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January 21, 2026

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

Council Districts 11

## REGARDING: THE WESTCHESTER TOWN CENTER 2022-2031 (PROPERTY BASED) BUSINESS IMPROVEMENT DISTRICT'S 2026 FISCAL YEAR ANNUAL PLANNING REPORT

Honorable Members:

The Office of the City Clerk has received the Annual Planning Report for the Westchester Town Center 2022-2031 Business Improvement District's ("District") 2026 fiscal year (CF 14-0979). 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 Westchester Town Center 2022-2031 Business Improvement District's Annual Planning Report for the 2026 fiscal year is presented with this transmittal for City Council's consideration as "Attachment 1."

### BACKGROUND

The Westchester Town Center 2022-2031 Business Improvement District was established on August 04, 2021 by and through the City Council's adoption of Ordinance No. 187129 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 January 16, 2026, 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 Westchester Town Center 2022-2031 Business Improvement District's 2026 fiscal year complies with the requirements of the State Law
2. FIND that the increase in the 2026 budget concurs with the intentions of the Westchester Town Center 2022-2031 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 Westchester Town Center 2022-2031 Business Improvement District's 2026 fiscal year, pursuant to the State Law.

Sincerely,  
Patrice Lattimore  
City Clerk

A handwritten signature in black ink that reads "Pat. Lattimore". The signature is written in a cursive, flowing style.

**Westchester Town Center**  
**2022-2031**  
Business Improvement District

2026 Annual Planning Report

### **District Name**

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

### **Financial Year of Report**

The report applies to the 2026 Fiscal Year. The District Board of Directors approved the 2026 Annual Planning Report at the January 16, 2026 Board of Director's meeting.

### **Boundaries**

There are no changes to the District boundaries for 2026.

### **Benefit Zones**

There are no changes to the District boundaries for 2026.

## **2026 IMPROVEMENTS, ACTIVITIES AND SERVICES**

### **AMBASSADOR / SECURITY SERVICES : \$195,151.12 (28.50%)**

Ambassadors / security officers may operate via foot patrols, bicycle, or vehicle, as deemed appropriate by the Owner's Association. These personnel provide directions or assistance; serve as a liaison to the City's police, City Attorney, and other services; coordinate the provision of homeless services; warn and advise trespassers; and, respond to visitor inquiries. Ambassadors will be deployed at such times and in such a manner as the District deems most effective and efficient to achieve their purpose. This practice will allow for cost savings when service needs are diminished or not present. For the purpose of establishing a budget estimate, eighty (80) hours per day, over seven (7) days per week of two (2) contract ambassador / security officers has been projected.

### **LANDSCAPING, SANITATION, AND BEAUTIFICATION : \$273,656.48 (39.96%)**

These services may be provided by either staff working for the District or by contractor(s) to the District, or a combination of both. These activities may include, but are not necessarily limited to, the following: street sweeping; sidewalk sweeping; public alley sweeping; sidewalk pressure washing; graffiti removal; sticker removal; street litter pick-up; planting of new or replacement trees; and, irrigation and operation of landscaping, trees, public art, signage, lighting, and other improvements that may be installed by the District, the City, or other entities.

### **MARKETING AND PROMOTIONS : \$55,614.00 (8.12%)**

Marketing and Promotions Services might include, but are not limited to, the following: street banners; holiday decorations; a website; social media out-reach; a property owner newsletter; special printing, graphics or advertising; public relations activities; special events or activities; placement of promotional materials in various media; creation and operation of "shop local" incentive programs; sponsoring of a farmer's market, etc. The District may use any available effective media for these initiatives.

### **NEW BUSINESS ATTRACTION : \$3,095.55 (0.45%)**

The purpose of the New Business Attraction Program, which is described below, is to develop, present, distribute, and advocate location and development opportunities on assessed District parcels in order to expand existing tenancies, attract new tenants, or generate future growth that positively affects the District and each individual parcel in the District by contributing to an improved business climate and economic vitality.

### **POLICY DEVELOPMENT, DISTRICT MANAGEMENT, AND ADMINISTRATION : \$101,225.01 (14.78%)**

The purpose of the Policy Development, Management, and Administration Program is to create a well managed District that optimizes the use of the assessment funds through effective vendor selection and contract management, excellent communications with stakeholders, effective advocacy on behalf of parcel interests, effective board and committee coordination, and sound fiscal management. As a result the District's direct services provided to and for the benefit of each parcel will be efficient, effective, and successful and the Policy Development, District Management, and Administration Program will have contributed to an improved business climate and economic vitality that specially and individually benefits each such assessed parcel. Additionally, the District may provide for District renewal services through the Policy Development, District Management, and Administration Program. These services would not be available within the City's baseline level of services.

**OFFICE, INSURANCE, ACCOUNTING, AND OTHER : \$56,056.47 (8.19%)**

The purpose of the Office, Insurance, Accounting, and Other budget category is to fund the various administrative and general overhead costs associated with providing the District’s services to each assessed parcel.

**Total Estimate of Cost for 2026**

A breakdown of the total estimated 2026 budget is attached to this report as **Appendix A**

**Method and Basis of Levying the Assessment**

The Management District Plan allows for a maximum CPI increase of 5%. The Board voted to increase the 2026 assessment by (2.4%). The 2026 assessment rates are as follows:

Parcels fronting on Sepulveda Blvd.

- Lot sq. ft. \$0.0925
- Bldg. sq. ft. \$0.1397
- Frontage ln. ft. \$7.4033

Parcels not fronting on Sepulveda

- Lot sq. ft. \$0.0617
- Bldg. sq. ft. \$0.0915
- Frontage ln. ft. \$4.9355

Residential

- Bldg. sq. ft. \$0.0915

Zone 2

- Frontage ln. ft. \$9.6309
- (There is a 2.4% CPI increase for 2026)

**Surplus Revenues: \$100,000.00**

Surplus Revenues has been allocated for tree replacement (\$22,000), sidewalk repair (\$15,000), and website update (\$10,000) projects delayed by City permits and vendors. Also, \$27,656 is reserved for anticipated streetscape maintenance costs in 2026; and \$25,344 to be expended for services per MDP in 2026. Sources of the surplus are: Ambassador (\$28,398.07), Streetscape Maintenance (\$39,998.99), Marketing (\$8,092.86), NBA (\$450.46), Policy Admin (\$14,730.10), and Office / Other (\$8,329.52) without affecting program services in any way.

**Anticipated Deficit Revenues**

There are no deficit revenues that will be carried over to 2026.

**Contribution from Sources other than assessments: \$35,275.42**

General Benefit Contribution.

**APPENDIX A - TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE Westchester Town Center 2022-2031 - FY 2026**

2026 Estimated Revenues	Zone 1	Zone 2	Total	
2026 Assessments	\$521,875.82	\$27,647.39	\$549,523.21	
Estimated Carryover from 2025	\$100,000.00	\$0.00	\$100,000.00	
Other Income	\$33,501.06	\$1,774.36	\$35,275.42	
<b>Total Estimated Revenues</b>	<b>\$655,376.88</b>	<b>\$29,421.75</b>	<b>\$684,798.63</b>	
2026 Estimated Expenditures	Zone 1	Zone 2	Total	PCT %
AMBASSADOR / SECURITY SERVICES	\$195,151.12	\$0.00	\$195,151.12	28.50%
LANDSCAPING, SANITATION, AND BEAUTIFICATION	\$246,666.73	\$26,989.75	\$273,656.48	39.96%
MARKETING AND PROMOTIONS	\$55,614.00	\$0.00	\$55,614.00	8.12%
NEW BUSINESS ATTRACTION	\$3,095.55	\$0.00	\$3,095.55	0.45%
POLICY DEVELOPMENT, DISTRICT MANAGEMENT, AND ADMINISTRATION	\$100,009.01	\$1,216.00	\$101,225.01	14.78%
OFFICE, INSURANCE, ACCOUNTING, AND OTHER	\$54,840.47	\$1,216.00	\$56,056.47	8.19%
<b>Total Estimated Expenditures</b>	<b>\$655,376.88</b>	<b>\$29,421.75</b>	<b>\$684,798.63</b>	<b>100.00%</b>