



Little Italy Association of San Diego – Finance Committee
Thursday, October 27, 2020 at 10:00am

Zoom Virtual Meeting: <https://us02web.zoom.us/j/81846361659>
 or call 1-669-900-6833 / Meeting ID: 818 4636 1659 / Password: 3898

1. Introductions – Bryan Thompson, Chair

- a. All participants will be put on mute during the topic presentation and then the moderator will unmute the microphones to take comments/feedback. Please keep comments directed to that particular topic.

2. Next Meeting: _____

- | | |
|--|--------------------|
| 3. Review August 27, 2020 Finance Minutes | <i>Action Item</i> |
| 4. YTD Financials | <i>Action Item</i> |
| 5. Creation of Negotiations & Acquisitions Task Force | <i>Action Item</i> |
| 6. Amici Park Redesign & NCA Compensation | <i>Action Item</i> |
| 7. FY21 LI Parking District Budget & NCA Compensation | <i>Action Item</i> |
| 8. Supplement Legal Fees | <i>Action Item</i> |
| 9. Give-or-Get FY21 Amended Board Requirement | <i>Action Item</i> |
| 10. Convivio MOU Amendments | <i>Action Item</i> |
| 11. Amici House Fence Expansion | <i>Action Item</i> |
| 12. SBA PPP Forgiveness | |
| 13. County of SD Stimulus Grant | |
| 14. Little Italy Virtual Tree Lighting & Christmas Experience | |
| 15. Capitol Outdoor Kiosk | |
| 16. Adjournment | |

Old Business

It is the practice of the LIA to formally request that an item under Old Business be pulled from the Agenda and placed on a future Agenda for Discussion and/or Action.

- a. Outdoor Dining Task Force
 b. Civil Sidewalks Task Force
 c. Davi Tours

LITTLE ITALY ASSOCIATION OF SAN DIEGO

2210 Columbia Street ▪ San Diego, CA 92101 ▪ Phone: 619-233-3898 ▪ Fax: 619-233-4866
 Email: mail@littleitalysd.com ▪ Website: www.littleitalysd.com
 Facebook / Twitter / Instagram / LinkedIn: LittleItalySD ▪ #LittleItalySD

d. BID: AirBnB Funds

TEMPORARY MODIFICATIONS TO THE BROWN ACT DUE TO COVID-19: *Based on current COVID-19 directives and mandates, Governor Newsom has modified and suspended some of The Brown Act requirements temporarily. For a list of the items that Governor Newsom has modified or suspended, visit www.LittleItalySDMeetings.com (Page 4, Section 11).* **THE BROWN ACT:** *Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The Corporation posts all Board and Committee agendas at 2210 Columbia Street, San Diego, CA 92101 and the LIA website. Action may not be taken on items not identified as such and posted on the agenda. Meeting facilities may be accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Chris Gomez at 619 233-3898 at least 48-hours prior to the meeting.*



Little Italy Association of San Diego – Finance Committee
 Thursday, August 27, 2020 at 9:00am
 Zoom Virtual Meeting: <https://us02web.zoom.us/j/82618216068>
 or call 1-669-900-6833 / Meeting ID: 826 1821 6068

CLOSED SESSION TO DISCUSS CONTRACTUAL ISSUE ITEM 11

Voting Members: Bryan Thompson, Lou Palestini, Danny Mocerri, Steve Galasso, Luke Vinci, Jeri Keiller, Catt White, Joe Cordileone, Jack Pecoraro, Frank Stiriti, Olivia Connolly, Rich Gustafson, Sandi Cottrell, Tom Zolezzi

Staff: Marco Li Mandri, Chris Gomez, Rosie DeLuca, Dianne T. Serna De León, Mike Zarconi

MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Introductions	The meeting was called to order at 9:00a.m. by the President, Steve Galasso. Chris Gomez went over the Zoom Meeting Etiquette. Marco LiMandri introduced Bryan Thompson as the Chair.	No action taken
2. Next Meeting	The Next Finance Committee Meeting will be on Tuesday, September 22, 2020 at 9:00 a.m. via Zoom.	The date and time of the meeting were approved by consensus
3. Review of June 30, 2020 Board Minutes	The minutes from July 28, 2020 were reviewed.	Luke Vinci moved to accept the Finance Committee minutes. Frank Stiriti seconded. Unanimously approved.
4. YTD Financials	4. Jeri Keiller reported on the YTD Financial Report	4. No action taken

5. Capital Outdoor Contract Review by Zarconi	5. Chris Gomez provided contract information from Capital Outdoor for installation and maintenance of 25 units of Digital Billboards throughout Little Italy.	5. Luke Vinci approved the motion to submit the contract for review. Frank Stiriti seconded the motion, Unanimously approved.
6. LIA Employee Handbook Review & Update by Zarconi	6. Chris Gomez reported that LIA's Employee Handbook and Job Descriptions need to be updated. The Board was asked for approval to submit these documents to Mike Zarconi to review and update.	6. Luke Vinci approved the motion to submit LIA's Employee Handbook for review and updates. Catt Fields-White seconded the motion, Unanimously approved.
7. Batta Fulkerson Hand Sanitizer Stations	7. Chris Gomez reported that Batta Fulkerson would like to donate 20,000 cloth, facial masks to Little Italy. They also offered to provide Hand Sanitation Stations; however, Little Italy would be responsible for refilling the stations with sanitizer. The cost to refill the units will be approximately \$3,000. At this time there are no financial means to take on this expense.	7. No action taken
8. Receipt of 1 st Quarter MAD Advance-Update on Purchase of Items Previously Approved	8. Marco reported that LIA will use \$50,000 EIDL funds to pay off the pressure washer, purchase a wood chipper, purchase a new dumping trailer, fund a reserve study for district amenities, and purchase GIS amenities software. These items were previously approved.	8. No action taken
9. Ask About Old Business Items	9. Luke Vinci stated that there are no new updates on Amici Park and we are waiting on Marco to send his availability to meet with parties to review the bids that have been sent.	9. No action taken

<p>10. NCA Contract Discussion & Recommendation</p> <p>a. Discussion at Finance with Recommendations to Board</p> <p>d. Closed Session at Board to Consider Finance's Recommendations</p>	<p>10. Closed session commenced and NCA contract was edited per the finance committee after all edits were made Luke Vinci made a motion to approve as edited and send to the full LIA Board, Frank Stiriti seconded. The edits will be reflective in the new NCA contract presented to NCA to review.</p>	<p>10. Unanimously Approved</p>
<p>11. Reopen Committee from Closed Session and Report the findings on Any Decision to the Public</p>	<p>The meeting was re-opened with no one present from the public.</p>	<p>11. No action taken</p>
<p>12. Adjournment</p>	<p>Adjournment took place at 11:45am</p>	<p>12. No action taken</p>

Minutes taken by: Dianne T. Serna De León, Staff.

Little Italy Association of San Diego
MAD Profit & Loss Budget Performance
September 2020

10/16/20

Accrual Basis

	Sep 20	Budget	Jul - Sep 20	YTD Budget	Annual Budget
Income					
MAINTENANCE DISTRICT INCOME					
MAD Assessments	94,697.78	94,886.42	284,093.34	284,659.26	1,138,637.04
MAD Gas Tax	0.00	314.08	0.00	942.24	3,768.96
MAD General Benefit Income	0.00	3,628.92	0.00	10,886.76	43,547.04
MAD City Administration	0.00	-291.67	0.00	-875.01	-3,500.04
MAD Spec Dist Lighting	0.00	-2,916.67	0.00	-8,750.01	-35,000.04
MAD Contingency Reserve	0.00	-1,423.25	0.00	-4,269.75	-17,079.00
2020 Special Dist Lighting Adj	0.00	500.00	0.00	1,500.00	6,000.00
Total MAINTENANCE DISTRICT INCOME	94,697.78	94,697.83	284,093.34	284,093.49	1,136,373.96
Total Income	94,697.78	94,697.83	284,093.34	284,093.49	1,136,373.96
Gross Profit	94,697.78	94,697.83	284,093.34	284,093.49	1,136,373.96
Expense					
OFFICE OPERATIONS					
Accounting	0.00	0.00	2,250.00	3,000.00	5,000.00
Computer Service	0.00	208.33	0.00	624.99	2,499.96
Insurance	6,292.71	4,500.00	28,129.82	13,500.00	54,000.00
Office supplies	926.43	833.33	3,050.64	2,499.99	9,999.96
Payroll Service	292.74	333.33	600.66	999.99	3,999.96
Rent					
Storage	690.00	700.00	2,070.00	2,100.00	8,400.00
Rent - Other	4,868.66	3,833.33	11,588.01	11,499.99	45,999.96
Total Rent	5,558.66	4,533.33	13,658.01	13,599.99	54,399.96
Repairs & Maintenance	0.00	4,193.25	818.94	12,579.75	50,319.00
Utilities	0.00	250.00	0.00	750.00	3,000.00
Total OFFICE OPERATIONS	13,070.54	14,851.57	48,508.07	47,554.71	183,218.84
LANDSCAPE OPERATIONS					
Nursery & Landscape Supplies	1,441.51	2,000.00	5,313.24	6,000.00	24,000.00
Tree Supplies & Services	821.14	1,500.00	3,312.93	4,500.00	18,000.00
Tools & Equipment	115.88	250.00	278.90	750.00	3,000.00
Dumpster	485.00	500.00	1,469.73	1,500.00	6,000.00
Uniforms	1,291.14	291.67	1,624.65	875.01	3,500.04
Equipment Rental	130.33	83.33	651.65	249.99	999.96
Nursery Facility	0.00	0.00	422.35	0.00	0.00
Total LANDSCAPE OPERATIONS	4,285.00	4,625.00	13,073.45	13,875.00	55,500.00
ASSESS DIST OPERATIONAL EXP					
MAD / BID OPERATIONS					
Dumpster	1,842.46	1,416.67	5,539.18	4,249.97	17,000.00
Tools & Equipment	484.03	250.00	698.43	750.00	3,000.00
Auto expenses	602.70	500.00	988.61	1,500.00	6,000.00
Gas & electricity	1,251.77	583.33	3,590.95	1,750.03	7,000.00
Gasoline	2,035.16	1,833.33	5,660.10	5,500.03	22,000.00
Equipment Rentals	0.00	83.33	0.00	250.03	1,000.00
Cell Phones / Radios	562.52	500.00	1,937.04	1,500.00	6,000.00
Electrical Work/Street Lights	457.59	166.67	489.71	500.01	2,000.04
Water	2,425.26	833.33	5,635.82	2,499.99	9,999.96
Uniforms	2,395.22	583.33	2,395.22	1,750.03	7,000.00
Cleaning & Janitorial Supplies	1,527.72	2,666.67	12,036.38	7,999.97	32,000.00
Total MAD / BID OPERATIONS	13,584.43	9,416.66	38,971.44	28,250.06	113,000.00
PRESSURE-WASHING OPERATIONS					
Tools & Equipment	0.00	83.33	13.56	250.03	1,000.00
Pressure Washer / Water Trailer	446.68	500.00	2,005.27	1,500.00	6,000.00
Total PRESSURE-WASHING OPERATIONS	446.68	583.33	2,018.83	1,750.03	7,000.00
Total ASSESS DIST OPERATIONAL EXP	14,031.11	9,999.99	40,990.27	30,000.09	120,000.00
PERSONNEL EXPENSE					
EE MEDICAL CONTRIBUTION					
Office Administrator	0.00	-2,229.30	0.00	-2,229.30	-22,293.00
Health/Dental Insurance	356.24	185.83	2,155.48	557.53	2,230.00
Payroll Taxes	212.42	135.09	424.95	270.19	1,486.00

Little Italy Association of San Diego
MAD Profit & Loss Budget Performance
September 2020

10/16/20

Accrual Basis

	Sep 20	Budget	Jul - Sep 20	YTD Budget	Annual Budget
WC Insurance	38.78	108.42	38.78	325.22	1,301.00
Salary Expense	3,863.52	1,689.18	7,728.48	3,378.38	18,581.00
Total Office Administrator	4,470.96	2,118.52	10,347.69	4,531.32	23,598.00
Landscape Crew					
Salary Expense	16,851.67	18,862.80	32,192.10	38,725.80	208,491.00
Health/Dental Insurance	1,720.76	1,964.92	5,826.90	5,894.72	23,579.00
WC Insurance	2,094.25	1,146.09	4,094.25	3,438.31	13,753.12
Payroll Taxes	1,276.49	1,429.09	2,418.20	2,858.19	15,720.00
Total Landscape Crew	21,943.17	23,402.90	44,531.45	50,917.02	261,543.12
Maintenance Crew					
Salary Expense	33,937.62	31,362.69	71,658.25	66,030.79	348,295.00
Payroll Taxes	2,625.78	2,533.09	5,114.38	5,066.19	27,864.00
WC Insurance	4,164.50	2,031.75	10,664.50	6,095.25	24,381.00
Health/Dental Insurance	3,663.62	3,483.00	12,124.73	10,449.00	41,796.00
Total Maintenance Crew	44,391.52	39,410.53	99,561.86	87,641.23	442,336.00
Pressure-Washing Crew					
Salary Expense	4,553.34	4,905.28	10,387.45	11,735.48	55,883.00
Payroll Taxes	337.60	406.36	658.03	812.76	4,470.00
WC Insurance	591.75	326.00	881.27	978.00	3,912.00
Health/Dental Benefits	567.68	558.83	1,972.28	1,676.53	6,706.00
Total Pressure-Washing Crew	6,050.37	6,196.47	13,899.03	15,202.77	70,971.00
Total PERSONNEL EXPENSE	76,856.02	68,899.12	165,247.84	156,063.04	776,155.12
Maintenance Personnel					
Health/Dental benefits	0.00	0.00	95.00	0.00	0.00
Total Maintenance Personnel	0.00	0.00	95.00	0.00	0.00
Maintenance Non-Personnel					
Repairs & Maintenance	600.00	0.00	600.00	0.00	0.00
Total Maintenance Non-Personnel	600.00	0.00	600.00	0.00	0.00
Office Operational					
Payroll service	0.00	125.00	0.00	375.00	1,500.00
Total Office Operational	29.99	125.00	29.99	375.00	1,500.00
Total Expense	108,872.66	98,500.68	268,544.62	247,867.84	1,136,373.96
Net Income	-14,174.88	-3,802.85	15,548.72	36,225.65	0.00

Little Italy Association of San Diego
MAINTENANCE NON ASSESSMENT Profit & Loss Budget Performance
 September 2020

	Sep 20	Budget	Jul - Sep 20	YTD Budget	Annual Budget
Income					
PROGRAM INCOME					
Donation	0.00		1,500.00		0.00
Sponsors	0.00	0.00	2,925.00	0.00	0.00
Total PROGRAM INCOME	0.00	0.00	4,425.00	0.00	0.00
MAINTENANCE NON-ASSESS INCOME					
Mercato Services	0.00	2,500.00	0.00	7,500.00	30,000.00
Other Income / Special Events	0.00	458.33	0.00	1,375.03	5,500.00
Supplemental Services	1,215.00	5,000.00	12,842.50	15,000.00	60,000.00
Total MAINTENANCE NON-ASSESS INCOME	1,215.00	7,958.33	12,842.50	23,875.03	95,500.00
Total Income	1,215.00	7,958.33	17,267.50	23,875.03	95,500.00
Gross Profit	1,215.00	7,958.33	17,267.50	23,875.03	95,500.00
Expense					
MISC MAINT EXPENSE					
Misc Maintenance Expense	0.00	416.67	0.00	1,249.97	5,000.00
New Pressure Washer	0.00	750.00	731.39	2,250.00	9,000.00
Total MISC MAINT EXPENSE	0.00	1,166.67	731.39	3,499.97	14,000.00
OFFICE OPERATIONS					
Bank Fees	0.00	12.50	0.00	37.50	150.00
Printing	0.00	10.42	0.00	31.22	125.00
Postage	0.00	141.67	0.00	424.97	1,700.00
Total OFFICE OPERATIONS	949.78	164.59	949.78	493.69	1,975.00
LANDSCAPE OPERATIONS					
Nursery & Landscape Supplies	36.25	0.00	36.25	0.00	0.00
Total LANDSCAPE OPERATIONS	36.25	0.00	36.25	0.00	0.00
ASSESS DIST OPERATIONAL EXP					
MAD / BID OPERATIONS					
Seminars & Training	0.00	416.67	0.00	1,249.97	5,000.00
Misc	0.00	41.67	0.00	125.01	500.04
Mileage Reimbursement	0.00	41.67	0.00	125.01	500.04
Meals & Entertainment	0.00	125.00	253.49	375.00	1,500.00
Late Fees	0.00	8.33	0.00	25.03	100.00
Liability Claims	0.00	250.00	0.00	750.00	3,000.00
Auto expenses	1,165.92	1,250.00	3,497.76	3,750.00	15,000.00
Total MAD / BID OPERATIONS	1,165.92	2,133.34	3,751.25	6,400.02	25,600.08
Total ASSESS DIST OPERATIONAL EXP	1,165.92	2,133.34	3,751.25	6,400.02	25,600.08
PERSONNEL EXPENSE					
Maintenance Crew					
Staff Bonuses	0.00	0.00	0.00	0.00	10,000.00
Total Maintenance Crew	0.00	0.00	0.00	0.00	10,000.00
Total PERSONNEL EXPENSE	0.00	0.00	-1,572.62	0.00	10,000.00
PROGRAM EXPENSE					
Meals / Entertainment / Travel	0.00	0.00	16.99	0.00	0.00
Program Supplies	0.00	0.00	971.30	0.00	0.00
Total PROGRAM EXPENSE	0.00	0.00	988.29	0.00	0.00
Total Expense	2,151.95	3,464.60	4,884.34	10,393.68	51,575.08
Net Income	-936.95	4,493.73	12,383.16	13,481.35	43,924.92

Little Italy Association of San Diego
BID Profit & Loss Budget Performance
September 2020

	Sep 20	Budget	Jul - Sep 20	YTD Budget	Annual Budget
Income					
BID INCOME					
BID Dues	0.00	500.00	1,200.00	1,500.00	6,000.00
BID Disbursements	29,360.14	10,000.00	29,360.14	30,000.00	120,000.00
Total BID INCOME	<u>29,360.14</u>	<u>10,500.00</u>	<u>30,560.14</u>	<u>31,500.00</u>	<u>126,000.00</u>
Total Income	<u>29,360.14</u>	<u>10,500.00</u>	<u>30,560.14</u>	<u>31,500.00</u>	<u>126,000.00</u>
Gross Profit	<u>29,360.14</u>	<u>10,500.00</u>	<u>30,560.14</u>	<u>31,500.00</u>	<u>126,000.00</u>
Expense					
OFFICE OPERATIONS					
Accounting	0.00	333.33	2,000.00	1,000.03	4,000.00
Computer Service	957.00	375.00	2,871.00	1,125.00	4,500.00
Dues & subscriptions	300.00	41.67	1,240.00	124.97	500.00
Insurance	0.00	250.00	0.00	750.00	3,000.00
Office supplies	324.38	750.00	1,542.82	2,250.00	9,000.00
Printing	0.00	41.67	0.00	124.97	500.00
Phone & Internet	213.92	208.33	681.08	625.03	2,500.00
Postage	0.00	83.33	1,138.96	250.03	1,000.00
Rent	500.00	500.00	1,500.00	1,500.00	6,000.00
Web Maintenance	<u>0.00</u>	<u>166.67</u>	<u>0.00</u>	<u>499.97</u>	<u>2,000.00</u>
Total OFFICE OPERATIONS	<u>2,295.30</u>	<u>2,750.00</u>	<u>10,973.86</u>	<u>8,250.00</u>	<u>33,000.00</u>
NCA Management					
Staff Administration	5,000.00	5,000.00	15,000.00	15,000.00	60,000.00
Total NCA Management	<u>5,000.00</u>	<u>5,000.00</u>	<u>15,000.00</u>	<u>15,000.00</u>	<u>60,000.00</u>
Consulting Services					
PR	2,750.00	2,750.00	8,750.00	8,250.00	33,000.00
Total Consulting Services	<u>2,750.00</u>	<u>2,750.00</u>	<u>8,750.00</u>	<u>8,250.00</u>	<u>33,000.00</u>
Total Expense	<u>10,045.30</u>	<u>10,500.00</u>	<u>34,723.86</u>	<u>31,500.00</u>	<u>126,000.00</u>
Net Income	<u><u>19,314.84</u></u>	<u><u>0.00</u></u>	<u><u>-4,163.72</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

2:48 PM

Little Italy Association of San Diego
Parking Profit & Loss Budget Performance
September 2020

10/21/20

Accrual Basis

	Sep 20	Budget	Jul - Sep 20	YTD Budget	Annual Budget
Income					
PARKING DISTRICT INCOME					
Parking District Reimbursement	42,952.83	62,500.00	132,278.61	187,500.00	750,000.00
City Bollard funds	0.00	55,416.66	0.00	166,250.06	665,000.00
Total PARKING DISTRICT INCOME	42,952.83	117,916.66	132,278.61	353,750.06	1,415,000.00
PARKING DISTRICT REVENUES					
Valet Program Revenues	8,088.00	39,872.50	32,654.14	108,117.50	466,470.00
Total PARKING DISTRICT REVENUES	8,088.00	39,872.50	32,654.14	108,117.50	466,470.00
Total Income	51,040.83	157,789.16	164,932.75	461,867.56	1,881,470.00
Gross Profit	51,040.83	157,789.16	164,932.75	461,867.56	1,881,470.00
Expense					
PARKING DISTRICT EXPENSE					
In House Valet Program					
Valet Employee Payroll	11,834.84	38,636.36	21,635.78	97,272.76	445,000.00
Valet Employee Payroll Taxes	1,190.07	0.00	2,257.21	0.00	0.00
Equipment & Uniforms	1,227.39	983.33	1,472.35	2,950.03	11,800.00
Permits	0.00	250.00	0.00	750.00	3,000.00
Program Management	5,747.50	5,747.50	17,242.50	17,242.50	68,970.00
Total In House Valet Program	19,999.80	45,617.19	42,607.84	118,215.29	528,770.00
Lot Rental/Insurance					
Workers' Comp	737.27	3,000.00	2,748.75	8,000.00	35,000.00
Liability Insurance	2,000.00	1,666.66	8,000.00	5,000.06	20,000.00
Parking Lot Rentals	9,510.75	9,166.67	23,964.25	27,499.97	110,000.00
Program Management	2,062.50	2,062.50	6,187.50	6,187.50	24,750.00
Total Lot Rental/Insurance	14,310.52	15,895.83	40,900.50	46,687.53	189,750.00
Marketing and Promotions					
Website Parking Component	0.00	250.00	0.00	750.00	3,000.00
Printed Material	0.00	416.67	1,740.00	1,249.97	5,000.00
PR Firm	2,583.00	2,500.00	7,749.00	7,500.00	30,000.00
Program Mgmt	475.00	475.00	1,425.00	1,425.00	5,700.00
Total Marketing and Promotions	3,058.00	3,641.67	10,914.00	10,924.97	43,700.00
New Initiatives& Special Proj					
Peoples Plazas, PopOuts & Beaut	0.00	166.66	0.00	500.06	2,000.00
City of SD Insourcing	0.00	83.33	0.00	250.03	1,000.00
Planters/Beautification	0.00	5,833.33	0.00	17,500.03	70,000.00
Enhanced Pedestrian Lighting	0.00	23,500.00	0.00	70,500.00	282,000.00
Ped Transition Safety	12,930.25	166.66	89,693.96	500.06	2,000.00
Ped Barrier Planters, Lighting	0.00	0.00	-861.92	0.00	0.00
Removable Bollard System	0.00	52,645.83	0.00	157,937.53	631,750.00
Bollard Program Management	2,770.84	2,770.83	8,312.52	8,312.53	33,250.00
Program Management	4,462.50	4,462.50	13,387.50	13,387.50	53,550.00
Total New Initiatives& Special Proj	20,163.59	89,629.14	110,532.06	268,887.74	1,075,550.00
LIA Management					
Rent	1,000.00	1,000.00	3,000.00	3,000.00	12,000.00
Utilities	299.00	666.67	897.00	1,999.97	8,000.00
Vehicle Subsidy & Maintenance	0.00	500.00	0.00	1,500.00	6,000.00
Storage	310.00	1,000.00	930.00	3,000.00	12,000.00
Program Mgmt	475.00	475.00	1,425.00	1,425.00	5,700.00
Total LIA Management	2,084.00	3,641.67	6,252.00	10,924.97	43,700.00
Total PARKING DISTRICT EXPENSE	59,615.91	158,425.50	211,206.40	455,640.50	1,881,470.00
Total Expense	59,615.91	158,425.50	211,206.40	455,640.50	1,881,470.00
Net Income	-8,575.08	-636.34	-46,273.65	6,227.06	0.00

Little Italy Association of San Diego
Programs and Operations
July through September 2020

		Al Fresco		Dog Park		Grounds		Total Amici Park		Amici Park Redevelopment	Art Walk	Banner
		Jul - Sep 20	Budget	Jul - Sep 20	Budget	Jul - Sep 20	Budget	Jul - Sep 20	Budget	Jul - Sep 20	Jul - Sep 20	Jul - Sep 20
Income												
	PPP Loan	0		0		0		0		0	0	0
	PROGRAM INCOME	26,090	1	2,250	1,000	1,600	1,000	3,850	2,000	0	0	0
	MERCATO INCOME	0		0		0		0		0	0	0
	Total Income	26,090	1	2,250	1,000	1,600	1,000	3,850	2,000	0	0	0
Expense												
	OFFICE OPERATIONS	0		0		0	225	0	225	0	0	0
	ASSESS DIST OPERATIONAL EXP	56		0		6,381	350	6,381	350	0	0	0
	PERSONNEL EXPENSE	0		0	0	0	0	0	0	0	0	0
	PROGRAM EXPENSE	34,794	1	1,850	900	6,874	3,500	8,724	4,400	5,172	0	242
	NCA Management	0		0		0		0		0	0	0
	Office Operational	0		0		0		0		0	0	0
	MERCATO EXPENSE	0		0		0		0		0	0	0
	PARKING DISTRICT EXPENSE	0		0		0		0		0	0	0
	Total Expense	34,850	1	1,850	900	13,255	4,075	15,105	4,975	5,172	0	242
	Net Income	-8,760	0	400	100	-11,655	-3,075	-11,255	-2,975	-5,172	0	-242

**Little Italy Association of San Diego
Programs and Operations
July through September 2020**

	Christmas Programs		Convivio Events	County Grants		Fall / Spring Displays		General & Administration		Little Italy Tours	Total Mercato	
	Jul - Sep 20	Budget	Jul - Sep 20	Jul - Sep 20	Budget	Jul - Sep 20	Budget	Jul - Sep 20	Budget	Jul - Sep 20	Jul - Sep 20	Budget
Income												
PPP Loan	0		0	0		0		0		0	0	
PROGRAM INCOME	0	0	0	25,000	12,500	5,300	1,000	0	4,500	0	88,517	
MERCATO INCOME	0		0	0		0		0		0	0	94,000
Total Income	0	0	0	25,000	12,500	5,300	1,000	0	4,500	0	88,517	94,000
Expense												
OFFICE OPERATIONS	0		0	0		0		1,929	2,750	0	0	
ASSESS DIST OPERATIONAL EXP	0		0	0		0		150	375	0	0	
PERSONNEL EXPENSE	0		0	0		0		1,014		0	0	
PROGRAM EXPENSE	0	0	0	6,042	12,500	3,142	1,000	30,093	8,375	0	11,731	
NCA Management	0		0	0		0		47,899	49,663	0	0	
Office Operational	0		0	0		0		5,017	2,833	0	0	
MERCATO EXPENSE	0		0	0		0		0		0	26,748	55,034
PARKING DISTRICT EXPENSE	0		0	0		0		0		0	0	
Total Expense	0	0	0	6,042	12,500	3,142	1,000	86,102	63,996	0	38,479	55,034
Net Income	0	0	0	18,958	0	2,158	0	-86,102	-59,496	0	50,038	38,966

Little Italy Association of San Diego
Programs and Operations
July through September 2020

		Merchandise		Misc Events	Piazza Basilone		(PDF)RESTROOMS		(Piazza della Famiglia)		Total Piazza della Famiglia		Piazza Giannini
		Jul - Sep 20	Budget	Jul - Sep 20	Jul - Sep 20	Budget	Jul - Sep 20	Budget	Jul - Sep 20	Budget	Jul - Sep 20	Budget	Jul - Sep 20
Income													
	PPP Loan	0		0	0		0		0		0		0
	PROGRAM INCOME	0	5,000	0	5,500		0	938	1,000	6,250	1,000	7,187	0
	MERCATO INCOME	0		0	0		0		0		0		0
	Total Income	0	5,000	0	5,500		0	938	1,000	6,250	1,000	7,187	0
Expense													
	OFFICE OPERATIONS	0		0	0		0		0	0	0	0	0
	ASSESS DIST OPERATIONAL EXP	0		0	0		0		0		0		0
	PERSONNEL EXPENSE	0		0	0	0	0		0	0	0	0	0
	PROGRAM EXPENSE	0	2,500	0	2,840	1,050	109	938	11,428	8,550	11,537	9,488	0
	NCA Management	0		0	0		0		0		0		0
	Office Operational	0		0	0		0		0		0		0
	MERCATO EXPENSE	0		0	0		0		0		0		0
	PARKING DISTRICT EXPENSE	0		0	0		0		0		0		0
	Total Expense	0	2,500	0	2,840	1,050	109	938	11,428	8,550	11,537	9,488	0
	Net Income	0	2,500	0	2,660	-1,050	-109	0	-10,428	-2,300	-10,537	-2,300	0

Little Italy Association of San Diego
Programs and Operations
July through September 2020

	Piazza Pescatore	PPP Activity		State of the Neighborhd	Summer Film Festival	TOLI	Trick or Treat	Venue Rentals		TOTAL	
	Jul - Sep 20	Jul - Sep 20	Budget	Jul - Sep 20	Jul - Sep 20	Jul - Sep 20	Jul - Sep 20	Jul - Sep 20	Budget	Jul - Sep 20	Budget
Income											
PPP Loan	0	129,247	141,759	0	0	0	0	0		129,247	141,759
PROGRAM INCOME	0	0		0	0	0	0	0	0	155,257	32,198
MERCATO INCOME	0	0		0	0	0	0	0		0	94,000
Total Income	0	129,247	141,759	0	0	0	0	0	0	284,504	267,957
Expense											
OFFICE OPERATIONS	0	655		0	0	0	0	0		2,584	2,975
ASSESS DIST OPERATIONAL EXP	0	0		0	0	0	0	0		6,587	725
PERSONNEL EXPENSE	0	66,289		0	0	0	0	0		67,302	0
PROGRAM EXPENSE	0	36,509	141,759	0	0	0	0	1,828	6,000	152,652	187,083
NCA Management	0	0		0	0	0	0	0		47,899	49,663
Office Operational	0	0		0	0	0	0	0		5,017	2,833
MERCATO EXPENSE	0	19,033		0	0	0	0	0		45,781	55,034
PARKING DISTRICT EXPENSE	0	6,783		0	0	0	0	0		6,783	0
Total Expense	0	129,268	141,759	0	0	0	0	1,828	6,000	334,605	298,313
Net Income	0	-21	0	0	0	0	0	-1,828	-6,000	-50,101	-30,355

FY21 Little Italy Parking District Budget

Revised 10/21/2020

		PARKING PROG.s	PMRs	Cross Reference	FY21 Original	Q1 Sept. 30,2020	Amnd. Budget	FY21 Projected	FY21 Variance
INCOME									
Parking Meter Revenues (PMR)	\$750,000		\$750,000			\$0	\$750,000	\$750,000	\$0
City Bollard Funds	\$665,000		\$665,000			\$0	\$665,000	\$665,000	\$0
Keep // Projected Program Revenue	\$466,470	\$145,061			\$466,470	\$32,654	\$466,470	\$145,061	-\$321,409
Total FY21 Projected Income	\$1,881,470	\$145,061	\$1,415,000	\$1,560,061					
EXPENSE									
In-House Valet Program									
Valet Employee Payroll	\$445,000		\$220,000		\$445,000	\$23,893	\$220,000	\$95,572	\$124,428
Equipment & Uniforms	\$11,800	\$5,000			\$11,800	\$1,472	\$5,000	\$5,000	\$0
Permits	\$3,000	\$3,000				\$0	\$3,000	\$3,000	\$0
Program Management	\$68,970	\$459,800	28%		\$68,970	\$17,243	\$68,970	\$68,970	\$0
Total	\$528,770	\$8,000	\$288,970	\$296,970					
Lot Rentals and Insurance for Both Programs									
Workers Comp	\$35,000		\$35,000			\$2,749	\$35,000	\$35,000	\$0
Liability Insurance	\$20,000		\$20,000			\$6,000	\$20,000	\$20,000	\$0
Parking Lot Rentals	\$110,000		\$110,000			\$23,964	\$110,000	\$114,000	-\$4,000
Program Management	\$24,750	\$165,000	10%		\$24,750	\$6,188	\$24,750	\$24,750	\$0
Total	\$189,750	\$0	\$189,750	\$189,750					
Marketing and Promotions									
Website Maintenance (Partial)	\$3,000	\$3,000				\$0	\$3,000	\$3,000	\$0
Printed Material	\$5,000	\$4,000			\$5,000	\$1,740	\$4,000	\$4,000	\$0
Public Relations (Partial)	\$30,000	\$30,000				\$7,749	\$30,000	\$30,000	\$0
Program Management	\$5,700	\$38,000	2%		\$5,700	\$1,425	\$5,700	\$5,700	\$0
Total	\$43,700	\$42,700	\$0	\$42,700					
New Initiatives and Special Projects									
People's Plazas & Pop-Outs	\$2,000	\$0			\$2,000	\$0	\$0	\$0	\$0
City of San Diego In-Sourcing	\$1,000	\$0			\$1,000	\$0	\$0	\$0	\$0
Planter Barricades & Beautification	\$70,000	\$0			\$70,000	\$0	\$0	\$0	\$0
Enhanced Pedestrian Lighting	\$282,000		\$267,500		\$282,000	\$0	\$267,500	\$267,500	\$0
Pedestrian Transition and ROW Safety	\$2,000	\$2,000				\$75,673	\$2,000	\$76,000	-\$74,000
Bollard Program*	\$631,750	\$665,000			\$631,750	\$0	\$631,750	\$631,750	\$0
Bollard Program Management (5%)	\$33,250		\$33,250			\$0	\$33,250	\$33,250	\$0
Program Management	\$53,550	\$357,000	57%		\$53,550	\$13,388	\$53,550	\$53,550	\$0
Total	\$1,075,550	\$55,550	\$932,500	\$988,050					
LIA Operational									
Office Rent (Partial)	\$12,000	\$12,000				\$3,000	\$12,000	\$12,000	\$0

Utilities & Supplies (Partial)	\$8,000		\$3,600		\$8,000	\$897	\$3,600	\$3,588	\$12
Vehicle Subsidy & Maintenance (Partial)	\$6,000		\$6,000			\$0	\$6,000	\$6,000	\$0
Storage (Partial)	\$12,000		\$3,750		\$12,000	\$930	\$3,750	\$3,720	\$30
Program Management	\$5,700	\$38,000	2%	\$5,700		\$1,425	\$5,700	\$5,700	\$0
Total	\$43,700			\$31,050	\$0				
Total FY21 Projected Expenses	\$1,881,470							\$1,502,050	\$46,470

TOTAL EXPENSES			\$137,300	\$1,411,220	<i>\$1,548,520</i>	Amnd. Budget	\$1,548,520		
DIFFERENCE			\$7,761	\$3,780	<i>\$11,541</i>	FY21 Income	\$1,560,061		
NCA CONTRACT*			\$191,920	\$7,997		Excess	\$11,541		

*10% Contingency can be paid out for admin if not used to reduce NCA-Programs. (Up to \$63,175)

- Changed Buckets
- Revised Budget
- PMRs

Q1 Snapshot on Income: \$36,265 x 4 Qtrs. = \$145,061



GIVE-OR-GET FUNDRAISING BOARD POLICY

Adopted on February 2, 2016 / Effective on July 1, 2016 / Amended September 10, 2019

Effective July 2, 2019, the Little Italy Association Board of Directors revised its “Give-or-Get” Policy. The expectations for each Member will be to:

- 1) “Get” monies via donations to the Association for specific projects/programs; and/or
- 2) Volunteer for special events with a max number of hours set forth by this Board; and or
- 3) “Give” monies that have not been fulfilled by the above methods.

Our goal is to have every Member meet a minimum of \$1,500 in cash and/or in-kind donations. This amount may be reviewed and adjusted at the end of each fiscal year for the next fiscal year to help the Association meet fundraising goals.

The ways that the goals, per Member, can be met are by the following methods:

- 1) Raise \$1,500 cash; and/or
- 2) Donate \$1,500 in-kind; and/or
- 3) Purchase mandatory tickets for Little Italy events and/or
- 4) Volunteer hours for Little Italy sanctioned events at a max of 10 hours per Member (Value: \$75 per hour worked).

A record of donations and volunteered hours will be maintained for each Member by staff. Members will be provided a quarterly report for review or upon request. If there is a discrepancy, it is the responsibility of the Member to provide verifying information to staff.

Contributions larger than the minimum requirement can be rolled over for a max of one (1) fiscal year.

Amended by the Organization Committee: Steve Galasso, Danny Mocerì, Louis Palestini and Luke Vinci

I, _____, hereby agree to comply and fulfill my requirements of the Give-or-Get Policy that was adopted by the Little Italy Board of Directors on July 2, 2019.

Signature

Date

LITTLE ITALY ASSOCIATION OF SAN DIEGO

2210 Columbia Street ▪ San Diego, CA 92101 ▪ Phone: 619-233-3898 ▪ Fax: 619-233-4866
 Email: mail@littleitalysd.com ▪ Website: www.littleitalysd.com
 Facebook: Little Italy San Diego ▪ Twitter / Instagram / Pinterest: @LittleItalySD ▪ #LittleItalySD



**AMENDED MEMORANDUM OF UNDERSTANDING BETWEEN
THE LITTLE ITALY ASSOCIATION (LIA) AND CONVIVIO SOCIETY (CS)**

This memorandum addresses the month-to-month and temporary-use for the Little Italy Association’s Amici House located at 250 W. Date Street in Amici Park. The space will include use of the main room, shared ADA accessible restrooms, outdoor porch, outdoor patio four (4) LIA furniture with two (2) branded umbrella sets and utilities*. The space has been in use by CS since Sunday, October 1, 2017 and is under a month-to-month MOU until further notice.

If notice of vacation needs to be issued, the LIA agrees to give CS 30-day notice in writing. ~~Once~~ If CS finds an alternative permanent home or are otherwise ready to vacate the Amici House, they agree to give the LIA 30-day notice in writing. CS is responsible for completely vacating the space and ensuring that the property and grounds are returned back to their original condition. Also all equipment and supplies are to be removed upon vacating. Note that if this is not accomplished, CS will be responsible for any expenditures associated with moving of equipment, conducting repairs if any and supplies as well as cleaning of the space.

As a part of this MOU, the LIA agrees to maintain the property, landscaping and clean/stock the restrooms*. CS currently pays the LIA ~~\$200-500~~ a month on the first of the month in exchange for use of the space and to help off-set the general maintenance costs. ~~Effective July 1, 2019, the fee will increase to \$500 a month and will remain at that rate moving forward~~. If in the future LIA requires the fee-rent to be increased, LIA will give CS 90-day notice before implementing new fee.

LIA permits CS to use the Amici House and the grounds permitted in this MOU for the following:

- Heritage/History Museum with Programing that is inline with the Mission of Convivio
- Intimate Venue Rental for 150 Guests or Less (Subject to restrictions based upon State and County directives)
- Retail of Merchandise Pertaining to the Mission of Convivio
- Food & Beverage via Coffee Cart with Minimal Food Sales (Owned and Operated by Convivio or approved by the LIA for a third party)

Any new or expanding activities outside the ones stated above must get approval by LIA before new or expanding activities are permitted.

LITTLE ITALY ASSOCIATION OF SAN DIEGO

2210 Columbia Street ▪ San Diego, CA 92101 ▪ Phone: 619-233-3898 ▪ Fax: 619-233-4866
Email: mail@littleitalysd.com ▪ Website: www.littleitalysd.com
Facebook / Twitter / Instagram / Pinterest: LittleItalySD ▪ #LittleItalySD

Formatted: Font: Museo Sans 300, Font color: Text 1

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Museo Sans 300, Font color: Text 1

Formatted: Font: Italic

Formatted: Font: Italic

Formatted: Font: Italic

Formatted: Font: Italic

Formatted: Font: Museo Sans 300, Italic, Font color: Text 1

Formatted: Font: Museo Sans 300, Font color: Text 1

Formatted: Font: Italic

Formatted: Font: Museo Sans 300, Italic, Font color: Text 1

If at any time CS wishes to do improvements inside or outside of the property, they must submit a rendering and request to the LIA Staff for review and approval before moving forward with said improvements. If there is ever damage or need for repair to the Amici House due to standard wear-and-tear, CS agrees to notify the LIA immediately. CS agrees to maintain the spaces in a moderate manner and agrees to ensure weekly standard maintenance of the spaces (i.e., Light bulb changes, trash removal, sweeping, etc.). In addition.

Formatted: Font: Not Bold

- This MOU does not provide for any parking for CS and/or its guests.
- CS agrees to notify LIA of any events (CS or 3rd Party) to be held at the Amici House over 50 people.;
- If CS wishes to activate the Batta, Fulkerson Small Dog Park or the expansion paver area, CS must get prior written permission from LIA and CS agrees to pay \$100 per event or preagreed upon financial arrangement.
- CS will provide the following items to fulfill insurance requirements:
 - List the Little Italy Association of San Diego (LIA), the City of San Diego (CofSD), New City America, Inc. (NCA) and the San Diego Unified School District (SDUSD) as Additional Insured on General Liability with limits of at least \$2M 1,000,000-Each Occurrence and \$4M Aggregate.
 - Provide a Certificate showing Additional Insured status and include actual policy endorsements.
 - Proof of Worker's Comp Insurance.
 - Agree to indemnify and hold harmless the LIA, CofSD, NCA, and SDUSD from any loss, costs, or damages as a result of harm to third parties due to actions, activities, operations of CS.

Commented [CMG1]: This is based on a removable fence being installed between the Amici House, paved area and grass area to the East of the House.

The attached drawing provides a floor plan of the temporary use for Amici House.

Formatted: Indent: Left: 1", No bullets or numbering

*Subject to additional monthly charges due to increased use.

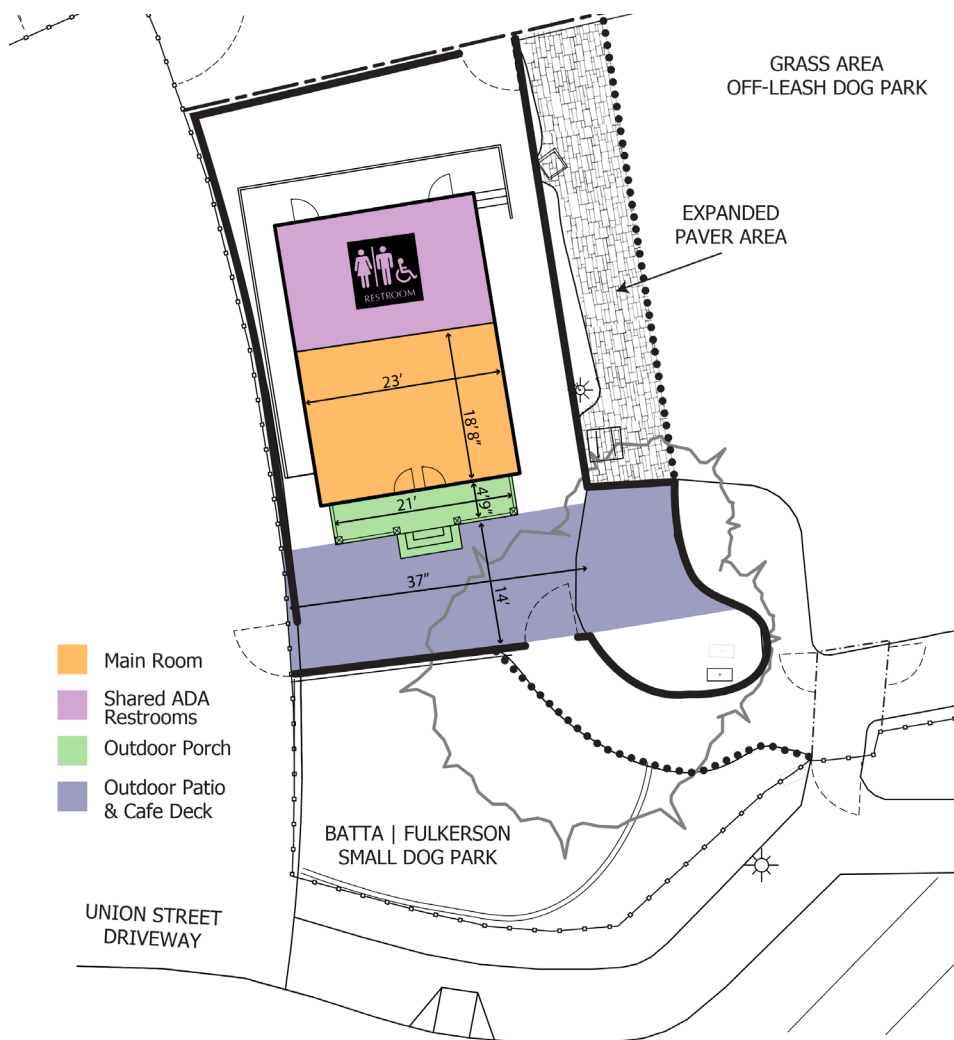
By signing below, both parties agree to uphold their parts of this MOU.

Steven J. Galasso, President, LIA

Tom Cesarini, Executive Director, CS

2/6/2019
Date

Date



- Main Room
- Shared ADA Restrooms
- Outdoor Porch
- Outdoor Patio & Cafe Deck

W. DATE STREET

AMICI HOUSE
250 W. DATE STREET
SAN DIEGO, CA 92101

Amici Park/House SDG&E Comparisons

Month	Bill	Notes
Sep-20	-\$362.80	\$201.67 Over Avg.
Aug-20	-\$301.15	\$140.02 Over Avg.
Jul-20	-\$148.43	\$161.13 Avg. (1/19-6/20)
Jun-20	-\$136.70	
May-20	-\$136.45	
Apr-20	-\$142.47	
Mar-20	-\$179.38	
Feb-20	-\$161.04	
Jan-20	-\$178.64	
Dec-19	-\$176.94	
Nov-19	-\$212.08	
Oct-19	-\$205.78	
Sep-19	-\$193.13	
Aug-19	-\$171.14	
Jul-19	-\$160.31	
Jun-19	-\$137.43	
May-19	-\$129.13	
Apr-19	-\$136.25	
Mar-19	-\$149.57	
Feb-19	-\$139.38	
Jan-19	-\$167.15	

**Amici House Water Comparisons
(228 W. Date Meter)**

Month	Bill	Notes
Sep-20	-85.16	-\$0.16 Under Avg.
Aug-20	-96.26	\$10.94 Over Avg.
Jul-20	-85.16	\$85.32 Avg. (3/19-6/20)*
Jun-20	-74.06	
Apr-20	-74.06	
Mar-20	-74.06	
Feb-20	-85.16	
Jan-20	-85.16	
Dec-19	-74.06	
Nov-19	-107.36	
Oct-19	-96.26	
Sep-19	-104.93	
Aug-19	-82.36	
Jul-19	-82.36	
Jun-19	-93.10	
May-19	-93.10	
Apr-19	-82.36	
Mar-19	-71.63	

**Missing May '20*

Little Italy Virtual Tree Lighting & Christmas Season Experience
 Saturday, Dec. 5, 2020 from 6:30pm to 7:15pm

10/21/2020

22

Service	Vendor	Purpose	Cost	In-Person
Permit	City of San Diego	Street Closure Permit & Late Fee	\$ -	
	City of San Diego	Traffic Control	\$ -	
Printing/Graphics	T's & Signs	Street Spanning Banner Update, Coroplast Signs, 60 Posters Toy Drive: 35 Posters, 2,000 Fliers	\$ 500.00	
Rentals	Innovative Presentations	1 Rear-Projection Screen, 2 LED Monitors, Sound Package, Podium, LED Lights for Stage, Tech	\$ -	\$ 3,500.00
		Sunbelt Scissor Lift (2-Day Rental)	\$ 812.00	
Services	SD Light Guys	PdF Tree*	\$ 3,000.00	
	F&L Media	45-Minute Video Segment and Online Management	\$ 4,297.50	
	LIA	Capital Reserve	\$ 500.00	
	LIA	Staff Set-Up/Tear-Down	\$ -	
	Joshua Hubert	Consulting for Lighting	\$ 1,000.00	
Entertainment Acquisition	Olive PR Solutions	Public Relations Contract Services	\$ 500.00	
	TBD	Our Lady of the Rosary Choir	\$ 500.00	
	Joshua Hubert	Aurora Tree Amortization (Year 2 of 5)	\$ 7,000.00	
TOTAL EXPENSES			\$ 18,109.50	\$ 21,609.50

Little Italy Tree Lighting - INCOME

Sponsorships	Donor/Company	Level	Amount	
	Frank Stiriti		\$ 5,000.00	
	Diana Casey		\$ 1,000.00	
	Mercato (Christmas Market)			
	610 W. Ash @ Little Italy		\$ 1,000.00	
	Batta Fulkerson			
	Mission Federal			
TOTAL INCOME			\$ 7,000.00	
VARIANCE (DEFICIT)			\$ (11,109.50)	\$ (4,109.50)