

HOLLY L. WOLCOTT  
CITY CLERK

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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

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MIRANDA PASTER  
DIVISION MANAGER

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

February 23, 2018

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

Council Districts 11

REGARDING:

**THE BRENTWOOD VILLAGE (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 Brentwood Village Business Improvement District's ("District") 2018 fiscal year (CF 12-0855). 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 Brentwood Village 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 Brentwood Village Business Improvement District was established on August 14, 2012 by and through the City Council's adoption of Ordinance No. 182231 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 an 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 May 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

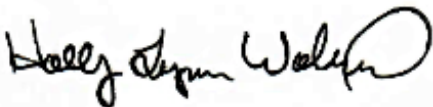
There is no impact to the General Fund associated with this action.

### RECOMMENDATIONS

That the City Council:

1. FIND that the attached Annual Planning Report for the Brentwood Village 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 Brentwood Village 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 Brentwood Village Business Improvement District's 2018 fiscal year, pursuant to the State Law.

Sincerely,



Holly L. Wolcott  
City Clerk

Attachment:

Brentwood Village Business Improvement District's 2018 Fiscal Year Annual Planning Report

February 23, 2018

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

Subject: Brentwood Village 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 Brentwood Village Business Improvement District has caused this Brentwood Village Business Improvement District Annual Planning Report to be prepared at its meeting on May 15, 2017.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'T B', with a long horizontal stroke extending to the left and a curved line extending to the right.

Tim Byk

Brentwood Village Business Association

**Brentwood Village  
Business Improvement District**

**2018 Annual Planning Report**

### **District Name**

This report is for the Brentwood Village Business Improvement District (District). The District is operated by the Brentwood Village Business Association, 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 May 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**

#### **Streetscape Program: \$58,401.01 (72.00%)**

The Streetscape Program for assessed parcels within the district consists of regular disposal of trash in streetscape bins, pickup of excessive litter and debris in the streetscape area; pressure washing of trash bins and the streetscape area and landscape upkeep on an "as needed" basis including: planting and Holiday planting, tree trimming, fountain cleaning replacement/repair and sidewalk cleaning.

#### **Beautification Program: \$8,922.37 (11.00%)**

The Beautification Program' activity/service consists of Holiday Lighting for parcels within the district.

#### **Administration/Operations: \$13,789.14 (17.00%)**

The Administration/Operations' activity/service includes Brentwood Village BID Insurance, City/County collection costs, contingency, accounting services and bookkeeping services for the district.

### **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 and Basis 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 two (2) Benefit Zones. Assessment is determined by 100% ground floor building square footage or footprint depending on which of two benefit zones a property is located in. The management plan allows for a maximum annual CPI increase of 5%. The Board voted a 5% CPI increase for 2018.

2018 assessment rates:

per square foot:

Zone 1: \$0.9118

Zone 2 (75%): \$0.6838

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

### **Surplus Revenues: \$0.00**

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

### **Anticipated Deficit Revenues**

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

### **Contribution from Sources other than assessments: \$0.00**

**APPENDIX A- TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE Brentwood Village BID- FY 2018**

	<b>Zone 1</b>	<b>Zone 2</b>	<b>Total</b>	
<b>2018 Assessments</b>	\$63,300.21	\$17,812.31	<b>\$81,112.52</b>	
<b>Estimated Carryover from 2017</b>	\$0.00	\$0.00	<b>\$0.00</b>	
<b>Other Income</b>	\$0.00	\$0.00	<b>\$0.00</b>	
<b>Total Estimated Revenues</b>	<b>\$63,300.21</b>	<b>\$17,812.31</b>	<b>\$81,112.52</b>	
<b>2018 Estimated Expenditures</b>				<b>Pct.</b>
<b>Streetscape Program</b>	\$45,576.15	\$12,824.86	<b>\$58,401.01</b>	<b>72.00%</b>
<b>Beautification Program</b>	\$6,963.02	\$1,959.35	<b>\$8,922.37</b>	<b>11.00%</b>
<b>Administration/Operations</b>	\$10,761.04	\$3,028.10	<b>\$13,789.14</b>	<b>17.00%</b>
<b>Total Estimated Expenditures</b>	<b>\$63,300.21</b>	<b>\$17,812.31</b>	<b>\$81,112.52</b>	<b>100%</b>

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