



Hillcrest Business Association
Board of Directors Meeting
Public Meeting
January 8, 2013, 5pm
Joyce Beers Center, 1230 Cleveland Ave., San Diego CA 92103

AGENDA

Call to order and introductions	G. Younger	2 minutes
Public comment (1 minute per speaker)		5 minutes
Reports:		
1. President's report	G. Younger	5 minutes
2. Executive Director's report	B. Nicholls	5 minutes
Consent items (action):	G. Younger	5 minutes
1. Approval of minutes ¹		
2. Approval of organizational financials ²		
Executive Committee items:		
1. Approval of Hillcrest 2.0 plan update memo (action) ³	M. Brennan	10 minutes
2. Approval of BID budget and agreement to enter into contract with City of San Diego to manage Hillcrest BID (action) ⁴	J. Dicola	10 minutes
3. Changes to SOP8: Purchasing (action)⁵	B. Nicholls	10 minutes
4. Appointment to Uptown Community Parking District (action)	B. Nicholls	5 minutes
Ad Hoc Flag Committee items		
5. Pride Flag Agreement with San Diego LGBT Pride (action) ⁶	J. Hale	5 minutes
Beautification Committee items		
1. Committee update (information)	C. Moreno	5 minutes
Marketing Committee items		
1. Committee update (information)	A. Capano	5 minutes

Attachments:

- | | |
|-----------------------------|---------------------------------|
| 1. December 2012 minutes | 4. Agreement with SD LGBT Pride |
| 2. November 2012 financials | 5. FY 14 BID Budget |
| 3. Hillcrest 2.0 memo | 6. SOP 8: Purchasing |

Statement of Operating Procedures:

8. Purchasing

In order to ensure fairness in our purchasing actions and comply with City contracts the following steps will be taken when making purchasing decisions or bidding out projects:

Soliciting proposals:

All purchasing decisions shall conform with the budget approved by the HBA Board of Directors.

Expenditures less than \$5,000 from a single contractor in a 12 month period shall require committee review (see below).

When a *contract* provides for an expenditure greater than \$5,000, but equal to or less than \$10,000, the Nonprofit Corporation may award the *contract* but shall first seek competitive prices either orally or in writing.

When a *contract* provides for an expenditure greater than \$10,000 but equal to or less than \$50,000, the Nonprofit Corporation may award the *contract* but shall:

1. Develop a Request for Quote (RFQ) that shall describe the services or goods required.
2. The RFQ will be reviewed by the relevant committee.
3. The RFQ shall request information from prospective contractors regarding relevant qualifications and their price proposal for the work described in the FRP.
4. Solicit written price quotations from at least five potential sources by posting on the HBA's website and distributing to relevant members of the HBA and sending to other relevant local groups.

When a *contract* provides for an expenditure greater than \$50,000 but equal to or less than \$1,000,000, the Nonprofit Corporation may award the *contract* only after conducting the following:

1. A RFQ shall be created that describes the services or goods required.
1. The RFQ will be reviewed by the relevant committee.
2. The RFQ shall request information from prospective contractors regarding relevant qualifications and their price proposal for the work described in the RFQ.
3. The RFQ shall be posted on the HBA's website and distributed to relevant members of the HBA and sending to other relevant local groups.
4. The RFQ shall be advertised it for a minimum of one day in the City Official Newspaper.

Committee review:

1. Any required RFQ shall be presented to the relevant committee for review and approval before distribution. The RFQ presentation shall be noted in the committee minutes.
2. Price proposal information shall be presented to the responsible committee for approval of contract or transaction. Once approved by the responsible committee the successful proposal shall be presented to the Executive Committee. The presentation shall be noted in the committee minutes.

3. The actions taken will be recorded in the respective meeting minutes and the written price proposals shall be kept on file with the HBA procurement record sheet attached.

Board approval:

1. Once authorized by the Executive Committee a contract shall be presented to the Board for approval.
2. The contract will be included in the board packet allowing for a timely review.
3. A copy of the contract, once signed, shall be submitted to the City.
4. Ideally all contracts will be signed by the Board President however in their absence any officer or the Executive Director may sign Contracts.
5. All contracts shall be signed using the HBA Contract Template which shall be kept on file and updated as needed.

Approved: 12/14/10

Modified by staff: 12/6/12

Reviewed by Executive: 1/4/13