02
Total Office/General Administrative	8,084.94
Professional Services	
Accounting	1,549.11
Consulting Fees	505.00
Legal	584.50
Total Professional Services	2,638.61
Security	24,806.73
Staffing Expenses	

	Total
Contractor Management Services	27,500.00
Total Staffing Expenses	27,500.00
Total Expenses	98,128.54
NET OPERATING INCOME	37,649.42
NET INCOME	\$37,649.42

Budget vs. Actuals Year To Date

January - May, 2020

			Total
	Actual	Budget	% of Budget
INCOME			
Assessment Income	135,776.64	228,380.12	59.45 %
Non-Assessed Income - (Other)			
Interest Income	1.32	1.95	67.69 %
RTD Maintenance Contract		3,600.00	
Total Non-Assessed Income - (Other)	1.32	3,601.95	0.04 %
Total Income	135,777.96	231,982.07	58.53 %
GROSS PROFIT	135,777.96	231,982.07	58.53 %
EXPENSES			
Enhanced Maintenance			
Contractor - Maintenance	19,727.49	23,500.00	83.95 %
Infrastructure Improvement Program	10,705.56	2,000.00	535.28 %
Repair & Maintenance Supplies	523.22	500.00	104.64 %
Total Enhanced Maintenance	30,956.27	26,000.00	119.06 %
Marketing			
Advertising, Events & Promotions	4,379.05	5,000.00	87.58 %
Event Expenses		0.00	
Event License/Permit Fees	-521.64		
Event Marketing & Advertising	35.94		
Total Event Expenses	-485.70	0.00	
Website Management & Hosting	248.64	348.00	71.45 %
Total Marketing	4,141.99	5,348.00	77.45 %
Office/General Administrative			
Dues & Subscriptions	445.16	700.00	63.59 %
Liability Insurance	3,515.82	3,500.00	100.45 %
Meeting Expense	438.08	700.00	62.58 %
Merchant Events/Hospitality	134.23		
Office Printing	203.65	650.00	31.33 %
Office Supplies	345.68	500.00	69.14 %
Phone/Internet	29.12	250.00	11.65 %
Postage	160.18	240.00	66.74 %
Rent & Lease	1,750.00	1,750.00	100.00 %
Storage Lease	950.00	1,000.00	95.00 %
Travel/Gas/Parking	113.02		
Total Office/General Administrative	8,084.94	9,290.00	87.03 %
Professional Services			
Accounting	1,549.11	1,575.00	98.36 %
Consulting Fees	505.00	1,000.00	50.50 %
Legal	584.50		

			Total
	Actual	Budget	% of Budget
Total Professional Services	2,638.61	2,575.00	102.47 %
Security	24,806.73	30,000.00	82.69 %
Staffing Expenses			
Contractor Management Services	27,500.00	27,500.00	100.00 %
Total Staffing Expenses	27,500.00	27,500.00	100.00 %
Total Expenses	98,128.54	100,713.00	97.43 %
NET OPERATING INCOME	37,649.42	131,269.07	28.68 %
NET INCOME	\$37,649.42	\$131,269.07	28.68 %

Budget vs. Actuals Year End

January - December 2020

			Total
	Actual	Budget	% of Budget
INCOME			
Assessment Income	135,776.64	228,380.12	59.45 %
Non-Assessed Income - (Other)			
Event Income		50,000.00	
Interest Income	1.32	7.90	16.71 %
RTD Maintenance Contract	3,600.00	7,200.00	50.00 %
Total Non-Assessed Income - (Other)	3,601.32	57,207.90	6.30 %
Total Income	139,377.96	285,588.02	48.80 %
GROSS PROFIT	139,377.96	285,588.02	48.80 %
EXPENSES			
Enhanced Maintenance			
Contractor - Maintenance	24,785.82	56,400.00	43.95 %
Infrastructure Improvement Program	11,096.32	4,800.00	231.17 %
Repair & Maintenance Supplies	523.22	1,200.00	43.60 %
Total Enhanced Maintenance	36,405.36	62,400.00	58.34 %
Marketing			
Advertising, Events & Promotions	5,143.11	12,000.00	42.86 %
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	248.64	348.00	71.45 %
Total Marketing	4,906.05	47,348.00	10.36 %
Office/General Administrative			
Dues & Subscriptions	445.16	1,200.00	37.10 %
Liability Insurance	3,515.82	10,900.00	32.26 %
Meeting Expense	438.08	1,200.00	36.51 %
Merchant Events/Hospitality	134.23		
Office Printing	203.65	1,350.00	15.09 %
Office Supplies	345.68	850.00	40.67 %
Phone/Internet	41.12	600.00	6.85 %
Postage	160.18	240.00	66.74 %
Rent & Lease	2,100.00	4,200.00	50.00 %
Storage Lease	950.00	1,200.00	79.17 %
Travel/Gas/Parking	113.02		
Total Office/General Administrative	8,446.94	21,740.00	38.85 %
Professional Services			
Accounting	1,549.11	2,100.00	73.77 %
Consulting Fees	505.00	1,000.00	50.50 %

			Total
	Actual	Budget	% of Budget
Legal	584.50		
Total Professional Services	2,638.61	3,100.00	85.12 %
Security	30,806.85	72,000.00	42.79 %
Staffing Expenses			
Contractor Management Services	33,000.00	66,000.00	50.00 %
Total Staffing Expenses	33,000.00	66,000.00	50.00 %
Total Expenses	116,203.81	272,588.00	42.63 %
NET OPERATING INCOME	23,174.15	13,000.02	178.26 %
NET INCOME	\$23,174.15	\$13,000.02	178.26 %

Finance Committee Notes

General Notes:

- Received \$3,600 from RTD on June 1st so that has been deposited but will not show on these reports (not until next month).

Submitted By Jeff Dundas, MMID Treasurer

MIRACLE MILE IMPROVEMENT DISTRICT ED REPORT – MATTHEW GRIZZLE – MAY 2020 (PAGE #1)

Miracle Mile Banners & UOP Marketing Partnership

All banners but two UOP themed ones have been installed, they are banners that couldn't be installed at the initially planned location due to tree issues. We found a new location for installation at the intersection of Pacific Ave & Knoles Way. The sign company has been coordinating with UOP Police for a traffic break so they can get those done ASAP. The UOP Police officers were very helpful in doing traffic control North of Alpine so that all the banners down at that end could get installed. I have received numerous compliments about how great the banners look and how they add to the overall positive feel/vibe of the district.



COVID-19 Stockton Business Recovery Leadership Coalition

I am continuing to work with a large group of community leaders in coordinated efforts to create and disseminate information for businesses and individuals and proactively plan for re-opening of businesses. This group is coordinated by Carrie Wright, the Director of Stockton Economic Development. It includes the Mayor's Office, SBA Leadership, various Chamber of Commerce directors/presidents, Visit Stockton, Lincoln Center and Downtown Stockton Alliance, among others. We meet weekly via ZOOM call and communicate via email throughout the week.

MIRACLE MILE IMPROVEMENT DISTRICT ED REPORT – MATTHEW GRIZZLE – MAY 2020 (PAGE #2)

COVID-19 Miracle Mile Webpage

I am continuing to maintain our COVID-19 response webpage www.stocktonmiraclemile.com/covid19). It includes information gathered from various sources throughout the local community, county, state & federal agencies. I have also included resources for funding, marketing, seminars, and online courses/classes offered by Miracle Mile merchants.

Stockton Expanded Outdoor Dining

Some of the members of the Stockton Business Recovery Coalition and I worked with city officials to develop a program for expanded outdoor dining (on both private & public property) at zero permit cost. The details of the program were discussed during our weekly meetings and proposals were put together for the city Economic Development Department to organize to get City Manager approval. The information about the program was provided to Miracle Mile Merchants in advance throughout program development so that they could plan accordingly when the program launched. I held a Zoom conference call on the subject on May 29th so that I could provide all the details and answer any questions. The press release from the city for the program went out on June 8th.

Farmers Market

I have been working with Jessica from Corn Poppy Farms on development of a Farmers Market on The Mile. She is hoping to start it up sometime in late June, it would be a weekly event on Thursday afternoon/evenings. I worked to coordinate discussions between Jessica and Justin, the organizer of the Cruise Nights to make sure that there weren't going to be any issues with both events happening at the same time once a month. Lisa Whirlow has been assisting Jessica find vendors and has been working to finalize the market location. It will most likely either be in the vacant parking lot at the corner of Maple & Pacific or in the parking lot behind Whirlow's. We should have all those details worked out this week and promotions will start.

Miracle Mile Signage Replacement Project



I am continuing to work with the city traffic department to make progress on getting the parking & wayfinding signs replaced throughout the district. We ran into a problem with the sign design I provided to the city sign department, they stated it had too much detail and wouldn't be possible. The option I was given was to either produce the signs with the design they already had on file or to have us pay to make them independently and they would put them up. I elected to have them just produce exact replacement signs for the current ones up. It's not ideal but the caravan matches the street name signs throughout the district and I thought that if at some point we do want to replace them with a custom sign we can still do that later. The signs are currently being produced and we should see them starting to get installed soon.

MIRACLE MILE IMPROVEMENT DISTRICT ED REPORT – MATTHEW GRIZZLE – MAY 2020 (PAGE #3)

Protest & Security/Police Coordination



The last couple weeks have been challenging and stressful for everyone I am sure. We have worked hard with our Hammer Head Miracle Mile Security as well as the police officers from Stockton Unified School District, University of the Pacific and Stockton PD to share information and plans for protecting the safety and property of the Miracle Mile district. I also sent out several emails with protest details so that all merchants and property owners could take appropriate precautions for their businesses/property. Thankfully, all protests have, for the most part, been very positive and peaceful so there weren't any incidents of property damage or looting throughout the city except for a couple isolated incidents across town. There were **no issues at all** within the Miracle Mile district associated with the protests, vandalism, or riots. I did authorize additional expenditure for security services throughout this time to make sure we had dedicated guards before/during/after all known protest periods. To the left is a picture taken of one of our Miracle Mile Security guards watching over the district from a rooftop during one of these periods.

Miracle Mile Car Show & Concert

I have spoken to the director of the Special Events Department with the city to discuss the possibility of having our Car Show scheduled for September 26th this year. They stated that they will not be issuing any permits of any kind until they have the green light from the county and state authorities which might not be until we reach "stage 4". They mentioned that most organizations and planners are cancelling all events through the end of the year. However, they did say that since we aren't changing any major details for the event all fees and requirements would be pretty much the same so if we wanted to plan for it to take place we could. They said that most likely the drop-dead date for pulling a permit would be around the end of August. I have spoken with the co-organizer from Fallen Heroes group and he wants to still try and have it if possible. Sponsorship packets are scheduled to go out this month if we are moving forward.