

Finance Committee Meeting

Thursday, June 11, 2015

1:30 p.m.

401 B Street, Suite 100

San Diego, CA 92101



DOWNTOWN
SAN DIEGO
PARTNERSHIP

AGENDA

1:30 p.m.	1) Call Meeting to Order Non-Agenda Public Comment	
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1:35 p.m.	2) Approval of Minutes <ul style="list-style-type: none">April 2015 (Page 2)	Action
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1:40 p.m.	3) PBID/ Clean & Safe Financials <ul style="list-style-type: none">Accept Financial Statements – April 2015 (Pages 3-10)Approve RFQ Recommendations (Pages 11-12)<ol style="list-style-type: none">Tree Trimming- NeighborhoodsTree Trimming- MTS LinesTree Light MaintenanceWater Feature MaintenanceApprove RFP Recommendations (Pages 11-12)<ol style="list-style-type: none">Sidewalk PowerwashingSafety ServicesAccept Structure of the Audit Committee (Pages 13-14)Member Comments and Discussion	Action Action Action Action Action Action Info
	4) BID/Financials <ul style="list-style-type: none">Accept Financial Statements July 14 – April 15 (Pages 15-16)Recommend Approval of FY 16 Budget (Page 17)Member Comments and Discussion	Action Action Info
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2:00 p.m.	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.



Finance Committee Minutes

**Downtown San Diego Partnership – PBID Clean & Safe
Thursday, April 16, 2015 2:00 p.m.**

Call to Order

Meeting was called to order at 2:04 p.m. The following Committee Members were present: Bill Sauls, Tom Ferrell and Sid Morris. Staff: Bahija Hamraz, John Hanley, Greg Parkington, Kaitlin Phillips, Lindsay Thomas, Alicia Kostick and Lise Koerschgen.

Public Comment

There was no non-agenda public comment.

Approval of Minutes

Motion: to approve January 2015 minutes. **By:** Tom Ferrell. **Seconded By:** Bill Sauls. **Approved Unanimously.**

Sid Morris abstained due to absence.

PBID/ Clean & Safe Financials

The Committee reviewed the February 2015 financial statements. Mr. Hanley discussed year-to-date. The Committee discussed Operating expenses, salaries and variances.

Motion: to approve February 2015 financial statements. **By:** Sid Morris. **Seconded By:** Tom Ferrell. **Approved Unanimously.**

Mr. Parkington discussed the PBID budget process as part of the PBID renewal.

The committee was asked to review and accept the structure of the Audit Committee. The Committee asked to carry this motion over to the next meeting and for more information regarding who will serve on the committee as well as what required.

Motion: to carry over motion to accept structure of the Audit Committee. **By:** Sid Morris. **Seconded By:** Tom Ferrell. **Approved Unanimously.**

BID Financials

The Committee reviewed July – February 2015 Financial Statements.

Motion: to approve July 2014 - February 2015 financial statements. **By:** Tom Ferrell. **Seconded By:** Sid Morris. **Approved Unanimously.**

Adjourn: 2:28 p.m.

PBID Financial Variance Report

April 2015

Budget vs. Actual:

Income:

- Assessments were budgeted at \$525,141.66 vs. an actual of \$483,845.85.
- Park Reimbursements were budgeted at \$1,177.50 and the actual was \$1,177.50.
- Interest Income was budgeted at \$11.67 vs. an actual of \$17.14.

Expenses:

- Office Supplies was over by \$920.71, due to upgrading the QuickBooks software.
- Cleaning & Janitorial was under by \$2,023.11.
- Vehicle Repairs was over by \$5,201.50, due to repairs on the trash trucks.
- Leasing and purchasing was under by \$4,790.90 due to selling two of our Green Machines.
- Salaries and wages was under \$14,950.96 due to staffing.

April 15 Budget vs. Actual

	Description	Apr-15	Apr-15	Difference
Income		Budget	Actual	
	Assessments (Reimbursements)	525,141.66	483,845.85	(41,295.81)
	City - Park (Reimbursements)	1,177.50	1,177.50	-
	Interest Income:	11.67	17.14	5.47
	Total Income:	526,330.83	485,040.49	(41,290.34)
Expenses				
GL#				
511010	Office Supplies	416.66	1,337.37	920.71
511011	Postage/Mailing	50.00	-	(50.00)
511019	District Mailings/Web Services	500.00	392.47	(107.53)
511034	Cleaning & Janitorial	12,900.00	10,876.89	(2,023.11)
511041	Dry Goods/Wearing Apparel	700.00	117.03	(582.97)
511095	Vehicle Repairs/Other Maintenance	4,200.00	9,401.50	5,201.50
511096	Vehicle Fuel	5,000.00	4,400.90	(599.10)
512037	Audit Services (accounting / bookkeeping)	0.00	-	-
512048	Insurance (Vehicle insurance)	0.00	-	0.00
512054	Lightpole/Trashcan/Misc	34,188.55	5,955.94	(28,232.61)
512053	Leasing/Purchase	1,000.00	(3,790.90)	(4,790.90)
512059	Payroll Services/Parking/Misc	2,100.00	3,137.98	1,037.98
512067	Rents/Leases	8,133.33	8,239.44	106.11
512070	Training	500.00	365.00	(135.00)
512073	Travel	120.00	-	(120.00)
512077	Photocopy (Copy & Printing) (Office Copier)	400.00	812.89	412.89
512105	Fidelity & General Insurance	0.00	-	0.00
512107	Workers Comp/Employee Benefits	63,958.61	64,892.76	934.15
512115	Salaries & Wages	167,120.69	152,169.73	(14,950.96)
512143	Contractor Services	182,244.65	183,636.44	1,391.79
512151	Program Oversight	6,000.00	6,000.00	0.00
512157	Waste removal (refuse disposal)	5,300.00	5,211.04	(88.96)
514005	Telephone	220.00	214.86	(5.14)
514010	Cellular phone/Data Entry	1,500.00	1,508.03	8.03
514100	Electric Services	3,333.33	3,298.84	(34.49)
514104	Water Serv-Incl Hydr Rent	2,600.00	3,511.80	911.80
514105	Legal Expenses	500.00	-	(500.00)
	Sub-Total (reimbursable)	502,985.82	461,690.01	(41,295.81)
516014	Transfer (City Admin Charges)	10,833.34	10,833.34	-
514103	Spec Dist Lighting	12,500.00	12,500.00	-
	Sub-Total:	23,333.34	23,333.34	-
	Total Expenses:	\$ 526,319.16	\$ 485,023.35	\$ (41,295.81)
	Net Income:	\$ 11.67	\$ 17.14	5.47

July 2014 - April 15 Budget vs. Actual

	Description	July 14 - April -15	July 14 - April -15	Difference
Income		Budget	Actual	
	Assessments (Reimbursements)	5,264,283.13	5,082,471.55	(181,811.58)
	City - Park (Reimbursements)	9,420.00	30,016.78	20,596.78
	Interest Income:	105.03	212.35	107.32
	Total Income:	5,273,808.16	5,112,700.68	(161,107.48)
Expenses				
GL#				
511010	Office Supplies	4,166.60	8,659.02	4,492.42
511011	Postage/Mailing	500.00	223.85	(276.15)
511019	District Mailings/Web Services	5,000.00	4,482.01	(517.99)
511034	Cleaning & Janitorial	129,000.00	131,775.60	2,775.60
511041	Dry Goods/Wearing Apparel	7,000.00	6,354.72	(645.28)
511095	Vehicle Repairs/Other Maintenance	42,000.00	46,278.52	4,278.52
511096	Vehicle Fuel	50,000.00	49,152.52	(847.48)
512037	Audit Services (accounting / bookkeeping)	20,000.00	20,217.56	217.56
512048	Insurance (Vehicle insurance)	17,000.00	11,161.80	(5,838.20)
512045	Lightpole/Trashcan/Misc	299,577.15	195,679.60	(103,897.55)
512053	Leasing/Purchase	8,000.00	18,564.27	10,564.27
512059	Payroll Services/Parking/Misc	21,000.00	27,191.97	6,191.97
512067	Rents/Leases	81,333.30	81,278.86	(54.44)
512070	Training	4,000.00	1,065.00	(2,935.00)
512073	Travel	960.00	0.00	(960.00)
512077	Photocopy (Copy & Printing) (Office Copier)	4,000.00	5,909.43	1,909.43
512105	Fidelity & General Insurance	105,000.00	105,110.04	110.04
512107	Workers Comp/Employee Benefits	651,086.83	648,744.99	(2,341.84)
512115	Salaries & Wages	1,662,503.04	1,546,672.99	(115,830.05)
512143	Contractor Services	1,709,909.51	1,736,563.25	26,653.74
512151	Program Oversight	60,000.00	60,000.00	0.00
512157	Waste removal (refuse disposal)	53,000.00	59,510.70	6,510.70
514005	Telephone	2,200.00	2,462.61	262.61
514010	Cellular phone/Data Entry	15,000.00	12,770.26	(2,229.74)
514100	Electric Services	33,333.30	32,783.79	(549.51)
514104	Water Serv-Incl Hydr Rent	34,800.00	49,641.57	14,841.57
514105	Legal Expenses	5,000.00	1,900.00	(3,100.00)
	Sub-Total (reimbursable)	5,025,369.73	4,864,154.93	(161,214.80)
516014	Transfer (City Admin Charges)	108,333.40	108,333.40	-
514103	Spec Dist Lighting	140,000.00	140,000.00	-
		0.00	0.00	
	Sub-Total:	248,333.40	248,333.40	-
	Total Expenses:	\$ 5,273,703.13	\$ 5,112,488.33	\$ (161,214.80)
	Net Income:	\$ 105.03	\$ 212.35	107.32

Downtown San Diego Partnership - PBID
Profit & Loss
April 2015

	<u>Apr 15</u>
Ordinary Income/Expense	
Income	
4020 · Assessments (Reimbursements)	460,512.51
4021 · Assessments (Other)	
4030 · Lighting Income - Uncollected	12,500.00
4040 · City Admin Fee - Uncollected	<u>10,833.34</u>
Total 4021 · Assessments (Other)	23,333.34
4025 · City - Park Reimbursement	1,177.50
9000 · Interest Income	<u>17.14</u>
Total Income	<u>485,040.49</u>
Gross Profit	485,040.49
Expense	
511010 · Office Supplies	1,337.37
511019 · District Mailings/ Web Services	392.47
511034 · Cleaning & Janitorial Supplies	10,876.89
511041 · Dry Goods/ Wearing Apparel	117.03
511095 · Vehicle Repair/Other Maint	
511096 · Vehicle Fuel	4,400.90
511095 · Vehicle Repair/Other Maint - Other	<u>9,401.50</u>
Total 511095 · Vehicle Repair/Other Maint	13,802.40
512053 · Leasing / Purchasing (Equip.)	
512054 · Lightpole/Trash Can Main/Misc	5,955.94
512053 · Leasing / Purchasing (Equip.) - Other	<u>-3,790.90</u>
Total 512053 · Leasing / Purchasing (Equip.)	2,165.04
512059 · Payroll Services/Parking/Misc	3,137.98
512067 · Rents / Leases	8,239.44
512070 · Training	365.00
512077 · Photocopy (Office Copier)	812.89
512107 · Emp Benefits/Insurance	
4254 · Payroll Taxes	16,664.16
4255 · Vacation-PTO	8,108.21
4257 · Workers' Comp	23,022.72
4258 · Other Ins. / Other Benefits	<u>17,097.67</u>
Total 512107 · Emp Benefits/Insurance	64,892.76
512115 · Salaries & Wages	152,169.73
512143 · Contractor Services	183,636.44
512151 · Program Oversight	6,000.00
512157 · Waste Removal (Refuse Disp)	5,211.04
514005 · Telephones	214.86
514010 · Cell Phones/Data Entry	1,508.03
514100 · Electric Services	3,298.84
514104 · Water Services	<u>3,511.80</u>
Total Expense	<u>461,690.01</u>
Net Ordinary Income	23,350.48
Other Income/Expense	
Other Expense	
514103 · Lighting Expense	12,500.00
516014 · City Admin Expenses	10,833.34
6999 · Non City Related	<u>0.00</u>
Total Other Expense	<u>23,333.34</u>
Net Other Income	<u>-23,333.34</u>
Net Income	<u><u>17.14</u></u>

**Downtown San Diego Partnership - PBID
Profit & Loss
July 2014 through April 2015**

	<u>Jul '14 - Apr 15</u>
Ordinary Income/Expense	
Income	
4020 - Assessments (Reimbursements)	4,834,138.15
4021 - Assessments (Other)	
4030 - Lighting Income - Uncollected	140,000.00
4040 - City Admin Fee - Uncollected	108,333.40
Total 4021 - Assessments (Other)	<u>248,333.40</u>
4025 - City - Park Reimbursement	30,016.78
9000 - Interest Income	212.35
Total Income	<u>5,112,700.68</u>
Gross Profit	5,112,700.68
Expense	
511010 - Office Supplies	8,659.02
511011 - Postage & Mailing	223.85
511019 - District Mailings/ Web Services	4,482.01
511034 - Cleaning & Janitorial Supplies	131,775.60
511041 - Dry Goods/ Wearing Apparel	6,354.72
511095 - Vehicle Repair/Other Maint	
511096 - Vehicle Fuel	49,152.52
511095 - Vehicle Repair/Other Maint - Other	46,278.52
Total 511095 - Vehicle Repair/Other Maint	<u>95,431.04</u>
512037 - Audit Services (Accounting)	20,217.56
512048 - Vehicle Insurance	11,161.80
512053 - Leasing / Purchasing (Equip.)	
512054 - Lightpole/Trash Can Main/Misc	195,679.60
512053 - Leasing / Purchasing (Equip.) - Other	18,564.27
Total 512053 - Leasing / Purchasing (Equip.)	<u>214,243.87</u>
512059 - Payroll Services/Parking/Misc	27,191.97
512067 - Rents / Leases	81,278.86
512070 - Training	1,065.00
512077 - Photocopy (Office Copier)	5,909.43
512105 - Fidelity & Gen. Liability Ins.	105,110.04
512107 - Emp Benefits/Insurance	
4254 - Payroll Taxes	169,060.79
4255 - Vacation-PTO	65,797.64
4257 - Workers' Comp	232,304.89
4258 - Other Ins. / Other Benefits	181,581.67
Total 512107 - Emp Benefits/Insurance	<u>648,744.99</u>
512115 - Salaries & Wages	1,546,672.99
512143 - Contractor Services	1,736,563.25
512151 - Program Oversight	60,000.00
512157 - Waste Removal (Refuse Disp)	59,510.70
514005 - Telephones	2,462.61
514010 - Cell Phones/Data Entry	12,770.26
514100 - Electric Services	32,783.79
514104 - Water Services	49,641.57
514105 - Legal Expenses	1,900.00
Total Expense	<u>4,864,154.93</u>
Net Ordinary Income	248,545.75
Other Income/Expense	
Other Expense	
514103 - Lighting Expense	140,000.00
516014 - City Admin Expenses	108,333.40
6999 - Non City Related	0.00
Total Other Expense	<u>248,333.40</u>
Net Other Income	<u>-248,333.40</u>
Net Income	<u><u>212.35</u></u>

Downtown San Diego Partnership - PBID
Profit & Loss by Class
April 2015

	Marina Zone 10	Cortez Zone 9	E Village Zone 8	Gaslamp Zone 7	Core Zone 6	Core Total Safety	Core Zone 1	Gaslamp Zone 2	E Village Zone 3	Cortez Zone 4	Marina Zone 5	Total Maint	TOTAL
511010 · Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	398.14	239.79	423.95	122.77	152.72	1,337.37	1,337.37
511019 · District Mailings/ Web Services	0.00	0.00	0.00	0.00	0.00	0.00	116.84	70.37	124.41	36.03	44.82	392.47	392.47
511034 · Cleaning & Janitorial Supplies	0.00	0.00	0.00	0.00	0.00	0.00	3,238.05	1,950.23	3,447.97	998.50	1,242.14	10,876.89	10,876.89
511041 · Dry Goods/ Wearing Apparel	0.00	0.00	0.00	0.00	0.00	0.00	34.84	20.98	37.10	10.74	13.37	117.03	117.03
511095 · Vehicle Repair/Other Maint													
511096 · Vehicle Fuel	0.00	0.00	0.00	0.00	0.00	0.00	1,310.15	789.08	1,395.09	404.00	502.58	4,400.90	4,400.90
511095 · Vehicle Repair/Other Maint - Other	0.00	0.00	0.00	0.00	0.00	0.00	2,798.83	1,685.69	2,980.28	863.06	1,073.64	9,401.50	9,401.50
Total 511095 · Vehicle Repair/Other Maint	0.00	0.00	0.00	0.00	0.00	0.00	4,108.98	2,474.77	4,375.37	1,267.06	1,576.22	13,802.40	13,802.40
512053 · Leasing / Purchasing (Equip.)													
512054 · Lightpole/Trash Can Main/Misc	0.00	0.00	0.00	0.00	0.00	0.00	223.28	5,340.42	237.75	68.85	85.64	5,955.94	5,955.94
512053 · Leasing / Purchasing (Equip.) - Other	0.00	0.00	0.00	0.00	0.00	0.00	-1,128.55	-679.71	-1,201.72	-348.00	-432.92	-3,790.90	-3,790.90
Total 512053 · Leasing / Purchasing (Equip.)	0.00	0.00	0.00	0.00	0.00	0.00	-905.27	4,660.71	-963.97	-279.15	-347.28	2,165.04	2,165.04
512059 · Payroll Services/Parking/Misc	0.00	0.00	0.00	0.00	0.00	0.00	934.18	562.64	994.74	288.07	358.35	3,137.98	3,137.98
512067 · Rents / Leases	0.00	0.00	0.00	0.00	0.00	0.00	2,452.88	1,477.33	2,611.90	756.38	940.95	8,239.44	8,239.44
512070 · Training	0.00	0.00	0.00	0.00	0.00	0.00	108.66	65.44	115.71	33.51	41.68	365.00	365.00
512077 · Photocopy (Office Copier)	0.00	0.00	0.00	0.00	0.00	0.00	242.00	145.75	257.69	74.62	92.83	812.89	812.89
512107 · Emp Benefits/Insurance													
4254 · Payroll Taxes	0.00	0.00	0.00	0.00	0.00	0.00	5,080.90	3,074.54	4,977.58	1,568.10	1,963.04	16,664.16	16,664.16
4255 · Vacation-PTO	0.00	0.00	0.00	0.00	0.00	0.00	3,143.01	1,156.86	2,467.15	732.81	608.38	8,108.21	8,108.21
4257 · Workers' Comp	0.00	0.00	0.00	0.00	0.00	0.00	7,019.63	4,247.69	6,876.89	2,166.44	2,712.07	23,022.72	23,022.72
4258 · Other Ins. / Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00	5,213.08	3,154.52	5,107.07	1,608.89	2,014.11	17,097.67	17,097.67
Total 512107 · Emp Benefits/Insurance	0.00	0.00	0.00	0.00	0.00	0.00	20,456.62	11,633.61	19,428.69	6,076.24	7,297.60	64,892.76	64,892.76
512115 · Salaries & Wages	0.00	0.00	0.00	0.00	0.00	0.00	42,915.32	30,736.09	42,283.06	19,826.46	16,408.80	152,169.73	152,169.73
512143 · Contractor Services	7,873.00	2,681.60	44,379.40	17,796.94	30,857.06	103,588.00	19,779.81	14,210.40	28,461.27	8,068.71	9,528.25	80,048.44	183,636.44
512151 · Program Oversight	0.00	0.00	0.00	0.00	0.00	0.00	1,827.00	1,107.60	1,798.20	562.80	704.40	6,000.00	6,000.00
512157 · Waste Removal (Refuse Disp)	0.00	0.00	0.00	0.00	0.00	0.00	1,551.33	934.34	1,651.90	478.37	595.10	5,211.04	5,211.04
514005 · Telephones	0.00	0.00	0.00	0.00	0.00	0.00	63.96	38.52	68.11	19.72	24.55	214.86	214.86
514010 · Cell Phones/Data Entry	0.00	0.00	0.00	0.00	0.00	0.00	448.94	270.39	478.05	138.44	172.21	1,508.03	1,508.03
514100 · Electric Services	0.00	0.00	0.00	0.00	0.00	0.00	1,211.99	457.88	541.34	217.72	869.91	3,298.84	3,298.84
514104 · Water Services	0.00	0.00	0.00	0.00	0.00	0.00	1,348.18	356.45	782.78	167.86	856.53	3,511.80	3,511.80
	7,873.00	2,681.60	44,379.40	17,796.94	30,857.06	103,588.00	100,332.45	71,413.29	106,918.27	38,864.85	40,573.15	358,102.01	461,690.01
Parks Deduction:							(452.04)	(119.52)	(262.46)	(56.28)	(287.20)	(1,177.50)	
Total Reimbursement Due:	7,873.00	2,681.60	44,379.40	17,796.94	30,857.06	103,588.00	99,880.41	71,293.77	106,655.81	38,808.57	40,285.95	356,924.51	460,512.51

Downtown San Diego Partnership - PBID
Profit & Loss by Class
July 2014 through April 2015

	Marina Zone 10	Cortez Zone 9	E Village Zone 8	Gaslamp Zone 7	Core Zone 6	Total Safety	Core Zone 1	Gaslamp Zone 2	E Village Zone 3	Cortez Zone 4	Marina Zone 5	Total Maint	TOTAL
511010 - Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	2,588.90	1,561.22	2,716.69	798.16	994.05	8,659.02	8,659.02
511011 - Postage & Mailing	0.00	0.00	0.00	0.00	0.00	0.00	66.99	40.41	70.07	20.66	25.72	223.85	223.85
511019 - District Mailings/ Web Services	0.00	0.00	0.00	0.00	0.00	0.00	1,342.21	809.79	1,400.72	413.79	515.50	4,482.01	4,482.01
511034 - Cleaning & Janitorial Supplies	0.00	0.00	0.00	0.00	0.00	0.00	39,384.04	24,322.87	40,947.91	12,075.99	15,044.79	131,775.60	131,775.60
511041 - Dry Goods/ Wearing Apparel	0.00	0.00	0.00	0.00	0.00	0.00	1,900.32	1,146.05	1,992.77	585.87	729.71	6,354.72	6,354.72
511095 - Vehicle Repair/Other Maint													
511096 - Vehicle Fuel	0.00	0.00	0.00	0.00	0.00	0.00	14,713.68	8,876.11	15,376.40	4,536.02	5,650.31	49,152.52	49,152.52
511095 - Vehicle Repair/Other Maint - Other	0.00	0.00	0.00	0.00	0.00	0.00	13,835.75	8,343.43	14,521.14	4,265.62	5,312.58	46,278.52	46,278.52
Total 511095 - Vehicle Repair/Other Maint	0.00	0.00	0.00	0.00	0.00	0.00	28,549.43	17,219.54	29,897.54	8,801.64	10,962.89	95,431.04	95,431.04
512037 - Audit Services (Accounting)	0.00	0.00	0.00	0.00	0.00	0.00	6,018.77	3,625.00	6,408.97	1,855.97	2,308.85	20,217.56	20,217.56
512048 - Vehicle Insurance	0.00	0.00	0.00	0.00	0.00	0.00	3,322.87	2,001.31	3,538.29	1,024.65	1,274.68	11,161.80	11,161.80
512053 - Leasing / Purchasing (Equip.)													
512054 - Lightpole/Trash Can Main/Misc	0.00	0.00	0.00	0.00	0.00	0.00	30,094.29	116,407.70	35,190.07	626.82	13,360.72	195,679.60	195,679.60
512053 - Leasing / Purchasing (Equip.) - Other	0.00	0.00	0.00	0.00	0.00	0.00	5,536.01	3,335.93	5,860.89	1,706.98	2,124.46	18,564.27	18,564.27
Total 512053 - Leasing / Purchasing (Equip.)	0.00	0.00	0.00	0.00	0.00	0.00	35,630.30	119,743.63	41,050.96	2,333.80	15,485.18	214,243.87	214,243.87
512059 - Payroll Services/Parking/Misc	0.00	0.00	0.00	0.00	0.00	0.00	8,130.04	4,902.78	8,530.88	2,506.52	3,121.75	27,191.97	27,191.97
512067 - Rents / Leases	0.00	0.00	0.00	0.00	0.00	0.00	24,306.48	14,658.87	25,486.11	7,493.69	9,333.71	81,278.86	81,278.86
512070 - Training	0.00	0.00	0.00	0.00	0.00	0.00	317.05	190.95	337.61	97.77	121.62	1,065.00	1,065.00
512077 - Photocopy (Office Copier)	0.00	0.00	0.00	0.00	0.00	0.00	1,765.07	1,064.11	1,858.46	544.18	677.61	5,909.43	5,909.43
512105 - Fidelity & Gen. Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00	31,291.26	18,846.23	33,319.88	9,649.10	12,003.57	105,110.04	105,110.04
512107 - Emp Benefits/Insurance													
4254 - Payroll Taxes	0.00	0.00	0.00	0.00	0.00	0.00	51,546.63	31,191.72	50,498.44	15,908.61	19,915.39	169,060.79	169,060.79
4255 - Vacation-PTO	0.00	0.00	0.00	0.00	0.00	0.00	20,165.69	12,468.55	19,521.37	7,170.14	6,471.89	65,797.64	65,797.64
4257 - Workers' Comp	0.00	0.00	0.00	0.00	0.00	0.00	70,829.77	42,860.25	69,389.48	21,859.89	27,365.50	232,304.89	232,304.89
4258 - Other Ins. / Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00	55,357.95	33,497.27	54,254.45	17,084.82	21,387.18	181,581.67	181,581.67
Total 512107 - Emp Benefits/Insurance	0.00	0.00	0.00	0.00	0.00	0.00	197,900.04	120,017.79	193,663.74	62,023.46	75,139.96	648,744.99	648,744.99
512115 - Salaries & Wages	0.00	0.00	0.00	0.00	0.00	0.00	446,605.39	318,091.45	444,832.76	189,757.77	147,385.62	1,546,672.99	1,546,672.99
512143 - Contractor Services	78,730.00	26,816.00	331,327.70	164,373.95	281,382.35	882,630.00	210,103.37	144,432.74	306,083.85	92,019.26	101,294.03	853,933.25	1,736,563.25
512151 - Program Oversight	0.00	0.00	0.00	0.00	0.00	0.00	18,270.00	11,076.00	17,982.00	5,628.00	7,044.00	60,000.00	60,000.00
512157 - Waste Removal (Refuse Disp)	0.00	0.00	0.00	0.00	0.00	0.00	17,806.77	10,740.75	18,634.81	5,489.69	6,838.68	59,510.70	59,510.70
514005 - Telephones	0.00	0.00	0.00	0.00	0.00	0.00	736.57	444.23	771.86	227.08	282.87	2,462.61	2,462.61
514010 - Cell Phones/Data Entry	0.00	0.00	0.00	0.00	0.00	0.00	3,819.93	2,303.91	4,001.81	1,177.68	1,466.93	12,770.26	12,770.26
514100 - Electric Services	0.00	0.00	0.00	0.00	0.00	0.00	12,044.77	4,550.39	5,379.81	2,163.73	8,645.09	32,783.79	32,783.79
514104 - Water Services	0.00	0.00	0.00	0.00	0.00	0.00	19,057.39	5,038.62	11,065.10	2,372.87	12,107.59	49,641.57	49,641.57
514105 - Legal Expenses	0.00	0.00	0.00	0.00	0.00	0.00	565.63	340.67	602.30	174.42	216.98	1,900.00	1,900.00
	78,730.00	26,816.00	331,327.70	164,373.95	281,382.35	882,630.00	1,111,523.59	827,169.31	1,200,574.90	409,235.75	433,021.38	3,981,524.93	4,864,154.93
Parks Deduction:							(11,523.42)	(3,046.72)	(6,690.71)	(1,434.77)	(7,321.16)	(30,016.78)	
Total Reimbursement Due:	78,730.00	26,816.00	331,327.70	164,373.95	281,382.35	882,630.00	1,100,000.17	824,122.59	1,193,884.19	407,800.98	425,700.22	3,951,508.15	4,834,138.15

Downtown San Diego Partnership - PBID

Balance Sheet

As of April 30, 2015

Apr 30, 15

ASSETS

Current Assets

Checking/Savings

1014 - Savings 1022	218,667.23
1016 - New Checking 1610	104,092.39

Total Checking/Savings 322,759.62

Accounts Receivable

1200 - Accounts Receivable	954,245.97
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Total Accounts Receivable 954,245.97

Other Current Assets

1210 - Allowance for Doubtful Accts	5,709.84
1450 - Security Deposit	5,304.00

Total Other Current Assets 11,013.84

Total Current Assets 1,288,019.43

Fixed Assets

1600 - Furniture and Fixtures	52,348.41
1610 - Computer Equipment	40,742.94
1620 - Automobiles	343,174.61
1630 - PowerWashers	128,369.98
1640 - Equipment	196,546.64
1690 - Accumulated Depreciation	-588,166.89

Total Fixed Assets 173,015.69

TOTAL ASSETS 1,461,035.12

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 - Accounts Payable	159,146.13
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Total Accounts Payable 159,146.13

Other Current Liabilities

2062 - Uncleared Trans Old Bank Accts.	2,579.70
2101 - Payroll Suspense	127.83
2161 - Accrued Payroll	27,559.59
2162 - Accrued Vacation & PTO	83,489.62
2163 - Accrued Payroll Taxes	2,353.97
2170 - Other Accrued Expenses	71,125.00
2300 - Advances from City	817,000.00
2320 - Deferred Revenue	5,169.28
2321 - Deferred Rent	7,071.60

Total Other Current Liabilities 1,016,476.59

Total Current Liabilities 1,175,622.72

Total Liabilities 1,175,622.72

Equity

3900 - Net Assets	285,200.05
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Net Income	212.35
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Total Equity 285,412.40

TOTAL LIABILITIES & EQUITY 1,461,035.12



Clean & Safe: FY16 Contract Services

The Downtown San Diego Partnership has reviewed all proposals for contracts submitted through the RFQ and RFP process for FY16. Recommendations for contracted services are provided for review and approval by the Downtown San Diego Partnership’s Clean & Safe Program Advisory Board, Finance Committee, Executive Committee and Board of Directors.

RFQ: Tree Trimming - Neighborhoods

There were three proposals submitted for Neighborhood Tree Trimming services. Based on analysis of the three prospective contractors, the staff recommendation is to offer Aztec Landscaping, Inc. the Neighborhood Tree Trimming contract for FY16.

Action Item 1: Staff recommendation is to offer Aztec Landscaping the FY16 tree trimming contract for the neighborhoods.

Service	FY16
Tree Trimming (\$63.17 per tree)	\$107,894.36
Total Trees Trimmed	1,708

RFQ: Tree Trimming – MTS lines

There was one proposal submitted for MTS Line Tree Trimming services. Davey Tree Trimming is our current contractor and submitted for FY16.

Action Item 2: Staff recommendation is to offer Davey Tree Trimming the FY16 tree trimming contract for the MTS lines.

Service	FY16
Tree Trimming along MTS (\$154/tree C St, \$125/tree Park Blvd.)	\$15,240
Park Blvd. Trees Trimmed	48
C Street Trees Trimmed	60

RFQ: Tree Lighting Maintenance

There was one proposal submitted for Tree Lighting Maintenance services. The Christmas Light Company is our current contractor and submitted for FY16.

Action Item 3: Staff recommendation is to offer The Christmas Light Company the FY16 tree lighting maintenance contract for the MTS lines.

Service	FY16
Tree Lighting Maintenance for existing corridors	\$75,429

RFQ: Water Feature Maintenance

There were two proposals submitted for Water Feature Maintenance services. Based on analysis of the two prospective contractors, the staff recommendation is to offer California Aquatics the Water Feature Maintenance contract for FY16.

Action Item 4: Staff recommendation is to offer California Aquatics the FY16 water feature maintenance contract.

Service	FY16
Water Feature Maintenance	\$30,240

RFP: Powerwashing

There were two proposals submitted for Powerwashing services. Based on analysis of the two prospective contractors, the staff recommendation is to offer Green Clean Water and Waste the Powerwashing contract for FY16.

Action Item 5: Staff recommendation is to offer Green Clean Water and Waste the FY16 powerwashing contract.

Service	FY16
Pressure Washing	\$828,000
Pressure Washed Sidewalks	18,300

RFP: Safety Services

There were multiple prospective contractors that submitted proposals for the Safety contract. In reviewing all proposals, staff narrowed the selection to three based on costs and service levels. Based on further analysis of the three prospective contractors, the staff recommendation is to offer Universal Protection Services the Safety contract for FY16 based on the following:

- Cost for service is lower than the other bids
- Current contractor with experience performing services outlined in scope
- Current contracts with adjacent and overlapping public jurisdictions, including MTS, San Diego County and the San Diego Unified Port District.
- Locally-based, with knowledge of local governmental system.
- Willingness to be flexible and coordinate with other private and public security forces.

Action Item 6: Staff recommendation is to offer Universal Protection Service the FY16 security contract with the requested increase.

Service	FY16
Safety Services	\$1,400,989

AUDIT COMMITTEE - DISCUSSION SUMMARY

Audit Committee Guidance

- Minimum of 3 members
- At least one board member and one with financial expertise
- CA requires more than half of the audit committee members to be independent of the finance committee
- Depends on size and complexity of organization

Audit Committee Responsibilities

- Assist board in oversight
- Integrity of financial statements
- Internal control over financial reporting process
- External auditor's qualifications, independence and performance
- Internal audit function
- Compliance with legal and regulatory requirements
- Review of tax forms and 990

Audit Committee Process and Procedures

- Audit committee charter (including annual review)
- Annual calendar and agenda
- Meeting minutes
- Report to board of directors (including education of other board members)
- Conduct annual self-assessment
- Review of procedures for reporting problems (whistle-blower, fraud, etc.)
- Determine process for "Special Investigations"
- Review reports from internal audit and financial reporting process

Oversight of Financial Reporting

- Executive sessions (management / external auditor)
- Review critical accounting policies, estimates, significant, unusual or complex transactions
- Review annual audits (including federal funding)
- Review information provided to watchdog agencies
- Significant variances or reporting issues – obtain explanation from management and external auditor
- Facilitate resolution on financial reporting issues
- Review system for compliance with legal and regulatory requirements
- Oversee adequacy of the organization's system of internal control
- Oversee system of risk assessment and risk management (primarily financial risk)
- Oversee prevention and deterrence of fraud

Audit Function

- Approve all audit and non-audit services
- Hire external auditor
- Ensure independence
- Review audit plan and scope of audit
- Conduct evaluations (internal and external)

Limitations (audit committees are not responsible for the following)

- Conduct audits
- Determine accounting policies and disclosures
- Budget oversight
- Making financial decisions
- Prepare governance policies (whistle-blower, conflict of interest, executive comp, investments, etc.)

Downtown BID
Profit & Loss
 July 2014 through April 2015

	<u>Jul '14 - Apr 15</u>
Income	
BID Income	
40001 · BID Assessments	8,867.93
40002 · SBEP	23,108.00
40025 · BID Reconciliation	47,539.80
Total BID Income	<u>79,515.73</u>
40003 · Banner Income	5,000.00
Total Income	<u>84,515.73</u>
Gross Profit	<u>84,515.73</u>
Expense	
Operating	
50050 · Rent	19,717.45
50055 · Phone	693.67
50065 · Copier Lease	1,183.58
50066 · Office Telephone Lease	285.36
50067 · Office Water	186.41
50068 · Office Plant Maintenance	134.10
50069 · Office Internet	299.43
50130 · Annual Dues	500.00
Total Operating	<u>23,000.00</u>
Personnel	
50001 · District Director	17,211.57
50002 · Director of Finance	18,817.68
Total Personnel	<u>36,029.25</u>
Special Events	5,486.48
50500 · Lighting Project	15,000.00
Total Expense	<u>79,515.73</u>
Net Income	<u><u>5,000.00</u></u>

Downtown BID
Balance Sheet
As of April 30, 2015

	<u>Apr 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1800 - BID Checking Account	19,491.10
Total Checking/Savings	<u>19,491.10</u>
Total Current Assets	<u>19,491.10</u>
TOTAL ASSETS	<u><u>19,491.10</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	2,500.00
Total Accounts Payable	<u>2,500.00</u>
Other Current Liabilities	
20205 - BID Assessments	-2,398.03
Total Other Current Liabilities	<u>-2,398.03</u>
Total Current Liabilities	<u>101.97</u>
Total Liabilities	101.97
Equity	
32000 - Unrestricted Net Assets	14,389.13
Net Income	5,000.00
Total Equity	<u>19,389.13</u>
TOTAL LIABILITIES & EQUITY	<u><u>19,491.10</u></u>

**Downtown San Diego Partnership BID
FY16 BID BUDGET**

<i>Income</i>	BUDGET
Carryforward	6,000
Assessments	72,000
SBEP	21,000
Total	99,000

<i>Expense</i>	
Operating Expense	25,000
Personnel	45,000
Outreach & Publications	1,500
Special Events	21,500
Contingency	6,000
Total Expense	99,000

Net Income	-
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