

The performance measure report is attached to this report as Exhibit B.

OPERATIONS AND ACCOMPLISHMENTS

A summary of key activities and accomplishments in 2013 are listed below:

1. Total revenue from garage operations for 2013 was \$506,329, representing a slight increase in revenue of approximately 2.8% from the previous year. The primary reason for this increase is attributable to the winding down of renovations at the Civic Center Garage.

2. Adopted or re-adopted all policies and procedures including:

- Business and Travel Expense
- Code of Ethics
- Credit Card
- Freedom of Information
- Internal Controls and Financial Accountability
- Investment
- Non Collusion
- Public Comment Period
- Purchasing
- Responsibility of Members and Officers
- Tracking Inventory and Disposal of Assets
- Whistleblower

3. The Contractor selected by Civic Center in 2011 to perform renovations to the Civic Center Garage completed the following in 2013:

Lower level:

- Completed Overhead Concrete Repairs - underside of upper level concrete deck
- Completed Slab Repairs – lower level floor slab and at new drainage system installations
- Completed Drainage Repairs – De-scaled all underground piping & downspouts, replaced all damaged/cracked piping, removed & replaced all damaged/non-functioning drains and cleanout, added additional new cleanouts to insure full drainage line access for future cleaning, cleared & cleaned entire garage drainage system & discharge structures to sumps, and videoed lines.

Upper level:

- Completed Drain Replacement – Removed non-functioning drains, installed

new, and pour replacement concrete floor.

- Completed Drain line Replacement– Removed all of the deteriorated/constricted drain lines and down spouts connecting the upper level drains to the underground drainage system and install new PVC drain lines & downspouts
- Revenue Control Equipment – Completed Temporary removal, relocation, and reinstallation of revenue control equip and attendants booths to accommodate concrete deck repairs at garage entrances.
- Completed protection of Waterproof Membrane System (PWMS) – Removed existing failed Waterproof Membrane & Asphaltic protection traffic surface. Installed new Waterproofing & Protection Surface.
- Completed Partial & Full Depth Concrete Repairs – Repaired deteriorated concrete underneath PWMS
- Completed Moisture Protection – Removed & replaced failed joints and repaired cracks.

All work on the garage was substantially completed in 2013. Some punchlist work remained for 2014.

4. Updated the Corporation's website and filed reports with the State Budget office.

FINANCIAL REPORTS

The audited financials and Independent Auditors' Report are attached to this report.

SCHEDULE OF BONDS AND NOTES

Civic Center had no Bonds or Notes payable as of December 31, 2013.

FINANCIAL PLAN

A multi-year operating budget is submitted to the Board each year for adoption. The most recent adopted budget is presented in Exhibit C.

LISTING OF REAL ASSETS AND REAL ASSETS DISPOSED OF OR INTENDED TO BE DISPOSED OF