

Finance Committee Meeting
Thursday, July 11, 2013
1:30 p.m.
401 B Street, Suite 100
San Diego, CA 92101



AGENDA

- | | | |
|-----------|---|----------------------|
| 1:30 p.m. | 1) Call Meeting to Order
Non-Agenda Public Comment | |
| 1:35 p.m. | 2) Approval of Minutes <ul style="list-style-type: none">• May 2013 (Page 1) | Action |
| 1:40 p.m. | 3) PBID/ Clean & Safe Financials <ul style="list-style-type: none">• Review Financial Statements – May 2013 (Pages 2-7)• Discuss Information Requested from The City• Member Comments and Discussion | Info
Info
Info |
| | 4) BID/Financials <ul style="list-style-type: none">• Review Financial Statements July 12 – May 13 (Pages 8-9)• Member Comments and Discussion | Info
Info |
| 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, May 16th, 2013 1:30 p.m.

Call to Order

Meeting was called to order at 1:48 p.m. The following Committee Members were present: Bill Sauls, Tom Ferrell, John Moot, and Brent Gastineau. Staff: Bahija Hamraz, John Hanley, Ryan Loofbourrow, and Kate Simpson.

Public Comment: There was no non-agenda public comment.

Approval of Minutes

Motion: to accept April 2013 minutes. **By:** Tom Ferrell. **Seconded By:** John Moot. **Accepted Unanimously.**

PBID/Clean & Safe Financials

Review: March 2013 Financial Statements.

John Hanley discussed the work done in March.

Review: Budget FY 14

The Committee discussed the special projects being done by Clean and Safe. The Committee discussed the change in security and maintenance presence, the addition of the Director of Homeless Outreach, the addition of the Assistant Director of Operations, as well as the quotes and bids on beautification projects. Mr. Sauls commented on a study that said there are more than 13,000 dogs in downtown San Diego.

Motion: to accept Budget FY14. **By:** Brent Gastineau. **Seconded By:** John Moot. **Accepted Unanimously.**

Mr. Hanley explained that they will be going to council mid-July and would love support.

BID Financials

Review: July – March 2013 Financial Statements.

Ms. Hamraz discussed the new position for BID placed within the City.

Adjourned: 2:12 p.m.

PBID Financial Variance Report

May 2013

Budget vs. Actual:

Income:

- Assessments were budgeted at \$520,282.98 vs. an actual of \$544,439.28.
- Park Reimbursements were budgeted at \$975 and the actual was \$975.00.
- Interest Income was budgeted at \$83.33 vs. an actual of \$36.36.

Expenses:

- Office supplies were over by \$991.30 due to updating the logo, year to date we are under by \$391.67.
- Lightpole/Trashcan/Misc. was over by \$42,380.15 due to a purchase of trash cans and poles painted.
- Salaries and Wages was under \$8,648.60 due to open positions.
- Contractor Services was over by \$16,854.99 due to additional powerwashing and planting trees.

May 13 Budget vs. Actual

	Description	May-13	May-13	Difference
Income		Budget	Actual	
	Assessments (Reimbursements)	520,282.98	544,439.28	24,156.30
	City - Park (Reimbursements)	975.00	975.00	-
	Interest Income:	83.33	36.36	(46.97)
	Total Income:	521,341.31	545,450.64	24,109.33
Expenses				
GL#				
511010	Office Supplies	666.66	1,657.96	991.30
511011	Postage/Mailing	83.33	19.30	(64.03)
511019	District Mailings/Web Services	1,250.00	74.97	(1,175.03)
511034	Cleaning & Janitorial	7,500.00	7,127.80	(372.20)
511035	Medians/Equipment Supplies	416.66	742.09	325.43
511041	Dry Goods/Wearing Apparel	666.67	-	(666.67)
511095	Vehicle Repairs/Other Maintenance	7,083.00	4,470.46	(2,612.54)
511096	Vehicle Fuel	5,500.00	6,089.78	589.78
512037	Audit Services (accounting / bookkeeping)	0.00	-	-
512048	Insurance (Vehicle insurance)	0.00	-	0.00
512045	Lighpole/Trashcan/Misc	2,500.00	44,880.15	42,380.15
512053	Leasing/Purchase	3,333.33	-	(3,333.33)
512059	Payroll Services/Parking/Misc	2,500.00	1,585.11	(914.89)
512067	Rents/Leases	7,666.66	7,461.29	(205.37)
512070	Training	416.66	-	(416.66)
512073	Travel	166.66	-	(166.66)
512077	Photocopy (Copy & Printing) (Office Copier)	316.66	196.42	(120.24)
512105	Fidelity & General Insurance	0.00	-	0.00
512107	Workers Comp/Employee Benefits	70,001.54	51,535.10	(18,466.44)
512107-4259	Employee Benefits/Medians	2,226.92	1,484.61	(742.31)
512115	Salaries & Wages	186,000.00	177,351.40	(8,648.60)
512116	Salaries & Wages Medians	5,769.23	6,245.08	475.85
512143	Contractor Services	157,735.68	174,590.67	16,854.99
512151	Program Oversight	6,000.00	6,000.00	0.00
512157	Waste removal (refuse disposal)	4,583.33	4,932.87	349.54
514005	Telephone	208.33	176.17	(32.16)
514010	Cellular phone/Data Entry	2,833.33	2,879.79	46.46
514100	Electric Services	3,333.33	2,756.84	(576.49)
514104	Water Serv-Incl Hydr Rent	3,750.00	4,823.08	1,073.08
514105	Legal Expenses	416.66	-	(416.66)
	Sub-Total (reimbursable)	482,924.64	507,080.94	24,156.30
516014	Transfer (City Admin Charges)	10,833.34	10,833.34	-
514103	Spec Dist Lighting	27,500.00	27,500.00	-
	Sub-Total:	38,333.34	38,333.34	-
	Total Expenses:	\$ 521,267.98	\$ 545,414.28	\$ 24,156.30
	Net Income:	\$ 83.33	\$ 36.36	(46.97)

July 12 - May 13 Budget vs. Actual

	Description	July 12 - May 13	July 12 - May 13	Difference
Income		Budget	Actual	
	Assessments (Reimbursements)	5,178,814.80	4,999,749.39	(179,065.41)
	City - Park (Reimbursements)	22,800.00	29,520.82	6,720.82
	Interest Income:	833.33	355.33	(478.00)
	Total Income:	5,202,448.13	5,029,625.54	(172,822.59)
Expenses				
GL#				
511010	Office Supplies	\$ 7,333.26	6,941.59	(391.67)
511011	Postage/Mailing	\$ 916.63	582.74	(333.89)
511019	District Mailings/Web Services	\$ 13,750.00	17,221.08	3,471.08
511034	Cleaning & Janitorial	\$ 82,500.00	90,995.17	8,495.17
511035	Medians/Equipment Supplies	\$ 4,583.26	3,319.08	(1,264.18)
511041	Dry Goods/Wearing Apparel	\$ 7,333.37	5,984.03	(1,349.34)
511095	Vehicle Repairs/Other Maintenance	\$ 77,913.00	46,167.15	(31,745.85)
511096	Vehicle Fuel	\$ 60,500.00	53,722.35	(6,777.65)
512037	Audit Services (accounting / bookkeeping)	\$ 20,000.00	19,081.33	(918.67)
512048	Insurance (Vehicle Insurance)	\$ 20,000.00	22,111.20	2,111.20
512045	Lightpole/Trashcan/Misc	\$ 125,000.00	191,689.73	66,689.73
512053	Leasing/Purchase	\$ 36,666.63	30,387.65	(6,278.98)
512059	Payroll Services/Parking/Misc	\$ 27,500.00	20,158.04	(7,341.96)
512067	Rents/Leases	\$ 84,333.26	82,515.88	(1,817.38)
512070	Training	\$ 4,583.26	850.00	(3,733.26)
512073	Travel	\$ 1,833.26	144.47	(1,688.79)
512077	Photocopy (Copy & Printing) (Office Copier)	\$ 3,483.26	3,827.10	343.84
512105	Fidelity & General Insurance	\$ 81,000.00	85,808.48	4,808.48
512107	Workers Comp/Employee Benefits	\$ 575,564.29	537,628.45	(37,935.84)
512107-4259	Employee Benefits/Medians	\$ 17,815.33	17,073.02	(742.31)
512115	Salaries & Wages	\$ 1,488,000.00	1,389,117.11	(98,882.89)
512116	Salaries & Wages Medians	\$ 46,153.81	47,309.02	1,155.21
512143	Contractor Services	\$ 1,760,810.66	1,721,983.99	(38,826.67)
512151	Program Oversight	\$ 66,000.00	66,000.00	0.00
512157	Waste removal (refuse disposal)	\$ 50,416.63	51,721.16	1,304.53
514005	Telephone	\$ 2,291.63	1,666.16	(625.47)
514010	Cellular phone/Data Entry	\$ 31,166.63	23,308.67	(7,857.96)
514100	Electric Services	\$ 36,666.63	30,841.24	(5,825.39)
514104	Water Serv-Incl Hydr Rent	\$ 41,250.00	39,447.58	(1,802.42)
514105	Legal Expenses	\$ 4,583.26	-	(4,583.26)
	Sub-Total (reimbursable)	4,779,948.06	4,607,603.47	(172,344.59)
516014	Transfer (City Admin Charges)	\$ 119,166.74	119,166.74	-
514103	Spec Dist Lighting	\$ 302,500.00	302,500.00	-
	Sub-Total:	421,666.74	421,666.74	-
	Total Expenses:	\$ 5,201,614.80	\$ 5,029,270.21	\$ (172,344.59)
	Net Income:	\$ 833.33	\$ 355.33	(478.00)

Downtown San Diego Partnership - PBID
Profit & Loss
May 2013

	<u>May 13</u>
Ordinary Income/Expense	
Income	
4020 · Assessments (Reimbursements)	506,105.94
4021 · Assessments (Other)	
4030 · Lighting Income - Uncollected	27,500.00
4040 · City Admin Fee - Uncollected	<u>10,833.34</u>
Total 4021 · Assessments (Other)	38,333.34
4025 · City · Park Reimbursement	975.00
9000 · Interest Income	<u>36.36</u>
Total Income	<u>545,450.64</u>
Gross Profit	545,450.64
Expense	
511010 · Office Supplies	1,657.96
511011 · Postage & Mailing	19.30
511019 · District Mailings/ Web Services	74.97
511034 · Cleaning & Janitorial Supplies	
511035 · Medians Equipment/Supplies	742.09
511034 · Cleaning & Janitorial Supplies - Other	<u>7,127.80</u>
Total 511034 · Cleaning & Janitorial Supplies	7,869.89
511095 · Vehicle Repair/Other Maint	
511096 · Vehicle Fuel	6,089.78
511095 · Vehicle Repair/Other Maint - Other	<u>4,470.46</u>
Total 511095 · Vehicle Repair/Other Maint	10,560.24
512053 · Leasing / Purchasing (Equip.)	
512054 · Lightpole/Trash Can Main/Misc	<u>44,880.15</u>
Total 512053 · Leasing / Purchasing (Equip.)	44,880.15
512059 · Payroll Services/Parking/Misc	1,585.11
512067 · Rents / Leases	7,461.29
512077 · Photocopy (Office Copier)	196.42
512107 · Emp Benefits/Insurance	
4254 · Payroll Taxes	16,162.58
4255 · Vacation-PTO	4,060.36
4257 · Workers' Comp	16,963.28
4258 · Other Ins. / Other Benefits	14,348.88
4259 · Landscape Benefits	<u>1,484.61</u>
Total 512107 · Emp Benefits/Insurance	53,019.71
512115 · Salaries & Wages	
512116 · Landscape Salary & Wages	6,245.08
512115 · Salaries & Wages - Other	<u>177,351.40</u>
Total 512115 · Salaries & Wages	183,596.48
512143 · Contractor Services	174,590.67
512151 · Program Oversight	6,000.00
512157 · Waste Removal (Refuse Disp)	4,932.87
514005 · Telephones	176.17
514010 · Cell Phones/Data Entry	2,879.79
514100 · Electric Services	2,756.84
514104 · Water Services	<u>4,823.08</u>
Total Expense	<u>507,080.94</u>
Net Ordinary Income	38,369.70
Other Income/Expense	
Other Expense	
514103 · Lighting Expense	27,500.00
516014 · City Admin Expenses	10,833.34
6999 · Non City Related	<u>0.00</u>
Total Other Expense	<u>38,333.34</u>
Net Other Income	<u>-38,333.34</u>
Net Income	<u>36.36</u>

Downtown San Diego Partnership - PBID
Profit & Loss
July 2012 through May 2013

	<u>Jul '12 - May 13</u>
Ordinary Income/Expense	
Income	
4020 - Assessments (Reimbursements)	4,578,082.65
4021 - Assessments (Other)	
4030 - Lighting Income - Uncollected	302,500.00
4040 - City Admin Fee - Uncollected	119,166.74
Total 4021 - Assessments (Other)	<u>421,666.74</u>
4025 - City - Park Reimbursement	29,520.82
9000 - Interest Income	355.33
Total Income	<u>5,029,625.54</u>
Gross Profit	5,029,625.54
Expense	
511010 - Office Supplies	6,941.59
511011 - Postage & Mailing	582.74
511019 - District Mailings/ Web Services	17,221.08
511034 - Cleaning & Janitorial Supplies	
511035 - Medians Equipmon/Supplies	3,319.08
511034 - Cleaning & Janitorial Supplies - Other	90,995.17
Total 511034 - Cleaning & Janitorial Supplies	<u>94,314.25</u>
511041 - Dry Goods/ Wearing Apparel	5,984.03
511095 - Vehicle Repair/Other Maint	
511096 - Vehicle Fuel	53,722.35
511095 - Vehicle Repair/Other Maint - Other	46,167.15
Total 511095 - Vehicle Repair/Other Maint	<u>99,889.50</u>
512037 - Audit Services (Accounting)	19,081.33
512048 - Vehicle Insurance	22,111.20
512053 - Leasing / Purchasing (Equip.)	
512054 - Lightpole/Trash Can Maint/Misc	191,689.73
512053 - Leasing / Purchasing (Equip.) - Other	30,387.65
Total 512053 - Leasing / Purchasing (Equip.)	<u>222,077.38</u>
512059 - Payroll Services/Parking/Misc	20,158.04
512067 - Rents / Leases	82,515.88
512070 - Training	850.00
512073 - Travel	144.47
512077 - Photocopy (Office Copier)	3,827.10
512105 - Fidelity & Gen. Liability Ins.	85,808.48
512107 - Emp Benefits/Insurance	
4254 - Payroll Taxes	147,267.22
4266 - Vacation-PTO	41,541.28
4257 - Workers' Comp	184,763.10
4258 - Other Ins. / Other Benefits	164,056.85
4259 - Landscape Benefits	17,073.02
Total 512107 - Emp Benefits/Insurance	<u>554,701.47</u>
512115 - Salaries & Wages	
512116 - Landscape Salary & Wages	47,309.02
512115 - Salaries & Wages - Other	1,389,117.11
Total 512115 - Salaries & Wages	<u>1,436,426.13</u>
512143 - Contractor Services	1,721,983.99
512161 - Program Oversight	66,000.00
512167 - Waste Removal (Refuse Disp)	51,721.16
514005 - Telephones	1,666.16
514010 - Cell Phones/Data Entry	23,308.67
514100 - Electric Services	30,841.24
514104 - Water Services	39,447.58
Total Expense	<u>4,607,603.47</u>
Net Ordinary Income	422,022.07
Other Income/Expense	
Other Expense	
514103 - Lighting Expense	302,500.00
516014 - City Admin Expenses	119,166.74
6999 - Non City Related	0.00
Total Other Expense	<u>421,666.74</u>
Net Other Income	<u>-421,666.74</u>
Net Income	<u>355.33</u>

Downtown San Diego Partnership - PBID

Balance Sheet

As of May 31, 2013

May 31, 13

ASSETS

Current Assets

Checking/Savings

1014 · Savings 1022 353,276.29

1016 · New Checking 1610 9,270.31

Total Checking/Savings 362,546.60

Accounts Receivable

1200 · Accounts Receivable 949,329.99

Total Accounts Receivable 949,329.99

Other Current Assets

1210 · Allowance for Doubtful Accts 938.95

1400 · Prepaid Expenses 40,543.54

1450 · Security Deposit 5,304.00

Total Other Current Assets 46,786.49

Total Current Assets 1,358,663.08

Fixed Assets

1600 · Furniture and Fixtures 52,348.41

1610 · Computer Equipment 19,988.54

1620 · Automobiles 289,634.61

1630 · PowerWashers 128,369.98

1640 · Equipment 109,249.11

1690 · Accumulated Depreciation -484,020.14

Total Fixed Assets 115,570.51

TOTAL ASSETS

1,474,233.59

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable 176,391.26

Total Accounts Payable 176,391.26

Other Current Liabilities

2062 · Uncleared Trans Old Bank Accls. 2,579.70

2101 · Payroll Suspense -22.43

2161 · Accrued Payroll 17,649.57

2162 · Accrued Vacation & PTO 56,506.39

2163 · Accrued Payroll Taxes 1,465.71

2300 · Advances from City 817,000.00

2321 · Deferred Rent 9,693.72

Total Other Current Liabilities 904,872.66

Total Current Liabilities 1,081,263.92

Total Liabilities

1,081,263.92

Equity

3900 · Net Assets 392,614.34

Net Income 355.33

Total Equity 392,969.67

TOTAL LIABILITIES & EQUITY

1,474,233.59

**Downtown BID
Profit & Loss
July 2012 through May 2013**

	<u>Jul '12 - May 13</u>
Income	
BID Income	
40001 · BID Assessments	58,222.38
40002 · SBEP	10,453.62
40025 · BID Reconciliation	9,400.38
Total BID Income	<u>78,076.38</u>
40003 · Banner Income	5,000.00
Total Income	<u>83,076.38</u>
Gross Profit	83,076.38
Expense	
Contingency	
50300 · Contingency	7,000.00
Total Contingency	<u>7,000.00</u>
Operating	
50050 · Rent	14,647.30
50065 · Phone	994.94
50065 · Copier Lease	1,291.27
50066 · Office Telephone Lease	89.03
50067 · Office Water	144.06
50068 · Office Plant Maintenance	341.80
50069 · Office Internet	241.86
50070 · Workers Comp Insurance	492.84
50077 · Office Supplies	237.35
50078 · IT Services	1,144.02
50125 · Audit/Tax Preparation	1,305.92
50130 · Annual Dues	500.00
50140 · Website Expense	3,569.61
Total Operating	<u>25,000.00</u>
Outreach/Promotion	
51500 · Mixers	102.94
Outreach/Promotion - Other	307.17
Total Outreach/Promotion	<u>410.11</u>
Personnel	
50001 · District Director	22,507.85
50002 · Director of Finance	20,089.95
Total Personnel	<u>42,597.80</u>
Special Events	3,068.47
Total Expense	<u>78,076.38</u>
Net Income	<u><u>5,000.00</u></u>

Downtown BID
Balance Sheet
As of May 31, 2013

	May 31, 13
ASSETS	
Current Assets	
Checking/Savings	
1800 · BID Checking Account	12,974.08
Total Checking/Savings	12,974.08
Total Current Assets	12,974.08
TOTAL ASSETS	12,974.08
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	2,573.67
Total Accounts Payable	2,573.67
Other Current Liabilities	
20205 · BID Assessments	36.28
20208 · City Pymt to Wrong Bank Account	975.00
Total Other Current Liabilities	1,011.28
Total Current Liabilities	3,584.95
Total Liabilities	3,584.95
Equity	
32000 · Unrestricted Net Assets	4,389.13
Net Income	5,000.00
Total Equity	9,389.13
TOTAL LIABILITIES & EQUITY	12,974.08