

HOLLY L. WOLCOTT  
CITY CLERK

-----  
SHANNON D. HOPPES  
EXECUTIVE OFFICER

# City of Los Angeles

CALIFORNIA



ERIC GARCETTI  
MAYOR

OFFICE OF THE  
CITY CLERK

Neighborhood and  
Business  
Improvement District  
Division  
200 N. Spring Street,  
Room 395  
Los Angeles, CA. 90012  
(213) 978-1099  
FAX: (213) 978-1130

-----  
MIRANDA PASTER  
DIVISION MANAGER

[clerk.lacity.org](http://clerk.lacity.org)

December 14, 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 2018 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") 2018 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 2018 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 15, 2017, 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 2018 fiscal year complies with the requirements of the State Law
2. FIND that the increase in the 2018 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 2018 fiscal year, pursuant to the State Law.

Sincerely,



Shannon D. Hoppes  
Executive Officer

Attachment:

Century City Business Improvement District's 2018 Fiscal Year Annual Planning Report

December 13, 2017

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

Subject: Century City PBID 2018 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 15, 2017.

This report covers proposed activities of the Century City BID from January 1, 2018 through December 31, 2018.

Sincerely,

*Sara Bilger*

Sara Bilger  
Executive Director  
Century City BID Association

Century City  
Business Improvement District

2018 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 2018 Fiscal Year. The District Board of Directors approved the 2018 Annual Planning Report at the November 15, 2017 Board of Director's meeting.

### **Boundaries**

There are no changes to the District boundaries for 2018.

### **Benefit Zones**

There are no changes to the District's benefit zone(s) for 2018.

### **2018 IMPROVEMENTS, ACTIVITIES AND SERVICES**

#### **Clean, Safe and Beautiful: \$1,758,932.86 (81.27%)**

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.

+++++++

The Clean, Safe and Beautiful (CSB) program includes the maintenance and care of the 2 beautiful fountains in Century City. The oval fountain that is located in front of 2000 Ave of the Stars is leaking into the garage below it. The water proofing has broken down on the fountain and the integrity of the rebar is becoming compromised. We are looking at a "high" dollar repair and in the process of getting costs. The funds would come from the CSB program and why such a large amount of roll over going to fund this large project.

#### **Management and Reserves: \$405,404.00 (18.73%)**

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 2018**

A breakdown of the total estimated 2018 budget is attached to this report as **Appendix A**.

### **Method and Basis of Levying the Assessment**

The Method for levying the 2018 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 2018 are as follows:

#### Premium Zone

Building: \$0.1308 per square foot

Separated Parking / Independently Owned: \$ 0.0654 per square foot

Separated Parking / Same Owner as Bldg : \$ 0.0131 per square foot

#### Standard Zone

Building: \$.0401 per square foot

Separated Parking / Independently Owned: \$0.0200 per square foot

Separated Parking / Same Owner as Bldg : \$ 0.0040 per square foot

#### Fox Zone

Building: \$ 0.0130 per square foot

**(There is a 5.0% CPI increase for 2018)**

### **Surplus Revenues: \$996,501.00**

Funds to be used for fountain Leak issue repair and future City Gateway signage that's being developed for 2018

### **Anticipated Deficit Revenues**

There are no deficit revenues that will be carried over to 2018.

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

Assessment Interest that the City funds to the bid.

**APPENDIX A- TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE Century City BID- FY 2018**

	Premium Zone	Standard Zone	Fox Zone	Total	
<b>2018 Assessments</b>	\$745,349.00	\$402,143.86	\$19,143.00	<b>\$1,166,635.86</b>	
<b>Estimated Carryover from 2017</b>	\$711,870.00	\$268,579.00	\$16,052.00	<b>\$996,501.00</b>	
<b>Other Income</b>	\$816.00	\$360.00	\$24.00	<b>\$1,200.00</b>	
<b>Total Estimated Revenues</b>	<b>\$1,458,035.00</b>	<b>\$671,082.86</b>	<b>\$35,219.00</b>	<b>\$2,164,336.86</b>	
<b>2018 Estimated Expenditures</b>					<b>Pct.</b>
<b>Clean, Safe and Beautiful</b>	\$1,190,653.00	\$540,853.86	\$27,426.00	<b>\$1,758,932.86</b>	<b>81.27%</b>
<b>Management and Reserves</b>	\$267,382.00	\$130,229.00	\$7,793.00	<b>\$405,404.00</b>	<b>18.73%</b>
<b>Total Estimated Expenditures</b>	<b>\$1,458,035.00</b>	<b>\$671,082.86</b>	<b>\$35,219.00</b>	<b>\$2,164,336.86</b>	<b>100%</b>

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