

**Downtown Modesto Partnership
Board of Directors
Meeting Agenda**

Date of Meeting:	9/12/18	Time:	4:00PM
Board Chair:	Fred Silva	Location:	1625 I Street

1. Discussion Items

#	Topics	Presenter
1	Welcome and Approval of Minutes (2 min)	Fred S.
2	Public Comments (The Board of Directors welcomes participation in meetings. This time on the agenda is provided for members of the public to address the Board of Directors of DMP on matters of concern that fall within the jurisdiction of the Board that are not on the agenda. Speakers are encouraged to consult with management prior to agenda preparation regarding any DMP operation or responsibility. As per the Brown act, no action can be taken on non-agenda issues. It is not required, but speakers may provide their name and address. Because these are non-agenda matters, no discussion or comment by the Board should be expected except to properly refer the matter for review or action as happropriate. Public Comments will be limited to five minutes per speaker.) (5 min)	Any
3	Administrative Update (Recap of past month's activities and upcoming initiatives: Downtown Experience Engineers, Downtown Property Owner Survey, Pilates on the Gallo Green, Dog Days, First Friday/Mural Festival, Replacing Empty Treewells, 10 th Street Landscaping Project, Christmas Decorations, MAD Week, Downtown Vision Process, Downtown Activation Projects, Interns, New Administrative Assistant, Financials) (20 min)	Josh B.
4	Executive Team Update (Recap of previous month's Executive Committee Meeting: Modesto on Ice Sponsorship, Purchasing New Trash Receptacles) (5 min)	Fred S.
5	Action: Executive Team Recommendation - Dicsuss transferring \$12,000 from reserves into the 2017/2018 annual budget for the purchase of approximately 9 to 10 new trash receptacles (5 min)	Fred S.
6	Economic Restructuring Committee Update (Recap of last Economic Restructuring Committee Meeting: Realizing Downtown Housing, Improving our Parking Model) (10 min)	Ryan S.
7	Board Members Forum (This is a time for board members to raise items of concern or make announcements. Per the Brown act, no discussion or action can take place on any issues raised.) (5 mins)	Any
8	Adjourn Regular Meeting	Fred S.

2. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Brought by
8/08/18 Board Meeting Minutes	Susan M.
Administrative Update Summary	Susan M..

**Downtown Modesto Partnership
Board of Directors
Meeting Minutes**

Date of Meeting:	08/08/18	Time:	4:00 PM
Minutes Prepared By:	Susan Martin	Location:	1625 I Street Modesto

1. Attendance

Present	Rose Louis, Josh Bridegroom, Barrett Lipomi, Fred Silva, Lynn Dickerson, David Boring, Ann Endsley,
Absent	Ryan Swehla, Greg Reed, Mike Moradian, Mike Goss, Saul Trujillo, Ted Brandvold
Others	Stephanie Burtch, Susan Martin, Edgar Garcia

2. Discussion

#	Topics	Presenter
1	<p>Welcome and Approval of Minutes</p> <ul style="list-style-type: none"> - Fred opened the meeting at 4:12 p.m. - Fred asked for approval of minutes from the 06/13/18 board meeting. <ul style="list-style-type: none"> o Board approved the minutes as presented (L. Dickerson/D. Boring; unanimous) 	Fred S.
2	<p>Public Comments</p> <ul style="list-style-type: none"> - None 	Any
3	<p>Administrative Update (Recap of past month's activities and upcoming initiatives)</p> <ul style="list-style-type: none"> - Josh asked Susan to present updates from the Experience Engineer Staff and the Gospel Mission Volunteer Project. Susan informed the board that we are short one Experience Engineer due to medical reasons. We hope to be back to normal operations soon. Susan indicated that the Gospel Mission volunteers had collected approx. 5,000 pounds of garbage since they started in June. - Josh had Stephanie recap the August First Friday event. Stephanie indicated that it was successful, attendance was good and the vendors were happy. She informed everyone that we made profit on the event with vendor fees and sales at the DoMo Partnership booth. - Josh identified that we had taken over the planning the logistics for the upcoming Mural Festival on September 7th and 8th. Sponsorships are still coming in and we are hoping for a great event. - Josh indicated that his meeting to discuss downtown housing with the City Manager and County CEO will be happening next week. He will know more about where that project stands following the discussion. - Josh confirmed that the J Street Project is currently on hold and will not be going to City Council this month. - Josh indicated that the taxes were completed. - Josh is currently work on the 2018/2019 Assessments and will be getting those over to the County by next week. 	Josh B.

Date of Meeting:	08/08/18	Time:	4:00 PM
Minutes Prepared By:	Susan Martin	Location:	1625 I Street Modesto
	- The current financials were provided and reviewed.		
4	<p>Executive Team Update</p> <ul style="list-style-type: none"> - Fred recapped the Executive Team Meeting. He indicated that there was discussion of the Dog Days of Summer promotion that was being worked on. We were just waiting to get the supplies needed such as the bowls and treats to place outside the businesses. Fred also identified that there had been discussion about looking to hire a temporary Parking Manager. It was that this would be looked at again after there is resolution on the J Street project. 	Fred S.	
5	<p>Discuss Organizational Focus</p> <ul style="list-style-type: none"> - Josh recapped the mission of the organization and the history of its founding. He expressed the importance of collaborating with other entities downtown such as the City, County, DID, Opportunity Stanislaus and Chamber. He informed the board that the City wants to work on a downtown vision document before approving any major changes downtown. Consequently, he recommended that until the downtown vision document is completed we would focus on projects such as holiday decorations, landscape enhancements, and new downtown activities to activate public spaces, etc. - There was some roundtable discussion on this change in focus and a broad show of support. 	Josh B.	
10	<p>Board Member Forum</p> <ul style="list-style-type: none"> - There was general discussion around the table. 	Any	
11	<p>Adjourn Regular Meeting</p> <ul style="list-style-type: none"> - Fred adjourned the regular meeting at 5:14 p.m. 	Fred S.	

3. Action Items					
Action	Owner		Due Date		
Josh to work with City on the Downtown Vision Document	Josh		Ongoing		
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	09/12/18	Time:	4:00pm	Location:	1625 I Street Modesto



By the Numbers – August 2018

Pounds of Trash Collected: 26,786

Graffiti Spots Removed: 88

Business Interactions: 653

Calls for Service: 99

Homeless Engagements: 192

Homeless Referred to Services: 30

Anti-Social Behavior Abated: 127

Patron Interactions: 581

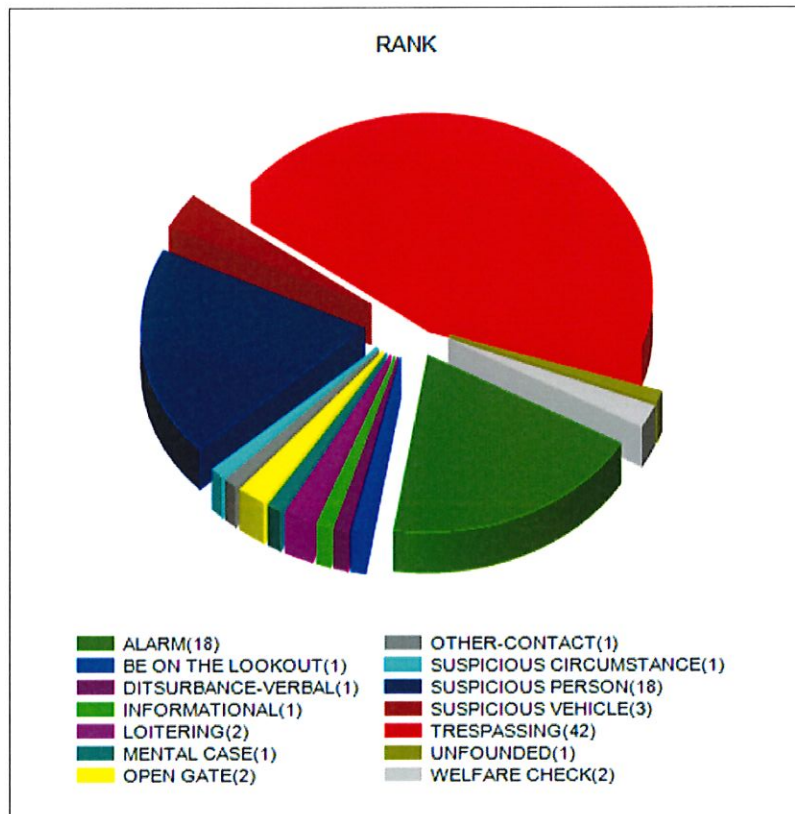
Patrons Referred to Businesses/Services: 88

Rank Security Calls Serviced: 94

Gospel Mission Pounds of Trash Collected: 2,624

August By the Numbers – Rank Security

Group	Security Call Type	Totals
RANK	ALARM	18
	BE ON THE LOOKOUT	1
	DITSURBANCE-VERBAL	1
	INFORMATIONAL	1
	LOITERING	2
	MENTAL CASE	1
	OPEN GATE	2
	OTHER-CONTACT	1
	SUSPICIOUS CIRCUMSTANCE	1
	SUSPICIOUS PERSON	18
	SUSPICIOUS VEHICLE	3
	TRESPASSING	42
	UNFOUNDED	1
	WELFARE CHECK	2
	Total	94
Total		94



**Downtown Modesto Partnership
Budget vs. Actuals: FY 2017-2018**

YTD August 31, 2018

Mid-Year Adjusted Budget

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	% of Annual Budget
Revenue					
31020 Board Donations	1,200	1,500	-300	1,500	80.00%
31030 CBD Income	674,266	680,000	-5,734	680,000	99.16%
31070 Events Income	11,183	7,371	3,812	15,000	74.55%
31085 Sponsorship/Advertising	0	1,180	-1,180	5,000	0.00%
31090 Misc. Donations	131	750	-619	1,000	13.10%
Total Revenue	686,780	690,801	-4,021	702,500	99.42%
Expenditures					
41000 Advertising	4,130	6,000	-1,870	8,000	51.62%
41010 Benefits					
Health Insurance	29,249	27,330	1,919	36,440	80.27%
Pension	10,518	10,500	18	14,000	75.13%
41020 Board Meetings & Convening	50	750	-700	1,000	5.02%
41031 Cell Phones	1,751	3,600	-1,849	4,800	36.47%
41040 Dues, Subscriptions & Licenses	2,917	3,000	-83	4,000	72.92%
41050 Events/Activities	18,330	16,500	1,830	22,000	83.32%
41060 Field Equipment & Supplies	10,560	11,250	-690	15,000	70.40%
41070 Liability Insurance	2,411	2,700	-289	2,700	89.30%
41080 Miscellaneous	2,124	3,563	-1,439	4,750	44.71%
41090 Office Improvements & Maintenance	432	1,875	-1,443	2,500	17.28%
41100 Office Supplies	3,925	4,500	-575	6,000	65.41%
41110 Outside Services					
Admin Assist	3,200	3,750	-550	5,000	64.00%
Marketing Firm	21,100	18,000	3,100	24,000	87.92%
Motion Loft	0	7,500	-7,500	10,000	0.00%
Parking Consultant	6,000	6,000	0	0	0.00%
Rank Security	18,012	17,784	228	23,712	75.96%
SinglePoint	9,038	8,250	788	11,000	82.17%
Nancy Hormann	0	9,750	-9,750	13,000	0.00%
Auditor/CPA	5,250	3,938	1,313	5,250	100.00%
41120 Payroll	232,956	252,570	-19,614	336,760	69.18%
41130 Payroll Tax Expense	21,202	26,007	-4,805	34,676	61.14%
41140 Postage & Delivery	215	375	-160	500	43.09%
41150 Professional Development	2,840	3,750	-910	5,000	56.80%
41155 Public Space Beautification	6,203	12,215	-6,012	16,287	38.09%
41160 Rent	18,000	18,000	0	24,000	75.00%
41170 Sponsorship	5,150	7,500	-2,350	10,000	51.50%
41170 Travel & Entertainment	3,202	5,250	-2,048	7,000	45.75%
41190 Vehicle Expenses	0	4,500	-4,500	6,000	0.00%
41200 Workers Compensation	8,387	10,500	-2,113	14,000	59.90%
Total Expenditures	\$ 447,153	\$ 507,206	\$ (60,054)	\$ 667,375	67.00%

Net Revenue \$ 239,627

Business Checking Balance As of 08/31/18 **\$ 682,100**

Mural Festival Expense Tracking

Total Sponsorships Received	\$ 21,100.00
Total Hotel Costs	\$ (756.17)
Total Airfare Costs	\$ (3,970.38)
Total Marketing/Advertising Costs	\$ (167.21)
Artist Agreed Payment	\$ (2,898.20)
Prize Money	\$ (4,000.00)
Permits	\$ (290.00)
Entertainment	\$ (600.00)
Shirts	\$ (2,233.80)
Judges Fees	\$ (300.00)
Paint	\$ (1,301.80)
Additional Supplies	\$ (100.00)
Aaron Vickery - Fee	\$ (1,500.00)
Available Funds Remaining*	\$ 2,982.44

*In-Kind DoMo Donation \$ 4,715.83

Remaining funds to be seed money for future mural event