



## BOARD OF DIRECTORS

### AGENDA

Thursday, August 7, 2008 @ 4:30 pm  
3108 Fifth Avenue, Suite B, San Diego, CA

<b>A. CALL TO ORDER</b>	
<b>B. PUBLIC COMMENT</b>	<p><i>Individuals may address the Board for three (3) minutes on any subject in its area of responsibility that is <b>NOT</b> on this agenda. Please give a completed <b>SPEAKER REQUEST FORM</b> to the Executive Director before the meeting begins.</i></p> <p><i>Board members and staff may announce items of interest.</i></p>
<b>C. ADOPTION OF CONSENT AGENDA</b> <ol style="list-style-type: none"> <li>1. Meeting minutes for June 5 &amp; July 14 (<i>Attachment C1</i>)</li> <li>2. Operations &amp; Finance Committee recommendation for staff compensation (<i>Attachment C2</i>)</li> <li>3. Operations &amp; Finance Committee recommendation for Audit Committee membership – Tom Abbas, CPA; Ron Baranov; Michelle Burkart, Hillcrest business owner; Sean Schwerdtfeger</li> </ol>	<p><b>ACTION FOR CONSIDERATION</b></p> <p>Adopt the consent agenda.</p> <p><i>If an item requires discussion, a Board member may request removing it from the Consent Agenda and adding it at the end of the Action Items.</i></p> <p><i>Please contact the Partnership office <b>BEFORE THE BOARD MEETING</b> to ask questions or to view the complete minutes for any committee meeting.</i></p>
<b>D. ADOPTION OF AGENDA</b>	<p><i>Agenda items added at this time may be discussed under the section for Urgent, Non-agenda Items.</i></p>
<b>E. ORGANIZATIONAL BUSINESS   INFORMATION ITEMS</b>	
1. Financial statements ( <i>Attachment E1</i> )	Treasurer; Motion to approve financial statements for May and June 2008 is in order.
2. Executive update ( <i>Attachment E2</i> )	Carol Schultz
3. Staff updates ( <i>Presentations</i> )	Janelle Luna, Jessica Freeman, Janet Fairbanks
<b>F. ACTION ITEMS</b>	
1. Contract approval – West Rhode & Roberts for FY 2007-08 audit and taxes	<p><b>ACTION FOR CONSIDERATION</b></p> <p>Approve a contract for the sum of \$6,500 with West Rhode &amp; Roberts to provide audit and tax services for FY 2007-08.</p> <p><b>NOTES</b></p> <p><i>The amount of the proposed contract – \$6,500 – is well within the Partnership’s FY 2008-09 budget for accounting and bookkeeping services. The amount budgeted for FY 2008-09 is \$22,260, and the amount spent in FY 2007-08 totaled \$14,520, including the \$5,000 paid to WRR.</i></p> <p><i>Last year, West, Rhode &amp; Roberts (WRR) conducted the Partnership’s financial audit for FY 2006-07 and filed appropriate tax forms. They billed the Partnership only for the contract amount of \$5,000, although the job resulted in \$8,500 in fees.</i></p>

	<i>This year, the AICPA is requiring all CPA firms to follow new risk assessment standards, which WRR expects to require more time. On the other hand, last year was the first time that WRR did the Partnership's audit, so it has completed the learning curve associated with a new client.</i>
2. PARKing Day (Attachment F2)	<b>ACTION FOR CONSIDERATION</b> Authorize the Partnership's participation in PARKing Day on Sept. 19, 2008.
3. Joint Transportation Committee (Handout at meeting)	<b>ACTION FOR CONSIDERATION</b> Advise Joint Transportation Committee regarding key issues.
4. Annual report for FY 2007-08 (Attachment F4)	<b>ACTION FOR CONSIDERATION</b> Adopt annual report for submission to City.  <b>NOTES</b> <i>The Partnership's contract with the City of San Diego requires submission of an annual report that includes the information compiled in this document.</i> <i>Staff is waiting for a response from the City regarding the amount of the annual reconciliation for FY 2006-07 (p. 4); when we receive this data, we will submit the completed report to the City.</i>
5. Conflict of Interest Code (Attachment F5)	<b>ACTION FOR CONSIDERATION</b> Request modification of the proposed policy for City Council consideration.
<b>G. UPDATES</b>	
1. City CPD Program	Community and Economic Development staff person
2. Council Districts 2 and 3	James Lawson and Jeffery Tom
<b>H. URGENT NON-AGENDA ITEMS</b>	<i>Pursuant to the Brown Act, the Board will take no action on these items at this meeting.</i>
<b>I. ADJOURNMENT</b>	

**AGENDA ATTACHMENTS**

- C1 Minutes of meetings, June 5 and July 14, 2008
- C2 Ops & Finance Committee recommendation
- E1 Financial statements for May and June 2008
- E2 Executive update
- F2 PARKing Day information
- F4 Annual report for FY 2007-08
- F5 Proposed conflict of interest code

**UPCOMING MEETINGS – 4:30 PM unless noted**

- Aug. 20 Planning & Projects Committee
- Sept. 4 Board of Directors
- Sept. 10 Audit Committee @ 4:00 PM (*tentative*)
- Sept. 17 Operations & Finance Committee
- Oct. 4 Board of Directors @ 9:00 AM
- Oct. 15 Community Relations Committee