

NO MEETING MINUTES FOR
THURSDAY, JULY 11, 2019
SPECIAL Finance/Executive Joint Meeting



SPECIAL JOINT MEETING – FINANCE AND EXECUTIVE COMMITTEES

Thursday, July 11, 2019 – 9:30 a.m.

The Village at Ed Gould Plaza, Conference Room 209, 1125 N. McCadden Pl., Los Angeles, CA

MEETING AGENDA

ANY ITEM ON THIS AGENDA IS SUBJECT TO ACTION, INCLUDING A MOTION AND VOTE

Chair: D. Bass

Members: S. Campbell, S. Costello, M. Demson, L. Goldman, T. Lee, J. Luster

1. **Call to Order/Welcome/Introductions**
2. **Public Comment for Items Not on the Agenda**
3. **Approval of Meeting Minutes – Deferred.**
4. **Closed Session**
The Committee may recess into Closed Session pursuant to Government Code Section 54956.9(d)(2) to allow the Committees to confer with its legal counsel on pending legal and financial matters.
5. **Committee Reports**
 1. Finance Committee
 - a. Assessments 2020 – submission to LA City
 - b. Assessments 2019
 - c. Balance Sheet, Profit & Loss – June 30, 2019
 - d. Cash Statement – as of July 10, 2019
 - e. Planning for third quarter (Motion)
 2. Arts Committee
 - a. Theatre Crawl Update
 - b. Pole Banners (Motion)
 3. PLUM Committee
 - a. 926 Sycamore – CIM project
 - b. Hollywood Community Plan
 - c. Parking meter zones in BID



4. Clean & Green Committee
 - a. Medians - update
 - b. MOU with LABT (Motion)
5. Marketing Committee
 - a. Website
 - b. Newsletter
6. Nominating/Board Development Committee (Goldman)
 - a. Preparation for nomination and election 2020
7. Safe Committee
 - a. Current Deployment
6. **Old Business**
7. **New Business**
8. **Adjournment**
9. **Next Finance Committee Meeting**
Thursday, August 8, 2019 at 9:00 a.m.
10. **Next Executive Committee Meeting**
Thursday, August 8, 2019 at 9:30 a.m.

Location: The Village at Ed Gould Plaza,
Conference Room 209
1125 N. McCadden Pl.
Los Angeles, CA

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CANCELLED

FINANCE COMMITTEE MEETING

The Village at Ed Gould Plaza, 1125 N. McCadden Pl., Los Angeles, CA
Thursday, June 13, 2019 – 9am

Chair: S. Costello

Members: D. Bass, L. Goldman

Note: For information regarding the Committee and its operations, please contact the BID Executive Office at (323) 860-0088 or email jim@mediadistrict.org. The Operations Office may answer questions and provide materials and notice of matters to be scheduled. Sign Language Interpreters, Communication Access Real-Time Transcription (CART), Assistive Listening Devices or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting/event you wish to attend. Due to difficulties in securing Sign Language Interpreters, five or more business days notice is strongly recommended. For additional information please contact the Hollywood Media District BID office at 323-860-0088.

**THE REGULAR MEETING FOR THIS DAY HAS
BEEN CANCELLED**



Thursday, June 13, 2019, 9:00 a.m.

The Village at Ed Gould Plaza, Conference Room 139, 1125 N. McCadden Pl., Los Angeles, CA

FINANCE COMMITTEE MEETING AGENDA

ANY ITEM ON THIS AGENDA IS SUBJECT TO ACTION, INCLUDING A MOTION AND VOTE

Chair: S. Costello

Members: D. Bass, L. Goldman

1. **Call to Order/Welcome/Introductions**
2. **~~Public Comment for Items Not on the Agenda~~**
3. **Approval of Meeting Minutes (Motion(s))**
Thursday, May 9, 2019 Finance Committee meeting
4. **Closed Session**
The Board may recess into Closed Session pursuant to Government Code Section 54956.9(d)(2) to allow the Board to confer with its legal counsel on security and personnel matters.
5. **Financial Report**
 - i. ~~Balance Sheet, Profit & Loss, Cash Statement – May 2019~~
 - ii. Report on adjustments directed by Board on May 30, 2019 (Motion)
6. **Assessments**
7. **Old Business**
8. **New Business**
9. **Adjournment/Next Meeting**

~~Thursday, July 11, 2019 at 9:00 a.m.~~

The Village at Ed Gould Plaza, Conference Room t/b/d, 1125 N. McCadden Pl., Los Angeles, CA

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Thursday, May 9, 2019, 8:45 a.m.

The Village at Ed Gould Plaza, Conference Room 139, 1125 N. McCadden Pl., Los Angeles, CA

***Unapproved* – SPECIAL FINANCE COMMITTEE MEETING MINUTES**

Attending: D. Bass, S. Costello, L. Goldman
Absent: none
Staff: A. Hernández, J. Omaha
Guests: S. Campbell

1. Call to Order/Welcome/Introductions

Chair Costello called the meeting to order at 8:45am

2. Public Comment for Items Not on the Agenda – none

3. Approval of Meeting Minutes

Thursday, April 11, 2019 – Finance Committee Meeting Minutes

On a Motion by Bass, seconded by Goldman, the Finance Committee unanimously voted to approve minutes from Thursday, April 11, 2019 meeting.

4. Financial Report

i. Balance Sheet, Profit & Loss, Cash Statement – April 2019

Costello said copies of the Balance Sheet and Profit & Loss Report is included in the agenda packets. Costello reported that the US Bank balances as of April 30, 2019 were: Money Market at \$178,809.04, and the Checking at \$12,419.86.

ii. 2019 Mid-year Budget

Goldman said there is a need to adjust the 2019 Budget categorically, and she and Costello will be scheduling a meeting to work on this. Goldman also said an adjusted 2019 Budget and Mid-year Budget review will be prepared and presented at the next Finance and Executive Committee meetings.

5. Assessments

i. Status on collections and analysis

Hernandez reviewed his research and analysis of the BID's 2018 assesment roles and monies collected. He went through the City Clerk's redemption reports and said there are omissions and he believes there are also errors. The Committee asked Hernandez to request from the City Clerk's office to include copies of assessment roles of collections with all remittance invoices. The Committee also suggested getting information as to what properties are and have paid their assessments, what properties have had development and have their Certificates of Occupancy and are being properly assessed, and correct calculations on properties in Premium Zones. A meeting with County Assessor Jeff Prang was suggested, and Goldman said she could do that. Campbell was asked to help with the checking of properties. Staff was told to subscribe to the County Assessors's Database.

ii. 2020 Assessments

On a Motion by Goldman, seconded by Bass, the Finance Committee unanimously voted to recommend not increasing Media District BID property assessments for next year 2020.

6. Old Business – none

7. New Business – none

8. Adjournment – 9:50am

~~Next Meeting Thursday, June 13, 2019 at 8:45 a.m.~~

The Village at Ed Gould Plaza, Conference Room, 1125 N. McCadden Pl., Los Angeles, CA

Submitted by Scott Campbell, HMD Secretary

Prepared by Jim Omahen, HMD Operations Manager



Saturday, May 25, 2019 – 4 PM
Conference Call – call-in number: 515.603.3136 Code # 316648#

SPECIAL Joint Meeting – Finance and Executive Committees

ANY ITEM ON THIS AGENDA IS SUBJECT TO ACTION, INCLUDING A MOTION AND VOTE

Chair: D. Bass

Members: S. Campbell, S. Costello, M. Demson, L. Goldman, T. Lee, J. Luster

1. **Call to Order/Welcome/Introductions**
2. **Public Comment for Items Not on the Agenda**
3. **Approval of Meeting Minutes – n/a**
4. **Closed Session**
The Committee may recess into Closed Session pursuant to Government Code Section 54956.9(d)(2) to allow the Committees to confer with its legal counsel on this agenda item.
5. **Old Business**
6. **New Business**
7. **Adjournment**

Next Finance Committee Meeting

Thursday, June 13, 2019 at 8:45 a.m.

Next Executive Committee Meeting

Thursday, June 13, 2019 at 9:30 a.m.



Locations: t/b/d

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NO MEETING MINUTES FOR

Saturday, May 25, 2019
SPECIAL Joint Meeting – Finance and Executive Committees
Conference Call





May 22, 2019

Conference Call – call-in number: 515.603.3136 Code # 316648#

SPECIAL Joint Meeting – Finance and Executive Committees

ANY ITEM ON THIS AGENDA IS SUBJECT TO ACTION, INCLUDING A MOTION AND VOTE

Chair: D. Bass

Members: S. Campbell, S. Costello, M. Demson, L. Goldman, T. Lee, J. Luster

1. ~~Call to Order/Welcome/Introductions~~
2. **Public Comment for Items Not on the Agenda**
3. **Approval of Meeting Minutes – n/a**
4. **Closed Session**
The Committee may recess into Closed Session pursuant to Government Code Section 54956.9(d)(2) to allow the Committees to confer with its legal counsel on this agenda item.
5. ~~Old Business~~
6. **New Business**
7. **Adjournment**

Next Finance Committee Meeting

Thursday, June 13, 2019 at 8:45 a.m.

Next Executive Committee Meeting

Thursday, June 13, 2019 at 9:30 a.m.

Locations: t/b/d

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NO MEETING MINUTES FOR

THURSDAY, May 22, 2019

SPECIAL Joint Meeting – Finance and Executive Committees
Conference Call

Hollywood Media District BID
Finance Committee Meeting, May 9, 2019
The Village, 1125 N. McCadden Pl., Hollywood CA

Pursuant to the Brown Act 54953.3. A member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.

If an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to the persons present during the meeting, it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document.

MEMBERS

David Bass



Simon Costello



Laurie Goldman



STAFF

Alfredo Hernandez



Jim Omahen



GUESTS

print name

company or organization

Scott Campbell



Thursday, May 9, 2019, 8:45 a.m.

The Village at Ed Gould Plaza, Conference Room 139, 1125 N. McCadden Pl., Los Angeles, CA

SPECIAL FINANCE COMMITTEE MEETING AGENDA

ANY ITEM ON THIS AGENDA IS SUBJECT TO ACTION, INCLUDING A MOTION AND VOTE

Chair: S. Costello

Members: D. Bass, L. Goldman

- 1. Call to Order/Welcome/Introductions**
- 2. Public Comment for Items Not on the Agenda**
- 3. Approval of Meeting Minutes (Motion)**
Thursday, April 11, 2019 Finance Committee meeting
- 4. Financial Report**
 - i. Balance Sheet, Profit & Loss, Cash Statement – April 2019
 - ii. 2019 Mid-year Budget
- 5. Assessments**
 - i. Status on collections and analysis
 - ii. 2020 Assessments (Motion)
- 6. Old Business**
- 7. New Business**
- 8. Adjournment/Next Meeting**

Thursday, June 13, 2019 at 8:45 a.m.

The Village at Ed Gould Plaza, Conference Room t/b/d, 1125 N. McCadden Pl., Los Angeles, CA

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Thursday, April 11, 2019, 8:45 a.m.

LGBT Center, 1220 N. Highland Ave., LA CA

Unapproved – FINANCE COMMITTEE MEETING MINUTES

Attending: D. Bass, S. Costello, L. Goldman
Absent: none
Staff: A. Hernández, J. Omahen
Guests: S. Campbell

1. Call to Order/Welcome/Introductions

Chair Costello called the meeting to order at 8:45 a.m.

2. Public Comment for Items Not on the Agenda – none

3. Approval of Meeting Minutes

Thursday, March 14, 2019 – Finance Committee Meeting Minutes

On a Motion by Goldman, seconded by Bass, the Finance Committee unanimously voted to approve minutes from Thursday, March 14, 2019 Finance Committee meeting.

4. Financial Report

Balance Sheet, Profit & Loss, Cash Statement – March 2019

Costello said copies of the Balance Sheet and Profit & Loss Report is included in the agenda packets. Costello asked Omahen to run the Profit & Loss as year-to-ending-past-month date and also for the one-past-month for future meetings. Costello reported that the US Bank balances as of March 29, 2019 were: Money Market at \$174,352.34, and the Checking at \$49,134.73. Goldman suggested that Bank of CA line items be eliminated or hidden in the QuickBooks Balance Sheet Reports. Staff said they would ask Fabio Vasco as to doing this.

5. Review and approve 2019 1st Quarter Report

Costello asked the Committee to read through the draft 2019 1st Quarter Report. The following changes were suggested: Security: in first sentence after Andrews Global Securities add "(AGS)"; Security: in the first paragraph, delete the entire last sentence, 'Current deployment . . .'; Improvements and Marketing; second paragraph, second line, replace the word 'subsequently' with the word "also", and in the third line delete the word 'controversial'. ***On a Motion by Goldman, seconded by Bass, the Finance Committee unanimously voted to approve the draft 2019 1st Quarter Report with the following edits: Security: in first sentence after Andrews Global Securities add "(AGS)"; Security: in the first paragraph, delete the entire last sentence, 'Current deployment . . .'; Improvements and Marketing; second paragraph, second line, replace the word 'subsequently' with the word "also", and in the third line delete the word 'controversial'.***

6. Analysis of HMD BID Assessments, 2014-2018
Bass reported he had asked Hernandez to begin an analysis of current assessment rates of properties in the BID, and he asked Hernandez to check the rates for accuracy. There was discussion regarding how to and the need for tracking assessment rates on properties. Bass said he will create a Finance ad-hoc sub-committee for this purpose.
7. Discussion to Increase BID Assessments for 2020
This item deferred to next meeting.
8. Operations Budget 2019
The Committee went through and reviewed the HMD 2019 Basic Operating Expenses / Cash Requirements included in the agenda packet. Goldman said this list of expenses would be further reviewed and considered. Goldman added that this would be taken under consideration, and she asked staff to run a comparison between actual budget and the amounts on the list.
9. Old Business – none
10. New Business
Costello said regarding holding BID meetings at the soon to be closed LGBT Center on Highland Ave., the next Board of Directors meeting scheduled for April 25th would be OK. He said that the April 25th meeting would be the last meeting at the Highland Ave. location, and he will advise the BID as to hosting future meeting.
11. Adjournment – 9:30 a.m.
Next Meeting – Thursday, May 9, 2019 at 8:45 a.m.
LGBT Center

Submitted by Scott Campbell, HMD Secretary

Prepared by Jim Omahen, HMD Operations Manager

New BID III

BALANCE SHEET

As of April 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1003 US Bank Checking	11,317.54
1004 US Bank Money Market	178,809.04
Total Bank Accounts	\$190,126.58
Accounts Receivable	
1200 Accounts Receivable	9,529.26
Total Accounts Receivable	\$9,529.26
Other Current Assets	
1041 OTHER RECEIVABLE	21,403.52
Total Other Current Assets	\$21,403.52
Total Current Assets	\$221,059.36
Fixed Assets	
1039 Accumulated Depreciation	-5,974.00
1510 Vehicle	29,869.00
Total Fixed Assets	\$23,895.00
Other Assets	\$0.00
TOTAL ASSETS	\$244,954.36
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 Accounts Payable	-21,511.88
Total Accounts Payable	\$ -21,511.88
Other Current Liabilities	\$0.00
Total Current Liabilities	\$ -21,511.88
Long-Term Liabilities	\$0.00
Total Liabilities	\$ -21,511.88
Equity	
3001 Opening Balance Equity	116,688.57
3002 *Retained Earnings	7,864.25
Net Income	141,913.42
Total Equity	\$266,466.24
TOTAL LIABILITIES AND EQUITY	\$244,954.36

New BID III

PROFIT AND LOSS

January - April, 2019

	TOTAL
Income	
4100 Property Tax Assessments	646,626.97
4400 Interest on Delinq. Assessments	693.81
4500 Interest on BID Accounts	99.32
Total Income	\$647,420.10
GROSS PROFIT	\$647,420.10
Expenses	
5000 Security	178,391.76
6000 Cleaning & Maintenance	206,838.75
7000 Marketing & Outreach	25,191.49
8000 General & Administration	95,084.68
Total Expenses	\$505,506.68
NET OPERATING INCOME	\$141,913.42
NET INCOME	\$141,913.42

New BID III

PROFIT AND LOSS

April 2019




	TOTAL
Income	
4100 Property Tax Assessments	70,432.06
4500 Interest on BID Accounts	24.64
Total Income	\$70,456.70
GROSS PROFIT	\$70,456.70
Expenses	
5000 Security	26,506.50
6000 Cleaning & Maintenance	29,970.75
7000 Marketing & Outreach	3,214.50
8000 General & Administration	21,751.15
Total Expenses	\$81,442.90
NET OPERATING INCOME	\$ -10,986.20
NET INCOME	\$ -10,986.20

Hollywood Media District BID
Finance Committee Meeting, April 11, 2019
LGBT Center, 1220 N. Highland Ave., Hollywood CA



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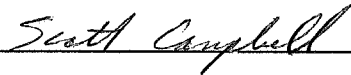
MEMBERS

David Bass		_____
Simon Costello		_____
Laurie Goldman		_____

STAFF

Alfredo Hernandez		_____
Jim Omahen		_____

GUESTS

print name	company or organization
	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Thursday, April 11, 2019, 8:45 a.m.

LGBT Center, 1220 N. Highland Ave., LA CA

FINANCE COMMITTEE MEETING AGENDA

ANY ITEM ON THIS AGENDA IS SUBJECT TO ACTION, INCLUDING A MOTION AND VOTE

Chair: S. Costello

Members: D. Bass, L. Goldman

1. Call to Order/Welcome/Introductions
2. Public Comment for Items Not on the Agenda
3. Approval of Meeting Minutes (Motion)
Thursday, March 14, 2019, Finance Committee meeting
4. Financial Report
 - i. Balance Sheet, Profit & Loss, Cash Statement – March 2019
5. Review and approve 2019 1st Quarter Report (Motion)
6. Analysis of HMD BID Assessments, 2014-2018
7. Discussion to Increase BID Assessments for 2020 (Motion)
8. Operations Budget 2019
9. Old Business
10. New Business
11. Adjournment/Next Meeting
Thursday, May 9, 2019 at 8:45 a.m.
LGBT Center

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Thursday, March 14, 2019, 8:45 a.m.

LGBT Center, 1220 N. Highland Ave., LA CA

***Unapproved* – FINANCE COMMITTEE MEETING MINUTES**

Attending: D. Bass, S. Costello, L. Goldman

Absent: none

Staff: A. Hernández, J. Omahen

Guests: S. Campbell, F. Vasco

- A. Call to Order/Welcome/Introductions
Chair Costello called the meeting to order at 8:45 a.m.
- B. Public Comment for Items Not on the Agenda – none
- C. Approval of Meeting Minutes
Thursday, February 14, 2019 – Finance Committee Meeting Minutes
Thursday, February 14, 2019 – SPECIAL Finance Committee Meeting Minutes
On a Motion by Bass, seconded by Goldman, the Finance Committee unanimously voted to approve both minutes from Thursday, February 14, 2019 Finance Committee and SPECIAL Finance Committee meetings.
- D. Financial Report
 - i. Balance Sheet, Profit & Loss, Cash Statement – February 2019
Costello said copies of the Balance Sheet and Profit & Loss Report is included in the agenda packets. Costello asked Omahen to run the Balance Sheets as Year-to-date for future meetings. Costello reported that the US Bank balances as of February 28, 2019 were: Money Market at \$260,009.98, and the Checking at \$255.34.
 - ii. Fabio Vasco presentation, 2018 Financial Statement
Vasco referred to copies of the Final Draft For Review Purposes Only handed out to the Members. Also Vasco handed out copies of one-sheet, Invoices/Services Received Before 12/31/2018. Vasco told the Members all allocations that were given to him have been entered into the Final Draft. Bass reported that he is currently working on the matters of the Allied Universal and Andrews disputed invoices, and he added that the BID will be disputing and negotiating these as well. Bass said that by the next Board meeting the matters regarding disputed invoices would be resolved. The Committee reviewed the numbers in the Final Draft, and all agreed to rework some of the numbers as necessary if that occurs after the Board review on March 28, 2019. The Committee asked Vasco to attend the next March 28th Board meeting and present the Final Draft. It was mentioned that there may be need to revise some of the language and numbers after the presentation to the Board, depending upon resolution of financial matters concerning Allied Universal and Andrews. ***On a Motion by Goldman, seconded by Bass, the Finance Committee unanimously voted to approve and recommend the board approve the 2018 Financial Statement, with the provision of changes may need to be made after Board review/approval at March 28, 2019 Board meeting due to pending negotiation of disputed invoices from Andrews International.***

iii. **Amended 2019 Budget**

Bass said this item has already been presented, discussed, and approved.

E. Parking Meter Zones Study

Bass reported this matter has already been discussed and approved. Bass added that he and Goldman are working on a contract with Gibson Transportation for the Study.

F. Old Business

Goldman asked that HMD Quarterly Reports be presented to the Finance and Executive Committees, as well as to the Board of Directors, for review and final approval prior to submission to the City Clerks Office.

G. New Business – none

H. Adjournment – 9:30 a.m.

Next Meeting – Thursday, April 11, 2019 at 8:45 a.m.

LGBT Center, 1220 N. Highland Avenue, Hollywood, CA 90038

Submitted by Scott Campbell, HMD Secretary

Prepared by Jim Omahen, HMD Operations Manager

4.

New BID III

BALANCE SHEET

As of March 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1001 Banc of CA Checking BID III	0.00
1002 Banc of CA MM BID III	0.00
1003 US Bank Checking	26,760.44
1004 US Bank Money Market	174,352.34
Total Bank Accounts	\$201,112.78
Accounts Receivable	
1200 Accounts Receivable	9,529.26
Total Accounts Receivable	\$9,529.26
Other Current Assets	
1041 OTHER RECEIVABLE	21,403.52
Total Other Current Assets	\$21,403.52
Total Current Assets	\$232,045.56
Fixed Assets	
1039 Accumulated Depreciation	-5,974.00
1510 Vehicle	29,869.00
Total Fixed Assets	\$23,895.00
Other Assets	
	\$0.00
TOTAL ASSETS	\$255,940.56
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
	\$ -21,511.88
Long-Term Liabilities	
	\$0.00
Total Liabilities	\$ -21,511.88
Equity	
3001 Opening Balance Equity	116,688.57
3002 *Retained Earnings	7,864.25
Net Income	152,899.62
Total Equity	\$277,452.44
TOTAL LIABILITIES AND EQUITY	\$255,940.56

New BID III

PROFIT AND LOSS

January - March, 2019

	TOTAL
Income	
4100 Property Tax Assessments	576,194.91
4400 Interest on Delinq. Assessments	693.81
4500 Interest on BID Accounts	74.68
Total Income	\$576,963.40
GROSS PROFIT	\$576,963.40
Expenses	
5000 Security	151,885.26
6000 Cleaning & Maintenance	176,868.00
7000 Marketing & Outreach	21,976.99
8000 General & Administration	73,333.53
Total Expenses	\$424,063.78
NET OPERATING INCOME	\$152,899.62
NET INCOME	\$152,899.62

HMD 2019
Basic OPERATING EXPENSES / Cash Requirements
(major expenses, does not include lesser costs) revised 04.03.19

expense	description	annual cost
Andrews Global	approximate \$9,000 weekly cost 52 weeks a year	\$468,000
LABT	\$24,057 monthly cost 12 months a year	\$288,684
Payroll	\$8201.84 each payroll 26 payroll periods per year 2 employees	\$213,248
Insurances	Includes: General Liability Directors/Officers Security Vehicle Employee	\$18,030
CPA	Includes: Annual Financial Review Tax Reporting	\$10,500
Social Media...	Counterintuity \$3,000 monthly retainer cost	\$36,000
Legal	Briggs Law \$500 monthly retainer cost	\$6,000
		\$1,040,462

< Approximate amount for 2019 Assessment Money – \$1,199,000 >

HMD 2019**Board Approved / One Time Expenses / Projection for 2019**

<u>expense</u>	<u>description</u>	<u>cost</u>
Parking Study	02.28.19 BOD meeting	\$40,000
HMD Early Renewal	postponed from 2018 consultant fee \$ amount from 2018 Financial Statement	\$42,456
Theatre Crawl	10.25.18 BOD meeting	\$68,200
HMD Banners	light poles along Theatre Row BOD meeting?	\$25,000
		<hr/>
	TOTAL	\$175,656

HMD 2019**Carry over liabilities/debt from 2018 to be paid in 2019**

<u>expense</u>	<u>description</u>	<u>amount</u>
Allied Universal	Security Service	\$13,757.55
Andrews International	Security Service	\$101,835.65
Sheppard, Mullin	Hollywood Community Plan BID letter of response	\$38,352.75
		<hr/>
	TOTAL	\$153,945.95

April 30, 2019

Holly L. Wolcott, City Clerk
Office of the City Clerk
200 North Spring Street, Room 395
Los Angeles, CA. 90012

RE: Hollywood Media District Business Improvement District - First Quarter 2019 Report

On behalf of the Board, I would like to present the first quarter report and financial expenditures as required by the Administration Agreement between the City of Los Angeles and the Hollywood Media District Property Owners for the Hollywood Media District Business Improvement District.

First Quarter Activities

Streetscape Services:

The District contracts with the Los Angeles Beautification Team ("LABT") to provide uniformed teams of workers dedicated to the properties in the District for daily maintenance services that include sidewalk cleaning, litter removal and garbage collection. LABT also addresses additional non-recurring maintenance issues, including removing graffiti, abandoned bulky items and large accumulations of trash.

Core maintenance services include the following: On a daily basis, LABT provides daily street, sidewalk and gutter sweeping; sidewalk pressure washing; and weekly bus shelter pressure washing. LABT provides monthly landscape maintenance for tree wells and street medians. LABT waters trees and monitors the health of trees and other plantings throughout the Media District. LABT works regularly with the Board to address concerns and changing needs for maintenance and landscaping in the District.

During the First Quarter, the District completed landscaping in the medians on Highland Avenue starting from just north of Melrose through Santa Monica Boulevard. The District then commenced the process of installing new irrigation in the first two medians just north of Highland Avenue.

Security:

The District contracts with Andrews Global Securities as Hollywood Media District's security provider. They provide uniformed Safety Officers on bicycles. Safety Officers provide a variety of public safety services by assisting stakeholders, businesses and visitors in the District. Officers are deployed during the day on bikes; during the evening, the officers drive throughout the Media District in the security vehicle. Current deployment for Safety Officers averages between 300 - 340 hours per week: Sunday 8am - 10pm, Monday through Thursday 5:30am-10pm, Friday 5:30am - 1am and Saturday 8am-1am.

The Safe Committee and the Board of Directors continues to meet once a month to discuss safety issues within the District. The Safe Committee and representatives of AGS have met with LAPD officers for the Media District on ideas on improving safety in the District. Media District Executive Director Alfredo Hernandez has been appointed by LAPD Hollywood Division to the Hollywood Community Police Advisory Board (CPAB).

Improvements and Marketing

The Media District board members and staff continues to work with Counterintuity to develop a new

website with a targeted launch date in Q2 of 2019. Counterintuity provides social media management and messaging with the Media District staff and members. Use of social media by the public increased materially during each of the last four quarters on various fronts. Counterintuity has also provided support in creating pole banners which Media District plans on hanging on Santa Monica Blvd along Hollywood Theater Row.

BID held its Annual Meeting of the Board on January 24 where Board member and Officer elections took place. Two new members were subsequently elected to the board; Scott Campbell and Alexander Massachi. The Board and staff worked diligently to prepare a comment letter on the controversial Hollywood Community Plan Update 2 on how it affects the District and suggested changes. The letter was submitted on January 31 and has been well received by City Planning Dept. staff.

Please contact me at (323) 860-0025 if you have any questions.

New BID III

PROFIT AND LOSS

January - March, 2019




	TOTAL
Income	
4100 Property Tax Assessments	576,194.91
4400 Interest on Delinq. Assessments	693.81
4500 Interest on BID Accounts	74.68
Total Income	\$576,963.40
GROSS PROFIT	\$576,963.40
Expenses	
5000 Security	151,885.26
6000 Cleaning & Maintenance	176,868.00
7000 Marketing & Outreach	21,976.99
8000 General & Administration	73,333.53
Total Expenses	\$424,063.78
NET OPERATING INCOME	\$152,899.62
NET INCOME	\$152,899.62

Hollywood Media District BID
Finance Committee Meeting, March 14, 2019
LGBT Center, 1220 N. Highland Ave., Hollywood CA



Pursuant to the Brown Act 54953.3. A member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.

If an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to the persons present during the meeting, it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document.

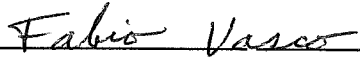

MEMBERS

David Bass	
Simon Costello	
Laurie Goldman	

STAFF

Alfredo Hernandez	
Jim Omahen	

GUESTS

print name	company or organization
	
	



Thursday, March 14, 2019, 8:45 a.m.

LGBT Center, 1220 N. Highland Ave., LA CA

FINANCE COMMITTEE MEETING AGENDA

ANY ITEM ON THIS AGENDA IS SUBJECT TO ACTION, INCLUDING A MOTION AND VOTE

Chair: S. Costello

Members: D. Bass, L. Goldman

- A. Call to Order/Welcome/Introductions
- B. Public Comment for Items Not on the Agenda
- C. Approval of Meeting Minutes (Motion)
Thursday, February 14, 2019, Finance Committee meeting
Thursday, February 14, 2019, SPECIAL Finance Committee meeting
- D. Financial Report
 - i. Balance Sheet, Profit & Loss, Cash Statement – February 2019
 - ii. Fabio Vasco presentation, review and approval of 2018 Financial Statement (Motion)
 - iii. Review and approval of Amended 2019 Budget (Motion)
- E. Parking meter zones study (Motion)
- F. Old Business
- G. New Business
- H. Adjournment/Next Meeting
Thursday, April 11, 2019 at 8:45 a.m.
LGBT Center, 1220 N. Highland Avenue, Hollywood, CA 90038

Public Comment is an opportunity for public comment to the Board pursuant to the Brown Act with the understanding that no action may be taken, nor discussion conducted on subjects not appearing on the agenda. As a covered entity under Title II of the Americans with Disabilities Act, the Hollywood Media District BID does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72-hours) prior to the meeting by contacting the HMD BID Office at 323.860.0088 or email jim@mediadistrict.org.



Finance Committee

LGBT Center, 1220 N. Highland Avenue, Hollywood, CA 90038
Thursday, February 14, 2019

Unapproved – MEETING MINUTES

Attending: D. Bass, S. Costello, L. Goldman
Absent: none
Staff: J. Omahen
Guests: S. Campbell, F. Vasco

- A. Call to Order/Welcome/Introductions.
Chair Costello called the meeting to order at 8:45 a.m.
- B. Public Comment for items not on the Agenda.
None.
- C. Approval of Meeting Minutes.
Thursday, January 10, 2019, Finance Committee Meeting Minutes
Motion by Bass, seconded by Costello, the Finance Committee voted to approve Thursday, January 10, 2019 meeting minutes. Goldman abstained due to absence.
- D. Financial Report.
Balance Sheet, Profit & Loss, Cash Statement – January 2019.
Costello reported US Bank balances as of January 31, 2019 were: Checking, \$9,829.87; Money Market, \$332,864.64. Costello referred to Balance Sheet and Profit & Loss Reports attached to Agenda packet.
- E. 2018 Financials, Fabio Vasco.
- Vasco distributed the following: copy of email he had sent to BID on Feb. 1st, Re: HMD 2018 Financial Review – Status Report; copy of Adj. Journal Entries; copy of Draft 2/14/19 Financial Statements for Year Ending December 31, 2018; and copy of Accounting Standards Update from Financial Accounting Standards Board.
 - Goldman reported that Hudson Pacific Properties would not be able to provide the HMD with a in-kind donation letter for the BID's Administrative Office space at Sunset Las Palmas Studios. Vasco was advised to refer to past year's letter from former Hollywood Center Studios regarding this and to use that value.
 - Bass reported he is negotiating with Andrews International regarding unpaid invoices. Vasco said he will need an amount that will be paid to Andrews International before he can complete the BID's 2018 Financial Review. Bass said he would resolve this matter and he would be able to have an amount within the next two weeks.
 - The Committee discussed and agreed to postponing the 2018 Financial Statement presentation to the Board of Directors until the March 28, 2019 Board Meeting. The

Committee also discussed and agreed to have Vasco present draft of 2018 Financials to the Finance and Executive Committees at their Thur., March 14th meetings.

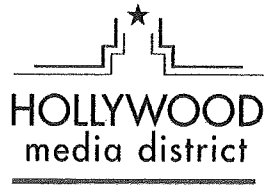
- It was mentioned that a Board Resolution may be need regarding extending the Board's review/approval of the organization's 2018 Financials, and Goldman said this would be addressed at the February 28th Board Meeting.
- Goldman said regarding finalizing budget allocations, she would be working with Vasco.
- Vasco advised the Committee that the matter of the BID's early renewal needs to be considered and determined by the Board.
- Vasco mentioned and briefly explained new required disclosures for non-profits as per the Financial Accounting Standards Board. Goldman said she and Bass would work with Vasco to draft narratives regarding disclosures.

F. Old Business – none.

G. New Business – none.

H. Adjournment – 9:15 a.m.

Next Finance Committee Meeting – Thursday, March 14, 2019 at 8:45 a. m.
LGBT Center, 1220 N. Highland Avenue, Hollywood, CA 90038.



Finance Committee – SPECIAL Meeting

LGBT Center, 1220 N. Highland Avenue, Hollywood, CA 90038
Thursday, February 14, 2019

Unapproved – SPECIAL MEETING MINUTES

Attending: D. Bass, S. Costello, L. Goldman
Absent: none
Staff: J. Omahen
Guests: S. Campbell

- A. Call to Order/Welcome/Introductions.
Chair Costello called the meeting to order at 9:15 a.m.
- B. Public Comment for items not on the Agenda – none.
- C. Approval of Meeting Minutes – N/A.
- D. 2019 Planning Report Update with Findings.
Goldman reported the Media District's 2019 Annual Planning Report as submitted to the City has errors and it needs to be amended. Goldman distributed copies of the 2019 Annual Planning Report that was submitted to the City, and she also distributed copies of a draft Amended 2019 Annual Planning Report. Goldman also mentioned that the draft Amended Planning Report has findings. Goldman said the draft Amended Report will be reviewed next month at the Mar. 14th Finance and Executive Committee meetings, and it will be reviewed and approved at the Mar. 28th Board meeting. ***Motion by Goldman, seconded by Bass, the Finance Committee unanimously voted to approve and recommend the draft 2019 Amended 2019 Annual Planning Report as presented.***
- E. Parking Meter Study – Up to \$10,000 for Gibson Transportation Consulting.
Bass reported that at the last PLUM Committee meeting metered street parking and parking zones in the BID were discussed. Bass also reported that the PLUM Committee had voted to recommend doing a study to better address and improve street parking issues. Goldman reported she has spoken with Gibson Consulting about doing a study, and she said Gibson told her that two studies would be necessary: a study of duration and a study of occupation. ***Motion by Bass, seconded by Goldman, the Finance Committee unanimously voted to recommend to hire Gibson Transportation Consulting to do parking studies District wide at a cost of up to \$40,000.***
- F. Old Business – none.
- G. New Business – none.
- H. Adjournment – 9:45 a.m.
Next Finance Committee Meeting – Thursday, March 14, 2019 at 8:45 a. m.
LGBT Center, 1220 N. Highland Avenue, Hollywood, CA 90038.

Submitted by Scott Campbell, HMD Secretary
Prepared by Jim Omahen, HMD Operations Manager

P.I.

New BID III

BALANCE SHEET

As of February 28, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1001 Banc of CA Checking BID III	0.00
1002 Banc of CA MM BID III	0.00
1003 US Bank Checking	20,781.96
1004 US Bank Money Market	150,309.98
Total Bank Accounts	\$171,091.94
Accounts Receivable	
1200 Accounts Receivable	9,529.26
Total Accounts Receivable	\$9,529.26
Other Current Assets	
1041 OTHER RECEIVABLE	21,403.52
Total Other Current Assets	\$21,403.52
Total Current Assets	\$202,024.72
Fixed Assets	
1039 Accumulated Depreciation	-5,974.00
1510 Vehicle	29,869.00
Total Fixed Assets	\$23,895.00
Other Assets	\$0.00
TOTAL ASSETS	\$225,919.72
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 Accounts Payable	-21,511.88
Total Accounts Payable	\$ -21,511.88
Other Current Liabilities	\$0.00
Total Current Liabilities	\$ -21,511.88
Long-Term Liabilities	
2005 MTA Grant	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$ -21,511.88
Equity	
3001 Opening Balance Equity	116,688.57
3002 *Retained Earnings	7,864.25
Net Income	122,878.78
Total Equity	\$247,431.60
TOTAL LIABILITIES AND EQUITY	\$225,919.72

New BID III

PROFIT AND LOSS

February 2019

	TOTAL
Income	
4500 Interest on BID Accounts	32.84
Total Income	\$32.84
GROSS PROFIT	\$32.84
Expenses	
5000 Security	60,252.38
6000 Cleaning & Maintenance	80,304.00
7000 Marketing & Outreach	3,856.95
8000 General & Administration	22,800.52
Total Expenses	\$167,213.85
NET OPERATING INCOME	\$ -167,181.01
NET INCOME	\$ -167,181.01

Final Draft For Review Purposes Only - Issued 3/9/19

**HOLLYWOOD MEDIA DISTRICT
PROPERTY OWNERS' ASSOCIATION**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors of
HOLLYWOOD MEDIA DISTRICT
PROPERTY OWNERS' ASSOCIATION
Hollywood, California

We have reviewed the accompanying financial statements of Hollywood Media District Property Owners' Association (the "District") which comprise the statement of financial position as of December 31, 2018, and the related statement of activities and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

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

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Certified Public Accountants
March 14, 2019

HOLLYWOOD MEDIA DISTRICT PROPERTY OWNERS' ASSOCIATION

STATEMENT OF FINANCIAL POSITION

DECEMBER 31, 2018

ASSETS

Current Assets:	
Cash	\$ 48,213
Accounts Receivable	58,206
	<u>106,419</u>
Equipment, net	17,921
Due from BID IV - BID Renewal Costs	<u>37,404</u>
Total Assets	<u>\$ 161,744</u>

LIABILITIES AND UNRESTRICTED NET ASSETS

Current Liabilities:	
Accounts Payable and Accrued Expenses	\$ <u>216,214</u>
Total Liabilities	<u>216,214</u>
Net Assets Without Donor Restrictions:	
Designated by the Board for	
2005-2014 BID Fund Balance - BID II	42,456
2015-2024 BID Fund Balance (Deficit) - BID III	<u>(96,926)</u>
Total Net Assets (Deficit)	<u>(54,470)</u>
Total Liabilities and Net Assets	<u>\$ 161,744</u>

See accompanying independent accountants' review report and notes to financial statements.

HOLLYWOOD MEDIA DISTRICT PROPERTY OWNERS' ASSOCIATION

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2018

Changes in Net Assets Without Donor Restrictions:	
Revenues and Gains	
Business Improvement District - Assessments	\$ 1,102,371
General Benefit City Contribution	32,667
Interest	3,033
In-Kind Donations - Rent	<u>84,000</u>
Total Revenues and Gains Without Donor Restrictions	<u>1,222,071</u>
Functional Expenses:	
Cleaning and Maintenance	444,160
Improvements and Marketing	110,318
Security	542,166
Management	<u>223,822</u>
Total Functional Expenses	1,320,466
In-Kind Donations - Rent	<u>84,000</u>
Total Expenses	<u>1,404,466</u>
Decrease in Net Assets Without Donor Restrictions	(182,395)
Net Assets, Beginning of Year	<u>127,925</u>
Net Assets (Deficit), End of Year	<u>\$ (54,470)</u>

See accompanying independent accountants' review report and notes to financial statements.

HOLLYWOOD MEDIA DISTRICT PROPERTY OWNERS' ASSOCIATION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2018

Cash Flows from Operating Activities:	
Decrease in Net Assets Without Donor Restrictions	\$ (182,395)
Adjustments to Reconcile Decrease in Net Assets to	
Net Cash (Used-in) Operating Activities:	
Depreciation	5,974
Changes in Current Assets and Current Liabilities:	
Accounts Receivable	(57,257)
Accounts Payable and Accrued Expenses	<u>54,900</u>
Net Cash (Used-in) Operating Activities	<u>(178,778)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:	
Due from BID IV - BID Renewal Costs	<u>(16,000)</u>
Net Cash (Used-in) Investing Activities	<u>(16,000)</u>
Net Decrease in Cash	(194,778)
Cash, Beginning of Year	<u>242,991</u>
Cash, End of Year	<u>\$ 48,213</u>

See accompanying independent accountants' review report and notes to financial statements.

HOLLYWOOD MEDIA DISTRICT PROPERTY OWNERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

(1) NATURE OF OPERATIONS

Hollywood Media District Property Owners' Association (the "Association") was formed in 1998 to manage a Business Improvement District ("BID" or the "District") to fund private security, streetscape improvements, maintenance, marketing, special events, parking solutions and Program management for a defined area in the Hollywood region of Los Angeles, California. The Program levies property taxes on the business owners in the designated areas. The taxes collected are used to fund the operations of the improvement project, which is managed by the District.

The BID was first organized under the laws of the State of California as a business improvement district for an initial period of January 1, 1998 through December 31, 2004. On August 2, 2004 the District was renewed for a period extending from January 1, 2005 through December 31, 2014.

The District was most recently renewed for a period extending from January 1, 2015 through December 31, 2024, through the adoption of the City of Los Angeles Ordinance No. 183155. On July 29, 2014, the City of Los Angeles renewed its contract with the Association to continue to operate the District for the extended period through 2024. As required by this management contract, the Association shall submit to the City Clerk a full disclosure financial statement covering the fiscal year with a Certified Public Accountant's review report. The first financial statement shall be submitted to the City Clerk by May 1, 2016, and by May 1st of each subsequent fiscal year.

In June 2017, at the request of stakeholders, the District's Board of Directors approved an early BID renewal to recapture eliminated properties from 2015 renewal and to expand its boundaries. At the October 2017 Board meeting the District approved a proposed early BID Renewal Map, proposed BID Renewal Management Plan and Budget. At the February 2018 Board meeting, Board president reported that due to City's delay in processing the Management Plan and Engineering Report a 2019 early renewal was no longer feasible. By acclamation, the Board agreed to postpone early renewal for the immediate future.

(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Financial Statement Presentation

The financial statements of the Association have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

The Association is required to report information regarding its financial position and activities according to two classes of net assets: without donor restrictions and with donor restrictions.

Net Assets Without Donor Restrictions - the part of net assets of a not-for-profit entity that is not subject to donor-imposed restrictions (donors include other types of contributors, including makers of certain grants).

HOLLYWOOD MEDIA DISTRICT PROPERTY OWNERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Net Assets With Donor Restrictions - the part of net assets of a not-for-profit entity that is subject to donor-imposed restrictions (donors include other types of contributors, including makers of certain grants).

(b) Cash and Cash Equivalents

The Association considers all highly-liquid investments with an original maturity of three months or less to be cash equivalents. As of December 31, 2018 the Association had no cash equivalents.

(c) Income Taxes

The Association is exempt from taxes under Section 501(c)(4) of the Internal Revenue Code ("IRC"), and from federal and state income taxes under Section 501(a) of the IRC and corresponding sections of the California Revenue and Taxation Code. Accordingly, no provision or benefit for federal or state income taxes is recorded in the accompanying financial statements.

The Association's federal income tax returns for tax years 2016 and beyond remain subject to examination by the Internal Revenue Service. The returns for California, its only state jurisdiction, remain subject to examination by state taxing authorities for the tax years 2015 and beyond.

(d) Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reported period. Actual results could differ from those estimates.

(e) Concentration of Risk

Financial instruments which potentially subject the Association to a concentration of credit risk consist of cash and cash equivalents and assessment fees receivable. The Association generally places its cash with high credit quality financial institutions. At times, such cash may be in excess of the Federal Deposit Insurance Corporation (FDIC) insurance limit of \$250,000. Concentrations of credit risk with respect to assessments are limited since the Association derives the majority of its revenue from the County of Los Angeles tax assessments.

HOLLYWOOD MEDIA DISTRICT PROPERTY OWNERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

(3) EQUIPMENT

Equipment at December 31, 2018 consisted of the following:

Security vehicle	\$ 29,869
Accumulated depreciation	<u>(11,948)</u>
	<u>\$ 17,921</u>

Depreciation expense for the year ended December 31, 2018 was \$5,974.

(4) WITHOUT DONOR RESTRICTIONS NET ASSETS - DESIGNATED BY THE BOARD

In accordance with the State of California Streets and Highways Code Section 36741, the Association is required to disclose the amount of any BID funds balance to be carried over from a previous year. The Association's Board of Directors may Board-Designate reserves to facilitate the spending policies established by the Board of Directors. The net assets and changes therein have been classified and are reported as follows:

2005-2014 BID Fund Balance (BID II)	\$ 42,456
2015-2024 BID Fund Balance (Deficit)(BID III)	<u>(96,926)</u>
	<u>\$ (54,470)</u>

(5) MAJOR REVENUE SOURCE

For the year ended December 31, 2018 about 95% of the Association's revenue was derived from the County of Los Angeles tax assessments amounting to \$1,138,071 which includes the annual assessments, collection of prior year's assessments, city general benefit contribution and collection of penalties and interest.

(6) MAJOR VENDORS

For the year ended December 31, 2018, approximately 33% and 23% of the Association's purchases were from two major vendors for security (Andrews Global Security, Inc.) and maintenance (Hollywood Beautification Team) services. At December 31, 2018, a total of \$125,543 and \$72,171 was due to these two vendors and is included in accounts payable and accrued expenses in the Statement of Financial Position.

HOLLYWOOD MEDIA DISTRICT PROPERTY OWNERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

(7) LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The following reflects the Association's financial assets as of the Statement of Financial Position at December 31, 2018, reduced by amounts not available for general use because of contractual obligations or board designations within one year of the Statement of Financial Position's date. Amounts not available include \$37,404 due from BID IV - BID Renewal Costs, as this amount is estimated to be collected in future years, and \$42,456 board designated 2005-2014 BID Fund Balance - BID II unspent rolled forward funds, set aside for one-time only type expenditures.

Total financial assets, at year-end	\$ 161,744
Less those unavailable for general purpose expenditures within one year, due to:	
Net funds invested in fixed assets	(17,921)
Receivables not collectible within one year	(37,404)
Funds required to pay December 31, 2018 accounts payable and accrued expenses	(216,214)
Board designations:	
2005-2014 BID II rollforward funds	<u>(42,456)</u>
Financial assets available (deficit) to meet cash needs for general expenditures within one year	\$ <u><u>(152,251)</u></u>

The Association maintains a separate money market account for all of its excess funds. That account typically holds funds sufficient for approximately two months of expenses or longer. The District has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

The Association is substantially supported by property taxes levied on the business owners in a defined area in Hollywood, California specifically directed to fund private security, streetscape improvements, maintenance, marketing, special events, parking solutions and program management. Because the business owners restrictions require resources to be used in a particular manner during the current operating year or in a future period, the Association must maintain sufficient resources to meet those responsibilities to the levied business owners.

HOLLYWOOD MEDIA DISTRICT PROPERTY OWNERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

(8) THE TABLE BELOW PRESENTS EXPENSES BY BOTH NATURE AND FUNCTION FOR THE YEAR ENDED DECEMBER 31, 2018

	Program Activities				Total
	Cleaning & Maintenance	Improvements & Marketing	Security	Management	
Wages and benefits	\$ 30,032	\$ 25,233	\$ 39,844	\$ 134,080	\$ 229,189
Branding/social media	25,993	21,816	25,993	-	73,801.62
Office and occupancy	37,001	63,270	13,745	50,068	164,083.86
Legal	-	-	-	11,663	11,662.50
Contractors	312,766	-	462,584	-	775,349.84
Medians	38,368	-	-	-	38,368.16
City Recovery Fee	-	-	-	22,037	22,036.73
Depreciation	-	-	-	5,974	5,974.00
Total Expenses	\$ 444,160	\$ 110,318	\$ 542,166	\$ 223,822	\$ 1,320,466

The financial statements report certain categories of expenses that are attributable to more than one program or supporting function of the District. Therefore, these expenses require allocation on a reasonable and/or economic benefit received basis that is consistently applied. The expenses that are allocated include salaries and wages, branding and social media, office and occupancy, which are allocated as appropriate based on time and effort or based on direct benefit.

(9) COMMITMENTS

Effective July 1, 2017, the District entered into a service agreement with Andrews Global Security, Inc. to provide security services to the District through December 31, 2019. Payments are due within 30 days of each weekly invoice. This service agreement may be terminated by the District upon 30 days notice.

The District's current service agreement with Hollywood Beautification Team (HBT) to provide maintenance services is on a month-to-month basis. Payments are due within 30 days of each monthly invoice.

HOLLYWOOD MEDIA DISTRICT PROPERTY OWNERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

(10) LEGAL ASSERTIONS

Legal claims, generally incidental to the conduct of normal business, are pending or threatened against the District from time to time. While ultimate liability, if any, is presumably indeterminable, in the opinion of management, the ultimate resolutions will not have a materially adverse effect on the financial condition of the District.

(11) SUBSEQUENT EVENTS

The District has evaluated events subsequent to December 31, 2017, to assess the need for potential recognition or disclosure in the financial statements. Such events were evaluated through March 14, 2019, the date the financial statements were available to be issued. Based upon this evaluation, it was determined that no subsequent events occurred that require recognition or additional disclosure in the financial statements.

(12) RECENT ACCOUNTING PRONOUNCEMENTS AFFECTING NONPROFITS

In May 2014, the Financial Accounting Standards Board (FASB) issued **Accounting Standards Update (ASU) No. 2014-09, "Revenue from Contracts with Customers"**, which requires an entity to recognize the amount of revenue to which it expects to be entitled for the transfer of promised goods or services to customers. The ASU will replace most existing revenue recognition guidance when it becomes effective. The new standard is effective for fiscal years beginning after December 15, 2018. Early application is not permitted. The standard permits the retrospective or cumulative effect transition method.

In preparation for the new revenue recognition standard the FASB Not-for Profit Advisory Council (NAC) at its March 2016, September 2016 and December 2016 meetings extensively discussed how this will affect not-for-profits accounting for grants and contracts and recognized the present diversity in practice; the two main issues were: (1) distinguishing a contribution (nonreciprocal) transaction from an exchange transaction (contract with a customer), and (2) distinguishing between a condition and a restriction. The difference is important because contributions must follow Subtopic 958-605, Not-for-Profit Entities—Revenue Recognition, while exchanges must follow the revenue standard, which was codified as Topic 606, Revenue From Contracts With Customers.

In February 2016, the FASB issued **ASU 2016-02, Leases**, which requires lessees to recognize "right of use" assets and liabilities for all leases with terms of more than 12 months. The ASU requires additional quantitative and qualitative financial statement footnote disclosures about the leases, significant judgments made in accounting for those leases and amounts recognized in the financial statements about those leases. The guidance will be effective for fiscal years ending after December 15, 2019, with early adoption permitted.

**HOLLYWOOD MEDIA DISTRICT BID
INVOICES/SERVICES RECEIVED BEFORE 12/31/2018**

VENDOR	GL Acct to charge?	Amount	Services Rendered
Sheppard Mullin	7037??	\$ -	Overlay District, services thru Nov. 30, 2018, Inv. 300069178; \$370.80 amount abated per Alfredo.
	7037	\$ 1,660.00	Hollywood Community Plan, services thru Nov. 30, 2018, Inv. 300069177
	7037??	\$ -	Overlay District, services thru Dec. 31, 2018, Inv. 300071561; \$3,274.20 amount abated per Alfredo.
	7037	\$ 8,581.25	Hollywood Community Plan, services thru Dec. 31, 2018, Inv. 300071562
		<u>\$ 10,241.25</u>	
LAHBT	6002	\$ 24,057.00	Cleaning services, Oct. 2018, Inv. 5099
	6002	\$ 24,057.00	Cleaning services, Nov. 2018, Inv. ?
	6002	\$ 24,057.00	Cleaning services, Dec. 2018, Inv. 6018
		<u>\$ 72,171.00</u>	
Andrews International			
P-3 Devices	5005	\$ 298.00	Mobile devices monthly fee Sept. 2018, Inv. 2335307
P-3 Devices	5005	\$ 298.00	Mobile devices monthly fee Oct. 2018, Inv. 2369829
P-3 Devices	5005	\$ 298.00	Mobile devices monthly fee Nov. 2018, Inv. 2402585
		<u>\$ 894.00</u>	
Weekly 9/14-9/20	5003	\$ 8,245.54	Services, Inv. 2325144
Weekly 9/21-9/27	5003	\$ 8,289.19	Services, Inv. 2333175
Weekly 9/28-10/4	5003	\$ 8,628.26	Services, Inv. 2338952
Weekly 10/5-10/11	5003	\$ 9,416.47	Services, Inv. 2352601
Weekly 10/12-10/18	5003	\$ 9,154.77	Services, Inv. 2359492
Weekly 10/19-10/25	5003	\$ 9,310.77	Services, Inv. 2367420
Weekly 10/26-11/1	5003	\$ 9,560.57	Services, Inv. 2373148
Weekly 11/2-11/8	5003	\$ 9,926.06	Services, Inv. 2386467
Weekly 11/9-11/15	5003	\$ 8,076.60	Services, Inv. 2393194
Weekly 11/16-11/22	5003	\$ 8,539.14	Services, Inv. 2400615
Weekly 11/23-11/29	5003	\$ 9,818.20	Services, Inv. 2408602
Weekly 11/30 (one day)	5003	\$ 1,082.08	Services, Inv. 2416745
		<u>\$100,047.65</u>	
Allied Universal	5003	\$ 13,757.55	Disputed amount due/in litigation
		<u>\$ 13,757.55</u>	
Andrews Global			
Weekly 12/24-12/30	5003	\$ 10,843.57	Services, Inv. 163
		<u>\$ 10,843.57</u>	
Total Andrews		\$125,542.77	
			Monthly retainer fees, \$500/monthly, Oct., Nov., Dec.,
Briggs Law	8009	\$ 1,500.00	Invoices
		<u>\$ 1,500.00</u>	
Total accounts payable		<u>\$209,455.02</u>	
Travelers Ins. REFUND	8009.1	\$ 5,062.50	Reimbursement pending, Riskin Lawsuit

Hollywood Media District BID
SPECIAL Finance Committee Meeting, February 14, 2019
LGBT Center, 1220 N. Highland Ave., Hollywood CA

Pursuant to the Brown Act 54953.3. A member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.

If an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to the persons present during the meeting, it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document.

MEMBERS

David Bass



Simon Costello



Laurie Goldman



STAFF

Alfredo Hernandez

Jim Omahen



GUESTS

print name

company or organization

Robert Scott Campbell



Finance Committee

LGBT Center, 1220 N. Highland Avenue, Hollywood CA 90038

Thursday, February 14, 2019 –9:15 a.m.

SPECIAL MEETING AGENDA

ANY ITEM ON THIS AGENDA IS SUBJECT TO ACTION, INCLUDING A MOTION AND VOTE

Chair: S. Costello

Members: D. Bass, L. Goldman

- A. Call to Order/Welcome/Introductions
- B. Public Comment for items not on the Agenda
- C. Approval of Meeting Minutes (Motion)
- D. 2019 Planning Report Update with Findings (Motion)
- E. Parking Meter study – up to \$10,000 for Gibson Transportation Consulting (motion)
- F. Old Business
- G. New Business
- H. Adjournment

Public Comment is an opportunity public comment to the Board pursuant to the Brown Act with the understanding that no action may be taken, nor discussion conducted on subjects not appearing on the agenda. As a covered entity under Title II of the Americans with Disabilities Act, the Hollywood Media District BID does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72-hours) prior to the meeting by contacting the HMD BID Office at 323.860.0088 or email jim@mediadistrict.org.

Hollywood Media District Business Improvement District

2019 Annual Planning Report

District Name

This report is for the Hollywood Media District Business Improvement District (District). It is operated by Hollywood Media District Property Owners Association, Inc., a private non-profit organization.

Fiscal Year of Report

The report applies to the 2019 Fiscal Year. The District Board of Directors approved the 2019 Annual Planning Report at the October 25, 2018 Board of Director's meeting.

Boundaries

There are no changes to the District boundaries for 2019.

Benefit Zones

There are no changes to the District's benefit zone(s) for 2019.

2019 IMPROVEMENTS, ACTIVITIES AND SERVICES

Streetscape Services: \$270,000.00 (22.52%)

Uniformed clean teams will provide enhanced maintenance services, including sidewalk sweeping and litter removal, bus stop cleaning, sidewalk washing, graffiti removal and "Rapid Response Team" for clean-up of unusual maintenance problems, such as illegal dumping. A higher frequency of maintenance service is proposed for the "Premium Service Areas" since these areas have higher traffic counts, public bus service and significantly more usage by pedestrians.

+++++

Core maintenance services include the following:

- * Daily street, sidewalk and gutter sweeping
 - * Sidewalk pressure washing, Bus shelter pressure washing
 - * Trash removal once a day from approximately 60 receptacles in the BID
 - * Graffiti removal within 24 hours from report or sooner
 - * Landscape maintenance include tree wells, medians and new trees planted by the BID
- In 2019, we will be looking at the Highland Median project to trim trees, upgrade irrigation to drip, and plant draught tolerant planting materials.

Security: \$623,703.00 (52.02%)

Uniformed security patrols will provide a variety of public safety services by assisting visitors and employees, support police crime prevention efforts to reduce the incidence of crime and reduce nuisance activities, and productively address the challenges associated with street populations. Deployment of safety patrols will include both bicycle and auto patrols. The proposed service frequencies for public safety deployment will be 24 hours/day - 7 days/week. Patrols will be deployed throughout the district. Deployment will include regular patrols plus redeployment as needed to respond to calls for service and trouble spots.

+++++++

The security program funds the security bike patrols as well as the security vehicle. Effective December 1, 2018 - Andrews Global was awarded our security contract. The Security Committee sought competitive bids for this contract late 2018 and Andrews International was chosen to provide services. The contract calls for the following:

- *Average patrol of 400 hours per week for bike officers plus sergeants and one captain of security
- *This schedule accommodates ten full time bike officers along with one part time bike officer - seven days a week.
- * The deployment schedule is always subject to change at the discretion of the Security Committee

Improvements and Marketing: \$120,000.00 (10.01%)

Improvements and marketing activities will aim to improve the overall business image of the district with the goal of attracting and retaining businesses, jobs and investment. Initiatives must be designed to provide collective benefits to businesses and property owners. While annual work programs and budgets will be developed in collaboration with targeted stakeholders and approved by the owner's association, programs will be selected from a variety of options that may include the following:

- Parking Availability: The BID may support initiatives to better manage and increase the parking supply for area businesses.
- Street Beautification: The BID may pursue options to improve the visual appearance of the district including decorative banners, landscaping and trees, attractive directional signage and gateways.
- Marketing and Community Relations: The BID may carry out initiatives that strengthen the Hollywood Media District image. Examples include the district website targeting the informational needs of HMD BID property owners and business tenants and publication of the district newsletter for HMD BID property and business owners.

+++++++

This budget category allows for the funding of general consulting, marketing, communications and special projects to promote the image and improvements with the Media District.

Professional consulting - they are as follows:

* Website & Social Media with Counterintunity - providing website development as well as social media campaign

* CIMS - a company which provides and maintains the StackFM Mapping Software used to manage the parcel database and track assets (street furniture, decorative lights, bus shelters, etc...)

Other marketing activities and projects are as follows:

* Production and distribution of a newsletter, four times a year, intended primarily for District assessment paying stakeholders and interested community members;

* Hosting, maintenance and enhancement of the new Hollywood Media District's website, www.mediadistrict.org, currently under development - scheduled launch 1st quarter 2018

* Development of collateral material to describe the accomplishments of the BID over the past several years in preparation for early renewal.

* Community Grants - event sponsorships (as partner), social networking initiatives or District promotion at the discretion of the Board of Directors

BID Management & Administration: \$185,297.00 (15.45%)

A non-profit corporation, with an elected Board of Directors shall be responsible for the District's program oversight and authorization for disbursement of funds. Support staff such as a manager, bookkeeper and others will be employed and/or contracted with to provide necessary services in program implementation and oversight and regular contact with the Board of Directors. This program element also includes City/County collection fees, assessment delinquencies and other variable expenses related to each program element.

+++++

This category funds the administrative office for the Hollywood Media District including human resource costs (payroll, payroll taxes, and health insurance); telephone, office supplies, insurance, business meals and meeting expenses, travel and parking, etc.

A monthly legal retainer is budgeted from the Association's counsel, Jeffrey Briggs Esq., and ancillary legal expenses. This line item also includes legal fees to cover on-going defense costs associated with pending litigation.

An annual financial review and tax preparation will be prepared by GTL, LLC (Fabio Vasco, CPA) - this cost was slightly increased from the previous tax year.

Total Estimate of Cost for 2019

A breakdown of the total estimated 2019 budget is attached to this report as **Appendix A**.

Method and Basis of Levying the Assessment

The assessment rates are based on the anticipated benefit to be derived by each individual parcel within the boundary of the District. The rates are as follows:

Premium Area

street frontage = \$5.50 per linear ft.

land area = \$0.06715 per sq. ft.

building area = \$0.06715 per sq. ft.

Standard Area

street frontage = \$2.75 per linear ft.

land area = \$0.06715 per sq. ft.

building area = \$0.06715 per sq. ft.

(There is No CPI increase for 2019)

Surplus Revenues: \$0.00

There are no surplus revenues that will be carried over to 2019.

Anticipated Deficit Revenues

There are no deficit revenues that will be carried over to 2019.

Contribution from Sources other than assessments: \$95,437.30

In-kind contributions which include free rent at 1040 N. Las Palmas Ave for BID Office, free rent at 7000 Romaine St. for BID Security Office as well as individual volunteer hours.

APPENDIX A- TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE Hollywood Media District BID- FY 2019

2019 Assessments	\$1,103,582.70	
Estimated Carryover from 2018	\$0.00	
Other Income	\$95,437.30	
Total Estimated Revenues	\$1,199,000.00	
2019 Estimated Expenditures		Pct.
Streetscape Services	\$270,000.00	22.52%
Security	\$623,703.00	52.02%
Improvements and Marketing	\$120,000.00	10.01%
BID Management & Administration	\$185,297.00	15.45%
Total Estimated Expenditures	\$1,199,000.00	100%



Hollywood Media District Business Improvement District

2019 Annual Planning Report

Amended and approved by
HMD BID Board of Directors
February 28, 2019

District Name

This report is for the Hollywood Media District Business Improvement District (“District”). It is operated by Hollywood Media District Property Owners Association, Inc., a private non-profit organization.

Fiscal Year of Report

The report applies to the 2019 Fiscal Year. The District’s Board of Directors approved the 2019 Annual Planning Report at the October 25, 2018 Board of Director's meeting.

Boundaries

There are no changes to the District’s boundaries for 2019.

Benefit Zones

There are no changes to the District's benefit zone(s) for 2019.

2019 Improvements, Activities and Services

Streetscape Services: \$270,000.00 (22.52%)

Uniformed clean teams will provide enhanced maintenance services, including sidewalk sweeping and litter removal, bus stop cleaning, sidewalk washing, graffiti removal and a “Rapid Response Team” for clean-up of unusual maintenance problems, such as illegal dumping. A higher frequency of maintenance service is proposed for the “Premium Service Areas” since these areas have higher traffic counts, public bus service and significantly more usage by pedestrians.

Core maintenance services include the following:

- Daily street, sidewalk and gutter sweeping;
- Sidewalk pressure washing and bus shelter pressure washing;
- Trash removal once a day from approximately 60 receptacles in the District;
- Graffiti removal within 24 hours from report or sooner; and
- Landscape maintenance, including tree wells, medians and new trees planted by the District.

In 2019, we will complete the Highland Median Enhancement Project by planting draught tolerant planting materials, trimming trees and upgrading to a drip irrigation system to reduce water consumption.

Findings:

- 1) Since the economic downturn in 2008, the District annually decreased expenditures in this category to compensate for the decrease in assessments received. However, beginning in 2014, the District began annual increases in expenditures in this category to address deferred maintenance, street cleaning and tree trimming.
- 2) Expenditures in this category have been increased to meet the demand created by new commercial and residential developments proliferating within the District.

Security: \$623,703.00 (52.02%)

Uniformed security patrols will provide a variety of public safety services by (i) assisting visitors and employees, (ii) support police crime prevention efforts to reduce the incidence of crime, (iii) reduce nuisance activities, and (iv) productively address the challenges associated with street populations. Deployment of safety patrols will include both bicycle and auto patrols. Patrols will be deployed throughout the District. Deployment will include regular patrols plus redeployment as needed to respond to calls for service and trouble spots.

The Security Program funds the security bike patrols as well as the security vehicle. Through a competitive bidding process, the Safe Committee solicited bids for a new contract. The District's Board of Directors voted unanimously to award a new security contract to Andrews Global Security with an effective date of December 1, 2018. The contract includes the following:

- Average total patrol of 400 hours per week for bike officers, plus sergeants and one captain;
- Ten full-time bike officers along with one part time bike officer seven days a week; and
- Monthly review of the schedule by the Safe Committee, with the schedule being subject to change based on the needs and demands of the District.

Findings:

- 1) Since 2014, the District's Board of Directors has continually monitored its security contract with prior security companies (UPS and ALLIED) to evaluate deployment, effectiveness, and return on investment to its stakeholders. As a result, the District has terminated contracts with both companies due to lack of appropriate service and deployment.

- 2) In consultation with the LAPD-Hollywood Division, a deployment schedule was designed to meet the needs and demands of the community, including the needs created by new commercial and residential developments within the District.
- 3) The changes and improvements to the security services have improved effectiveness and reduced costs in this category.

Improvements and Marketing: \$120,000.00 (10.01%)

Improvements and marketing activities enhance the overall business image of the District with the goal of increasing communication and information in the community, and attracting and retaining businesses, jobs and investment. Initiatives are designed to provide collective benefits to businesses and property owners. Annual programming and budgets are developed in committee with the collaboration of stakeholders, approved by the District's Board of Directors. Programs will be selected from a variety of options, which include, but are not limited to, the following:

- **Parking**
The District supports initiatives to better manage and increase the parking supply for area businesses.
- **Street Beautification**
The District pursues programming to improve the visual appearance of the District, including decorative banners, landscaping and trees, attractive direction signage and gateway monuments.
- **Marketing and Community Relations**
The District creates initiatives that strengthen the District's image. Examples include:
 - The District's website, which targets the informational needs of the District's property owners and business tenants;
 - The District's newsletter for the District's property and business owners; and
 - Enhanced social media presence within the District.

This budget category allows for the funding of general consulting, marketing, communications and special projects to promote the image and improvements with the District.

- **Professional Consulting**
Website and Social Media - Counterintuity provides website content development and monitoring as well as a social media campaign.

- **CIMS**
This company provides and maintains the StackFM Mapping Software used to manage the parcel database and track assets (street furniture, decorative lights, busshelters, etc.).
- **Newsletter**
The District produces and distributes a quarterly newsletter, for District stakeholders and interested community members and organizations.
- **Website**
Hosting, maintenance and enhancement of the new District's website, www.mediadistrict.org, which is currently under development and is scheduled to launch the 1st Quarter of 2019.
- **Marketing Material**
Development and distribution of marketing material which describes the accomplishments, activities and goals of the District.
- **Conferences**
Planning conferences to identify trends, needs and the future direction of the District.
- **Community Grants**
Grants and event sponsorships (as a partner), social networking initiatives or the District's promotion at the discretion of the Board of Directors.

Findings:

- 1) As established by the Los Angeles City Council, Theatre Row is a designated district within the District. In conjunction with Council Districts 4 and 13 and to celebrate and acknowledge Theatre Row and its contributions to the City, the Arts Committee has developed a Theatre Crawl Program for calendar year 2019.
- 2) Because art galleries and interior design companies are thriving within our District, the Marketing and Arts Committees are creating programming which will increase awareness within the District and the surrounding communities.
- 3) At the 2018 Annual Stakeholders meeting, the Board presented "Hollywood Greens," which was developed at its annual retreat. The Hollywood Greens Project considers the future growth and development of the District by describing how to mitigate impacts of growth, and community benefits, such as walkability, parks, block-thru connections, street amenities and compatibility with the HCPU2. Hollywood Green is available in a printed book and as a video, which can be viewed on our website.

- 4) Expenditures in this category have increased over time to better provide services and information to District stakeholders

District Management & Administration: \$185,297.00 (15.45%)

A non-profit corporation, with an elected Board of Directors, shall be responsible for the District's program oversight and authorization for disbursement of funds. Support staff such as a manager, bookkeeper and others will be employed and/or contracted to provide necessary services for program implementation and oversight and regular contact with the Board of Directors. This program element also includes City/County collection fees, assessment delinquencies and other variable expenses related to each program.

This category funds the administrative office for the District, including human resource costs (payroll, payroll taxes, and health insurance); telephone; offices supplies; insurance; business meals and meeting expenses; travel and parking, etc.

A monthly legal retainer is budgeted for the Association's counsel, Jeffrey Briggs Esq., and ancillary legal expenses. This line item also includes legal fees to cover on-going defense costs associated with pending litigation.

An annual financial review and tax preparation will be prepared by GTL, LLC (Fabio Vasco, CPA). This cost was slightly increased from the previous tax year.

Total Estimate of Cost for 2019

A breakdown of the total estimated 2019 budget is attached to this report as **Appendix A**.

Method and Basis of Levying the Assessment

The assessment rates are based on the anticipated benefit to be derived by each individual parcel within the boundary of the District. The rates are as follows:

Premium Area

Street frontage = \$5.50 per linear ft. land area = \$0.06715 per sq. ft. building area = \$0.06715 per sq. ft.

Standard Area

Street frontage = \$2.75 per linear ft. land area = \$0.06715 per sq. ft. building area = \$0.06715 per sq. ft.

(There is no CPI increase for 2019.)

Surplus Revenues: \$0.00

There are no surplus revenues that will be carried over to 2019.

Anticipated Deficit Revenues

There are no deficit revenues that will be carried over to 2019.

Contribution from Sources Other than Assessments: \$95,437.30

In-kind contributions for the District's Office rent at 1040 N. Las Palmas Avenue and for the District's Security Office rent at 7000 Romaine St., as well as individual volunteer hours.

Appendix A

Total Estimated Revenues/Expenditures for the Hollywood Media District BID Calendar Year 2019

Description	Amount
2019 Assessments	\$1,103,562.70
Estimated Carryover from 2018	\$0.00
Other Income	\$95,437.30
<i>Total Estimated Revenues</i>	\$1,199,000.00

2019 Estimated Expenditures

Description	Amount	Percentage
Streetscape Services	\$270,000.00	22.52%
Security	\$623,703.00	52.02%
Improvements and Marketing	\$120,000.00	10.01%
District Management & Administration	\$185,297.00	15.45%
<i>Total Estimated Expenditures</i>	\$1,199,000.00	100%

Hollywood Media District BID
Finance Committee Meeting, February 14, 2019
LGBT Center, 1220 N. Highland Ave., Hollywood CA

Pursuant to the Brown Act 54953.3. A member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance. If an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to the persons present during the meeting, it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document.

MEMBERS

David Bass



Simon Costello



Laurie Goldman



STAFF

Alfredo Hernandez

Jim Omahen



GUESTS

print name

company or organization

Scott Campbell

Fabio Vasco



Finance Committee

LGBT Center, 1220 N. Highland Avenue, Hollywood CA 90038
Thursday, February 14, 2019 – 8:45 a.m.

MEETING AGENDA

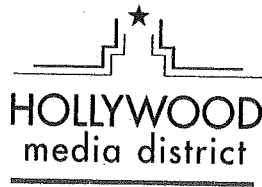
ANY ITEM ON THIS AGENDA IS SUBJECT TO ACTION, INCLUDING A MOTION AND VOTE

Chair: S. Costello

Members: D. Bass, L. Goldman

- A. Call to Order/Welcome/Introductions
- B. Public Comment for items not on the Agenda
- C. Approval of Meeting Minutes (Motion)
Thursday, January 10, 2019, Finance Committee meeting
- D. Financial Report
Balance Sheet, Profit & Loss, Cash Statement – January 2019
- E. 2018 Financials, Fabio Vasco
- F. Old Business
- G. New Business
- H. Adjournment
Next Finance Committee Meeting - Thursday, March 14, 2019 at 8:45a.m.
LGBT Center, 1220 N. Highland Avenue, Hollywood, CA 90038

Public Comment is an opportunity public comment to the Board pursuant to the Brown Act with the understanding that no action may be taken, nor discussion conducted on subjects not appearing on the agenda. As a covered entity under Title II of the Americans with Disabilities Act, the Hollywood Media District BID does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72-hours) prior to the meeting by contacting the HMD BID Office at 323.860.0088 or email jim@mediadistrict.org.



Finance Committee

LGBT Center, 1220 N. Highland Avenue, Hollywood, CA 90038
Thursday, January 10, 2019

Unapproved – MEETING MINUTES

Attending: D. Bass, S. Costello,
Absent: L. Goldman
Staff: A. Hernández, J. Omahen
Guests: none

- A. Call to Order/Welcome/Introductions.
Chair Costello called the meeting to order at 8:50 a.m.
- B. Public Comment for items not on the Agenda.
None.
- C. Approval of Meeting Minutes.
Thursday, December 13, 2018, Finance Committee Meeting Minutes
Motion by Bass, seconded by Costello, the Finance Committee unanimously voted to approve Thursday, December 13, 2018 meeting minutes.
- D. Financial Report.
Balance Sheet, Profit & Loss, Cash Statement – December 2018.
Costello reported US Bank balances as of December 31, 2018 were: Checking, \$15,969.62; Money Market, \$37,176.44. Costello referred to Balance Sheet and Profit & Loss Reports attached to Agenda packet. Hernandez added that we have received the 32K General Benefit payment, and that was received after Dec. 31st. There was discussion regarding the 2019 Budget, and all agreed it needs to be revised.
- E. 4th Quarter Report to the City of Los Angeles.
Hernandez reported the report is due at the end of this month and he will be preparing this. He also mentioned that the City Clerk's Office has a specific format for Quarterly Reports and he will be using it.
- F. 2018 Financials, Fabio Vasco.
Bass told the Committee that Vasco will be preparing the BID's 2018 financial statements, and Vasco's engagement letter has been signed. Bass also mentioned that next week a meeting with Vasco will be set up to go over and review all info and materials Vasco needs. Hernandez will contact Vasco to schedule meeting date/time. Bass added that the 2017 financial statements preparation was very costly, and he said it will be less costly for the 2018 financial statement preparation.

G. Old Business.

Bass reported that there are some unpaid 2018 invoices from Allied Universal and Andrews International Security Services, and he will be negotiating the payments.

H. New Business.

Hernandez reported he has completed and submitted the BID's 1099 forms for 2018.

Adjournment – 9:25 a.m.

Next Finance Committee Meeting – Thursday, February 14, 2019 at 8:45 a. m.

LGBT Center, 1220 N. Highland Avenue, Hollywood, CA 90038.

D.

New BID III
PROFIT AND LOSS
January 2019

	TOTAL
Income	
4100 Property Tax Assessments	456,473.87
4400 Interest on Delinq. Assessments	693.81
4500 Interest on BID Accounts	20.52
Total Income	\$457,188.20
GROSS PROFIT	\$457,188.20
Expenses	
5000 Security	53,814.25
6000 Cleaning & Maintenance	72,171.00
7000 Marketing & Outreach	16,640.65
8000 General & Administration	24,502.51
Total Expenses	\$167,128.41
NET OPERATING INCOME	\$290,059.79
NET INCOME	\$290,059.79

New BID III – Balance Sheet

As of January 31, 2019

ASSETS	Total
Current Assets	
Bank Accounts	
1001 Banc of CA Checking BID III	0.00
1002 Banc of CA MM BID III	0.00
1003 US Bank Checking	5,408.31
1004 US Bank Money Market	332,864.64
Total Bank Accounts	\$ 338,272.95
Accounts Receivable	
1200 Accounts Receivable	9,529.26
Total Accounts Receivable	\$ 9,529.26
Other Current Assets	
1041 OTHER RECEIVABLE	21,403.52
Total Other Current Assets	\$ 21,403.52
Total Current Assets	\$ 369,205.73
Fixed Assets	
1039 Accumulated Depreciation	-5,974.00
1510 Vehicle	29,869.00
Total Fixed Assets	\$ 23,895.00
Other Assets	
1040 Due from BID II	0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 393,100.73
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 Accounts Payable	-21,511.88
Total Accounts Payable	-\$ 21,511.88
Other Current Liabilities	
2003 Accrued Liabilities	0.00
2004 Due to BID II	0.00
Total Other Current Liabilities	\$ 0.00
Total Current Liabilities	-\$ 21,511.88
Long-Term Liabilities	
2005 MTA Grant	0.00
Total Long-Term Liabilities	\$ 0.00
Total Liabilities	-\$ 21,511.88
Equity	
3001 Opening Balance Equity	116,688.57
3002 *Retained Earnings	7,864.25
Net Income	290,059.79
Total Equity	\$ 414,612.61
TOTAL LIABILITIES AND EQUITY	\$ 393,100.73

Friday, Feb 08, 2019 03:40:10 PM GMT-8 - Cash Basis

Fabio Vasco

Subject: FW: HMD 2018 Financial Review - Status Report
Attachments: HMD 2018 Preliminary Review Report; Draft for Review Purposes Only.pdf; HMD 2018 Review; Preliminary Proposed Adjustments and Adjusted Year-end Balances.pdf

From: Fabio Vasco
Sent: Friday, February 01, 2019 4:52 PM
To: 'Alfredo A. Hernández' <alfredo@mediadistrict.org>; 'Jim Omahen' <jim@mediadistrict.org>
Cc: 'David Bass' <dbass@basslawla.com>; 'Simon Costello' <scostello@lalgbtcenter.org>
Subject: HMD 2018 Financial Review - Status Report

Hello Everyone,

In preparation for the February 28th meeting in which I am scheduled to present the draft review report, I like to propose that any and all changes must be submitted to us by Friday, February 8th, so we have adequate time to review and update the draft report and issue a FINAL draft for you to review by Friday, February 15th and prepare for the board presentation.

Pending items:

1. Resolution on amounts payable to Andrews; this draft includes all invoices and amounts presented for payment;
2. Letter from current landlord re fair value of In-kind donated admin office rent; this draft includes \$0 donation.

Attached please find two documents:

Draft review report; please pay special attention to the following pages of the review report:

- Page 3, statement of financial position, last part of the statement equity section highlighted areas;
 -
 - Page 6, footnote 1, highlighted fourth paragraph, will need your edits;
 - Page 9, footnote 7, this is a NEW required disclosure for nonprofits; last two highlighted paragraphs language is what was recommended by the Financial Accounting Standard Board (FASB) that nonprofits should consider; will need your edits;
 - Page 10, footnote 8, this is also a NEW required disclosure for nonprofits.
2. List of preliminary proposed adjustments and adjusted balances for 2018:
- Please review in detail mainly the first three (3) pages detailing all adjustments we are proposing to the 2018 account balances.

Thank you and have a great weekend.

Regards,
Fabio Vasco, CPA

GTL, LLP

CPAs and Business Consultants

Adj. Journal Entries
 HOLLYWOOD MEDIA DISTRICT
 December 31, 2018

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PRELIMINARY DRAFT

Done by:	Date:	Index:
Reviewer:	Date:	

AJE No.	Account Description	W/P Ref	Account Number	Debits	Credits
1	3002 *Retained Earnings		3002	9,710.40	
1	1003 US Bank Checking		1003		9,710.40
1	1003 US Bank Checking		1003	9,710.40	
1	5003 Security:Security-Co		5003		9,710.40

Early during 2018 the client inadvertently deleted in QuickBooks a \$9,710.40 outstanding check at 12/31/17, dated 7/12/17 payable to Allied Universal Services; such check was considered a duplicate payment. This entry needs to be reversed dated 1/1/18.

2	4100 Property Tax Assessm		4100	364.78	
2	4400 Interest on Delinq.		4400		364.78
2	4100 Property Tax Assessm		4100	1,284.07	
2	4400 Interest on Delinq.		4400		1,284.07

To reclassify interest received on 5/20/18 and 8/20/18 which were inadvertently recorded as assessment revenue.

3	1200 Accounts Receivable		1200	32,667.09	
3	4300.1 General Benefit Ci		4300.1		32,667.09

To record 2018 General Benefit payment recd from the City on 1/4/19.

4	1200 Accounts Receivable		1200	693.81	
4	4400 Interest on Delinq.		4400		693.81

To record 2018 accrued interest received on 1/10/19.

5	1200 Accounts Receivable		1200	19,783.18	
5	4100 Property Tax Assessm		4100		19,783.18

To record 2018 assessments recd on 1/10/19.

6	G&A - DEPRECIATION		8024	5,974.00	
6	1039 Accumulated Deprecia		1039		5,974.00

To record 2018 depreciation expense for security vehicle.

7	7037 Marketing & Outreach		7037	1,660.00	
7	7037 Marketing & Outreach		7037	8,581.25	
7	2001 Accounts Payable		2001		10,241.25
7	6002 Cleaning & Maintenanc		6002	24,057.00	
7	6002 Cleaning & Maintenanc		6002	24,057.00	
7	6002 Cleaning & Maintenanc		6002	24,057.00	
7	2001 Accounts Payable		2001		72,171.00
7	5005 Security:Security-Ra		5005	298.00	
7	5005 Security:Security-Ra		5005	298.00	
7	5005 Security:Security-Ra		5005	298.00	
7	2001 Accounts Payable		2001		894.00
7	5003 Security:Security-Co		5003	8,245.54	
7	5003 Security:Security-Co		5003	8,289.19	
7	5003 Security:Security-Co		5003	8,628.26	
7	5003 Security:Security-Co		5003	9,416.47	
7	5003 Security:Security-Co		5003	9,154.77	
7	5003 Security:Security-Co		5003	9,310.77	
7	5003 Security:Security-Co		5003	9,560.57	
7	5003 Security:Security-Co		5003	9,926.06	
7	5003 Security:Security-Co		5003	8,076.60	

Adj. Journal Entries
 HOLLYWOOD MEDIA DISTRICT
 December 31, 2018

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Preliminary Draft

AJE No.	Account Description	W/P Ref	Account Number	Debits	Credits
7	5003 Security:Security-Co		5003	8,539.14	
7	5003 Security:Security-Co		5003	9,818.20	
7	5003 Security:Security-Co		5003	1,082.08	
7	2001 Accounts Payable		2001		100,047.65
7	5003 Security:Security-Co		5003	13,757.55	
7	2001 Accounts Payable		2001		13,757.55
7	5003 Security:Security-Co		5003	10,843.57	
7	2001 Accounts Payable		2001		10,843.57
7	8009 General & Administra		8009	1,500.00	
7	2001 Accounts Payable		2001		1,500.00
7	1200 Accounts Receivable		1200	5,062.50	
7	8009.1 General & Administ		8009.1		5,062.50

To record as accounts payable at 12/31/18 for invoices received to be paid in 2019, for services rendered during 2018.

8	8023 General & Administra		8023	66,000.00	
8	4800 In-Kind Donations		4800		66,000.00

To record in-kind donation of rental space for Security Office by Producers Film Center, Inc.

9	1041 OTHER RECEIVABLE		1041	16,000.00	
9	7032 Marketing & Outreach		7032		16,000.00

To record as receivable 2018 BID Renewal payments made to the Urban Place Consulting Group, for a new BID starting 1/1/19.

10	8001 General & Administra		8001	23,720.00	
10	5030 Security:5030 ALLOCA		5030		7,541.00
10	6030 Cleaning & Maintenanc		6030		9,558.00
10	7030 Marketing & Outreach		7030		6,621.00

To reverse client's salaries allocation done for Qtr lonly; GTL will propose allocation for entire year.

11	5030 Security:5030 ALLOCA		5030	24,343.00	
11	6030 Cleaning & Maintenanc		6030	19,580.00	
11	7030 Marketing & Outreach		7030	12,701.00	
11	8001 General & Administra		8001		56,624.00

To allocate Lisa Schechter salary for 2018 to the departments based on their monthly timesheets allocation.

12	5030 Security:5030 ALLOCA		5030	9,956.00	
12	6030 Cleaning & Maintenanc		6030	5,600.00	
12	7030 Marketing & Outreach		7030	5,600.00	
12	8001 General & Administra		8001		21,156.00

To allocate Alfredo Hernandez salary for 2018 to the departments based on their monthly timesheets allocation.

13	5030 Security:5030 ALLOCA		5030	5,545.00	
13	6030 Cleaning & Maintenanc		6030	4,852.00	
13	7030 Marketing & Outreach		7030	6,932.00	
13	8001 General & Administra		8001		17,329.00

Adj. Journal Entries
 HOLLYWOOD MEDIA DISTRICT
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PRELIMINARY DRAFT

Done by:	Date:	Index:
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AJE No.	Account Description	W/P Ref	Account Number	Debits	Credits
To allocate Jim Omahen salary for 2018 to the departments based on their monthly timesheets allocation.					
14	8001 General & Administra		8001	6,759.00	
14	2003 Accrued Liabilities		2003		6,759.00
To accrue for employee vacation hours earned and unpaid as of 12/31/2018.					
16	5031 - ALLOCATED M&O COST		5031	13,000.00	
16	6031 - ALLOCATED M&O COST		6031	13,000.00	
16	7004 Marketing & Outreach		7004		26,000.00
To evenly allocate M&O costs: \$39,000 paid to Counterintuity, LLC re Social Media Campaign to Security and Cleaning & Maintenance.					
17	5031 - ALLOCATED M&O COST		5031	5,000.00	
17	6031 - ALLOCATED M&O COST		6031	5,000.00	
17	7015 Marketing & Outreach		7015		10,000.00
To evenly allocate M&O costs: \$15,000 paid to Skidmore Owings & Merrill (SO&M) re Annual Mtg Project to Security and Cleaning & Maintenance.					
18	5031 - ALLOCATED M&O COST		5031	7,993.00	
18	6031 - ALLOCATED M&O COST		6031	7,993.00	
18	7037 Marketing & Outreach		7037		15,986.00
To evenly allocate M&O costs: \$23,979 paid to Sheppard, Mullin, Richter & Hampton LLP re Hollywood Community Plan to Security and Cleaning & Maintenance.					
Totals				<u>554,279.25</u>	<u>554,279.25</u>

TB by Leads Classified [Unadjusted to Adjusted Balance]
 HOLLYWOOD MEDIA DISTRICT
 December 31, 2018

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Done by:	Date:	Index:
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Preliminary DRAFT

Lead Ref	Description	2018 Unadjusted Balance	2018 Net AJE's	2018 Adjusted Balance	Adjusted Balance
2000	Cash	48,213.16	0.00	48,213.16	0.00
2100	Investments	0.00	0.00	0.00	0.00
2300	Accounts receivable	0.00	58,206.58	58,206.58	0.00
2500	Inventories	0.00	0.00	0.00	0.00
2600	Prepaid expenses	0.00	0.00	0.00	0.00
2800	Intercompany accounts	0.00	0.00	0.00	0.00
	Current assets	48,213.16	58,206.58	106,419.74	0.00
3200	Fixed assets	29,869.00	0.00	29,869.00	0.00
3300	Accumulated depreciation	-5,974.00	-5,974.00	-11,948.00	0.00
	Property, plant and equip	23,895.00	-5,974.00	17,921.00	0.00
3000	Investments - long-term	0.00	0.00	0.00	0.00
	Long term investments	0.00	0.00	0.00	0.00
3400	Deferred charges and inta	0.00	0.00	0.00	0.00
3500	Other assets	21,403.52	16,000.00	37,403.52	0.00
	Other assets	21,403.52	16,000.00	37,403.52	0.00
	TOTAL ASSETS	93,511.68	68,232.58	161,744.26	0.00

TB by Leads Classified [Unadjusted to Adjusted Balance]
 HOLLYWOOD MEDIA DISTRICT
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Preliminary Draft

Lead Ref	Description	2018 Unadjusted Balance	2018 Net AJE's	2018 Adjusted Balance	Adjusted Balance
4000	Loans payable - temporary	0.00	0.00	0.00	0.00
4100	Accounts payable	0.00	-209,455.02	-209,455.02	0.00
4200	Income taxes	0.00	0.00	0.00	0.00
4300	Accrued liabilities	0.00	-6,759.00	-6,759.00	0.00
4400	Other current liabilities	0.00	0.00	0.00	0.00
	Current liabilities	0.00	-216,214.02	-216,214.02	0.00
5000	Loans payable - long-term	0.00	0.00	0.00	0.00
	Long term liabilities	0.00	0.00	0.00	0.00
5100	Lease obligations	0.00	0.00	0.00	0.00
	Capitalized lease obligat	0.00	0.00	0.00	0.00
4600	Deferred income	0.00	0.00	0.00	0.00
	Deferred revenue	0.00	0.00	0.00	0.00
4500	Employee benefit plans	0.00	0.00	0.00	0.00
	Other long term liabiliti	0.00	0.00	0.00	0.00
	TOTAL LIABILITIES	0.00	-216,214.02	-216,214.02	0.00
5400	Unrestricted fund balance	-137,635.15	9,710.40	-127,924.75	0.00
5500	Board designated fund bal	0.00	0.00	0.00	0.00
5600	Restricted fund balance	0.00	0.00	0.00	0.00
5700	Endowment fund balance	0.00	0.00	0.00	0.00
	Fund balance	-137,635.15	9,710.40	-127,924.75	0.00
	NET INCOME	44,123.47	138,271.04	182,394.51	0.00
	TOTAL EQUITY	-93,511.68	147,981.44	54,469.76	0.00
	TOTAL LIABILITIES AND EQU	-93,511.68	-68,232.58	-161,744.26	0.00

TB by Leads Classified [Unadjusted to Adjusted Balance]
 HOLLYWOOD MEDIA DISTRICT
 December 31, 2018

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PRELIMINARY DRAFT

Done by:	Date:	Index:
Reviewer:	Date:	

Lead Ref	Description	2018 Unadjusted Balance	2018 Net AJE's	2018 Adjusted Balance	Adjusted Balance
6000	Revenues	0.00	0.00	0.00	0.00
6001	BID ASSESSMENT REVENUE	-1,084,236.77	-18,134.33	-1,102,371.10	0.00
6001.1	DELINQUENT ASSMTS	0.00	0.00	0.00	0.00
6002	GENERAL CITY BENEFIT CONT	0.00	-32,667.09	-32,667.09	0.00
6003	INTEREST	-690.64	-2,342.66	-3,033.30	0.00
6004	IN-KIND DONATIONS	0.00	-66,000.00	-66,000.00	0.00
	Revenues	-1,084,927.41	-119,144.08	-1,204,071.49	0.00
	TOTAL REVENUES	-1,084,927.41	-119,144.08	-1,204,071.49	0.00
6100	Expenditures and expenses	0.00	0.00	0.00	0.00
7001	SECURITY	368,037.16	174,128.37	542,165.53	0.00
7002	CLEANING & MAINTENANCE	325,522.44	118,638.00	444,160.44	0.00
7003	IMPROVEMENTS & MARKETING	149,451.27	-39,132.75	110,318.52	0.00
7004	MANAGEMENT	286,040.01	-62,218.50	223,821.51	0.00
	Expenditures	1,129,050.88	191,415.12	1,320,466.00	0.00
7005	IN-KIND DONATIONS	0.00	66,000.00	66,000.00	0.00
	Operating expenses	0.00	66,000.00	66,000.00	0.00
	TOTAL EXPENSES	1,129,050.88	257,415.12	1,386,466.00	0.00
	NET INCOME	44,123.47	138,271.04	182,394.51	0.00

**HOLLYWOOD MEDIA DISTRICT
PROPERTY OWNERS' ASSOCIATION**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

Draft 2/14/19

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FINANCIAL STATEMENTS:	
Statement of Financial Position	3
Statement of Activities	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 11

Draft 2/14/19

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors of
HOLLYWOOD MEDIA DISTRICT
PROPERTY OWNERS' ASSOCIATION
Hollywood, California

We have reviewed the accompanying financial statements of Hollywood Media District Property Owners' Association (the "District") which comprise the statement of financial position as of December 31, 2018, and the related statement of activities and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

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

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Certified Public Accountants
February 15, 2019

HOLLYWOOD MEDIA DISTRICT PROPERTY OWNERS' ASSOCIATION

STATEMENT OF FINANCIAL POSITION

DECEMBER 31, 2018

ASSETS

Current Assets:	
Cash	\$ 48,213
Accounts Receivable	58,206
	<u>106,419</u>
Equipment, net	17,921
Due from BID IV - BID Renewal Costs	<u>37,404</u>
Total Assets	<u>\$ 161,744</u>

LIABILITIES AND UNRESTRICTED NET ASSETS

Current Liabilities:	
Accounts Payable and Accrued Expenses	\$ 216,214
Total Liabilities	<u>216,214</u>
Net Assets Without Donor Restrictions:	
Designated by the Board for	
2005-2014 BID Fund Balance - BID II	42,456
2015-2024 BID Fund Balance - BID III	<u>(96,926)</u>
Total Net Assets (Deficit)	<u>(54,470)</u>
Total Liabilities and Net Assets	<u>\$ 161,744</u>

See accompanying independent accountants' review report and notes to financial statements.

HOLLYWOOD MEDIA DISTRICT PROPERTY OWNERS' ASSOCIATION

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2018

Changes in Net Assets Without Donor Restrictions:

Revenues and Gains

Business Improvement District - Assessments	\$ 1,102,371
General Benefit City Contribution	32,667
Interest	3,033
In-Kind Donations - Rent	66,000

Total Revenues and Gains Without Donor Restrictions 1,204,071

Functional Expenses:

Cleaning and Maintenance	444,160
Improvements and Marketing	110,318
Security	542,166
Management	223,822

Total Functional Expenses 1,320,466

In-Kind Donations - Rent 66,000

Total Expenses 1,386,466

Decrease in Net Assets Without Donor Restrictions (182,395)

Net Assets, Beginning of Year 127,925

Net Assets (Deficit), End of Year \$ (54,470)

See accompanying independent accountants' review report and notes to financial statements.

HOLLYWOOD MEDIA DISTRICT PROPERTY OWNERS' ASSOCIATION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2018

Cash Flows from Operating Activities:	
Decrease in Net Assets Without Donor Restrictions	\$ (182,395)
Adjustments to Reconcile Decrease in Net Assets to Net Cash (Used-in) Operating Activities:	
Depreciation	5,974
Changes in Current Assets and Current Liabilities:	
Accounts Receivable	(57,257)
Accounts Payable and Accrued Expenses	54,900
Net Cash (Used-in) Operating Activities	<u>(178,778)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:	
Due from BID IV - BID Renewal Costs	<u>(16,000)</u>
Net Cash (Used-in) Investing Activities	<u>(16,000)</u>
Net Decrease in Cash	(194,778)
Cash, Beginning of Year	<u>242,991</u>
Cash, End of Year	<u>\$ 48,213</u>

See accompanying independent accountants' review report and notes to financial statements.

HOLLYWOOD MEDIA DISTRICT PROPERTY OWNERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

(1) NATURE OF OPERATIONS

Hollywood Media District Property Owners' Association (the "Association") was formed in 1998 to manage a Business Improvement District ("BID" or the "District") to fund private security, streetscape improvements, maintenance, marketing, special events, parking solutions and Program management for a defined area in the Hollywood region of Los Angeles, California. The Program levies property taxes on the business owners in the designated areas. The taxes collected are used to fund the operations of the improvement project, which is managed by the District.

The BID was first organized under the laws of the State of California as a business improvement district for an initial period of January 1, 1998 through December 31, 2004. On August 2, 2004 the District was renewed for a period extending from January 1, 2005 through December 31, 2014.

The District was most recently renewed for a period extending from January 1, 2015 through December 31, 2024, through the adoption of the City of Los Angeles Ordinance No. 183155. On July 29, 2014, the City of Los Angeles renewed its contract with the Association to continue to operate the District for the extended period through 2024. As required by this management contract, the Association shall submit to the City Clerk a full disclosure financial statement covering the fiscal year with a Certified Public Accountant's review report. The first financial statement shall be submitted to the City Clerk by May 1, 2016, and by May 1st of each subsequent fiscal year.

In June 2017, at the request of stakeholders, the District's Board of Directors approved an early BID renewal to recapture eliminated properties from 2015 renewal and to expand its boundaries. At the October 2017 regularly scheduled monthly meeting of the District's Board of Directors, the District approved a proposed early BID Renewal Map, proposed BID Renewal Management Plan and Budget. The proposed effective starting date for the new BID is estimated to be June 1, 2019. ?? is this still the plan?

(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Financial Statement Presentation

The financial statements of the Association have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

The Association is required to report information regarding its financial position and activities according to two classes of net assets: without donor restrictions and with donor restrictions.

Net Assets Without Donor Restrictions - the part of net assets of a not-for-profit entity that is not subject to donor-imposed restrictions (donors include other types of contributors, including makers of certain grants).

HOLLYWOOD MEDIA DISTRICT PROPERTY OWNERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Net Assets With Donor Restrictions - the part of net assets of a not-for-profit entity that is subject to donor-imposed restrictions (donors include other types of contributors, including makers of certain grants).

(b) Cash and Cash Equivalents

The Association considers all highly-liquid investments with an original maturity of three months or less to be cash equivalents. As of December 31, 2018 the Association had no cash equivalents.

(c) Income Taxes

The Association is exempt from taxes under Section 501(c)(4) of the Internal Revenue Code ("IRC"), and from federal and state income taxes under Section 501(a) of the IRC and corresponding sections of the California Revenue and Taxation Code. Accordingly, no provision or benefit for federal or state income taxes is recorded in the accompanying financial statements.

The Association's federal income tax returns for tax years 2016 and beyond remain subject to examination by the Internal Revenue Service. The returns for California, its only state jurisdiction, remain subject to examination by state taxing authorities for the tax years 2015 and beyond.

(d) Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reported period. Actual results could differ from those estimates.

(e) Concentration of Risk

Financial instruments which potentially subject the Association to a concentration of credit risk consist of cash and cash equivalents and assessment fees receivable. The Association generally places its cash with high credit quality financial institutions. At times, such cash may be in excess of the Federal Deposit Insurance Corporation (FDIC) insurance limit of \$250,000. Concentrations of credit risk with respect to assessments are limited since the Association derives the majority of its revenue from the County of Los Angeles tax assessments.

HOLLYWOOD MEDIA DISTRICT PROPERTY OWNERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

(3) EQUIPMENT

Equipment at December 31, 2018 consisted of the following:

Security vehicle	\$ 29,869
Accumulated depreciation	<u>(11,948)</u>
	<u>\$ 17,921</u>

Depreciation expense for the year ended December 31, 2018 was \$5,974.

(4) WITHOUT DONOR RESTRICTIONS NET ASSETS - DESIGNATED BY THE BOARD

In accordance with the State of California Streets and Highways Code Section 36741, the Association is required to disclose the amount of any BID funds balance to be carried over from a previous year. The Association's Board of Directors may Board-Designate reserves to facilitate the spending policies established by the Board of Directors. The net assets and changes therein have been classified and are reported as follows:

2005-2014 BID Fund Balance (BID II)	\$ 42,456
2015-2024 BID Fund Balance (BID III)	<u>(96,926)</u>
	<u>\$ (54,470)</u>

(5) MAJOR REVENUE SOURCE

For the year ended December 31, 2018 about 95% of the Association's revenue was derived from the County of Los Angeles tax assessments amounting to \$1,138,071 which includes the annual assessments, collection of prior year's assessments, city general benefit contribution and collection of penalties and interest.

(6) MAJOR VENDORS

For the year ended December 31, 2018, approximately 33% and 23% of the Association's purchases were from two major vendors for security and maintenance services. At December 31, 2018, a total of \$125,543 and \$72,171 was due to these two vendors and is included in accounts payable and accrued expenses in the Statement of Financial Position.

HOLLYWOOD MEDIA DISTRICT PROPERTY OWNERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

(7) LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The following reflects the Association's financial assets as of the Statement of Financial Position at December 31, 2018, reduced by amounts not available for general use because of contractual obligations or board designations within one year of the Statement of Financial Position's date. Amounts not available include \$37,404 due from BID IV - BID Renewal Costs, as this amount is estimated to be collected in future years, and \$42,456 board designated 2005-2014 BID Fund Balance - BID II unspent rolled forward funds, set aside for one-time only type expenditures.

Total financial assets, at year-end	\$ 161,744
Less those unavailable for general purpose expenditures within one year, due to:	
Net funds invested in fixed assets	(17,921)
Receivables not collectible within one year	(37,404)
Funds required to pay December 31, 2018 accounts payable and accrued expenses	(216,214)
Board designations:	
2005-2014 BID II rollforward funds	<u>(42,456)</u>
Financial assets available (deficit) to meet cash needs for general expenditures within one year	\$ <u>(152,251)</u>

The Association is substantially supported by property taxes levied on the business owners in a defined area in the Hollywood region of Los Angeles, California specifically directed to fund private security, streetscape improvements, maintenance, marketing, special events, parking solutions and program management. Because the business owners restrictions require resources to be used in a particular manner during the current operating year or in a future period, the Association must maintain sufficient resources to meet those responsibilities to the levied business owners. Thus, financial assets may not be available for general expenditure within one year. As part of the Association's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. Occasionally, the board designates a portion of any operating surplus to its liquidity reserve, which was \$XX,000 as of December 31, 2018. There is a fund established by the governing board that may be drawn upon in the event of financial distress or an immediate liquidity need resulting from events outside the typical life cycle of converting financial assets to cash or settling financial liabilities.

In the event of an unanticipated liquidity need, the Association also could draw upon \$XX,000 of an available line of credit (as further discussed in Note XX).

HOLLYWOOD MEDIA DISTRICT PROPERTY OWNERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

- (8) THE TABLE BELOW PRESENTS EXPENSES BY BOTH NATURE AND FUNCTION FOR THE YEAR ENDED DECEMBER 31, 2018**

	Program Activities			Management	Total
	Cleaning & Maintenance	Improvements & Marketing	Security		
Wages and benefits	\$ 30,032	\$ 25,233	\$ 39,844	\$ 134,080	\$ 229,189
Branding/social media	25,993	21,816	25,993	-	73,801.62
Office and occupancy	37,001	63,270	13,745	50,068	164,083.86
Legal	-	-	-	11,663	11,662.50
Contractors	312,766	-	462,584	-	775,349.84
Medians	38,368	-	-	-	38,368.16
City Recovery Fee	-	-	-	22,037	22,036.73
Depreciation	-	-	-	5,974	5,974.00
Total Expenses	\$ 444,160	\$ 110,318	\$ 542,166	\$ 223,822	\$ 1,320,466

The financial statements report certain categories of expenses that are attributable to more than one program or supporting function of the District. Therefore, these expenses require allocation on a reasonable and/or economic benefit received basis that is consistently applied. The expenses that are allocated include salaries and wages, branding and social media, office and occupancy, which are allocated as appropriate based on time and effort or based on direct benefit.

(9) COMMITMENTS

Effective July 1, 2017, the District entered into a service agreement with Andrews Global Security, Inc. to provide security services to the District through December 31, 2019. Payments are due within 30 days of each weekly invoice. This service agreement may be terminated by the District upon 30 days notice.

The District's current service agreement with the Los Angeles Beautification Team (LABT) to provide maintenance services is on a month-to-month basis. Payments are due within 30 days of each monthly invoice.

HOLLYWOOD MEDIA DISTRICT PROPERTY OWNERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

(10) LEGAL ASSERTIONS

Legal claims, generally incidental to the conduct of normal business, are pending or threatened against the District from time to time. While ultimate liability, if any, is presumably indeterminable, in the opinion of management, the ultimate resolutions will not have a materially adverse effect on the financial condition of the District.

(11) SUBSEQUENT EVENTS

The District has evaluated events subsequent to December 31, 2017, to assess the need for potential recognition or disclosure in the financial statements. Such events were evaluated through February 15, 2019, the date the financial statements were available to be issued. Based upon this evaluation, it was determined that no subsequent events occurred that require recognition or additional disclosure in the financial statements.

(12) RECENT ACCOUNTING PRONOUNCEMENTS AFFECTING NONPROFITS

In May 2014, the Financial Accounting Standards Board (FASB) issued **Accounting Standards Update (ASU) No. 2014-09, "Revenue from Contracts with Customers"**, which requires an entity to recognize the amount of revenue to which it expects to be entitled for the transfer of promised goods or services to customers. The ASU will replace most existing revenue recognition guidance when it becomes effective. The new standard is effective for fiscal years beginning after December 15, 2018. Early application is not permitted. The standard permits the retrospective or cumulative effect transition method.

In preparation for the new revenue recognition standard the FASB Not-for Profit Advisory Council (NAC) at its March 2016, September 2016 and December 2016 meetings extensively discussed how this will affect not-for-profits accounting for grants and contracts and recognized the present diversity in practice; the two main issues were: (1) distinguishing a contribution (nonreciprocal) transaction from an exchange transaction (contract with a customer), and (2) distinguishing between a condition and a restriction. The difference is important because contributions must follow Subtopic 958-605, Not-for-Profit Entities—Revenue Recognition, while exchanges must follow the revenue standard, which was codified as Topic 606, Revenue From Contracts With Customers.

In February 2016, the FASB issued **ASU 2016-02, Leases**, which requires lessees to recognize "right of use" assets and liabilities for all leases with terms of more than 12 months. The ASU requires additional quantitative and qualitative financial statement footnote disclosures about the leases, significant judgments made in accounting for those leases and amounts recognized in the financial statements about those leases. The guidance will be effective for fiscal years ending after December 15, 2019, with early adoption permitted.

FINANCIAL ACCOUNTING SERIES

ACCOUNTING STANDARDS UPDATE

No. 2016-14
August 2016

Not-for-Profit Entities (Topic 958)

Presentation of Financial Statements of Not-for-Profit Entities

An Amendment of the FASB Accounting Standards Codification®

Financial Accounting Standards Board



Finance Committee

LGBT Center, 1220 N. Highland Avenue, Hollywood CA 90038

Thursday, January 10, 2019 – 8:45 a.m.

MEETING AGENDA

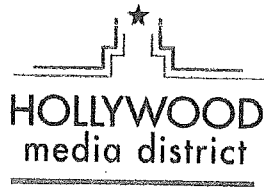
ANY ITEM ON THIS AGENDA IS SUBJECT TO ACTION, INCLUDING A MOTION AND VOTE

Chair: S. Costello

Members: D. Bass, L. Goldman

- A. Call to Order/Welcome/Introductions
- B. Public Comment for items not on the Agenda
- C. Approval of Meeting Minutes (Motion)
Thursday, December 13, 2018, Finance Committee meeting
- D. Financial Report
Balance Sheet, Profit & Loss, Cash Statement – December 2018
- E. 4th Quarter Report to the City of Los Angeles
- F. 2018 Financials – Fabio Vasco engagement contract
- G. Old Business
- H. New Business
- I. Adjournment
Next Finance Committee Meeting - Thursday, February 14, 2019 at 8:45a.m.
LGBT Center, 1220 N. Highland Avenue, Hollywood, CA 90038

Public Comment is an opportunity public comment to the Board pursuant to the Brown Act with the understanding that no action may be taken, nor discussion conducted on subjects not appearing on the agenda. As a covered entity under Title II of the Americans with Disabilities Act, the Hollywood Media District BID does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72-hours) prior to the meeting by contacting the HMD BID Office at 323.860.0088 or email ijm@mediadistrict.org.



Finance Committee

LGBT Center, 1220 N. Highland Avenue, Hollywood, CA 90038
Thursday, December 13, 2018

Unapproved – MEETING MINUTES

Attending: D. Bass, S. Costello, L. Goldman

Absent: none

Staff: A. Hernández, J. Omahen

Guests: none

- A. Call to Order/Welcome/Introductions.
Chair Costello called the meeting to order at 8:50 a.m.
- B. Public Comment for items not on the Agenda.
None.
- C. Approval of Meeting Minutes.
Thursday, November 8, 2018, Finance Committee Meeting Minutes
Motion by Bass, seconded by Costello, the Finance Committee voted to approve Thursday, November 8, 2018 meeting minutes. Goldman abstained due to absence.
- D. Financial Report.
 - i. Balance Sheet, Profit & Loss, Cash Statement – November 2018.
Costello reported US Bank balances as of November 30, 2018 are: Checking, \$9,221.83; Money Market, \$82,171.82. Costello referred to Balance Sheet and Profit & Loss Reports attached to Agenda packet.
 - ii. 2018 Financials, Fabio Vasco.
Goldman reported that at the next Committee meeting the 2018 Financial Statement will be discussed, and BID's CPA, Fabio Vasco will be preparing and presenting the 2018 Financial Statement for presentation to the Board at their February 22, 2019 Board meeting.
- E. Holiday Party budget.
Bass reported his discussion with Rao's Italian Restaurant and Rao's will provide similar services as 2017 dinner.
- F. Old Business – none.

G. New Business.

i. Bass reported he had authorized year-end bonuses of \$250 each for BID Security Capt. Cleveland Davis and LABT Supervisor Cesar Martinez. Bass also recommends giving year-end bonuses of \$750 to both BID staff Alfredo Hernandez and Jim Omahen. **Motion by Goldman, seconded by Costello, the Finance Committee unanimously voted to approve and recommend year-end bonuses of \$750 each for staff Alfredo Hernandez and Jim Omahen.**

ii. As in 2017, Goldman suggested that the BID Administration Office be closed for the holidays beginning 12noon Mon., Dec. 24th through the entire following week, and reopening Wed., Jan. 2nd, 2019. **Motion by Goldman, seconded by Bass, the Finance Committee voted to close the BID Administration Office beginning 12noon Mon., Dec. 24th through the entire following week, and reopening Wed., Jan. 2nd, 2019.**

iii. Goldman reported that she would not be able to attend next regularly scheduled Committee meeting for Thur., Jan. 10, 2019.

H. Adjournment – 9:40 a.m.

Next Finance Committee Meeting, TBD

LGBT Center, 1220 N. Highland Avenue, Hollywood, CA 90038.

New BID III

BALANCE SHEET

As of December 31, 2018

ASSETS	TOTAL
Current Assets	
Bank Accounts	
1001 Banc of CA Checking BID III	0.00
1002 Banc of CA MM BID III	0.00
1003 US Bank Checking	11,036.72
1004 US Bank Money Market	37,176.44
Total Bank Accounts	\$48,213.16
Accounts Receivable	
1200 Accounts Receivable	9,529.26
Total Accounts Receivable	\$9,529.26
Other Current Assets	
1041 OTHER RECEIVABLE	21,403.52
Total Other Current Assets	\$21,403.52
Total Current Assets	\$79,145.94
Fixed Assets	
1039 Accumulated Depreciation	-5,974.00
1510 Vehicle	29,869.00
Total Fixed Assets	\$23,895.00
Other Assets	\$0.00
TOTAL ASSETS	\$103,040.94
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 Accounts Payable	-21,511.88
Total Accounts Payable	\$ -21,511.88
Other Current Liabilities	\$0.00
Total Current Liabilities	\$ -21,511.88
Long-Term Liabilities	\$0.00
Total Liabilities	\$ -21,511.88
Equity	
3001 Opening Balance Equity	116,688.57
3002 *Retained Earnings	51,987.72
Net Income	-44,123.47
Total Equity	\$124,552.82
TOTAL LIABILITIES AND EQUITY	\$103,040.94

New BID III

PROFIT AND LOSS

January - December 2018

	TOTAL
Income	
4100 Property Tax Assessments	1,084,236.77
4400 Interest on Delinq. Assessments	427.01
4500 Interest on BID Accounts	263.63
Total Income	\$1,084,927.41
GROSS PROFIT	\$1,084,927.41
Expenses	
5000 Security	368,037.16
6000 Cleaning & Maintenance	325,522.44
7000 Marketing & Outreach	149,451.27
8000 General & Administration	286,040.01
Total Expenses	\$1,129,050.88
NET OPERATING INCOME	\$ -44,123.47
NET INCOME	\$ -44,123.47

New BID III

PROFIT AND LOSS

December 2018

	TOTAL
Income	
4500 Interest on BID Accounts	4.62
Total Income	\$4.62
GROSS PROFIT	\$4.62
Expenses	
5000 Security	13,579.42
7000 Marketing & Outreach	6,000.00
8000 General & Administration	21,922.79
Total Expenses	\$41,502.21
NET OPERATING INCOME	\$ -41,497.59
NET INCOME	\$ -41,497.59

New BID III
Budget vs. Actuals: HMD Ops Budget 2018 - FY18 P&L
 January - December 2018

	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Total	% of Budget	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	
Income															
4100 Property Tax Assessments	0.00	426,839.65	106,753.60	85,841.92		370,752.93			78,674.45		5,374.22		1,084,236.77	1,263,797.00	85.79%
4400 Interest on Delinq. Assessments			427.01										427.01	0.00	
4500 Interest on BID Accounts	15.07	16.43	33.93	29.11	23.92	34.81	38.51	29.56	19.94	12.12	5.61	4.62	263.63	0.00	
Total Income	15.07	426,856.08	107,214.54	95,871.03	23.92	370,787.74	38.51	29.56	78,694.39	12.12	5,379.83	4.62	1,084,927.41	1,263,797.00	85.85%
Gross Profit	15.07	426,856.08	107,214.54	95,871.03	23.92	370,787.74	38.51	29.56	78,694.39	12.12	5,379.83	4.62	1,084,927.41	1,263,797.00	85.85%
Expenses															
5000 Security	-28,819.75	2,954.64	7,919.33	735.95	158,771.30	82,189.43	27,206.01	46,081.34	47,839.31	8,899.74	680.44	13,579.42	388,037.16	704,000.00	52.28%
6000 Cleaning & Maintenance	0.00	48,114.00	34,615.00	25,457.00		43,378.19	27,162.28	50,065.81	67,981.70	28,500.46	250.00		325,522.44	330,000.00	98.64%
7000 Marketing & Outreach	-65,646.00	5,208.54	70,510.55	15,848.00		14,674.52	30,006.40	3,538.91	11,785.13	44,075.22	13,450.00	6,000.00	149,451.27	125,000.00	119.56%
8000 General & Administration	25,605.58	48,534.46	4,208.69	37,864.04	18,921.00	26,455.89	27,479.40	18,150.15	18,652.80	20,565.96	17,679.25	21,922.79	286,040.01	225,797.00	126.68%
Total Expenses	68,860.17	104,811.64	117,263.57	79,904.99	177,692.30	166,696.03	111,854.09	117,836.21	146,288.94	102,041.38	32,059.69	41,502.21	1,129,050.88	1,384,797.00	81.53%
Net Operating Income	68,875.24	322,044.44	10,039.03	15,966.04	177,668.38	204,091.71	111,815.68	117,806.65	67,564.65	102,029.26	26,679.86	41,497.59	44,123.47	121,000.00	36.47%
Net Income	68,875.24	322,044.44	10,039.03	15,966.04	177,668.38	204,091.71	111,815.68	117,806.65	67,564.65	102,029.26	26,679.86	41,497.59	44,123.47	121,000.00	36.47%