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December 21, 2015

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

Council District 5

REGARDING: THE CENTURY CITY (PROPERTY-BASED) BUSINESS
IMPROVEMENT DISTRICT'S 2016 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") 2016 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 Section 36600 et seq. of the California Streets and Highways Code ("State Law"), 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 2016 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 7, 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 City 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 the 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 District's total budget has increased due to a large rollover of unspent funds from 2015. The increased funding has not changed the description of the budget categories approved in the Management District Plan and the City Clerk does not recognize any adverse impacts to the special benefits received by property owners due to this action.

The attached Annual Planning Report, which was approved by the District's Board at their meeting on October 22, 2015, 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.

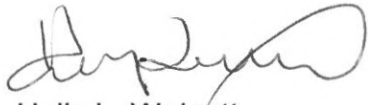
RECOMMENDATIONS

That the City Council:

1. FIND that the attached Annual Planning Report for the Century City Business Improvement District's 2016 fiscal year complies with the requirements of the State Law.
2. FIND that the increase in the 2016 budget concurs with the intentions of the Century City BID'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 2016 fiscal year, pursuant to the State Law.

Honorable Members of the City Council
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Sincerely,

A handwritten signature in black ink, appearing to read "Holly L. Wolcott". The signature is fluid and cursive, with a large loop at the end.

Holly L. Wolcott
City Clerk

HLW:GRA:MCP:RMH:ev

Attachment: Century City Business Improvement District's 2016 Fiscal Year Annual
Planning Report



2029 Century Park East, Concourse Level
Los Angeles, CA 90067
310-746-1272 phone

October 22, 2015

Ms. Holly Walcott
City Clerk
Office of the City Clerk
200 North Spring Street Room 360
Los Angeles, CA 90012

RE: Century City PBID 2016 Annual Planning Report

Dear Ms. Walcott,

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 of October 22, 2015.

This report covers proposed activities of the Century City BID from January 1, 2016 through December 31, 2016.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sara Bilger".

Sara Bilger
Executive Director
Century City Business Improvement District

cc: Renee' Watkinson, President
Racquel Page, Vice President
Sarah Shaw, Treasurer
Cameron Benson, Secretary
Eugene Van Cise, BID Analyst

Century City

Business Improvement District

2016 Annual Planning Report

District Name

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

Fiscal Year of Report

This report applies to the 2016 Fiscal year. The District Board of Directors approved the 2016 Annual Planning Report at the October 22, 2015 Board of Director's meeting.

Boundaries

There are no changes to the District boundaries for 2016.

Benefit Zones

The District has three benefit zones: the Premium Zone, the Standard Zone and the Fox Zone that benefit differently from the proposed services and activities. For 2016, there will be no changes to the District's benefit zones.

2016 IMPROVEMENTS, ACTIVITIES AND SERVICES

Clean, Safe and Beautiful: \$1,329,792 or 82.4% of the budget

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 program costs are reflected by zone in the attached Appendix A.

Management and Reserves: \$284,406 or 17.6% of the budget

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. The Management and Reserve costs are reflected by zone in the attached Appendix A.

Total estimate of Cost for 2016: A breakdown of the total estimated 2016 budget is attached to this report as **Appendix A**.

Method and Basis of Levying the Assessment

The Method and Basis for levying the 2016 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 2016 are as follows:

Premium Zone

Building: \$ 0.1186 per square foot

Separated Parking / Independently Owned: \$ 0.0593 per square foot

Separated Parking / Same Owner as Bldg : \$ 0.0119 per square foot

Standard Zone

Building: \$.0363 per square foot

Separated Parking / Independently Owned: \$ 0.0182 per square foot

Separated Parking / Same Owner as Bldg : \$ 0.0036 per square foot

Fox Zone

Building: \$.0118 per square foot

(There is a 5% CPI increase for 2016)

Surplus Revenues

At the end of 2016, the District will have an estimated \$573,092 of surplus revenue that will be rolled over into the Clean, Safe and Beautiful category in the 2016 budget. The District Board of Directors authorized the rollover at the October 22, 2015 Board of Director's meeting.

The CCBID will be spending this surplus in 2016 on several projects:

1. 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.
2. Two (2) Fountain pumps have failed and need replacing. Cost being assembled.
3. Landscape architectural plans and plant material for Ave of the Stars medians to use drought tolerant material.
4. Re-powdercoat the streetscape furniture. Costs being assembled.

Interest

There is an estimated \$1200 of interest revenue in the 2016 budget.

Anticipated Deficit Revenues

There are no deficit revenues that will be carried over to 2016.

Contributions from Sources other than assessments: \$00

There are no other sources of income for the Century City BID Association.

APPENDIX A - TOTAL ESTIMATE COST FOR THE CENTURY CITY BID FY 2016 BY ZONE

REVENUE

	Premium Zone	Standard Zone	Fox Zone	TOTALS
Revenue				
(2016 Assessments include a 5% increase from 2015)				
2016 Assessments for Clean, Safe & Beautiful	751,446	514,175	224,736	12,535
2016 Assessments for Management / Reserve	288,460	197,764	85,867	4,829
subtotal	1,039,906	711,939	310,603	17,364
2015 Estimated Surplus	573,092	356,640	215,191	1,261
2016 Estimated Interest	1,200	816	360	24
Total Estimated 2016 Budget	1,614,198	1,069,395	526,154	18,649
				1,614,198

ESTIMATED EXPENDITURES CATEGORIES

	Premium Zone	Standard Zone	Fox Zone	
Clean Safe and Beautiful				
Landscape and Fountain Maint. for Ave of the Stars				
Landscape and Fountain Maint. for Ave of the Stars	96%	0%	4%	
Electricity	151,626	145,561	6,065	
Water (LADWP charges)	47,200	45,312	1,888	
Fountain Maintenance (cleaning, we)	16,700	16,032	668	
Landscape Maintenance	87,000	83,520	3,480	
Irrigation Repairs	1,000	960	40	
Fountain Repairs	1,000	960	40	
Sub-Total	304,526	292,345	12,181	304,526
General Maintenance Service				
General Maintenance Service	40%	60%	0%	
Sweeping Contract	12,000	4,800	7,200	
Day porter Contract	34,000	13,600	20,400	
Sub-Total	46,000	18,400	27,600	46,000
Landscape Manit. for SMB, CPW and CFM				
Landscape Manit. for SMB, CPW and CFM	40%	60%	0%	
Santa Monica Boulevard (SMB)	42,000	16,800	25,200	
Century Park West (CPW)	17,000	6,800	10,200	
Cloverfield Medians (CFM)	8,400	3,360	5,040	
Water for SMB, CPW and CFM	1,000	400	600	
Sub-Total	68,400	27,360	41,040	68,400
Clean Safe and Beautiful				
Clean Safe and Beautiful				
Discretionary Funds	826,366	511,179	314,096	1,091
				826,366
Public Safety				
Public Safety	40%	60%	0%	
Bike Ambassador	84,500	33,800	50,700	
Sub-Total	84,500			84,500
Total Clean Safe and Beautiful	1,329,792			
Management and Reserve				
Management and Reserve	67%	31%	2%	
Executive Director	75,000	50,250	23,250	1,500
Operations Manager	18,000	12,060	5,580	360
Office Expenses	29,846	19,996	9,252	598
Recovery Fee-City of LA - 2%	20,837	13,960	6,459	418
Insurance (40% Prem & 60% Std)	15,700	6,280	9,420	0
Sub-total	159,383	102,546	53,961	2,876
Reserve: 12% of Budget	125,023	83,765	38,757	2,501
Total of Management and Reserve	284,406	186,311	92,718	5,377
				284,406
FINAL TOTAL	1,614,198	1,069,395	526,154	18,649
				1,614,198