



BOARD OF DIRECTORS MEETING

Thursday, June 12, 2025 @ 1:00 PM
Pima County Historic Courthouse – Copper Room
115 N. Church Avenue, Tucson, AZ 85701

A G E N D A

1:00 PM	Welcome & Safety Intro	Hilary Van Alsborg
1:05 – 1:10 PM	Review and Approve Consent Agenda <ul style="list-style-type: none">○ March Minutes○ April Financials	Hilary Van Alsborg
1:10 – 1:20 PM	Downtown Public Library Update	Steve Holmes Martyn Klell
1:20 – 1:30 PM	Tucson 250+	Sarah Denman Amy Hartmann-Gordon
1:30 – 1:40	Shared Spaces Program and Manual Update	Lydia Barker
1:40 – 1:45 PM	CEO Report	Crystal Moore
1:45 – 1:50 PM	Call to the Audience	Hilary Van Alsborg
1:50 – 2:00 PM	Old/New Business	Hilary Van Alsborg
2:00 PM	Meeting Adjourned	Hilary Van Alsborg



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MINUTES

Board Attendees: Chad Blair, Kevin Burke, Michael Crawford, Miguel Cruz Ramos, Felipe Garcia, Glenn Grabski, Kresta Leal, Chris Leighton, Monica Perez, Hilary Van Alsburg, Heather Wuelpern

Absent (italics indicate Excused Absence): *Randi Dorman, Helen Gomez, Stephanie Gorton, Rebecca Hanley, Julie Katsel, Camila Martins-Bekat, Fletcher McCusker, Michael Guymon, Renee Morton, John O'Dowd, Liz Pocock, Julie Ramseth, Joseph Rottman, Cameron Taylor*

Ex Officio Attendees: Rob Elias, Thomas Janowitz

Staff: Crystal Moore, Zach Baker, Russ Stone, Jenny Knight, Holly McAnally

Call to Order – Meeting called to order at 1:07 PM.

Review and Approve Consent Agenda - Motion made by Burke and seconded by Leighton to approve the Consent Agenda (December Minutes, January Financials). Motion approved unanimously.

Park Tucson – Park Tucson administrator Tom Janowitz presented information regarding Park Tucson and their increase in metered parking times. Janowitz touched on comparative downtowns' parking prices and options and discussed their budget and staffing.

CEO Report – Moore presented on the following topics –

- Clean and Safe Ambassadors current coverage and schedules.
- Landscape improvements and beautification.
- Nighttime Economy Meetings and the collaboration between bars, id scanning system, and the commitment to uphold shared standard of accountability.
- Collaboration with TPD. Opening conversation stream with Commander of the Downtown District Lt. Jack Julsing. Ordinance review. Impact on communication.
- Ongoing programs including Public Space Activation, Downtown Lights, Haiku Hike, El Presidio Park seating, Storefront Vinyl, and Ignacio Garcia's Gibson Mural
- Downtown Tours and Speaking Engagements
- Downtown Tucson for Everyone Grant Program
- FY 26 Goals
 - Expanding ambassador presence
 - Strengthen partnerships with TPD
 - Boost collaboration with merchants and stakeholders utilizing the nighttime economy manager models.
 - Expand Desert Nights Downtown Lights



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Call to the Audience -

- Attendees noted specific events and topics that were relevant to their organizations. Including but not limited to:
 - WAMO Gala – April 25, 2025
 - Downtown Travel Con – March 14, TCC
 - Lifetime TV Show Filming – March 14, 1:00 PM
 - Streetcar App user activation assistance needed
 - Tucson Rebranding Initiative – Survey link to be shared via email
 - City High School 20th Anniversary – April 26, featuring food and music
 - Governor Hobbs & Sonora Governor Trade Meeting – May 8
 - Children’s Museum Ribbon Cutting for Education Building – May 29

Old/New Business -

- Moore addressed previous old/new business and provided relevant updates.
 - BID/Other Contributions - Request for a report on contributors and non-contributors adjacent to the BID.
 - Farhang & Medcoff Attorneys
 - TEP (via grant)
 - HSL (via grant)
 - 4th Avenue BID - Explore expanding or creating a new BID while maintaining the current one?
- Review and inventory downtown roads needing repairs and updates.
- Request for Transportation and Mobility to attend the next DTP meeting.

Meeting Adjourned – Van Alsburg adjourned the meeting at 2:20p

Downtown Tucson Partnership, Inc.
Statement of Financial Position
As of April 30, 2025 and March 31, 2025

	April	March	Variance
ASSETS			
Current Assets			
Cash and Cash Equivalents	\$ 188,546	\$ 319,517	\$ (130,971)
Accounts Receivable			
<i>Property Based Assessments for Prior Fiscal Years</i>	216,196	216,196	-
<i>Unapplied 2023 Receipts</i>	(24,882)	(17,528)	(7,354)
<i>Bid Assessments and in Lieu Agreements for FY25</i>	436,396	453,418	(17,022)
Allowance for Doubtful Accounts	(32,435)	(32,435)	-
Total Accounts Receivable	595,275	619,651	(24,376)
Other Current Assets	42,905	45,883	(2,978)
Total Current Assets	826,726	985,051	(158,324)
Fixed Assets			
1100 Fixed Assets	268,875	268,875	-
1120 Accumulated Depreciation	(186,551)	(184,291)	(2,260)
Total Fixed Assets	82,324	84,584	(2,260)
Other Assets			
Deposits	3,000	3,000	-
Right of Use Asset, Net	133,854	144,387	(10,532)
Total Other Assets	136,854	147,387	(10,532)
TOTAL ASSETS	\$ 1,045,905	\$ 1,217,021	\$ (171,116)
LIABILITIES AND NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable	\$ 34,694	\$ 26,474	\$ 8,220
Credit Cards	9,602	1,141	8,462
Other Current Liabilities			
Lease Liability - Short Term	41,255	46,664	(5,409)
FSA Health	565	751	(186)
Gift Cards to Issue	100	570	(470)
Accrued Payroll Expenses	74,737	66,795	7,942
Deferred Revenue	332,522	498,784	(166,261)
Total Other Current Liabilities	449,651	613,563	(163,912)
Total Current Liabilities	493,948	641,178	(147,231)
Long-Term Liabilities			
Refundable Advance	52,467	55,083	(2,616)
Lease Liability - Long Term	42,299	44,890	(2,591)
Total Long-Term Liabilities	94,766	99,973	(5,207)
Total Liabilities	588,713	741,151	(152,438)
Net Assets			
3010 Unrestricted Net Assets	580,333	580,333	-
3020 Temp Restricted Assets	-	-	-
Net Revenue	(123,141)	(104,462)	(18,679)
Total Net Assets	457,192	475,871	(18,679)
TOTAL LIABILITIES AND NET ASSETS	\$ 1,045,905	\$ 1,217,021	\$ (171,116)

Downtown Tucson Partnership, Inc.
Statements of Activities - Actual versus Budget
For the Month and Ten Months Ended April 30, 2025

10 of 12 months = 83%

	April 2025	2024-2025	%	2024-2025	2024-2025
	Actual	Actual to Date	% of budget	Total Budget	Budget Remainder
Revenue					
4000 Revenues					
4010 Bid Fees-Private Prop Owners	\$ 53,647	\$ 536,472	84%	\$ 640,486	\$ 104,014
4020 BID Fees-Pima County(Voluntary)	26,962	269,621	83%	323,545	53,924
4030 BID Fees-City of Tucson (Vol)	45,833	458,333	83%	550,000	91,667
4040 BID Fees Rio Nuevo (Voluntary)	19,455	194,555	83%	233,465	38,911
4041 In Lieu of BID Agreements	302	3,018	83%	3,622	604
4042 Partner Funding Pima County	10,478	104,781	419%	25,000	(79,781)
4043 Partner Funding Rio Nuevo	9,583	95,833	83%	115,000	19,167
4065 Downtown Development Corp Grant	-	25,000	N/A	-	(25,000)
4080 Fee for Service Contracts	-	4,080	68%	6,000	1,920
4090 Fundraising Board	-	-	N/A	-	-
4110 Sponsorship	-	41,500	2075%	2,000	(39,500)
4125 In-Kind Sponsorship	200	4,940	N/A	-	(4,940)
4168 Big Belly In Kind	2,616	26,161	83%	31,392	5,231
4170 Other Income	-	402	13%	3,000	2,598
4171 Gift Card Fee Income	28	592	N/A	-	(592)
Total Revenues	\$ 169,105	\$ 1,765,289	91%	\$ 1,933,510	\$ 168,221
Expenses					
5000 Expense					
5210 General & Administrative					
5220 Manage & Prof Salaries & Benes	19,928	169,119	106%	160,000	(9,119)
5230 Accounting & Consulting	6,625	65,681	180%	36,425	(29,256)
5240 CPA-Audit & Tax Return	-	4,750	59%	8,000	3,250
5250 IT/IS Services	610	5,980	102%	5,880	(100)
5270 Banking Fees & interest	24	539	154%	350	(189)
5280 D&O Insurance	-	-	0%	1,000	1,000
5290 Memberships	116	1,717	52%	3,300	1,583
5300 Office Supplies	198	7,986	200%	4,000	(3,986)
5310 Office Operations	1,534	16,133	92%	17,500	1,367
5320 Office Improvements	-	17,126	57%	30,000	12,874
5330 Rent	2,917	29,167	97%	30,000	833
5340 Training & Travel	16	5,586	47%	12,000	6,414
5345 Meetings	324	10,888	91%	12,000	1,112
5360 Miscellaneous Office	-	-	0%	500	500
Total 5210 General & Administrative	32,292	334,673	104%	320,955	(13,718)
5390 Marketing					
5400 G&A Allocation	\$ 10,817	\$ 114,933	71%	\$ 161,000	\$ 46,067
5410 Events	500	2,912	146%	2,000	(912)
5420 Sponsorships	4,705	20,170	192%	10,500	(9,670)
5421 In Kind Sponsorships	200	4,940	N/A	-	(4,940)
5421 Sponsorship in Lieu- GC	-	2,454	N/A	-	(2,454)
5440 Downtown Marketing	2,067	16,617	55%	30,000	13,383
5442 Freelance Contractor	(637)	4,860	97%	5,000	140
5450 Downtown Branding Campaign	-	-	0%	10,000	10,000
5460 Web Site & Maintenance	483	4,870	65%	7,500	2,630
5470 Gift Card Program	387	4,668	62%	7,500	2,832
Total 5390 Marketing	18,523	176,423	76%	233,500	57,077

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Statements of Activities - Actual versus Budget
For the Month and Ten Months Ended April 30, 2025

10 of 12 months = 83%

	April 2025	2024-2025	%	2024-2025	2024-2025
	Actual	Actual to Date	% of budget	Total Budget	Budget Remainder
5490 Economic Development					
5500 G&A Allocation-Econ Dev	8,397	87,618	79%	110,213	22,595
5510 Business Recruitment & Reten	-	-	0%	2,000	2,000
5520 Professional Services	594	6,772	62%	11,000	4,228
5530 Holiday Lighting	-	107,603	127%	85,000	(22,603)
5540 Public Space Activation	12,581	25,570	1278%	2,000	(23,570)
5550 Storefront Activation	5,020	11,020	55%	20,000	8,980
Total 5490 Economic Development	26,593	238,584	104%	230,213	(8,371)
5580 Enhanced Services, Maint & Sec					
5590 Enhanced Services Sal & Benes	92,103	812,922	80%	1,020,000	207,078
5600 Downtown Ambassador Program	-	505	51%	1,000	495
5610 Vehicle Registration & Expense	-	1,225	82%	1,500	275
5620 Cell Phones & Radios	881	8,974	67%	13,380	4,406
5630 Liability Insurance	2,187	22,742	84%	27,000	4,258
5640 Drug Testing	-	-	0%	120	120
5650 Employee Parking	19	6,655	86%	7,700	1,045
5660 Equipment Repair & Maint	200	13,061	57%	23,000	9,939
5670 Fuel	809	8,160	63%	13,000	4,840
5680 Maintenance Supplies	4,004	28,266	157%	18,000	(10,266)
5690 Security supplies	-	284	19%	1,500	1,216
5700 Training	1,216	1,914	64%	3,000	1,086
5710 Uniform Costs	-	6,637	111%	6,000	(637)
5720 Miscellaneous	-	40	8%	500	460
5730 Landscape, Water Meter, Streets	-	10,918	36%	30,000	19,082
5735 Big Belly	5,478	47,182	76%	62,000	14,818
5745 Maint. and Sec. Office Ops.	1,219	11,991	75%	16,000	4,009
Total 5580 Enhanced Services, Maint & Sec	108,116	981,476	79%	1,243,700	262,224
Total Expenses	185,525	1,731,158	85%	2,028,368	297,210
Change in Net Assets (Loss) B/Depreciation	(16,419)	34,131		(94,858)	(128,989)
Other (Income)/Expenses					
5890 Extraordinary Items	-	106,463	N/A	-	(106,463)
5940 Depreciation	2,260	22,853	88%	25,884	3,031
5950 Disposal of Asset	-	2,956	N/A	-	(2,956)
8005 Restricted Donations (Received)/Released	-	25,000	N/A	-	(25,000)
Change in Net Assets (Loss) A/Depreciation	\$ (18,679)	\$ (123,141)		\$ (120,742)	\$ 2,399

DTP
 Payroll Expense Breakdown
 FYTD as of: April 30, 2025

	Actual	Annual Budget
Wages	963,499.36	
Employer Payroll Taxes	73,642.53	
Medical Insurance	102,225.59	
Dental/Vision Insurance	7,643.26	
Life Insurance	3,892.17	
Worker's Compensation Insurance	11,536.28	
401K Match	22,102.75	
FSA Fee	50.00	
401K Admin Expenses	91.14	
Other Benefits	1,494.95	
Contractors	(800.00)	
True up Garnishments	(784.74)	
	1,184,593	
<i>% of Total Annual Budget</i>	<i>82%</i>	
 Per QBO:		
#5220 Manage & Prof Salaries & Benes	169,119	160,000
#5400 G&A Allocation	114,933	161,000
#5500 G&A Allocation-Econ Dev	87,618	110,213
#5590 Enhanced Services Sal & Benes	812,922	1,020,000
	1,184,593	1,451,213
 Difference	 -	

Downtown Tucson Partnership, Inc.
Historical and (Budgeted or Forecasted) Financial Statements
Selected Information - substantially all disclosures required by GAAP accounting are not included
As of April 30, 2025 and March 31, 2025 and Ten Months Ended April 30, 2025

The accompanying financial statements include the following departures from accounting principles generally accepted in the United States of America:

Historical

- * The financial statements omit the statement of cash flows and substantially all of the disclosures, including the analysis of expenses by both functional and natural classification required by accounting principles generally accepted in the United States of America.
- * The financial statements do not reflect the appropriate net asset classifications required by generally accepted accounting principles, and do not reflect the change in net assets (net revenue) as with donor restrictions and without donor restrictions.
- * The organization has elected to present donor restricted revenue and related releases from restriction as a component of "Other Income" rather than operating revenue.
- * Accrued Vacation is adjusted only at year end.
- *
Extraordinary Item is for severance and related employer taxes paid (for year end compilation might be required to reclass to wages)

Forecast

- * The forecasted financial statements omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America.
- * The forecasted financial information omits the summary of significant accounting policies.

The effects of these departures have not been determined.

Summary of Significant Assumptions- Budgeted Statement of Activities

These financial forecasts present, to the best of management's knowledge and belief, the Company's expected financial position, results of operations, and cash flows for the forecast periods. Accordingly, the forecasts reflect its judgment as of March 22, 2024, the date of these forecasts, of the expected conditions and its expected course of action. The assumptions disclosed herein are those that management believes are significant to the forecasts. There will usually be differences between the forecasted and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material.

Statement of Activities Assumptions

- * Income is budgeted from agreements and/or tax assessments provided by NBS
- * Expenses are budgeted using historical costs with estimated inflation/cost of living increases and additional expenses estimated for new programs planned.