

**"MELROSE VILLAGE" BID FORMATION PROJECT**

Date	457.14 #Hrs.	Task	\$9,000.00	\$5,000.00	\$12,000.00	\$10,000.00	\$4,000.00	\$20,000.00	\$20,000.00	\$6,000.00	\$80,000.00
			51.43 Task 1 Feasibility Study	28.57 Task 2 Database	68.57 Task 3 MDP & Engr's Rept	57.14 Task 4 Petition Drive	22.86 Task 5 Ballot Drive	114.29 Task 6 Proof of Non-Profit Status	114.29 Task 7 Initial Implementation	Task 8 General Benefit Survey	
8/9/2011	8.00	Initial map review & revision; coordination w/ Keyser Marston. Download APN parcel map pages. Database setup. APN data analysis. Format HDL data.	6.00	2.00							
8/9/2011	2.50	Field inspection of "target area."	2.50								
8/10/2011	8.00	Database setup & analysis.	6.00	2.00							
8/11/2011	8.00	Finalize & submit db for Dennis Rader review	2.00	6.00							
8/14/2011	4.00	Refine DB w/ data refinements;		4.00							
8/15/2011	4.00	2nd floor area database refinements.		4.00							
8/22/2011	4.00	2nd Floor data refinements	4.00								
8/22/2011	4.00	Prepare Agenda & notice for Melrose Village Property Owners Assn Mtng.	4.00								
8/23/2011	4.00	Participate in Melrose Village Property Owners Assn Mtng.	4.00								
8/23/2011	5.50	Draft Feasibility Study	5.50								
8/25/2011	6.00	Draft Feasibility Study	6.00								
8/27/2011	5.50	Draft Feasibility Study	5.50								
8/28/2011	6.00	Final draft Feasibility Study; copies & binding; distribute to CC & MVPOA	6.00								
9/11/2011	2.00	Prepare letter to Paul Koretz recommending capital improvement project for Melrose area.		2.00							
9/26/2011	2.00	MVPOA Bd Mtng prep; packet prep, capital improvement ltr request prep.		2.00							
9/27/2011	4.00	Prep for & participation w/ MVPOA Bd Mtng. Prep for Nov 1 property owner mtng.		2.00	2.00						
9/28/2011	4.00	Database transfer of individual owner contact info.		2.00	2.00						
10/27/2011	3.50	Prepare for MVPOA Bd Mtng.		2.50	1.00						
10/28/2011	3.00	Prepare for & participate in MVPOA Bd Mtng. prep for 2nd open property owner mtng;			3.00						
10/28/2011	1.50	Mtng w/ Fairfax HS Principal, et al w/ Deny.			1.50						
11/3/2011	6.00	"Dirty Pictures" video presentation preparation.				6.00					
11/4/2011	4.00	Preparation for open property owners meeting on Nov 14.				4.00					
11/7/2011	5.00	Preparation for property owners mtng & handout materials.				5.00					
11/10/2011	4.50	Preparation for property owners mtng; booklet preparation; efforts to contact Fresh & Easy; contacts w/ Council Office re capital improvement program ltr; contact w/ Brandon Guppy re logo ideas; mtng presentation prep.			2.25	2.25					
11/14/2011	8.00	Preparation for & participation in property owners mtng;			4.00	4.00					
11/23/2011	4.00	Draft MDP			4.00						
11/24/2011	6.00	Draft MDP			6.00						
11/25/2011	4.00	Draft MDP			4.00						
11/27/2011	3.50	Draft MDP			3.50						
12/6/2011	2.00	Mtng w/ Cerrell & Associates re BID formation support.				2.00					
12/20/2012	6.00	Draft ER			6.00						
12/21/2012	6.00	Draft ER			6.00						

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12/22/2012	4.00	Finalize MDP / ER Package			4.00						
1/4/2012	2.00	Respond to Deny's boundary question.			2.00						
1/31/2012	2.50	Ming w/ Brandon @ Tough Guppy Productions re logo, field work re Fairfax, LaBrea, & Highland.				2.50					
2/10/2012	2.00	Ming w/ John Damell re BID formation & implementation.				2.00					
2/22/2012	3.25	Prepare for & participate in Jebejn ming w/ Denis & Don W				3.25					
2/23/2012	2.00	Meeting w/ City Clerk's Office to review MDP/ER comments.			2.00						
2/26/2012	5.00	MDP / ER legal description revisions.			5.00						
2/28/2012	4.00	Prepare for & participate in MVPOA Bd Ming re logo, branding, Petition Drive, MDP/ER.				4.00					
3/2/2012	2.00	Prepare for & participate in Fresh & Easy Ming.				2.00					
3/2/2012	1.00	Media District research of boundaries;			1.00						
3/3/2012	4.00	MDP / ER revision			4.00						
3/4/2012	2.00	MDP / ER revision			2.00						
3/5/2012	3.50	MDP / ER revision			3.50						
3/8/2012	4.00	Planning for Petition Drive				4.00					
4/10/2012	2.00	Mid City West Neighborhood Council re BID formation process & F&E				2.00					
4/13/2012	2.50	F&E conflict facilitation				2.50					
5/11/2012	4.00	Redraft 2 zone MDP / ER				4.00					
5/12/2012	4.00	Redraft 2 zone MDP / ER				4.00					
5/13/2012	4.00	Redraft 2 zone MDP / ER				4.00					
5/27/2012	2.00	Prepare for & participate in Petition Drive Kickoff Ming				2.00					
5/28/2012	4.00	Petition prep & email distribution				4.00					
5/29/2012	1.00	Petition prep & distribution; contacts				1.00					
5/31/2012	2.00	Petition prep & distribution; contacts				2.00					
6/1/2012	2.00	Telecon w/ F&E, Farasatte, Ashkanaze, DW, DW2, Julian,				2.00					
6/1/2012	1.00	PDF prep;				1.00					
6/4/2012	0.50	Final corrections for MDP & ER				0.50					
6/4/2012	1.00	Hope Lutheran Church & Farraset Petitions.				1.00					
6/8/2012	4.00	Petition Drive Ming w/ Formaton Committee; chase Petitions w/ Deny & Sylvia (Bugotta, Joey Harris, Farasatt, HOPE)				4.00					
6/10/2012	3.00	Submit Petitions & maintain contact records; coordination of Pet Drive				3.00					
6/12/2012	4.00	Melrose Elementary presentation; Farasatt ming; Ryan Schmiel telecon & coord;				4.00					
6/13/2012	2.50	Petition accounting; telecon w/ DW; DW; email w/ all x3;				2.50					
6/25/2012	2.00	Petition Drive Email & FUJ				2.00					
6/26/2012	3.00	Petition Drive Email & FUJ				3.00					
6/27/2012	1.50	Petition Drive Email & FUJ				1.50					

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7/11/2012	2.00	Petition Drive Email & FUJ				2.00					
7/21/2012	3.50	Petition Drive Email & FUJ				3.50					
7/27/2012	3.50	Petition Drive Email & FUJ				3.50					
7/29/2012	2.00	Petition Drive Email & FUJ				2.00					
7/30/2012	7.00	Petition Drive Email & FUJ				7.00					
8/3/2012	2.50	Prepare for & participate in Board Petition Drive mtng				2.50					
8/6/2012	2.00	Petition prep & fu				2.00					
8/23/2012	2.50	Prepare for & participate in Board Petition Drive mtng				2.50					
8/27/2012	4.00	Petition prep & fu				4.00					
9/5/2012	4.00	Petition prep & fu; 5 more petitions for Don W; update count; prepare list of 9 new research requests for Julian; prep & dist Affalo request to CDS;				4.00					
10/26/2012	3.00	Prepare for & participate in Bd petition drive mtng; mtng prep; packet prep re Saunders LaBrea Willoughby Coalition & Mott Smith / parking;				3.00					
10/29/2012	8.00	Petition fu; list to Don W; submit petitions to City; research & prepare petitions & contact info for Bd Members				8.00					
11/26/2012	6.50	Prepare add'l petitions for sign; research for telecon & other contact info; telecon w/ DW & Dweintraub; project planning for future;				6.50					
11/27/2012	2.50	Analyze & craft resolutions for non-profit issue; telecon w/ Paul M; email to legal; review draft docs					2.50				
11/30/2012	1.50	Prepare for & participate in Melrose Committee petition drive mtng.				1.50					
12/2/2012	4.00	Prepare additional petitions & final Ballot Drive docs					4.00				
12/11/2012	3.00	Prepare additional petitions for Don W.; telecon w/ DW; telecon w/ JD re non-profit plan & Affalo;					3.00				
1/12/2013	3.50	Non-profit negotiations & email to John Darnell & Melroes Bd re process & CC support.					3.50				
2/10/2013	2.50	Draft Vista Del Mar concept agreement; coordinate w/ all; prep for Bd Mtng; p/u VDM Petition & Agreement signed					2.50				
2/15/2013	3.00	Prepare for & participate in Melrose BID Formation Committee Board Meeting; Chorbanian mtng;					3.00				
2/18/2013	2.00	Misc /fu w/ DW & DW; Petition telecon & p/u w/ Richard J;					2.00				
4/1/2013	4.00	Survey design; draft questions; analysis of 2 zones for impact on statistics; organize staffing;								4.00	
4/2/2013	1.50	Prepare Survey Response Summary form;								1.50	
5/2/2013	1.50	Supervise intercept survey; kick-off instructions to survey team; telephone support;								1.50	
5/4/2013	2.00	Supervise intercept survey; telephone support; pay survey team;								2.00	
5/6/2013	3.00	Data evaluation & analysis; date formula input; analysis, & clarification; analyze possibility of data corruption;								3.00	
5/8/2013	4.00	Revise MDP for survey & new City Attorney std.								4.00	
5/9/2013	4.00	Revise MDP for survey & new City Attorney std.								4.00	
5/10/2013	4.00	Revise ER for survey & new City Attorney std.								4.00	

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5/11/2013	4.00	Revise ER for survey & new City Attorney std.								4.00	
5/12/2013	4.00	Revise ER for survey & new City Attorney std.								4.00	
5/13/2013	3.50	Finalize & submit all revised docs.								3.50	
6/12/2013	2.00	City Council Mtng for ROI					2.00				
6/16/2013	1.50	Ballot Drive Coordination Bd Mtng; call non-profits & Union to vote;					1.50				
6/17/2013	1.50	DB prep for Deny					1.50				
6/28/2013	3.00	Ballot Affidavit prep x5; prep for Farasatt mtng; Farasatt mtng; tele schools;					3.00				
6/29/2013	3.00	Hope Lutheran Church cash flow analysis lt prep; prep for Monday contacts;					3.00				
7/4/2013	1.50	Distribute Hope Lutheran lt; meselson affidavit; cohen aff flu; Jennifer Jones aff flu; file maintenance;					1.50				
7/7/2013	2.00	Pastor Mark tele; LAUSD flu; tele w/m Joyce K & Blucas;					2.00				
7/8/2013	0.75	LAUSD email					0.75				
7/15/2013	3.00	Ballot collection & submittal to City Hall; affidavit email prep;					3.00				
7/16/2013	2.50	Affidavit prep; telecon w/ Groundlings & Clarence Garin et al; email re LAUSD ballots;					2.50				
7/23/2013	7.00	Database development & refinement of Property Owner list;						7.00			
7/30/2013	5.00	City Council Mtng; Council Ofc mtng; develop amendment language w/ MP et al; field insp re non-Melrose fronting residential;					5.00				
8/2/2013	3.00	Prep for 1st implementation meeting. Participation in Board meeting. Mtng w/ Lindsay Kennedy re MAMA.						3.00			
8/3/2013	2.00	follow-up communication w/ Board. Also email to City Clerks Ofc re cash flows.						2.00			
8/6/2013	2.50	Prep for & participate in Japan Harajuku Street event mtng;							2.50		
8/6/2013	0.75	Email to Esther Eisenstein w/ al re trees, alley re-paving, noise complaints. Schedule mtng w/ JD, Deny, et al for discussion;						0.75			
8/12/2013	1.50	Mtng w/ Deny W, Sylvia, John Damell re Japan Harajuku; trees removal; other implementation issues;							1.50		
8/13/2013	2.50	Mtng w/ Brandon Lawrence re logo, website, social media proposal; telecon w/ Deny; telecon w/ Brian Swords re need for concrete details;							2.50		
8/16/2013	1.50	Prep for & participate in mtng w/ Brian Swords; email w/ Deny; email w/ others;							1.50		
9/10/2013	2.50	Harajuku planning & email to B Ovrom, Sean Arrian; telecon w/ Brian Swords; tele w/ Craig Donahue;							2.50		
9/24/2013	2.00	Prepare for & participate w/ mtng w/ Luis Jimenez re incorp, FEIN, tax exempt filing.						2.00			
9/24/2013	1.50	Prepare for & participate in mtng w/ Principal @ Fairfax HS & Trading Post principals & D&S re future plans.							1.50		
9/24/2013	0.50	Harajuku internet research & email dist to board re; email City to prepare contract for BID administration;							0.50		
9/25/2013	1.25	Respond to Eisenstein petition for alley repairs; tele / email Damell re CD5 gifts for Japan; email convention cntr for Japan gifts; tele Deny re formation of non-profit x2;						1.25			

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9/25/2013	1.00	Telecon w/ Brian Swords re Japan trip x4, tele / net re travel reservations for Japan;	Feasibility Study	Database	MDP & Engr's Rept	Petition Drive	Ballot Drive	Proof of Non-Profit Status	Initial Implementation	General Benefit Survey	
9/31/13	4.00	Harajuku trip prep; gifts; plans; telecon w/ BS; tickets;							1.00		
10/1/2013	0.75	Telecon re tax exempt filing.						0.75	4.00		
10/1/2013	2.50	prep & participate in vide									
	410.25	372.25	51.50	28.50	68.75	143.00	46.25	16.75	17.50	35.50	372.25
										@ \$125/hr = \$4,437.50 + \$182.00 surveyor + \$192.00 surveyor + \$360.00 surveyor + \$360.00 surveyor + \$250.00 Survey Cert + \$9.56 water + \$80.25 lunch 5/2 + \$74.41 lunch 5/4 + \$62.10 survey form print \$6,017.82 Say \$6,000.00 Paid by Committee	
PAYMENT	Invoice #1 September 11, 2011 Rec'd September 30, 2011		51.50								
PAYMENT	Invoice #2 February 4, 2012 Rec'd			28.50	34.00						
PAYMENT	Invoice #3 June 4, 2012 Rec'd				34.57						
PAYMENT	Invoice #4 February 10, 2013 Rec'd					37.14					
PAYMENT	Invoice #5 September 5, 2013					20.00	22.86				
PAYMENT	Invoice #6 February 2, 2016 - Invoice for City retention of \$6,021.66										