

# CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI  
MAYOR

OFFICE OF  
CITY CLERK  
NEIGHBORHOOD AND BUSINESS  
IMPROVEMENT DISTRICT DIVISION

ROOM 224, 200 N. SPRING STREET  
LOS ANGELES, CALIFORNIA 90012  
(213) 978-1099  
FAX: (213) 978-1130  
TDD/TTY (213) 978-1132

MIRANDA C. PASTER  
ACTING DIVISION HEAD

June 23, 2014

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

Council District 11

REGARDING: THE BRENTWOOD VILLAGE (PROPERTY-BASED) BUSINESS  
IMPROVEMENT DISTRICT'S 2014 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") 2014 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 2014 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 City Council established the District pursuant to State Law.

## ANNUAL 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 Board has made no significant changes to the 2014 budget from the 2013 budget categories. The descriptions of the budget categories have not changed from the approved Management District Plan.

The attached Annual Planning Report, which was approved by the District's Board at their October 7, 2013 meeting, 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 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

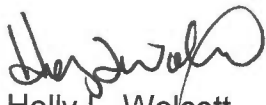
There is no impact to the General Fund associated with this action.

#### RECOMMENDATIONS

That the City Council:

1. FIND that the attached Annual Planning Report for the Brentwood Village Business Improvement District's 2014 fiscal year complies with the requirements of the State Law.
2. ADOPT the attached Annual Planning Report for the Brentwood Village Business Improvement District's 2014 fiscal year, pursuant to the State Law.

Sincerely,



Holly L. Wolcott  
Interim City Clerk

HLW:MCP:RMH:rks

Attachment: Brentwood Village Business Improvement District's 2014 Fiscal Year Annual Planning Report

121376

Brentwood Village Business Association (B.I.D. – CD11) #C-18971  
140 S. Barrington Ave.  
Los Angeles, CA. 90049  
310 476-3012  
310 476-3016 fax

November 26, 2013

Attn: Holly Wolcott  
Administrative Services  
Office of the City Clerk  
200 N. Spring St. Room 360  
Los Angeles, CA. 90012

Attachment 1

RE: 2014 Annual Planning Report for the City Business Improvement District

Dear Ms. Wolcott,

On Oct. 7 2013, the BID management company, a California Non-Profit organization met with our <sup>121376</sup> Advisory Board to review the proposed 2014 budget and activities. Through agreement number C-18971, the BID management company contracted with the City of Los Angeles to manage services provided to the City Business Improvement District.

During the Oct. 7<sup>th</sup> meeting, the BID management company presented the attached 2014 Annual Planning Report to the Advisory Board. The report was unanimously approved at that meeting.

On behalf of the Advisory Board, I would like to present this Advisory Board approved 2014 Annual Planning Report for the City Business Improvement District to the Office of the City Clerk and the Los Angeles City Council for their Review and Approval.

Please contact me with questions.

Sincerely,



Tim Byk (Exec. Director)  
Brentwood Village BID

**RECEIVED**  
DEC 03 2013  
HOLLY L. WOLCOTT

2014 Annual Planning Report  
*Brentwood Village*  
The City Business Improvement District

**District Name:** Brentwood Village Business Association AKA Brentwood Village BID C-18971 <sup>1121376</sup>

**Fiscal Year of Report:** This report applies to 2014 Fiscal year only.

**Boundaries:** The boundaries of the City Business Improvement District will remain the same for the 2014 fiscal year as in previous fiscal years and as listed in the Management District Plan, which is:

The Brentwood Village BID includes the area described as follows:

- East and West Barrington Court
- Barrington Ave - Sunset Blvd. on the north to the intersection with Barrington Pl. on the south
- Barrington Walk – between Chayote St. and Barrington Pl.
- Barrington Place - Barrington Ave. on the south to Sunset Blvd. on the north
- Chayote Street - Barrington Ave. on the west to Barrington Place on the east

**Benefit Zones:** The benefit zones for the City Business Improvement District will remain the same for the 2014 fiscal year as in previous fiscal years. There is only one benefit zone.

**Improvement Activates for 2014:**

**Streetscape:**

1. Two times per week, clean and cultivate, as needed, all tree well planters, stand alone planters and single round planters.
2. Install new plant materials in all streetscape planter areas up to 3 times per year plus a special planting during the year end Holiday season.
3. Weekly cleaning of the Village fountain and periodic water changes.
4. Up to 5 times per week, trash bins will be emptied and bags replaced. Also at this time the area around the receptacles will be cleaned of all trash and debris.

5. Pressure washing of all streetscape areas up to two times/ week and pressure washing of trash bins as needed, up to 6 times per year.
6. Pickup excessive litter and debris in streetscape areas, as needed.
7. Replace and repair trash can hardware, fountain parts and remove graffiti, as needed
8. Trim and prune landscaping, as needed

This totals 67.5% of our budget or \$54,000

**Beautification**

1. Holiday Lighting install around entire village

This totals 10.6% of our budget or \$8,500.00

**Administration/Operations:**

1. Brentwood Village BID Insurance
2. City/County Collection Costs
3. Contingency
4. Accounting Services
5. Bookkeeping Services

This totals ~~23.1%~~ <sup>21.9%</sup> of our budget or ~~\$18,500~~ <sup>\$17,500</sup>

**Total Estimate of Cost for 2014: A breakdown of the estimated 2014 budget is attached as Appendix A.**

**Method & Basis of Assessment:** The Method and Basis for levying the 2014 assessmetn for the City Business Improvement District remains the same as listed in the Management District Plan, which is as follows:

100% for Benefit Units A-1 and A-2 – ground floor building area.

**Computing Assessment Formula Unit Costs (2014):**

**Zone 1: A-1 Unit Cost**

$$[(69,424) \times (A-1)] + [(26,047) \times (A-1) \times (0.75)] = \$75,000$$

$$(69,424 + 19,535.25) \times A-1 = \$75,000$$

$$88,859.25 \times A-1 = \$75,000$$

$$A-1 = \$75,000/88,859.25 \text{ units}$$

$$A-1 = \$0.8430826 \text{ per sq ft of ground floor building area}$$

**Zone 2: A-2 Unit Cost**

$$A-2 = 0.75 \times \text{Zone 1 rate} = \$0.8430826 \times 0.75$$

$$A-2 = \$0.632312 \text{ per sq ft of ground floor building area}$$

**2014 Assessment Rate Schedule and Application:**

The assessment formula for Zone 1 parcels is:

$$[\text{Ground floor building area (square feet)} \times \$0.8430826 \text{ per sq ft of ground floor building area}]$$

The assessment formula for Zone 2 parcels is:

$$[\text{Ground floor building area (square feet)} \times \$0.632312 \text{ per sq ft of ground floor building area}]$$

**Amount of Surplus/Deficit from Previous Fiscal Year:** Based on projected expenditures for Decemeber and the balance of accounts as of Nov. 15, we expect no surplus to carry over to 2014.

**Amount of Contributions from other sources:** The District anticipates receiving a grant for the creation and procurement of holiday decorations specifically for the use of marketing the District during the end of 2014. The approval of the grant is pending and the District expects notification of the award in August. If approved, the grant will be \$5000.

Appendix A – Total Estimated Cost for the City BID – FY 2014  
 BRENTWOOD BID – FY 2014

Estimated Revenues

2014 Assessments	75,000
2013 Estimated Carryover	<del>TBD</del>
2013 Estimated Contributions/Grants	5,000
<b>Total Estimated Budget</b>	<b>80,000</b>

Estimated Expenditures

**Streetscape:**

Landscaping	12,600
Planting	7,000
Tree Trimming	3,000
Fountain Cleaning	1,500
Replacement/Repair	500
Sidewalk Cleaning	13,500
Trash Pick-Up	15,000
Trash Can Cleaning	900
<u>SUBTOTAL: \$54,000</u>	

**Beautification:**

Holiday Lights	8,500
<u>SUBTOTAL: \$8,500</u>	

**Corporate Affairs/Admin./Misc.:**

Brentwood Village BID Insurance	2,700
City/County Collection Costs	3,600
Contingency	6,000
Accounting Services	4,000
Bookkeeping Services	1,200
<u>SUBTOTAL: \$12,500</u> \$17,500	
<b>Total Estimated Expenditures</b>	<b>80,000</b>