

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

DATE: Wednesday, October 14th, 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 September 9th, 2020 General Board Meeting (**ACTION**)
4. September 2020 Financial Statements (**ACTION**)
 - a. Finance Committee Discussion – *Jeff Dundas, Chair*
5. Major Projects Report
6. Board of Directors 2021-2023 Elections Discussion
7. 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*
8. City of Stockton Announcements & Project Updates – *Nicole Snyder*
9. Objective Dashboards – *Matthew P. Grizzle*
10. Executive Director Report – *Matthew P. Grizzle*
11. Board Member Requests/Announcements
12. Next MMID Board of Directors General Meeting Scheduled November 11th, 2020
13. 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, September 9th, 2020
Virtual Meeting – ZOOM Video Conference
(PAGE #1)

PRESENT: Matthew Grizzle (Executive Director), Kim Byrd, Lisa Whirlow, Yonie Young, Jeffrey Gamboni, John Precissi, Jeff Dundas, Nicole Snyder, Mike Klocke, Helena Monica, Tina Wells-Lee

ABSENT: Kevin Hernandez, Manuel Guizar

GUESTS: None

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

2. Public Comments – None

3. Minutes of August 12th, 2020 General Meeting

MOTION to approve the minutes of August 12th, 2020 general meeting.

Motion: Mike Klocke

Second: Jeff Dundas

Vote: 9/10

Motion carried

Abstained:1

4. August Financial Statements

MOTION to approve August 2020 financial statements.

Motion: John Precissi

Second: Tina Wells-Lee

Vote: 10/10

Motion carried

Abstained:0

5. Improvement Committee

- Walked through parking lots to figure out where improvements should be.
- Replace old concrete planters and backfill with soil.
- RFPs have been completed and will be bid out.
- Plans will be discussed and finalized following Wednesday at the Improvements Comm Meeting.
- Siegfried will donate engineering work for the crosswalk. Survey will possibly be done next week.
- 11:30am on Saturdays to spruce up Tuxedo Court.

6. Board Nominations

- Suggesting every board member have a nomination.
- Please have nominations before November.

7. Security Committee

- Broken glass at Garden Flair this morning
- Vandalism at UOP over 3 day weekend
- incident report-continues to be ⅓ less than pre-covid.
- less crime reported by Stockton PD

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

Wednesday, September 9th, 2020
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(PAGE #2)

8. Events/Promotion

- Marketing sign with small business-pictures are turning out well
- Farmers Market is doing well-Visit Stockton has a continuing booth, possible food bank booth
- Farmers Market is being promoted via social media, flyers
- Halloween and Christmas Events TBD

9. City of Stockton Announcements & Project Updates

- SBA grant-2nd round
- PPP distribution to nonprofit groups
- Assessments
- Signage has been replaced in parking lots
- Microgrants are not available for MM at this point

10. Executive Director Report

- See attached included in board packet
- Lighting project is on hold due to access of each property to do the site survey.
- PPE distribution has been completed; gloves will be distributed soon when available
- MMID has umbrella permit with city for food places

11. Add Agenda Item for Patio @ Cobra Chai

MOTION to add actionable agenda item regarding Cobra Chai inclusion in use permit.

Motion: Mike Klocke

Second: Nicole Snyder

Vote: 10/10 Motion carried

Abstained:0

12. Approval of Patio @ Cobra Chai

MOTION to permit inclusion in district umbrella conditional use permit for Cobra Chai patio dining.

Motion: John Precissi

Second: Tina Wells-Lee

Vote: 10/10 Motion carried

Abstained:0

13. Board Announcements - None

14. Next Meeting

Wednesday, October 14th @ 4pm – Virtual ZOOM Meeting

15. Adjourn @ 5:18 pm

MOTION to adjourn the meeting.

Motion: John Precissi

Second: Lisa Whirlow

Vote: 10/0 Motion carried

Abstained:0

Minutes Submitted by Secretary, Yonie Young



Board of Directors Report

Miracle Mile Improvement District
For the period ended September 30th, 2020

Prepared by
MMID Finance Committee

Prepared on
October 1, 2020

Table of Contents

Balance Sheet.....	3
Profit and Loss	4
Budget vs. Actuals Year To Date	6
Budget vs. Actuals Year End	8
Finance Committee Notes	10

Balance Sheet

As of September 30, 2020

		Total
ASSETS		
Current Assets		
Bank Accounts		
F&M Checking		50,063.61
F&M Emergency Reserve x619		11,580.58
F&M Savings x719		6,243.12
Total Bank Accounts		67,887.31
Total Current Assets		67,887.31
Fixed Assets		
Accumulated Depreciation		-1,526.01
Fixed Asset Furniture		1,526.01
Total Fixed Assets		0.00
TOTAL ASSETS		\$67,887.31
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
Opening Balance Equity		21,357.76
Retained Earnings		47,171.73
Net Income		-642.18
Total Equity		67,887.31
TOTAL LIABILITIES AND EQUITY		\$67,887.31

Profit and Loss

January - September, 2020

	Total
INCOME	
Assessment Income	135,776.64
Non-Assessed Income - (Other)	45,015.52
Interest Income	4.00
RTD Maintenance Contract	3,600.00
Total Non-Assessed Income - (Other)	48,619.52
Total Income	184,396.16
GROSS PROFIT	
184,396.16	
EXPENSES	
Enhanced Maintenance	
Contractor - Maintenance	39,960.81
Infrastructure Improvement Program	11,262.91
Repair & Maintenance Supplies	3,225.41
Total Enhanced Maintenance	54,449.13
Marketing	
Advertising, Events & Promotions	7,468.11
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	7,231.05
Office/General Administrative	
Dues & Subscriptions	665.25
Liability Insurance	10,282.88
Meeting Expense	438.08
Merchant Events/Hospitality	134.23
Office Printing	468.29
Office Supplies	625.22
Phone/Internet	298.23
Postage	308.18
Rent & Lease	3,150.00
Storage Lease	1,658.00
Travel/Gas/Parking	113.02
Total Office/General Administrative	18,141.38
Professional Services	
Accounting	1,969.11
Consulting Fees	505.00
Legal	584.50
Total Professional Services	3,058.61
Security	52,658.17

	Total
Staffing Expenses	
Contractor Management Services	49,500.00
Total Staffing Expenses	49,500.00
Total Expenses	185,038.34
NET OPERATING INCOME	-642.18
NET INCOME	\$ -642.18

Budget vs. Actuals Year To Date

January - September, 2020

			Total
	Actual	Budget	% of Budget
INCOME			
Assessment Income	135,776.64	228,380.12	59.45 %
Non-Assessed Income - (Other)	45,015.52		
Event Income		45,000.00	
Interest Income	4.00	5.90	67.80 %
RTD Maintenance Contract	3,600.00	5,400.00	66.67 %
Total Non-Assessed Income - (Other)	48,619.52	50,405.90	96.46 %
Total Income	184,396.16	278,786.02	66.14 %
GROSS PROFIT	184,396.16	278,786.02	66.14 %
EXPENSES			
Enhanced Maintenance			
Contractor - Maintenance	39,960.81	42,300.00	94.47 %
Infrastructure Improvement Program	11,262.91	3,600.00	312.86 %
Repair & Maintenance Supplies	3,225.41	900.00	358.38 %
Total Enhanced Maintenance	54,449.13	46,800.00	116.34 %
Marketing			
Advertising, Events & Promotions	7,468.11	9,000.00	82.98 %
Event Expenses		32,000.00	
Event License/Permit Fees	-521.64		
Event Marketing & Advertising	35.94		
Total Event Expenses	-485.70	32,000.00	-1.52 %
Website Management & Hosting	248.64	348.00	71.45 %
Total Marketing	7,231.05	41,348.00	17.49 %
Office/General Administrative			
Dues & Subscriptions	665.25	1,100.00	60.48 %
Liability Insurance	10,282.88	10,900.00	94.34 %
Meeting Expense	438.08	1,100.00	39.83 %
Merchant Events/Hospitality	134.23		
Office Printing	468.29	1,050.00	44.60 %
Office Supplies	625.22	700.00	89.32 %
Phone/Internet	298.23	450.00	66.27 %
Postage	308.18	240.00	128.41 %
Rent & Lease	3,150.00	3,150.00	100.00 %
Storage Lease	1,658.00	1,200.00	138.17 %
Travel/Gas/Parking	113.02		
Total Office/General Administrative	18,141.38	19,890.00	91.21 %
Professional Services			
Accounting	1,969.11	1,875.00	105.02 %
Consulting Fees	505.00	1,000.00	50.50 %

			Total
	Actual	Budget	% of Budget
Legal	584.50		
Total Professional Services	3,058.61	2,875.00	106.39 %
Security	52,658.17	54,000.00	97.52 %
Staffing Expenses			
Contractor Management Services	49,500.00	49,500.00	100.00 %
Total Staffing Expenses	49,500.00	49,500.00	100.00 %
Total Expenses	185,038.34	214,413.00	86.30 %
NET OPERATING INCOME	-642.18	64,373.02	-1.00 %
NET INCOME	\$ -642.18	\$64,373.02	-1.00 %

Budget vs. Actuals Year End

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NET OPERATING INCOME	-642.18	64,373.02	-1.00 %
NET INCOME	\$ -642.18	\$64,373.02	-1.00 %

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

Lighted Crosswalk Project Information

We have a signed agreement now in place with Siegfried Engineering with complete scope of work for the lighted crosswalk project at Adams/Pacific. It includes over \$42,000 in donated services to the district!

They have completed the topographical survey and have the preliminary design concept done; I am being told that I will have it available to share for discussion at our meeting. They are also working on the cost estimates for construction so that we can have a target point for our fundraising efforts.

They have shared our partnership on Facebook and other social media platforms and received overall positive feedback.



Outdoor Dining Patio Funding

I am currently working with the City of Stockton on finalizing a program to secure funding for construction throughout the district for any/all restaurants and cafes who would like to offer outdoor dining. This funding would cover 100% of the costs associated with the contractor design services, permitting and construction of the outdoor patio railing. Furthermore, I am also working on funding to potentially cover the cost of awnings, heaters/fans, lighting, and outdoor seating.

So far over a dozen restaurants have disclosed their interest. Total funding could be in the \$100,000-\$200,000 range depending on how many merchants participate and what costs are incurred. All work on this project will be completed by the end of this calendar year with zero expense to merchants or the MMID.

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

Miracle Mile Signage Replacement Project

All signs throughout the district have been installed now, they look fantastic!



Parking Lot Planter Repair/Replacement

The improvement committee and I have been working hard on our parking lot planter repair/replacement project. Jeff Gamboni created design drawings and we finalized an RFP late last month. That RFP has been sent out to six (6) local masonry contractors. I will be meeting with a couple later this week for a walk-through. Deadline for bid/estimate submittal is October 31st so we will have further discussion and action taken at our November board meeting assuming receipt of acceptable bids.

Harding Way Improvement Project

Phase 2 of the Harding Way Improvement project was approved at the City Council meeting last month. Jeff Gamboni & I attended the pre-construction meeting on September 30th. Construction should all be completed within the next two months. I have been reaching out to business and property owners that will be affected and will continue to keep them updated as I receive advance notice of the work starting within the district. These are all hardscape repairs (sidewalks/curbs/gutters/driveways/etc). Total grant funding put to work on this project will most likely exceed \$200,000 this year!

UOP Non-Profit Leadership Training Program

I started the non-profit leadership training program on September 3rd and have attended two classroom sessions. The cohorts in the training include leaders from various non-profits

throughout San Joaquin County. So far it has been very informational and I will be working on a way to share the obtained knowledge with the board once I have completed the program. As a reminder, online class subjects that I will be completing by the end of the year include:



- Introduction to Nonprofit Management
- Strategy for Nonprofit Organizations
- Budgeting in a Nonprofit Organization
- Capital Campaigns
- Fundraising for Nonprofit Organizations
- How to Read a Nonprofit Financial Statement
- Leadership in a Nonprofit Organization
- Nonprofit Board and Volunteer Development
- Introduction to Grant Writing
- Social Media for Nonprofits
- Principles of Marketing for Nonprofit Organizations

MIRACLE MILE IMPROVEMENT DISTRICT ED REPORT – MATTHEW GRIZZLE – OCTOBER 2020 (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.

Personal Protection Equipment Supplies Distribution

I have been delivering supplies to merchants over the past 4-6 weeks. I will be picking up gloves and disinfectant spray/wipes as soon as they arrive and will distribute those to merchants when available. Every merchant I visited and dropped off supplies to was very appreciative and some have already contacted me for a second delivery.

Directors & Officers Insurance Policy Renewal

Our directors & officers insurance policy has been renewed for this year as of September 10th. The policy cost is essentially unchanged from last year (\$6,842.06 this year vs \$6,050.12) last year.

2020 Assessment Income Invoicing

We received our second installment of assessment income from the City of Stockton on October 1st, total was \$85,201.64.

I Am Small Business Promotion

We now have over 50 merchants that have participated in this amazing promotion. We started the marketing campaign on social media on August 9th and have been highlighting a new merchant about every 2-3 days. We will continue to do so until all participating merchants have been featured. I am also going to be working on video to recap and tie everything together once the promotion is completed.

Stockton Cruise Night

The fourth event of the year was held on Sept 17th and the last event for this year will be held October 15th.

Board Member Ballots

Ballots were sent out by mail on September 28th. Deadline for submission is October 31st.