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January 26, 2017
Honorable Members of the City Council
City Hall, Room 395
200 North Spring Street
Los Angeles, California 90012

Council Districts 5

REGARDING:

THE CENTURY CITY (PROPERTY BASED) BUSINESS IMPROVEMENT DISTRICT'S 2017 FISCAL YEAR ANNUAL PLANNING REPORT

Honorable Members:

The Office of the City Clerk has received the Annual Planning Report for the Century City Business Improvement District's ("District") 2017 fiscal year (CF 12-0782). The owners' association of the District has caused to be prepared the Annual Planning Report for City Council's consideration. In accordance with the Property and Business Improvement District Law of 1994, California Streets and Highways Code Section 36650, an Annual Planning Report for the District must be submitted for approval by the City Council. The Century City Business Improvement District's Annual Planning Report for the 2017 fiscal year is presented with this transmittal for City Council's consideration as "Attachment 1."

BACKGROUND

The Century City Business Improvement District was established on August 9, 2012 by and through the City Council's adoption of Ordinance No. 182225 which confirmed the assessments to be levied upon properties within the District, as described in the District's Management District Plan. The Council established the District pursuant to State Law.

ANNUAL PLANNING REPORT REQUIREMENTS

The State Law requires that the District's owners' association shall cause to be prepared, for City Council's consideration, an Annual Planning Report for each fiscal year for which assessments are to be levied and collected to pay for the costs of the planned District improvements and activities. The Annual Planning Report shall be filed with the City Clerk and shall refer to the district by name, specify the fiscal year to which the report applies, and, with respect to that fiscal year, shall contain all of the following: any proposed changes in the boundaries of the district or in any benefit zones within the district; the improvements and activities to be provided for that fiscal year; an estimate of the cost of providing the

improvements and activities for that fiscal year; the method and basis of levying the assessment in sufficient detail to allow each real property owner to estimate the amount of the assessment to be levied against his or her property for that fiscal year; the amount of any surplus or deficit revenues to be carried over from a previous fiscal year; and the amount of any contributions to be made from sources other than assessments levied.

The attached Annual Planning Report, which was approved by the District's Board at their meeting on November 17, 2016, complies with the requirements of the State Law and reports that programs will continue, as outlined in the Management District Plan adopted by the District property owners. The City Council may approve the Annual Planning Report as filed by the District's owners' association or may modify any particulars contained in the Annual Planning Report, in accordance with State Law, and approve it as modified.

FISCAL IMPACT

There is no impact to the General Fund associated with this action.

RECOMMENDATIONS

That the City Council:

1. FIND that the attached Annual Planning Report for the Century City Business Improvement District's 2017 fiscal year complies with the requirements of the State Law
2. FIND the the increase in the 2017 budget concurs with the intentions of the Century City Business Improvement District's Management District Plan and does not adversely impact the benefits received by assessed property owners.
3. ADOPT the attached Annual Planning Report for the Century City Business Improvement District's 2017 fiscal year, pursuant to the State Law.

Sincerely,



Shannon D. Hoppes
Executive Officer

Attachment:

Century City Business Improvement District's 2017 Fiscal Year Annual Planning Report

January 26, 2017

Holly L. Wolcott, City Clerk
Office of the City Clerk
200 North Spring Street, Room 224
Los Angeles, CA. 90012

Subject: Century City PBID 2017 Annual Planning Report

Dear Ms. Wolcott:

As required by the Property and Business Improvement District Law of 1994, California Streets and Highways Code Section 36650, the Board of Directors of the Century City Business Improvement District has caused this Century City Business Improvement District Annual Planning Report to be prepared at its meeting on November 17, 2016.

This report covers proposed activities of the Century City BID from January 1, 2017 through December 31, 2017.

Sincerely,

Sara M. Bilger

Sara Bilger
Executive Director
Century City BID Association

Century City
Business Improvement District

2017 Annual Planning Report

District Name

This report is for the Century City Business Improvement District (District). The District is operated by the Century City BID Association (CCBID), a California non-profit corporation.

Fiscal Year of Report

The report applies to the 2017 Fiscal Year. The District Board of Directors approved the 2017 Annual Planning Report at the November 17, 2016 Board of Director's meeting.

Boundaries

There are no changes to the District boundaries for 2017.

Benefit Zones

There are no changes to the District's benefit zone(s) for 2017.

2017 IMPROVEMENTS, ACTIVITIES AND SERVICES

Clean, Safe and Beautiful: \$1,399,788.47 (78.50%)

The District's Clean, Safe and Beautiful program includes the following activities: General Cleaning, Public Safety, Landscape and Fountain Maintenance and Beautification. These activities are designed to improve commerce by making each individual assessed parcel safer, cleaner and more attractive.

Management and Reserves: \$383,324.00 (21.50%)

Costs associated with administrative services include compensation for a part-time Executive Director, and a part-time administrative assistant, as needed, to do the day-to-day operations of the CCBID. The budget for this also includes funds for office expenses such as; utilities, stationary, postage, copies, faxes, vehicle mileage reimbursement, annual CPA review of financial statement, general liability and other insurances, and other incidental items. Additionally, it is anticipated that the District will maintain a reserve fund at approximately 10%-15% of the budget to pay for unforeseen expenses and slow paying property owners. All benefit zones receive special benefit from administrative services in that all parcels benefit from an efficient and well-managed CCBID.

Total Estimate of Cost for 2017

A breakdown of the total estimated 2017 budget is attached to this report as **Appendix A.**

Method and Basis of Levying the Assessment

The Method for levying the 2017 assessment remains the same as listed in the Management District Plan. Annual assessments are based upon an allocation of program costs and a calculation of assessable square footage for three (3) Benefit Zones. Assessments are determined by building square footage or lot square footage. The assessment rates for 2017 are as follows:

Premium Zone

Building: \$0.1245 per square foot

Separated Parking / Independently Owned: \$ 0.0623 per square foot

Separated Parking / Same Owner as Bldg : \$ 0.0125 per square foot

Standard Zone

Building: \$.0382 per square foot

Separated Parking / Independently Owned: \$0.0191 per square foot

Separated Parking / Same Owner as Bldg : \$ 0.0038 per square foot

Fox Zone

Building: \$.0124 per square foot

(There is a 5% CPI increase for 2017)

Surplus Revenues: \$690,011.00

At the end of 2016, the District will have an estimated \$690,011.00 of surplus revenue that will be rolled over into the Clean, Safe and Beautiful category in the 2017 budget. The District Board of Directors authorized the rollover at the November 17, 2016 Board of Director's meeting.

The CCBID will be spending this surplus in 2017 on several projects:

Waterproofing the Ave of Stars fountain and the landscaping around it (water is leaking into a garage below the fountain and landscape). Costs being assembled.

Two (2) Fountain pumps have failed and need replacing. Cost being assembled.

Landscape architectural plans and plant material for Ave of the Stars medians to use drought tolerant material.

Re-powdercoat the streetscape furniture. Costs being assembled.

Anticipated Deficit Revenues

There are no deficit revenues that will be carried over to 2017.

Contribution from Sources other than assessments: \$1,200.00

Interest on Assessments

APPENDIX A- TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE Century City BID- FY 2017

	Premium Zone	Standard Zone	Fox Zone	Total	
2017 Assessments	\$731,574.00	\$338,489.47	\$21,838.00	\$1,091,901.47	
Estimated Carryover from 2016	\$526,948.00	\$152,460.00	\$10,603.00	\$690,011.00	
Other Income	\$816.00	\$360.00	\$24.00	\$1,200.00	
Total Estimated Revenues	\$1,259,338.00	\$491,309.47	\$32,465.00	\$1,783,112.47	
2017 Estimated Expenditures					Pct.
Clean, Safe and Beautiful	\$1,006,751.00	\$367,925.47	\$25,112.00	\$1,399,788.47	78.50%
Management and Reserves	\$252,587.00	\$123,384.00	\$7,353.00	\$383,324.00	21.50%
Total Estimated Expenditures	\$1,259,338.00	\$491,309.47	\$32,465.00	\$1,783,112.47	100%

** Non-regular budget item, not calculated as part of budget percentage.