

MEETING DATE: 12/09/2013

AGENDA ITEM: Public Hearing - (1) Adoption of a Resolution Confirming the Business Improvement District Advisory Board's Annual Report and the Levy of the Downtown Culver City Business Improvement District Assessment for 2014; and, (2) Appointment of Members to the Business Improvement District Advisory Board for Calendar Year 2014.

ATTACHMENTS

	<u>Pages</u>
1. Proposed Resolution to Confirm Annual Report and Levy the Proposed Assessment for 2014.	1-4
2. DBA Quarterly Financial Statements and Accounts Payable Summary.	5-20
3. Internal Revenue Service Tax-Exempt Certification.	21-22
4. DBA Certificate of General Liability Insurance.	23

RESOLUTION NO. 2013-R _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CULVER CITY, CALIFORNIA, CONFIRMING THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD'S ANNUAL REPORT AND LEVYING THE DOWNTOWN CULVER CITY BUSINESS IMPROVEMENT DISTRICT ASSESSMENT FOR 2014.

WHEREAS, the Parking and Business Improvement Area Law of 1989 (California Streets and Highway Code §§36500 *et seq.*) (the "Act") authorizes cities to establish parking and business improvement areas for the purpose of imposing assessments on businesses for certain purposes; and,

WHEREAS, on December 11, 2000, the City Council of the City of Culver City (the "City Council") approved and adopted Ordinance No. 2000-027 that repealed, in part, Ordinance No. 98-011 and established regulations by which the Downtown Culver City Business Improvement District was to operate; and,

WHEREAS, pursuant to an agreement between the City and the Downtown Business Association, the Culver City Business Improvement District Advisory Board shall be designated by the City Council as the advisory board required by the Act; and,

WHEREAS, on November 12, 2013, the City Council approved the annual report (including the work program and budget), prepared by the Culver City Business Improvement District Advisory Board, and established December 9, 2013 as the date for a public hearing to continue the Downtown Culver City Business Improvement District; and,

WHEREAS, on December 9, 2013, after conducting a duly noticed public hearing, the City Council confirmed the Culver City Business Improvement District Advisory

Board's annual report and, after determining there was no majority protest, decided to continue the Downtown Culver City Business Improvement District; and,

WHEREAS, Section 9.c. of Ordinance No. 2000-027, requires the adoption of this resolution in order to levy assessments for the subject calendar year.

NOW, THEREFORE, the City Council of the City of Culver City, California, DOES HEREBY RESOLVE as follows:

1. The City Council hereby determines there was no majority protest.
2. The City Council hereby confirms the Culver City Business Improvement District Advisory Board's annual report as filed by the board or as modified by the City Council during the public hearing of December 9, 2013.
3. The City Council hereby establishes that assessments shall be levied on businesses located within the boundaries of the Downtown Culver City Business Improvement District, as set forth in Exhibit "A," which is attached hereto and incorporated herein by reference, and pursuant to the classifications and amounts set forth in Exhibit "B," which is attached hereto and incorporated by reference.
4. This resolution shall become effective upon signature.

APPROVED and ADOPTED this _____ day of _____ 2013.

JEFFREY COOPER, MAYOR
City of Culver City, California

ATTEST:

APPROVED AS TO FORM:

MARTIN COLE, City Clerk
A13-00756

fw
CAROL A. SCHWAB, City Attorney

Attachment No. 1 Exhibit A



Source: Community Development Department

Map Created: 11/09/2011

Attachment No. 1 Exhibit B

Proposed 2014 Assessment Schedule

Business Type	City Business License Code	Annual BID Fee
<u>TYPE A</u>		
Retail 1-1000 sq. ft.	036-144, 396, 399, 402	\$ 369
Retail 1001-2500 sq. ft.		\$ 615
Retail 2501-5000 sq. ft.		\$ 922
Retail > 5000 sq. ft.		\$1,229
Hotel	456, 480	\$1,843
Bar/Restaurant: Total Seats, both Indoor & Outdoor:	390, 654-690	
0-50 seats		\$1,229
51-100 seats		\$1,843
> 100 seats		\$2,457
Computer Graphics & Computer Services	152, 200	\$ 615
Martial Arts Studio, Health Studios, Hair Salon	744, 276	
0-25,000 sq. ft.		\$ 615
> 25,000 sq. ft.		\$1,229
<u>TYPE B</u>		
Theaters	858	\$ 3/seat
Live Performance	858	\$ 2/seat
<u>TYPE C</u>		
All others, not listed		\$ 369
<u>TYPE D</u>		
Banking Institutions 0-7500 sq. ft.	342	\$1,229
Banking Institutions > 7500 sq. ft.		\$1,843
Film Studios	490, 498	\$1,229
Recording Studios	554	\$1,229
Utilities		\$1,229
Hospitals > 20,000 sq. ft.	780	\$2,457
Hospitals and Clinics < 20,000 sq. ft.		\$1,229
<u>TYPE E</u>		
Commercial Rentals	432	
< 5,000		\$1,229
5,001-15,000		\$1,843
15,001-25,000		\$2,457
25,001-35,000		\$3,072
Over 35,000		\$3,686

Notes:

1. Fee for individual business owners with multiple business licenses/operations at the same address will be based on the single highest category.
2. Business owners with multiple business locations within the BID area will be assessed separately at each location.
3. Commercial rentals will be assessed for each building location, not each tenant space.
4. Multiple independent business owners at the same address will be assessed separately at their respective rates.

Proposed 2014 BID Advisory Board

1. Eric Sims
2. John Byers
3. Kathryn Lundeen
4. Karl Kuhn

Attachment No. 2

10:10 AM
11/12/13

CC Downtown Business Association, INC A/R Aging Summary As of October 31, 2013

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Attachment No. 2

10:20 AM
11/12/13

CC Downtown Business Association, INC A/P Aging Summary As of October 31, 2013

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

10:53 AM
11/04/13
Accrual Basis

Attachment No. 2
CC Downtown Business Association, INC
Balance Sheet
As of March 31, 2013

Mar 31, 13

ASSETS

Current Assets

Checking/Savings

1000 - Cash

1005 - PayPal -15.00

1020 - DBA Account - Bank of the West 63,066.54

Total 1000 - Cash 63,051.54

Total Checking/Savings 63,051.54

Total Current Assets 63,051.54

TOTAL ASSETS 63,051.54

LIABILITIES & EQUITY

Equity

3000 - Opening Bal Equity 4,824.74

3900 - Retained Earnings 72,979.31

Net Income -14,752.51

Total Equity 63,051.54

TOTAL LIABILITIES & EQUITY 63,051.54

10:58 AM
11/04/13
Accrual Basis

Attachment No. 2
CC Downtown Business Association, INC
Balance Sheet
As of June 30, 2013

Jun 30, 13

ASSETS

Current Assets

Checking/Savings

1000 - Cash

1005 - PayPal

567.00

1020 - DBA Account - Bank of the West

166,451.42

Total 1000 - Cash

167,018.42

Total Checking/Savings

167,018.42

Total Current Assets

167,018.42

TOTAL ASSETS

167,018.42

LIABILITIES & EQUITY

Equity

3000 - Opening Bal Equity

4,824.74

3900 - Retained Earnings

72,979.31

Net Income

89,214.37

Total Equity

167,018.42

TOTAL LIABILITIES & EQUITY

167,018.42

11:00 AM
11/04/13
Accrual Basis

Attachment No. 2
CC Downtown Business Association, INC
Balance Sheet
As of September 30, 2013

Sep 30, 13

ASSETS

Current Assets

Checking/Savings

1000 - Cash

1020 - DBA Account - Bank of the West 132,158.73

Total 1000 - Cash 132,158.73

Total Checking/Savings 132,158.73

Total Current Assets 132,158.73

TOTAL ASSETS 132,158.73

LIABILITIES & EQUITY

Equity

3000 - Opening Bal Equity 4,824.74

3900 - Retained Earnings 72,979.31

Net Income 54,354.68

Total Equity 132,158.73

TOTAL LIABILITIES & EQUITY 132,158.73

2:42 PM
11/06/13
Accrual Basis

Attachment No. 2
CC Downtown Business Association, INC
Balance Sheet
As of October 31, 2013

	<u>Oct 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 - Cash	
1020 - DBA Account - Bank of the West	158,607.63
Total 1000 - Cash	<u>158,607.63</u>
Total Checking/Savings	<u>158,607.63</u>
Total Current Assets	<u>158,607.63</u>
TOTAL ASSETS	<u><u>158,607.63</u></u>
 LIABILITIES & EQUITY	
Equity	
3000 - Opening Bal Equity	4,824.74
3900 - Retained Earnings	72,979.31
Net Income	<u>80,803.58</u>
Total Equity	<u>158,607.63</u>
 TOTAL LIABILITIES & EQUITY	<u><u>158,607.63</u></u>

Attachment No. 2
CC Downtown Business Association, INC
Profit & Loss Budget Performance
January through March 2013

	<u>Jan - Mar 13</u>	<u>Annual Budget</u>
Income		
4000 · Income		
4010 · Assessment Income	0.00	178,185.00
4011 · Reserve Revenue/Carry-Over	0.00	16,470.00
4040 · Valet Parking	4,500.00	18,000.00
4080 · Reimbursed Expenses		
4085 · Other	3,850.00	
4086 · Maintnence MOU	18,180.00	54,540.00
Total 4080 · Reimbursed Expenses	<u>22,030.00</u>	<u>54,540.00</u>
4091 · Bank Interest Income	5.53	20.00
Total 4000 · Income	<u>26,535.53</u>	<u>267,215.00</u>
 Total Income	 <u>26,535.53</u>	 <u>267,215.00</u>
 Gross Profit	 26,535.53	 267,215.00
 Expense		
5000 · Communication & Image Expense		
5100 · Advertising		
5120 · Print Ads		
5122 · Ad Buys	0.00	150.00
Total 5120 · Print Ads	<u>0.00</u>	<u>150.00</u>
Total 5100 · Advertising	0.00	150.00
5200 · Marketing/Events Hard Costs		
5211 · Printing&Design	861.92	5,700.00
5212 · Entertainment	0.00	3,400.00
5213 · Street Team	300.00	1,800.00
5214 · Misc. Marketing	0.00	100.00
5230 · Holiday Events_Party, Ads	0.00	4,166.00
Total 5200 · Marketing/Events Hard Costs	<u>1,161.92</u>	<u>15,166.00</u>
5400 · Website/e-newsletter	524.40	3,700.00
5500 · Other Marketing Expenses		
5520 · PR/Marketing	2,400.00	9,600.00
Total 5500 · Other Marketing Expenses	<u>2,400.00</u>	<u>9,600.00</u>
 Total 5000 · Communication & Image Expense	 4,086.32	 28,616.00
 7000 · Maintenance Expense		
7010 · Maintenance DBA	3,159.28	33,956.00

Attachment No. 2
CC Downtown Business Association, INC
Profit & Loss Budget Performance
January through March 2013

	<u>Jan - Mar 13</u>	<u>Annual Budget</u>
7020 · Maintenance MOU	9,090.00	54,540.00
7030 · Beautification (Twinkle Lights)	0.00	11,000.00
Total 7000 · Maintenance Expense	12,249.28	99,496.00
 8000 · Administration Expense		
8100 · Downtown Valet Park Mgmt		
8110 · Valet Stations City Permit	3,870.00	15,480.00
8120 · Lot Leases	2,000.00	12,000.00
8130 · Valet Ops City Permit	0.00	600.00
Total 8100 · Downtown Valet Park Mgmt	5,870.00	28,080.00
 8200 · Consulting	7,382.50	0.00
8300 · Professional Development	0.00	1,500.00
8400 · Office Expense		
8410 · Telephone	239.43	1,920.00
8440 · City BID Administration Fee	0.00	3,563.00
8460 · Rent	822.00	6,000.00
8470 · Ofc. Supplies/Postage/Comp Srv.	739.51	1,000.00
8490 · Meetings and Meals	365.00	
Total 8400 · Office Expense	2,165.94	12,483.00
 8500 · Professional Fee	0.00	2,000.00
8700 · Insurance	0.00	2,375.00
8800 · Taxes, Dues, Permits	0.00	1,195.00
Total 8000 · Administration Expense	15,418.44	47,633.00
 8600 · Payroll Expenses		
8650 · Labor	8,158.00	
8660 · Benefits	570.00	
8690 · Workmans Comp	806.00	
8600 · Payroll Expenses - Other	0.00	72,000.00
Total 8600 · Payroll Expenses	9,534.00	72,000.00
 8900 · Memberships	0.00	800.00
Total Expense	41,288.04	248,545.00
 Net Income	-14,752.51	18,670.00

Attachment No. 2 CC Downtown Business Association, INC Profit & Loss Budget Performance

April through June 2013

	<u>Apr - Jun 13</u>	<u>Annual Budget</u>
Income		
4000 · Income		
4010 · Assessment Income	150,000.00	178,185.00
4011 · Reserve Revenue/Carry-Over	0.00	16,470.00
4012 · Previous Delinquent Fees 2011	1,500.00	
4013 · Remaining Uncollected Fees	585.00	
4040 · Valet Parking	4,500.00	18,000.00
4080 · Reimbursed Expenses		
4085 · Other	1,700.00	
4086 · Maintnence MOU	9,090.00	54,540.00
Total 4080 · Reimbursed Expenses	10,790.00	54,540.00
4091 · Bank Interest Income	11.90	20.00
Total 4000 · Income	167,386.90	267,215.00
Total Income	167,386.90	267,215.00
Gross Profit	167,386.90	267,215.00
Expense		
5000 · Communication & Image Expense		
5100 · Advertising		
5120 · Print Ads		
5122 · Ad Buys	150.00	150.00
Total 5120 · Print Ads	150.00	150.00
Total 5100 · Advertising	150.00	150.00
5200 · Marketing/Events Hard Costs		
5211 · Printing&Design	3,433.69	5,700.00
5212 · Entertainment	3,425.00	3,400.00
5213 · Street Team	300.00	1,800.00
5214 · Misc. Marketing	5,718.00	100.00
5230 · Holiday Events_Party, Ads	900.00	4,166.00
Total 5200 · Marketing/Events Hard Costs	13,776.69	15,166.00
5400 · Website/e-newsletter	1,065.00	3,700.00
5500 · Other Marketing Expenses		
5510 · Marketing Supplies	44.70	
5520 · PR/Marketing	2,400.00	9,600.00
5500 · Other Marketing Expenses - Other	0.00	
Total 5500 · Other Marketing Expenses	2,444.70	9,600.00
Total 5000 · Communication & Image Expense	17,436.39	28,616.00

Attachment No. 2 CC Downtown Business Association, INC Profit & Loss Budget Performance

April through June 2013

	<u>Apr - Jun 13</u>	<u>Annual Budget</u>
7000 · Maintenance Expense		
7010 · Maintenance DBA	5,281.92	33,956.00
7020 · Maintenance MOU	13,635.00	54,540.00
7030 · Beautification (Twinkle Lights)	2,577.80	11,000.00
Total 7000 · Maintenance Expense	<u>21,494.72</u>	<u>99,496.00</u>
8000 · Administration Expense		
8100 · Downtown Valet Park Mgmt		
8110 · Valet Stations City Permit	3,870.00	15,480.00
8120 · Lot Leases	3,000.00	12,000.00
8130 · Valet Ops City Permit	299.52	600.00
Total 8100 · Downtown Valet Park Mgmt	<u>7,169.52</u>	<u>28,080.00</u>
8200 · Consulting	0.00	0.00
8300 · Professional Development	0.00	1,500.00
8400 · Office Expense		
8410 · Telephone	303.56	1,920.00
8420 · Bank Service Charges	14.00	
8440 · City BID Administration Fee	0.00	3,563.00
8460 · Rent	1,500.00	6,000.00
8470 · Ofc. Supplies/Postage/Comp Srv.	267.76	1,000.00
8480 · Other	30.27	
8490 · Meetings and Meals	0.00	
Total 8400 · Office Expense	<u>2,115.59</u>	<u>12,483.00</u>
8500 · Professional Fee	0.00	2,000.00
8700 · Insurance	647.00	2,375.00
8800 · Taxes, Dues, Permits	10.00	1,195.00
Total 8000 · Administration Expense	<u>9,942.11</u>	<u>47,633.00</u>
8600 · Payroll Expenses		
8650 · Labor	13,246.80	
8660 · Benefits	1,300.00	
8690 · Workmans Comp	0.00	
8600 · Payroll Expenses - Other	0.00	72,000.00
Total 8600 · Payroll Expenses	<u>14,546.80</u>	<u>72,000.00</u>
8900 · Memberships	<u>0.00</u>	<u>800.00</u>
Total Expense	<u>63,420.02</u>	<u>248,545.00</u>
Net Income	<u>103,966.88</u>	<u>18,670.00</u>

Attachment No. 2
CC Downtown Business Association, INC
Profit & Loss Budget Performance
July through September 2013

	<u>Jul - Sep 13</u>	<u>Annual Budget</u>
Income		
4000 · Income		
4010 · Assessment Income	0.00	178,185.00
4011 · Reserve Revenue/Carry-Over	0.00	16,470.00
4012 · Previous Delinquent Fees 2011	1,000.00	
4013 · Remaining Uncollected Fees	0.00	
4040 · Valet Parking	4,500.00	18,000.00
4080 · Reimbursed Expenses		
4085 · Other	0.00	
4086 · Maintnence MOU	13,635.00	54,540.00
Total 4080 · Reimbursed Expenses	13,635.00	54,540.00
4091 · Bank Interest Income	11.30	20.00
Total 4000 · Income	19,146.30	267,215.00
Total Income	19,146.30	267,215.00
Gross Profit	19,146.30	267,215.00
Expense		
5000 · Communication & Image Expense		
5100 · Advertising		
5120 · Print Ads		
5122 · Ad Buys	0.00	150.00
Total 5120 · Print Ads	0.00	150.00
Total 5100 · Advertising	0.00	150.00
5200 · Marketing/Events Hard Costs		
5211 · Printing&Design	1,268.05	5,700.00
5212 · Entertainment	1,192.00	3,400.00
5213 · Street Team	150.00	1,800.00
5214 · Misc. Marketing	0.00	100.00
5230 · Holiday Events_Party, Ads	300.00	4,166.00
Total 5200 · Marketing/Events Hard Costs	2,910.05	15,166.00
5400 · Website/e-newsletter	190.00	3,700.00
5500 · Other Marketing Expenses		
5510 · Marketing Supplies	101.48	
5520 · PR/Marketing	3,200.00	9,600.00
5500 · Other Marketing Expenses - Other	0.00	
Total 5500 · Other Marketing Expenses	3,301.48	9,600.00

Attachment No. 2
CC Downtown Business Association, INC
Profit & Loss Budget Performance
July through September 2013

	<u>Jul - Sep 13</u>	<u>Annual Budget</u>
Total 5000 · Communication & Image Expense	6,401.53	28,616.00
7000 · Maintenance Expense		
7010 · Maintenance DBA	7,898.92	33,956.00
7020 · Maintenance MOU	13,635.00	54,540.00
7030 · Beautification (Twinkle Lights)	2,565.44	11,000.00
Total 7000 · Maintenance Expense	24,099.36	99,496.00
8000 · Administration Expense		
8100 · Downtown Valet Park Mgmt		
8110 · Valet Stations City Permit	3,870.00	15,480.00
8120 · Lot Leases	3,000.00	12,000.00
8130 · Valet Ops City Permit	0.00	600.00
Total 8100 · Downtown Valet Park Mgmt	6,870.00	28,080.00
8200 · Consulting	0.00	0.00
8300 · Professional Development	550.00	1,500.00
8400 · Office Expense		
8410 · Telephone	160.27	1,920.00
8420 · Bank Service Charges	6.00	
8440 · City BID Administration Fee	0.00	3,563.00
8460 · Rent	1,500.00	6,000.00
8470 · Ofc. Supplies/Postage/Comp Srv.	328.92	1,000.00
8480 · Other	285.51	
8490 · Meetings and Meals	0.00	
Total 8400 · Office Expense	2,280.70	12,483.00
8500 · Professional Fee	0.00	2,000.00
8700 · Insurance	1,475.00	2,375.00
8800 · Taxes, Dues, Permits	0.00	1,195.00
Total 8000 · Administration Expense	11,175.70	47,633.00
8600 · Payroll Expenses		
8650 · Labor	11,354.40	
8660 · Benefits	975.00	
8690 · Workmans Comp	0.00	
8600 · Payroll Expenses - Other	0.00	72,000.00
Total 8600 · Payroll Expenses	12,329.40	72,000.00
8900 · Memberships	0.00	800.00
Total Expense	54,005.99	248,545.00

1:50 PM
11/06/13
Accrual Basis

Attachment No. 2
CC Downtown Business Association, INC
Profit & Loss Budget Performance
July through September 2013

Net Income

Jul - Sep 13

Annual Budget

-34,859.69

18,670.00

Attachment No. 2
CC Downtown Business Association, INC
Profit & Loss Budget Performance
October through December 2013

	<u>Oct - Dec 13</u>	<u>Annual Budget</u>
Income		
4000 · Income		
4010 · Assessment Income	24,621.30	178,185.00
4011 · Reserve Revenue/Carry-Over	0.00	16,470.00
4012 · Previous Delinquent Fees 2011	0.00	
4013 · Remaining Uncollected Fees	0.00	
4040 · Valet Parking	1,500.00	18,000.00
4080 · Reimbursed Expenses		
4085 · Other	0.00	
4086 · Maintnence MOU	4,545.00	54,540.00
Total 4080 · Reimbursed Expenses	<u>4,545.00</u>	<u>54,540.00</u>
4091 · Bank Interest Income	0.00	20.00
Total 4000 · Income	<u>30,666.30</u>	<u>267,215.00</u>
Total Income	<u>30,666.30</u>	<u>267,215.00</u>
Gross Profit	30,666.30	267,215.00
Expense		
5000 · Communication & Image Expense		
5100 · Advertising		
5120 · Print Ads		
5122 · Ad Buys	0.00	150.00
Total 5120 · Print Ads	<u>0.00</u>	<u>150.00</u>
Total 5100 · Advertising	0.00	150.00
5200 · Marketing/Events Hard Costs		
5211 · Printing&Design	0.00	5,700.00
5212 · Entertainment	500.00	3,400.00
5213 · Street Team	0.00	1,800.00
5214 · Misc. Marketing	0.00	100.00
5230 · Holiday Events_Party, Ads	0.00	4,166.00
Total 5200 · Marketing/Events Hard Costs	<u>500.00</u>	<u>15,166.00</u>
5400 · Website/e-newsletter	0.00	3,700.00
5500 · Other Marketing Expenses		
5510 · Marketing Supplies	0.00	
5520 · PR/Marketing	0.00	9,600.00
5500 · Other Marketing Expenses - Other	0.00	
Total 5500 · Other Marketing Expenses	<u>0.00</u>	<u>9,600.00</u>

Attachment No. 2
CC Downtown Business Association, INC
Profit & Loss Budget Performance
October through December 2013

	<u>Oct - Dec 13</u>	<u>Annual Budget</u>
Total 5000 · Communication & Image Expense	500.00	28,616.00
7000 · Maintenance Expense		
7010 · Maintenance DBA	0.00	33,956.00
7020 · Maintenance MOU	0.00	54,540.00
7030 · Beautification (Twinkle Lights)	0.00	11,000.00
Total 7000 · Maintenance Expense	0.00	99,496.00
8000 · Administration Expense		
8100 · Downtown Valet Park Mgmt		
8110 · Valet Stations City Permit	0.00	15,480.00
8120 · Lot Leases	1,000.00	12,000.00
8130 · Valet Ops City Permit	0.00	600.00
Total 8100 · Downtown Valet Park Mgmt	1,000.00	28,080.00
8200 · Consulting	0.00	0.00
8300 · Professional Development	0.00	1,500.00
8400 · Office Expense		
8410 · Telephone	0.00	1,920.00
8420 · Bank Service Charges	0.00	
8440 · City BID Administration Fee	0.00	3,563.00
8460 · Rent	500.00	6,000.00
8470 · Ofc. Supplies/Postage/Comp Srv.	0.00	1,000.00
8480 · Other	0.00	
8490 · Meetings and Meals	0.00	
Total 8400 · Office Expense	500.00	12,483.00
8500 · Professional Fee	0.00	2,000.00
8700 · Insurance	0.00	2,375.00
8800 · Taxes, Dues, Permits	0.00	1,195.00
Total 8000 · Administration Expense	1,500.00	47,633.00
8600 · Payroll Expenses		
8650 · Labor	0.00	
8660 · Benefits	2,217.40	
8690 · Workmans Comp	0.00	
8600 · Payroll Expenses - Other	0.00	72,000.00
Total 8600 · Payroll Expenses	2,217.40	72,000.00
8900 · Memberships	0.00	800.00
Total Expense	4,217.40	248,545.00

1:47 PM
11/06/13
Accrual Basis

Attachment No. 2
CC Downtown Business Association, INC
Profit & Loss Budget Performance
October through December 2013

	<u>Oct - Dec 13</u>	<u>Annual Budget</u>
Net Income	<u>26,448.90</u>	<u>18,670.00</u>

DEPT. OF THE TREASURY

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2808
CINCINNATI, OH 45201

Date: APR 20 1999

CULVER CITY DOWNTOWN BUSINESS
ASSOCIATION INC
PO BOX 1322
CULVER CITY, CA 90232

Employer Identification Number:
91-4604649

EMW:

319083024

Contact Person:

VICTORIA LAHEY

ID# 31394

Contact Telephone Number:

(877) 829-6500

Internal Revenue Code

Section 501(c)(6)

Accounting Period Ending:

July 31

Form 990 Required:

Yes

Attachment Applies:

No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in the section indicated above.

Unless specifically exempted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay \$100 or more during a calendar year. And, unless exempted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay \$50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 30 calendar weeks or you paid wages of \$1,500 or more in any calendar quarter. If you have any questions about excise, employment, or other Federal taxes, please address them to this office.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5

Letter 944.00/CA

-2-

CULVER CITY DOWNTOWN BUSINESS

percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$20 per day each day there is a failure to comply (up to a maximum of \$10,000 in the case of an annual return).

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,


District Director

Letter 944 (10/00)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/2/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER WELLS FARGO INSURANCE OF CALIFORNIA PO BOX 2248 GRAND RAPIDS MI 49501-2248	CONTACT NAME: CUSTOMER SERVICE CENTER PHONE (A/C, No. Ext): (866) 972-7378 FAX (A/C, No): (800) 455-9611 E-MAIL ADDRESS: BUSINESS.CUSTOMERSERVICE@FARMERSINSURANCE.COM																					
INSURED DOWNTOWN CULVER CITY BUSINESS ASSOCIATION P.O. BOX 1322 CULVER CITY CA 902321322	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> <tr> <td>INSURER A:</td><td>MARYLAND CASUALTY</td><td>19356</td></tr> <tr> <td>INSURER B:</td><td></td><td></td></tr> <tr> <td>INSURER C:</td><td></td><td></td></tr> <tr> <td>INSURER D:</td><td></td><td></td></tr> <tr> <td>INSURER E:</td><td></td><td></td></tr> <tr> <td>INSURER F:</td><td></td><td></td></tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	MARYLAND CASUALTY	19356	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
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INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES

CERTIFICATE NUMBER: Cert ID 126167

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC ☐ OTHER:	Y N	PAS002304121	4/9/2013	4/9/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS	Y N	PAS002304121	4/9/2013	4/9/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
						\$
						\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 PROFESSIONAL AND TRADE ASSOCIATIONS - OFFICE ONLY/ CITY OF CULVER CITY, MEMBERS OF ITS CITY COUNCIL, ITS BOARDS AND COMMISSIONS, OFFICERS, AGENTS, AND EMPLOYEES ARE DESIGNATED AS ADDITIONAL INSURED WITH REGARDS TO GENERAL LIABILITY. AS SUBJECT TO THE POLICY TERMS AND CONDITIONS.

CERTIFICATE HOLDER

CANCELLATION

CITY OF CULVER CITY - CITY HALL
 9770 CULVER BLVD
 CULVER CITY CA 90232

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2013/04)

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