

Executive Committee Meeting
Friday, January 12th, 2018
Midtown Association Office, 1401 21st St Unit A, Sacramento, CA 95811 12:00-1:30pm

AGENDA

- I. Public Comment: Public Comment is limited to 3 minutes on items not on the agenda.

- II. **Board Development (12:10 pm)**
 - a) **Discussion:** Board Updates Watson
 - i. Welcome New Board Members EC Members
 - ii. MA Overview Baime Michaels

- III. **Budget / Reports (12:40 pm)**
 - a) **Action:** Approve December Financial Report Baime Michaels
 - b) **Action:** For 2018, the key executives with control of the Wells Fargo Bank Accounts are Baime as Executive Director, replace Thomas with Saunders as Chair and continue Turton as Treasurer. Baime Michaels

- IV. **Policy (12:45 pm)**
 - a) **Discussion:** Infill - *Specific Plan* Parker
 - b) **Discussion:** Homelessness – *Metric 2018* Baime Michaels
 - c) **Discussion:** Transportation – *J Street Bike Lane* Parker
 - d) **Discussion:** Infrastructure – *No update*

- V. **Strategic Plan (1:10 pm)**
 - a) **Discussion:** General Updates Baime Michaels

- VI. **Action: Consent Calendar (1:15 pm)**
 - a) **Action:** Approve December 2017 Executive Committee Minutes Watson

Adjournment - Next Meeting: Friday, February 9th, 2018 - 12:00pm – 1:30pm



Item I. Public Comment: Three minutes for items not on the agenda.

Item II. Board Development

- A) **Discussion:** Board Updates
 - i. Welcome New Board Members
 - ii. MA Overview

Item II. Budget / Reports:

- A) **Action:** Approve December Financial Report: This report covers the statement of activities, budget versus actual for 2017. This includes the PBID Corporation dba MBA/MA, CMRBID and SBIA. **The budget projects income/expenditures at 100%; income is 80% and expense is 83%.**

| YTD, Budget vs Actual | | | |
|--------------------------------|------------------------------|-------------------------------|------------|
| December 2017 – 100% of budget | | | |
| Income | YTD Actual | 2017 Budget | |
| Membership | \$ 5,250.00 | \$ 3,500.00 | 150% |
| Admin Fees | \$ 79,050.00 | \$ 84,378.00 | 94% |
| Events | \$ 99,801.00 | \$ 85,000.00 | 117% |
| Contracts | \$1,265,023.00 | \$1,642,836.00 | 77% |
| Grants/Interest | \$ 442.00 | \$ 2,500.00 | 18% |
| Misc | \$ 0.00 | \$ - | |
| Total Income | <u>\$1,449,565.00</u> | <u>\$1,818,214.00</u> | 80% |
| Expense | | | |
| BID Programs | <u>\$ 161,250.00</u> | <u>\$ 214,801.00</u> | <u>75%</u> |
| PBID Programs | | | |
| Cat 1: Main, Safety & Street | | | |
| Midtown | \$ 425,723.00 | \$ 533,203.00 | 80% |
| Alhambra | \$ 101,281.00 | \$ 124,000.00 | 82% |
| Cat 1: Main, Safety & Street | <u>\$ 527,004.00</u> | <u>\$ 657,203.00</u> | <u>80%</u> |
| Cat 2: Placemaking & Cap Imp | | | |
| Midtown | \$ 91,806.00 | \$ 119,403.00 | 68% |
| Alhambra | \$ 16,561.00 | \$ 48,350.00 | 32% |
| Cat 2: Placemaking & Cap Imp | <u>\$ 108,367.00</u> | <u>\$ 167,753.00</u> | <u>58%</u> |
| Cat 3: Advocacy, Comm & Admin | <u>\$ 521,407.00</u> | <u>\$ 575,324.00</u> | <u>91%</u> |
| Total Expense | <u>\$1,318,028.00</u> | <u>\$ 1,615,125.00</u> | |
| Net Income | \$ 131,537.00 | \$ 203,089.00 | |

Income Detail: Membership appears to exceed budget however this includes renewals that have been invoiced but are yet unpaid. Admin fees appear behind budget (SBIA is at 100%, Midtown Central is at 62%). Grants will not achieve budget as the Operations Department failed to submit a standard grant. Events income has met budget due to staff’s work fundraising for the Gala and the Farmers Market. Contracts income is as follows, Midtown PBID (75%), Alhambra PBID (68%), SBIA (109%), and Midtown Central (88%) in relation to the income they have accrued for program expenses, not cash flow wise.

Expense Detail: BID Programs: On track. PBID Programs are on track, note that Cat 2: Placemaking within Alhambra appears behind budget, this is due to no expenses other than staff time to improve Stockton Blvd as we are just entering the planning process.

Statement of Financial Position: The organization has 568k in cash/cash equivalents (379k PBID, 171k SBIA and 18k Midtown Central). Accounts payable are at 92k due to staff fees for Midtown Central (standard monthly average is 30k or less). Accounts receivable are at 185k due to booking future payments from

Midtown Central to PBID (standard monthly average is 30k or less). Operating costs for the PBID are forecast at 118k per month in 2018. Cash is in place for 3 months of operations (Jan 18-Mar 18). A leaf vacuum was purchased this month.

Item IV. Policy

A) Discussion: *Infill - Specific Plan*

- a. Adjusted timeline with the addition of Finance Plan.
 - i. Scheduled for approval at City Council, Tuesday, March 27
- b. Finance Plan and Impact fees to fund backbone infrastructure including transportation improvements and water and sewer improvements.
- c. The plan includes utility reimbursement and reuse credits.

B) Discussion: *Homelessness – Metric 2018*

C) Discussion: *Transportation – J Street Bike Lane*

D) Discussion: *Infrastructure – No update*

Item V. Strategic Plan

- A) Discussion:** General Updates
No update.

Item VI. Action: Consent Calendar

- A) Action:** Approve December 2017 Executive Committee Minutes

Executive Committee Meeting Minutes

Friday, December 8th, 2017

Midtown Association, 1401 21st St, Unit A, Sacramento, CA 95811

In attendance: Thomas, Saunders, Testa, Paragary, Watson, Hassett, Hodgson, Bazett, Baime Michaels, Parker, Villa, Sawyer, Harris, Monk, Husted

Absent: Turton

Meeting called to order: 12:09 PM

Quorum established: 12:09 PM

*Denotes comment on agenda item

AGENDA

- I. **Public Comment:** N/A

- II. **Budget / Reports –**
 - a) **Action Taken:** Approve November Financial Report
Moved by Watson/ Seconded by Testa/ Unanimous Vote – Motion Carries

- III. **Policy**
 - a) **Discussion:** Update on Year 1 Alhambra Corridor
Comments: Councilmember Jeff Harris
*Thomas mentioned that Alhambra was a significant priority for Sutter Hospital and that she was pleased with the progress on the corridor. CM Harris shared thoughts and successes on Year 1 of the Alhambra Corridor, Parker shared an annual update from a Capital Improvement perspective, Villa shared an annual update from a Clean & Safe perspective, Monk shared an annual updated from PD perspective, and Bazett shared an annual update from a Business Owner and Board Member perspective.
 - b) **Action Taken:** Approve updated Legislative Advocacy Procedures
*On item (J), adjust language to read “The need to build projects that take into account the noise...”
Moved by Bazett/ Seconded by Saunders/ Unanimous Vote – Motion Carries

- IV. **Action: Consent Calendar**
 - a) **Action Taken:** Approve November 2017 Executive Committee Minutes
Moved by Hodgson/ Seconded by Paragary/ Unanimous Vote – Motion Carries
 - b) **Action Taken:** Authorize Executive Director to sign, pay, execute, and if needed, terminate an agreement for Event Services with Unseen Heroes for 2018 Midtown Farmers Market and Signature Event (Midtown Love/Gala) NTE \$20k
Moved by Watson/ Seconded by Hassett/ Unanimous Vote – Motion Carries



V. Closed Session

- a) **Action Taken:** Accept Executive Director Annual Performance Review
Moved by Hodgson/ Seconded by Watson/ Unanimous Vote – Motion Carries

VI. Board Development

- a) **Discussion:** Board Updates
**Thomas announced resignation from Board of Directors effective December 31st, 2017. Holly Harper will be the replacement representative from Sutter Health, Saunders will move into position of Chair and Testa to position of Vice Chair.*

Adjournment – 1:30 PM

*Respectfully submitted,
Darling Sawyer*

