

DOWNTOWN SF

PARTNERSHIP

BOARD OF DIRECTORS MEETING AGENDA

September 24, 2024, at 2:00 pm – 3:30 pm

Location: OMNI Hotel – Union Square Room
500 California St., San Francisco, CA 94104

Board of Directors: Bill Whitfield (Chair), Glenn Good (Vice Chair), Kristie Arevalo (Secretary), Chris Trotier (Treasurer), Christine Mann (Immediate Past Chair), Cassandra Costello, John Dunlap, Michelle Funkhouser, Alex Kaplan, Peter Quartaroli, Alexander Quinn, Brian Reed, Diana Rosenblatt, Peter Scott, Kristian Weeks

Staff: Robbie Silver (President & CEO), Claude Imbault (VP of Planning & Eco. Dev.), Rich Mongarro (VP of Operations), Melissa Buckminster (Director of MarCom), Ricky Matthews (Office Administrator)

Our Mission: We lead the way in building a thriving downtown where business gets done, people feel welcome, come to explore, and make memories.

Our Vision: Downtown San Francisco is The City's economic powerhouse and historic core, continually redefining what makes our city vibrant, resilient, and welcoming.

Our Values: Collaborative, Entrepreneurial, Impactful, Celebratory

AGENDA

Opening Items – 5 min (2:00 pm - 2:05 pm)

1. Call to order, roll call and introductions
 - a. **Introduction:** Ricky Matthews, new Office Administrator
2. **Public Comment:** Any member of the public may address the Board concerning any item not on the Board's agenda.
3. **Approval of Minutes**
 - a. **Motion:** To approve the July 23, 2024, Board meeting minutes

Reports and Presentations – 85 min (2:05 pm – 3:30 pm)

4. Finance Committee – 50 min (2:05 – 2:55 pm) – Chris Trotier, Treasurer
 - a. **Presentation:** July & August 2024 Budget Summary
 - i. **Motion:** To approve the July & August 2024 Financial Statements as recommended by the Finance Committee
 - b. **Presentation:** FY 24 Audit Report

- i. **Motion:** *To approve the FY 24 audit as recommended by the Finance Committee*
- c. **Consent Calendar:** Consists of routine items, or that the Board has discussed previously and do not require further discussion. Unless any item is specifically removed by any member of the Board of Directors, the Consent Calendar will be adopted by one motion. The Board of Directors will take public comment on all items on the Consent Calendar when it is called. (5 min)
 - i. **Motion:** *To approve the following consent calendar as presented:*
 1. Extend the agreement term with A3 Visual to produce Let's Glow SF for a 3-year contract during 2025, 2026, and 2027 in the amount of \$1,590,000, not to exceed \$530,000 per year (a 3% cost increase).
 2. To enter into a contract with Securitas Private Security not to exceed \$70,000 for services provided for Let's Glow SF 2024 (current quote is \$66,228 for 24-hour security, four locations, for 13 days).
 3. To enter into a contract with Into the Streets not to exceed \$55,000 to produce a Let's Glow SF-themed block party for Front Street on December 14, 2024. This program will be paid for via a \$25,000 grant from SF New Deal and the remaining cost DSFP will attempt to fundraise for.
- 5. President & CEO's Report – 20 min (2:55 – 3:15 pm) – Robbie Silver
 - a. **Update:** Embarcadero Plaza & MOU with BXP and The City
 - b. **Update:** Fundraising activities
 - c. **Update:** State of Downtown & Achievement Awards
 - i. **Save the Date:** October 22, 2024, The Conservatory at One Sansome
- 6. Clean & Safe Report – 10 min (3:15 – 3:25 pm) - Rich Mongarro
 - a. **Update:** 90-day update on Block-by-Block contract and program activities
- 7. Board Nominating Committee Report – 5 min (3:25 – 3:30 pm) - Glenn Good
 - a. **Update:** This year's board nomination process

Closing – 3:30 pm

- 8. A special Board of Directors election meeting is scheduled for October 18, 2024, at 2:00 p.m. located at the Russ Building's 7th Floor Conference Room.
- 9. Adjournment
 - a. **Motion:** *To adjourn the Board meeting.*

BROWN ACT: Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting and at least 24 hours prior to a special meeting. No permanent location for meetings has been set at this time. Action may not be taken on items not identified as such and posted on the agenda. Public comments will be taken on each action item on the agenda. If you have a disability and require special assistance to participate in the meeting, please call (415) 634-2251 or email Robbie Silver at rsilver@downtownsf.org at least 24 hours prior to the meeting.