



Downtown San Diego Partnership  
Board of Directors  
February 28, 2017  
University Club Ballroom, 750 B Street, Floor 34  
7:30am

---

**7:30 Call Meeting to Order (Benedetto)**

- Non-Agenda Public Comment
- Approval of Minutes (page 2) – January 24, 2017 Action

---

**PBID Budget (Sauls)**

- Review FY18 Proposed Draft Budget (3-8)

---

**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 7:30 a.m.

The following members of the Board of Directors were present: Terry Arnett, Richard Bach, Craig Benedetto, Whitney Benzian, Phil Blair, Kim Brewer, Marjorie Burchett, Michael Burton, Jeff Cavignac, Jim Chatfield, Nikki Clay, Steve Cushman, Ignacio De La Torre, Peary Dealy, Tod Firoto, Brendan Foote, Rick Gentry, Joyce Glazer, Derek Hulse, Jordan Johnson, Eric Jones, Cecilia Kucharski, James Langley, James Lawson, Alvin Mansour, Kris Michell, Howard Mills, Neil Mohr, John Passanante, Mark Payne, Matthew Porreca, Victor Ramsauer, Phil Rath, Rana Sampson, Ken Sauder, Bill Sauls, Ryan Sisson, Frank Urtasun, Deacon Jim Vargas, Bess Wakeman, and Nicholas Wilson.

The following non-voting, advisory members were present: Mark Cafferty, David Hazan, Rear Admiral Yancy Lindsey, Mike Madigan, Jamie Moraga, Bob Morris, Stephen Puetz, Claudine Scott, Pat Stark, Joyce Summer, and Joe Terzi,

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: Roberto Alcantar, Molly Chase, Jeff Graham, Scott Hermes, Brian Hughes, Thomas Layne, Joe Stuyvesant, Patti Roscoe, Martha Varela-Barragan, Dr. Mary Walshok, and Councilmember Chris Ward.

### Non-Agenda Public Comment

No Public Comment.

**Motion:** to approve March 22, 2016 meeting minutes – Mr. Blair/Mr. Dealy. – approved unanimously.

### BID Report

Mr. Sauls presented the motion to approve the FY18 BID Budget.

**Motion:** to approve FY18 BID Budget. – Ms. Glazer/Mr. Blair- accepted unanimously.

Meeting adjourned: 7:39 a.m.



# Clean & Safe Proposed Draft FY18 Budget Review

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  
Draft FY18 Budget  
FY17 Bud. vs. FY18 Bud.**

<b>Revenue</b>	<b>FY17</b>	<b>FY18</b>	<b>Variance</b>
Assessments	\$ 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
<b>Total:</b>	<b>\$ 8,042,215.72</b>	<b>\$ 8,711,274.90</b>	<b>\$ 647,407.90</b>

<b>Expenses*</b>	<b>FY17</b>	<b>FY18</b>	<b>Variance</b>
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
<b>Subtotal</b>	<b>\$ 4,395,431.98</b>	<b>\$ 4,565,943.66</b>	<b>\$ 170,511.68</b>
General Benefits	\$ 138,863.31	\$ 147,573.92	\$ 8,710.61
<b>Total:</b>	<b>\$ 4,534,295.29</b>	<b>\$ 4,713,517.58</b>	<b>\$ 179,222.29</b>

	<b>FY17</b>	<b>FY18</b>	<b>Variance</b>
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
<b>Subtotal</b>	<b>\$ 916,152.17</b>	<b>\$ 969,656.34</b>	<b>\$ 53,504.17</b>
General Benefits	\$ 29,917.94	\$ 31,794.64	\$ 1,876.70
<b>Total</b>	<b>\$ 946,070.11</b>	<b>\$ 1,001,450.98</b>	<b>\$ 55,380.87</b>

	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
<b>Subtotal</b>	<b>\$ 2,197,423.93</b>	<b>\$ 2,457,029.33</b>	<b>\$ 259,605.40</b>
General Benefits	\$ 44,961.04	\$ 47,781.34	\$ 2,820.30
<b>Total</b>	<b>\$ 2,242,384.97</b>	<b>\$ 2,504,810.67</b>	<b>\$ 262,425.70</b>

	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
<b>Subtotal</b>	<b>\$ 397,303.84</b>	<b>\$ 424,103.92</b>	<b>\$ 26,800.08</b>
General Benefits	\$ 5,473.40	\$ 5,816.74	\$ 343.34
<b>Total</b>	<b>\$ 402,777.24</b>	<b>\$ 430,199.33</b>	<b>\$ 27,143.42</b>

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

	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)
<b>Subtotal</b>	<b>\$ 378,335.52</b>	<b>\$ 299,371.62</b>	<b>\$ (78,963.90)</b>
General Benefit	\$ 29,108.30	\$ 30,934.20	\$ 1,825.90
<b>Total</b>	<b>\$ 407,443.82</b>	<b>\$ 330,305.82</b>	<b>\$ (77,138.00)</b>

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
<b>Total</b>	<b>\$ 8,937,616.31</b>	<b>\$ 9,405,329.13</b>	<b>\$ 467,712.82</b>

	FY17	FY18
Revenue	\$ 8,042,215.72	\$ 8,711,274.90
Expenses:	\$ 8,937,616.31	\$ 9,405,607.81
<b>Variance</b>	<b>\$ 895,400.59</b>	<b>\$ 694,332.91</b>
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)
<b>Total:</b>	<b>\$ (6,999.84)</b>	<b>\$ (99,004.58)</b>

## FY17 Actuals & Projection vs. FY18 DRAFT Budget

Income	FY17 Actuals + Projected	FY18 Budget	Variance
Assessments	\$ 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
<b>Total:</b>	<b>\$ 8,039,894.20</b>	<b>\$ 8,711,274.90</b>	<b>\$ 671,380.70</b>

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
General Benefits	\$ 122,412.94	\$ 147,573.92	\$ 25,160.98
<b>Maintenance Total:</b>	<b>\$ 4,226,019.45</b>	<b>\$ 4,713,517.58</b>	<b>\$ 339,924.21</b>

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
General Benefits	\$ 26,373.74	\$ 31,794.64	\$ -
<b>Beautification/Installation Total</b>	<b>\$ 798,079.14</b>	<b>\$ 1,001,450.98</b>	<b>\$ 171,577.20</b>

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	\$ 15,000.00	\$ 721.05
District Mailings / Web Services	\$ 2,872.59	\$ 3,000.00	\$ 127.41
Training	\$ 3,005.83	\$ 3,750.00	\$ 744.17
Rents / Leases	\$ 43,811.32	\$ 51,600.00	\$ 7,788.68
Subtotal	\$ 2,148,151.72	\$ 2,456,279.33	\$ 308,127.61
<b>Disorder/Nuisance Total</b>	<b>\$ 2,148,151.72</b>	<b>\$ 2,456,279.33</b>	<b>\$ 308,127.61</b>

Admin	FY17 Actuals + Projected	FY18 Budget	Variance
Audit & Accounting Services	\$ 20,600.00	\$ 30,000.00	\$ 9,400.00
Program Management	\$ 22,312.48	\$ 22,312.50	\$ 0.02
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	\$ 3,000.00	\$ 595.33
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	\$ 186,592.72	\$ 32,660.71
CEP Program Management	\$ 54,702.87	\$ 57,437.95	\$ 2,735.08
Subtotal	\$ 369,591.36	\$ 424,382.59	\$ 57,791.78
<b>Admin Total</b>	<b>\$ 369,591.36</b>	<b>\$ 424,382.59</b>	<b>\$ 57,791.78</b>

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
<b>Other Total</b>	<b>\$ 286,145.82</b>	<b>\$ 402,738.27</b>	<b>\$ 116,592.45</b>

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)
<b>CEP Exclusive Total</b>	<b>\$ 341,424.02</b>	<b>\$ 299,371.62</b>	<b>\$ (42,052.40)</b>

	FY17 Actuals + Projected	FY18 Budget	Variance
Subtotal:	\$ 8,169,411.51	\$ 9,118,371.81	\$ 948,960.30
General Benefit	\$ 269,576.04	\$ 286,486.00	\$ 16,909.96
<b>Total:</b>	<b>\$ 8,438,987.55</b>	<b>\$ 9,404,857.81</b>	<b>\$ 965,870.26</b>

	Total
FY18 Revenue	\$ 8,711,274.90
FY18 Expenses:	\$ 9,404,857.81
<b>Variance</b>	<b>\$ 693,582.91</b>
FY16 Carryforward	\$ (259,944.66)
<b>FY17 Projected Unspent Assessments</b>	<b>\$ (400,000.00)</b>
<b>FY17 Unspent Contingency</b>	<b>\$ (233,392.83)</b>
<b>Variance</b>	<b>\$ (199,754.58)</b>



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

<b>FY18 General Benefit</b>	<b>Amount</b>
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
<b>Total Projected General Benefit Funding</b>	<b>\$296,700.00</b>
<b>Required 3.11% General Benefit Funding</b>	<b>\$286,486.00</b>
<b>Variance</b>	<b>\$10,214.00</b>