



Downtown San Diego Partnership  
PBID/ BID Board of Directors  
February 23, 2016  
525 B St, 1<sup>st</sup> Floor Conference Room  
7:30 a.m.

---

**7:30 Welcome**

- Non Agenda Public Comment

---

**PBID Update**

- Review FY17 Draft PBID Budget (Hanley)
- Tenant Improvement Update (Hamraz)

---

**BID Update (Hanley)**

- Review FY17 BID Budget (Hanley)

---

**Adjourn**

---

**THIS INFORMATION IS AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST.**To request an alternative format or to request a sign language or oral interpreter for the meeting, please contact the Clean & Safe Program office at least five (5) working days before the meeting at (619) 234-8900 to ensure availability. Assistive Listening Devices (ALDs) are available for the meeting upon advanced request.





# Draft FY17 Budget Review

2016-2017

1111 6th Ave, Suite 101  
San Diego, CA 92101

p. 619.234.8900  
f. 619.234.3444

[info@improvedtsd.org](mailto:info@improvedtsd.org)  
[www.downtownsandiego.org](http://www.downtownsandiego.org)



**Downtown San Diego Clean & Safe  
FY17 Draft Budget Review  
FY16 Budget vs FY17 Draft Budget**

Maintenance	FY16 Budget Total	FY17 Draft Budget Total	Variance
Maintenance Salaries & Wages	\$ 2,335,238.02	\$ 2,620,309.30	\$ 285,071.28
Program Management	\$ 25,500.00	\$ 26,775.00	\$ 1,275.00
Vehicle Insurance	\$ 24,000.00	\$ 16,000.00	\$ (8,000.00)
General Liability Ins.	\$ 64,414.00	\$ 117,000.00	\$ 52,586.00
Cleaning & Janitorial Supplies	\$ 107,000.00	\$ 110,000.00	\$ 3,000.00
Landscaping Supplies	\$ 7,000.00	\$ 10,000.00	\$ 3,000.00
District Mailings / Web Services	\$ 4,815.00	\$ 3,600.00	\$ (1,215.00)
Vehicle Repair & Maintenance	\$ 90,000.00	\$ 80,000.00	\$ (10,000.00)
Vehicle Fuel	\$ 70,000.00	\$ 70,000.00	\$ -
Waste Removal	\$ 64,200.00	\$ 70,000.00	\$ 5,800.00
Uniforms	\$ 8,560.00	\$ 6,000.00	\$ (2,560.00)
Training	\$ 2,800.00	\$ 4,000.00	\$ 1,200.00
Rents / Leases	\$ 30,174.00	\$ 32,542.60	\$ 2,368.60
Equipment Leasing / Purchasing	\$ 35,000.00	\$ 50,000.00	\$ 15,000.00
Electric Services	\$ 33,705.00	\$ 42,000.00	\$ 8,295.00
Water Services	\$ 45,000.00	\$ 35,000.00	\$ (10,000.00)
Workorder Device Services	\$ 19,000.00	\$ 23,000.00	\$ 4,000.00
Work Order System	\$ 27,100.00	\$ 20,000.00	\$ (7,100.00)
Park Maintenance - East Village	\$ 50,000.00	\$ -	\$ (50,000.00)
Powerwashing	\$ 769,902.00	\$ 785,000.00	\$ 15,098.00
Streetscape	\$ 135,639.79	\$ 115,639.79	\$ (20,000.00)
Tree Trimming MTS	\$ 14,760.00	\$ 15,000.00	\$ 240.00
Tree Trimming Neighborhood	\$ 102,480.00	\$ 100,000.00	\$ (2,480.00)
Tree Trimming Palm Trees	\$ 27,900.00	\$ 25,000.00	\$ (2,900.00)
Water Feature	\$ 50,000.00	\$ 31,000.00	\$ (19,000.00)
Wayfinding Signage Maintenance	\$ -	\$ 5,000.00	\$ 5,000.00
Subtotal	\$ 4,144,187.81	\$ 4,412,866.69	\$ 268,678.88
General Benefits	\$ 122,412.94	\$ 128,533.59	\$ 6,120.65
<b>Maintenance Total:</b>	<b>\$ 4,266,600.75</b>	<b>\$ 4,541,400.28</b>	<b>\$ 274,799.53</b>

Beautification/Installation	FY16 Budget Total	FY17 Draft Budget Total	Variance
Beautification/Placemaking	\$ 488,367.99	\$ 390,000.00	\$ (98,367.99)
Program Management	\$ 12,750.00	\$ 13,387.50	\$ 637.50
General Liability Ins.	\$ 9,202.00	\$ 17,000.00	\$ 7,798.00
District Mailings / Web Services	\$ 2,407.50	\$ 1,800.00	\$ (607.50)
Training	\$ 1,050.00	\$ 1,500.00	\$ 450.00
Rents / Leases	\$ 13,075.40	\$ 14,101.79	\$ 1,026.39
Installations/Beautification S&W	\$ 164,263.72	\$ 190,871.71	\$ 26,607.99
Midblock Lighting	\$ 194,725.86	\$ 220,000.00	\$ 25,274.14
Tree Light Maintenance	\$ -	\$ 70,000.00	\$ 70,000.00
Subtotal	\$ 885,842.47	\$ 918,661.00	\$ 32,818.53
General Benefits	\$ 26,373.73	\$ 27,692.42	\$ 1,318.69
<b>Beautification/Installation Total</b>	<b>\$ 912,216.20</b>	<b>\$ 946,353.42</b>	<b>\$ 34,137.22</b>

Disorder/Nuisance	FY16 Budget Total	FY17 Draft Budget Total	Variance
Disorder & Nuisance Abatement - S&W	\$ 1,395,518.31	\$ 1,760,029.75	\$ 364,511.44
Program Management	\$ 25,500.00	\$ 26,775.00	\$ 1,275.00
General Liability Ins.	\$ 9,202.00	\$ 17,000.00	\$ 7,798.00
District Mailings / Web Services	\$ 4,815.00	\$ 3,600.00	\$ (1,215.00)
Training	\$ 1,750.00	\$ 2,500.00	\$ 750.00
Rents / Leases	\$ 43,249.40	\$ 46,644.39	\$ 3,394.99
Subtotal	\$ 1,480,034.71	\$ 1,856,549.14	\$ 376,514.43
General Benefits	\$ 39,634.75	\$ 41,616.49	\$ 1,981.74
<b>Disorder/Nuisance Total</b>	<b>\$ 1,519,669.46</b>	<b>\$ 1,898,165.63</b>	<b>\$ 378,496.17</b>

Admin	FY16 Budget Total	FY17 Draft Budget Total	Variance
Audit & Accounting Services	\$ 21,400.00	\$ 25,000.00	\$ 3,600.00
Program Management	\$ 21,250.00	\$ 22,312.50	\$ 1,062.50
General Liability Ins.	\$ 9,202.00	\$ 17,000.00	\$ 7,798.00

Office Supplies	\$ 7,000.00	\$ 8,500.00	\$ 1,500.00
Postage & Mailing	\$ 1,070.00	\$ 1,070.00	\$ -
District Mailings / Web Services	\$ 4,012.50	\$ 3,000.00	\$ (1,012.50)
Payroll Services/Parking/Misc	\$ 30,000.00	\$ 35,000.00	\$ 5,000.00
Office Copier	\$ 5,136.00	\$ 7,000.00	\$ 1,864.00
Travel	\$ 1,100.00	\$ 2,500.00	\$ 1,400.00
Training	\$ 1,400.00	\$ 2,000.00	\$ 600.00
Rents / Leases	\$ 14,081.20	\$ 15,186.54	\$ 1,105.34
Electric Services	\$ 3,745.00	\$ 4,800.00	\$ 1,055.00
Telephones	\$ 2,675.00	\$ 2,000.00	\$ (675.00)
Water Services	\$ 5,000.00	\$ 3,000.00	\$ (2,000.00)
Legal Expense	\$ 6,000.00	\$ 6,000.00	\$ -
IT Support	\$ 7,000.00	\$ 6,000.00	\$ (1,000.00)
Admin - Salaries & Wages	\$ 103,623.77	\$ 154,720.84	\$ 51,097.07
CEP Program Management	\$ 52,097.91	\$ 54,702.81	\$ 2,604.90
Subtotal	\$ 295,793.38	\$ 369,792.69	\$ 73,999.31
General Benefits	\$ 4,825.00	\$ 5,066.25	\$ 241.25
<b>Admin Total</b>	<b>\$ 300,618.38</b>	<b>\$ 374,858.94</b>	<b>\$ 74,240.56</b>

**Other**

City Fee	\$ 150,000.00	\$ 150,000.00	\$ -
Contingency	\$ 222,244.96	\$ 246,322.34	\$ 24,077.38
Subtotal	\$ 372,244.96	\$ 396,322.34	\$ 24,077.38
General Benefits	\$ 18,734.44	\$ 19,671.15	\$ 936.71
<b>Other Total</b>	<b>\$ 390,979.40</b>	<b>\$ 415,993.49</b>	<b>\$ 25,014.09</b>

**CEP Exclusive**

Business Attraction & Retention	\$ 74,225.42	\$ 91,352.54	\$ 17,127.12
Property Marketing	\$ 148,006.67	\$ 168,822.85	\$ 20,816.18
Subtotal	\$ 222,232.09	\$ 260,175.39	\$ 37,943.30
General Benefit	\$ 25,660.00	\$ 26,943.00	\$ 1,283.00
<b>CEP Exclusive Total</b>	<b>\$ 247,892.09</b>	<b>\$ 287,118.39</b>	<b>\$ 39,226.30</b>

	FY16 Budget Total	FY17 Draft Budget Total	Total Variance
<b>SubTotal:</b>	\$ 7,400,335.42	\$ 8,214,367.25	\$ 814,031.83
<b>General Benefit</b>	\$ 237,640.86	\$ 249,522.90	\$ 11,882.04
<b>Total</b>	\$ 7,637,976.28	\$ 8,463,890.15	\$ 825,913.87

<b>FY16 Budget Subtotal:</b>	\$ 7,400,335.38
<b>FY16 General Benefit</b>	\$ 237,640.86
<b>FY16 Total</b>	\$ 7,637,976.24

5% Increase FY17: \$ 7,770,352.15 (Assessment funds only)

Total Draft FY17 Budget: \$ 8,214,367.25

**Variance Budget to Assessments: \$ 444,015.10**

**Projected Carryforward & New Assessments:**

Carryforward (Unspent FY16 Assessments):	\$ (205,000.00)	(a)
Carryforward (FY16 Contingency):	\$ (200,000.00)	(b)
Projected Sempra Assessment:	\$ (29,500.00)	
Projected Sempra CEP Assessment:	\$ (10,000.00)	
<b>Total Projected Additional Funds</b>	<b>\$ (444,500.00)</b>	

**Variance Budget to Assessments plus Additional Funds \$ (484.90)**

**(a) Detail for Unspent Assessments**

Budget vs Actual Jul - Nov '15 Savings	\$ 311,120.05
Deduct Contingency Jul - Nov '15	\$ (92,602.07)
<b>Carryforward Unspent FY16 Assessments Total:</b>	<b>\$ 218,517.98</b>

**(b) Contingency Detail**

FY16 Budget	\$222,244.96
10% Uncollectable	\$22,224.50
<b>Carryforward FY16 Contingency Total:</b>	<b>\$200,020.46</b>



**Downtown San Diego Clean & Safe  
FY17 Draft Budget Review  
FY16 Projected vs FY17 Draft Budget**

<b>Maintenance</b>	<b>FY16 Projected Total</b>	<b>FY17 Draft Budget Total</b>	<b>Variance</b>
Maintenance Salaries & Wages	\$ 2,248,208.79	\$ 2,620,309.30	\$ 372,100.51
Program Management	\$ 25,500.00	\$ 26,775.00	\$ 1,275.00
Vehicle Insurance	\$ 12,173.76	\$ 16,000.00	\$ 3,826.24
General Liability Ins.	\$ 112,346.14	\$ 117,000.00	\$ 4,653.86
Cleaning & Janitorial Supplies	\$ 107,112.64	\$ 110,000.00	\$ 2,887.36
Landscaping Supplies	\$ 13,857.56	\$ 10,000.00	\$ (3,857.56)
District Mailings / Web Services	\$ 3,384.68	\$ 3,600.00	\$ 215.32
Vehicle Repair & Maintenance	\$ 80,669.84	\$ 80,000.00	\$ (669.84)
Vehicle Fuel	\$ 67,413.30	\$ 70,000.00	\$ 2,586.70
Waste Removal	\$ 69,219.92	\$ 70,000.00	\$ 780.08
Uniforms	\$ 5,438.79	\$ 6,000.00	\$ 561.21
Training	\$ 2,782.07	\$ 4,000.00	\$ 1,217.93
Rents / Leases	\$ 30,380.01	\$ 32,542.60	\$ 2,162.59
Equipment Leasing / Purchasing	\$ 74,759.71	\$ 50,000.00	\$ (24,759.71)
Electric Services	\$ 38,436.28	\$ 42,000.00	\$ 3,563.72
Water Services	\$ 31,694.95	\$ 35,000.00	\$ 3,305.05
Workorder Device Services	\$ 21,622.59	\$ 23,000.00	\$ 1,377.41
Work Order System	\$ 23,308.34	\$ 20,000.00	\$ (3,308.34)
Powerwashing	\$ 768,720.90	\$ 785,000.00	\$ 16,279.10
Streetscape	\$ 89,123.31	\$ 115,639.79	\$ 26,516.48
Tree Trimming MTS	\$ 7,380.00	\$ 15,000.00	\$ 7,620.00
Tree Trimming Neighborhood	\$ 104,570.66	\$ 100,000.00	\$ (4,570.66)
Tree Trimming Palm Trees	\$ 22,481.25	\$ 25,000.00	\$ 2,518.75
Water Feature	\$ 42,933.97	\$ 31,000.00	\$ (11,933.97)
Wayfinding Signage Maintenance	\$ -	\$ 5,000.00	\$ 5,000.00
Subtotal	\$ 4,003,519.46	\$ 4,412,866.69	\$ 409,347.23
General Benefits	\$ 122,412.94	\$ 128,533.59	\$ 6,120.65
<b>Maintenance Total:</b>	<b>\$ 4,125,932.40</b>	<b>\$ 4,541,400.28</b>	<b>\$ 415,467.88</b>

<b>Beautification/Installation</b>			
Beautification/Placemaking	\$ 395,458.86	\$ 390,000.00	\$ (5,458.86)
Program Management	\$ 12,750.00	\$ 13,387.50	\$ 637.50
General Liability Ins.	\$ 16,049.45	\$ 17,000.00	\$ 950.55
District Mailings / Web Services	\$ 1,657.94	\$ 1,800.00	\$ 142.06
Training	\$ 943.87	\$ 1,500.00	\$ 556.13
Rents / Leases	\$ 13,164.67	\$ 14,101.79	\$ 937.12
Installations/Beautification S&W	\$ 157,219.74	\$ 190,871.71	\$ 33,651.97
Midblock Lighting	\$ 194,725.88	\$ 220,000.00	\$ 25,274.12
Tree Light Maintenance	\$ -	\$ 70,000.00	\$ 70,000.00
Subtotal	\$ 791,970.41	\$ 918,661.00	\$ 126,690.59
General Benefits	\$ 26,373.73	\$ 27,692.42	\$ 1,318.69
<b>Beautification/Installation Total</b>	<b>\$ 818,344.14</b>	<b>\$ 946,353.42</b>	<b>\$ 128,009.28</b>

<b>Disorder/Nuisance</b>			
Disorder & Nuisance Abatement - S&W	\$ 1,389,920.56	\$ 1,760,029.75	\$ 370,109.19
Program Management	\$ 25,500.00	\$ 26,775.00	\$ 1,275.00
General Liability Ins.	\$ 16,049.45	\$ 17,000.00	\$ 950.55
District Mailings / Web Services	\$ 3,315.87	\$ 3,600.00	\$ 284.13
Training	\$ 1,679.10	\$ 2,500.00	\$ 820.90
Rents / Leases	\$ 43,544.64	\$ 46,644.39	\$ 3,099.75
Subtotal	\$ 1,480,009.62	\$ 1,856,549.14	\$ 376,539.52
General Benefits	\$ 39,634.75	\$ 41,616.49	\$ 1,981.74
<b>Disorder/Nuisance Total</b>	<b>\$ 1,519,644.37</b>	<b>\$ 1,898,165.63</b>	<b>\$ 378,521.26</b>

<b>Admin</b>			
Audit & Accounting Services	\$ 24,743.34	\$ 25,000.00	\$ 256.66
Program Management	\$ 21,249.99	\$ 22,312.50	\$ 1,062.51

General Liability Ins.	\$ 16,049.45	\$ 17,000.00	\$ 950.55
Office Supplies	\$ 6,892.07	\$ 8,500.00	\$ 1,607.93
Postage & Mailing	\$ 869.21	\$ 1,070.00	\$ 200.79
District Mailings / Web Services	\$ 2,763.22	\$ 3,000.00	\$ 236.78
Payroll Services/Parking/Misc	\$ 30,593.97	\$ 35,000.00	\$ 4,406.03
Office Copier	\$ 6,879.61	\$ 7,000.00	\$ 120.39
Travel	\$ 1,853.01	\$ 2,500.00	\$ 646.99
Training	\$ 1,311.49	\$ 2,000.00	\$ 688.51
Rents / Leases	\$ 14,177.27	\$ 15,186.54	\$ 1,009.27
Electric Services	\$ 4,270.70	\$ 4,800.00	\$ 529.30
Telephones	\$ 2,715.16	\$ 2,000.00	\$ (715.16)
Water Services	\$ 3,521.67	\$ 3,000.00	\$ (521.67)
Legal Expense	\$ 3,500.01	\$ 6,000.00	\$ 2,499.99
IT Support	\$ 4,083.33	\$ 6,000.00	\$ 1,916.67
Admin - Salaries & Wages	\$ 114,547.21	\$ 154,720.84	\$ 40,173.63
CEP Program Management	\$ 52,095.45	\$ 54,702.81	\$ 2,607.36
Subtotal	\$ 312,116.16	\$ 369,792.69	\$ 57,676.53
General Benefits	\$ 4,825.00	\$ 5,066.25	\$ 241.25
<b>Admin Total</b>	<b>\$ 316,941.16</b>	<b>\$ 374,858.94</b>	<b>\$ 57,917.78</b>

**Other**

City Fee	\$ 149,600.03	\$ 150,000.00	\$ 399.97
Contingency	\$ 222,244.96	\$ 246,322.34	\$ 24,077.38
Subtotal	\$ 371,844.99	\$ 396,322.34	\$ 24,477.35
General Benefits	\$ 18,734.44	\$ 19,671.16	\$ 936.72
<b>Other Total</b>	<b>\$ 390,579.43</b>	<b>\$ 415,993.50</b>	<b>\$ 25,414.07</b>

**CEP Exclusive**

Business Attraction & Retention	\$ 53,239.90	\$ 91,352.54	\$ 38,112.64
Property Marketing	\$ 104,886.81	\$ 168,822.85	\$ 63,936.04
Subtotal	\$ 158,126.71	\$ 260,175.39	\$ 102,048.68
General Benefit	\$ 25,660.00	\$ 26,943.00	\$ 1,283.00
<b>CEP Exclusive Total</b>	<b>\$ 183,786.71</b>	<b>\$ 287,118.39</b>	<b>\$ 103,331.68</b>

	FY16 Projected Total	FY17 Draft Budget Total	Total Variance
<b>SubTotal:</b>	\$ 7,117,587.35	\$ 8,214,367.25	\$ 1,096,779.90
<b>General Benefit</b>	\$ 237,640.86	\$ 249,522.91	\$ 11,882.05
<b>Total</b>	\$ 7,355,228.21	\$ 8,463,890.16	\$ 1,108,661.95

<b>FY16 Budget Subtotal:</b>	\$ 7,400,335.38
<b>FY16 General Benefit</b>	\$ 237,640.86
<b>FY16 Total</b>	\$ 7,637,976.24

5% Increase FY17: \$ 7,770,352.15 (Assessment funds only)

Total Draft FY17 Budget: \$ 8,214,367.25

**Variance Budget to Assessments: \$ 444,015.10**

**Projected Carryforward & New Assessments:**

Carryforward (Unspent FY16 Assessments):	\$ (205,000.00)	(a)
Carryforward (FY16 Contingency):	\$ (200,000.00)	(b)
Projected Sempra Assessment:	\$ (29,500.00)	
Projected Sempra CEP Assessment:	\$ (10,000.00)	
<b>Total Projected Additional Funds</b>	<b>\$ (444,500.00)</b>	

**Variance Budget to Assessments plus Additional Funds \$ (484.90)**

**(a) Detail for Unspent Assesments**

Budget vs Actual Jul - Nov '15 Savings	\$ 311,120.05
Deduct Contingency Jul - Nov '15	\$ (92,602.07)
<b>Carryforward Unspent FY16 Assessments Total:</b>	<b>\$ 218,517.98</b>

**(b) Contingency Detail**

FY16 Budget	\$222,244.96
10% Uncollectable	\$22,224.50
<b>Carryforward FY16 Contingency Total:</b>	<b>\$200,020.46</b>



**Downtown San Diego Clean and Safe  
FY17 Draft Budget Review  
FY17 General Benefit Breakdown**

<b>FY17 General Benefit</b>	<b>Amount</b>
Gas Tax	\$18,000.00
Water Feature	\$20,000.00
Homeless 501c3 (Donation Stations, Make Change Count)	\$25,000.00
Public Spaces 501c3 (Placemaking and Beautification)	\$12,500.00
Grants (County, Bank of America)	\$40,000.00
In-Kind Work (Pro-bono Legal, Public Service Announcements)	\$35,000.00
Volunteer Program	\$5,000.00
Neil Good Day Center Maintenance & Repairs	\$350,000.00
Neil Good Day Center Rent Value	\$100,000.00
Office Furniture Donation	\$12,000.00
Conference Fees Value	\$2,250.00
Work Your Way Home Value of Hours Worked	\$1,200.00
Meeting Room Rental Value	\$2,000.00
<b>Total Projected General Benefit Funding</b>	<b>\$622,950.00</b>
<b>Required 3.11% General Benefit Funding</b>	<b>\$250,000.00</b>
<b>Variance</b>	<b>\$372,950.00</b>



**Downtown San Diego Partnership BID  
FY17 BID BUDGET**

<i>Income</i>	<b>BUDGET</b>
<b>Carryforward</b>	4,000
<b>Assessments</b>	72,000
<b>SBEP</b>	21,000
<b>Total</b>	<b>97,000</b>

<i>Expense</i>	
<b>Operating Expense</b>	25,000
<b>Personnel</b>	40,000
<b>Outreach &amp; Publications</b>	1,000
<b>Special Events</b>	27,000
<b>Contingency</b>	4,000
<b>Total Expense</b>	<b>97,000</b>

<b>Net Income</b>	<b>-</b>
-------------------	----------