

### 8:30 Call Meeting to Order

- Attendance / RollCall
- Agenda PublicComment
- Next Board Meeting: May 17, 2022, at 8:30 a.m.
- Approve minutes of January 18, 2022, Board Meetings | **Action**

### FINANCIALS

- Clean & Safe Program Overview & Narrative (Pages **2 – 3**) – P. Rath | **INFORMATIONAL**
  - This item’s purpose is to provide informational context to the current status of the Clean & Safe Program prior to discussing details related to the FY23 budget.
- Review FY23 Clean & Safe Budget and FY23 Contractors (Pages **4 –11**) – A. Vivas | **INFORMATIONAL**
  - This item details the specific information about the FY23 budget and FY23 contracted services.
- Approve FY23 Clean & Safe Budget and FY23 Contractors (Pages **8 –11**) P. Rath | **ACTION**
  - This is the formal action item to approve the budget for the 2022 – 2023 fiscal year as well as take action to approve the contracted services for the 2022 – 2023 fiscal year.
- Non-Agenda Public Comment
  - This is a period of time for any members of the public to comment on the forthcoming action item.

### Member Discussion

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### Adjourn

Join Zoom Meeting

<https://us02web.zoom.us/j/89020648228?pwd=b1JsZC9XSGFpVGdXQXVIOVFtSEhqQT09>

Meeting ID: 890 2064 8228

Find your local number: <https://us02web.zoom.us/j/89020648228?pwd=b1JsZC9XSGFpVGdXQXVIOVFtSEhqQT09>

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.

Clean & Safe Board of Directors Meeting

January 18, 2022, Meeting Minutes

Call to Order:

Meeting commenced at 8:30am

Clean & Safe Board of Directors Attendance:

Board members present:

- Phil Rath, Chair
- Doug Korn
- Maria Disla
- Howard Greenberg
- Michael Trimble
- James Haug
- Glenna Gasper
- L.C. Cline
- Barbara Daly, Secretary
- Betsy Brennan
- Steve Kohn

Board members not present:

- Jason Wood
- Angie Weber
- Mike Madigan

**The following DSDP staff members were present:** Alonso Vivas, Ernesto Romo, Charity Jones, Joseph McKay, Terri Johnson, Sean Warner, Carlos Escalante, Regina Nolte-Ware, Justin Apper

**Non-Agenda Public Comment:** No public comment.

**Motion:** Approval of minutes for November 16, 2021, Board meeting  
*1st – Glenna Gasper; 2<sup>nd</sup> – L.C. Cline – Minutes Approved*

**Chairman's Report – Phil Rath**

- 2022 PBID Board Virtual Meeting Update
  - o Meetings to remain virtual until further notice

- Accept City Center Board Representative Recommendation
  - o James Langley, Business Owner (The Local)
- We all need to be aware of the affects “The Great Resignation” is having on the workforce and the significant pressure it’s causing on wages, labor, and services

**Motion:** Accept City Center Board Representative Recommendation for James Langley  
 1st – Howard Greenberg; 2<sup>nd</sup> – L.C. Cline – Recommendation Accepted

- Clean & Safe Board Neighborhood Focus Groups
  - o Email will be sent out to neighborhood representatives
  - o Focus groups are meant to bring feedback to the board regarding a street level understanding of the needs in each neighborhood
  - o It will be helpful to have neighborhood representatives check-in with local businesses and HOA’s
  - o *Alonso Vivas:* Services vary in each neighborhood depending on feedback and budget; feedback is important so that we can budget accordingly

**President & CEO Update – Betsy Brennan**

- Meeting was held with Governor Gavin Newsome to discuss budget allocation regarding clearing encampments, shelter capacity expansion, and adding safe non-congregant shelters
- Encampments will be cleared starting with CalTrans property
- Follow up meetings with Governor’s office to be held in the upcoming weeks to discuss encampments near downtowns residential and business areas
- DSDP will continue to advocate at the congressional, state, city, and county levels
- Mayor Gloria held State of the City; focused on housing and homelessness; media follow up with mayor’s office and reporters was help directly after via Zoom
- Downtown “Restroom Committee” to be organized by Josh Coyne as a constructive approach to having temporary and permanent restrooms in the downtown area; Mayor’s office and Councilmember Whitburn’s office also involved
- DSDP is working on tenant attraction and retention in our Downtown Innovation Center

*Question from Barbara Daly regarding AdHoc committee for parks and maintenance near MLK walkway/bike path*

*Answer: Pete Garcia is Chair and Marshall Anderson is Vice Chair of AdHoc committee for parks; more information available*

**Executive Director Update – Alonso Vivas, Downtown San Diego Partnership Clean & Safe Program**

- Community Survey
  - o 328 Surveys Completed

- Top 3 Maintenance Services People Want to see Clean & Safe Focus on:
  1. Removing Litter
  2. Pressure Washing
  3. Removing Unlawful Waste/Serviceing Trash Receptacles
- Top 3 Safety Services People Want to see Clean & Safe Focus on:
  1. Reporting Nuisance Behavior
  2. Overnight Patrols
  3. Welfare/Wellness Checks
- Top 3 Placemaking Services People Want to see Clean & Safe Focus on:
  1. Enhanced Crosswalks/Pedestrian Safety
  2. Planters & Hanging Baskets
  3. Parklets & Pedestrian Seating
- Top 3 Homeless Outreach Services People Want to see Clean & Safe Focus on:
  1. Street Outreach
  2. Diversion Programs
  3. Shelter Placement
- Annual Neighborhood Meeting
  - Scheduled for February 3, 2022 (please see link below)
   
[https://us02web.zoom.us/meeting/register/tZYtcOGqrIjGNclBi4zBeBy0yo9p\\_YAHGnU](https://us02web.zoom.us/meeting/register/tZYtcOGqrIjGNclBi4zBeBy0yo9p_YAHGnU)
- Request for Proposal Timeline (Tentative)
  - February 4, 2022: Select RFP Vendors
  - March 15, 2022: Review & Approve Final Proposed Budget and Vendor Contracts
  - June-July 2022: Present FY23 Budget to City Council for Final Approval

*Betsy Brennan response to Howard Greenberg Name Change Suggestion: We Can Bring Up Possible Program Name Change at PBID Reauthorization Committee Meeting*

### **Director of Maintenance Services Update – Ernesto Romo, Downtown San Diego Partnership Clean & Safe Program**

- Comic Con 2021 was a success; Clean & Safe was able to handle the increased service needs for both maintenance and security
- Holiday Décor was put up in all 6 neighborhoods (Lights, Wreaths, Poinsettias)
- Clean & Safe Employee of the Year: Michael Bogroff

**Non-Agenda Public Comment** No public comment.

**Adjourn:** The meeting adjourned at 9:41am

**Next meeting:** March 15, 2022, Zoom link below:

<https://us02web.zoom.us/j/81203208247?pwd=d1Z4b2U4VTBQUmRnTWVhXVIsyRWx6UT09>



## FY22-23 Clean & Safe Draft Budget Summary

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### **Downtown San Diego Partnership**

Phil Rath  
Chair, DSDP Clean & Safe  
Treasurer, Downtown San Diego Partnership

401 B Street  
Suite 100  
San Diego, CA 92101  
[downtownsandiego.org](http://downtownsandiego.org)

Justin Apper, Chief Operations Officer

Terri Johnson, Director of Finance

Alonso Vivas, SVP & Executive Director, DSDP Clean & Safe

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March 7, 2022

**Budget Overview**

The FY22-23 budgeting process includes an ongoing review of our current assessments collected by the county and manual billing from the city. DSDP Clean & Safe staff worked closely with the City of San Diego and Advisory Board members to identify all potential areas of risk within the C&S budget. Input was provided by the Clean and Safe Community through stakeholder surveys, attendance at over 12 community meetings, dialogue at the annual PBID community meeting, and targeted meetings with PBID Clean and Safe neighborhood representatives.

Our top-line revenue number of \$11,179,889 includes a 5% increase to assessments, a carryforward from previous fiscal years in the amount of \$468,000, and a collection delinquency rate of 4%. We are expecting a one-time Employee Retention Tax Credit of \$1M in FY22-23.

Service levels in all areas are comparable or increasing over the previous year's budget. However, as with many sectors of the economy, we experienced a higher than usual vacancy rate in personnel during the year. So although personnel FTEs are budgeted the same as the previous year, actual personnel levels in FY21-22 are lower than the FY22-23 budget because of the high vacancy rates. The focus next year is on employee retention, and wages have been raised across the board by between 10-16% in order to close the vacancy gap. This effectively increases FTEs and service levels for FY 22-23 to above those achieved in FY21-22.

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**Overall Budget Summary**

Overall Budget Summary	FY '21-'22 Budget	FY '21-'22 Forecasted Actuals	FY '22-'23 Budget	FY '21-'22 Budget vs FY '22-'23 Budget	% Variance
Revenue					
Assessments	10,367,727	10,125,705	11,123,889	756,162	7%
Other Revenue	38,254	-	56,000	17,746	46%
<b>Total Revenue</b>	<b>10,405,981</b>	<b>10,125,705</b>	<b>11,179,889</b>	<b>773,908</b>	<b>54%</b>
Expenses					
Maintenance	4,857,035	5,467,131	5,625,455	768,420	16%
Beautification	831,079	516,461	935,651	104,572	13%
Safety and Homeless Outreach	3,137,472	2,246,877	3,401,750	264,278	8%
Admin	1,212,600	1,546,509	1,742,213	529,613	44%
CEP	217,795	198,727	370,955	153,160	70%
Other Expenses	150,000	150,000	(896,134)	(1,046,134)	-697%
<b>Total Expenses</b>	<b>10,405,981</b>	<b>10,125,705</b>	<b>11,179,889</b>	<b>773,908</b>	<b>7%</b>
<b>Net Surplus</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

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**Expense Details & Impacts**

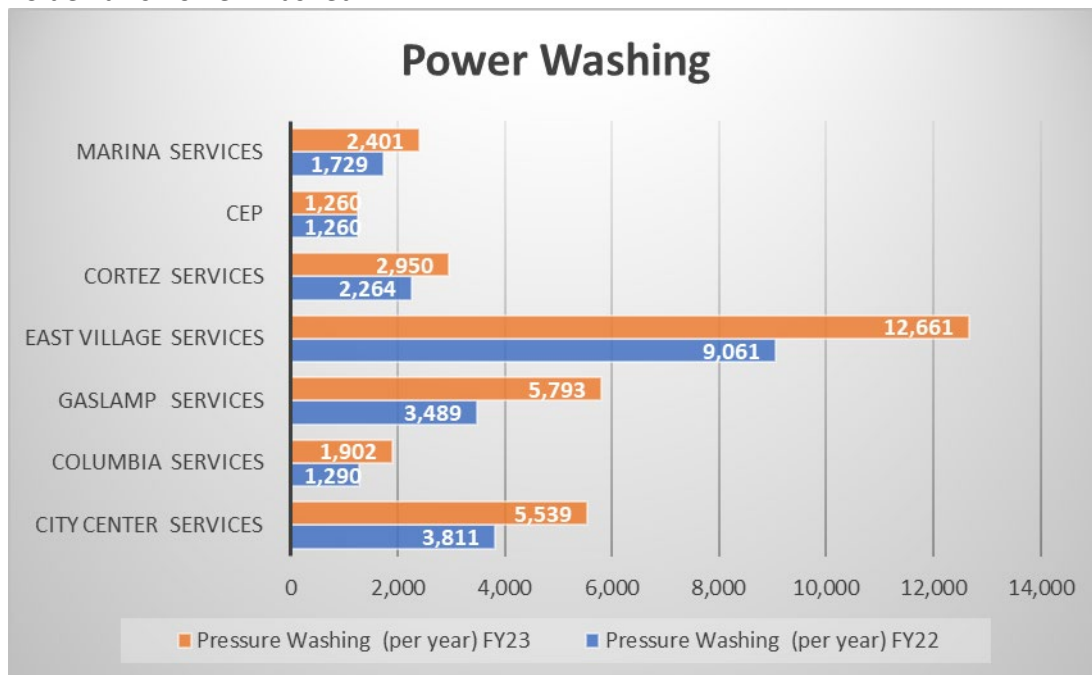
*Service Levels*

The following categories represent the FY21-22 service levels as compared to FY22-23. Input was provided by the Clean and Safe Community through:

- Digital Surveys
- Attendance at over 12 community meetings
- An annual PBID community meeting
- Meetings with PBID Clean and Safe neighborhood representatives

- **Power washing:** Service Increase: 42%; Budget Increase: 38%

\*Sidewalks Power Washed

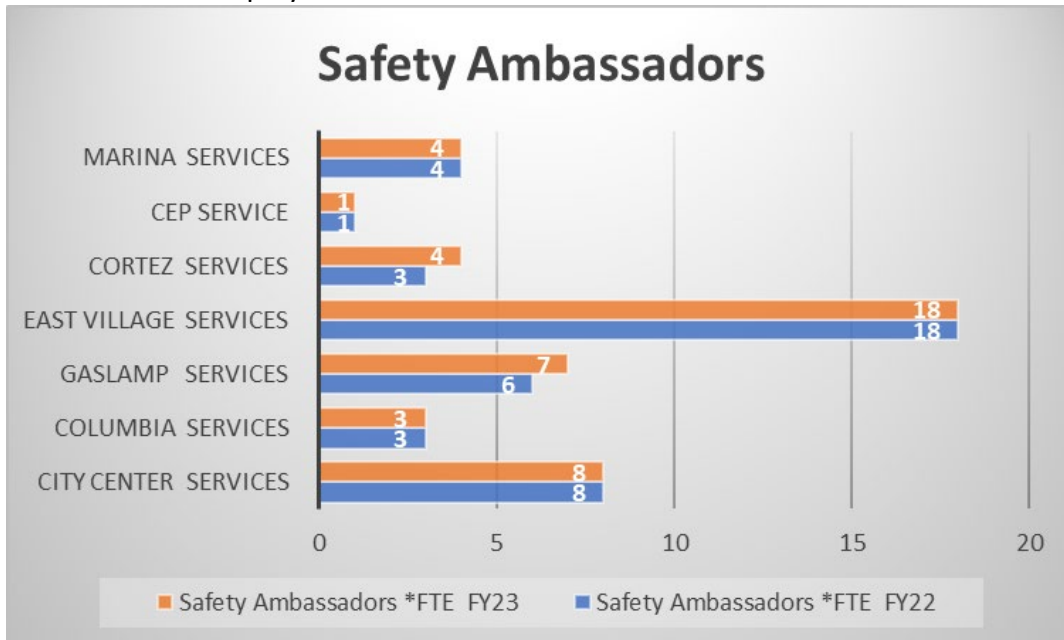




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- **Security:** Service Increase: 4%; Budget Increase: 18%

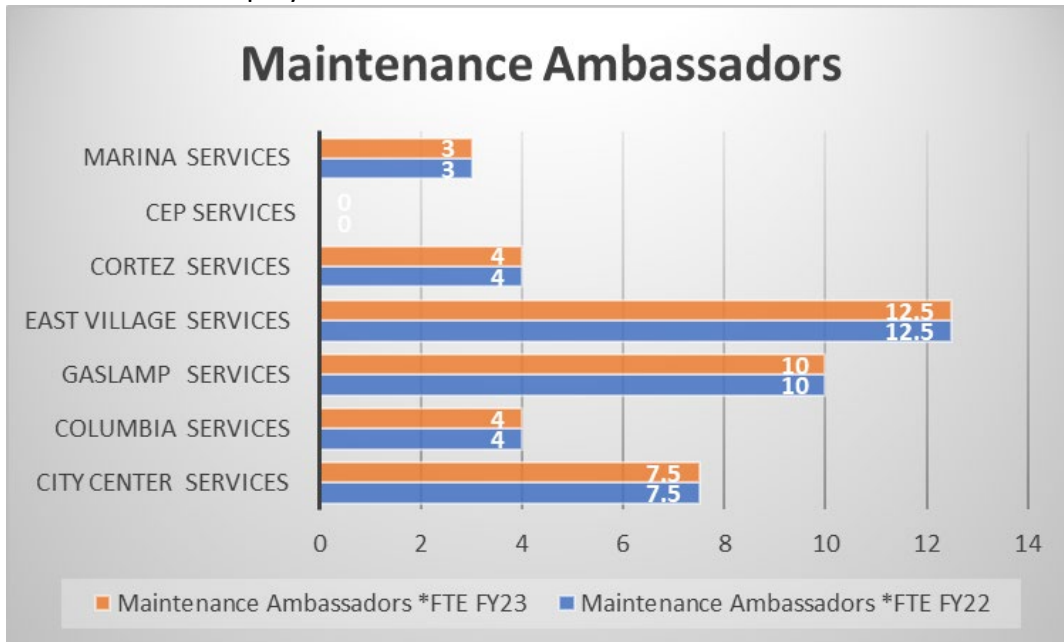
\*FTE= Fulltime Employees



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- **Maintenance:** Flat Service Increase; Budget Increase: 13%

\*FTE= Fulltime Employees



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**Proactive steps for financial & operational stability include:**

- We continue to seek non assessment funds to complement the PBID budget.
- We continue to offer services to people experiencing homelessness through our partnership with the San Diego Housing Commission.
- Downtown Partnership is proactively engaging the City and County to monitor the assessment collection efforts.
- We are in the early stages of preparing our PBID renewal strategy, in advance of the program end date 2025.

**Summary**

Managing the budget spending and service levels on a monthly basis is crucial for the optimal allocation of resources to service levels. This also allows us to understand and evaluate trends that may impact future operations. Monitoring tax collection rates will help us to perform collections where possible and update projections during the year. We will continue to update the Clean & Safe Board, as well as the finance committee of the DSDP Board, by reporting this information on a regular basis throughout the year.

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Following is a summary of our negotiated rates with the Clean & Safe contractors for FY22-23. Negotiated rates are provided for review and approval by the Downtown San Diego Partnership's Clean & Safe Board, and Downtown San Diego Partnership's Executive Committee

**Tree Trimming - Neighborhoods**

Aztec Landscaping provides tree trimming services in all six neighborhoods. Landscaping increased the per-tree cost from \$66.95 to \$80 due to an increase in inflation, wages, and equipment costs.

***Action Item 1: Staff recommendation is to offer Aztec Landscaping the FY22-23 tree trimming contract for the neighborhoods with the requested increase rate. Service levels will remain consistent compared to FY22.***

Service	FY21-22	FY22-23
Budget	\$58,115	\$67,840
Trees Trimmed	933	933

**Pressure Washing**

Aztec Landscaping will provide services in four neighborhoods. Aztec Landscaping increased the per-sidewalk cost from \$47.30 (average) to \$48.32 due to an equipment cost.

***Action Item 2: Staff recommendation is to offer AZTEC Landscaping the FY22-23 pressurewashing contract with the requested increase in rates and decrease in the contracted amount to AZTEC.***

Service	FY21-22	FY22-23
Budget	\$936,996	\$679,858
Sidewalks Washed	19,415	14,052

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**Pressure Washing**

South Bay Pressure Washing will provide services to the Gaslamp and East Village neighborhood. South Bay Pressure Washing contract does not contemplate an increase in service rates for FY22-23, which remains at \$50 per sidewalk. However, we will be offering the East Village Neighborhood to South Bay at a decrease in the per sidewalk cost from \$48.90 (Aztec) to \$45.40.

***Action Item 3: Staff recommendation is to offer South Bay the FY22-23 pressure washing contract with the requested rates.***

Service	FY21-22	FY22
Budget	\$183,450	\$858,339
Sidewalks washed	3,489	18,319

**Safety/Security**

Downtown San Diego Partnership's Clean and Safe RFP Committee recommends awarding Inter-Con Security patrols to all six neighborhoods. We plan to increase the level of service due to community feedback. Overall, security patrol staffing is expanding from 40 FTE'S to 42 FTE'S for the Downtown. The cost per hour of service has increased by 10% to accommodate the projected wage increase.

***Action Item 4: Staff recommendation is to offer the FY22-23 security contract with the requested increase.***

Service	FY21	FY22
Budget	\$2,290,729	\$2,701,415
Annual Hours	83,200	87,360

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Downtown San Diego PBID  
 Budget FY 2022 - 2023

	CEP	City Center	Columbia	Gaslamp	East Village	Cortez	Marina	TOTAL
<b>Assessments (1) (2)</b>	<b>539,365</b>	<b>2,103,260</b>	<b>824,792</b>	<b>1,873,123</b>	<b>3,735,444</b>	<b>991,811</b>	<b>1,055,405</b>	<b>11,123,200</b>
<b>Loss Provision (3)</b>	<b>(22,660)</b>	<b>(88,363)</b>	<b>(34,651)</b>	<b>(78,694)</b>	<b>(156,935)</b>	<b>(41,668)</b>	<b>(44,340)</b>	<b>(467,311)</b>
Water Feature Reimbursement (50%)	-	2,200	3,200	3,200	4,200	2,200	5,000	20,000
Other Revenue	1,746	6,807	2,669	6,062	12,090	3,210	3,416	36,000
Carry Forward	22,693	88,493	34,702	78,810	157,166	41,730	44,405	468,000
<b>Total</b>	<b>541,144</b>	<b>2,112,397</b>	<b>830,712</b>	<b>1,882,501</b>	<b>3,751,965</b>	<b>997,282</b>	<b>1,063,886</b>	<b>11,179,889</b>
<b>Expenses</b>								
<b>Maintenance</b>	<b>CEP</b>	<b>City Center</b>	<b>Columbia</b>	<b>Gaslamp</b>	<b>East Village</b>	<b>Cortez</b>	<b>Marina</b>	<b>TOTAL</b>
Maintenance Personnel	-	602,977	285,188	689,820	1,033,156	305,661	267,435	3,184,236
Consultants	-	9,277	3,638	8,262	16,476	4,375	4,655	46,681
Cleaning & Janitorial Supplies	-	37,758	14,807	33,626	67,058	17,805	18,947	190,000
Vehicle Repair & Maintenance	-	13,513	5,299	12,035	24,000	6,372	6,781	68,000
Vehicle Fuel	-	12,321	4,832	10,973	21,882	5,810	6,183	62,000
Vehicle Insurance	4,399	4,399	4,399	4,399	4,399	4,399	4,399	30,790
Waste Removal	-	19,910	7,807	17,731	35,360	9,389	9,990	100,187
Uniforms	-	1,905	747	1,697	3,384	898	956	9,588
Equipment Leasing / Purchasing	-	11,317	4,438	10,079	20,100	5,337	5,679	56,950
Electric Services	-	4,389	1,721	3,908	7,794	2,069	2,202	22,084
Water Services	-	7,791	3,055	6,939	13,837	3,674	3,910	39,206
Maintenance and Safety Phone Services	-	8,173	3,205	7,278	14,515	3,854	4,101	41,126
Data Tracking	-	7,267	2,850	6,472	12,907	3,427	3,647	36,570
Power washing	60,278	264,986	90,992	289,650	568,689	143,960	119,642	1,538,197
Streetscape + Landscaping	-	13,833	14,333	16,333	12,333	15,333	19,833	92,000
Tree Trimming Neighborhood	-	9,600	5,440	5,760	19,200	12,480	15,360	67,840
Water Feature Maintenance + Utilities	-	4,400	6,400	6,400	8,400	4,400	10,000	40,000
<b>Total</b>	<b>64,677</b>	<b>1,033,815</b>	<b>459,151</b>	<b>1,131,361</b>	<b>1,883,490</b>	<b>549,243</b>	<b>503,719</b>	<b>5,625,455</b>
<b>Beautification</b>								
Beautification Personnel	-	103,436	40,562	92,118	183,705	48,776	51,904	520,501
Consultants	-	11,933	4,680	10,628	21,194	5,627	5,988	60,050
Capital Improv Placemaking Projects and Activations	-	18,800	6,700	20,400	13,000	22,500	17,000	98,400
Equipment Leasing / Purchasing	-	1,331	522	1,186	2,365	628	668	6,700
Midblock Lighting	-	49,681	19,482	44,245	88,235	23,427	24,930	250,000
<b>Total</b>	<b>-</b>	<b>185,182</b>	<b>71,946</b>	<b>168,576</b>	<b>308,498</b>	<b>100,959</b>	<b>100,489</b>	<b>935,651</b>
<b>Safety and Homeless Outreach Services</b>								
Safety & Outreach Personnel	55,656	57,838	133,994	51,509	102,722	138,587	140,336	680,643
Consultants	-	4,786	1,877	4,263	8,500	2,257	2,402	24,085
Safety Contracted Services	-	568,719	71,090	493,236	1,279,618	142,180	142,180	2,697,022
<b>Total</b>	<b>55,656</b>	<b>631,343</b>	<b>206,961</b>	<b>549,008</b>	<b>1,390,840</b>	<b>283,024</b>	<b>284,917</b>	<b>3,401,750</b>
<b>Admin</b>								
Admin Personnel	-	97,454	38,217	86,791	173,081	45,955	48,902	490,400
Program Management	40,266	157,017	61,574	139,836	278,866	74,043	78,790	830,391
Office Supplies/Sanitation	-	6,955	2,728	6,194	12,353	3,280	3,490	35,000
Equipment Leasing / Purchasing	650	2,534	994	2,257	4,500	1,195	1,271	13,400
Payroll Services / Web Services	-	6,803	2,668	6,059	12,083	3,208	3,414	34,234
Legal Expense	2,425	9,454	3,708	8,420	16,791	4,458	4,744	50,000
Consultants	-	8,745	3,430	7,789	15,532	4,124	4,388	44,008
Contract Renewal	3,637	14,182	5,561	12,630	25,187	6,687	7,116	75,000

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Parking	-	2,551	1,001	2,272	4,531	1,203	1,280	12,839
Community/Board Meetings/ Misc.	-	1,287	505	1,147	2,287	607	646	6,479
Training/Conferences	-	4,869	1,909	4,336	8,647	2,296	2,443	24,500
Rents / Leases / Utilities	-	24,416	9,575	21,744	43,363	11,513	12,252	122,862
Software	-	616	242	549	1,094	291	309	3,100
<b>Total</b>	<b>46,977</b>	<b>336,884</b>	<b>132,109</b>	<b>300,022</b>	<b>598,314</b>	<b>158,861</b>	<b>169,047</b>	<b>1,742,213</b>
<b>CEP Exclusive</b>	<b>CEP</b>	<b>City Center</b>	<b>Columbia</b>	<b>Gaslamp</b>	<b>East Village</b>	<b>Cortez</b>	<b>Marina</b>	<b>TOTAL</b>
CEP Personnel	92,455	-	-	-	-	-	-	92,455
Consultants	18,500							18,500
Business Attraction & Retention	130,000							130,000
Property Marketing	130,000							130,000
<b>Total</b>	<b>370,955</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>370,955</b>
<b>Other</b>	<b>CEP</b>	<b>City Center</b>	<b>Columbia</b>	<b>Gaslamp</b>	<b>East Village</b>	<b>Cortez</b>	<b>Marina</b>	<b>TOTAL</b>
City Fee	7,274	28,363	11,123	25,260	50,374	13,375	14,232	150,000
Employee Retention Tax Credits (4)	(4,394)	(103,189)	(50,577)	(291,726)	(479,552)	(108,178)	(8,518)	(1,046,134)
<b>Total</b>	<b>2,880</b>	<b>(74,826)</b>	<b>(39,454)</b>	<b>(266,466)</b>	<b>(429,178)</b>	<b>(94,803)</b>	<b>5,714</b>	<b>(896,134)</b>
<b>Total Expenses (5)</b>	<b>541,145</b>	<b>2,112,398</b>	<b>830,712</b>	<b>1,882,502</b>	<b>3,751,964</b>	<b>997,283</b>	<b>1,063,887</b>	<b>11,179,889</b>
<b>Net Income</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>
<b>General Benefit (Non-Assessment) (6)</b>	<b>16,830</b>	<b>65,696</b>	<b>25,835</b>	<b>58,546</b>	<b>116,686</b>	<b>31,015</b>	<b>33,087</b>	<b>347,695</b>

(1) Neighborhood percentage is based on assessment revenue

(2) Budget revenue is based on a 5% assessment increase

(3) Assessment delinquency is 3.5% of total County billing; plus 10% of City manual billing (after deducting Fed assessments)

(4) One-time tax refund for Employee Retention Tax Credit Program

(6) General Benefit is 3.11% of the budget and is based on the value