

BOARD OF DIRECTORS' MEETING

➡ AGENDA

OCTOBER 16, 2023, 11:30 AM



- I. Welcome
- II. Approval of Minutes
 - A. *September Board Meeting p. 3
- III. *Financial Report p. 5
- IV. Committee Reports
- V. Staff Report p. 15
- VI. Old Business
 - A. Board vacancy – business representative
- VII. New Business
 - A. Discussion of key projects/initiatives
- VIII. Public Forum
- IX. Adjournment

* Denotes action items

Upcoming Meetings:

November 20, 11:30 am - Board Meeting

December 18, 11:30 am - Board Meeting

January 22, 11:30 am - Board Meeting

This meeting, and all communications between Board Members, are subject to the provisions of the Tennessee Open Meetings Act.

BOARD OF DIRECTORS' MEETING

➡ MINUTES

SEPTEMBER 18, 2023, 11:30 AM

The Board of Directors of Downtown Knoxville Alliance met on Monday, September 18, 2023, at 11:30 am at 17 Market Square, Knoxville, TN.

Board members present included board chair, Matthew DeBardelaben, Chip Barry, Lorie Matthews, John Sanders, and Adrienne Webster. DKA and Knoxville Chamber staff in attendance included: Michele Hummel, Angela Lunsford, Karen Kakanis, and Robin Thomas.

I. Welcome

Matthew DeBardelaben welcomed everyone and called the meeting to order.

II. Minutes

Matthew DeBardelaben called for the approval of the minutes from the August board meeting. Lorie Matthews made a motion to approve the minutes. Adrienne Webster seconded the motion, which was unanimously approved by the board.

III. Financial Report

Angela Lunsford delivered the report for the corporation explaining the various reports. Adrienne Webster made a motion to approve the financial report, and Chip Barry seconded the motion, which was unanimously approved by the board.

IV. Committee Reports

A. Marketing

Robin Thomas discussed the Marketing Committee meeting that was held on September 12. The committee reviewed two sponsorship applications and made a recommendation to the board in the form of a motion to approve the sponsorship requests.

Bike Walk Knoxville/Tour De Lights up to \$3,000 which includes \$1,500 guaranteed and up to an additional \$1,500 dollar-for-dollar match of additional sponsors, excluding Visit Knoxville and in-kind sponsorship and contingent upon the final route.

Nourish Knoxville/Winter Farmers' Market \$5,000

John Sanders seconded the motion. The board approved the motion.

The committee had a discussion of marketing campaigns for the remainder of the year 2024.

V. Staff Report

Staff presented their report, which provided an update on activities from the previous month and highlighted upcoming meetings. The full reports were included in the agenda packet.

VI. Old Business

Matthew DeBardelaben noted that Megan Lingerfelt started a new mural at the Hilton Garage.

VII. New Business

Drew McKenna has offered to be replaced on the board due to his commitment to his job, which often conflicts with the board meetings. DKA will wait for final confirmation that he is resigning, and if so, will consider a replacement in October.

VIII. Public Forum

There was no Public Forum.

IX. Adjournment

With no other business, the meeting was adjourned.

Secretary

Downtown Knoxville Alliance
Statement of Cash Flows
Fiscal YTD September 30, 2023

	<u>Jul '23 - Jun '24</u>
OPERATING ACTIVITIES	
Net Income	(57,278)
Adjustments to reconcile Net Income to net cash provided by operations:	
1110 · Other Receivable	(4,711)
2020 · Accounts Payable	9,558
2600 · Accrued Payables	2,086
2700 · Accrued Wages	-
Net cash provided by Operating Activities	(50,344)
FINANCING ACTIVITIES	
3900 · Change in NA - unrestricted	-
Net cash provided by Financing Activities	-
Net cash increase for period	(50,344)
Cash at beginning of period	1,257,918
Cash at end of period	<u><u>1,207,573</u></u>
 Current Liabilities	 (40,023)
Accrued Payables	(324,500)
 Accounts receivable and Other	 6,485
Subtotal	(358,038)
 Projected Remaining Budgeted Income (Expenses)	
Revenue	1,094,359
Development	(115,000)
Quality of Life	(312,710)
Business Support	(40,741)
Marketing/Sponsorships	(226,446)
Administration	(210,114)
Subtotal	<u>189,348</u>
 Projected Cash - Before Minimum Reserve	 <u>1,038,883</u>
Minimum Cash Balance - Reserve	(150,000)
Projected Cash Availability	<u><u>888,883</u></u>

Downtown Knoxville Alliance
Statement of Cash Flows
Fiscal YTD September 30, 2023

Project	Grants	Permit Date	Comp Date	YE 6/30/2024	Total
314 Union Ave (COK)	250,000			250,000	250,000
Hilton Parking Garage	50,000			50,000	50,000
	300,000			300,000	300,000

* City approval required

Note: Disclosure of Tax Abatement for Farragut Building. CBID Board agreed to receive current assessment of \$4,578 and forgo \$19,012/year for 25 years - total abatement \$475,302. Based on estimated increase in projected value \$18.4mm versus \$3.6mm. Tax is .32 per \$100 on 40% of projected value.

Note: In 2013, Knox County Commission and Knox County Industrial Development Board approved a 10 year PILOT for Marble Alley Lofts, LLC. The property was held by Knox County and did not pay property taxes because of its tax exempt status. The property is now held by the Knox County Industrial Development Board. Based on the current appraised value, at the end of the 10 year PILOT, CBID would be entitled to a projected assessment of \$36,800 annually.

Note: In July of 2019, the Board of the Downtown Knoxville Alliance agreed to approve a 10-year abatement of the incremental CBID assessment for the State Supreme Court projects starting 48 months after the Dover Signature Properties closes on the two parcels of property from the City of Knoxville to allow for construction and project stabilization. CBID will receive an assessment for both properties based on the acquisition cost of \$2.6mm or approximately \$320 for the property that will house the hospitality project, purchased for \$250,000 and \$3,008 for the parcel that houses the apartment project, purchased for \$2,350,000. Downtown Knoxville Alliance will receive this yearly assessment during the 48 month construction and stabilization period and during the 10-year abatement, after which the CBID assessment will be paid at full value.

Downtown Knoxville Alliance
Profit & Loss Actual vs Budget June 30, 2024

	Acct #	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	TOTAL	FY24 Budget	Remainder
Income																
CBID Tax Assessments	4020	19,389	1,773	6,485	-	-	-	-	-	-	-	-	-	27,647	1,125,000	1,097,353
Investment income	4100	1,125	1,218	1,151	-	-	-	-	-	-	-	-	-	3,494	500	(2,994)
Total Income		20,514	2,991	7,636	-	-	-	-	-	-	-	-	-	31,141	1,125,500	1,094,359
Expenses																
Development																
Path to Prosperity	5225	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000	15,000
Special Projects	5205	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000	100,000
Total Development		-	-	-	-	-	-	-	-	-	-	-	-	-	115,000	115,000
Quality of Life																
Beautification	5659	77	77	3,533	-	-	-	-	-	-	-	-	-	3,687	90,000	86,313
Ambassador Program	5657	9,676	9,676	9,676	-	-	-	-	-	-	-	-	-	29,029	117,000	87,971
Residential - Other	5900	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Residential	5901	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000
Special Art Project	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000	50,000
Security	5700	3,557	3,854	7,164	-	-	-	-	-	-	-	-	-	14,574	100,000	85,426
Total Quality of Life		13,310	13,607	20,373	-	-	-	-	-	-	-	-	-	47,290	360,000	312,710
Business Support																
Business Support	5676	523	2,779	5,957	-	-	-	-	-	-	-	-	-	9,259	50,000	40,741
Total Business Support		523	2,779	5,957	-	-	-	-	-	-	-	-	-	9,259	50,000	40,741
Marketing Expenses																
Advertising General	5305	3,536	1,688	5,387	-	-	-	-	-	-	-	-	-	10,612	50,000	39,388
Print & Design	5306	225	2,532	2,600	-	-	-	-	-	-	-	-	-	5,357	55,000	49,643
Website - All Committees	5375	550	1,195	1,840	-	-	-	-	-	-	-	-	-	3,585	30,000	26,415
Downtown Scavenger Hunt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000	15,000
Events and Sponsorship	5360	6,000	-	8,000	-	-	-	-	-	-	-	-	-	14,000	110,000	96,000
Total Marketing Expenses		10,312	5,414	17,828	-	-	-	-	-	-	-	-	-	33,554	260,000	226,446
Administration																
Meals/ Lodging/ Travel	5420	840	224	194	-	-	-	-	-	-	-	-	-	1,258	6,000	4,742
Office Expense	5430	505	525	685	-	-	-	-	-	-	-	-	-	1,716	7,000	5,284
Bank Fees	5435	19	18	18	-	-	-	-	-	-	-	-	-	55	200	145
Postage	5440	12	9	9	-	-	-	-	-	-	-	-	-	31	2,500	2,469
Professional Dev.	5465	-	-	-	-	-	-	-	-	-	-	-	-	-	6,000	6,000
Professional Svc	5450	-	1,000	-	-	-	-	-	-	-	-	-	-	1,000	12,000	11,000
Svc Contract - Operations	5460	19,849	19,849	19,849	-	-	-	-	-	-	-	-	-	59,547	238,186	178,639
Insurance Directors/Officers	5750	-	-	-	-	-	-	-	-	-	-	-	-	-	900	900
Software	5480	-	65	-	-	-	-	-	-	-	-	-	-	65	1,000	935
Supplies	5470	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Administration		21,225	21,691	20,756	-	-	-	-	-	-	-	-	-	63,672	273,786	210,114
Total Expenses		45,370	43,491	64,914	-	-	-	-	-	-	-	-	-	153,775	1,058,786	905,011
Change in NAV		(24,856)	(40,500)	(57,278)	-	-	-	-	-	-	-	-	-	(122,634)	66,714	(189,348)
Board Approved Spending																
314 Union Avenue				0	0	0	0	0	0	0	0	0	0	0	-	-
0										0				0		
Subtotal Board Approved Spending				0	0	0	0	0	0	0	0	0	0	0	-	-
NAV Total after Surplus Spending		(24,856)	(40,500)	(57,278)	0	0	0	0	0	0	0	0	0	(122,634)		

Accrued Payables at 9.30.23

Old City Association	FY23	\$3,000.00
City of Knoxville (314 Union Ave)	FY23	\$250,000.00
Conervation Cooperative	FY23	\$3,500.00
Grant for Hilton Parking Garage / 500 Clinch Ave.	FY23	\$50,000.00
City of Knoxville Concerts on the Square	FY23	\$1,500.00
Asian Culture Center - Asian Festival 8/25 - 8/26/23	FY23	\$0.00
Anoor Academy - Int'l Food Fest August 19, 2023	FY23	\$0.00
East TN Historical Society, August - October 2023 events	FY23	\$5,000.00
WDVX Blue Plate Special	FY23	\$0.00
Ambassador Accrual July	FY23	\$9,676.33
Ambassador Accrual August	FY23	\$9,676.33
Ambassador Accrual September	FY23	\$9,676.33
Jazz Concerts 8 weekly jazz concerts	FY24	\$1,000.00
Visit Knoxville: Ktown Connect July-September 2023	FY24	-\$29,029.00
CBID off Duty officer OT salary reimbursement	FY23	\$0.00
Hola Festival 9/16 - 9/17/23	FY24	\$2,500.00
Bike Walk	FY24	\$3,000.00
Nourish Knoxville	FY24	\$5,000.00
		\$324,499.99

Downtown Knoxville Alliance

Statement of Cash Flows

September 2023

	TOTAL
OPERATING ACTIVITIES	
Net Income	-57,277.97
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1110 Other Receivable	-4,711.31
2020 Acc. Payable:Accounts Payable	9,558.40
2600 Accrued Payables	2,086.43
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	6,933.52
Net cash provided by operating activities	\$ -50,344.45
NET CASH INCREASE FOR PERIOD	\$ -50,344.45
Cash at beginning of period	1,257,917.71
CASH AT END OF PERIOD	\$1,207,573.26

Downtown Knoxville Alliance

Balance Sheet

As of September 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash & Cash Equiv.	0.00
1005 Cash	0.00
1012 First Bank Checking	122,510.22
1016 Regions - Checking	247,609.52
Total 1005 Cash	370,119.74
1020 Investments - Cert Dep and MM	
1022 FirstBank CD 0680	96,075.51
1026 First Century Bank	251,804.46
1027 SunTrust MM Account	245,605.53
1029 Home Federal Bank - MM	243,968.02
Total 1020 Investments - Cert Dep and MM	837,453.52
Total 1000 Cash & Cash Equiv.	1,207,573.26
Total Bank Accounts	\$1,207,573.26
Accounts Receivable	
1110 Other Receivable	6,484.54
Total Accounts Receivable	\$6,484.54
Total Current Assets	\$1,214,057.80
TOTAL ASSETS	\$1,214,057.80
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Acc. Payable	0.00
2020 Accounts Payable	40,022.71
Total 2000 Acc. Payable	40,022.71
Total Accounts Payable	\$40,022.71
Other Current Liabilities	
2600 Accrued Payables	324,499.98
Total Other Current Liabilities	\$324,499.98
Total Current Liabilities	\$364,522.69
Total Liabilities	\$364,522.69
Equity	
3900 Change in NA - unrestricted	972,169.27
Net Income	-122,634.16
Total Equity	\$849,535.11
TOTAL LIABILITIES AND EQUITY	\$1,214,057.80

Downtown Knoxville Alliance

Profit and Loss

September 2023

	TOTAL
Income	
4020 CBID Assessment	6,484.54
4100 Interest on Cash Reserves	1,151.19
Total Income	\$7,635.73
GROSS PROFIT	\$7,635.73
Expenses	
5100 Business Support	
5150 Merchant Support	5,957.02
Total 5100 Business Support	5,957.02
5300 Marketing Expenses	
5305 Advertising	5,387.34
5306 Print and Content	2,600.00
5360 Sponsorships - Events	8,000.00
5375 Website	1,840.49
Total 5300 Marketing Expenses	17,827.83
5400 Administration	
5420 Meals/Lodging/Travel	194.25
5430 Office Expenses	685.08
5435 Bank Fees	18.00
5440 Postage	9.45
5460 Services Contract	19,849.00
Total 5400 Administration	20,755.78
5650 Quality of Life	
5655 Bike Patrol	7,163.74
5657 Ambassador Program	9,676.33
5659 Beautification	3,533.00
Total 5650 Quality of Life	20,373.07
Total Expenses	\$64,913.70
NET OPERATING INCOME	\$ -57,277.97
NET INCOME	\$ -57,277.97

Downtown Knoxville Alliance

A/P Aging Detail

As of September 30, 2023

DATE	TRANSACTION TYPE	NUM	VENDOR	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Current							
09/30/2023	Bill	15800	Knoxville Police Department	09/30/2023	10	1,973.23	1,973.23
09/30/2023	Bill	15799	Knoxville Police Department	09/30/2023	10	1,877.75	1,877.75
09/30/2023	Bill	15798B	Knoxville Police Department	09/30/2023	10	150.96	150.96
09/30/2023	Bill	INV010977	Knoxville Chamber	09/30/2023	10	124.52	124.52
09/30/2023	Bill	09302023	Thomas, Robin	10/15/2023	-5	957.35	957.35
09/24/2023	Bill	2758347-1	WBIR-TV 10	10/24/2023	-14	2,000.00	2,000.00
09/30/2023	Bill	INV010897	Knoxville Chamber	10/31/2023	-21	19,849.00	19,849.00
09/30/2023	Bill	15794	Knoxville Police Department	10/31/2023	-21	2,060.55	2,060.55
09/30/2023	Bill	15782	Knoxville Police Department	10/31/2023	-21	1,889.35	1,889.35
09/30/2023	Bill	15783	Knoxville Police Department	10/31/2023	-21	1,835.20	1,835.20
09/30/2023	Bill	15797	Knoxville Police Department	10/31/2023	-21	1,467.15	1,467.15
09/30/2023	Bill	15791	Knoxville Police Department	10/31/2023	-21	1,425.26	1,425.26
09/30/2023	Bill	15796	Knoxville Police Department	10/31/2023	-21	1,038.68	1,038.68
09/30/2023	Bill	15792	Knoxville Police Department	10/31/2023	-21	973.45	973.45
09/30/2023	Bill	15795	Knoxville Police Department	10/31/2023	-21	963.07	963.07
09/30/2023	Bill	15798A	Knoxville Police Department	10/31/2023	-21	848.34	848.34
09/30/2023	Bill	15793	Knoxville Police Department	10/31/2023	-21	588.85	588.85
Total for Current						\$40,022.71	\$40,022.71
TOTAL						\$40,022.71	\$40,022.71

Downtown Knoxville Alliance

A/R Aging Detail

As of September 30, 2023

DATE	TRANSACTION TYPE	NUM	CUSTOMER	DUE DATE	AMOUNT	OPEN BALANCE
Current						
09/30/2023	Invoice	360	City of Knoxville.	10/31/2023	6,484.54	6,484.54
Total for Current					\$6,484.54	\$6,484.54
TOTAL					\$6,484.54	\$6,484.54

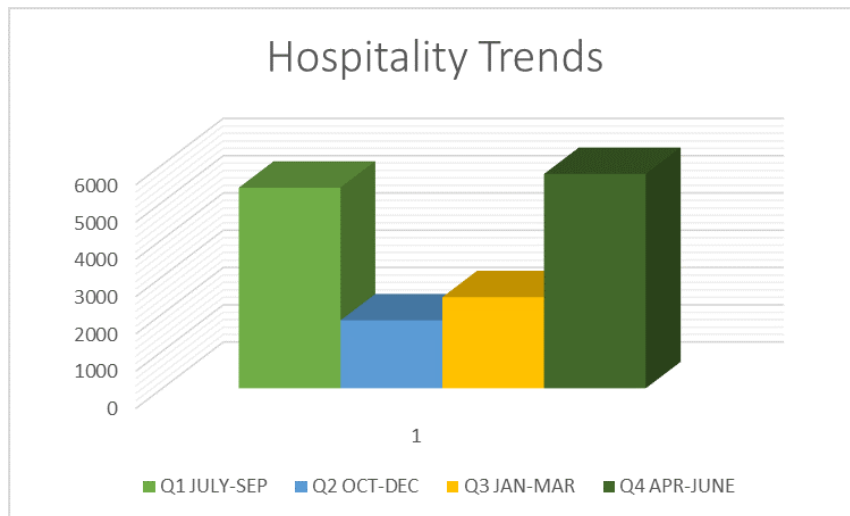


Q4 FYE23

Board Report



Hospitality Trends



Hospitality Trends						
Q1	Downtown Knoxville	East Side / Hall of Fame	Mission	Mission Sub	WF Parks	
Directions Provided	1346	41	52	173	511	2123
Hospitality Assistance	1610	28	53	270	406	2367
Hospitality Escort	250	24	7	48	52	381
Photo Assist	374	2	4	3	126	509
						5380
Q2	Downtown Knoxville	East Side / Hall of Fame	Mission	Mission Sub	WF Parks	
Directions Provided	337	6	10	45	75	473
Hospitality Assistance	735	23	27	121	143	1049
Hospitality Escort	56	2	6	5	5	74
Photo Assist	192	0	0	3	32	227
						1823
Q3	Downtown Knoxville	East Side / Hall of Fame	Mission	Mission Sub	WF Parks	
Directions Provided	451	7	13	60	96	627
Hospitality Assistance	1108	27	60	179	212	1586
Hospitality Escort	55	0	1	11	7	74
Photo Assist	128	0	0	0	28	156
						2443
Q4	Downtown Knoxville	East Side / Hall of Fame	Mission	Mission Sub	WF Parks	
Directions Provided	932	18	38	84	193	1265
Hospitality Assistance	2826	57	161	388	593	4025
Hospitality Escort	62	0	2	11	14	89
Photo Assist	315	0	0	9	47	371
						5750

Hospitality Trends (Hospitality Assistance + Directions Provided + Photo Assist + Hospitality Escort):

The attached chart is a breakdown of each quarter related to hospitality, zones which they were collected, and the total number combined.

Field Observations

It appears that the collected hospitality stats depend on the warmer months of the year. Majority of Knoxville's festivals are also during this time which explains the decrease in number of stats during the cooler months.

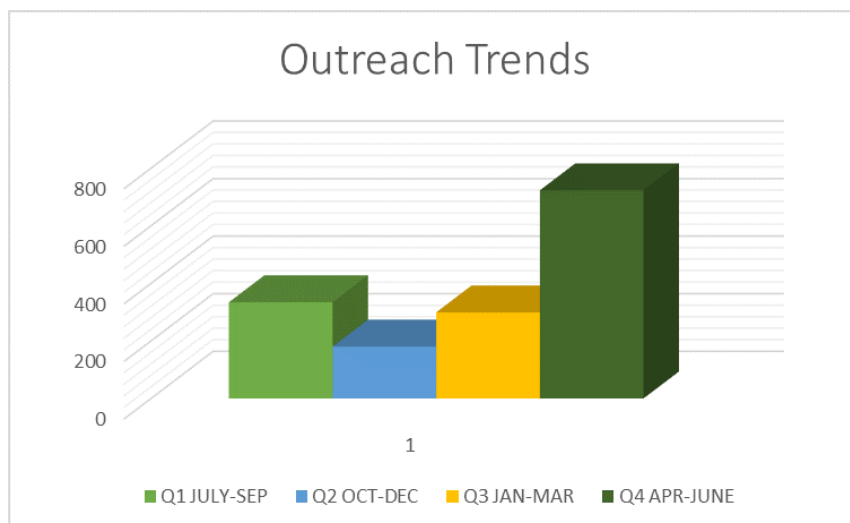
Ambassador Yearly Training Tips

Being warm and friendly towards guests is essential in creating a welcoming and positive environment.

Adapting to the specific needs and preferences of guests is a key aspect of good hospitality. Being flexible and accommodating in meeting their requests allows for a more personalized and enjoyable experience.

Maintaining professionalism is vital for Ambassadors. This includes maintaining a neat appearance and courtesy and respect towards guests and colleagues.

Outreach Trends



Outreach Trends						
Q1	Downtown Knoxville	East Side / Hall of Fame	Mission	Mission Sub	WF Parks	
Outreach Contact	86	4	8	4	3	105
Outreach Referral	93	10	5	32	2	142
Panhandling - Aggressive	10	0	0	1	0	11
Panhandling - Passive	65	1	5	5	0	76
						334
Q2	Downtown Knoxville	East Side / Hall of Fame	Mission	Mission Sub	WF Parks	
Outreach Contact	80	1	1	6	3	91
Outreach Referral	56	0	1	4	4	65
Panhandling - Aggressive	7	0	0	0	0	7
Panhandling - Passive	15	0	0	2	0	17
						180
Q3	Downtown Knoxville	East Side / Hall of Fame	Mission	Mission Sub	WF Parks	
Outreach Contact	89	2	3	5	3	102
Outreach Referral	47	1	2	4	1	55
Panhandling - Aggressive	7	0	0	0	0	7
Panhandling - Passive	122	0	0	11	2	135
						299
Q4	Downtown Knoxville	East Side / Hall of Fame	Mission	Mission Sub	WF Parks	
Outreach Contact	365	2	17	29	12	425
Outreach Referral	44	0	1	7	2	54
Panhandling - Aggressive	23	0	0	0	0	23
Panhandling - Passive	207	3	0	7	4	221
						723

Outreach Trends (Outreach Contact + Outreach Referral + Panhandling Passive + Panhandling Aggressive):

The attached chart is a breakdown of each quarter related to outreach, zones which they were collected, and the total number combined.

Field Observations

Second shift for Ambassadors has added another avenue to engage with those who are unhoused. There are people Ambassadors meet on 2nd shift that Ambassadors on 1st shift do not have the opportunity to meet. Most of the stats recorded for under the outreach umbrella are outreach contacts.

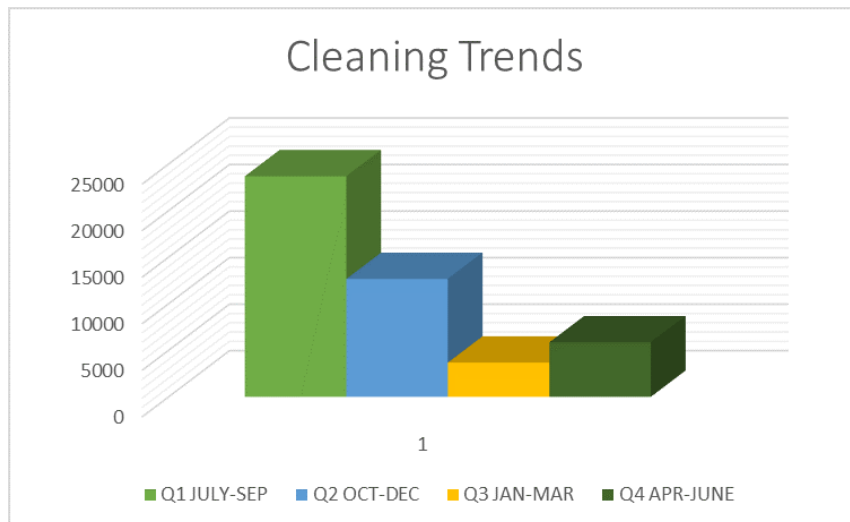
Outreach Yearly Training Tips

Ambassadors have learned about the causes and challenges of homelessness in your community. Understand the resources available, such as shelters, food banks, and organizations involved in homelessness prevention.

Reached out to local homeless shelters, nonprofits, or outreach programs to understand their needs and how you can best assist.

Establishing trust is crucial when working with homeless individuals. Approach them with respect, empathy, and understanding.

Cleaning Trends



Cleaning Trends						
Q1	Downtown Knoxville	East Side / Hall of Fame	Mission	Mission Sub	WF Parks	
Graffiti/Sticker/Bill Removal	1165	38	121	311	220	1855
Litter Collected (Pieces)	11320	506	1638	6313	2053	21830
						23685
Q2	Downtown Knoxville	East Side / Hall of Fame	Mission	Mission Sub	WF Parks	
Graffiti/Sticker/Bill Removal	1012	23	106	231	159	1531
Litter Collected (Pieces)	6231	217	584	3092	1008	11132
						12663
Q3	Downtown Knoxville	East Side / Hall of Fame	Mission	Mission Sub	WF Parks	
Graffiti/Sticker/Bill Removal	306	6	21	68	40	441
Litter Collected (Pieces)	1829	113	165	923	206	3236
						3677
Q4	Downtown Knoxville	East Side / Hall of Fame	Mission	Mission Sub	WF Parks	
Graffiti/Sticker/Bill Removal	514	6	27	62	86	695
Litter Collected (Pieces)	2831	44	240	1455	583	5153
						5848

Cleaning Trends (Graffiti/Sticker/Bill Removal + Litter Collection)

The attached chart is a breakdown of each quarter related to cleaning, zones which litter, stickers, bills were removed, and the total number combined.

Field Observations

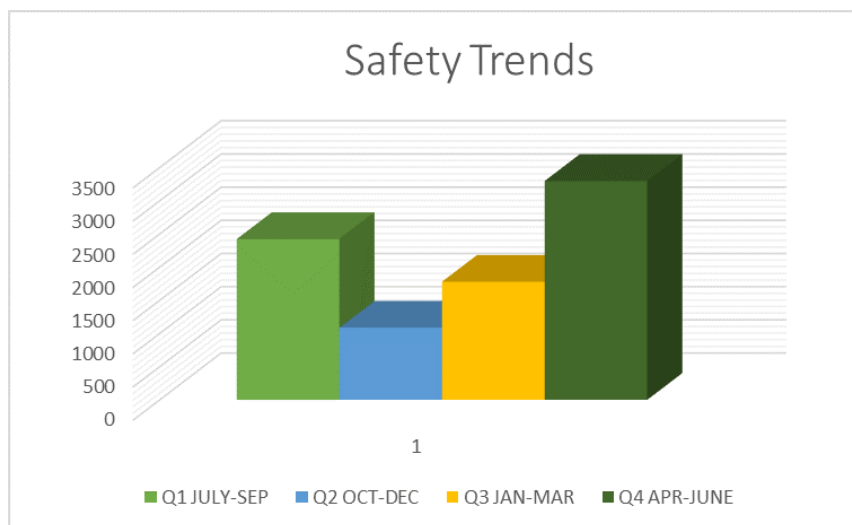
During the beginning stages of the program the district was riddled with litter and graffiti. Throughout the months litter and graffiti have decrease to a manageable level.

Cleaning Thought Process

Removing graffiti helps to maintain the integrity of public spaces and prevents vandalism, making our cities and neighborhoods more pleasant for everyone.

Picking up litter and removing graffiti can have long-term benefits for the environment. By taking care of our surroundings, we are contributing to the preservation of ecosystems, reducing pollution, and creating a safer and healthier environment for everyone downtown.

Safety Trends



Safety Trends						
Q1	Downtown Knoxville	East Side / Hall of Fame	Mission	Mission Sub	WF Parks	
Drug Paraphernalia Found	147	6	72	27	20	272
Ordinance Violation	136		3	17	3	159
Scooter Relocation	753	17	56	233	184	1243
Welfare Check	536	18	54	97	44	749
						2423
Q2	Downtown Knoxville	East Side / Hall of Fame	Mission	Mission Sub	WF Parks	
Drug Paraphernalia Found	77	7	31	9	9	133
Ordinance Violation	20		3	3	6	32
Scooter Relocation	362	8	32	87	114	603
Welfare Check	246	21	19	22	11	319
						1087
Q3	Downtown Knoxville	East Side / Hall of Fame	Mission	Mission Sub	WF Parks	
Drug Paraphernalia Found	53	6	111	66	41	277
Ordinance Violation	153		4	4	1	162
Scooter Relocation	527	14	28	115	83	767
Welfare Check	395	52	62	43	22	574
						1780
Q4	Downtown Knoxville	East Side / Hall of Fame	Mission	Mission Sub	WF Parks	
Drug Paraphernalia Found	174	41	605	198	119	1137
Ordinance Violation	195		3	4	15	217
Scooter Relocation	432	3	42	74	90	641
Welfare Check	923	35	177	86	82	1303
						3298

Safety Trends (Drug Paraphernalia Found + Ordinance Violation + Welfare Check + Scooter Relocation):

The attached chart is a breakdown of each quarter related to safety, the zones which they were observed, and the total number combined.

Field Observations

Once again, having 2nd shift has added to the number of observed or found practices and objects. During the beginning of the program scooter relocation was more of a challenging task, but over the last year has improved. Welfare checks are an important to the Ambassador role. Majority of incidents are recorded to due to a completed welfare check.

Ambassador Safety Initiatives

Ambassadors encourage the use of designated crosswalks and follow traffic signals.

Collaborate with local law enforcement agencies to increase community cohesion.