

8:00 CALL MEETING TO ORDER

- Approval of Minutes – January 6, 2017 (Page 2)
- Non-Agenda Public Comment

ACTION

STAFF REPORT

- Core Sessions
- Sounds of Summer
- PARK(ing) Day
- National Night Out
- CicloSDias
- Future Meetings

FINANCIALS

- Review & Accept July 2016 - May 2017 Financials (Pages 3-6)

ACTION

MEMBER DISCUSSION

ADJOURN



Downtown San Diego Business Improvement District

Advisory Board Meeting Minutes

January 6, 2017 7:30 a.m.

401 B Street, Suite 100, San Diego, CA 92101

Call to Order

The meeting was called to order by Bill Sauls at 7:38 a.m.

The following BID Advisory Board Members were present: Bill Sauls, Michael Manoocheri and Michael Caldwell.

The following staff members were present: Lise Koerschgen, John Hanley and Alicia Kostick.

Approval of Minutes

Mr. Sauls asked for comments & approval of July 26, 2016 minutes.

Motion: To accept the July 26, 2016 minutes.

By: Michael Caldwell. **Seconded by:** Bill Sauls. Accepted Unanimously.

No Non Agenda Public Comment

Staff Report

Ms. Koerschgen discussed the recent success of Deck the Halls on December 16th, 2016. We had a great turnout and KUSI came out and did 5 segments on the event.

Financials

Mr. Hanley reviewed the July – November 2016 financials and variances.

Motion: To accept the July - June 2016 financials.

By: Michael Caldwell. **Seconded by:** Michael Manoocheri. Accepted Unanimously.

Mr. Sauls reviewed the FY 18 BID Budget.

Motion: To accept the FY 18 BID Budget

By: Michael Manoocheri. **Seconded by:** Michael Caldwell. Accepted Unanimously.

Approve entering into an amendment to the agreement with the City (if needed). No amendment has been presented by the City.

Motion: To approve entering into an amendment to the agreement with the city (if needed)

By: Michael Manoocheri. **Seconded by:** Michael Caldwell. Accepted Unanimously.

Adjourn

The meeting was adjourned by Bill Sauls at 8:11 a.m.

Downtown BID
Profit & Loss
July 2016 through May 2017
Jul '16 - May 17

Income	
BID Income	
40001 · BID Assessments	62,348.17
40002 · SBEP	20,091.00
40026 · Technical Assistance	335.00
40027 · SBEP - Bookkeeping	3,000.00
40028 · SBEP - City Fees and Services	1,051.87
Total BID Income	<u>86,826.04</u>
Total Income	<u>86,826.04</u>
Gross Profit	86,826.04
Expense	
Contingency	
50300 · Contingency	4,934.57
Total Contingency	<u>4,934.57</u>
Operating	
50050 · Rent	20,184.89
50055 · Phone	939.11
50065 · Copier Lease	897.20
50067 · Office Water	83.95
50068 · Office Plant Maintenance	89.25
50069 · Office Internet	305.60
50075 · Liability/D&O Insurance	2,519.00
50125 · Audit/Tax Preperation	1,160.00
50150 · Legal Expense	7,044.00
Total Operating	<u>33,223.00</u>
Personnel	
50001 · District Director	18,149.15
50002 · Director of Finance	20,563.04
Total Personnel	<u>38,712.19</u>
Special Events	4,569.41
Technical Assistance	335.00
51000 · City Fees	1,051.87
52000 · Bookkeeping	3,000.00
56000 · Outreach Publications	1,000.00
Total Expense	<u>86,826.04</u>
Net Income	<u><u>0.00</u></u>

Downtown BID Profit & Loss by Class July 2016 through May 2017

	<u>BID</u>	<u>Bookkeeping</u>	<u>City Fees</u>	<u>SBEP</u>
Income				
BID Income				
40001 · BID Assessments	62,348.17	0.00	0.00	0.00
40002 · SBEP	4,760.84	0.00	0.00	15,330.16
40026 · Technical Assistance	0.00	0.00	0.00	0.00
40027 · SBEP - Bookkeeping	0.00	3,000.00	0.00	0.00
40028 · SBEP - City Fees and Services	0.00	0.00	1,051.87	0.00
Total BID Income	<u>67,109.01</u>	<u>3,000.00</u>	<u>1,051.87</u>	<u>15,330.16</u>
Total Income	<u>67,109.01</u>	<u>3,000.00</u>	<u>1,051.87</u>	<u>15,330.16</u>
Gross Profit	67,109.01	3,000.00	1,051.87	15,330.16
Expense				
Contingency				
50300 · Contingency	4,934.57	0.00	0.00	0.00
Total Contingency	<u>4,934.57</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Operating				
50050 · Rent	20,184.89	0.00	0.00	0.00
50055 · Phone	939.11	0.00	0.00	0.00
50065 · Copier Lease	897.20	0.00	0.00	0.00
50067 · Office Water	83.95	0.00	0.00	0.00
50068 · Office Plant Maintenance	89.25	0.00	0.00	0.00
50069 · Office Internet	305.60	0.00	0.00	0.00
50075 · Liability/D&O Insurance	2,519.00	0.00	0.00	0.00
50125 · Audit/Tax Preperation	1,160.00	0.00	0.00	0.00
50150 · Legal Expense	7,044.00	0.00	0.00	0.00
Total Operating	<u>33,223.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Personnel				
50001 · District Director	10,237.80	0.00	0.00	7,911.35
50002 · Director of Finance	13,144.23	0.00	0.00	7,418.81
Total Personnel	<u>23,382.03</u>	<u>0.00</u>	<u>0.00</u>	<u>15,330.16</u>
Special Events	4,569.41	0.00	0.00	0.00
Technical Assistance	0.00	0.00	0.00	0.00
51000 · City Fees	0.00	0.00	1,051.87	0.00
52000 · Bookkeeping	0.00	3,000.00	0.00	0.00
56000 · Outreach Publications	1,000.00	0.00	0.00	0.00
Total Expense	<u>67,109.01</u>	<u>3,000.00</u>	<u>1,051.87</u>	<u>15,330.16</u>
Net Income	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

Downtown BID Profit & Loss by Class July 2016 through May 2017

	Technical Fees	TOTAL
Income		
BID Income		
40001 · BID Assessments	0.00	62,348.17
40002 · SBEP	0.00	20,091.00
40026 · Technical Assistance	335.00	335.00
40027 · SBEP - Bookkeeping	0.00	3,000.00
40028 · SBEP - City Fees and Services	0.00	1,051.87
Total BID Income	335.00	86,826.04
Total Income	335.00	86,826.04
Gross Profit	335.00	86,826.04
Expense		
Contingency		
50300 · Contingency	0.00	4,934.57
Total Contingency	0.00	4,934.57
Operating		
50050 · Rent	0.00	20,184.89
50055 · Phone	0.00	939.11
50065 · Copier Lease	0.00	897.20
50067 · Office Water	0.00	83.95
50068 · Office Plant Maintenance	0.00	89.25
50069 · Office Internet	0.00	305.60
50075 · Liability/D&O Insurance	0.00	2,519.00
50125 · Audit/Tax Preperation	0.00	1,160.00
50150 · Legal Expense	0.00	7,044.00
Total Operating	0.00	33,223.00
Personnel		
50001 · District Director	0.00	18,149.15
50002 · Director of Finance	0.00	20,563.04
Total Personnel	0.00	38,712.19
Special Events	0.00	4,569.41
Technical Assistance	335.00	335.00
51000 · City Fees	0.00	1,051.87
52000 · Bookkeeping	0.00	3,000.00
56000 · Outreach Publications	0.00	1,000.00
Total Expense	335.00	86,826.04
Net Income	0.00	0.00

Downtown BID Balance Sheet

As of May 31, 2017

May 31, 17

ASSETS

Current Assets

Checking/Savings

1800 - BID Checking Account 18,862.77

Total Checking/Savings 18,862.77

Accounts Receivable

11000 - Accounts Receivable

Allowance for Bad Debt 180.00

Total 11000 - Accounts Receivable 180.00

Total Accounts Receivable 180.00

Total Current Assets 19,042.77

TOTAL ASSETS 19,042.77

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 - Accounts Payable 11,888.82

Total Accounts Payable 11,888.82

Other Current Liabilities

20205 - BID Assessments -13,353.07

20208 - City Pymt to Wrong Bank Account 5,504.76

20209 - SBEP - City Fees and Services -1,051.87

20210 - SBEP - Bookkeeping -3,000.00

20211 - SBEP - Technical Fees -335.00

Total Other Current Liabilities -12,235.18

Total Current Liabilities -346.36

Total Liabilities -346.36

Equity

32000 - Unrestricted Net Assets 19,389.13

Total Equity 19,389.13

TOTAL LIABILITIES & EQUITY 19,042.77