



Downtown San Diego Partnership
PBID/ BID Board of Directors
Tuesday, March 28, 2017
University Club, 750 B Street
San Diego, CA 92101
7:30 a.m.

7:30a.m. Welcome

- Non Agenda Public Comment
- **Motion:** To Approve minutes of February 28, 2017 (Page 2) Action

Financial Report (Sauls)

- **Motion:** To Approve FY18 PBID Budget (Handout) Action
- **Motion:** To Approve recommendation for FY18 Audit Firm (Pages 3 – 5) Action
- **Motion:** To Approve recommendation for FY18 Contracted Services (Pages 6-7) Action

PBID Report (Parekh)

- Neighborhood Enhancement Program (RFP) Info

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.

MEETING MINUTES

Call to Order

Chairman Craig Benedetto called the meeting to order at 7:42 a.m.

The following members of the Board of Directors were present: Matt Adams, Terry Arnett, Bob Bell, Craig Benedetto, Marjorie Burchett, Michael Burton, James Dawe, Ignacio De La Torre, Peary Dealy, Rodger Dougherty, Steve Espino, Jennifer Farnham, Tod Firoto, Brendan Foote, Steve Friar, Darrel Fullbright, Joyce Glazer, Chanelle Hawken, Patricia Hollenbeck, Derek Hulse, Jordan Johnson, Donna Jones, Keith B. Jones, Cecilia Kucharski, Jeff Light, Robin Madaffer, Alvin Mansour, Amber Mauer, Kris Michell, Howard Mills, John Passanante, Glenn Quiroga, Rana Sampson, Ken Sauder, Bill Sauls, Tom Seidler, Ryan Sisson, Don Stanziano, Jan Tharp, Krista Torquato, Pedro Villegas, and Bess Wakeman.

The following non-voting, advisory members were present: Mark Cafferty, Marcela Celorio, Howard Greenberg, Stephen Puetz, Claudine Scott, Pat Stark, and Jim Waring.

The following DSDP staff members were present: Alexandra Berenter, Alex Gutierrez, Shelby Harrison, Katherine Johnston, Lise Koerschgen, Alicia Kostick, Kaitlin Phillips, Daniel Reeves, Bell Reza, Mari Katherine Urtasun, Alonso Vivas, Alex Waters, Angela Wells, and Andy White.

The following guests were present: Sergio Del Prado, Allison Eddy, Mara Elliott, Erik Greupner, Matt Macher, Matt McKenzie, Dene Oliver, and Joe Stuyvesant.

Motion: To approve the June 28, 2016 meeting minutes – Mr. Jones/Mr. Hulse – approved unanimously.

PBID Budget

- Mr. Sauls reviewed the FY18 Proposed Draft Budget.

Adjourn

Mr. Benedetto adjourned the meeting at 7:51 a.m.



Clean & Safe FY18 RFP Recommendation

RFP: Audit & Tax Services

The Downtown San Diego Partnership Audit & Tax Services Ad Hoc Selection Committee has reviewed all submitted proposals for Audit and Tax services. Based on analysis of the 8 prospective contractors, the subcommittee recommendation is to negotiate a multi-year agreement with Aldrich not to exceed their proposal amount of \$25,700. Aldrich is a leader in the industry, providing services and solutions to more than 1,000 organizations. They have extensive experience as a major player in the non-profit accounting arena. They have excellent references.

Committee Action Recap: Audit & Tax Services

Action Item: Committee recommendation is to negotiate a multi-year contract with Aldrich for the Audit and Tax Services contract.

Motion: Sumeet Parekh

Second: John Moot

Approved unanimously

Audit Selection Committee Attendees:

Bill Sauls, Chair

Sumeet Parekh

Claudine Scott

Barbara Daly

John Moot

Recommended Motion: Clean & Safe Board

Motion to accept Aldrich as the contractor for FY18 Audit and Tax Services as follows:

- Year One - \$21,000
- No more than 3% increase per year for subsequent years



FY18 Audit & Tax RFP Analysis of Proposals

SCOPE	ALDRICH	HARSHWALL	LINDSAY & BROWNALL	MOSS ADAMS
Professional Experience	<ul style="list-style-type: none"> • 300+ nonprofit orgs. • 25 nonprofit staff • 300 employees • 5 personnel assigned 	<ul style="list-style-type: none"> • Nonprofit experience • 25 local employees • 5 personnel assigned 	<ul style="list-style-type: none"> • Nonprofit experience • 24 local employees • 6 personnel assigned 	<ul style="list-style-type: none"> • 1,265+ nonprofit orgs. • 180+ nonprofit staff • 5 personnel assigned
Approach	<ul style="list-style-type: none"> • Revenue sources • Internal Controls: <ul style="list-style-type: none"> ◦ Cash receipts ◦ Cash disbursements • Journal entries • Allocation of expenses • Related party transactions 	<ul style="list-style-type: none"> • Review of systems & structure, logic & flow, source docs etc. • Internal Controls: <ul style="list-style-type: none"> ◦ Revenue ◦ Expenditures ◦ AP and AR ◦ Legal compliance ◦ Assets and liabilities • IT Controls • Fund balances • Obligations & reserves 	<ul style="list-style-type: none"> • Interview staff: current processes • Test: <ul style="list-style-type: none"> ◦ Financial statements ◦ Balances • Review accounting records • Communication with management 	<ul style="list-style-type: none"> • Entrance meetings • Create strategy • Internal Controls: <ul style="list-style-type: none"> ◦ Processes ◦ Prior year audit ◦ Revenue/Deferred ◦ Expense allocation ◦ Financial reporting and intercompany • Substantive tests • Analytical & data analysis
Deliverables	<ul style="list-style-type: none"> • Annual Audit • 990 Taxes • Financial reporting guidance 	<ul style="list-style-type: none"> • Annual Audit • 990 Taxes 	<ul style="list-style-type: none"> • Annual Audit • 990 Taxes 	<ul style="list-style-type: none"> • Annual Audit • 990 Taxes • Financial reporting guidance
References	<ul style="list-style-type: none"> • 211 San Diego • CleanTech San Diego • Social Advocates for Youth • Junior Achievement 	<ul style="list-style-type: none"> • City of Oakland • Mission Neighborhood Center • Community Child Care Council • Family Paths • Our Common Ground 	<ul style="list-style-type: none"> • Price Charities • The Parker Foundation • Gary & Mary West Found. • Gary & Mary Health Institute • The Legler Benbough Found. • Jewish Federation of SD County 	<ul style="list-style-type: none"> • San Diego Regional EDC • Angels Foster Family Network • Episcopal Community Services



FY18 Audit & Tax RFP Analysis of Proposals

COSTS	ALDRICH CPAs + ADVISORS	HARSHWALL & COMPANY	LINDSAY & BROWNALL	MOSS ADAMS
Audit:	\$21,000	\$14,907	\$20,000	\$25,000
Taxes:	\$3,850	\$2,850	\$3,000	\$8,050
Subtotal*:	\$24,850	\$17,757	\$23,000	\$33,050
Additional:	Taxes: • Public Spaces \$850	Taxes: • Public Spaces \$504 • Clean & Safe: \$725 • BID: \$504	Review Fee: • \$1,500	Taxes: • Public Spaces \$2,500 • Clean & Safe: \$6,000 • BID: \$2,850
Total**:	\$25,700	\$19,490	\$24,500	\$44,400
Notes:	<5% Increase per year		3 year package: • 2017: \$20,000 (fee) • 2018: \$21,000 • 2019: \$23,500	3 year package: • 2017: \$44,400 • 2018: \$47,618 • 2019: \$48,719
Current Total:	\$29,000	\$29,000	\$29,000	\$29,000
Variance to Subtotal	-\$4,150	-\$11,243	-\$6,000	+\$4,050
Variance to Total:	-\$3,300	-\$9,510	-\$4,500	+\$15,400

*Subtotal = total cost for essential services needed (foundations requiring a 990N can be processed by staff)

**Total = total costs for all services quoted in proposal including 990 for all entities and additional fees,



Clean & Safe FY18 Contract Services

Following is a summary of our negotiated rates with the Clean & Safe contractors for FY18. Negotiated rates are provided for review and approval by the Downtown San Diego Partnership's Clean & Safe Board, Executive Committee and Board of Directors.

Tree Trimming - neighborhoods

Aztec Landscaping provides Tree trimming services in all six neighborhoods excluding those trees along the MTS line. Aztec Landscaping increased the per-tree cost from \$65.20 to \$66.50 due to the projected increase of 2% living wage.

Action Item 1: Staff recommendation is to offer Aztec Landscaping the FY18 tree trimming contract for the neighborhoods with the requested increase.

Service	FY17 Actual + Projected	FY18
Tree Trimming	\$103,000	\$105,000
Trees Trimmed	1580	1580

Tree Trimming – MTS

Davey Tree Expert Company provides Tree trimming services along the MTS line in the neighborhoods of Core and East Village. Davey Tree Expert Company did not change their cost per tree. East Village \$125 per tree and Core/Columbia \$154 per tree.

Action Item 2: Staff recommendation is to offer Davey Tree Expert Company the FY18 tree trimming contract along the MTS line.

Service	FY17 Actual + Projected	FY18
Tree Trimming	\$15,000	\$15,000
Trees Trimmed	95	95

Water Feature Maintenance

California Aquatics provides general maintenance services to Children's Pond five days a week. California Aquatics contract contemplates no change in cost for the same level of service.

Action Item 3: Staff recommendation is to offer California Aquatics the FY18 water feature maintenance contract.

Service	FY17 Actual + Projected	FY18
Water Feature Maintenance	\$30,000	\$33,000
Service Level	5 days per week	5 days per week

Powerwashing

Green Clean Water and Waste provides pressure washing services in all six neighborhoods. Green Clean contract contemplates an increase of 2% in service rates for FY18 due to the anticipated increase in living wage as well as additional services and some required equipment upgrades. FY17 rate \$43.98-\$49.61 a sidewalk to FY18 rate of \$44.86-\$50.60 a sidewalk.

Action Item 4: Staff recommendation is to offer Green Clean Water and Waste the FY18 powerwashing contract with the requested increase.

Service	FY17 Actual + Projected	FY18
Pressure Washing	\$783,400	\$844,400
Sidewalks	17,111	17,941

Safety/Security

Universal Protection Service provides security patrols of all six neighborhoods. DSDP has requested additional 13,936 hours, which are approximately 6-7 safety ambassadors for the contract as well as keeping 2 safety supervisors. The cost per hour of service has increased by 2.62% to accommodate the projected living wage increase.

Action Item 5: Staff recommendation is to offer Universal Protection Service the FY18 security contract with the requested increase.

Service	FY17	FY18
Safety Services	\$1,628,947.27	\$1,967,795.97
Annual Hours	76,752	90,688

Tree Lighting Maintenance

Dr. Electric provides tree light maintenance services for the various trees throughout downtown. Dr. Electric did not change their cost per tree \$155.73

Action Item 6: Staff recommendation is to offer Dr. Electric the FY18 tree lighting maintenance contract.

Service	FY17 Cost	FY18 Cost
Tree Lighting Maintenance	\$109,945	\$109,945
Service Level	3-4 per week	3-4 per week