

MEETING DATE: 12/10/2012

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 2013; (2) Appointment of Members to the Business Improvement District Advisory Board for Calendar Year 2013; and (3) Approval of the Management Agreement between the City and the Downtown Business Association for Calendar Years 2013 and 2014.

ATTACHMENTS

	<u>Pages</u>
1. Proposed Resolution to Confirm Annual Report and Levy the Proposed Assessment for 2013.	1-4
2. DBA Quarterly Financial Statements and Accounts Payable Summary.	5-34
3. Internal Revenue Service Tax-Exempt Certification.	35-36
4. DBA Certificate of General Liability Insurance.	37

RESOLUTION NO. 2012-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 2013.

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2000, the City Council of the City of Culver City (the "City Council") approved and adopted Ordinance No. 2000-027 that repealed, in part, Ordinance No. 98-011 and established regulations by which the Downtown Culver City Business Improvement District was to operate; and,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, 2012, 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 10, 2012 as the date for a public hearing to continue the Downtown Culver City Business Improvement District; and,

WHEREAS, on December 10, 2012, after conducting a duly noticed public hearing, the City Council confirmed the Culver City Business Improvement District Advisory

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

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

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

7 1. The City Council hereby determines there was no majority protest.

8
9 2. The City Council hereby confirms the Culver City Business
10 Improvement District Advisory Board's annual report as filed by the board or as modified by
11 the City Council during the public hearing of December 10, 2012.

12
13 3. The City Council hereby establishes that assessments shall be levied
14 on businesses located within the boundaries of the Culver City Business Improvement
15 District, as set forth in Exhibit "A," which is attached hereto and incorporated herein by
16 reference, and pursuant to the classifications and amounts set forth in Exhibit "B," which is
17 attached hereto and incorporated herein by reference.

18
19 4. This resolution shall become effective upon signature.

20 APPROVED and ADOPTED this ____ day of ____ 2012.

21
22 _____
23 ANDREW WEISSMAN, MAYOR
24 City of Culver City, California

25 ATTEST:

APPROVED AS TO FORM:

26
27 _____
28 MARTIN COLE, City Clerk
A12-00948

for  _____
CAROL A. SCHWAB, City Attorney

Business Improvement District Exhibit A

**THE CITY OF
CULVER CITY**



INFORMATION TECHNOLOGY
GEOGRAPHIC INFORMATION SYSTEMS

9770 CULVER BLVD
CULVER CITY, CA 90232
TEL: 310-253-5976

DATE: 11/09/2011
SCALE: 5123.24183956934

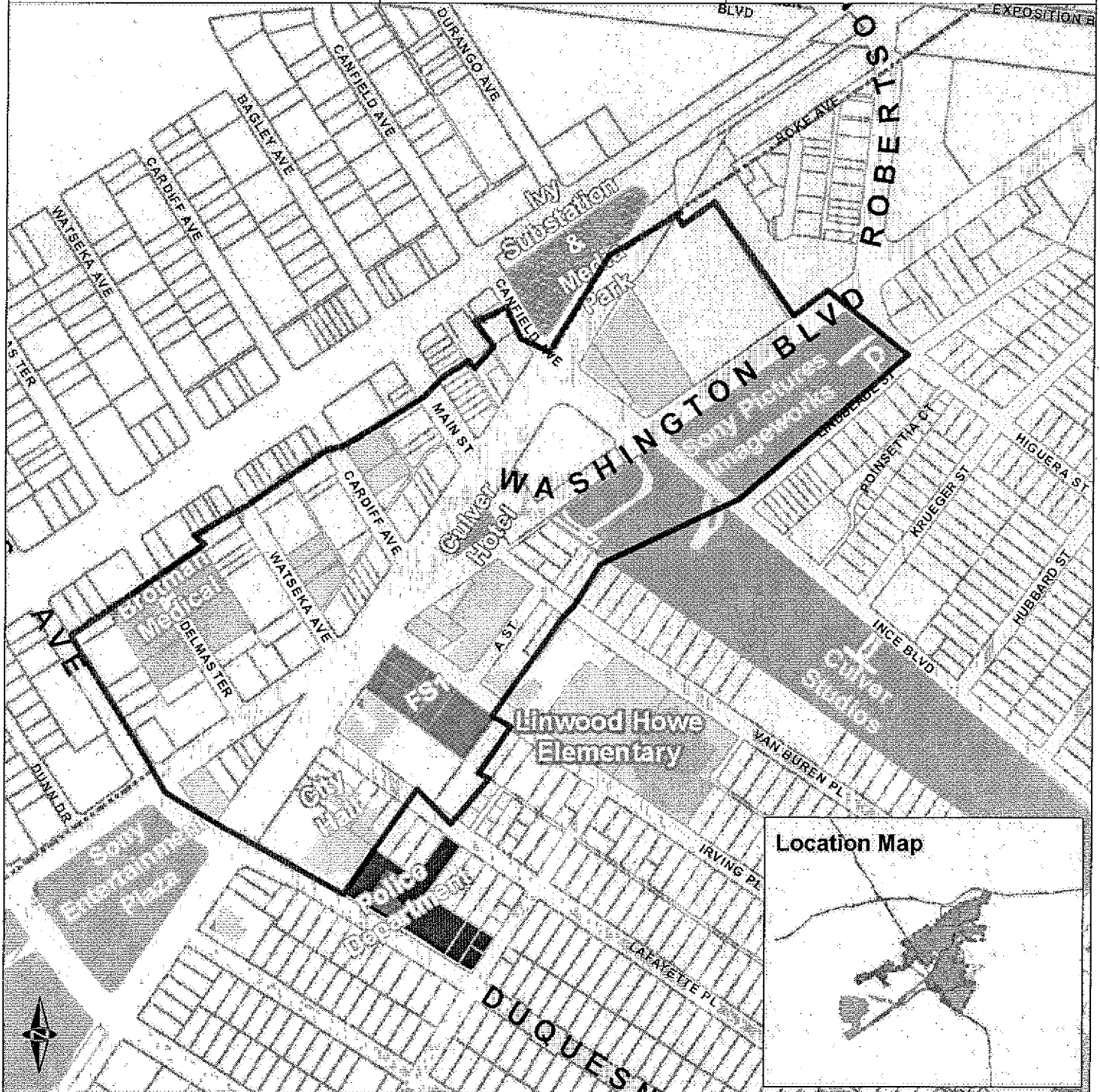
MAP PROJECTION: CALIFORNIA STATE PLANE
ZONE: V (FIVE)
DATUM: NAD 1983
UNITS: FEET
ELLIPSOID: GRS 80

MAGNETIC DECLINATION: 13 DEGREES 6 MINUTES EAST
YEAR: JULY 10, 2006
ANNUAL CHANGE: 5 MINUTES WEST
AVERAGE ELEVATION: 57 FEET ABOVE SEA LEVEL
ELEVATION RANGE: 14 TO 419 FEET

DISCLAIMER

The City of Culver City makes no representation or warranties of any kind with respect to the accuracy of the information of claims furnished herein, as the data is a compilation of records and information obtained from various sources. The data displayed on this map is for representational purposes only. It is neither a legally recorded map nor a survey and is not intended to be used as such. No part of this map may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording systems except as expressly permitted in writing by the City of Culver City, Information Technology Department, Geographic Information Systems.

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Attachment No. 1

Exhibit B

Proposed 2013 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.		\$1229
Hotel	456, 480	\$1843
Bar/Restaurant: Total Seats, both Indoor & Outdoor:	390, 654-690	
0-50 seats		\$1229
51-100 seats		\$1843
> 100 seats		\$2457
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.		\$1229
<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	\$1229
Banking Institutions > 7500 sq. ft.		\$1843
Film Studios	490, 498	\$1229
Recording Studios	554	\$1229
Utilities		\$1229
Hospitals > 20,000 sq. ft.	780	\$ 2457
Hospitals and Clinics < 20,000 sq. ft.		\$1229
<u>TYPE E</u>		
Commercial Rentals	432	
< 5,000		\$1229
5,001-15,000		\$1843
15,001-25,000		\$2457
25,001-35,000		\$3072
Over 35,000		\$3686

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.

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Accrual Basis

CC Downtown Business Association, INC

Balance Sheet

As of March 31, 2012

	Mar 31, 12
ASSETS	
Current Assets	
Checking/Savings	
1000 - Cash	
1020 - DBA Account - Bank of the West	22,842.57
1090 - Petty Cash	200.00
1000 - Cash - Other	9.75
Total 1000 - Cash	<u>23,052.32</u>
Total Checking/Savings	<u>23,052.32</u>
Accounts Receivable	
1200 - Accounts Receivable	102.12
Total Accounts Receivable	<u>102.12</u>
Total Current Assets	<u>23,154.44</u>
Fixed Assets	
Fixed Asset	
Computer	1,603.03
Fixed Asset Furniture	646.09
Total Fixed Asset	<u>2,249.12</u>
Total Fixed Assets	<u>2,249.12</u>
TOTAL ASSETS	<u><u>25,403.56</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	12,282.15
Total Accounts Payable	<u>12,282.15</u>
Total Current Liabilities	<u>12,282.15</u>
Total Liabilities	<u>12,282.15</u>
Equity	
3000 - Opening Bal Equity	4,824.26
3900 - Retained Earnings	77,362.24
Net Income	-69,065.09
Total Equity	<u>13,121.41</u>
TOTAL LIABILITIES & EQUITY	<u><u>25,403.56</u></u>

Attachment No. 2

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Accrual Basis

CC Downtown Business Association, INC

Balance Sheet

As of June 30, 2012

	Jun 30, 12
ASSETS	
Current Assets	
Checking/Savings	
1000 - Cash	
1020 - DBA Account - Bank of the West	126,447.37
1090 - Petty Cash	200.00
1000 - Cash - Other	9.75
Total 1000 - Cash	126,657.12
Total Checking/Savings	126,657.12
Accounts Receivable	
1200 - Accounts Receivable	102.12
Total Accounts Receivable	102.12
Total Current Assets	126,759.24
Fixed Assets	
Fixed Asset	
Computer	1,603.03
Fixed Asset Furniture	646.09
Total Fixed Asset	2,249.12
Total Fixed Assets	2,249.12
TOTAL ASSETS	129,008.36
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	25,348.06
Total Accounts Payable	25,348.06
Total Current Liabilities	25,348.06
Total Liabilities	25,348.06
Equity	
3000 - Opening Bal Equity	4,824.74
3900 - Retained Earnings	77,362.24
Net Income	21,473.32
Total Equity	103,660.30
TOTAL LIABILITIES & EQUITY	129,008.36

Attachment No. 2

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Accrual Basis

CC Downtown Business Association, INC

Balance Sheet

As of September 30, 2012

	Sep 30, 12
ASSETS	
Current Assets	
Checking/Savings	
1000 - Cash	
1020 - DBA Account - Bank of the West	110,693.09
1090 - Petty Cash	200.00
1000 - Cash - Other	9.75
Total 1000 - Cash	110,902.84
Total Checking/Savings	110,902.84
Accounts Receivable	
1200 - Accounts Receivable	102.12
Total Accounts Receivable	102.12
Total Current Assets	111,004.96
Fixed Assets	
Fixed Asset	
Computer	1,603.03
Fixed Asset Furniture	646.09
Total Fixed Asset	2,249.12
Total Fixed Assets	2,249.12
TOTAL ASSETS	113,254.08
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	10,911.91
Total Accounts Payable	10,911.91
Total Current Liabilities	10,911.91
Total Liabilities	10,911.91
Equity	
3000 - Opening Bal Equity	4,824.74
3900 - Retained Earnings	77,362.24
Net Income	20,155.19
Total Equity	102,342.17
TOTAL LIABILITIES & EQUITY	113,254.08

Attachment No. 2

CC Downtown Business Association, INC

Balance Sheet

As of October 31, 2012

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Accrual Basis

	Oct 31, 12
ASSETS	
Current Assets	
Checking/Savings	
1000 - Cash	
1020 - DBA Account - Bank of the West	108,888.32
1090 - Petty Cash	200.00
1000 - Cash - Other	9.75
Total 1000 - Cash	109,098.07
Total Checking/Savings	109,098.07
Accounts Receivable	
1200 - Accounts Receivable	102.12
Total Accounts Receivable	102.12
Total Current Assets	109,200.19
Fixed Assets	
Fixed Asset	
Computer	1,603.03
Fixed Asset Furniture	646.09
Total Fixed Asset	2,249.12
Total Fixed Assets	2,249.12
TOTAL ASSETS	111,449.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	18,239.67
Total Accounts Payable	18,239.67
Total Current Liabilities	18,239.67
Total Liabilities	18,239.67
Equity	
3000 - Opening Bal Equity	4,824.74
3900 - Retained Earnings	77,362.24
Net Income	11,022.66
Total Equity	93,209.64
TOTAL LIABILITIES & EQUITY	111,449.31

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 January through March 2012

	Jan - Mar 12	Budget
Income		
4000 - Income		
4010 - Assessment Income	0.00	60,000.00
4011 - Reserve Revenue/Carry-Over	0.00	39,100.00
4012 - Previous Delinquent Fees 2011	1,585.00	3,048.00
4013 - Remaining Uncollected Fees	0.00	10,000.00
4014 - Late Fees	0.00	
4020 - Associate Member Dues	1,404.00	
4040 - Valet Parking	3,000.00	4,500.00
4080 - Reimbursed Expenses		
4086 - MOU	20,350.00	30,525.00
Total 4080 - Reimbursed Expenses	20,350.00	30,525.00
4090 - Miscellaneous Income-Donations	0.00	0.00
4091 - Bank Interest Income	6.42	15.00
4092 - Twinkles	0.00	0.00
4093 - Holiday Donations	0.00	0.00
Total 4000 - Income	26,345.42	147,188.00
Total Income	26,345.42	147,188.00
Expense		
5000 - Communication & Image Expense		
5200 - Marketing/Events Hard Costs		
5211 - Third Wed-Printing&Design	730.00	0.00
5212 - Third Wed-Entertainment	200.00	0.00
5213 - Third Wed-Street Team	308.00	0.00
5214 - Misc. Marketing	125.00	0.00
5220 - Holiday Tree Hard Cost	1,100.75	
5230 - Holiday Events Party, Ads	1,200.00	
5200 - Marketing/Events Hard Costs - Other	0.00	3,000.00
Total 5200 - Marketing/Events Hard Costs	3,663.75	3,000.00
5400 - Website/e-newsletter	378.97	750.00
5500 - Other Marketing Expenses		
5520 - PR/Marketing	6,000.00	6,000.00
Total 5500 - Other Marketing Expenses	6,000.00	6,000.00
Total 5000 - Communication & Image Expense	10,042.72	9,750.00
7000 - Maintenance Expense		
7010 - Maintenance Contract		
7014 - Uniforms	0.00	
7010 - Maintenance Contract - Other	7,136.34	6,180.00
Total 7010 - Maintenance Contract	7,136.34	6,180.00
7020 - MOU Maintenance	30,514.98	30,525.00
7030 - Beautification (Twinkle Lights)	0.00	
7040 - Capital Expenditure Twinkles	21,038.60	20,100.00
Total 7000 - Maintenance Expense	58,689.92	56,805.00
8000 - Administration Expense		
8100 - Downtown Valet Park Mgmt		
8110 - Valet Stations City Permit	3,870.00	3,870.00
8120 - Lot Leases	3,000.00	3,000.00
8130 - Valet Ops City Permit	0.00	
Total 8100 - Downtown Valet Park Mgmt	6,870.00	6,870.00
8200 - Consulting Management	18,000.00	18,000.00
8400 - Office Expense		
8410 - Telephone	383.05	480.00
8440 - City BID Administration Fee	0.00	3,224.00
8470 - Ofc. Supplies/Postage/Comp Srv.	109.82	375.00
8490 - Meetings and Meals	515.00	
Total 8400 - Office Expense	1,007.87	4,079.00

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 January through March 2012

	Jan - Mar 12	Budget
8500 • Professional Fee	0.00	
8700 • Insurance	800.00	770.00
8800 • Taxes, Dues, Permits	0.00	
Total 8000 • Administration Expense	26,677.87	29,719.00
9000 • Not current year assessment		
9010 • Reserve Revenue/Carry Forward	0.00	9,798.00
9020 • Estimated Uncollect. Current Yr	0.00	
9030 • Previous Yr Uncollected	0.00	38,000.00
Total 9000 • Not current year assessment	0.00	47,798.00
Total Expense	95,410.51	144,072.00
Net Income	-69,065.09	3,116.00

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 January through March 2012

	Jan - Mar 12	YTD Budget
Income		
4000 - Income		
4010 - Assessment Income	0.00	60,000.00
4011 - Reserve Revenue/Carry-Over	0.00	39,100.00
4012 - Previous Delinquent Fees 2011	1,585.00	3,048.00
4013 - Remaining Uncollected Fees	0.00	10,000.00
4014 - Late Fees	0.00	
4020 - Associate Member Dues	1,404.00	
4040 - Valet Parking	3,000.00	4,500.00
4080 - Reimbursed Expenses		
4086 - MOU	20,350.00	30,525.00
Total 4080 - Reimbursed Expenses	20,350.00	30,525.00
4090 - Miscellaneous Income-Donations	0.00	0.00
4091 - Bank Interest Income	6.42	15.00
4092 - Twinkles	0.00	0.00
4093 - Holiday Donations	0.00	0.00
Total 4000 - Income	26,345.42	147,188.00
Total Income	26,345.42	147,188.00
Expense		
5000 - Communication & Image Expense		
5200 - Marketing/Events Hard Costs		
5211 - Third Wed-Printing&Design	730.00	0.00
5212 - Third Wed-Entertainment	200.00	0.00
5213 - Third Wed-Street Team	308.00	0.00
5214 - Misc. Marketing	125.00	0.00
5220 - Holiday Tree Hard Cost	1,100.75	
5230 - Holiday Events_Party, Ads	1,200.00	
5200 - Marketing/Events Hard Costs - Other	0.00	3,000.00
Total 5200 - Marketing/Events Hard Costs	3,663.75	3,000.00
5400 - Website/e-newsletter	378.97	750.00
5500 - Other Marketing Expenses		
5520 - PR/Marketing	6,000.00	6,000.00
Total 5500 - Other Marketing Expenses	6,000.00	6,000.00
Total 5000 - Communication & Image Expense	10,042.72	9,750.00
7000 - Maintenance Expense		
7010 - Maintenance Contract		
7014 - Uniforms	0.00	
7010 - Maintenance Contract - Other	7,136.34	6,180.00
Total 7010 - Maintenance Contract	7,136.34	6,180.00
7020 - MOU Maintenance	30,514.98	30,525.00
7030 - Beautification (Twinkle Lights)	0.00	
7040 - Capital Expenditure Twinkles	21,038.60	20,100.00
Total 7000 - Maintenance Expense	58,689.92	56,805.00
8000 - Administration Expense		
8100 - Downtown Valet Park Mgmt		
8110 - Valet Stations City Permit	3,870.00	3,870.00
8120 - Lot Leases	3,000.00	3,000.00
8130 - Valet Ops City Permit	0.00	
Total 8100 - Downtown Valet Park Mgmt	6,870.00	6,870.00
8200 - Consulting Management	18,000.00	18,000.00
8400 - Office Expense		
8410 - Telephone	383.05	480.00
8440 - City BID Administration Fee	0.00	3,224.00
8470 - Ofc. Supplies/Postage/Comp Srv.	109.82	375.00
8490 - Meetings and Meals	515.00	
Total 8400 - Office Expense	1,007.87	4,079.00

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 January through March 2012

	Jan - Mar 12	YTD Budget
8500 · Professional Fee	0.00	
8700 · Insurance	800.00	770.00
8800 · Taxes, Dues, Permits	0.00	
Total 8000 · Administration Expense	26,677.87	29,719.00
9000 · Not current year assessment		
9010 · Reserve Revenue/Carry Forward	0.00	9,798.00
9020 · Estimated Uncollect. Current Yr	0.00	
9030 · Previous Yr Uncollected	0.00	38,000.00
Total 9000 · Not current year assessment	0.00	47,798.00
Total Expense	95,410.51	144,072.00
Net Income	-69,065.09	3,116.00

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 January through March 2012

	<u>Annual Budget</u>
Income	
4000 - Income	
4010 - Assessment Income	161,200.00
4011 - Reserve Revenue/Carry-Over	39,100.00
4012 - Previous Delinquent Fees 2011	3,048.00
4013 - Remaining Uncollected Fees	38,000.00
4014 - Late Fees	1.00
4020 - Associate Member Dues	
4040 - Valet Parking	18,000.00
4080 - Reimbursed Expenses	
4086 - MOU	88,320.00
Total 4080 - Reimbursed Expenses	88,320.00
4090 - Miscellaneous Income-Donations	0.00
4091 - Bank Interest Income	60.00
4092 - Twinkles	0.00
4093 - Holiday Donations	0.00
Total 4000 - Income	347,729.00
Total Income	347,729.00
Expense	
5000 - Communication & Image Expense	
5200 - Marketing/Events Hard Costs	
5211 - Third Wed-Printing&Design	0.00
5212 - Third Wed-Entertainment	0.00
5213 - Third Wed-Street Team	0.00
5214 - Misc. Marketing	0.00
5220 - Holiday Tree Hard Cost	2,180.00
5230 - Holiday Events_Party, Ads	2,120.00
5200 - Marketing/Events Hard Costs - Other	11,000.00
Total 5200 - Marketing/Events Hard Costs	15,300.00
5400 - Website/e-newsletter	750.00
5500 - Other Marketing Expenses	
5520 - PR/Marketing	28,000.00
Total 5500 - Other Marketing Expenses	28,000.00
Total 5000 - Communication & Image Expense	44,050.00
7000 - Maintenance Expense	
7010 - Maintenance Contract	
7014 - Uniforms	100.00
7010 - Maintenance Contract - Other	21,837.84
Total 7010 - Maintenance Contract	21,937.84
7020 - MOU Maintenance	88,320.00
7030 - Beautification (Twinkle Lights)	3,500.00
7040 - Capital Expenditure Twinkles	20,100.00
Total 7000 - Maintenance Expense	133,857.84
8000 - Administration Expense	
8100 - Downtown Valet Park Mgmt	
8110 - Valet Stations City Permit	15,480.00
8120 - Lot Leases	12,000.00
8130 - Valet Ops City Permit	600.00
Total 8100 - Downtown Valet Park Mgmt	28,080.00
8200 - Consulting Management	72,000.00
8400 - Office Expense	
8410 - Telephone	1,920.00
8440 - City BID Administration Fee	3,224.00
8470 - Ofc. Supplies/Postage/Comp Srv.	1,500.00
8490 - Meetings and Meals	
Total 8400 - Office Expense	6,644.00

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
January through March 2012

	Annual Budget
8500 · Professional Fee	1,000.00
8700 · Insurance	2,220.00
8800 · Taxes, Dues, Permits	900.00
Total 8000 · Administration Expense	110,844.00
9000 · Not current year assessment	
9010 · Reserve Revenue/Carry Forward	9,798.00
9020 · Estimated Uncollect. Current Yr	8,296.00
9030 · Previous Yr Uncollected	38,000.00
Total 9000 · Not current year assessment	56,094.00
Total Expense	344,845.84
Net Income	2,883.16

Attachment No. 2

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Accrual Basis

CC Downtown Business Association, INC

Profit & Loss Budget Performance

April through June 2012

	Apr - Jun 12	Budget
Income		
4000 - Income		
4010 - Assessment Income	133,020.28	60,000.00
4011 - Reserve Revenue/Carry-Over	0.00	
4012 - Previous Delinquent Fees 2011	2,835.00	
4013 - Remaining Uncollected Fees	99.00	15,000.00
4014 - Late Fees	1,497.60	
4020 - Associate Member Dues	0.00	
4040 - Valet Parking	3,000.00	4,500.00
4080 - Reimbursed Expenses		
4085 - Other	150.00	
4086 - MOU	20,350.00	30,525.00
Total 4080 - Reimbursed Expenses	20,500.00	30,525.00
4090 - Miscellaneous Income-Donations	0.00	
4091 - Bank Interest Income	9.14	15.00
4092 - Twinkles	0.00	
4093 - Holiday Donations	0.00	
Total 4000 - Income	160,961.02	110,040.00
Total Income	160,961.02	110,040.00
Expense		
5000 - Communication & Image Expense		
5200 - Marketing/Events Hard Costs		
5211 - Third Wed-Printing&Design	1,173.83	
5212 - Third Wed-Entertainment	600.00	
5213 - Third Wed-Street Team	150.00	
5214 - Misc. Marketing	0.00	
5220 - Holiday Tree Hard Cost	445.50	
5230 - Holiday Events_Party, Ads	0.00	
5200 - Marketing/Events Hard Costs - Other	0.00	3,000.00
Total 5200 - Marketing/Events Hard Costs	2,369.33	3,000.00
5400 - Website/e-newsletter	258.49	
5500 - Other Marketing Expenses		
5520 - PR/Marketing	5,000.00	6,000.00
Total 5500 - Other Marketing Expenses	5,000.00	6,000.00
Total 5000 - Communication & Image Expense	7,627.82	9,000.00
7000 - Maintenance Expense		
7010 - Maintenance Contract		
7014 - Uniforms	0.00	
7010 - Maintenance Contract - Other	6,179.52	6,180.00
Total 7010 - Maintenance Contract	6,179.52	6,180.00
7020 - MOU Maintenance	30,514.98	30,525.00
7030 - Beautification (Twinkle Lights)	0.00	
7040 - Capital Expenditure Twinkles	0.00	
Total 7000 - Maintenance Expense	36,694.50	36,705.00
8000 - Administration Expense		
8100 - Downtown Valet Park Mgmt		
8110 - Valet Stations City Permit	3,870.00	3,870.00
8120 - Lot Leases	3,000.00	3,000.00
8130 - Valet Ops City Permit	299.52	
Total 8100 - Downtown Valet Park Mgmt	7,169.52	6,870.00
8200 - Consulting Management	18,000.00	18,000.00

Attachment No. 2

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10/22/12

Accrual Basis

CC Downtown Business Association, INC

Profit & Loss Budget Performance

April through June 2012

	Apr - Jun 12	Budget
8400 • Office Expense		
8410 • Telephone	623.00	480.00
8440 • City BID Administration Fee	0.00	
8470 • Ofc. Supplies/Postage/Comp Srv.	180.01	375.00
8480 • Other	71.70	
8490 • Meetings and Meals	46.06	
Total 8400 • Office Expense	920.77	855.00
8500 • Professional Fee	0.00	500.00
8700 • Insurance	0.00	
8800 • Taxes, Dues, Permits	10.00	900.00
Total 8000 • Administration Expense	26,100.29	27,125.00
9000 • Not current year assessment		
9010 • Reserve Revenue/Carry Forward	0.00	
9020 • Estimated Uncollect. Current Yr	0.00	
9030 • Previous Yr Uncollected	0.00	
Total 9000 • Not current year assessment	0.00	
Total Expense	70,422.61	72,830.00
Net Income	90,538.41	37,210.00

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 April through June 2012

	Jan - Jun 12	YTD Budget
Income		
4000 - Income		
4010 - Assessment Income	133,020.28	120,000.00
4011 - Reserve Revenue/Carry-Over	0.00	39,100.00
4012 - Previous Delinquent Fees 2011	4,420.00	3,048.00
4013 - Remaining Uncollected Fees	99.00	25,000.00
4014 - Late Fees	1,497.60	
4020 - Associate Member Dues	1,404.00	
4040 - Valet Parking	6,000.00	9,000.00
4080 - Reimbursed Expenses		
4085 - Other	150.00	
4086 - MOU	40,700.00	61,050.00
Total 4080 - Reimbursed Expenses	40,850.00	61,050.00
4090 - Miscellaneous Income-Donations	0.00	0.00
4091 - Bank Interest Income	15.56	30.00
4092 - Twinkles	0.00	0.00
4093 - Holiday Donations	0.00	0.00
Total 4000 - Income	187,306.44	257,228.00
Total Income	187,306.44	257,228.00
Expense		
5000 - Communication & Image Expense		
5200 - Marketing/Events Hard Costs		
5211 - Third Wed-Printing&Design	1,903.83	0.00
5212 - Third Wed-Entertainment	800.00	0.00
5213 - Third Wed-Street Team	458.00	0.00
5214 - Misc. Marketing	125.00	0.00
5220 - Holiday Tree Hard Cost	1,546.25	
5230 - Holiday Events_Party, Ads	1,200.00	
5200 - Marketing/Events Hard Costs - Other	0.00	6,000.00
Total 5200 - Marketing/Events Hard Costs	6,033.08	6,000.00
5400 - Website/e-newsletter	637.46	750.00
5500 - Other Marketing Expenses		
5520 - PR/Marketing	11,000.00	12,000.00
Total 5500 - Other Marketing Expenses	11,000.00	12,000.00
Total 5000 - Communication & Image Expense	17,670.54	18,750.00
7000 - Maintenance Expense		
7010 - Maintenance Contract		
7014 - Uniforms	0.00	
7010 - Maintenance Contract - Other	13,315.86	12,360.00
Total 7010 - Maintenance Contract	13,315.86	12,360.00
7020 - MOU Maintenance	61,029.96	61,050.00
7030 - Beautification (Twinkle Lights)	0.00	
7040 - Capital Expenditure Twinkles	21,038.60	20,100.00
Total 7000 - Maintenance Expense	95,384.42	93,510.00
8000 - Administration Expense		
8100 - Downtown Valet Park Mgmt		
8110 - Valet Stations City Permit	7,740.00	7,740.00
8120 - Lot Leases	6,000.00	6,000.00
8130 - Valet Ops City Permit	299.52	
Total 8100 - Downtown Valet Park Mgmt	14,039.52	13,740.00
8200 - Consulting Management	36,000.00	36,000.00

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Accrual Basis

CC Downtown Business Association, INC

Profit & Loss Budget Performance

April through June 2012

	Jan - Jun 12	YTD Budget
8400 - Office Expense		
8410 - Telephone	1,006.05	960.00
8440 - City BID Administration Fee	0.00	3,224.00
8470 - Ofc. Supplies/Postage/Comp Srv.	289.83	750.00
8480 - Other	71.70	
8490 - Meetings and Meals	561.06	
Total 8400 - Office Expense	1,928.64	4,934.00
8500 - Professional Fee	0.00	500.00
8700 - Insurance	800.00	770.00
8800 - Taxes, Dues, Permits	10.00	900.00
Total 8000 - Administration Expense	52,778.16	56,844.00
9000 - Not current year assessment		
9010 - Reserve Revenue/Carry Forward	0.00	9,798.00
9020 - Estimated Uncollect. Current Yr	0.00	
9030 - Previous Yr Uncollected	0.00	38,000.00
Total 9000 - Not current year assessment	0.00	47,798.00
Total Expense	165,833.12	216,902.00
Net Income	21,473.32	40,326.00

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Accrual Basis

CC Downtown Business Association, INC

Profit & Loss Budget Performance

April through June 2012

	Annual Budget
Income	
4000 · Income	
4010 · Assessment Income	161,200.00
4011 · Reserve Revenue/Carry-Over	39,100.00
4012 · Previous Delinquent Fees 2011	3,048.00
4013 · Remaining Uncollected Fees	38,000.00
4014 · Late Fees	1.00
4020 · Associate Member Dues	
4040 · Valet Parking	18,000.00
4080 · Reimbursed Expenses	
4085 · Other	
4086 · MOU	88,320.00
Total 4080 · Reimbursed Expenses	88,320.00
4090 · Miscellaneous Income-Donations	0.00
4091 · Bank Interest Income	60.00
4092 · Twinkles	0.00
4093 · Holiday Donations	0.00
Total 4000 · Income	347,729.00
Total Income	347,729.00
Expense	
5000 · Communication & Image Expense	
5200 · Marketing/Events Hard Costs	
5211 · Third Wed-Printing&Design	0.00
5212 · Third Wed-Entertainment	0.00
5213 · Third Wed-Street Team	0.00
5214 · Misc. Marketing	0.00
5220 · Holiday Tree Hard Cost	2,180.00
5230 · Holiday Events_Party, Ads	2,120.00
5200 · Marketing/Events Hard Costs - Other	11,000.00
Total 5200 · Marketing/Events Hard Costs	15,300.00
5400 · Website/e-newsletter	750.00
5500 · Other Marketing Expenses	
5520 · PR/Marketing	28,000.00
Total 5500 · Other Marketing Expenses	28,000.00
Total 5000 · Communication & Image Expense	44,050.00
7000 · Maintenance Expense	
7010 · Maintenance Contract	
7014 · Uniforms	100.00
7010 · Maintenance Contract - Other	21,837.84
Total 7010 · Maintenance Contract	21,937.84
7020 · MOU Maintenance	88,320.00
7030 · Beautification (Twinkle Lights)	3,500.00
7040 · Capital Expenditure Twinkles	20,100.00
Total 7000 · Maintenance Expense	133,857.84
8000 · Administration Expense	
8100 · Downtown Valet Park Mgmt	
8110 · Valet Stations City Permit	15,480.00
8120 · Lot Leases	12,000.00
8130 · Valet Ops City Permit	600.00
Total 8100 · Downtown Valet Park Mgmt	28,080.00
8200 · Consulting Management	72,000.00

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 April through June 2012

	Annual Budget
8400 • Office Expense	
8410 • Telephone	1,920.00
8440 • City BID Administration Fee	3,224.00
8470 • Ofc. Supplies/Postage/Comp Srv.	1,500.00
8480 • Other	
8490 • Meetings and Meals	
Total 8400 • Office Expense	6,644.00
8500 • Professional Fee	1,000.00
8700 • Insurance	2,220.00
8800 • Taxes, Dues, Permits	900.00
Total 8000 • Administration Expense	110,844.00
9000 • Not current year assessment	
9010 • Reserve Revenue/Carry Forward	9,798.00
9020 • Estimated Uncollect. Current Yr	8,296.00
9030 • Previous Yr Uncollected	38,000.00
Total 9000 • Not current year assessment	56,094.00
Total Expense	344,845.84
Net Income	2,883.16

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 July through September 2012

	Jul - Sep 12	Budget
Income		
4000 - Income		
4010 - Assessment Income	12,378.60	35,000.00
4011 - Reserve Revenue/Carry-Over	0.00	
4012 - Previous Delinquent Fees 2011	1,500.00	
4013 - Remaining Uncollected Fees	0.00	13,000.00
4014 - Late Fees	0.00	
4020 - Associate Member Dues	0.00	
4040 - Valet Parking	7,500.00	4,500.00
4080 - Reimbursed Expenses		
4085 - Other	30.00	
4086 - MOU	33,985.00	13,635.00
Total 4080 - Reimbursed Expenses	34,015.00	13,635.00
4090 - Miscellaneous Income-Donations	0.00	
4091 - Bank Interest Income	6.12	15.00
4092 - Twinkles	0.00	
4093 - Holiday Donations	0.00	
Total 4000 - Income	55,399.72	66,150.00
Total Income	55,399.72	66,150.00
Expense		
5000 - Communication & Image Expense		
5200 - Marketing/Events Hard Costs		
5211 - Third Wed-Printing&Design	1,232.79	
5212 - Third Wed-Entertainment	1,950.00	
5213 - Third Wed-Street Team	300.00	
5214 - Misc. Marketing	0.00	
5220 - Holiday Tree Hard Cost	1,089.50	1,090.00
5230 - Holiday Events_Party, Ads	0.00	
5200 - Marketing/Events Hard Costs - Other	0.00	3,000.00
Total 5200 - Marketing/Events Hard Costs	4,572.29	4,090.00
5400 - Website/e-newsletter	0.00	
5500 - Other Marketing Expenses		
5520 - PR/Marketing	3,000.00	6,000.00
Total 5500 - Other Marketing Expenses	3,000.00	6,000.00
Total 5000 - Communication & Image Expense	7,572.29	10,090.00
7000 - Maintenance Expense		
7010 - Maintenance Contract		
7014 - Uniforms	0.00	100.00
7010 - Maintenance Contract - Other	4,932.92	4,738.92
Total 7010 - Maintenance Contract	4,932.92	4,838.92
7020 - MOU Maintenance	13,635.00	13,635.00
7030 - Beautification (Twinkle Lights)	2,575.32	3,500.00
7040 - Capital Expenditure Twinkles	0.00	
Total 7000 - Maintenance Expense	21,143.24	21,973.92
8000 - Administration Expense		
8100 - Downtown Valet Park Mgmt		
8110 - Valet Stations City Permit	3,870.00	3,870.00
8120 - Lot Leases	3,000.00	3,000.00
8130 - Valet Ops City Permit	0.00	300.00
Total 8100 - Downtown Valet Park Mgmt	6,870.00	7,170.00
8200 - Consulting Management	18,000.00	18,000.00

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Accrual Basis

CC Downtown Business Association, INC

Profit & Loss Budget Performance

July through September 2012

	Jul - Sep 12	Budget
8400 · Office Expense		
8410 · Telephone	490.65	480.00
8440 · City BID Administration Fee	0.00	
8470 · Ofc. Supplies/Postage/Comp Srv.	126.67	375.00
8480 · Other	0.00	
8490 · Meetings and Meals	0.00	
Total 8400 · Office Expense	617.32	855.00
8500 · Professional Fee	0.00	500.00
8700 · Insurance	1,575.00	1,450.00
8800 · Taxes, Dues, Permits	940.00	
Total 8000 · Administration Expense	28,002.32	27,975.00
9000 · Not current year assessment		
9010 · Reserve Revenue/Carry Forward	0.00	
9020 · Estimated Uncollect. Current Yr	0.00	
9030 · Previous Yr Uncollected	0.00	
Total 9000 · Not current year assessment	0.00	
Total Expense	56,717.85	60,038.92
Net Income	-1,318.13	6,111.08

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 July through September 2012

	Jan - Sep 12	YTD Budget
Income		
4000 - Income		
4010 - Assessment Income	145,398.88	155,000.00
4011 - Reserve Revenue/Carry-Over	0.00	39,100.00
4012 - Previous Delinquent Fees 2011	5,920.00	3,048.00
4013 - Remaining Uncollected Fees	99.00	38,000.00
4014 - Late Fees	1,497.60	
4020 - Associate Member Dues	1,404.00	
4040 - Valet Parking	13,500.00	13,500.00
4080 - Reimbursed Expenses		
4085 - Other	180.00	
4086 - MOU	74,685.00	74,685.00
Total 4080 - Reimbursed Expenses	74,865.00	74,685.00
4090 - Miscellaneous Income-Donations	0.00	0.00
4091 - Bank Interest Income	21.68	45.00
4092 - Twinkles	0.00	0.00
4093 - Holiday Donations	0.00	0.00
Total 4000 - Income	242,706.16	323,378.00
Total Income	242,706.16	323,378.00
Expense		
5000 - Communication & Image Expense		
5200 - Marketing/Events Hard Costs		
5211 - Third Wed-Printing&Design	3,136.62	0.00
5212 - Third Wed-Entertainment	2,750.00	0.00
5213 - Third Wed-Street Team	758.00	0.00
5214 - Misc. Marketing	125.00	0.00
5220 - Holiday Tree Hard Cost	2,635.75	1,090.00
5230 - Holiday Events_Party, Ads	1,200.00	
5200 - Marketing/Events Hard Costs - Other	0.00	9,000.00
Total 5200 - Marketing/Events Hard Costs	10,605.37	10,090.00
5400 - Website/e-newsletter	637.46	750.00
5500 - Other Marketing Expenses		
5520 - PR/Marketing	14,000.00	18,000.00
Total 5500 - Other Marketing Expenses	14,000.00	18,000.00
Total 5000 - Communication & Image Expense	25,242.83	28,840.00
7000 - Maintenance Expense		
7010 - Maintenance Contract		
7014 - Uniforms	0.00	100.00
7010 - Maintenance Contract - Other	18,248.78	17,098.92
Total 7010 - Maintenance Contract	18,248.78	17,198.92
7020 - MOU Maintenance	74,664.96	74,685.00
7030 - Beautification (Twinkle Lights)	2,575.32	3,500.00
7040 - Capital Expenditure Twinkles	21,038.60	20,100.00
Total 7000 - Maintenance Expense	116,527.66	115,483.92
8000 - Administration Expense		
8100 - Downtown Valet Park Mgmt		
8110 - Valet Stations City Permit	11,610.00	11,610.00
8120 - Lot Leases	9,000.00	9,000.00
8130 - Valet Ops City Permit	299.52	300.00
Total 8100 - Downtown Valet Park Mgmt	20,909.52	20,910.00
8200 - Consulting Management	54,000.00	54,000.00

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 July through September 2012

	Jan - Sep 12	YTD Budget
8400 • Office Expense		
8410 • Telephone	1,496.70	1,440.00
8440 • City BID Administration Fee	0.00	3,224.00
8470 • Ofc. Supplies/Postage/Comp Srv.	416.50	1,125.00
8480 • Other	71.70	
8490 • Meetings and Meals	561.06	
Total 8400 • Office Expense	2,545.96	5,789.00
8500 • Professional Fee	0.00	1,000.00
8700 • Insurance	2,375.00	2,220.00
8800 • Taxes, Dues, Permits	950.00	900.00
Total 8000 • Administration Expense	80,780.48	84,819.00
9000 • Not current year assessment		
9010 • Reserve Revenue/Carry Forward	0.00	9,798.00
9020 • Estimated Uncollect. Current Yr	0.00	
9030 • Previous Yr Uncollected	0.00	38,000.00
Total 9000 • Not current year assessment	0.00	47,798.00
Total Expense	222,550.97	276,940.92
Net Income	20,155.19	46,437.08

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 July through September 2012

	Annual Budget
Income	
4000 • Income	
4010 • Assessment Income	161,200.00
4011 • Reserve Revenue/Carry-Over	39,100.00
4012 • Previous Delinquent Fees 2011	3,048.00
4013 • Remaining Uncollected Fees	38,000.00
4014 • Late Fees	1.00
4020 • Associate Member Dues	
4040 • Valet Parking	18,000.00
4080 • Reimbursed Expenses	
4085 • Other	
4086 • MOU	88,320.00
Total 4080 • Reimbursed Expenses	88,320.00
4090 • Miscellaneous Income-Donations	0.00
4091 • Bank Interest Income	60.00
4092 • Twinkles	0.00
4093 • Holiday Donations	0.00
Total 4000 • Income	347,729.00
Total Income	347,729.00
Expense	
5000 • Communication & Image Expense	
5200 • Marketing/Events Hard Costs	
5211 • Third Wed-Printing&Design	0.00
5212 • Third Wed-Entertainment	0.00
5213 • Third Wed-Street Team	0.00
5214 • Misc. Marketing	0.00
5220 • Holiday Tree Hard Cost	2,180.00
5230 • Holiday Events Party, Ads	2,120.00
5200 • Marketing/Events Hard Costs - Other	11,000.00
Total 5200 • Marketing/Events Hard Costs	15,300.00
5400 • Website/e-newsletter	750.00
5500 • Other Marketing Expenses	
5520 • PR/Marketing	28,000.00
Total 5500 • Other Marketing Expenses	28,000.00
Total 5000 • Communication & Image Expense	44,050.00
7000 • Maintenance Expense	
7010 • Maintenance Contract	
7014 • Uniforms	100.00
7010 • Maintenance Contract - Other	21,837.84
Total 7010 • Maintenance Contract	21,937.84
7020 • MOU Maintenance	88,320.00
7030 • Beautification (Twinkle Lights)	3,500.00
7040 • Capital Expenditure Twinkles	20,100.00
Total 7000 • Maintenance Expense	133,857.84
8000 • Administration Expense	
8100 • Downtown Valet Park Mgmt	
8110 • Valet Stations City Permit	15,480.00
8120 • Lot Leases	12,000.00
8130 • Valet Ops City Permit	600.00
Total 8100 • Downtown Valet Park Mgmt	28,080.00
8200 • Consulting Management	72,000.00

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Accrual Basis

CC Downtown Business Association, INC

Profit & Loss Budget Performance

July through September 2012

	Annual Budget
8400 • Office Expense	
8410 • Telephone	1,920.00
8440 • City BID Administration Fee	3,224.00
8470 • Ofc. Supplies/Postage/Comp Srv.	1,500.00
8480 • Other	
8490 • Meetings and Meals	
Total 8400 • Office Expense	6,644.00
8500 • Professional Fee	1,000.00
8700 • Insurance	2,220.00
8800 • Taxes, Dues, Permits	900.00
Total 8000 • Administration Expense	110,844.00
9000 • Not current year assessment	
9010 • Reserve Revenue/Carry Forward	9,798.00
9020 • Estimated Uncollect. Current Yr	8,296.00
9030 • Previous Yr Uncollected	38,000.00
Total 9000 • Not current year assessment	56,094.00
Total Expense	344,845.84
Net Income	2,883.16

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10/22/12

Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 October through December 2012

	Oct - Dec 12	Budget
Income		
4000 - Income		
4010 - Assessment Income	0.00	6,200.00
4011 - Reserve Revenue/Carry-Over	0.00	
4012 - Previous Delinquent Fees 2011	2,920.00	
4013 - Remaining Uncollected Fees	0.00	
4014 - Late Fees	0.00	1.00
4020 - Associate Member Dues	0.00	
4040 - Valet Parking	4,500.00	4,500.00
4080 - Reimbursed Expenses		
4085 - Other	0.00	
4086 - MOU	13,635.00	13,635.00
Total 4080 - Reimbursed Expenses	13,635.00	13,635.00
4090 - Miscellaneous Income-Donations	0.00	
4091 - Bank Interest Income	0.00	15.00
4092 - Twinkles	0.00	
4093 - Holiday Donations	0.00	
Total 4000 - Income	21,055.00	24,351.00
Total Income	21,055.00	24,351.00
Expense		
5000 - Communication & Image Expense		
5200 - Marketing/Events Hard Costs		
5211 - Third Wed-Printing&Design	0.00	
5212 - Third Wed-Entertainment	650.00	
5213 - Third Wed-Street Team	300.00	
5214 - Misc. Marketing	0.00	
5220 - Holiday Tree Hard Cost	0.00	1,090.00
5230 - Holiday Events_Party, Ads	1,200.00	2,120.00
5200 - Marketing/Events Hard Costs - Other	0.00	2,000.00
Total 5200 - Marketing/Events Hard Costs	2,150.00	5,210.00
5400 - Website/e-newsletter	0.00	
5500 - Other Marketing Expenses		
5520 - PR/Marketing	3,000.00	10,000.00
Total 5500 - Other Marketing Expenses	3,000.00	10,000.00
Total 5000 - Communication & Image Expense	5,150.00	15,210.00
7000 - Maintenance Expense		
7010 - Maintenance Contract		
7014 - Uniforms	0.00	
7010 - Maintenance Contract - Other	4,738.92	4,738.92
Total 7010 - Maintenance Contract	4,738.92	4,738.92
7020 - MOU Maintenance	13,635.00	13,635.00
7030 - Beautification (Twinkle Lights)	2,500.00	
7040 - Capital Expenditure Twinkles	0.00	
Total 7000 - Maintenance Expense	20,873.92	18,373.92
8000 - Administration Expense		
8100 - Downtown Valet Park Mgmt		
8110 - Valet Stations City Permit	3,870.00	3,870.00
8120 - Lot Leases	3,000.00	3,000.00
8130 - Valet Ops City Permit	299.00	300.00
Total 8100 - Downtown Valet Park Mgmt	7,169.00	7,170.00
8200 - Consulting Management	18,000.00	18,000.00

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 October through December 2012

	Oct - Dec 12	Budget
8400 • Office Expense		
8410 • Telephone	180.00	480.00
8440 • City BID Administration Fee	0.00	
8470 • Ofc. Supplies/Postage/Comp Srv.	87.89	375.00
8480 • Other	0.00	
8490 • Meetings and Meals	0.00	
Total 8400 • Office Expense	267.89	855.00
8500 • Professional Fee	0.00	
8700 • Insurance	0.00	
8800 • Taxes, Dues, Permits	0.00	
Total 8000 • Administration Expense	25,436.89	26,025.00
9000 • Not current year assessment		
9010 • Reserve Revenue/Carry Forward	0.00	
9020 • Estimated Uncollect. Current Yr	0.00	8,296.00
9030 • Previous Yr Uncollected	0.00	
Total 9000 • Not current year assessment	0.00	8,296.00
Total Expense	51,460.81	67,904.92
Net Income	<u>-30,405.81</u>	<u>-43,553.92</u>

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CC Downtown Business Association, INC

10/22/12

Profit & Loss Budget Performance

Accrual Basis

October through December 2012

	Jan - Dec 12	YTD Budget
Income		
4000 · Income		
4010 · Assessment Income	145,398.88	161,200.00
4011 · Reserve Revenue/Carry-Over	0.00	39,100.00
4012 · Previous Delinquent Fees 2011	8,840.00	3,048.00
4013 · Remaining Uncollected Fees	99.00	38,000.00
4014 · Late Fees	1,497.60	1.00
4020 · Associate Member Dues	1,404.00	
4040 · Valet Parking	18,000.00	18,000.00
4080 · Reimbursed Expenses		
4085 · Other	180.00	
4086 · MOU	88,320.00	88,320.00
Total 4080 · Reimbursed Expenses	88,500.00	88,320.00
4090 · Miscellaneous Income-Donations	0.00	0.00
4091 · Bank Interest Income	21.68	60.00
4092 · Twinkles	0.00	0.00
4093 · Holiday Donations	0.00	0.00
Total 4000 · Income	263,761.16	347,729.00
Total Income	263,761.16	347,729.00
Expense		
5000 · Communication & Image Expense		
5200 · Marketing/Events Hard Costs		
5211 · Third Wed-Printing&Design	3,136.62	0.00
5212 · Third Wed-Entertainment	3,400.00	0.00
5213 · Third Wed-Street Team	1,058.00	0.00
5214 · Misc. Marketing	125.00	0.00
5220 · Holiday Tree Hard Cost	2,635.75	2,180.00
5230 · Holiday Events_Party, Ads	2,400.00	2,120.00
5200 · Marketing/Events Hard Costs - Other	0.00	11,000.00
Total 5200 · Marketing/Events Hard Costs	12,755.37	15,300.00
5400 · Website/e-newsletter	637.46	750.00
5500 · Other Marketing Expenses		
5520 · PR/Marketing	17,000.00	28,000.00
Total 5500 · Other Marketing Expenses	17,000.00	28,000.00
Total 5000 · Communication & Image Expense	30,392.83	44,050.00
7000 · Maintenance Expense		
7010 · Maintenance Contract		
7014 · Uniforms	0.00	100.00
7010 · Maintenance Contract - Other	22,987.70	21,837.84
Total 7010 · Maintenance Contract	22,987.70	21,937.84
7020 · MOU Maintenance	88,299.96	88,320.00
7030 · Beautification (Twinkle Lights)	5,075.32	3,500.00
7040 · Capital Expenditure Twinkles	21,038.60	20,100.00
Total 7000 · Maintenance Expense	137,401.58	133,857.84
8000 · Administration Expense		
8100 · Downtown Valet Park Mgmt		
8110 · Valet Stations City Permit	15,480.00	15,480.00
8120 · Lot Leases	12,000.00	12,000.00
8130 · Valet Ops City Permit	598.52	600.00
Total 8100 · Downtown Valet Park Mgmt	28,078.52	28,080.00
8200 · Consulting Management	72,000.00	72,000.00

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10/22/12

Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 October through December 2012

	Jan - Dec 12	YTD Budget
8400 · Office Expense		
8410 · Telephone	1,676.70	1,920.00
8440 · City BID Administration Fee	0.00	3,224.00
8470 · Ofc. Supplies/Postage/Comp Srv.	504.39	1,500.00
8480 · Other	71.70	
8490 · Meetings and Meals	561.06	
Total 8400 · Office Expense	2,813.85	6,644.00
8500 · Professional Fee	0.00	1,000.00
8700 · Insurance	2,375.00	2,220.00
8800 · Taxes, Dues, Permits	950.00	900.00
Total 8000 · Administration Expense	106,217.37	110,844.00
9000 · Not current year assessment		
9010 · Reserve Revenue/Carry Forward	0.00	9,798.00
9020 · Estimated Uncollect. Current Yr	0.00	8,296.00
9030 · Previous Yr Uncollected	0.00	38,000.00
Total 9000 · Not current year assessment	0.00	56,094.00
Total Expense	274,011.78	344,845.84
Net Income	<u>-10,250.62</u>	<u>2,883.16</u>

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CC Downtown Business Association, INC

10/22/12

Profit & Loss Budget Performance

Accrual Basis

October through December 2012

	Annual Budget
Income	
4000 · Income	
4010 · Assessment Income	161,200.00
4011 · Reserve Revenue/Carry-Over	39,100.00
4012 · Previous Delinquent Fees 2011	3,048.00
4013 · Remaining Uncollected Fees	38,000.00
4014 · Late Fees	1.00
4020 · Associate Member Dues	
4040 · Valet Parking	18,000.00
4080 · Reimbursed Expenses	
4085 · Other	
4086 · MOU	88,320.00
Total 4080 · Reimbursed Expenses	88,320.00
4090 · Miscellaneous Income-Donations	0.00
4091 · Bank Interest Income	60.00
4092 · Twinkles	0.00
4093 · Holiday Donations	0.00
Total 4000 · Income	347,729.00
Total Income	347,729.00
Expense	
5000 · Communication & Image Expense	
5200 · Marketing/Events Hard Costs	
5211 · Third Wed-Printing&Design	0.00
5212 · Third Wed-Entertainment	0.00
5213 · Third Wed-Street Team	0.00
5214 · Misc. Marketing	0.00
5220 · Holiday Tree Hard Cost	2,180.00
5230 · Holiday Events_Party, Ads	2,120.00
5200 · Marketing/Events Hard Costs - Other	11,000.00
Total 5200 · Marketing/Events Hard Costs	15,300.00
5400 · Website/e-newsletter	750.00
5500 · Other Marketing Expenses	
5520 · PR/Marketing	28,000.00
Total 5500 · Other Marketing Expenses	28,000.00
Total 5000 · Communication & Image Expense	44,050.00
7000 · Maintenance Expense	
7010 · Maintenance Contract	
7014 · Uniforms	100.00
7010 · Maintenance Contract - Other	21,837.84
Total 7010 · Maintenance Contract	21,937.84
7020 · MOU Maintenance	88,320.00
7030 · Beautification (Twinkle Lights)	3,500.00
7040 · Capital Expenditure Twinkles	20,100.00
Total 7000 · Maintenance Expense	133,857.84
8000 · Administration Expense	
8100 · Downtown Valet Park Mgmt	
8110 · Valet Stations City Permit	15,480.00
8120 · Lot Leases	12,000.00
8130 · Valet Ops City Permit	600.00
Total 8100 · Downtown Valet Park Mgmt	28,080.00
8200 · Consulting Management	72,000.00

4:42 PM

10/22/12

Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 October through December 2012

	Annual Budget
8400 · Office Expense	
8410 · Telephone	1,920.00
8440 · City BID Administration Fee	3,224.00
8470 · Ofc. Supplies/Postage/Comp Srv.	1,500.00
8480 · Other	
8490 · Meetings and Meals	
Total 8400 · Office Expense	6,644.00
8500 · Professional Fee	1,000.00
8700 · Insurance	2,220.00
8800 · Taxes, Dues, Permits	900.00
Total 8000 · Administration Expense	110,844.00
9000 · Not current year assessment	
9010 · Reserve Revenue/Carry Forward	9,798.00
9020 · Estimated Uncollect. Current Yr	8,296.00
9030 · Previous Yr Uncollected	38,000.00
Total 9000 · Not current year assessment	56,094.00
Total Expense	344,845.84
Net Income	2,883.16

Attachment No. 2

CC Downtown Business Association, INC

A/R Aging Summary

As of September 30, 2012

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Flavor & Flair	0.00	0.00	0.00	0.00	0.00	0.00
Pomp Home	0.00	0.00	0.00	0.00	0.00	0.00
Starwest	0.00	0.00	0.00	0.00	102.12	102.12
TOTAL	0.00	0.00	0.00	0.00	102.12	102.12

Attachment No. 2

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10/22/12

CC Downtown Business Association, INC

A/P Aging Summary

As of September 30, 2012

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
AT&T	0.00	-59.61	0.00	0.00	-10.00	-69.61
Chrysalis	6,124.64	4,739.00	0.00	0.00	0.00	10,863.64
Westside Print	0.00	117.88	0.00	0.00	0.00	117.88
TOTAL	6,124.64	4,797.27	0.00	0.00	-10.00	10,911.91

Attachment No. 3

DEPARTMENT 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:
22-6604649

DEN:

219083024

Contact Person:
VICTORIA LEMAY

ID# 31394

Contact Telephone Number:
(877) 829-6500

Internal Revenue Code
Section 501(c)(6)

Accounting Period Ending:
July 31

Form 990 Required:
Yes

Nonprofit 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(c)(6) 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 so when 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 so when 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 20 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 946 (00/03)

Attachment No. 3

-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, Except 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 given in the heading of this letter.

Sincerely yours,


District Director

Letter 966 (12/06)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/27/2012

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 SERVICES
PO Box 2248

GRAND RAPIDS MI 49501-2847

CONTACT NAME: CUSTOMER SERVICE CENTER

PHONE (A/C, No, Ext): (866) 972-7378

FAX (A/C, No): (800) 455-9611

E-MAIL ADDRESS: ZSBSEVICECENTER@ZISINTERNET.COM

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Maryland Casualty

19356

INSURED
Downtown Culver City Business Association

P.O. Box 1322

Culver City CA 902321322

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER: Cert ID 101550

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	ADDITIONAL INSURER	SUBR VVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	N	N	PAS002304121	4/9/2012	4/9/2013	EACH OCCURRENCE \$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
A	AUTOMOBILE LIABILITY	N	N	PAS002304121	4/9/2012	4/9/2013	PRODUCTS - COM/PROP AGG \$ 2,000,000
	☐ ANY AUTO						
	☐ ALL OWNED AUTOS						
	☒ HIRED AUTOS						
	☐ SCHEDULED AUTOS						
	UMBRELLA LIAB						COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000
	EXCESS LIAB						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						EACH OCCURRENCE \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						AGGREGATE \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						
							WC STATUTORY LIMITS \$
							OTHER \$
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Professional and Trade Associations - Office Only - All Other / CERTIFICATE HOLDER IS SUBJECT TO THE POLICY TERMS AND CONDITIONS.

CERTIFICATE HOLDER

DOWNTOWN CULVER CITY BUSINESS ASSOCIATION

P.O. BOX 1322

CULVER CITY CA 90232

CANCELLATION

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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