

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

Date of Meeting:	9/15/2021	Time:	4:00PM
Board Chair:	Lynn Dickerson	Location:	1003 10 th Street, Ste. A

1. Discussion Items

#	Topics	Presenter
1	Open Meeting and Approval of Minutes (2 mins)	Lynn D.
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 appropriate. Public Comments will be limited to five minutes per speaker.) (5 min)	Any
3	Administrative Update (Recap of recent activities and upcoming initiatives: Experience Engineers, Status of Downtown Businesses, First Fridays, Food Tour, New Downtown Banners, Storefront Makeover, Public Art Project, Love Modesto, DoMo Walls, Modesto on Ice Sponsorship) (20 min)	Josh B.
4	Action: Discuss Financials (5 min)	Doris B.
5	Action: Discuss DID/DMP Collaboration (15 min)	Josh B.
6	Action: Executive Team Recommendation - Discuss Downtown Stadium (15 min)	Lynn D.
7	Board Member Forum (5 min)	Any
8	Adjourn Regular Meeting	Lynn D.





















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

Description	Brought by
07/21/21 Board Meeting Minutes	Elizabeth B.
DMP Financials through August 2021	Elizabeth B.
RAD Card P&Ls through August 2021	Elizabeth B.

Downtown Modesto Partnership Executive Team Meeting Minutes

Date of Meeting:	12/15/2021	Time:	4:00 p.m.		
Minutes Prepared By:	Elizabeth Buenrostro	Location:	1003 10th Street Suite A Modesto		
1. Attendance					
Present	Lynn Dickerson, Barrett Lipomi, Ryan Swehla, Josh Bridegroom				
Absent	Saul Trujillo				
Others	None				
2. Discussion					
#	Topics	Presenter			
1	Open Meeting and Approval of Minutes - Lynn opened the meeting at 4:05 p.m. and called for approval of the minutes. <ul style="list-style-type: none"> o Executive Committee approved the minutes for the meeting of 10/27/2021, as presented (R. Swehla/ B. Lipomi; Unanimous) 	Lynn D.			
2	Public Comments - No public attendees.	Any			
3	Board Member Forum - Round Table Discussion	Any			
4	Adjourn Regular Meeting	Lynn D.			
5	*Closed Session – Action: Discuss 2021 CEO Performance Evaluation -	Lynn D./ All			
6	Action: Discuss 2021 CEO Performance Evaluation - Lynn presented the 2021 CEO performance evaluation to the board. <ul style="list-style-type: none"> o Executive committee recommended the 2022 operating budget to the board of directors and assigned Barrett to work with Josh on the minor adjustments needed to accommodate the modifications to the 2022 Annual Action Plan (R Swehla/L Dickerson; Unanimous) 	Lynn D./ All			
7	Adjourn Regular Meeting - Lynn adjourned the meeting at 5:32pm	Lynn D.			
3. Next Meeting					
Date:	02/17/2022	Time:	4:00 p.m.	Location:	1003 10th Street Suite A Modesto

By the Numbers -August

	August 2021	Month over Month July 2021 to August 2021	Year over Year August 2020 to July 2021
Pounds of Trash Collected	24,542	 +82	 +1,548
Graffiti Spots Removed	392	 +16	 +267
Business Interactions	516	 +12	 +112
Calls for Service	49	 +05	 +18
Homeless Engagements	155	 +06	 +03
Homeless Referred to Services	09	 +10	 +10
Anti-Social Behavior Abated	03	 +02	 +06
Patron Interactions	562	 +11	 +11
Patrons Referred to Businesses/Services	125	 +12	 +72
Rank Security Calls Serviced	47	 +01	 +09

Downtown Modesto Partnership

Budget vs. Actuals

YTD August 31, 2021

Modified Accrual

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	% of Annual Budget
Revenue					
31020 Board Donations	1,300	1,200	100	1,200	108.33%
31030 CBD Income	690,373	690,373	0	700,000	98.62%
31040 Contracted Services	27,370	33,333	-5,963	50,000	54.74%
31060 Sublease	12,429	20,800	-8,371	31,200	39.84%
31070 Events/Activities Income	42,322	3,483	38,839	115,000	36.80%
31085 Sponsorship/Advertising	15,000	15,000	0	55,000	27.27%
31090 Misc. Donations	0	667	-667	1,000	0.00%
31015 Bank Interest	687	133	554	200	0.00%
Total Revenue	789,481	764,989	24,492	953,600	82.79%
Expenditures					
41000 Advertising/Marketing	6,726	14,667	-7,941	22,000	30.57%
41010 Benefits					
Health Insurance	28,874	30,667	-1,793	46,000	62.77%
Pension	9,508	9,333	175	14,000	67.91%
41020 Board Meetings & Convenings	0	667	-667	1,000	0.00%
41040 Dues, Subscriptions & Licenses	2,021	1,522	499	3,435	58.84%
41041 Employee Parking	2,206	2,667	-461	4,000	55.14%
41050 Events/Activities	21,124	65,333	-44,209	98,000	21.56%
41070 Liability Insurance	1,901	3,400	-1,500	5,100	37.26%
41090 Office Improvements & Maint.	2,251	6,667	-4,416	10,000	22.51%
41100 Office Equipment & Supplies	5,425	6,000	-575	9,000	60.28%
41110 Outside Services					
Auditor/CPA	4,000	4,000	0	5,500	72.73%
Digital Marketing Assistant	14,000	17,333	-3,333	26,000	53.85%
Motion Loft (Eco Counter)	0	5,843	-5,843	8,765	0.00%
Parking Consultant	0	4,667	-4,667	7,000	0.00%
Rank Security	14,896	16,000	-1,104	24,000	62.07%
SinglePoint	4,160	5,000	-840	7,500	55.46%
StreetPlus	123,230	166,667	-43,437	250,000	49.29%
41120 Payroll	185,648	184,667	981	277,000	67.02%
41130 Payroll Tax Expense	15,446	18,467	-3,021	27,700	55.76%
41140 Postage & Delivery	0	400	-400	600	0.00%
41150 Professional Development	0	3,333	-3,333	5,000	0.00%
41155 Public Space Beautification	6,232	13,333	-7,101	20,000	31.16%
41160 Rent	28,693	31,333	-2,640	47,000	61.05%
41170 Sponsorship	1,500	6,667	-5,167	10,000	15.00%
41170 Travel & Entertainment	4,356	6,000	-1,644	9,000	48.40%
41180 Utilities	7,853	6,667	1,187	10,000	78.53%
41190 Vehicle Expenses	1,493	2,667	-1,174	4,000	37.33%
41200 Workers Compensation	1,242	1,333	-91	2,000	62.12%
Total Expenditures	\$ 492,784	\$ 635,299	\$ (142,516)	\$ 953,600	51.68%
Net Revenue	\$ 296,697				
*Board approved (3/17/2021) - carry forward \$30,000 for parklet funding from 2020 to 2021	\$	11,749			
Valley First Credit Union	\$ 551,835				
Oak Valley Savings	\$ 358,107				
Total DMP Cash On Hand	\$ 909,942				

RAD Card

Statement of Activity

January 2020 - August 2021

	TOTAL
Revenue	
31070 Events Income	
RAD Income	368,790.00
Total 31070 Events Income	368,790.00
Total Revenue	\$368,790.00
GROSS PROFIT	\$368,790.00
Expenditures	
41005 Bank Fees	70.00
41055 RAD Gift Card	
Admin Assist	13,000.00
Amazon Web Services	1,395.98
App Development	172,306.79
Credit Card Fees	81,912.05
Insurance - Cyber Liability	2,632.88
Legal & Professional Fees	4,357.56
Marketing & Website	20,580.45
Staff - Labor	52,000.00
Total 41055 RAD Gift Card	348,185.71
41100 Office Supplies	20.00
41170 Travel & Entertainment	
Meals, Meetings & Travel Exp	900.58
Total 41170 Travel & Entertainment	900.58
Total Expenditures	\$349,176.29
NET OPERATING REVENUE	\$19,613.71
Other Revenue	
32010 RAD Card Bank Interest	1,215.45
Total Other Revenue	\$1,215.45
NET OTHER REVENUE	\$1,215.45
NET REVENUE	\$20,829.16