

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

Date of Meeting:	04/11/18	Time:	4:00 PM
Minutes Prepared By:	Susan Martin	Location:	1625 I Street Modesto
1. Attendance			
Present	Rose Louis, Josh Bridegroom, Ryan Swehla, Fred Silva, Barrett Lipomi, Greg Reed, Ted Brandvold, Lynn Dickerson, David Boring, Mike Moradian, Ann Endsley		
Absent	Mike Goss, Saul Trujillo,		
Others	Stephanie Burtch, Susan Martin, Denise Crosby		
2. Discussion			
#	Topics	Presenter	
1	<p>Welcome and Approval of Minutes</p> <ul style="list-style-type: none"> - Fred opened the meeting at 4:16 p.m. - Fred asked for approval of minutes from the 03/14/18 board meeting. <ul style="list-style-type: none"> o Board approved the minutes as presented (L. Dickerson/B. Lipomi; 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 presented the updates from the Experience Engineer Staff for the month of March. He informed the board that we are currently at full staff with five Experience Engineers. - Josh recapped the public space activation activities that staff has been coordinating during lunch hours. They have been very well received. - First Friday planning is ahead of schedule after having to cancel the first one due to weather. He said that we would be combining our event with the activities that will be going on with May the Fourth, and Concert in the Plaza. We will be extending the vendors down to the block of 10th Street between J Street and I Street due to the amount of people anticipated to attend the event. - Josh and Susan discussed the upcoming project for Love Modesto. We have had support from local businesses with donated supplies for the event. We will have three main projects that day; landscaping, painting, and cleaning. - Josh confirmed that the Action Committees have been put together and are in the process of setting up their first meetings. We are hoping to have the meetings at the end of April or early May. - Josh said that the J Street project is supposed to go to the Economic Development Committee on May 9, 2018. More will come after that meeting. - Josh identified that meetings are being set up between the City and the County to discuss Downtown Housing. There will be meetings held next month. 	Josh B.	

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	<ul style="list-style-type: none"> - The current financials were provided and there was a discussion that there will be some mid-year adjustments to the budget. These will be discussed with the Executive Team and then brought to the Board in May for approval. 		
4	<p>Executive Team Update</p> <ul style="list-style-type: none"> - Lynn brought the board up to speed on the discussion from the previous Executive Team meeting, including: review of the audit; improving communications with the City; discussion over noise abatement for the trains that come through downtown; reaching out to property owners of unkempt properties regarding maintenance and sponsoring Love Modesto. 	Lynn D.	
5	<p>Video Recap of Peter Kageyama Presentation</p> <ul style="list-style-type: none"> - Stephanie presented a short video of Peter's presentation from the State of the Downtown 	Stephanie B.	
6	<p>Discuss Downtown Activates</p> <ul style="list-style-type: none"> - Stephanie discussed the recent pop-up activity zones that the Downtown Experience Engineers have been doing. They did one on March 23rd and March 30th. They were a great hit. We have had a huge surge in social media views and likes connected with these activities. Stephanie engaged the group to get some additional ideas on other Pop-Up ideas that we can start working on. A list of ideas was compiled and will be reviewed. 	Stephanie B.	
7	<p>Action: Audit Committee Recommendation – Accept Final Audit Report</p> <ul style="list-style-type: none"> - Barrett presented the final audit report. He informed the board that the audit was clean. He said that the auditor made a few recommendations in the meeting with the Audit Committee to improve policies and procedures, and that these are being implemented. He stated that the Audit Committee will continue with annual audits at this time. <ul style="list-style-type: none"> o Board approved to accept the final audit report as presented (R Swehla/R. Louis; unanimous) 	Barrett L.	
8	<p>Action: Executive Team Meeting Recommendation – Discuss sending letter to downtown property owners regarding maintenance of unkempt properties.</p> <ul style="list-style-type: none"> - There was a discussion about creating a letter to send to the Property Owners of businesses that had unkempt properties. Josh will work to create this letter. <ul style="list-style-type: none"> o Board approved to create and send letter to the property owners (L. Dickerson/M. Moradian; unanimous) 	Lynn D.	
9	<p>Board Member Forum</p> <ul style="list-style-type: none"> - There was general discussion around the table. Greg Reed conveyed concern regarding the security of the parking garage on 11th Street, between J and I Streets. 	F. Silva	
10	<p>Adjourn Regular Meeting</p> <ul style="list-style-type: none"> - Fred adjourned the regular meeting at 5:27 p.m. 	Fred S.	

3. Closed Session

Discuss Interim Marketing and Events Manager Performance
- No reportable action taken.

Josh B.

4. Action Items

Action	Owner	Due Date
Create a letter to send to owners of unkempt properties.	Josh	5/9/18

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)	05/09/18	Time:	4:00pm	Location:	1625 I Street Modesto
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Downtown Modesto Partnership

Adjusted Budget Projection

Dec 2017 - Nov 2018

Revenue/Income	Adopted	Adjustment	Proposed
Board Donations	1,500	0	1,500
CBD Income	680,000	0	680,000
Events/Activities	15,000	0	15,000
Sponsorships/Advertising	5,000	0	5,000
Misc. Donations	1,000	0	1,000
Total Revenue	702,500	0	702,500

Expenses/Cost	Adopted	Adjustment	Proposed
Advertising	6,000	2,000	8,000
Benefits			
Health Insurance	38,440	(2,000)	36,440
Retirement	14,000	0	14,000
Board Meetings & Convening	1,000	0	1,000
Cell Phones	4,800	0	4,800
Dues, Subscriptions & Licenses	4,000	0	4,000
Events/Activities	20,000	2,000	22,000
Field Equipment & Supplies	15,000	0	15,000
Liability Insurance (Andreini)	2,700	0	2,700
Miscellaneous	4,750	0	4,750
Office Improvements & Maintenance	2,500	0	2,500
Office Supplies	6,000	0	6,000
Outside Services -		0	0
Admin Assist	5,000	0	5,000
Marketing Firm	24,000	0	24,000
Motion Loft	10,000	0	10,000
Rank Security	23,712	0	23,712
SinglePoint	1,000	10,000	11,000
Nancy Hormann	0	13,000	13,000
Auditor	0	5,250	5,250
Payroll	366,760	(30,000)	336,760
Payroll Taxes	36,676	(2,000)	34,676
Postage & Delivery	500	0	500
Professional Development	2,000	3,000	5,000
Public Space Beautification	15,253	1,034	16,287
Rent	24,000	0	24,000
Sponsorships	10,000	0	10,000
Travel & Entertainment	5,000	2,000	7,000
Vehicle(s) Expenses	9,000	(3,000)	6,000
Workers Compensation	15,284	(1,284)	14,000

Total Expenses **667,375** **0** **667,375**

5% Reserves **35,125** **35,125** **35,125**

Remaining Balance **(0)** **(0)** **(0)**