

MEETING DATE: 12/12/11

AGENDA ITEM: (1) Adoption of a Resolution Confirming the Business Improvement District Advisory Board's Annual Report for 2012; and (2) Appointment of Members to the Business Improvement District Advisory Board for Calendar Year 2012.

ATTACHMENTS

	<u>Pages</u>
1. Resolution to Confirm Annual Report and Levy the Proposed Assessment for 2012.	1-3
2. Staff Report for the November 14, 2011 meeting of City Council, Approval of the Downtown Culver City Business Improvement District Advisory Committee's Annual Work Program and Budget, and Adoption of a Resolution of Intention to Conduct a Public Hearing for Continuation of the Downtown Business Improvement District.	4-7
3. DBA Quarterly Financial Statements and Accounts Payable Summary.	8-37
4. Internal Revenue Service Tax-Exempt Certification.	38-39
5. DBA Certificate of General Liability Insurance.	40

RESOLUTION NO. 2011-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 2012.

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the City Council of the City of Culver City (the "City Council") approved and adopted Ordinance No. 2000-027 that repealed, in part, Ordinance No. 98-011 and established regulations by which the Downtown Culver City Business Improvement District (the "District") was to operate;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

WHEREAS, pursuant to the 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 14, 2011, 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 12, 2011 as the date for a public hearing to continue the 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.

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

- 3 1. The City Council hereby determines there was no majority protest.
- 4 2. The City Council hereby confirms the Culver City Business
5 Improvement District Advisory Board's annual report as filed by the board or as modified by
6 the City Council during the public hearing of December 12, 2011.
- 7 3. The City Council hereby establishes that assessments shall be levied
8 on businesses located within the boundaries of the District, in classifications and amounts
9 set forth in Exhibit "A," which is attached hereto and incorporated by reference as though
10 fully set forth herein.
- 11 3. This resolution shall become effective upon signature.

12
13
14 APPROVED and ADOPTED this ____ day of _____ 2011.

15
16
17
18 MICHEÁL O'LEARY, MAYOR
City of Culver City, California

19
20 ATTEST:

APPROVED AS TO FORM:

21
22
23 MARTIN COLE, City Clerk
A11-00706

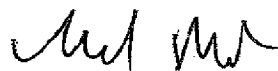
for 
24 CAROL A. SCHWAB, City Attorney

Exhibit A

PROPOSED BID ASSESSMENT SCHEDULE 2012

Business Type	City Business License Code	Annual BID Fee
<u>TYPE A</u>		
Retail 1-1000 sq. ft.	036-144, 396, 399, 402	\$ 351
Retail 1001-2500 sq. ft.		\$ 585
Retail 2501-5000 sq. ft.		\$ 877.50
Retail > 5000 sq. ft.		\$1170
Hotel	456, 480	\$1755
Bar/Restaurant: Total Seats, both Indoor & Outdoor:	390, 654-690	
0-50 seats		\$1170
51-100 seats		\$1755
> 100 seats		\$2340
Computer Graphics & Computer Services	152, 200	\$ 585
Martial Arts Studio, Health Studios, Hair Salon	744, 276	
0-25,000 sq. ft.		\$ 585
> 25,000 sq. ft.		\$1170
<u>TYPE B</u>		
Theaters	858	\$2.34/seat
Live Performance	858	\$1.17/seat
<u>TYPE C</u>		
All others, not listed		\$351
<u>TYPE D</u>		
Banking Institutions 0-7500 sq. ft.	342	\$1170
Banking Institutions > 7500 sq. ft.		\$1755
Film Studios	490, 498	\$1170
Recording Studios	554	\$1170
Utilities		\$1170
Hospitals > 20,000 sq. ft.	780	\$2340
Hospitals and Clinics < 20,000 sq. ft.		\$1170
<u>TYPE E</u>		
Commercial Rentals	432	
< 5,000		\$1170
5,001-15,000		\$1755
15,001-25,000		\$2340
25,001-35,000		\$2925
Over 35,000		\$3510

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.

Attachment 2

City of Culver City, California
Agenda Item Report

Meeting Date: 11/14/2011		Item Number: A-1	
CITY COUNCIL AGENDA ITEM: (1) Review and Approval of the Downtown Culver City Business Improvement District Advisory Board's Annual Work Program and Budget, and (2) Adoption of a Resolution of Intent to Levy the Downtown Business Improvement District Assessment for 2012.			
Contact Person/Dept.:		Phone Number:	
Glenn Heald		(310) 253-5752	
Todd Tipton		(310) 253-5783	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: Downtown Business Association (11/11/11); (E-Mail) Agenda and Meetings – City Council (11/11/11)			
Department Approval: Sol Blumenfeld (10/11/11)		City Attorney Approval: Carol Schwab (by H. Baker) (11/09/11)	
Chief Financial Officer Approval: Jeff Muir (11/10/11)		City Manager Approval: John M. Nachbar (11/10/11)	
<u>RECOMMENDATION:</u> Staff recommends the City Council (1) approve the Downtown Culver City Business Improvement District (BID) Advisory Board's annual Work Program and Budget for 2012 (Report), and (2) adopt a Resolution of Intent to Levy the Downtown Business Improvement District Assessment for 2012 (Attachment No. 1). <u>BACKGROUND:</u> A BID provides a mechanism for businesses to levy assessments on themselves for, among other things, the maintenance of public spaces and the acquisition, construction, installation and maintenance of specific improvements. The BID allows downtown businesses to be more self-reliant, reducing their dependence on the City and Redevelopment Agency. Culver City's Downtown BID was formed in September 1998, when the City Council adopted Ordinance No. 98-011 in accordance with the Parking and Business Improvement Area Law of 1989 (California Streets and Highways Code). The BID Work Program is managed by the Downtown Business Association (DBA) in accordance with the Management Agreement between the City and the DBA. The Management Agreement requires the DBA to maintain tax-exempt status with the			

Attachment 2

City of Culver City, California Agenda Item Report

Internal Revenue Service, maintain general liability insurance in an amount specified by the City Attorney's Office, and submit quarterly reports and budget updates to the Community Development Director describing progress toward completion of their approved work program.

In accordance with the legal process for renewing a BID specified in the Streets and Highways Code, the City Council is required to review and consider the BID Advisory Board's Report during a public meeting. The Report describes any proposed changes in the BID boundaries, a description of activities to be undertaken (a work program), an estimate of the cost to provide the activities (a budget), the assessment formula, the amount of surplus/deficit to be carried over from the previous year, and the amount of other expected BID contributions. The City Council may modify any element contained in the Report and approve it as modified or determine to not approve the Report.

At the conclusion of the public meeting, the City Council is requested to adopt a Resolution of Intent to levy the proposed BID assessments and sets the date and time for a to conduct a public hearing to during which the City Council is requested to consider whether the BID is to be continued for the following year. Upon completion of the public hearing, which has been tentatively scheduled for December 12, 2011, the City Council is requested to consider a resolution to continue the BID and levy assessments. The public will be notified of the public hearing in accordance with state law.

DISCUSSION:

BID Assessments 2011

During 2011, there were 157 businesses subject to the BID assessment. Of these, the assessment was collected from 149 businesses (95%). The total amount collected was approximately \$153,277. The remaining 8 businesses owe part or all of their assessment(s). A delinquency notice was sent by the City to all BID accounts from which payment was not received on or before the BID renewal deadline. Further collection efforts have been assumed by the BID Advisory Board pursuant to the Management Agreement. The BID Advisory Board is currently undertaking collection efforts to recoup outstanding uncollected fees from years 2008 through 2011 totaling approximately \$38,000.

BID Assessments 2012

The BID Advisory Board proposes no change to the boundaries or assessment rates for 2012. A map illustrating BID boundaries is Exhibit "A" to the proposed Resolution, and Exhibit "B" is the proposed Assessment Schedule.

BID Work Program and Budget 2012

Attachment 2

City of Culver City, California Agenda Item Report

The BID Advisory Board has filed the 2012 Report, including a proposed Work Program and Budget, with the City Clerk, included as Exhibit "C" to the proposed Resolution. The Work Program includes activities to enhance the business community within the BID area, attract new investment to the downtown area, and improve the quality of life for all downtown users. The Budget funds these activities through assessments levied on businesses within the BID. The Budget includes a new marketing consultant position to provide promotion for downtown and the BID member businesses. The DBA will fund a significant portion of this new line item through savings in other areas.

Notes:

Business owners with multiple business licenses/operations at the same address will be assessed only the single highest applicable rate.

Business owners with multiple business locations within the BID area will be assessed separately at each location.

Commercial rentals will be assessed for each building location, not each tenant space.

Multiple independent business owners at the same address will be assessed separately at their respective rates.

FISCAL ANALYSIS:

As previously stated, funds from the 2012 BID assessment are proposed to be used for business enhancement, marketing and promotional activity and other items in accordance with Law. During 2012, the BID anticipates assessment revenues of approximately \$161,200 and carry-over reserve funds in the amount of \$9,798. The DBA funds the salary of the Executive Director.

There is no fiscal impact to the City for the approval of the BID Annual Work Program or adoption of the resolution to conduct a public hearing for the continuation of the BID.

ATTACHMENTS:

Proposed Resolution of Intent, including BID Boundary Map (Exhibit "A"), Proposed Assessment Schedule (Exhibit "B"), and 2012 BID Work Program and Budget (Exhibit "C").

MOTION:

That the City Council:

Attachment 2

City of Culver City, California Agenda Item Report

1. Approve the BID Advisory Board's 2012 Annual Work Program and Budget as filed with the City Clerk; and,
2. Adopt a Resolution of Intent to Levy Assessments and set December 12, 2011, as the date for a public hearing to consider the continuation of the Downtown Culver City Business Improvement District for calendar year 2012.

Attachment 3

1:59 PM

09/29/11

Accrual Basis

CC Downtown Business Association, INC

Balance Sheet

As of March 31, 2011

	Mar 31, 11
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash	
1020 · DBA Account - Bank of the West	20,753.36
1090 · Petty Cash	200.00
1000 · Cash - Other	9.75
Total 1000 · Cash	20,963.11
Total Checking/Savings	20,963.11
Accounts Receivable	
1200 · Accounts Receivable	102.12
Total Accounts Receivable	102.12
Total Current Assets	21,065.23
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	23,314.35
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	12,289.96
Total Accounts Payable	12,289.96
Total Current Liabilities	12,289.96
Total Liabilities	12,289.96
Equity	
3000 · Opening Bal Equity	4,824.53
3900 · Retained Earnings	41,301.74
Net Income	-35,101.88
Total Equity	11,024.39
TOTAL LIABILITIES & EQUITY	23,314.35

Attachment 3

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09/29/11

Accrual Basis

CC Downtown Business Association, INC

Balance Sheet

As of June 30, 2011

	Jun 30, 11
ASSETS	
Current Assets	
Checking/Savings	
1000 - Cash	
1020 - DBA Account - Bank of the West	144,242.04
1090 - Petty Cash	200.00
1000 - Cash - Other	9.75
Total 1000 - Cash	144,451.79
Total Checking/Savings	144,451.79
Accounts Receivable	
1200 - Accounts Receivable	102.12
Total Accounts Receivable	102.12
Total Current Assets	144,553.91
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	146,803.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	12,911.19
Total Accounts Payable	12,911.19
Total Current Liabilities	12,911.19
Total Liabilities	12,911.19
Equity	
3000 - Opening Bal Equity	4,824.53
3900 - Retained Earnings	41,301.74
Net Income	87,765.57
Total Equity	133,891.84
TOTAL LIABILITIES & EQUITY	146,803.03

Attachment 3

CC Downtown Business Association, INC

Balance Sheet

As of September 30, 2011

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09/29/11

Accrual Basis

	Sep 30, 11
ASSETS	
Current Assets	
Checking/Savings	
1000 - Cash	
1020 - DBA Account - Bank of the West	109,748.42
1090 - Petty Cash	200.00
1000 - Cash - Other	9.75
Total 1000 - Cash	109,958.17
Total Checking/Savings	109,958.17
Accounts Receivable	
1200 - Accounts Receivable	102.12
Total Accounts Receivable	102.12
Total Current Assets	110,060.29
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	112,309.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	360.00
Total Accounts Payable	360.00
Total Current Liabilities	360.00
Total Liabilities	360.00
Equity	
3000 - Opening Bal Equity	4,824.26
3900 - Retained Earnings	41,301.74
Net Income	65,823.41
Total Equity	111,949.41
TOTAL LIABILITIES & EQUITY	112,309.41

Attachment 3

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09/29/11

Accrual Basis

CC Downtown Business Association, INC

Balance Sheet

As of October 31, 2011

	Oct 31, 11
ASSETS	
Current Assets	
Checking/Savings	
1000 - Cash	
1020 - DBA Account - Bank of the West	109,748.42
1090 - Petty Cash	200.00
1000 - Cash - Other	9.75
Total 1000 - Cash	109,958.17
Total Checking/Savings	109,958.17
Accounts Receivable	
1200 - Accounts Receivable	102.12
Total Accounts Receivable	102.12
Total Current Assets	110,060.29
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	112,309.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	360.00
Total Accounts Payable	360.00
Total Current Liabilities	360.00
Total Liabilities	360.00
Equity	
3000 - Opening Bal Equity	4,824.26
3900 - Retained Earnings	41,301.74
Net Income	65,823.41
Total Equity	111,949.41
TOTAL LIABILITIES & EQUITY	112,309.41

Attachment 3

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CC Downtown Business Association, INC

09/29/11

A/R Aging Summary

As of September 30, 2011

	<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 3

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09/29/11

CC Downtown Business Association, INC

A/P Aging Summary

As of September 30, 2011

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
AT&T	0.00	0.00	0.00	0.00	-10.00	-10.00
Clerk of the Court	0.00	0.00	0.00	0.00	370.00	370.00
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>360.00</u>	<u>360.00</u>

Attachment 3

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 January through March 2011

	Jan - Mar 11	Budget
Income		
4000 · Income		
Valet Parking	3,000.00	4,500.00
4010 Assessment Income		
4015 · Carry-Over	0.00	29,639.00
4010 Assessment Income - Other	0.00	
Total 4010 Assessment Income	0.00	29,639.00
4080 · Reimbursed Expenses		
4086 · MOU	30,514.98	30,525.00
Total 4080 · Reimbursed Expenses	30,514.98	30,525.00
4090 · Miscellaneous Income	750.00	
4091 · Interest Income	7.90	13.89
Total 4000 · Income	34,272.88	64,677.89
Total Income	34,272.88	64,677.89
Expense		
5200 · Promotional Events		
5210 · Third Wednesdays		
5213 · Third Wed-Street Team	540.00	
5214 · Third Wed-Other	1,390.00	
5211 · Third Wed-Printing&Deslgn	509.25	
Total 5210 · Third Wednesdays	2,439.25	
5220 · Holiday Tree	1,089.50	
5230 · Holiday Events	500.00	
Total 5200 · Promotional Events	4,028.75	
7000 · Maintenance Expense		
7030 · Beautification (Twinkle Lights)	0.00	
7020 · MOU Maintenance	30,514.98	30,525.00
7010 · Maintenance Contract		
7014 · Uniforms	0.00	
7010 · Maintenance Contract - Other	6,179.28	6,180.00
Total 7010 · Maintenance Contract	6,179.28	6,180.00
Total 7000 · Maintenance Expense	36,694.26	36,705.00
5000 · Communication & Image Expense		
5500 · Other Marketing Expenses		
5520 · Other Marketing Expense	0.00	77.25
5500 · Other Marketing Expenses - Other	306.00	
Total 5500 · Other Marketing Expenses	306.00	77.25
5000 · Communication & Image Expense - Other	0.00	
Total 5000 · Communication & Image Expense	306.00	77.25
8000 · Administration Expense		
8100 · Downtown Valet Park Mgmt		
8120 · Lot Leases	3,000.00	6,000.00
8110 · City Fees	3,870.00	3,870.00
8100 · Downtown Valet Park Mgmt - Other	860.00	
Total 8100 · Downtown Valet Park Mgmt	7,730.00	9,870.00
8400 · Office Expense		
8480 · Other	990.00	
8450 · Computer Services	39.99	
8410 · Telephone	601.66	480.00
8440 · City BID Administration Fee	0.00	
8470 · Ofc. Supplies/Postage/Comp Srv.	154.05	375.00
Total 8400 · Office Expense	1,785.70	855.00

Attachment 3

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 January through March 2011

	Jan - Mar 11	Budget
8500 - Professional Fee	0.00	
8200 - Consulting Management	18,000.00	18,000.00
8700 - Insurance	800.00	750.00
8800 - Taxes, Dues, Permits	0.00	
8000 - Administration Expense - Other	30.05	
Total 8000 - Administration Expense	28,345.75	29,475.00
Total Expense	69,374.76	66,257.25
Net Income	<u>-35,101.88</u>	<u>-1,579.36</u>

Attachment 3

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 January through March 2011

	Jan - Mar 11	YTD Budget
Income		
4000 · Income		
Valet Parking	3,000.00	4,500.00
4010 Assessment Income		
4015 · Carry-Over	0.00	29,639.00
4010 Assessment Income - Other	0.00	
Total 4010 Assessment Income	0.00	29,639.00
4080 · Reimbursed Expenses		
4086 · MOU	30,514.98	30,525.00
Total 4080 · Reimbursed Expenses	30,514.98	30,525.00
4090 · Miscellaneous Income	750.00	
4091 · Interest Income	7.90	13.89
Total 4000 · Income	34,272.88	64,677.89
Total Income	34,272.88	64,677.89
Expense		
5200 · Promotional Events		
5210 · Third Wednesdays		
5213 · Third Wed-Street Team	540.00	
5214 · Third Wed-Other	1,390.00	
5211 · Third Wed-Printing&Design	509.25	
Total 5210 · Third Wednesdays	2,439.25	
5220 · Holiday Tree	1,089.50	
5230 · Holiday Events	500.00	
Total 5200 · Promotional Events	4,028.75	
7000 · Maintenance Expense		
7030 · Beautification (Twinkle Lights)	0.00	
7020 · MOU Maintenance	30,514.98	30,525.00
7010 · Maintenance Contract		
7014 · Uniforms	0.00	
7010 · Maintenance Contract - Other	6,179.28	6,180.00
Total 7010 · Maintenance Contract	6,179.28	6,180.00
Total 7000 · Maintenance Expense	36,694.26	36,705.00
5000 · Communication & Image Expense		
5500 · Other Marketing Expenses		
5520 · Other Marketing Expense	0.00	77.25
5500 · Other Marketing Expenses - Other	306.00	
Total 5500 · Other Marketing Expenses	306.00	77.25
5000 · Communication & Image Expense - Other	0.00	
Total 5000 · Communication & Image Expense	306.00	77.25
8000 · Administration Expense		
8100 · Downtown Valet Park Mgmt		
8120 · Lot Leases	3,000.00	6,000.00
8110 · City Fees	3,870.00	3,870.00
8100 · Downtown Valet Park Mgmt - Other	860.00	
Total 8100 · Downtown Valet Park Mgmt	7,730.00	9,870.00
8400 · Office Expense		
8480 · Other	990.00	
8450 · Computer Services	39.99	
8410 · Telephone	601.66	480.00
8440 · City BID Administration Fee	0.00	
8470 · Ofc. Supplies/Postage/Comp Srv.	154.05	375.00
Total 8400 · Office Expense	1,785.70	855.00

Attachment 3

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 January through March 2011

	Jan - Mar 11	YTD Budget
8500 - Professional Fee	0.00	
8200 - Consulting Management	18,000.00	18,000.00
8700 - Insurance	800.00	750.00
8800 - Taxes, Dues, Permits	0.00	
8000 - Administration Expense - Other	30.05	
Total 8000 - Administration Expense	28,345.75	29,475.00
Total Expense	69,374.76	66,257.25
Net Income	-35,101.88	-1,579.36

Attachment 3

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09/29/11
Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
January through March 2011

	Annual Budget
Income	
4000 · Income	
Valet Parking	18,000.00
4010 Assessment Income	
4015 · Carry-Over	29,639.00
4010 Assessment Income - Other	164,000.00
Total 4010 Assessment Income	193,639.00
4080 · Reimbursed Expenses	
4086 · MOU	122,100.00
Total 4080 · Reimbursed Expenses	122,100.00
4090 · Miscellaneous Income	
4091 · Interest Income	64.19
Total 4000 · Income	333,803.19
Total Income	333,803.19
Expense	
5200 · Promotional Events	
5210 · Third Wednesdays	
5213 · Third Wed-Street Team	
5214 · Third Wed-Other	
5211 · Third Wed-Printing&Design	
Total 5210 · Third Wednesdays	
5220 · Holiday Tree	2,179.00
5230 · Holiday Events	2,121.00
Total 5200 · Promotional Events	4,300.00
7000 · Maintenance Expense	
7030 · Beautification (Twinkle Lights)	3,500.00
7020 · MOU Maintenance	122,100.00
7010 · Maintenance Contract	
7014 · Uniforms	100.00
7010 · Maintenance Contract - Other	24,720.00
Total 7010 · Maintenance Contract	24,820.00
Total 7000 · Maintenance Expense	150,420.00
5000 · Communication & Image Expense	
5500 · Other Marketing Expenses	
5520 · Other Marketing Expense	309.00
5500 · Other Marketing Expenses - Other	
Total 5500 · Other Marketing Expenses	309.00
5000 · Communication & Image Expense - Other	25,231.00
Total 5000 · Communication & Image Expense	25,540.00
8000 · Administration Expense	
8100 · Downtown Valet Park Mgmt	
8120 · Lot Leases	24,000.00
8110 · City Fees	16,080.00
8100 · Downtown Valet Park Mgmt - Other	
Total 8100 · Downtown Valet Park Mgmt	40,080.00
8400 · Office Expense	
8480 · Other	
8450 · Computer Services	
8410 · Telephone	1,920.00
8440 · City BID Administration Fee	3,280.00
8470 · Ofc. Supplies/Postage/Comp Srv.	1,500.00
Total 8400 · Office Expense	6,700.00

Attachment 3

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09/29/11

Accrual Basis

CC Downtown Business Association, INC Profit & Loss Budget Performance January through March 2011

	Annual Budget
8500 - Professional Fee	2,000.00
8200 - Consulting Management	72,000.00
8700 - Insurance	2,200.00
8800 - Taxes, Dues, Permits	900.00
8000 - Administration Expense - Other	
Total 8000 - Administration Expense	123,880.00
Total Expense	304,140.00
Net Income	29,663.19

Attachment 3

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09/29/11

Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 April through June 2011

	Apr - Jun 11	Budget
Income		
4000 - Income		
Valet Parking	9,000.00	4,500.00
4010 Assessment Income		
4015 - Carry-Over	0.00	
4010 Assessment Income - Other	132,000.00	110,000.00
Total 4010 Assessment Income	132,000.00	110,000.00
4080 - Reimbursed Expenses		
4086 - MOU	50,898.38	30,525.00
4085 - Other	125.00	
Total 4080 - Reimbursed Expenses	51,023.38	30,525.00
4090 - Miscellaneous Income	0.00	
4091 - Interest Income	14.34	25.79
Total 4000 - Income	192,037.72	145,050.79
Total Income	192,037.72	145,050.79
Expense		
5200 - Promotional Events		
5210 - Third Wednesdays		
5213 - Third Wed-Street Team	750.00	
5214 - Third Wed-Other	2,143.98	
5212 - Third Wed-Entertainment	550.00	
5211 - Third Wed-Printing&Design	1,597.76	
Total 5210 - Third Wednesdays	5,041.74	
5220 - Holiday Tree	0.00	
5230 - Holiday Events	0.00	
Total 5200 - Promotional Events	5,041.74	
7000 - Maintenance Expense		
7030 - Beautification (Twinkle Lights)	0.00	3,500.00
7020 - MOU Maintenance	30,514.98	30,525.00
7010 - Maintenance Contract		
7014 - Uniforms	0.00	100.00
7010 - Maintenance Contract - Other	7,212.88	6,180.00
Total 7010 - Maintenance Contract	7,212.88	6,280.00
Total 7000 - Maintenance Expense	37,727.86	40,305.00
5000 - Communication & Image Expense		
5500 - Other Marketing Expenses		
5520 - Other Marketing Expense	0.00	77.25
5500 - Other Marketing Expenses - Other	0.00	
Total 5500 - Other Marketing Expenses	0.00	77.25
5000 - Communication & Image Expense - Other	0.00	
Total 5000 - Communication & Image Expense	0.00	77.25
8000 - Administration Expense		
8100 - Downtown Valet Park Mgmt		
8120 - Lot Leases	3,000.00	6,000.00
8110 - City Fees	4,169.52	4,170.00
8100 - Downtown Valet Park Mgmt - Other	0.00	
Total 8100 - Downtown Valet Park Mgmt	7,169.52	10,170.00
8400 - Office Expense		
8480 - Other	800.00	
8450 - Computer Services	0.00	
8410 - Telephone	413.17	480.00
8440 - City BID Administration Fee	0.00	
8470 - Ofc. Supplies/Postage/Comp Srv.	17.98	375.00
Total 8400 - Office Expense	1,231.15	855.00

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 April through June 2011

	Apr - Jun 11	Budget
8500 - Professional Fee	0.00	1,000.00
8200 - Consulting Management	18,000.00	18,000.00
8700 - Insurance	0.00	
8800 - Taxes, Dues, Permits	0.00	
8000 - Administration Expense - Other	0.00	
Total 8000 - Administration Expense	26,400.67	30,025.00
Total Expense	69,170.27	70,407.25
Net Income	122,867.45	74,643.54

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 April through June 2011

	Jan - Jun 11	YTD Budget
Income		
4000 - Income		
Valet Parking	12,000.00	9,000.00
4010 Assessment Income		
4015 - Carry-Over	0.00	29,639.00
4010 Assessment Income - Other	132,000.00	110,000.00
Total 4010 Assessment Income	132,000.00	139,639.00
4080 - Reimbursed Expenses		
4086 - MOU	81,413.36	61,050.00
4085 - Other	125.00	
Total 4080 - Reimbursed Expenses	81,538.36	61,050.00
4090 - Miscellaneous Income	750.00	
4091 - Interest Income	22.24	39.68
Total 4000 - Income	226,310.60	209,728.68
Total Income	226,310.60	209,728.68
Expense		
5200 - Promotional Events		
5210 - Third Wednesdays		
5213 - Third Wed-Street Team	1,290.00	
5214 - Third Wed-Other	3,533.98	
5212 - Third Wed-Entertainment	550.00	
5211 - Third Wed-Printing&Design	2,107.01	
Total 5210 - Third Wednesdays	7,480.99	
5220 - Holiday Tree	1,089.50	
5230 - Holiday Events	500.00	
Total 5200 - Promotional Events	9,070.49	
7000 - Maintenance Expense		
7030 - Beautification (Twinkle Lights)	0.00	3,500.00
7020 - MOU Maintenance	61,029.96	61,050.00
7010 - Maintenance Contract		
7014 - Uniforms	0.00	100.00
7010 - Maintenance Contract - Other	13,392.16	12,360.00
Total 7010 - Maintenance Contract	13,392.16	12,460.00
Total 7000 - Maintenance Expense	74,422.12	77,010.00
5000 - Communication & Image Expense		
5500 - Other Marketing Expenses		
5520 - Other Marketing Expense	0.00	154.50
5500 - Other Marketing Expenses - Other	306.00	
Total 5500 - Other Marketing Expenses	306.00	154.50
5000 - Communication & Image Expense - Other	0.00	
Total 5000 - Communication & Image Expense	306.00	154.50
8000 - Administration Expense		
8100 - Downtown Valet Park Mgmt		
8120 - Lot Leases	6,000.00	12,000.00
8110 - City Fees	8,039.52	8,040.00
8100 - Downtown Valet Park Mgmt - Other	860.00	
Total 8100 - Downtown Valet Park Mgmt	14,899.52	20,040.00
8400 - Office Expense		
8480 - Other	1,790.00	
8450 - Computer Services	39.99	
8410 - Telephone	1,014.83	960.00
8440 - City BID Administration Fee	0.00	
8470 - Ofc. Supplies/Postage/Comp Srv.	172.03	750.00
Total 8400 - Office Expense	3,016.85	1,710.00

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 April through June 2011

	Jan - Jun 11	YTD Budget
8500 - Professional Fee	0.00	1,000.00
8200 - Consulting Management	36,000.00	36,000.00
8700 - Insurance	800.00	750.00
8800 - Taxes, Dues, Permits	0.00	
8000 - Administration Expense - Other	30.05	
Total 8000 - Administration Expense	54,746.42	59,500.00
Total Expense	138,545.03	136,664.50
Net Income	87,765.57	73,064.18

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 April through June 2011

	<u>Annual Budget</u>
Income	
4000 · Income	
Valet Parking	18,000.00
4010 Assessment Income	
4015 · Carry-Over	29,639.00
4010 Assessment Income - Other	164,000.00
Total 4010 Assessment Income	193,639.00
4080 · Reimbursed Expenses	
4086 · MOU	122,100.00
4085 · Other	
Total 4080 · Reimbursed Expenses	122,100.00
4090 · Miscellaneous Income	
4091 · Interest Income	64.19
Total 4000 · Income	333,803.19
Total Income	333,803.19
Expense	
5200 · Promotional Events	
5210 · Third Wednesdays	
5213 · Third Wed-Street Team	
5214 · Third Wed-Other	
5212 · Third Wed-Entertainment	
5211 · Third Wed-Printing&Design	
Total 5210 · Third Wednesdays	
5220 · Holiday Tree	2,179.00
5230 · Holiday Events	2,121.00
Total 5200 · Promotional Events	4,300.00
7000 · Maintenance Expense	
7030 · Beautification (Twinkle Lights)	3,500.00
7020 · MOU Maintenance	122,100.00
7010 · Maintenance Contract	
7014 · Uniforms	100.00
7010 · Maintenance Contract - Other	24,720.00
Total 7010 · Maintenance Contract	24,820.00
Total 7000 · Maintenance Expense	150,420.00
5000 · Communication & Image Expense	
5500 · Other Marketing Expenses	
5520 · Other Marketing Expense	309.00
5500 · Other Marketing Expenses - Other	
Total 5500 · Other Marketing Expenses	309.00
5000 · Communication & Image Expense - Other	25,231.00
Total 5000 · Communication & Image Expense	25,540.00
8000 · Administration Expense	
8100 · Downtown Valet Park Mgmt	
8120 · Lot Leases	24,000.00
8110 · City Fees	16,080.00
8100 · Downtown Valet Park Mgmt - Other	
Total 8100 · Downtown Valet Park Mgmt	40,080.00
8400 · Office Expense	
8480 · Other	
8450 · Computer Services	
8410 · Telephone	1,920.00
8440 · City BID Administration Fee	3,280.00
8470 · Ofc. Supplies/Postage/Comp Srv.	1,500.00
Total 8400 · Office Expense	6,700.00

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Accrual Basis

CC Downtown Business Association, INC Profit & Loss Budget Performance April through June 2011

	Annual Budget
8500 - Professional Fee	2,000.00
8200 - Consulting Management	72,000.00
8700 - Insurance	2,200.00
8800 - Taxes, Dues, Permits	900.00
8000 - Administration Expense - Other	
Total 8000 - Administration Expense	123,880.00
Total Expense	304,140.00
Net Income	29,663.19

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 July through September 2011

	Jul - Sep 11	Budget
Income		
4000 · Income		
Valet Parking	1,500.00	4,500.00
4010 Assessment Income		
4015 · Carry-Over	0.00	
4010 Assessment Income - Other	0.00	27,000.00
Total 4010 Assessment Income	0.00	27,000.00
4030 · Associate Member Dues	243.75	
4080 · Reimbursed Expenses		
4086 · MOU	0.00	30,525.00
4085 · Other	25.00	
Total 4080 · Reimbursed Expenses	25.00	30,525.00
4090 · Miscellaneous Income	0.00	
4091 · Interest Income	11.48	12.77
Total 4000 · Income	1,780.23	62,037.77
Total Income	1,780.23	62,037.77
Expense		
5200 · Promotional Events		
5210 · Third Wednesdays		
5213 · Third Wed-Street Team	480.00	
5214 · Third Wed-Other	100.00	
5212 · Third Wed-Entertainment	400.00	
5211 · Third Wed-Printing&Design	423.04	
Total 5210 · Third Wednesdays	1,403.04	
5220 · Holiday Tree	1,089.50	1,089.50
5230 · Holiday Events	0.00	
Total 5200 · Promotional Events	2,492.54	1,089.50
7000 · Maintenance Expense		
7030 · Beautification (Twinkle Lights)	0.00	
7020 · MOU Maintenance	0.00	30,525.00
7010 · Maintenance Contract		
7014 · Uniforms	0.00	
7010 · Maintenance Contract - Other	0.00	6,180.00
Total 7010 · Maintenance Contract	0.00	6,180.00
Total 7000 · Maintenance Expense	0.00	36,705.00
5000 · Communication & Image Expense		
5500 · Other Marketing Expenses		
5520 · Other Marketing Expense	0.00	77.25
5500 · Other Marketing Expenses - Other	0.00	
Total 5500 · Other Marketing Expenses	0.00	77.25
5000 · Communication & Image Expense - Other	4,000.00	
Total 5000 · Communication & Image Expense	4,000.00	77.25
8000 · Administration Expense		
8100 · Downtown Valet Park Mgmt		
8120 · Lot Leases	2,000.00	6,000.00
8110 · City Fees	2,580.00	3,870.00
8100 · Downtown Valet Park Mgmt - Other	156.60	
Total 8100 · Downtown Valet Park Mgmt	4,736.60	9,870.00

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 July through September 2011

	Jul - Sep 11	Budget
8400 · Office Expense		
8480 · Other	0.00	
8450 · Computer Services	0.00	
8410 · Telephone	368.38	480.00
8440 · City BID Administration Fee	0.00	
8470 · Ofc. Supplies/Postage/Comp Srv.	124.87	375.00
Total 8400 · Office Expense	493.25	855.00
8500 · Professional Fee	0.00	1,000.00
8200 · Consulting Management	12,000.00	18,000.00
8700 · Insurance	0.00	1,450.00
8800 · Taxes, Dues, Permits	0.00	
8000 · Administration Expense - Other	0.00	
Total 8000 · Administration Expense	17,229.85	31,175.00
Total Expense	23,722.39	69,046.75
Net Income	-21,942.16	-7,008.98

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 July through September 2011

	Jan - Sep 11	YTD Budget
Income		
4000 - Income		
Valet Parking	13,500.00	13,500.00
4010 Assessment Income		
4015 - Carry-Over	0.00	29,639.00
4010 Assessment Income - Other	132,000.00	137,000.00
Total 4010 Assessment Income	132,000.00	166,639.00
4030 - Associate Member Dues	243.75	
4080 - Reimbursed Expenses		
4086 - MOU	81,413.36	91,575.00
4085 - Other	150.00	
Total 4080 - Reimbursed Expenses	81,563.36	91,575.00
4090 - Miscellaneous Income	750.00	
4091 - Interest Income	33.72	52.45
Total 4000 - Income	228,090.83	271,766.45
Total Income	228,090.83	271,766.45
Expense		
5200 - Promotional Events		
5210 - Third Wednesdays		
5213 - Third Wed-Street Team	1,770.00	
5214 - Third Wed-Other	3,633.98	
5212 - Third Wed-Entertainment	950.00	
5211 - Third Wed-Printing&Design	2,530.05	
Total 5210 - Third Wednesdays	8,884.03	
5220 - Holiday Tree	2,179.00	1,089.50
5230 - Holiday Events	500.00	
Total 5200 - Promotional Events	11,563.03	1,089.50
7000 - Maintenance Expense		
7030 - Beautification (Twinkle Lights)	0.00	3,500.00
7020 - MOU Maintenance	61,029.96	91,575.00
7010 - Maintenance Contract		
7014 - Uniforms	0.00	100.00
7010 - Maintenance Contract - Other	13,392.16	18,540.00
Total 7010 - Maintenance Contract	13,392.16	18,640.00
Total 7000 - Maintenance Expense	74,422.12	113,715.00
5000 - Communication & Image Expense		
5500 - Other Marketing Expenses		
5520 - Other Marketing Expense	0.00	231.75
5500 - Other Marketing Expenses - Other	306.00	
Total 5500 - Other Marketing Expenses	306.00	231.75
5000 - Communication & Image Expense - Other	4,000.00	
Total 5000 - Communication & Image Expense	4,306.00	231.75
8000 - Administration Expense		
8100 - Downtown Valet Park Mgmt		
8120 - Lot Leases	8,000.00	18,000.00
8110 - City Fees	10,619.52	11,910.00
8100 - Downtown Valet Park Mgmt - Other	1,016.60	
Total 8100 - Downtown Valet Park Mgmt	19,636.12	29,910.00

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 July through September 2011

	Jan - Sep 11	YTD Budget
8400 - Office Expense		
8480 - Other	1,790.00	
8450 - Computer Services	39.99	
8410 - Telephone	1,383.21	1,440.00
8440 - City BID Administration Fee	0.00	
8470 - Ofc. Supplies/Postage/Comp Srv.	296.90	1,125.00
Total 8400 - Office Expense	3,510.10	2,565.00
8500 - Professional Fee	0.00	2,000.00
8200 - Consulting Management	48,000.00	54,000.00
8700 - Insurance	800.00	2,200.00
8800 - Taxes, Dues, Permits	0.00	
8000 - Administration Expense - Other	30.05	
Total 8000 - Administration Expense	71,976.27	90,675.00
Total Expense	162,267.42	205,711.25
Net Income	65,823.41	66,055.20

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 July through September 2011

	<u>Annual Budget</u>
Income	
4000 - Income	
Valet Parking	18,000.00
4010 Assessment Income	
4015 - Carry-Over	29,639.00
4010 Assessment Income - Other	164,000.00
Total 4010 Assessment Income	193,639.00
4030 - Associate Member Dues	
4080 - Reimbursed Expenses	
4086 - MOU	122,100.00
4085 - Other	
Total 4080 - Reimbursed Expenses	122,100.00
4090 - Miscellaneous Income	
4091 - Interest Income	64.19
Total 4000 - Income	333,803.19
Total Income	333,803.19
Expense	
5200 - Promotional Events	
5210 - Third Wednesdays	
5213 - Third Wed-Street Team	
5214 - Third Wed-Other	
5212 - Third Wed-Entertainment	
5211 - Third Wed-Printing&Design	
Total 5210 - Third Wednesdays	
5220 - Holiday Tree	2,179.00
5230 - Holiday Events	2,121.00
Total 5200 - Promotional Events	4,300.00
7000 - Maintenance Expense	
7030 - Beautification (Twinkle Lights)	3,500.00
7020 - MOU Maintenance	122,100.00
7010 - Maintenance Contract	
7014 - Uniforms	100.00
7010 - Maintenance Contract - Other	24,720.00
Total 7010 - Maintenance Contract	24,820.00
Total 7000 - Maintenance Expense	150,420.00
5000 - Communication & Image Expense	
5500 - Other Marketing Expenses	
5520 - Other Marketing Expense	309.00
5500 - Other Marketing Expenses - Other	
Total 5500 - Other Marketing Expenses	309.00
5000 - Communication & Image Expense - Other	25,231.00
Total 5000 - Communication & Image Expense	25,540.00
8000 - Administration Expense	
8100 - Downtown Valet Park Mgmt	
8120 - Lot Leases	24,000.00
8110 - City Fees	16,080.00
8100 - Downtown Valet Park Mgmt - Other	
Total 8100 - Downtown Valet Park Mgmt	40,080.00

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 July through September 2011

	<u>Annual Budget</u>
8400 · Office Expense	
8480 · Other	
8450 · Computer Services	
8410 · Telephone	1,920.00
8440 · City BID Administration Fee	3,280.00
8470 · Ofc. Supplies/Postage/Comp Srv.	1,500.00
Total 8400 · Office Expense	6,700.00
8500 · Professional Fee	2,000.00
8200 · Consulting Management	72,000.00
8700 · Insurance	2,200.00
8800 · Taxes, Dues, Permits	900.00
8000 · Administration Expense - Other	
Total 8000 · Administration Expense	123,880.00
Total Expense	304,140.00
Net Income	29,663.19

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 October through December 2011

	<u>Oct - Dec 11</u>	<u>Budget</u>
Income		
4000 · Income		
Valet Parking	0.00	4,500.00
4010 Assessment Income		
4015 · Carry-Over	0.00	
4010 Assessment Income - Other	0.00	27,000.00
Total 4010 Assessment Income	0.00	27,000.00
4030 · Associate Member Dues	0.00	
4080 · Reimbursed Expenses		
4086 · MOU	0.00	30,525.00
4085 · Other	0.00	
Total 4080 · Reimbursed Expenses	0.00	30,525.00
4090 · Miscellaneous Income	0.00	
4091 · Interest Income	0.00	11.74
Total 4000 · Income	0.00	62,036.74
Total Income	0.00	62,036.74
Expense		
5200 · Promotional Events		
5210 · Third Wednesdays		
5213 · Third Wed-Street Team	0.00	
5214 · Third Wed-Other	0.00	
5212 · Third Wed-Entertainment	0.00	
5211 · Third Wed-Printing&Design	0.00	
Total 5210 · Third Wednesdays	0.00	
5220 · Holiday Tree	0.00	1,089.50
5230 · Holiday Events	0.00	2,121.00
Total 5200 · Promotional Events	0.00	3,210.50
7000 · Maintenance Expense		
7030 · Beautification (Twinkle Lights)	0.00	
7020 · MOU Maintenance	0.00	30,525.00
7010 · Maintenance Contract		
7014 · Uniforms	0.00	
7010 · Maintenance Contract - Other	0.00	6,180.00
Total 7010 · Maintenance Contract	0.00	6,180.00
Total 7000 · Maintenance Expense	0.00	36,705.00
5000 · Communication & Image Expense		
5500 · Other Marketing Expenses		
5520 · Other Marketing Expense	0.00	77.25
5500 · Other Marketing Expenses - Other	0.00	
Total 5500 · Other Marketing Expenses	0.00	77.25
5000 · Communication & Image Expense - Other	0.00	25,231.00
Total 5000 · Communication & Image Expense	0.00	25,308.25
8000 · Administration Expense		
8100 · Downtown Valet Park Mgmt		
8120 · Lot Leases	0.00	6,000.00
8110 · City Fees	0.00	4,170.00
8100 · Downtown Valet Park Mgmt - Other	0.00	
Total 8100 · Downtown Valet Park Mgmt	0.00	10,170.00

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 October through December 2011

	Oct - Dec 11	Budget
8400 • Office Expense		
8480 • Other	0.00	
8450 • Computer Services	0.00	
8410 • Telephone	0.00	480.00
8440 • City BID Administration Fee	0.00	3,280.00
8470 • Ofc. Supplies/Postage/Comp Srv.	0.00	375.00
Total 8400 • Office Expense	0.00	4,135.00
8500 • Professional Fee	0.00	
8200 • Consulting Management	0.00	18,000.00
8700 • Insurance	0.00	
8800 • Taxes, Dues, Permits	0.00	900.00
8000 • Administration Expense - Other	0.00	
Total 8000 • Administration Expense	0.00	33,205.00
Total Expense	0.00	98,428.75
Net Income	0.00	-36,392.01

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 October through December 2011

	Jan - Dec 11	YTD Budget
Income		
4000 · Income		
Valet Parking	13,500.00	18,000.00
4010 Assessment Income		
4015 · Carry-Over	0.00	29,639.00
4010 Assessment Income - Other	132,000.00	164,000.00
Total 4010 Assessment Income	132,000.00	193,639.00
4030 · Associate Member Dues	243.75	
4080 · Reimbursed Expenses		
4086 · MOU	81,413.36	122,100.00
4085 · Other	150.00	
Total 4080 · Reimbursed Expenses	81,563.36	122,100.00
4090 · Miscellaneous Income	750.00	
4091 · Interest Income	33.72	64.19
Total 4000 · Income	228,090.83	333,803.19
Total Income	228,090.83	333,803.19
Expense		
5200 · Promotional Events		
5210 · Third Wednesdays		
5213 · Third Wed-Street Team	1,770.00	
5214 · Third Wed-Other	3,633.98	
5212 · Third Wed-Entertainment	950.00	
5211 · Third Wed-Printing&Design	2,530.05	
Total 5210 · Third Wednesdays	8,884.03	
5220 · Holiday Tree	2,179.00	2,179.00
5230 · Holiday Events	500.00	2,121.00
Total 5200 · Promotional Events	11,563.03	4,300.00
7000 · Maintenance Expense		
7030 · Beautification (Twinkle Lights)	0.00	3,500.00
7020 · MOU Maintenance	61,029.96	122,100.00
7010 · Maintenance Contract		
7014 · Uniforms	0.00	100.00
7010 · Maintenance Contract - Other	13,392.16	24,720.00
Total 7010 · Maintenance Contract	13,392.16	24,820.00
Total 7000 · Maintenance Expense	74,422.12	150,420.00
5000 · Communication & Image Expense		
5500 · Other Marketing Expenses		
5520 · Other Marketing Expense	0.00	309.00
5500 · Other Marketing Expenses - Other	306.00	
Total 5500 · Other Marketing Expenses	306.00	309.00
5000 · Communication & Image Expense - Other	4,000.00	25,231.00
Total 5000 · Communication & Image Expense	4,306.00	25,540.00
8000 · Administration Expense		
8100 · Downtown Valet Park Mgmt		
8120 · Lot Leases	8,000.00	24,000.00
8110 · City Fees	10,619.52	16,080.00
8100 · Downtown Valet Park Mgmt - Other	1,016.60	
Total 8100 · Downtown Valet Park Mgmt	19,636.12	40,080.00

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Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 October through December 2011

	Jan - Dec 11	YTD Budget
8400 - Office Expense		
8480 - Other	1,790.00	
8450 - Computer Services	39.99	
8410 - Telephone	1,383.21	1,920.00
8440 - City BID Administration Fee	0.00	3,280.00
8470 - Ofc. Supplies/Postage/Comp Srv.	296.90	1,500.00
Total 8400 - Office Expense	3,510.10	6,700.00
8500 - Professional Fee	0.00	2,000.00
8200 - Consulting Management	48,000.00	72,000.00
8700 - Insurance	800.00	2,200.00
8800 - Taxes, Dues, Permits	0.00	900.00
8000 - Administration Expense - Other	30.05	
Total 8000 - Administration Expense	71,976.27	123,880.00
Total Expense	162,267.42	304,140.00
Net Income	65,823.41	29,663.19

Attachment 3

2:02 PM

09/29/11

Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 October through December 2011

	<u>Annual Budget</u>
Income	
4000 · Income	
Valet Parking	18,000.00
4010 Assessment Income	
4015 · Carry-Over	29,639.00
4010 Assessment Income - Other	164,000.00
Total 4010 Assessment Income	193,639.00
4030 · Associate Member Dues	
4080 · Reimbursed Expenses	
4086 · MOU	122,100.00
4085 · Other	
Total 4080 · Reimbursed Expenses	122,100.00
4090 · Miscellaneous Income	
4091 · Interest Income	64.19
Total 4000 · Income	333,803.19
Total Income	333,803.19
Expense	
5200 · Promotional Events	
5210 · Third Wednesdays	
5213 · Third Wed-Street Team	
5214 · Third Wed-Other	
5212 · Third Wed-Entertainment	
5211 · Third Wed-Printing&Design	
Total 5210 · Third Wednesdays	
5220 · Holiday Tree	2,179.00
5230 · Holiday Events	2,121.00
Total 5200 · Promotional Events	4,300.00
7000 · Maintenance Expense	
7030 · Beautification (Twinkle Lights)	3,500.00
7020 · MOU Maintenance	122,100.00
7010 · Maintenance Contract	
7014 · Uniforms	100.00
7010 · Maintenance Contract - Other	24,720.00
Total 7010 · Maintenance Contract	24,820.00
Total 7000 · Maintenance Expense	150,420.00
5000 · Communication & Image Expense	
5500 · Other Marketing Expenses	
5520 · Other Marketing Expense	309.00
5500 · Other Marketing Expenses - Other	
Total 5500 · Other Marketing Expenses	309.00
5000 · Communication & Image Expense - Other	25,231.00
Total 5000 · Communication & Image Expense	25,540.00
8000 · Administration Expense	
8100 · Downtown Valet Park Mgmt	
8120 · Lot Leases	24,000.00
8110 · City Fees	16,080.00
8100 · Downtown Valet Park Mgmt - Other	
Total 8100 · Downtown Valet Park Mgmt	40,080.00

Attachment 3

2:02 PM

09/29/11

Accrual Basis

CC Downtown Business Association, INC
Profit & Loss Budget Performance
 October through December 2011

	<u>Annual Budget</u>
8400 - Office Expense	
8480 - Other	
8450 - Computer Services	
8410 - Telephone	1,920.00
8440 - City BID Administration Fee	3,280.00
8470 - Ofc. Supplies/Postage/Comp Srv.	1,500.00
Total 8400 - Office Expense	6,700.00
8500 - Professional Fee	2,000.00
8200 - Consulting Management	72,000.00
8700 - Insurance	2,200.00
8800 - Taxes, Dues, Permits	900.00
8000 - Administration Expense - Other	
Total 8000 - Administration Expense	123,880.00
Total Expense	304,140.00
Net Income	29,663.19

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

Date: APR 20 1999

CULVER CITY DOMESTUM BUSINESS
ASSOCIATION INC
PO BOX 1122
CULVER CITY, CA 90212

SEE FRONT OF THE RETURN

Employer Identification Number:

94-4604649

FEIN:

3190831024

Contact Person:

VICTORIA LANEY

Contact Telephone Number:

(877) 829-5500

Internal Revenue Code

Section 561(c)(6)

Accounting Period Ending:

July 31

Form 990 Required:

Yes

Additional Copies:

No

ID# 51304

Your 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) 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 (federal security taxes) for each employee so 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 as when you pay \$50 or more during a calendar quarter. During the current or preceding calendar year, you had one or more employees at any time in each of 26 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 you so indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you received a Form 990 package in the past, 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 sixth month after the end of your annual accounting period. A penalty of \$25 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the minimum penalty charged cannot exceed \$10,000 or 5

Letter 944 005/99

04-20-1999 01:47PM

10/03 255 4000000

SECRET

Sincerely,
J. Edgar Hoover

[illegible]

RESEARCHER: This letter should help researchers understand the importance of the research and the need for more funding.

As we have indicated in the body of this letter, an additional copy of the enclosed document is in the original form of this letter.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1861. It is a very important document, as it is the first official communication from the President to the Congress since the inauguration of Abraham Lincoln. The letter is written in a formal, dignified style, and it contains a number of important points. The President begins by expressing his confidence in the Congress, and then he goes on to discuss the state of the Union. He mentions the recent election of Lincoln, and he expresses his belief that the Congress will support the new President. He also discusses the issue of slavery, and he expresses his belief that the Congress will take action to end it. The letter is a very important document, as it is the first official communication from the President to the Congress since the inauguration of Abraham Lincoln.

THE NEW YORK PUBLIC LIBRARY
ASTOR LENOX TILDEN FOUNDATION
455 FIFTH AVENUE
NEW YORK 17, N. Y.

You are not required to file a return if you are not
 subject to the tax. If you are subject to the tax,
 you must file a return even if you have no tax liability.
 If you are not subject to the tax, you do not need to
 file a return. If you are subject to the tax, you must
 file a return by the due date, even if you have no tax
 liability. If you do not file a return by the due date,
 you may be subject to penalties and interest. If you
 are not subject to the tax, you do not need to file a
 return. If you are subject to the tax, you must file a
 return by the due date, even if you have no tax liability.

percent of your gross receipts for the year, whichever is less. For
 the year ending 1910, the amount of \$1,000,000 has been set
 aside for the purpose of making a loan to the Government of the
 United States. The amount of \$1,000,000 has been set aside for the
 purpose of making a loan to the Government of the United States. The
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 the purpose of making a loan to the Government of the United States.

CONFIDENTIAL INFORMATION AND HEARD

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

11/17/2011

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 P.O. BOX 10660 JACKSONVILLE FL 32247	CONTACT NAME: PHONE (A/C, No, Ext): (866) 972-7378 FAX (A/C, No): (800) 455-9611 E-MAIL ADDRESS: ZSBSERVICECENTER@ZISINTERNET.COM	
	INSURER(S) AFFORDING COVERAGE INSURER A: Maryland Casualty NAIC # 19356 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED Downtown Culver City Business Association P.O. Box 1322 Culver City CA 902321322		

COVERAGES**CERTIFICATE NUMBER:** Cert ID 92492**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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			PAS002304121	4/9/2011	4/9/2012	EACH OCCURRENCE	\$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea 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
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
		GEN'L AGGREGATE LIMIT APPLIES PER:						
	☐ POLICY ☐ PRO-JECT ☒ LOC							
A	AUTOMOBILE LIABILITY			PAS002304121	4/9/2011	4/9/2012	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person)	\$
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	☒ HIRED AUTOS	☒ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	DED		RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						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)

CERTIFICATE HOLDER IS DESIGNATED AS ADDITIONAL INSURED WITH REGARDS TO GENERAL LIABILITY. AS SUBJECT TO THE POLICY TERMS AND CONDITIONS.

CERTIFICATE HOLDER**CANCELLATION**

CITY OF CULVER CITY REDVELOPMENT AGENCY-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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