

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

DATE: Wednesday, October 9th, 2019

TIME: 4:00pm

PLACE: Green's Nutrition Studio, 1906 Pacific Avenue, Stockton, CA 95204

TO: **Miracle Mile Improvement District Board Members:** Kim Byrd, Lisa Whirlow, Lenzi Leonard, Scott Escabar, Jeff Dundas, Jeff Gamboni, Manuel Guizar, Mike Klocke, Nicole Snyder, Yonie Young, Brianna Southern, Troy Cobb, Kevin Hernandez

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 Open Session – *Kim Byrd, MMID Board President*
2. Public Comments
3. Minutes of the September 11th, 2019 General Board Meeting (*ACTION*)
4. September 2019 Financial Statements (*ACTION*)
5. Draft Budget 2020 – *Matthew Grizzle*
6. Security Town-hall Meeting Update – *Kim Byrd*
7. PG&E Energy Watch Program – *Lisa Whirlow*
8. City of Stockton Announcements & Project Updates – *Nicole Snyder*
9. Improvement Project Year End Timeline – *Jeff Gamboni*
10. Holiday Sip & Stroll – *Matthew Grizzle*
11. Executive Director Report – *Matthew Grizzle*
12. Committee Reports: Standing Committees
 - a. Policies & Procedures – *Manuel Guizar*
 - b. Security – *Lisa Whirlow*
 - c. Improvement – *Jeff Gamboni*
 - d. Finance – *Jeff Dundas*
 - e. Events & Promotions – *Lenzi Leonard*
13. Board Member Requests/Announcements
14. Next MMID Board of Directors General Meeting Scheduled November 13th, 2019
15. Adjournment

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

**Wednesday September 11, 2019
Miracle Mile Conference Center, 220 West Harding Way
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PRESENT: Matthew Grizzle, Kim Byrd, Lisa Whirlow, Jeffrey Gamboni, Troy Cobb, Jeff Dundas, Mike Klocke, Brianna Southern, Yonie Young (Arrived @ 4:10pm), Lenzi Leonard (Arrived @ 5:00pm),

ABSENT: Manuel Guizar, Scott Escobar, Nicole Snyder

GUESTS: Susan Lenz – City of Stockton Council Member, Kevin Hernandez – AVE on the Mile

1. Call to Order Open Session - 4:03 pm by President, Kim Byrd

2. Public Comments

Kevin Hernandez (Ave on The Mile), happy to be at the meeting and willing to assist in any way he can when it comes to improvement and city planning interactions.

3. Minutes of August 14th, 2019 General Meeting

MOTION to approve the minutes of August 14th, 2019 meeting.

Motion: Jeff Gamboni Second: Lisa Whirlow Vote: 6/6 Motion carried Abstained:1

Note: Mike Klocke was not present at previous meeting so abstained.

4. August 2019 Financial Statements

MOTION to approve the August 2019 Financial Report.

Motion: Jeff Dundas Second: Lisa Whirlow Vote: 7/7 Motion carried Abstained:0

NOTE: Yonie Young Arrived @ 4:10pm

5. Election of MMID Board Members

Nomination of Kevin Hernandez received from Jeff Gamboni (property owner).

MOTION to elect Kevin Hernandez to the board for the remainder of the 2018-2019 business owner term via unanimous ballot.

Motion: Jeff Gamboni Second: Jeff Dundas Vote: 8/8 Motion carried Abstained:0

NOTE: Kevin Hernandez joined the board table for the remainder of the meeting.

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

Wednesday September 11, 2019
Miracle Mile Conference Center, 220 West Harding Way
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6. Executive Director Report –Matthew Grizzle

- UOP Banner Project – Discussed banner proofs from UOP and what kind of style the board would prefer.
- August Merchant Mixer Held @ Fat City BBQ, attendance could have been better. Next Mixer is in October @ Mile Wine Company.
- 3rd Thursday – Event going well, lower attendance in August due to extreme heat, September & October events should be better. We will have booth signing up cars for MM Car show @ September event.
- UOP Back to School Marketing – 24 merchants participated; 500 copies distributed.
- Car Show & Concert – Everything going well, need volunteers to work the day of event helping with setup & ticket booths. Will have events & promotions committee meeting after board meeting today to go over final details, everyone is welcome to stick around & discuss.
- Holiday Sip & shop scheduled for Sat Nov 30th, 3pm-7pm; in conjunction with Small Biz Saturday.

7. Committee Reports – Standing Committees

- a. *Bylaws* – Manuel Guizar: Absent, but another meeting will be scheduled soon.
- b. *Security & Safety* – Lisa Whirlow: Continuing transient issues, doing what we can to combat problems. Working with property owners to try and help fill empty spaces. Security service contacting individual merchants for supplemental security services. Everyone doing a better job reporting. Need to work together to support each other and attend business watch. Kim Byrd: We have been contacted by a property owner or two to discuss how much \$ we are spending on security. We will be hosting a town hall meeting to discuss how best to allocate security budget moving forward. Jeff Gamboni: We need to attend business watch meeting, discussed ways to get better attendance.

NOTE: Troy Cobb Left Meeting @ 4:55pm

- c. *Improvement* – Jeff Gamboni: See report, Matthew Grizzle & I met with Nicole Snyder to discuss Harding Way projects and funds available. City will send out to bid hard scape projects and MMID may be able to work on soft scape projects and submit for reimbursements.
- d. *Finance* – Jeff Dundas: See financial report notes, no questions.
- e. *Events & Promotions* – Lenzi Leonard: Matthew went over most of it, been doing most of the work on the event. We have a committee meeting after this meeting ends.

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

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8. Board Member Requests/Announcements

Lisa Whirlow discussed animal protection league and putting items together for raffle basket.

Lenzi Leonard announced that her business will be moving out of the district on October 1st. Will be completing the rest of the year on the board and then will resign her seat for the remainder of her 2019-2020 director term.

9. Next Meeting

Wednesday, October 9th @ 4pm at new location, “The Studio” behind Green’s Nutrition.

10. Adjourn

MOTION to adjourn the meeting.

Motion: Lisa Whirlow

Second: Jeff Dundas

Vote: 8/8

Motion carried

Abstained:0

Minutes Submitted by Matthew Grizzle, Executive Director



Board of Directors Report

Miracle Mile Improvement District
For the period ended September 30th, 2019

Prepared by
MMID Finance Committee

Prepared on
October 5, 2019

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Balance Sheet

As of September 30, 2019

		Total
ASSETS		
Current Assets		
Bank Accounts		
F&M Checking		136,431.52
F&M Emergency Reserve x619		5,876.89
F&M Savings x719		5,176.92
Petty Cash		250.00
Total Bank Accounts		147,735.33
Other Current Assets		
Payroll Refunds		126.00
Total Other Current Assets		126.00
Total Current Assets		147,861.33
Fixed Assets		
Accumulated Depreciation		-1,526.01
Fixed Asset Furniture		1,526.01
Total Fixed Assets		0.00
TOTAL ASSETS		\$147,861.33
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Payroll Liabilities		
CA PIT / SDI		508.10
Federal Taxes (941/944)		2,426.50
Federal Unemployment (940)		73.92
Total Payroll Liabilities		3,008.52
Total Other Current Liabilities		3,008.52
Total Current Liabilities		3,008.52
Total Liabilities		3,008.52
Equity		
Opening Balance Equity		18,099.00
Retained Earnings		-3,624.00
Net Income		130,377.81
Total Equity		144,852.81
TOTAL LIABILITIES AND EQUITY		\$147,861.33

Profit and Loss YTD Comparison

September 2019

		Total
	Sep 2019	Jan - Sep, 2019 (YTD)
INCOME		
Assessment Income		276,795.65
Non-Assessed Income - (Other)		
Donation Income		25,000.00
Event Income		
Event Participant Entries	1,819.94	1,819.94
Event Silent Auction Sales		3,210.85
Event Sponsorship	1,500.00	15,120.00
Event Ticket Sales		10,100.10
Event Ticket Sales Drink		3,753.86
Event Ticket Sales Raffle		1,196.00
Total Event Income	3,319.94	35,200.75
Interest Income		0.96
Mural Project Donations		3,395.98
RTD Maintenance Contract		3,600.00
SJ Magazine Ad Income		300.00
Total Non-Assessed Income - (Other)	3,319.94	67,497.69
Total Income	3,319.94	344,293.34
GROSS PROFIT	3,319.94	344,293.34
EXPENSES		
Enhanced Maintenance		
Contractor - Maintenance	5,058.33	30,299.48
Infrastructure Improvement Program		6,237.32
Repair & Maintenance Supplies	859.11	1,794.00
Total Enhanced Maintenance	5,917.44	38,330.80
Event Expenses		
Event Catering/COGS	400.00	6,562.75
Event Entertainment	600.00	2,500.00
Event Equipment/Rentals	1,773.20	8,190.63
Event Insurance	426.00	780.42
Event License/Permit Fees	2,655.40	5,011.47
Event Marketing & Advertising	50.00	220.56
Event Supplies	131.73	8,907.10
Total Event Expenses	6,036.33	32,172.93
Marketing		
Advertising, Events & Promotions	3,387.55	9,838.05
MMMC - Events & Promotions		-200.00
Website Management & Hosting		287.40

		Total
	Sep 2019	Jan - Sep, 2019 (YTD)
Total Marketing	3,387.55	9,925.45
Office/General Administrative		
Dues & Subscriptions	138.98	873.88
Liability Insurance	6,839.01	13,721.77
Meeting Expense	110.17	1,611.53
Office Supplies	218.70	1,186.73
Phone/Internet		70.78
Postage		201.00
Printing		1,209.07
Rent & Lease	350.00	2,995.00
Storage Lease		203.00
Total Office/General Administrative	7,656.86	22,072.76
Other Business Expenses		
Mural Project Expense		256.50
Total Other Business Expenses		256.50
Payroll Expenses		
Employee Benefits	350.00	3,150.00
Taxes	471.99	11,149.00
Wages	6,169.87	32,484.86
Workmans Comp Insurance		415.81
Total Payroll Expenses	6,991.86	47,199.67
Professional Services		
Accounting		2,646.24
Consulting Fees		450.00
Legal		258.10
Total Professional Services		3,354.34
Security	9,223.52	60,523.08
Taxes & Licenses		80.00
Total Expenses	39,213.56	213,915.53
NET OPERATING INCOME	-35,893.62	130,377.81
NET INCOME	\$ -35,893.62	\$130,377.81

Budget vs. Actuals MMID 2019 BUDGET - YTD

January - September, 2019

			Total
	Actual	Budget	% of Budget
INCOME			
Assessment Income	276,795.65	279,280.00	99.11 %
Non-Assessed Income - (Other)			
Donation Income	25,000.00		
Event Income		2,500.00	
Event Participant Entries	1,819.94		
Event Silent Auction Sales	3,210.85		
Event Sponsorship	15,120.00		
Event Ticket Sales	10,100.10		
Event Ticket Sales Drink	3,753.86		
Event Ticket Sales Raffle	1,196.00		
Total Event Income	35,200.75	2,500.00	1,408.03 %
Interest Income	0.96	81.00	1.19 %
Mural Project Donations	3,395.98		
RTD Maintenance Contract	3,600.00	5,400.00	66.67 %
SJ Magazine Ad Income	300.00		
Total Non-Assessed Income - (Other)	67,497.69	7,981.00	845.73 %
Total Income	344,293.34	287,261.00	119.85 %
GROSS PROFIT	344,293.34	287,261.00	119.85 %
EXPENSES			
Enhanced Maintenance			
Contractor - Maintenance	30,299.48	45,622.00	66.41 %
Infrastructure Improvement Program	6,237.32	10,000.00	62.37 %
Repair & Maintenance Supplies	1,794.00	2,000.00	89.70 %
Total Enhanced Maintenance	38,330.80	57,622.00	66.52 %
Event Expenses			
Event Catering/COGS	6,562.75		
Event Entertainment	2,500.00		
Event Equipment/Rentals	8,190.63		
Event Insurance	780.42		
Event License/Permit Fees	5,011.47		
Event Marketing & Advertising	220.56		
Event Supplies	8,907.10		
Total Event Expenses	32,172.93		
Marketing			
Advertising, Events & Promotions	9,838.05	16,947.00	58.05 %
MMMC - Events & Promotions	-200.00		
Website Management & Hosting	287.40	4,634.00	6.20 %

			Total
	Actual	Budget	% of Budget
Total Marketing	9,925.45	21,581.00	45.99 %
Office/General Administrative			
Bank Charges & Fees		440.00	
Dues & Subscriptions	873.88	500.00	174.78 %
Liability Insurance	13,721.77	10,494.00	130.76 %
Meeting Expense	1,611.53		
Office Supplies	1,186.73	594.00	199.79 %
Phone/Internet	70.78	747.00	9.48 %
Postage	201.00	220.00	91.36 %
Printing	1,209.07	1,125.00	107.47 %
Rent & Lease	2,995.00	3,150.00	95.08 %
Storage Lease	203.00	846.00	24.00 %
Total Office/General Administrative	22,072.76	18,116.00	121.84 %
Other Business Expenses			
Mural Project Expense	256.50		
Total Other Business Expenses	256.50		
Payroll Expenses			
Employee Benefits	3,150.00	3,150.00	100.00 %
Taxes	11,149.00	3,150.00	353.94 %
Wages	32,484.86	37,503.00	86.62 %
Workmans Comp Insurance	415.81	1,575.00	26.40 %
Total Payroll Expenses	47,199.67	45,378.00	104.01 %
Professional Services			
Accounting	2,646.24	5,850.00	45.23 %
Consulting Fees	450.00		
Legal	258.10	9,000.00	2.87 %
Total Professional Services	3,354.34	14,850.00	22.59 %
Security	60,523.08	59,994.00	100.88 %
Taxes & Licenses	80.00		
Total Expenses	213,915.53	217,541.00	98.33 %
NET OPERATING INCOME	130,377.81	69,720.00	187.00 %
NET INCOME	\$130,377.81	\$69,720.00	187.00 %

Budget vs. Actuals MMID 2019 BUDGET - FY19

January - December 2019

			Total
	Actual	Budget	% of Budget
INCOME			
Assessment Income	276,795.65	279,280.00	99.11 %
Non-Assessed Income - (Other)			
Donation Income	25,000.00		
Event Income		2,500.00	
Event Participant Entries	1,819.94		
Event Silent Auction Sales	3,210.85		
Event Sponsorship	15,120.00		
Event Ticket Sales	10,100.10		
Event Ticket Sales Drink	3,753.86		
Event Ticket Sales Raffle	1,196.00		
Total Event Income	35,200.75	2,500.00	1,408.03 %
Interest Income	0.96	108.00	0.89 %
Mural Project Donations	3,395.98		
RTD Maintenance Contract	3,600.00	7,200.00	50.00 %
SJ Magazine Ad Income	300.00		
Total Non-Assessed Income - (Other)	67,497.69	9,808.00	688.19 %
Total Income	344,293.34	289,088.00	119.10 %
GROSS PROFIT	344,293.34	289,088.00	119.10 %
EXPENSES			
Enhanced Maintenance			
Contractor - Maintenance	30,299.48	57,500.00	52.69 %
Infrastructure Improvement Program	6,237.32	10,000.00	62.37 %
Repair & Maintenance Supplies	1,794.00	2,000.00	89.70 %
Total Enhanced Maintenance	38,330.80	69,500.00	55.15 %
Event Expenses			
Event Catering/COGS	6,562.75		
Event Entertainment	2,500.00		
Event Equipment/Rentals	8,190.63		
Event Insurance	780.42		
Event License/Permit Fees	5,011.47		
Event Marketing & Advertising	220.56		
Event Supplies	9,566.33		
Total Event Expenses	32,832.16		
Marketing			
Advertising, Events & Promotions	10,588.05	22,600.00	46.85 %
MMMC - Events & Promotions	-200.00		
Website Management & Hosting	287.40	5,000.00	5.75 %

			Total
	Actual	Budget	% of Budget
Total Marketing	10,675.45	27,600.00	38.68 %
Office/General Administrative			
Bank Charges & Fees		500.00	
Dues & Subscriptions	1,039.72	500.00	207.94 %
Liability Insurance	13,721.77	12,000.00	114.35 %
Meeting Expense	1,651.48		
Office Supplies	1,186.73	800.00	148.34 %
Phone/Internet	70.78	1,000.00	7.08 %
Postage	201.00	400.00	50.25 %
Printing	1,209.07	1,500.00	80.60 %
Rent & Lease	3,345.00	4,200.00	79.64 %
Storage Lease	203.00	1,128.00	18.00 %
Total Office/General Administrative	22,628.55	22,028.00	102.73 %
Other Business Expenses			
Mural Project Expense	256.50		
Total Other Business Expenses	256.50		
Payroll Expenses			
Contractor Management Services	5,500.00		
Employee Benefits	3,150.00	4,200.00	75.00 %
Taxes	11,149.00	4,200.00	265.45 %
Wages	32,484.86	50,000.00	64.97 %
Workmans Comp Insurance	415.81	2,100.00	19.80 %
Total Payroll Expenses	52,699.67	60,500.00	87.11 %
Professional Services			
Accounting	2,646.24	7,800.00	33.93 %
Consulting Fees	700.00		
Legal	258.10	12,000.00	2.15 %
Total Professional Services	3,604.34	19,800.00	18.20 %
Security	63,681.48	80,000.00	79.60 %
Taxes & Licenses	80.00		
Total Expenses	224,788.95	279,428.00	80.45 %
NET OPERATING INCOME	119,504.39	9,660.00	1,237.11 %
NET INCOME	\$119,504.39	\$9,660.00	1,237.11 %

Finance Committee Notes

- Event income and expenses from the Car Show event have not been all accounted for completely in this statement, Matthew will provide a full report at the Oct board meeting.
- Finance committee's suggestion is to take additional funds this year and top off saving in PBID renewal savings account so that we don't have to contribute to the fund at all during the next three years leading up to next renewal. This would be depositing approximately \$15,000-\$20,000 into that fund this year.
- Any additional remaining funds at the end of this year will be rolled into reserve emergency savings (not to exceed amount of non-assessment funds we received this year).
- We will be purchasing three large banners for across Pacific Avenue for our signature events to spend some of our budgeted marketing/advertising/event budget this year. Additional remaining funds will be spent on light pole banners.
- Liability insurance budget line is over budget due to making payments for last years policy through August and then paying for the 2019-2020 policy in full in September. For next years budget there will only be one payment made in September for the following year.
- As previously reported, payroll taxes are much higher then budget due to carryover payables from all of 2018 that were paid this year.
- Matthew Grizzle was paid out his accrued paid time off at the termination of his employment contract on 8/31/19. Moving forward there will be a seperate budget line item "Contracted Management Services" instead of "Wages".
- We will be moving "Mural Project" funds out of our accounts and off our books by the end of the year and will not continue going into 2020.

MIRACLE MILE IMPROVEMENT DISTRICT ED REPORT – MATTHEW GRIZZLE – SEPTEMBER 2019

Greater Stockton Chamber of Commerce Board

I attended the regular general board meeting on September 26th representing the MMID as a board member.

Miracle Mile Banners & UOP Marketing Partnership

Been working on a redesign of the banners with UOP athletics graphic department, hopefully will have new examples to show at the board meeting. Goal is to have them installed before the Sip & Shop event on 11/30.

Merchant Mixer

October merchant mixer will be held on Monday, October 28th from 4:30-6:30pm at Mile Wine Company, all board members are encouraged to attend and reach out to your neighbors to invite. We will be sending around hard copy invitation within the next couple weeks and an email blast will be going out as well.

Third Thursday Open Late & Stockton Cruise Night

Our September event was a huge success with a fantastic turnout of pedestrian guests and vehicles. October 17th is the last event for this year. Will need to discuss at strategic planning next year if it is something we want to do again in 2020.

Test Planting of Star Jasmine

Jeff Gamboni, Kim Byrd and I did a test planting of Star Jasmine plants in a couple of tree wells in front of Moore's Martial Arts & Fritz Chin Photography. We did this to see what kind of equipment/effort/time would be involved in the project. We have about 100 tree wells to plant. I have been in contact with the California Conservation Corp and they have agreed to send out an "army of volunteers" to help us with the project.



MIRACLE MILE IMPROVEMENT DISTRICT ED REPORT – MATTHEW GRIZZLE – SEPTEMBER 2019 (PAGE #2)

City of Stockton Mayor Visit

Kim Byrd and I met with Mayor Tubbs on Wednesday, October 2nd. We discussed improvement initiatives we are working towards in the district and asked for guidance on a few projects. He said that he would be sending out communication to respective parties and would be available for assistance if we encounter any speed bumps along the way.

Trick or Treat on The Mile

We will be hosting trick-or-treating on The Mile again on Halloween from 3pm until the candy runs out. I will be sending out a notice to merchants so that those who wish to participate will know the details. I will also be working on a flyer, e-mail blast and small social media campaign to let the general public know about it.

Banners Across Pacific Avenue @ Tuxedo

I have started the process with Visit Stockton and New Image Sign Company to design the large across the street banners that we will use to market our signature events (MMEB, Car Show/Concert, Sip & Shop) every year. Our plan is to have them up for the week prior and week of every event. Cost breakdown for each banner is as follows:

- Banner Production - \$1,000
- Freight - \$75
- Taxes - \$100
- Installation - \$600
- Rental Of Space - \$150/week

Security Survey

I sent out a security survey in advance of our town hall meeting to gauge what kind of systems merchants have installed in their business and what other measures they are taking to secure their properties. We only received a few responses back so far, but we will continue to solicit this information.

Security Services

Lisa Whirlow, Kim Byrd & I met with Shayla from Hammerhead Security on October 1st & made some changes to our security service schedule. We will be going over these adjustments for discussion at the board meeting. We also discussed getting specialized reports so that we can make more informed adjustments in the future. Our plan is to have a complete review of these reports at our security meeting every month.

MIRACLE MILE IMPROVEMENT DISTRICT

ED REPORT – MATTHEW GRIZZLE – SEPTEMBER 2019

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UOP Homecoming & Family Weekend

Will take place the weekend of October 11th-12th. I am notifying the merchants via e-mail blast and block ambassador hand out. We will be decorating The Mile with orange and black balloons.

Social Media Marketing RFP

I am in the final stages of collecting competing bids for service for our social media marketing coordinator. I should have a report by the next board meeting with recommendations from the events & promotions committee.

Lights Across Pacific

I have been in contact with a representative from the city planning department and Nicole Snyder (CoS) who is going to be assisting with this project moving forward. I was able to get more information from Willow Glen about how they did their lighting system across the street and it probably won't work for our district. We are exploring other options and hopefully will have more to share at the board meeting.

New Parking/Wayfinding Signs

Kim Byrd has volunteered to map out all the signs that need replacing throughout the district. Once she has submitted her findings to me I will be creating a report and working with Nicole Snyder (CoS) and, if necessary, a sign company to get all the replacement signs produced. We will more than likely be using either RTW or CCC to help with installing all the signs. Our goal is to get all the new signs installed by the end of this year.

New Replacement Bollards

I emailed the City of Stockton Streets & Traffic Devices supervisor last week and was informed that they finally have the replacement bollards in stock at their yard and they should be installed within the next few weeks.

Board Member Nominations

I will be mailing forms out for board member nominations to all property owners during the week of Oct 7th. Deadline for submission will be October 31st. I will then vet the candidates and, if they meet the requirements, send them a nominee questionnaire. The results will be provided to active board members in advance of the November general board meeting for review. At the November board meeting, eligible candidates will be given an opportunity to make a statement and answer questions from the board before elections take place. We will have five open board positions available for election for the 2020-2021 term (4 Prop & 1 Bus). December's general board meeting will be a joint meeting with both incoming and outgoing board members in attendance.

Board Committee Reports – October 2019

(PAGE #1)

Policies & Procedures – Manuel Guizar, Committee Chair

- We will be scheduling another committee meeting sometime in October so that the board can discuss and vote on potential amendments at the November General Board Meeting.

Security – Lisa Whirlow, Committee Chair

- Nothing to report at this time – will give report from October Business Watch & Committee meeting at the board meeting.
- Security Committee will meet regularly on the second Tuesday of every month immediately following the Business Watch meeting at 10:15am @ PME. October meeting is scheduled for Tuesday, Oct 8th.

Finance – Jeff Dundas, Committee Chair

The Finance Committee met on October 1st @ the Miracle Mile Office. Jeff Dundas, Kim Byrd & Matthew Grizzle were in attendance.

- See notes with monthly financial report.
- Finance Committee will meet regularly on the first Tuesday of every month at 1:00pm @ PME. Next meeting is scheduled for Tuesday, November 5th.

Events & Promotions – Lenzi Leonard, Committee Chair

Events & Promotions Committee met on September 11th @ Miracle Mile Conference Center. Yonie Young, Kim Byrd, Lisa Whirlow, Lenzi Leonard & Matthew Grizzle were in attendance.

- Miracle Mile Classic Car Show and Concert – See report from Executive Director Matthew Grizzle.
- Holiday Sip & Shop – See report from Executive Director Matthew Grizzle.
- Events & Promotions Committee will meet immediately following the general board meeting on October 9th. Please attend if you wish to know more about upcoming plans or volunteer your assistance.

Board Committee Reports – September 2019

(PAGE #2)

Improvements – Jeff Gamboni, Committee Chair

The Improvement Committee met on September 19th @ the PME conference room. Jeff Gamboni, Matthew Grizzle, Yonie Young & Brianna Southern were in attendance.

- Tuxedo Court: Jeff is working to obtain bids to plant a “Christmas Tree.” The tree will be 18-20’ tall with a root ball diameter of apx. 6’-0.” He has asked Granlees Landscape, Valley Landscaping and Western Landscaping for bids. Granlees has declined. Scope to include acquisition and planting of tree, including import soil, mulch, fertilizer, 6 months maintenance, and guarantee as well as new irrigation specifically for the tree and stand pipes to monitor soil moisture. Tree to be guyed to stabilize. Jeff is preparing bid documents and scheduling on-site meeting with contractors.
- Existing tree wells along the Avenue that are lacking trees have been identified by Matthew Grizzle.
- Jeff is preparing the summary document indicating where we still need improvements on Harding Way.
- Jeff, Kim & Matthew agreed to meet at 3:00 Monday 23 September to plant two tree wells to confirm our assumptions. Jeff acquired the Star Jasmine in one gallon cans and bagged soil for the event. Each tree well used apx. one bag of soil and 4 Star Jasmine plants in one gallon containers. Star Jasmine in flats was not available but may be useful for tree wells with extensive tree roots. Next step: schedule planting.
- Lisa, Kim & Matthew have been working on lighting improvement project with PG&E to replace lights in parking lots & front/back of buildings. Most of the lights are free to upgrade or very little cost.
- OLD BUSINESS: Topics for improvements this year in no particular order
 - Banners
 - Tree Plantings
 - Bike Racks
 - Planting Tuxedo Planter including Tree, Plants, Soil, Irrigation, Lighting
 - Tree Pruning
 - Design Charrette for Tuxedo Court
 - Planting Star Jasmine at base of trees
 - Lights
 - Planting at Bank of America
 - Engineering study for Tuxedo Court
 - Sidewalk Repair
 - Planters in parking lots
- Improvement Committee will meet regularly on the third Thursday of every month at 9:00am @ PME. Next meeting is scheduled for Thursday, October 17th.