(An Activity of the City of San José)

Independent Auditor's Report and Financial Statements

For the Year Ended June 30, 2013



For the Year Ended June 30, 2013

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Sacramento

Oakland

LA/Century City

Newport Beach

San Diego

**Independent Auditor's Report** 

City Council City of San José, California

Seattle

We have audited the accompanying financial statements of the Hayes Mansion Conference Center (the Center), an activity of the City of San José (the City), as of and for the year ended June 30, 2013, and the related notes to the financial statements, as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers the internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Center as of June 30, 2013, and the changes in its financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

# Emphasis of a Matter

## Basis of Presentation

As discussed in Note 1 to the financial statements, the financial statements of the Center are intended to present the financial position and the changes in financial position and cash flows of only that portion of the City's financial statements that is attributable to the transactions of the Center. The Center is reported within the City's special revenue funds; however, for purposes of this presentation, management reports it as an enterprise fund to comply with contractual requirements. The financial statements of the Center do not purport to, and do not, present fairly the financial position of the City as of June 30, 2013 and the changes in its financial position and, where applicable, its cash flows for the year ended June 30, 2013 in conformity with accounting principles generally accepted in the United States of America.

### Other Matters

## Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. Our opinion on the financial statements is not affected by this missing information.

#### Restriction on Use

This report is intended solely for the information and use of the City Council and management of the City and the Center and is not intended to be and should not be used by anyone other than these specified parties.

\*\*Macias\*\* \*\*Juni\*\* & C. Carroll \*\*D. LLP\*\*

Walnut Creek, California

September 25, 2013

# Statement of Net Position June 30, 2013

Assets:	
Current assets:	
Cash and investments	\$ 2,969,766
Accounts receivable	322,293
Inventory	63,704
Prepaid expenses	100,956
Total current assets	3,456,719
Noncurrent assets:	
Other assets	100,000
Capital assets:	
Nondepreciable	130,125
Depreciable, net	1,419,441
Capital assets, net	1,549,566
Total assets	5,106,285
Liabilities:	
Current liabilities:	
Accounts payable	244,437
Advance deposits	943,182
Accrued liabilities	454,464
Total current liabilities	1,642,083
Noncurrent liabilities:	
Devcon loan	1,200,000
Total liabilities	2,842,083
Net position:	
Net investment in capital assets	1,549,566
Unrestricted	714,636
Total net position	\$ 2,264,202

Statement of Revenues, Expenses and Changes in Net Position For the Year Ended June 30, 2013

Operating revenues:	
Room	\$ 6,157,406
Conference services	1,522,825
Food	4,652,204
Beverage	731,749
Spa	4,939
Other	166,571
Total operating revenues	13,235,694
Operating expenses:	
Administrative	2,333,320
Beverage	290,782
City of San José management and administrative charges	213,599
Conference	802,397
Depreciation	379,719
Food	3,936,352
Insurance	68,716
Lease and rental expense	61,526
Maintenance	916,312
Management fee	397,080
Other	145,034
Room	2,488,729
Sales and marketing	1,280,921
Utilities	582,251
Total operating expenses	13,896,738
Operating loss	(661,044)
Nonoperating revenues (expenses):	
Contributions from the City of San José General Fund	4,700,000
Payments to the City of San José	(4,100,000)
Total nonoperating revenues, net	600,000
Change in net position	(61,044)
Net Position:	
Beginning of year	2,325,246
End of year	\$ 2,264,202

Statement of Cash Flows For the Year Ended June 30, 2013

Cash flows from operating activities:	
Cash receipts from customers	\$ 13,910,800
Cash payments to suppliers for goods and services	(5,730,242)
Cash payments to employees for services	 (8,045,195)
Net cash provided by operating activities	 135,363
Cash flows from noncapital financing activities:	
Contributions from the City of San José General Fund	4,700,000
Payments to the City of San José	(4,100,000)
Net cash provided by noncapital financing activities	600,000
Cash flows from capital and related financing activities:	
Additions to capital assets	(390,754)
Net cash used in capital and related financing activities	 (390,754)
Net change in cash and cash equivalents	344,609
Cash and cash equivalents, beginning of year	2,625,157
Cash and cash equivalents, end of year	\$ 2,969,766
Reconciliation of operating loss to net cash provided by operating activities:	
Operating loss	\$ (661,044)
Adjustments to reconcile operating loss to net cash provided by operating activities:	
Depreciation	379,719
Changes in assets and liabilities:	
Accounts receivable	597,219
Inventory	24,418
Prepaid expenses	(35,933)
Accounts payable	85,311
Advance deposits	77,887
Accrued liabilities	 (332,214)
Net cash provided by operating activities	\$ 135,363

Notes to Financial Statements For the Year Ended June 30, 2013

### **NOTE 1 – DESCRIPTION OF OPERATIONS**

On November 1, 2003, the City of San José (the City) assumed operations, management and reporting of the Hayes Mansion Conference Center (the Center), which includes guest rooms, meeting and conference facilities, food and beverage facilities, surface and underground parking areas, and health and fitness facilities located at 200 Edenvale Avenue, San José, California. The City has contracted with Dolce International/San José, Inc. (Dolce) to act as operator of the Center, see Note 8.

The financial statements of the Center are intended to present the financial position and the changes in financial position and cash flows of only that portion of the City's financial statements that is attributable to the operating transactions of the Center. The Center's operating transactions are reported within the City's special revenue funds; however, for purposes of this presentation, management reports its operating transactions as an enterprise fund to comply with contractual requirements. The contractual requirements focus on the operations of the Center and as such the City has not included the Center's building and improvements and related debt in the Center's financial statements. These assets and related debt are reported as part of the City's government-wide financial statements. The financial statements of the Center do not purport to, and do not, present fairly the financial position of the City as of June 30, 2013 and the changes in its financial position and, where applicable, its cash flows, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

# (a) Basis of Presentation and Accounting

Basis of accounting refers to when revenues and expenses are recognized in the accounts reported in the financial statements, and relates to the timing of measurements made, regardless of the measurement focus applied. The Center is accounted for using the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

# (b) Cash and Cash Equivalents

All highly liquid investments with original maturities of three months or less are considered to be cash equivalents and are carried at fair value.

## (c) Accounts Receivable

Management has evaluated accounts receivable for collectability as of June 30, 2013 and has determined that an allowance for uncollectible amounts is not required.

Notes to Financial Statements (Continued) For the Year Ended June 30, 2013

## NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

## (d) Inventory

Inventory consists of food and beverages that are stated at the lower of cost (first in, first-out method) or market value.

### (e) Capital Assets

Capital assets are stated at cost, if purchased or at fair value on the date received, if donated. Management has established a capitalization threshold of \$5,000 per item with a useful life greater than one year. Depreciation is provided on a straight-line basis over the estimated useful life of each class of depreciable asset. Estimated useful lives are generally three to ten years for furniture, equipment and smallwares.

# (f) Operating Revenues and Expenses

The Center defines its operating revenues as charges for services, which are revenues derived from charges for rooms, conference services, sale of food and beverages, spa and other services. All other revenues not derived from these sources, such as City operating subsidies, are classified as nonoperating revenues in the accompanying statement of revenues, expenses and changes in net position.

Consistent with the treatment in the accompanying statement of cash flows, all expenses, with the exception of payments made to other funds of the City for reimbursement of bond expenses paid by the City, are treated as operating expenses in the accompanying statement of revenues, expenses and changes in net position.

# (g) Net Position

Net position is classified in the following two components:

Net Investment in Capital Assets, consists of the Center's capital assets net of related accumulated depreciation.

*Unrestricted*, consists of any remaining balance of net position not subject to the aforementioned categorization.

When both restricted and unrestricted resources are available for use, it is the Center's policy to use restricted resources first and then unrestricted resources, as they are needed.

## (h) Use of Estimates

The financial statements are prepared in conformity with accounting principles generally accepted in the United States, which requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

Notes to Financial Statements (Continued) For the Year Ended June 30, 2013

## NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

# (i) New Accounting Standards Adopted

Governmental Accounting Standards Board (GASB) Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, incorporates into the GASB's authoritative literature certain accounting and financial reporting guidance that is included in Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Research Bulletins of the AICPA Committee on Accounting Procedures, which do not conflict with or contradict other GASB pronouncements. The provisions of this statement are effective for financial statements for periods beginning after December 15, 2011. As of July 1, 2012, the Center adopted this statement, which did not have a significant impact to its financial statements.

GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position, provides financial reporting guidance for deferred outflows of resources and deferred inflows of resources and renames the residual measure as net position, rather than net assets. The provisions of this statement are effective for financial statements for periods beginning after December 15, 2011. As of July 1, 2012, the Center adopted this statement, which did not have significant impact to its financial statements.

GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, is intended to clarify the appropriate reporting of deferred outflows of resources and deferred inflows of resources to ensure consistency in financial reporting. The provisions of this statement are effective for financial statements for periods beginning June 30, 2014. As of July 1, 2012, the Center early implemented this statement, which did not have a significant impact to its financial statements.

# **NOTE 3 – CASH AND INVESTMENTS**

The Center's cash and investments consist of the following at June 30, 2013:

Petty cash	\$ 14,000
Deposits with financial institutions:	
Non-interest bearing	1,111,208
Interest bearing	1,315,162
Funds deposited in the City's cash and investment pool	 529,396
Total cash and investments	\$ 2,969,766

## (a) Investments

The Center has adopted the investment policy of the City, which is governed by provisions of the California Government Code and the City's Municipal Code.

Notes to Financial Statements (Continued) For the Year Ended June 30, 2013

## **NOTE 3 – CASH AND INVESTMENTS (Continued)**

According to the investment policy, the City's cash and investment pool may invest in the State of California Local Agency Investment Fund, obligations of the U.S. Treasury or U.S. Government agencies, time deposits, money market mutual funds invested in U.S. Government securities, and with various other permitted investments.

Under the terms of the Comerica loan agreement between the City and Comerica bank, which is no longer in effect due to the pay-off of all Comerica loans on October 29, 2008, the Center was required to set aside certain revenues into a furniture, fixtures and equipment (FF&E) reserve. Although no longer a requirement for the year ended June 30, 2013, management has decided to continue this practice. During the year, the Center transferred \$529,427 into the City's cash and investment pool to fund future capital acquisitions related to furniture, fixtures and equipment. The FF&E reserve monthly contribution is an amount equal to four percent of gross revenues for the previous calendar month to be utilized to pay for (i) costs of any single repair to or at the Center that exceeds \$5,000 and (ii) capital expenditures on or at the Center. A reconciliation of the FF&E Reserve Account for the year ended June 30, 2013, is as follows:

FF&E Reserve Account	Amount		
Beginning balance, July 1, 2012	\$ 282,289		
Contributions during the year	529,427		
Withdrawals during the year	(282,320)		
Ending balance, June 30, 2013	\$ 529,396		

The Center maintains its investments in the City's cash and investment pool. It is not possible to disclose relevant information about the Center's separate portion of the cash and investment pool, as there are no specific investments belonging to the Center itself. Information regarding the characteristics of the entire investment pool can be found in the City's June 30, 2013 basic financial statements. A copy of that report may be obtained by contacting the City's Finance Department, 200 East Santa Clara Street, 13<sup>th</sup> Floor, San José, CA, 95113 or can be found at the City's Finance Department Web Site at http://www.sanjoseca.gov.

## (b) Custodial Credit Risk

The Center's uninsured deposits are collateralized in the manner prescribed by State law. The amounts placed on deposit with financial institutions were covered by federal depository insurance or were collateralized by the pledging financial institutions as required by Section 53652 of the California Government Code. Such collateral is held by the pledging financial institutions' trust department or agent in the City's name. Accordingly, the exposure to custodial credit risk is low as of and for the year ended June 30, 2013.

## (c) Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This risk is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Center has mitigated this risk by placing its investments in the City's cash and investment pool. The City's pool is not rated by a credit rating agency.

Notes to Financial Statements (Continued) For the Year Ended June 30, 2013

# **NOTE 3 – CASH AND INVESTMENTS (Continued)**

#### (d) Interest Rate Risk

Interest rate risk is the risk that changes in market rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market rates. The Center's investment in the City's cash and investment pool has a weighted average maturity of 560 days as of June 30, 2013.

# **NOTE 4 – CAPITAL ASSETS**

The following is a summary of the changes in capital assets for the year ended June 30, 2013:

	Balance ly 1, 2012	 Additions	 Γransfers	Ju	Balance ne 30, 2013
Nondepreciable capital assets: Construction in progress	\$ 2,347	\$ 390,754	\$ (262,976)	\$	130,125
Depreciable capital assets, gross: Furniture and equipment	6,381,177	-	262,976		6,644,153
Less accumulated depreciation: Furniture and equipment	(4,844,993)	(379,719)			(5,224,712)
Total depreciable capital assets, net	1,536,184	(379,719)	 262,976		1,419,441
Total capital assets, net	\$ 1,538,531	\$ 11,035	\$ -	\$	1,549,566

### **NOTE 5 – LOANS PAYABLE**

# Devcon Construction Incorporated

Prior to November 1, 2003, Hayes Renaissance, L.P. (HRLP) provided the operations, management and reporting for the Center. The lease agreement between the City and HRLP was terminated due to HRLP's inability to meet the terms and conditions of the agreement. Upon termination, the City agreed to assume HRLP's liability to Devcon Construction Incorporated (Devcon) in the amount of \$1.2 million, and entered into a repayment agreement with Devcon, with no payment of interest and no maturity date, on a subordinated basis from the Center's net revenues, as defined in the repayment agreement between the City and Devcon.

Notes to Financial Statements (Continued) For the Year Ended June 30, 2013

### **NOTE 6 – OPERATING LEASES**

Effective July 4, 2011, the Center extended its lease and revised the terms of the agreement from a fixed rent and percentage of revenue basis to only a percentage of revenue basis, until December 22, 2011, with an outside contractor regarding the Spa Lease Agreement. The agreement requires that InSpa pay Dolce 10% of net revenues by the 10<sup>th</sup> of each month. Spa revenue for the Center for the year ended June 30, 2013 was \$4,939. This agreement ended December 22, 2011; however, the Center and InSpa agreed to continue business on the same contract terms.

During fiscal year 2011, the Center entered into various operating agreements for vehicles and phone system equipment for the Center's operations. The terms of the agreements are from September 21, 2010 for the vehicles and July 1, 2011 for the phone system equipment, expiring at various dates from August 21, 2013 through June 1, 2016. Operating lease expenses for the Center's vehicle and phone system for the year ended June 30, 2013 was \$10,363 and \$15,920, respectively. Other operating lease expenses for the year ended June 30, 2013 were related to various equipment rent and were \$35,243.

The future minimum payments anticipated under these commitments as of June 30, 2013, are as follows:

Year Ending June 30,	A	mount
2014	\$	15,406
2015		15,406
2016		15,406
Total	\$	46,218

#### NOTE 7 – RELATED PARTY TRANSACTIONS

# (a) Receipts from the City's General Fund

For the year ended June 30, 2013, the Center reported a \$4,700,000 City contribution from the General Fund, which was used to fund debt service payments to the City and the Center's operating loss.

Notes to Financial Statements (Continued) For the Year Ended June 30, 2013

## **NOTE 7 – RELATED PARTY TRANSACTIONS (Continued)**

## (b) Charges to other funds of the City

During the year ended June 30, 2013, the Center transferred to other funds of the City the following amounts to reimburse the City for expenses incurred on behalf of the Center:

Hayes Mansion bond expenses	\$ 4,100,000
General and administrative expenses	213,599
Insurance premiums	33,997
Total	\$ 4,347,596

*Hayes Mansion Bond Expenses* - During year ended June 30, 2013, the Center made operating lease payments of \$4,100,000 to other funds of the City for reimbursement of bond expenses paid by the City.

The City of San José Financing Authority (SJFA), a component unit of the City, issued lease revenue bonds in 1993 for the construction of improvements to the Center known as Phase I improvements in the original aggregate amount of approximately \$11 million. A portion of these bonds was refunded on June 12, 2007 when SJFA issued Lease Revenue Bonds Series 2007A related to the Center in the aggregate amount of approximately \$5.1 million. SJFA also issued lease revenue bonds in 2001 for the construction of additional improvements to the Center known as Phase III improvements, improvements to the adjacent Edenvale Garden Park and the refunding of the 1995 lease revenue bonds previously issued by the SJFA for improvements to the Center in the aggregate amount of approximately \$53.3 million. These bonds were refunded on June 26, 2008, when SJFA issued Lease Revenue Bonds Series 2008C and 2008D related to the Center in the aggregate amount of approximately \$58 million. The City is obligated to make the debt service payments and the Center reimburses the City for such costs.

Refer to the long-term debt disclosures in the City's basic financial statements for further information on the debt related to the Center. Future minimum lease payments on the outstanding bonds related to the improvements at the Center are as follows:

Year Ending June 30	<b>Principal</b>	Interest
2014	\$ 3,030,00	\$ 267,100
2015	3,363,20	06 233,199
2016	3,590,16	57 195,886
2017	3,737,41	6 156,817
2018	3,969,93	30 116,691
2019-2023	19,067,87	76 239,472
2024-2027	17,885,00	00 58,862
Future minimum lease commitments	\$ 54,643,60	00 \$ 1,268,027

Notes to Financial Statements (Continued) For the Year Ended June 30, 2013

# **NOTE 7 – RELATED PARTY TRANSACTIONS (Continued)**

For purposes of calculating the future minimum lease payments (equal to the annual debt service requirements for variable rate debt) as of June 30, 2013, the following June 30, 2013 effective interest rates were used:

Bond Issue	Interest Rate
SFJA Lease Revenue Bonds, Series 2008C	0.06%
SFJA Lease Revenue Bonds, Series 2008D	0.17%

General and Administrative Expenses – During the year ended June 30, 2013, the Center was allocated total charges of \$213,599 comprised of: (1) \$86,708 to pay for up to 50% of the salary of a full-time equivalent of a principal accountant employed by the City with respect to the Center; (2) \$9,996 to pay the cost of a City employee to administer and monitor long-term debt as it relates to the Center (not to exceed \$10,000 per contract year); (3) \$83,495 to pay the cost of a City asset management consultant to oversee the management of the Center; (4) \$33,400 to pay for other administrative and general expense.

*Insurance Premiums* – The Center paid \$33,977 for the cost of insurance premiums for policies maintained by the City with respect to the Center, which are reported as insurance expense. The Center is covered under the City's annual all-risk property insurance policy. The policy is a \$1 billion blanket property policy covering all City owned locations, including the Center.

### **NOTE 8 – COMMITMENTS**

## (a) Management Agreement

The City entered into a Management Agreement (the Agreement) with Dolce to operate and manage the Center. The original term of the Agreement is for the period from January 1, 2004 through June 30, 2014, unless it is extended or sooner terminated, as provided for in the Agreement. Dolce has the right and option to extend the original term for two successive periods of five calendar years each, provided it meets certain requirements as defined in the Agreement.

As compensation for the services to be rendered by Dolce pursuant to the Agreement, the City pays Dolce a monthly base management fee of 3% of monthly gross revenues. In accordance with the Agreement, the management fee is reduced to 2% if none of the two required performance measures are met. For the year ended June 30, 2013, Dolce met one of the two required performance measures, so the monthly base management fee is calculated based on 3% of the Center's gross revenues or \$397,080.

Dolce is also entitled to an incentive management fee during each contract year, as defined in the Agreement, which is variable based on the Center's profitability. For the year ended June 30, 2013, Dolce did not meet the performance objectives entitling them to an incentive management fee.

Notes to Financial Statements (Continued) For the Year Ended June 30, 2013

# **NOTE 8 – COMMITMENTS (Continued)**

# (b) Operating Contributions from the City

Beginning in the year ended June 30, 2005, the City has advanced General Fund money to the Center to subsidize its operations under the City's Hayes Line of Credit appropriation. The City expects repayment of these contributions when the Center generates an operating surplus. Amounts committed to the Center as of June 30, 2013 are summarized as follows:

Year Ended June 30,	Amount	
2005	\$	1,000,000
2006		2,400,000
2007		4,200,000
2008		4,300,000
2009		9,100,000
2010		2,700,000
2011		5,800,000
2012		5,050,000
2013		4,700,000
Total advances from the City	\$	39,250,000

Due to the Center's operating deficits over the past several years, it is not certain whether or when the Center will be able to repay these General Fund contributions; accordingly, they have been reported as contributions and are not reported as a liability in the financial statements.