

8:30 CALL MEETING TO ORDER

- Approval of Minutes – April 18, 2018, July 26, 2018, and November 6, 2018
- Non-Agenda Public Comment

ACTION

CHAIR UPDATE

- Accept resignation of Julie Erickson and the appointment of Jimmy Parker (as interim representative) to the BID Advisory Board.

ACTION

STAFF REPORT

- BID Director Position Selection
- B Street Holiday Décor – Feedback
- Banner Expansion
- BID Business Walk – February 28th

**INFO
DISCUSSION
ACTION
DISCUSSION**

FINANCIALS

- Review & Accept Q1 & Q2 (Jul – Dec 2018) Financials
- FY20 Budget Process and Priorities

**ACTION
DISCUSSION**

MEMBER DISCUSSION

ADJOURN

Call to Order

Chair Bill Sauls called the meeting to order at 8:36 a.m.

The following BID Advisory Board Members were present: Bill Sauls, Michael Caldwell, Christine Takara, and Javier Montero

The following staff members were present: Alicia Kotsick, Alonso Vivas, Aimee Newman, and Carey Algaze.

Approval of Minutes

Motion: To accept the April 12, 2018 and July 26, 2018 minutes – attendance did not meet quorum and the board could not approve the minutes from the April 12, 2018 and July 26, 2018 meetings.

No Non Agenda Public Comment

Chair Update

Chair Bill Sauls explained Julie Erickson’s resignation from the BID Advisory Board to be replaced by Jenna Ingrassia-Knox as her replacement. Both were not present at meeting.

Motion: To accept the resignation of Julie Erickson and the appointment of Jenna Ingrassia-Knox to the BID Advisory Board – attendance did not meet quorum and the board could not take action on this item.

Staff Report

Ms. Kostick provided an overview of the City Centre Banners. The board members provided positive feedback and expressed the desire to expand the banners, budget permitting. The board requested a cost estimate to expand the banners to 6th and 7th from Broadway to A as well as providing banners on C Street.

Ms. Algaze provided a summary of the upcoming holiday décor installment along the B Street corridor. The décor will be installed the week of Thanksgiving.

Ms. Kostick provided the BID Master Listing for discussion. The board expressed desire to obtain email addresses for businesses in the BID either through the BID Business Walk Event or as a project for an intern. The board requested cost estimate for an intern to conduct research and outreach to obtain email addresses.

Ms. Kostick provided an overview of the BID Director Position and requested board member participation in final interview process.

Financials

Ms. Kostick reviewed the Q1 (Jul-Sept 2018) Financials.

Motion: To accept the Q1 (Jul-Sept 2018) Financials – attendance did not meet quorum and the board could not take action on this item.

Member Discussion

The board discussed the next meeting to take place in February timeframe with the agenda to include an update on and cost estimates for the Banner expansion, cost update for intern, overview of budget, and update on BID Business Walk.

Adjourn

The meeting was adjourned by Chair Bill Sauls at 9:20 a.m

Downtown BID Profit & Loss by Class

December 2018

	<u>BID</u>	<u>SBEP</u>	<u>TOTAL</u>
Income			
BID Income			
40001 · BID Assessments	6,699.25	0.00	6,699.25
40002 · SBEP	0.00	2,904.29	2,904.29
Total BID Income	<u>6,699.25</u>	<u>2,904.29</u>	<u>9,603.54</u>
Total Income	<u>6,699.25</u>	<u>2,904.29</u>	<u>9,603.54</u>
Gross Profit	6,699.25	2,904.29	9,603.54
Expense			
Operating			
50050 · Rent	2,372.83	0.00	2,372.83
50066 · Office Telephone Lease	97.37	0.00	97.37
50069 · Office Internet	29.80	0.00	29.80
Total Operating	<u>2,500.00</u>	<u>0.00</u>	<u>2,500.00</u>
Personnel			
50002 · Director of Finance	0.00	2,423.33	2,423.33
50003 · Communications Coordinator	0.00	480.96	480.96
Total Personnel	<u>0.00</u>	<u>2,904.29</u>	<u>2,904.29</u>
56000 · Outreach Publications	4,199.25	0.00	4,199.25
Total Expense	<u>6,699.25</u>	<u>2,904.29</u>	<u>9,603.54</u>
Net Income	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

Downtown BID
Profit & Loss by Class
 July through December 2018

	<u>BID</u>	<u>SBEP</u>	<u>TOTAL</u>
Income			
BID Income			
40001 · BID Assessments	45,190.28	0.00	45,190.28
40002 · SBEP	0.00	8,295.87	8,295.87
Total BID Income	<u>45,190.28</u>	<u>8,295.87</u>	<u>53,486.15</u>
Total Income	<u>45,190.28</u>	<u>8,295.87</u>	<u>53,486.15</u>
Gross Profit	45,190.28	8,295.87	53,486.15
Expense			
Contingency			
50300 · Contingency	500.00	0.00	500.00
Total Contingency	<u>500.00</u>	<u>0.00</u>	<u>500.00</u>
Operating			
50050 · Rent	11,720.24	0.00	11,720.24
50065 · Copier Lease	77.58	0.00	77.58
50066 · Office Telephone Lease	530.83	0.00	530.83
50069 · Office Internet	171.35	0.00	171.35
50075 · Liability/D&O Insurance	2,637.00	0.00	2,637.00
50130 · Annual Dues	853.33	0.00	853.33
Total Operating	<u>15,990.33</u>	<u>0.00</u>	<u>15,990.33</u>
Personnel			
50001 · District Director	4,068.68	1,022.86	5,091.54
50002 · Director of Finance	5,648.05	5,830.13	11,478.18
50003 · Communications Coordinator	1,788.54	1,442.88	3,231.42
Total Personnel	<u>11,505.27</u>	<u>8,295.87</u>	<u>19,801.14</u>
Special Events	3,550.00	0.00	3,550.00
56000 · Outreach Publications	13,644.68	0.00	13,644.68
Total Expense	<u>45,190.28</u>	<u>8,295.87</u>	<u>53,486.15</u>
Net Income	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

Downtown San Diego Partnership BID
FY20 BID BUDGET -DRAFT

<i>Income</i>	BUDGET
Carryforward FY18 & FY19	35,000
Assessments	87,120
SBEP	21,000
SBEP - Bookkeeping	3,000
SBEP Technical Assistant	2,000
SBEP City Fees	2,500
Total	150,620

<i>Expense</i>	
Operating Expense	25,000
Personnel	56,350
Outreach & Publications	20,000
Special Events	42,492
Contingency	6,778
Total Expense	150,620

Net Income	-
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