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January 20, 2016

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 2016 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") 2015 fiscal year (CF 12-0855 and 15-0353). 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 2016 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 2016 budget from the 2015 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 January 4, 2016 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 2016 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 2016 fiscal year, pursuant to the State Law.

Sincerely,



Holly L. Wolcott
City Clerk

HLW:MCP:RMH:tkl

Attachment: Brentwood Village Business Improvement District's 2016 Fiscal Year Annual Planning Report

1/4/2016

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

Subject: Brentwood Village PBID 2016 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 Jan. 4 2016

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

Sincerely,



Tim Byk
Executive Director
Brentwood Village Business Improvement District

Brentwood Village Business Improvement District

2016 Annual Planning Report

2016 Annual Planning Report

District Name

This report is for the Brentwood Village Business Improvement District (District). The District is operated by Brentwood Village Association, Inc., a private non-profit organization.

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 January 4, 2016, Brentwood Village Association Board of Director's meeting.

Boundaries

There are no changes to the District boundaries for 2016.

Benefit Zones

The District has two benefit zones. For 2016 there will be no changes to the District's benefit zones.

2016 Improvements, Activities and Services

Streetscape Program: \$53,820.00 (65.68%)

2016 '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
- Crosswalk Safety Project

Beautification Program: \$12,500.00 (15.25%)

2016 'Beautification Program' activity/service

Line items included in the program:

- Holiday Lighting

Administration/Operations: \$15,621.54(19.06%)

2016 "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 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 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.

2016 Assessment formula:

<u>Bldg footprint</u>	
Zone 1:	0.84308
Zone 2 (75%):	0.63231

The District's Management District Plan allows for a maximum annual assessment increase of 5%. The Board voted for no increase for 2016.

The District's 2016 Total Assessment is \$\$75,000

Surplus Revenues

At the end of 2015, the District will have an estimated \$1941.54 of surplus revenue that will be rolled over into 2016 budget. The District Board of Directors authorized the rollover at the *Jan. 4, 2016* Brentwood Village Association Board meeting.

Anticipated Deficit Revenues

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

Contributions from Sources other than assessments: \$5000

DWP Annual Lighting Grant

Appendix A

Brentwood Village Business Improvement District
2016 Annual Report
2016 Fiscal Year Activities Budget

Anticipated Assessment Revenue and Program Expenditures

2016 Revenue Sources

2016 Special Assessment	\$75,000.00	
2015 Carryover	\$1,941.54	
2016 Estimated Contributions/Other Sources	\$5,000.00	
2016 Total Estimate Revenue		\$81,941.54

2016 Budget Expenditures

Streetscape Program	\$53,820.00	65.68%
Beautification Program	\$12,500.00	15.25%
Administration/Operations	\$15,621.54	19.06%
2016 Total Estimated Expenditures	\$ 81,941.54	100.00%
