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October 26, 2016
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 2017 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") 2017 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 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 Brentwood Village 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 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 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 October 26, 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

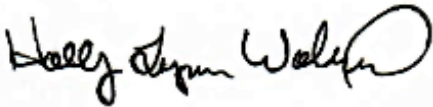
There is no impact to the General Fund associated with this action.

RECOMMENDATIONS

That the City Council:

1. FIND that the attached Annual Planning Report for the Brentwood Village 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 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 2017 fiscal year, pursuant to the State Law.

Sincerely,



Holly L. Wolcott
City Clerk

Attachment:

Brentwood Village Business Improvement District's 2017 Fiscal Year Annual Planning Report

October 26, 2016

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

Subject: Brentwood Village 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 Brentwood Village Business Improvement District has caused this Brentwood Village Business Improvement District Annual Planning Report to be prepared at its meeting on October 26, 2016.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Tim Byk', written over a horizontal line.

Tim Byk

Brentwood Village Business Association

**Brentwood Village
Business Improvement District**

2017 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 2017 Fiscal Year. The District Board of Directors approved the 2017 Annual Planning Report at the October 26, 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

Streetscape Program: \$55,620.02 (72.00%)

2017 'Streetscape Program' activity/service

Line items included in the program:

Landscaping & General Clean-up

Planting including Holiday Planting

Tree Trimming

Fountain Cleaning

Replacement/Repair

Sidewalk Cleaning

Trash Pick-Up

Trash Can Cleaning

Beautification Program: \$8,497.50 (11.00%)

2017 'Beautification Program' activity/service

Line items included in the program:

Holiday Lighting

Administration/Operations: \$13,132.50 (17.00%)

2017 “Administration/Operations’ activity/service

Line items included in the program:

Brentwood Village BID Insurance

City/County Collection Costs

Contingency

Accounting Services

Bookkeeping Services

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 and Basis 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 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 3% CPI increase for 2017.

2017 assessment rates:

per square foot:

Zone 1: \$0.8684

Zone 2 (75%): \$0.6513

(There is a 3% CPI increase for 2017)

Surplus Revenues: \$0.00

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

Anticipated Deficit Revenues

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

Contribution from Sources other than assessments: \$0.00

APPENDIX A- TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE Brentwood Village BID- FY 2017

	Zone 1	Zone 2	Total	
2017 Assessments	\$60,255.01	\$16,995.01	\$77,250.02	
Estimated Carryover from 2016	\$0.00	\$0.00	\$0.00	
Other Income	\$0.00	\$0.00	\$0.00	
Total Estimated Revenues	\$60,255.01	\$16,995.01	\$77,250.02	
2017 Estimated Expenditures				Pct.
Streetscape Program	\$43,383.61	\$12,236.41	\$55,620.02	72.00%
Beautification Program	\$6,628.05	\$1,869.45	\$8,497.50	11.00%
Administration/Operations	\$10,243.35	\$2,889.15	\$13,132.50	17.00%
Total Estimated Expenditures	\$60,255.01	\$16,995.01	\$77,250.02	100%