



Downtown San Diego Partnership PBID & BID Finance Committee Agenda

February 8, 2017 11:45 a.m.
401 B Street, Suite 100, San Diego, CA 92101

Welcome

- Welcome and Introductions
- Non-Agenda Public Comment
- Review and Approve Meeting Minutes (Page 2) Action

Budget

- Review Draft FY18 Clean & Safe Budget (handout) Action

Taxes

- Review and Accept FY2016 Taxes – BID (handout) Action
- Review and Accept FY2016 Taxes – C&S (handout) Action

Discussion

- Member Discussion/Comments

Adjourn



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Finance Committee Minutes

Downtown San Diego Partnership – PBID Clean & Safe
Thursday, March 10, 2016 12:30 p.m.

Call to Order

Meeting was called to order at 12:32 p.m. The following Committee Members were present: Bill Sauls, John Moot, Michael Johnson, Tom Ferrell and Brent Gastineau. Staff: Bahija Hamraz, John Hanley. Lise Koerschgen, Lindsay Thomas and Alicia Kostick.

Public Comment

There was no non-agenda public comment.

Approval of Minutes

Motion: to approve February 2016 minutes. **By:** John Moot. **Seconded By:** Michael Johnson.
Approved Unanimously.

PBID/ Clean & Safe Financials

Mr. Hanley discussed and reviewed the FY17 PBID Budget

Motion: to approve the FY17 PBID Budget. **By:** Brent Gastineau. **Seconded By:** Tom Ferrell.
Approved Unanimously.

Ms. Hamraz reviewed the FY17 Contracted Services, including Tree Trimming Neighborhoods, Palm Tree and MTS, Water Feature Maintenance, Power washing and Safety Services.

Motion: to approve the FY17 Contracted Services. **By:** Michael Johnson **Seconded By:** John Moot. **Approved Unanimously.**

Ms. Hamraz discussed and reviewed the FY17 RFQ Recommendation for Tree Lighting Maintenance.

Motion: to approve staff recommendation to accept FY17 Tree Lighting RFQ. **By:** Michael Johnson. **Seconded By:** Tom Ferrell. **Approved Unanimously.**

BID Financials

Mr. Hanley discussed and reviewed the FY17 BID Budget.

Motion: to approve the FY17 BID Budget. **By:** Brent Gastineau. **Seconded By:** Tom Ferrell.
Approved Unanimously.

The Committee discussed the BID Contract agreement with the City of San Diego for fiscal year 2017.

Motion: to approve entering into an amendment to the agreement with the City and to approve designating officer of the Corporation to sign the amendment, disbursement reconciliation reports/requests for reimbursement and program reports. **By:** Michael Johnson
Seconded By: Brent Gastineau **Approved Unanimously.**

The Committee reviewed July thru February 2016 Financial Statements.

Motion: to approve July thru February 2016 financial statements. **By:** Brent Gastineau **Seconded By:** John Moot. **Approved Unanimously.**

Adjourn: 1:07 p.m.



Clean & Safe Draft FY18 Budget Review

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Downtown San Diego Clean & Safe Draft FY18 Budget FY17 Bud. vs. FY18 Bud.

Revenue	FY17	FY18	Variance
Assesments	\$ 7,779,761.00	\$ 8,424,608.90	\$ 644,847.90
Interest	\$ 120.00	\$ 180.00	\$ 60.00
General Benefit: Water Feature Reimbursement (50%)	\$ 15,500.00	\$ 18,000.00	\$ 2,500.00
General Benefit: Median Maintenance Reimbursement	\$ 18,000.00	\$ 18,000.00	\$ -
General Benefit: Other	\$ 228,834.72	\$ 250,486.00	\$ 21,651.28
Total:	\$ 8,042,215.72	\$ 8,711,274.90	\$ 647,407.90

Expenses*	FY17	FY18	Variance
Maintenance			
Maintenance Salaries & Wages	\$ 2,545,481.54	\$ 2,646,092.17	\$ 100,610.63
Program Management	\$ 26,775.00	\$ 28,113.75	\$ 1,338.75
Vehicle Insurance	\$ 16,000.00	\$ 16,000.00	\$ -
General Liability Ins.	\$ 117,000.00	\$ 112,000.00	\$ (5,000.00)
Cleaning & Janitorial Supplies	\$ 120,000.00	\$ 139,000.00	\$ 19,000.00
Landscaping Supplies	\$ 20,000.00	\$ 31,200.00	\$ 11,200.00
District Mailings / Web Services	\$ 3,600.00	\$ 3,000.00	\$ (600.00)
Vehicle Repair & Maintenance	\$ 85,000.00	\$ 70,000.00	\$ (15,000.00)
Vehicle Fuel	\$ 70,000.00	\$ 65,000.00	\$ (5,000.00)
Waste Removal	\$ 70,000.00	\$ 85,000.00	\$ 15,000.00
Uniforms	\$ 6,000.00	\$ 6,000.00	\$ -
Training	\$ 4,000.00	\$ 4,000.00	\$ -
Rents / Leases	\$ 29,935.65	\$ 36,000.00	\$ 6,064.35
Equipment Leasing / Purchasing	\$ 80,000.00	\$ 80,000.00	\$ -
Electric Services	\$ 42,000.00	\$ 40,000.00	\$ (2,000.00)
Water Services	\$ 35,000.00	\$ 35,000.00	\$ -
Workorder Device Services	\$ 23,000.00	\$ 23,000.00	\$ -
Work Order System	\$ 20,000.00	\$ 20,000.00	\$ -
Powerwashing	\$ 790,000.00	\$ 818,130.12	\$ 28,130.12
Streetscape	\$ 115,639.79	\$ 122,473.12	\$ 6,833.33
Tree Trimming MTS	\$ 15,000.00	\$ 17,000.00	\$ 2,000.00
Tree Trimming Neighborhood	\$ 103,000.00	\$ 105,934.50	\$ 2,934.50
Tree Trimming Palm Trees	\$ 20,000.00	\$ 20,000.00	\$ -
Water Feature	\$ 33,000.00	\$ 33,000.00	\$ -
Wayfinding Signage Maintenance	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00
Subtotal	\$ 4,395,431.98	\$ 4,565,943.66	\$ 170,511.68
General Benefits	\$ 138,863.31	\$ 147,573.92	\$ 8,710.61
Total:	\$ 4,534,295.29	\$ 4,713,517.58	\$ 179,222.29

	FY17	FY18	Variance
Installations / Beautification			
Beautification/Placemaking	\$ 339,230.24	\$ 339,230.20	\$ (0.04)
Program Management	\$ 13,387.50	\$ 13,387.50	\$ -
General Liability Ins.	\$ 17,000.00	\$ 17,000.00	\$ -
District Mailings / Web Services	\$ 1,800.00	\$ 1,500.00	\$ (300.00)
Training	\$ 1,500.00	\$ 1,500.00	\$ -
Rents / Leases	\$ 12,972.12	\$ 15,600.00	\$ 2,627.88
Installations/Beautification Salaries & Wages	\$ 195,262.31	\$ 241,438.64	\$ 46,176.33
Midblock Lighting	\$ 220,000.00	\$ 220,000.00	\$ -
Tree Light Maintenance	\$ 115,000.00	\$ 120,000.00	\$ 5,000.00
Subtotal	\$ 916,152.17	\$ 969,656.34	\$ 53,504.17
General Benefits	\$ 29,917.94	\$ 31,794.64	\$ 1,876.70
Total	\$ 946,070.11	\$ 1,001,450.98	\$ 55,380.87

	FY17	FY18	Variance
Disorder and Nuisance Abatement			
Disorder & Nuisance Abatement - Salaries & Wages	\$2,104,641.16	\$2,356,154.33	\$251,513.17
Program Management	\$ 26,775.00	\$ 26,775.00	\$ -
General Liability Ins.	\$ 17,000.00	\$ 17,000.00	\$ -
District Mailings / Web Services	\$ 3,600.00	\$ 3,000.00	\$ (600.00)
Training	\$ 2,500.00	\$ 2,500.00	\$ -
Rents / Leases	\$ 42,907.77	\$ 51,600.00	\$ 8,692.23
Subtotal	\$ 2,197,423.93	\$ 2,457,029.33	\$ 259,605.40
General Benefits	\$ 44,961.04	\$ 47,781.34	\$ 2,820.30
Total	\$ 2,242,384.97	\$ 2,504,810.67	\$ 262,425.70

	FY17	FY18	Variance
Admin			
Audit & Accounting Services	\$ 25,000.00	\$ 30,000.00	\$ 5,000.00
Program Management	\$ 22,312.50	\$ 23,428.13	\$ 1,115.63
General Liability Ins.	\$ 17,000.00	\$ 15,000.00	\$ (2,000.00)
Office Supplies	\$ 15,000.00	\$ 15,000.00	\$ -
Postage & Mailing	\$ 1,070.00	\$ 1,070.00	\$ -
District Mailings / Web Services	\$ 3,000.00	\$ 3,000.00	\$ -
Payroll Services/Parking/Misc	\$ 35,000.00	\$ 37,000.00	\$ 2,000.00
Office Copier	\$ 12,000.00	\$ 12,000.00	\$ -
Travel	\$ 2,500.00	\$ 2,500.00	\$ -
Training	\$ 2,000.00	\$ 2,000.00	\$ -
Rents / Leases	\$ 13,969.97	\$ 13,969.97	\$ -
Electric Services	\$ 4,800.00	\$ 4,800.00	\$ -
Telephones	\$ 2,000.00	\$ 2,700.00	\$ 700.00
Water Services	\$ 3,000.00	\$ 3,000.00	\$ -
Legal Expense	\$ 10,000.00	\$ 10,000.00	\$ -
IT Support	\$ 6,000.00	\$ 8,000.00	\$ 2,000.00
Admin - Salaries & Wages	\$ 167,948.56	\$ 183,476.55	\$ 15,527.99
CEP Program Management	\$ 54,702.81	\$ 57,159.27	\$ 2,456.46
Subtotal	\$ 397,303.84	\$ 424,103.92	\$ 26,800.08
General Benefits	\$ 5,473.40	\$ 5,816.74	\$ 343.34
Total	\$ 402,777.24	\$ 430,199.33	\$ 27,143.42

	FY17	FY18	Variance
Other			
City Fee	\$ 150,000.00	\$ 150,000.00	\$ -
Contingency	\$ 233,392.83	\$ 252,738.27	\$ 19,345.44
Subtotal	\$ 383,392.83	\$ 402,738.27	\$ 19,345.44
General Benefits	\$ 21,252.05	\$ 22,585.16	\$ 1,333.11
Total	\$ 404,644.88	\$ 425,323.43	\$ 20,678.55

	FY17	FY18	Variance
CEP Exclusive			
Business Attraction & Retention	\$ 189,167.76	\$ 149,685.80	\$ (39,481.96)
Property Marketing	\$ 189,167.76	\$ 149,685.82	\$ (39,481.94)
Subtotal	\$ 378,335.52	\$ 299,371.62	\$ (78,963.90)
General Benefit	\$ 29,108.30	\$ 30,934.20	\$ 1,825.90
Total	\$ 407,443.82	\$ 330,305.82	\$ (77,138.00)

Total Expenses	FY17	FY18	Variance
Subtotal	\$ 8,668,040.27	\$ 9,118,843.13	\$ 450,802.86
General Benefit (Non-Assessment)	\$ 269,576.04	\$ 286,486.00	\$ 16,909.96
Total	\$ 8,937,616.31	\$ 9,405,329.13	\$ 467,712.82

	FY17	FY18
Revenue	\$ 8,042,215.72	\$ 8,711,274.90
Expenses:	\$ 8,937,616.31	\$ 9,405,607.81
Variance	\$ 895,400.59	\$ 694,332.91
FY15 Carryforward	\$ (217,215.12)	\$ (259,944.66)
FY16 Unspent Assessment	\$ (422,199.23)	\$ (300,000.00)
FY16 Unspent Contingency	\$ (222,244.76)	\$ (233,392.83)
Total:	\$ (6,999.84)	\$ (99,004.58)



**Downtown San Diego Clean & Safe
Draft FY18 Budget
FY17 Actuals & Projections vs. FY18 DRAFT Budget**

Income	FY17 Actuals + Projected	FY18 Budget	Variance
Assesments	\$ 7,770,070.32	\$ 8,424,608.90	\$ 654,538.58
Interest	\$ 247.84	\$ 180.00	\$ (67.84)
General Benefit: Water Feature Reimbursement (50%)	\$ 22,741.32	\$ 18,000.00	\$ (4,741.32)
General Benefit: Median Maintenance Reimbursement	\$ 18,000.00	\$ 18,000.00	\$ -
General Benefit: Other	\$ 228,834.72	\$ 250,486.00	\$ 21,651.28
Total:	\$ 8,039,894.20	\$ 8,711,274.90	\$ 671,380.70

Maintenance	FY17 Actuals + Projected	FY18 Budget	Variance
Maintenance Salaries & Wages	\$ 2,470,927.53	\$ 2,646,092.17	\$ 175,164.64
Program Management	\$ 26,775.00	\$ 28,113.75	\$ 1,338.75
Vehicle Insurance	\$ 15,194.68	\$ 16,000.00	\$ 805.32
General Liability Ins.	\$ 99,952.62	\$ 112,000.00	\$ 12,047.38
Cleaning & Janitorial Supplies	\$ 122,978.54	\$ 139,000.00	\$ 16,021.46
Landscaping Supplies	\$ 19,665.25	\$ 31,200.00	\$ 11,534.75
District Mailings / Web Services	\$ 2,869.62	\$ 3,000.00	\$ 130.38
Vehicle Repair & Maintenance	\$ 61,638.55	\$ 70,000.00	\$ 8,361.45
Vehicle Fuel	\$ 56,155.27	\$ 65,000.00	\$ 8,844.73
Waste Removal	\$ 76,145.34	\$ 85,000.00	\$ 8,854.66
Uniforms	\$ 7,241.50	\$ 6,000.00	\$ (1,241.50)
Training	\$ 4,809.33	\$ 4,000.00	\$ (809.33)
Rents / Leases	\$ 30,065.71	\$ 36,000.00	\$ 5,934.29
Equipment Leasing / Purchasing	\$ 75,932.32	\$ 80,000.00	\$ 4,067.68
Electric Services	\$ 38,858.78	\$ 40,000.00	\$ 1,141.22
Water Services	\$ 31,087.31	\$ 35,000.00	\$ 3,912.69
Workorder Device Services	\$ 24,906.72	\$ 23,000.00	\$ (1,906.72)
Work Order System	\$ 19,166.67	\$ 20,000.00	\$ 833.33
Powerwashing	\$ 788,426.28	\$ 818,130.12	\$ 29,703.84
Streetscape	\$ 80,992.96	\$ 122,473.12	\$ 41,480.16
Tree Trimming MTS	\$ 14,000.00	\$ 17,000.00	\$ 3,000.00
Tree Trimming Neighborhood	\$ 105,691.24	\$ 105,934.50	\$ 243.26
Tree Trimming Palm Trees	\$ 20,000.00	\$ 20,000.00	\$ -
Water Feature	\$ 29,330.00	\$ 33,000.00	\$ 3,670.00
Wayfinding Signage Maintenance	\$ 3,208.22	\$ 10,000.00	\$ 6,791.78
Subtotal	\$ 4,226,019.45	\$ 4,565,943.66	\$ 339,924.21
<i>General Benefits</i>	\$ 138,863.31	\$ 147,573.92	\$ 8,710.61
Maintenance Total:	\$ 4,364,882.76	\$ 4,713,517.58	\$ 348,634.82

Beautification/Installation	FY17 Actuals + Projected	FY18 Budget	Variance
Beautification/Placemaking	\$ 215,022.73	\$ 339,230.20	\$ 124,207.47
Program Management	\$ 13,387.53	\$ 13,387.50	\$ (0.02)
General Liability Ins.	\$ 14,278.95	\$ 17,000.00	\$ 2,721.05
District Mailings / Web Services	\$ 1,437.83	\$ 1,500.00	\$ 62.17
Training	\$ 1,803.50	\$ 1,500.00	\$ (303.50)
Rents / Leases	\$ 13,441.73	\$ 15,600.00	\$ 2,158.27
Installations/Beautification S&W	\$ 185,649.23	\$ 241,438.64	\$ 55,789.41
Midblock Lighting	\$ 219,999.98	\$ 220,000.00	\$ 0.02
Tree Light Maintenance	\$ 133,057.66	\$ 120,000.00	\$ (13,057.66)
Subtotal	\$ 798,079.14	\$ 969,656.34	\$ 171,577.20
<i>General Benefits</i>	\$ 29,917.94	\$ 31,794.64	\$ 1,876.70
Beautification/Installation Total	\$ 827,997.08	\$ 1,001,450.98	\$ 173,453.90

Disorder/Nuisance	FY17 Actuals + Projected	FY18 Budget	Variance
Disorder & Nuisance Abatement - S&W	\$ 2,057,408.03	\$ 2,356,154.33	\$ 298,746.30
Program Management	\$ 26,775.00	\$ 26,775.00	\$ -
General Liability Ins.	\$ 14,278.95	\$ 17,000.00	\$ 2,721.05
District Mailings / Web Services	\$ 2,872.59	\$ 3,000.00	\$ 127.41
Training	\$ 3,005.83	\$ 2,500.00	\$ (505.83)
Rents / Leases	\$ 43,811.32	\$ 51,600.00	\$ 7,788.68
Subtotal	\$ 2,148,151.72	\$ 2,457,029.33	\$ 308,877.61
General Benefits	\$ 44,961.04	\$ 47,781.34	\$ 2,820.30
Disorder/Nuisance Total	\$ 2,193,112.76	\$ 2,504,810.67	\$ 311,697.91

Admin	FY17 Actuals + Projected	FY18 Budget	Variance
Audit & Accounting Services	\$ 20,600.00	\$ 30,000.00	\$ 9,400.00
Program Management	\$ 22,312.48	\$ 23,428.13	\$ 1,115.65
General Liability Ins.	\$ 14,278.93	\$ 15,000.00	\$ 721.07
Office Supplies	\$ 14,195.75	\$ 15,000.00	\$ 804.25
Postage & Mailing	\$ 781.89	\$ 1,070.00	\$ 288.11
District Mailings / Web Services	\$ 2,390.34	\$ 3,000.00	\$ 609.66
Payroll Services/Parking/Misc	\$ 35,529.47	\$ 37,000.00	\$ 1,470.53
Office Copier	\$ 11,296.57	\$ 12,000.00	\$ 703.43
Travel	\$ 500.00	\$ 2,500.00	\$ 2,000.00
Training	\$ 2,404.67	\$ 2,000.00	\$ (404.67)
Rents / Leases	\$ 14,475.73	\$ 13,969.97	\$ (505.76)
Electric Services	\$ 4,395.42	\$ 4,800.00	\$ 404.58
Telephones	\$ 2,248.32	\$ 2,700.00	\$ 451.68
Water Services	\$ 2,782.33	\$ 3,000.00	\$ 217.67
Legal Expense	\$ 5,833.33	\$ 10,000.00	\$ 4,166.67
IT Support	\$ 6,931.25	\$ 8,000.00	\$ 1,068.75
Admin - Salaries & Wages	\$ 153,932.01	\$ 183,476.55	\$ 29,544.54
CEP Program Management	\$ 54,702.87	\$ 57,159.27	\$ 2,456.40
Subtotal	\$ 369,591.36	\$ 424,103.92	\$ 54,512.56
General Benefits	\$ 5,473.40	\$ 5,816.74	\$ 343.34
Admin Total	\$ 375,064.76	\$ 429,920.66	\$ 54,855.90

Other	FY17 Actuals + Projected	FY18 Budget	Variance
City Fee	\$ 150,000.00	\$ 150,000.00	\$ -
Contingency	\$ 136,145.82	\$ 252,738.27	\$ 116,592.45
Subtotal	\$ 286,145.82	\$ 402,738.27	\$ 116,592.45
General Benefits	\$ 21,252.05	\$ 22,585.16	\$ 1,333.11
Other Total	\$ 307,397.87	\$ 425,323.43	\$ 117,925.56

CEP Exclusive	FY17 Actuals + Projected	FY18 Budget	Variance
Business Attraction & Retention	\$ 170,713.77	\$ 149,685.80	\$ (21,027.97)
Property Marketing	\$ 170,710.25	\$ 149,685.82	\$ (21,024.43)
Subtotal	\$ 341,424.02	\$ 299,371.62	\$ (42,052.40)
General Benefit	\$ 29,108.30	\$ 30,934.20	\$ 1,825.90
CEP Exclusive Total	\$ 370,532.32	\$ 330,305.82	\$ (40,226.50)

	FY17 Actuals + Projected	FY18 Budget	Variance
Subtotal:	\$ 8,169,411.51	\$ 9,118,843.13	\$ 949,431.62
General Benefit	\$ 269,576.04	\$ 286,486.00	\$ 16,909.96
Total:	\$ 8,438,987.55	\$ 9,405,329.13	\$ 966,341.58

	Total
FY17 Revenue	\$ 8,711,274.90
FY17 Expenses:	\$ 9,405,329.13
Variance	\$ 694,054.23
FY16 Carryforward	\$ (259,944.66)
FY17 Projected Unspent Assessments	\$ (300,000.00)
FY17 Unspent Contingency	\$ (233,392.83)
Variance	\$ (99,283.26)



**Downtown San Diego Clean and Safe
FY18 Draft Budget Review
FY18 General Benefit Breakdown**

FY18 General Benefit	Amount
Gas Tax	\$18,000.00
Water Feature	\$30,000.00
Homeless 501c3 (Donation Stations, Make Change Count)	\$25,000.00
Public Spaces 501c3 Placemaking and Beautification)	\$12,500.00
Grants (County, Bank of America)	\$45,000.00
In-Kind Work (Pro-bono Legal, Public Service Announcements, CDI)	\$150,000.00
Volunteer Program	\$7,000.00
Conference Fees Value	\$3,000.00
Work Your Way Home Value of Hours Worked	\$1,200.00
Meeting Room Rental Value	\$5,000.00
Total Projected General Benefit Funding	\$296,700.00
Required 3.11% General Benefit Funding	\$286,486.00
Variance	\$10,214.00