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1 3. The improvements and activities proposed for the District shall be
2 funded by the levy of assessments on businesses within the District boundaries and
3 may include, but are not limited to, the following:

- 4 a. General promotion of business activities within the District;
5 b. Promotion of public events which benefit businesses in the
6 District and which take place on or in public places within the
7 District;
8 c. Decoration of any public place within the District; and,
9 d. Acquisition, construction, installation or maintenance of
10 improvements identified in section 36510 of the Act.
11

12 4. The City Council intends to levy assessments on businesses
13 located within the boundaries of the District in the amounts, and per the business
14 classifications, set forth in Exhibit B, which is attached hereto and incorporated by
15 reference.
16

17 5. Except where funds are otherwise available, the assessments will
18 be used to fund the activities and improvements shown on Exhibit C, which is attached
19 hereto and incorporated by reference.

20 6. The District's annual report, on file in the City Clerk's Office, should
21 be referred to for a full and detailed description of the improvements and activities to be
22 provided for the year 2017, the boundaries of the District and the assessments
23 proposed to be levied upon the businesses within this District.
24

25 7. Businesses commenced during the 2017 year shall not be exempt
26 from such assessments, but shall be assessed the amounts listed on Exhibit B in a
27 prorated manner, based upon the number of whole months remaining in the 2017 year.
28

1 8. The City Council shall hold a public hearing to consider the levy of
2 the proposed assessment on the 12th day of December 2016, at 7:00 p.m., or as soon
3 thereafter as this matter may be heard, in the Culver City City Council Chambers at
4 9770 Culver Boulevard, Culver City, California.

5 9. At the above-referenced public hearing, written and oral protests
6 may be made.

7 10. The City Clerk shall give notice of the above-referenced public
8 hearing by causing this resolution of intent to be published once in a newspaper of
9 general circulation in Culver City, not less than seven days before the above-
10 referenced public hearing.

11
12 APPROVED and ADOPTED this ____ day of _____ 2016.

13
14
15 _____
16 JIM B. CLARKE, MAYOR
17 City of Culver City, California

18 ATTEST:

19 APPROVED AS TO FORM:

20
21 _____
22 JEREMY GREEN, Deputy City Clerk

23
24 _____
25 CAROL A. SCHWAB, City Attorney
26
27
28

Business Improvement District Exhibit A



THE CITY OF
CULVER CITY



INFORMATION TECHNOLOGY
GEOGRAPHIC INFORMATION SYSTEMS

9770 CULVER BLVD
CULVER CITY, CA 90232
TEL: 310-253-5976

DATE: 11/09/2011

SCALE: 5123.24183956934

MAP PROJECTION: CALIFORNIA STATE PLANE

ZONE: V (FIVE)

DATUM: NAD 1983

UNITS: FEET

ELLIPSOID: GRS 80

MAGNETIC DECLINATION: 13 DEGREES 6 MINUTES EAST

YEAR: JULY 10, 2006

ANNUAL CHANGE: 5 MINUTES WEST

AVERAGE ELEVATION: 57 FEET ABOVE SEA LEVEL

ELEVATION RANGE: 14 TO 419 FEET

DISCLAIMER

The City of Culver City makes no representation or warranties of any kind with respect to the accuracy of the information of claims furnished herein, as the data is a compilation of records and information obtained from various sources. The data displayed on this map is for representational purposes only. It is neither a legally recorded map nor a survey and is not intended to be used as such. No part of this map may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording systems except as expressly permitted in writing by the City of Culver City, Information Technology Department, Geographic Information Systems.

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Exhibit B

Proposed 2017 Assessment Schedule

Business Type	City Business License Code	Annual BID Fee
<u>TYPE A</u>		
Retail 1-1000 sq. ft.	036-144, 396, 399, 402	\$ 387
Retail 1001-2500 sq. ft.		\$ 646
Retail 2501-5000 sq. ft.		\$ 968
Retail > 5000 sq. ft.		\$1290
Hotel	456, 480	\$1935
Bar/Restaurant: Total Seats, both Indoor & Outdoor:	390, 654-690	
0-50 seats		\$1290
51-100 seats		\$1935
> 100 seats		\$2580
Computer Graphics & Computer Services	152, 200	\$ 646
Martial Arts Studio, Health Studios, Hair Salon	744, 276	
0-25,000 sq. ft.		\$ 646
> 25,000 sq. ft.		\$1290
<u>TYPE B</u>		
Theaters	858	\$ 3.15/seat
Live Performance	858	\$ 2.10/seat
<u>TYPE C</u>		
All others, not listed		\$ 387
<u>TYPE D</u>		
Banking Institutions 0-7500 sq. ft.	342	\$1290
Banking Institutions > 7500 sq. ft.		\$1935
Film Studios	490, 498	\$1290
Recording Studios	554	\$1290
Utilities		\$1290
Hospitals > 20,000 sq. ft.	780	\$2580
Hospitals and Clinics < 20,000 sq. ft.		\$1290
<u>TYPE E</u>		
Commercial Rentals	432	
< 5,000		\$1290
5,001-15,000		\$1935
15,001-25,000		\$2580
25,001-35,000		\$3226
Over 35,000		\$3870

Note:

1. Fee for individual business owners with multiple business licenses/operations at the same address will be based on the single highest category.
2. Business owners with multiple business locations within the BID area will be assessed separately at each location.
3. Commercial rentals will be assessed for each building location, not each tenant space.
4. Multiple independent business owners at the same address will be assessed separately at their respective rates.

Proposed 2017 BID Advisory Committee Members:

- Eric Sims/Director of Operations
- Kathryn Lundeen/Business Owner
- Karl Kuhn/Business Owner
- Darrel Menthe/Business Owner

Culver City Downtown Business Association
Exhibit B
2017 Budget

Proposed 2017 Budget

Revenue

2017 BID Assessment Fees	\$201,854.00
City BID Administration Fee (2%)	-\$4,037.00
Reserve Revenue (est. carryover from previous years)	\$38,500.00
Previous Delinquent Fees (and penalties) collected in 2016	\$6,721.00
Remaining uncollected Fees (past three years 2014-2016)	\$35,003.00
Interest Income	\$20.00

Total Revenue

\$278,061.00

Expenses

Maintenance Management

Maintenance Management Contract (\$2,834 @ 12mos)	\$34,012.00
Uniforms	\$50.00
Beautification Maintenance (twinkles, add'l landscape, etc.	\$12,000.00
Pest Control	\$1,440.00

Total Maintenance Management

\$47,502.00

Advocacy/Administration

Labor (full time Exec Director, taxes, benefits, workers con	\$80,029.00
Professional Fees	\$500.00
D & O Insurance	\$1,575.00
Liability Insurance	\$800.00
Tax Preparation, Dues, Permits	\$1,195.00
Bank Service Charges	\$0.00
Office Rent	\$12,000.00
Telephone	\$840.00
Office Supplies/Postage/Computer Services	\$1,200.00

Total Administration

\$98,139.00

Valet Parking Management

Valet Operations city permit (\$306 per each 6mos)	\$612.00
Valet Stations city permit (\$344 @ 12mos)	\$4,128.00
Lot leases (\$1250 @ 12mos)	\$15,000.00

Total Valet Parking Management

\$19,740.00

Communication/Image/Downtown Marketing

Holiday Event	\$4,700
Marketing Hard Costs	\$18,018
Electronic Marketing	\$2,416
PR/Marketing	\$3,950

Total Communication/Image

\$29,084.00

Reserve (carry forward for first 3 months of 2017) \$38,500.00

Estimated Uncollectable 2017 Fees (Est. 5% of assessments) \$10,093.00

Previous Years Uncollected Fees (2014 - 2016) \$35,003.00

\$83,596.00

Total Expenses

\$278,061.00

Exhibit C

Proposed 2017 Work Program

Maintenance Management

- Contract with personnel and manage work performed on behalf of the City per the Memorandum of Understanding (MOU) between the City and the DBA, including:
 - Sweep litter, debris and refuse from sidewalks, alleys (paseos) and gutters of the District on a daily basis
 - Empty sidewalk trash receptacles throughout District daily
 - Pressure wash District sidewalks, Town Plaza, paseos and alleys on a regular schedule throughout the year
 - Sweep and maintain areas around trash compactors
 - Clean and wipe down street furniture daily (benches, bike racks, parking meters, mailboxes, and pay phones)
 - Report and remove graffiti immediately and refer to the City Graffiti Removal Team as necessary
 - Remove paper signs and handbills
- Provide additional Downtown maintenance services including:
 - Supplemental cleaning and pressure washing in areas paseos impacted by trash disposal.
 - Work with the City to implement a long-term plan for landscaping improvements and maintenance
 - Provide quarterly maintenance of year-round decorative tree lights (twinkle lights) in the district
 - Maintain bait stations in planters in Town Plaza and address other pest control issues as they arise throughout Downtown

Advocacy & Administration

- Address the challenges and opportunities of new major development in and around downtown including:
 - Developing mutually beneficial partnerships with new developments.
 - Evaluating the possibility of expanding the Business Improvement District to incorporate new developments.
 - Developing a plan for integrating businesses within the Parcel B development into our membership
- Develop a Welcome Packet for new businesses coming to Downtown Culver City and proactively reach out to them prior to opening.
- Work with the City and stakeholders to address economic issues facing the businesses in Downtown Culver City and to improve the mix of businesses in the community.
- Work with City departments to develop a check list for new businesses in order to ensure that they have all the necessary services set up and that they are aware of their participation on the BID.
- Maintain a permanent professional DBA office space in Downtown Culver City
- Partner with the City and other organizations on advocacy issues and initiatives that may impact the quality of life for businesses and all users of Downtown Culver City, such as new developments, sanitation, storm drain odors, refuse collection and more
- Proactively communicate with City and businesses on violations of existing codes in relation to health, aesthetics and safety issues
- Explore fundraising efforts for events such as the Holiday Tree Lighting and other programs deemed important to the success of Downtown
- Interact with the City Finance Department to ensure timely assessment billing and payment

Exhibit C

- Strengthen our collections program to pursue delinquent assessments
- Provide regular communication with DBA constituency through membership newsletter
- Engage a facilitator to guide the board through a strategic planning session to identify project areas for the coming year, to include action steps and result-based accountability
- Host periodic mixers to provide networking opportunities for members and to share member concerns in an informal social setting.

Parking & Transportation

- Manage the Culver City Downtown Valet Parking Program
 - Work with businesses, City staff and the valet operator to ensure the smooth operation of the valet program and to address challenges as they arise.
 - Regularly evaluate the valet program to determine any necessary adjustments including the location of stations, hours of operation, price, etc.
- Meet monthly with City staff to discuss parking issues, solutions, and longer term parking and transportation plans for Downtown
- Work with Public Works to strategically implement 15 minute spaces throughout Downtown
- Partner with the City and stakeholders to identify solutions for employee and customer parking.

Communication/Image/Downtown Marketing

- Host the Closing Ceremonies in Downtown Culver City for the Culver City Centennial Celebration
- Pursue opportunities with the City and other organizations to actively market and promote the businesses of Downtown Culver City, such as the Car Show, Dine LA, Bike to Work Day and appropriate events taking place in the community
- Facilitate communication between event producers in Downtown Culver City and the business community for the purpose of seeking sponsorship, co-promotion and partnership
- Develop the Third Wednesdays and other events to increase participation of Downtown businesses, expand the scope of events, raise awareness and increase attendance
- Partner with the City and the Downtown business community to create a festive holiday atmosphere for Downtown
- Produce the Annual Holiday Tree Lighting Ceremony in conjunction with the City
- Reach out to key audience segments through targeted promotions and special events
- Produce a printed Map/Directory of Downtown Culver City for quarterly distribution
- Develop marketing partnerships with established and new Downtown businesses, pursuing promotional opportunities
- Implement vision of the Marketing Team for Downtown Culver City with support of outside vendors as needed including:
 - a professional publicist to actively seek visibility with media outlets for DBA sponsored events and activities
 - graphic designers to ensure a consistent and professional branded look for all DBA communications with the public
 - staff support for events produced by the DBA.
- Maintain a downtown website to provide benefit to members and the general public.
- Fully utilize social media networking (i.e. Facebook, Twitter, Instagram, etc.) for the promotion of Downtown Culver City
- Expand our email marketing to include promotion of Downtown events and other content of interest to our subscribers