



Downtown San Diego Partnership  
PBID/ BID Executive Committee  
Tuesday, March 21, 2017  
401 B St, Suite 100  
San Diego, CA 92101  
12:00 p.m.

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**12:00 Welcome**

- Non Agenda Public Comment
- **Motion:** To Approve minutes of January 17, 2017 (Page 2) Action

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**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

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**PBID Report (Parekh)**

- Neighborhood Enhancement Program (RFP) Info

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**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 12:03 p.m.

The following members of the Executive Committee were present: Nelson Ackerly, Bob Bell, Craig Benedetto, Casey Brown, Michael Burton, Steve Cushman, Ignacio De La Torre, Perry Dealy, Rick Gentry, Ashley Gosal, Michael Johnson, Keith B. Jones, James Lawson, Michael Leake, Robin Madaffer, Kris Michell, Sumeet Parekh, Phil Rath, Bill Sauls, Don Stanziano, Krista Torquato, Frank Urtasun, and Nicholas Wilson.

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

The following guests were present: Supervisor Kristin Gaspar and Chief of Staff Dustin Steiner.

### **No Non-Agenda Public Comment**

**Motion:** To Approve Minutes of March 15, 2016 – Mr. Urtasun/Mr. Jones. Approved unanimously.

### **Approval of FY18 BID Budget**

Mr. Sauls reviewed the FY18 BID Budget.

**Motion:** Approve FY18 BID Budget. Mr. Rath / Mr. De La Torre. Approved unanimously.

The meeting adjourned at 12:13 p.m.



# Clean & Safe FY18 RFP Recommendation

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



# FY18 Audit & Tax RFP Analysis of Proposals

COSTS	ALDRICH CPAs + ADVISORS	HARSHWALL & COMPANY	LINDSAY & BROWNALL	MOSS ADAMS
<b>Audit:</b>	\$21,000	\$14,907	\$20,000	\$25,000
<b>Taxes:</b>	\$3,850	\$2,850	\$3,000	\$8,050
<b>Subtotal*:</b>	<b>\$24,850</b>	<b>\$17,757</b>	<b>\$23,000</b>	<b>\$33,050</b>
<b>Additional:</b>	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
<b>Total**:</b>	<b>\$25,700</b>	<b>\$19,490</b>	<b>\$24,500</b>	<b>\$44,400</b>
<b>Notes:</b>	<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
<b>Current Total:</b>	\$29,000	\$29,000	\$29,000	\$29,000
<b>Variance to Subtotal</b>	<b>-\$4,150</b>	<b>-\$11,243</b>	<b>-\$6,000</b>	<b>+\$4,050</b>
<b>Variance to Total:</b>	<b>-\$3,300</b>	<b>-\$9,510</b>	<b>-\$4,500</b>	<b>+\$15,400</b>

\*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

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**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

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**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