

Downtown Vallejo Property and Business Improvement District

Management District Plan

2013 - 2018



Prepared by Civitas Advisors, Inc.
1/11/2013



**DOWNTOWN VALLEJO PBID
MANAGEMENT DISTRICT PLAN
2013 - 2018**

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I. INTRODUCTION

The Downtown Vallejo Property and Business Improvement District (DVPBID) was created to provide additional services to properties in Downtown Vallejo. The District has come to the end of its term and property owners have prepared this Management District Plan to guide the activities of the renewed DVPBID.

Location: The district includes approximately sixteen blocks of Downtown Vallejo’s central core. The district is bound by Santa Clara Street on the west, Curtola Parkway and Pennsylvania Street on the south, Sonoma Boulevard and Sutter Street on the east, and Capitol Street and Kissel Alley on the north. The district has been divided into three benefit zones to ensure proportional provision of special benefit to assessed parcels. A detailed description of district and zone boundaries can be found in Section III.

Services: Enhanced security services including foot patrols, promotions including website operation and signage improvements, beautification including holiday décor and streetscape enhancements, and advocacy to represent the interests of property owners.

Budget: The DVPBID annual budget for each year of its five-year operation is anticipated to be \$191,594.87.

Cost: The cost to the parcel owner is based on lot size, street frontage along the longest side of the parcel, and benefit zone. Parcels zoned for and occupied by parking lots shall be assessed 50% of the assessment rate for their respective zone. Parcels owned and occupied by religious institutions and residential parcels shall not be assessed.

Zone	Lot Rate (Per Parcel Square Foot)	Frontage Rate (Per linear front foot)
1	\$0.027	\$13.30
2	\$0.027	\$10.64
3	\$0.027	\$6.40

Renewal: DVPBID renewal requires submittal of petitions from property owners representing at least 50% of the total assessment. The “Right to Vote on Taxes Act” (also known as Proposition 218) requires a ballot vote in which more than 50% of the ballots received, weighted by assessment, be in support of the DVPBID.

Duration: The proposed DVPBID will have a five-year life beginning May 1, 2013 through April 30, 2018. After five years, the petition process, ballot process, and City Council hearing process must be repeated for the DVPBID to again be reestablished.

II. BACKGROUND

The International Downtown Association estimates that more than 1,500 Property and Business Improvement Districts currently operate throughout the United States and Canada.

A Property and Business Improvement District may provide services, identity formulation, market research, and economic development in addition to those provided by local government. Property and Business Improvement Districts may also provide physical improvements such as entry features, benches, or lighting. These services are concentrated within a distinct geographic area and are paid for by means of a special parcel owner assessment. A Board of Directors representing those who pay the assessment would govern the organization responsible for providing these services.

Property and Business Improvement Districts are proven to work by providing services that improve the overall viability of commercial districts, resulting in higher property values and sales volumes.

The DVPBID will be renewed pursuant to a State Law that took effect in January of 1995. The “Property and Business Improvement District Law of 1994,” which was signed into law by Governor Pete Wilson, ushered in a new generation of Property and Business Improvement Districts in California by allowing a greater range of services and independence from government. Key provisions of the law include:

- Allows Property and Business Improvement Districts to provide services ranging from security to maintenance, and from business advocacy to economic development.
- A Property and Business Improvement District is ***designed and governed by those who will pay*** the assessment.
- Petition and ballot support from private property owners paying at least 50% of proposed private property assessments are required to form a Property and Business Improvement District.
- Allows for the formation of a property owner advisory board to provide oversight of District operations and submit a yearly service plan.
- Requires limits for assessments to ensure that they do not exceed pre-established levels.
- Provides a multi-year life for Property and Business Improvement Districts and requires a new petition and balloting process to renew a District. The DVPBID will have a five-year term.

The “Property and Business Improvement Business District Law of 1994” is provided in Appendix 1 of this document.

III. HISTORY AND ACCOMPLISHMENTS

The Downtown Vallejo PBID was established in 1998 and renewed in 2003 for a five-year term. The District was created at the request of property owners who recognized and desired to overcome the need for additional services in Downtown Vallejo. After its first five-year term, the PBID was renewed in 2008 for an additional five years, which have now transpired. Cognizant of the issues that continue to face Downtown, property owners wish to again renew the district for an additional five years. Although the assessment rate could have increased during the District's original ten-year lifespan, the Board has been prudent with District funding and has not increased the assessment. In this renewal, the assessments are proposed to remain at 2012 levels through 2018.

Security

Throughout the District's original ten-year lifetime it has provided funding for consistent additional security measures. Security during the district's second term included private security patrols throughout the district, for forty hours per week. In 2010, those patrols responded to 63 disturbing the peace calls, 33 trespassing complaints, 157 loitering incidents, 8 thefts, 48 requests to assist the Vallejo Police Department, and various additional complaints totaling 719 calls.

Clean-Up

To supplement security efforts, the PBID provides clean-up services throughout Downtown. Clean-up services include a maintenance crew which removes illegal dumping, cleans sidewalks and curbs, and maintains City-owned parking lots. The crew works to keep Downtown clean and attractive five days a week. Sidewalks are also power-washed between six and eight times per year.

Beautification

To capitalize on the clean-up services, the District also makes efforts to provide improvements and services that enhance Downtown's aesthetic quality. In 2009, an arborist was hired to trim 200 trees throughout Downtown. During the fall season, the District also provides leaf removal services. The district also maintains benches on Georgia Street, which it refinished in 2010. The District has worked carefully with the City to design and implement way-finding signs in Downtown. The District is in the midst of the design review process; renewing the District will allow for completion of the review and installation of new, attractive way-finding signs. During the holiday season, the District installs decorative swags and wreaths.

Renewal Survey

A survey of Downtown property owners was conducted in 2012 to gauge their interest in renewing the District and continuing services. The majority of survey respondents indicated Downtown continues to need enhanced security, with 62.5% feeling "a lot" of security was needed. Economic development, advocacy, image enhancement, and cleaning were also rated as in need by respondents. The renewed PBID will focus on providing these services as desired by property owners.

IV. BOUNDARIES

The district includes approximately sixteen blocks of Downtown Vallejo's central core. The district is bound by Santa Clara Street on the west, Curtola Parkway and Pennsylvania Street on the south, Sonoma Boulevard and Sutter Street on the east, and Capitol Street and Kissel Alley on the north. The district has been divided into three benefit zones to ensure proportional provision of special benefit to assessed parcels. The service area includes approximately 176 properties with 112 property owners. The DVPBID boundary is illustrated by the map on the next page. A larger map is available on request by calling (916) 325-0604 or (800) 999-7781. Parcels with street frontage have been divided into three benefit zones, which include parcels as described below.

Zone 1

Zone 1 includes all parcels with frontage along:

- Georgia Street between Santa Clara Street and Sutter Street;
- The east side of Santa Clara Street from APN 0055-170-160 to Capitol Street;
- The south side of Capitol Street from Santa Clara Street to Sacramento Street;
- Sacramento Street from Maine Street to Virginia Street;
- Virginia Street from Sacramento Street to Marin Street;
- Marin Street from Virginia Street to Hudson Alley; and
- Sonoma Boulevard from Indian Alley to Hudson Alley.

Zone 2

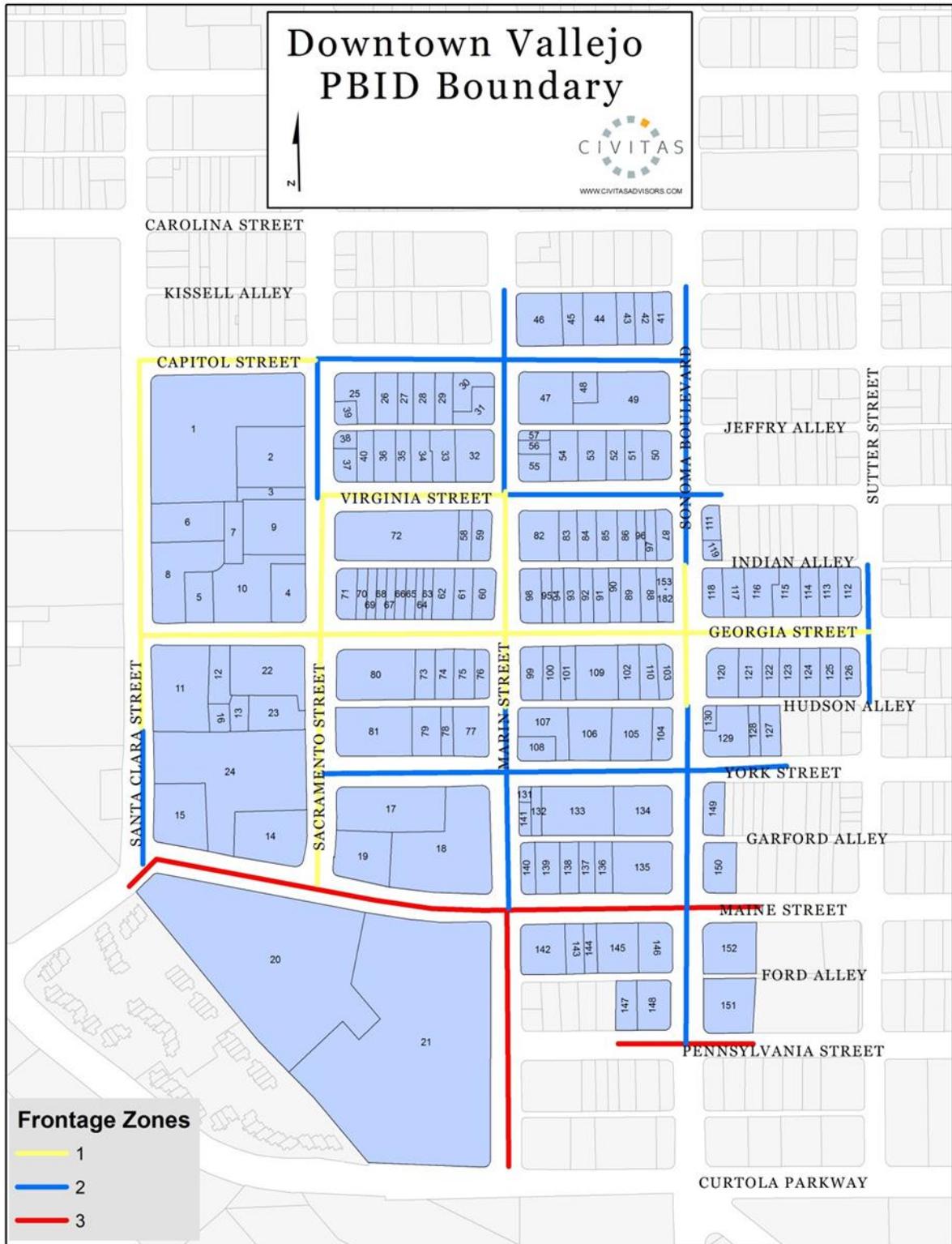
Zone 2 includes all parcels with frontage along:

- The east side of Santa Clara Street from APN 0055-170-540 to APN 0056-196-130;
- Sacramento Street from Virginia Street to Capitol Street;
- The south side of Capitol Street from Sacramento Street to Marin Street and both sides of Capitol Street from Marin Street to Sonoma Boulevard;
- The east side of Marin Street from Kissel Alley to Capitol Street and both sides of Marin Street from Capitol Street to Virginia Street and from Hudson Alley to Maine Street;
- The west side of Sonoma Boulevard from Kissel Alley to Virginia Street and both sides of Sonoma Boulevard from Virginia Street to Indian Alley and from Hudson Alley to Pennsylvania Street;
- Virginia Street from Marin Street to Sonoma Boulevard and on the south side of Virginia Street from Sonoma Boulevard to APN 0056-195-010;
- The west side of Sutter Street from Indian Alley to Hudson Alley; and
- York Street from Sacramento Street to APN 0056-225-010 and on the north side of York Street from Sonoma Boulevard to APN 0056-196-130.

Zone 3

Zone 3 includes all parcels with frontage along:

- Maine Street from Santa Clara Street to APN 0056-226-100;
- Marin Street from Maine Street to Curtola Parkway; and
- The north side of Pennsylvania Street from APN 0056-224-080 to 0056-226-020.



V. SERVICES AND BUDGET

A. District Services

DVPBID service levels will be based on the amount paid into the DVPBID. The PBID's primary goal is to create a safe environment for the benefit of property owners. The following are some key aspects of the service plan budget:

1. Security

An enhanced security program will continue working to create a safe environment for property owners, their tenants, and customers. The program shall include patrols by sworn officers, primarily during business hours on week days. A sworn officer in a patrol car will be provided in the District between 20 and 25 hours a week. The patrols in themselves are a special benefit to property owners above and beyond services provided by the Vallejo Police Department. This program will also provide special benefits to parcel owners by improving safety for those using their parcels, thereby increasing commerce on their parcels. This program will provide special benefits to parcel owners by improving safety for those using their parcels, thereby increasing commerce on their parcels.

2. Beautification

The beautification program will continue to make Downtown Vallejo an attractive, welcoming environment, in an effort to increase commercial activity on assessed parcels. The program will include maintenance, landscaping, and signage improvements.

Maintenance services will work to keep the District clean and well-lit. Removal of illegal dumping, litter, and graffiti will be key features of the maintenance program. The program will also ensure light posts, lighted bollards, drinking fountains and benches are maintained in an attractive, useful manner.

Landscaping maintenance, including tree trimming, tree well upkeep, replacement of damaged or diseased trees, and flower pot upkeep will be undertaken as needed.

Signage enhancements will continue to be made throughout the District. Existing dilapidated signs will continue to be replaced, and additional new signs will be erected. Signage programs will help consumers locate businesses, thereby benefitting assessed parcels by increasing commerce.

3. Promotions

The District will continue to provide a promotions program to raise awareness of Downtown as a vibrant commercial area and increase commercial activity. The promotions programs may include publication of downtown guides and directories, website maintenance, and signage located outside the district which will direct consumers to the district. The promotions program will create a unified identity for downtown and attract shoppers and new business tenants to the District.

4. Advocacy and Administration

The DVPBID will facilitate a strong and organized voice to represent the best interests of property owners and ensure consistent, high-quality provision of services in the District. Administration will be responsible for implementing district programs and overseeing contractors hired to provide district services. Administration, with guidance from the Board of Directors, will provide for the day-to-day operations of the District programs. The administration budget also includes office expenses, insurance, accounting and legal fees, telephone and postage charges, assessment collection, and similar standard administrative costs.

5. Contingency Reserve

The budget includes a prudent fiscal reserve. Changes in data, delinquent assessments, increased program costs, and other issues may change the revenue and expenses. In order to buffer the organization for unexpected changes in revenue, and/or allow the DVPBID to fund other overhead or renewal costs, the reserve is included as a budget item. If, upon the district's expiration, property owners wish to renew the district, remaining contingency funds may be utilized towards the costs of renewal.

B. Operations Budget

The summary of the annual operating budget for the DVPBID is below. This budget assumes the CCRC Board does not exercise its ability to adjust the budget categories. Although revenues may fluctuate from year to year, the proportional allocation of revenues shall remain consistent, except that the CCRC Board may reallocate funds between budget categories by up to ten percent (10%) of the total budget each year, except that the budget for security may not be reduced. Unexpended or uncollected funds may be rolled over into the next year's budget, in categories to be determined by the owners' association. Parcel owners will contribute the entire amount through annual parcel square footage assessments and linear front footage assessments.

The improvements and activities to be provided are security, beautification, promotions, advocacy and administration as described above. The maximum cost thereof is \$191,594.87 per year. For each category, the maximum cost of providing services each year is shown in the table below, except that the CCRC Board may reallocate funds between budget categories by up to ten percent (10%) of the total budget each year, so long as the security budget is not reduced.

Year	Security	Beautification	Promotions	Administration	Contingency	Total
%	52.19%	16.44%	1.3%	27.40%	2.66%	100%
2013	\$100,000.00	\$31,500.00	\$2,500.00	\$52,500.00	\$5,094.87	\$191,594.87
2014	\$100,000.00	\$31,500.00	\$2,500.00	\$52,500.00	\$5,094.87	\$191,594.87
2015	\$100,000.00	\$31,500.00	\$2,500.00	\$52,500.00	\$5,094.87	\$191,594.87
2016	\$100,000.00	\$31,500.00	\$2,500.00	\$52,500.00	\$5,094.87	\$191,594.87
2017	\$100,000.00	\$31,500.00	\$2,500.00	\$52,500.00	\$5,094.87	\$191,594.87

VI. ENGINEER'S REPORT

A. Assessment Methodology

1. Base Formula

Property owners, merchants, and other Downtown Vallejo stakeholders have emphasized that an assessment formula for the DVPBID be fair, balanced, and commensurate with benefits received.

Each parcel owner will pay an assessment based on special benefits received. The variables used for the annual assessment formula are lot square footage and linear street frontage along the longest side of the parcel.

For example, a parcel in Zone 1 with 100 square feet of land and 20 feet of frontage would pay an assessment of \$268.70 ($[100 \times .027=2.70] + [20 \times 13.30=266]$). If you would like more information about parcel assessments, please call Civitas at (916) 325-0604 or (800)999-7781.

The total maximum DVPBID budget for each year of its five-year operation is \$191,594.87 plus any amount rolled over from the previous year.

2. Determination of Special Benefit

Assessment law provides that the expenses of the DVPBID must be apportioned in proportion to the special benefit received by each parcel. A parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred on that parcel. Each and every parcel within the DVPBID, except for exempt parcels (discussed below), receives a particular and distinct benefit from the improvements and activities of the DVPBID, over and above general benefits conferred by the general activities of the City. The proposed services and improvements to be provided by the District will improve economic development and commercial activity within the DVPBID, thereby benefiting all assessed parcels within the DVPBID. These programs contribute to a specific enhancement of the property values of each of the parcels within the DVPBID.

3. General Benefit

The law also provides that only special benefits are assessable, and that the City must separate the general benefits from the special benefits conferred on a parcel. A special benefit is a particular and distinct benefit over and above general benefits conferred on the public at large, including real property within the DVPBID.

The services provided by the District are designed to provide only special benefits, and to provide those special benefits only to assessed parcels. The District's services will not provide a general benefit to parcels within or outside the District. Each and every service provided by the District will specially benefit assessed parcels by increasing the cleanliness, safety, and commercial viability of those parcels; further, the District's services are, in and of themselves, a special benefit provided only to assessed parcels.

4. Parking Lots

Parcels utilized solely for parking purposes will not fully benefit from the District's services. These parcels will receive special benefits from 50% of the districts services, therefore they will be assessed 50% of the standard assessment rate.

5. Government-Owned Parcels

Under "The Right to Vote on Taxes Act" (also known as Proposition 218) all public parcels are required to pay assessments unless they can demonstrate by clear and convincing evidence that their parcels do not receive benefit. The City of Vallejo and other public parcels will receive special benefit from the full range of district services and will therefore pay the full assessment rate for their respective zones, which is proportional to their fair share of the assessments.

6. Residential Parcels

The primary purpose of the DVPBID is to benefit parcels with commercial uses. Residential parcels within the boundaries of the DVPBID, to the extent that they are parcels with four residential units or fewer shall not receive services, nor shall they be assessed. Residential parcels with over four units will receive services and the special benefits derived from those services, therefore those parcels shall be assessed. The total assessment for a mixed-use parcel shall be calculated based on the percentage of the parcel utilized for commercial purposes.

7. Assessment Notice

An Assessment Notice will be sent to owners of each parcel in the DVPBID. The Assessment Notice provides an estimated assessment based upon parcel size measured in square feet and linear front footage along the longest side of the parcel. The final individual assessment for any particular parcel may change, up or down, if the parcel size or linear frontage differ from those found on the Assessment Notice. A list of parcels to be included in the DVPBID is provided within Appendix 2.

8. Tax-Exempt Parcels

Tax exempt private parcels, e.g. religious institutions, do not have commercial uses which would benefit from the District's services. Because they will not receive special benefit from the commercially-focused district activities, these parcels will not be assessed. However, any privately-owned tax-exempt parcel which does have a commercial use, such as thrift stores, will receive special benefits and will pay the full assessment rate.

B. Time and Manner for Collecting Assessments

In the initial year, the assessment will be hand-billed and collected. The owners' association has contracted with Civitas Advisors to hand-bill the first year assessments, with oversight from the City of Vallejo. The cost of hand-billing will be included in the administrative budget. Hand-bills will be mailed to individual property owners. Thereafter, as provided by State Law, the DVPBID assessment will appear as a separate line item on annual property tax bills prepared by the County of Solano. Delinquent first-year assessments may be included on subsequent property tax bills. Property tax bills are generally distributed in the fall, and payment is expected by lump sum or installment. The County of Solano shall distribute funds collected to the City of Vallejo and then to the DVPBID pursuant to the authorization of this Plan. Existing laws for enforcement and appeal of property taxes apply to the DVPBID assessments.

Review of this DVPBID Management District Plan and preparation of the Engineers Report was completed by:



A.C.K. ENGINEERING & SURVEYING
303 PENNSYLVANIA STREET
VALLEJO, CA. 94590
707-648-8818 (FAX) 707-644-2443

VII. CITY SERVICES

A. City Base Levels of Service Policy

Throughout the process of establishing the DVPBID, stakeholders and business and property owners have voiced concerns that the City of Vallejo maintains existing services at verifiable “baseline” service levels. A formal base level of service policy ensures that existing City services are enhanced, not replaced, by new DVPBID services.

B. City Council Resolution

If the property and business owners in Downtown Vallejo request that the Vallejo City Council adopt a resolution committing the City to establish and maintain base levels of service within the DVPBID, the City may consider such an adoption. The policy states that “basic service levels” provided to the area must be paid for by the general City revenues, and not subsidized by revenue which the DVPBID generates for enhanced and supplemented levels of service.

The policy allows for adjustments in the “basic service levels” commensurate with changes in the City’s overall financial condition. City wide service reductions can trigger a proportionate reduction in base levels of service within a Property and Business Improvement District.

A draft City of Vallejo Resolution establishing this policy and an estimate of current services is provided in Appendix 3.

VIII. GOVERNANCE

A. Owners' Association

The District shall be governed by the Central Core Restoration Corporation, with oversight from the Vallejo City Council. The Central Core Restoration Corporation shall serve as the Owners' Association described in the Streets and Highways code section 36651. The Board of Directors of Central Core Restoration Corporation and its staff are charged with the day-to-day operations of the DVPBID.

The Central Core Restoration Corporation shall have an eleven member Board of Directors, comprised of: eight property owners, or the authorized representatives of property owners, paying the DVPBID assessment; and three at-large members with an interest in the well-being of Downtown Vallejo.

The Board of Directors shall act in the best interests of all of the assessed properties within the DVPBID. The City Council or Board of Directors reserves the right to amend or modify the composition of the Board by a separate resolution without amending the Management District Plan.

B. Brown Act and Public Records Act Compliance

The Central Core Restoration Corporation is considered a legislative body under the Ralph M. Brown Act (Government Code §54950 et seq.). Thus, meetings of the Central Core Restoration Corporation board must be held in compliance with the public notice and other requirements of the Brown Act. The Owners' Association is also required to comply with the record keeping and disclosure requirements of the California Public Records Act.

C. Annual Report

The Central Core Restoration Corporation board shall present an annual report at the end of each year of operation to the City Council pursuant to Streets and Highways Code section 36650 (see Appendix 1).

APPENDIX 1 – THE PROPERTY AND BUSINESS IMPROVEMENT DISTRICT LAW OF 1994

*** This document is current through the 2012 Supplement ***
(All 2011 legislation)

§ 36600. Citation of part

This part shall be known and may be cited as the "Property and Business Improvement District Law of 1994."

§ 36601. Legislative findings and declarations

The Legislature finds and declares all of the following:

(a) Businesses located and operating within the business districts of this state's communities are economically disadvantaged, are underutilized, and are unable to attract customers due to inadequate facilities, services, and activities in the business districts.

(b) It is in the public interest to promote the economic revitalization and physical maintenance of the business districts of its cities in order to create jobs, attract new businesses, and prevent the erosion of the business districts.

(c) It is of particular local benefit to allow cities to fund business related improvements, maintenance, and activities through the levy of assessments upon the businesses or real property that benefits from those improvements.

(d) Assessments levied for the purpose of providing improvements and promoting activities that benefit real property or businesses are not taxes for the general benefit of a city, but are assessments for the improvements and activities which confer special benefits upon the real property or businesses for which the improvements and activities are provided.

§ 36602. Purpose of part

The purpose of this part is to supplement previously enacted provisions of law that authorize cities to levy assessments within a business improvement area. This part does not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes.

§ 36603. Preemption of authority or charter city to adopt ordinances levying assessments

Nothing in this part is intended to preempt the authority of a charter city to adopt ordinances providing for a different method of levying assessments for similar or additional purposes from those set forth in this part. A property and business improvement district created pursuant to this part is expressly exempt from the provisions of the Special Assessment Investigation, Limitation and Majority Protest Act of 1931 (Division 4 (commencing with Section 2800)).

§ 36603.5. Part prevails over conflicting provisions

Any provision in this part that conflicts with any other provision of law shall prevail over the other provision of law.

§ 36604. Severability

This part is intended to be construed liberally and, if any provision is held invalid, the remaining provisions shall remain in full force and effect. Assessments levied under this part are not special taxes.

§ 36605. [Section repealed 2001.]

§ 36606. "Assessment"

"Assessment" means a levy for the purpose of acquiring, constructing, installing, or maintaining improvements and promoting activities which will benefit the properties or businesses located within a property and business improvement district.

§ 36607. "Business"

"Business" means all types of businesses and includes financial institutions and professions.

§ 36608. "City"

"City" means a city, county, city and county, or an agency or entity created pursuant to Article 1 (commencing with *Section 6500*) of *Chapter 5 of Division 7 of Title 1 of the Government Code*, the public member agencies of which includes only cities, counties, or a city and county, or the State of California.

§ 36609. "City council"

"City council" means the city council of a city or the board of supervisors of a county, or the agency, commission, or board created pursuant to a joint powers agreement and which is a city within the meaning of this part.

§ 36610. "Improvement"

"Improvement" means the acquisition, construction, installation, or maintenance of any tangible property with an estimated useful life of five years or more including, but not limited to, the following:

- (a) Parking facilities.

- (b) Benches, booths, kiosks, display cases, pedestrian shelters and signs.
- (c) Trash receptacles and public restrooms.
- (d) Lighting and heating facilities.
- (e) Decorations.
- (f) Parks.
- (g) Fountains.
- (h) Planting areas.
- (i) Closing, opening, widening, or narrowing of existing streets.
- (j) Facilities or equipment, or both, to enhance security of persons and property within the area.
- (k) Ramps, sidewalks, plazas, and pedestrian malls.
- (l) Rehabilitation or removal of existing structures.

§ 36611. "Property and business improvement district"; "District"

"Property and business improvement district," or "district," means a property and business improvement district established pursuant to this part.

§ 36612. "Property"

"Property" means real property situated within a district.

§ 36613. "Activities"

"Activities" means, but is not limited to, all of the following:

- (a) Promotion of public events which benefit businesses or real property in the district.
- (b) Furnishing of music in any public place within the district.
- (c) Promotion of tourism within the district.
- (d) Marketing and economic development, including retail retention and recruitment.
- (e) Providing security, sanitation, graffiti removal, street and sidewalk cleaning, and other municipal services supplemental to those normally provided by the municipality.
- (f) Activities which benefit businesses and real property located in the district.

§ 36614. "Management district plan"; "Plan"

"Management district plan" or "plan" means a proposal as defined in Section 36622.

§ 36614.5. "Owners' association"

"Owners' association" means a private nonprofit entity that is under contract with a city to administer or implement activities and improvements specified in the management district plan. An owners' association may be an existing nonprofit entity or a newly formed nonprofit entity. An owners' association is a private entity and may not be considered a public entity for any purpose, nor may its board members or staff be considered to be public officials for any purpose. Notwithstanding this section, an owners' association shall comply with the Ralph M. Brown Act (Chapter 9 (commencing with *Section 54950*) of *Part 1 of Division 2 of Title 5 of the Government Code*), at all times when matters within the subject matter of the district are heard, discussed, or deliberated, and with the California Public Records Act (Chapter 3.5 (commencing with *Section 6250*) of *Division 7 of Title 1 of the Government Code*), for all documents relating to activities of the district.

§ 36615. "Property owner"; "Business owner"; "Owner"

"Property owner" means any person shown as the owner of land on the last equalized assessment roll or otherwise known to be the owner of land by the city council. "Business owner" means any person recognized by the city as the owner of the business. "Owner" means either a business owner or a property owner. The city council has no obligation to obtain other information as to the ownership of land or businesses, and its determination of ownership shall be final and conclusive for the purposes of this part. Wherever this part requires the signature of the property owner, the signature of the authorized agent of the property owner shall be sufficient. Wherever this part requires the signature of the business owner, the signature of the authorized agent of the business owner shall be sufficient.

§ 36616. "Tenant"

"Tenant" means an occupant pursuant to a lease of commercial space or a dwelling unit, other than an owner.

§ 36617. Alternate method of financing certain improvements and activities; Effect on other provisions

This part provides an alternative method of financing certain improvements and activities. The provisions of this part shall not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes. Every improvement area established pursuant to the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500) of this division) is valid and effective and is unaffected by this part.

§ 36620. Establishment of property and business improvement district

A property and business improvement district may be established as provided in this chapter.

§ 36620.5. Requirement of consent of city council

A county may not form a district within the territorial jurisdiction of a city without the consent of the city council of that city. A city may not form a district within the unincorporated territory of a county without the consent of the board of supervisors of that county. A city may not form a district within the territorial jurisdiction of another city without the consent of the city council of the other city.

§ 36621. Initiation of proceedings; Petition of property or business owners in proposed district

(a) Upon the submission of a written petition, signed by the property or business owners in the proposed district who will pay more than 50 percent of the assessments proposed to be levied, the city council may initiate proceedings to form a district by the adoption of a resolution expressing its intention to form a district. The amount of assessment attributable to property or a business owned by the same property or business owner that is in excess of 40 percent of the amount of all assessments proposed to be levied, shall not be included in determining whether the petition is signed by property or business owners who will pay more than 50 percent of the total amount of assessments proposed to be levied.

(b) The petition of property or business owners required under subdivision (a) shall include a summary of the management district plan. That summary shall include all of the following:

- (1) A map showing the boundaries of the district.
- (2) Information specifying where the complete management district plan can be obtained.
- (3) Information specifying that the complete management district plan shall be furnished upon request.

(c) The resolution of intention described in subdivision (a) shall contain all of the following:

(1) A brief description of the proposed activities and improvements, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property or businesses within the district, a statement as to whether bonds will be issued, and a description of the exterior boundaries of the proposed district. The descriptions and statements do not need to be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements and activities and the location and extent of the proposed district.

(2) A time and place for a public hearing on the establishment of the property and business improvement district and the levy of assessments, which shall be consistent with the requirements of Section 36623.

§ 36622. Contents of management district plan

The management district plan shall contain all of the following:

(a) If the assessment will be levied on property, a map of the district in sufficient detail to locate each parcel of property and, if businesses are to be assessed, each business within the district. If the assessment will be levied on businesses, a map that identifies the district boundaries in sufficient detail to allow a business owner to reasonably determine whether a business is located within the district boundaries. If the assessment will be levied on property and businesses, a map of the district in sufficient detail to locate each parcel of property and to allow a business owner to reasonably determine whether a business is located within the district boundaries.

(b) The name of the proposed district.

(c) A description of the boundaries of the district, including the boundaries of benefit zones, proposed for establishment or extension in a manner sufficient to identify the affected lands and businesses included. The boundaries of a proposed property assessment district shall not overlap with the boundaries of another existing property assessment district created pursuant to this part. This part does not prohibit the boundaries of a district created pursuant to this part to overlap with other assessment districts established pursuant to other provisions of law, including, but not limited to, the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500)). This part does not prohibit the boundaries of a business assessment district created pursuant to this part to overlap with another business assessment district created pursuant to this part. This part does not prohibit the boundaries of a business assessment district created pursuant to this part to overlap with a property assessment district created pursuant to this part.

(d) The improvements and activities proposed for each year of operation of the district and the maximum cost thereof.

(e) The total annual amount proposed to be expended for improvements, maintenance and operations, and debt service in each year of operation of the district.

(f) The proposed source or sources of financing, including the proposed method and basis of levying the assessment in sufficient detail to allow each property or business owner to calculate the amount of the assessment to be levied against his or her property or business. The plan also shall state whether bonds will be issued to finance improvements.

(g) The time and manner of collecting the assessments.

(h) The specific number of years in which assessments will be levied. In a new district, the maximum number of years shall be five. Upon renewal, a district shall have a term not to exceed 10 years. Notwithstanding these limitations, a district created pursuant to this part to finance capital improvements with bonds may levy assessments until the maximum maturity of the bonds. The management district plan may set forth specific increases in assessments for each year of operation of the district.

(i) The proposed time for implementation and completion of the management district plan.

(j) Any proposed rules and regulations to be applicable to the district.

(k) A list of the properties or businesses to be assessed, including the assessor's parcel numbers for properties to be assessed, and a statement of the method or methods by which the expenses of a district will be imposed upon benefited real property or businesses, in proportion to the benefit received by the property or business, to defray the cost thereof, including operation and maintenance. The plan may provide that all or any class or category of real property which is

exempt by law from real property taxation may nevertheless be included within the boundaries of the district but shall not be subject to assessment on real property.

(l) Any other item or matter required to be incorporated therein by the city council.

§ 36623. Procedure to levy assessment

(a) If a city council proposes to levy a new or increased property assessment, the notice and protest and hearing procedure shall comply with *Section 53753 of the Government Code*.

(b) If a city council proposes to levy a new or increased business assessment, the notice and protest and hearing procedure shall comply with *Section 54954.6 of the Government Code*, except that notice shall be mailed to the owners of the businesses proposed to be assessed. A protest may be made orally or in writing by any interested person. Every written protest shall be filed with the clerk at or before the time fixed for the public hearing. The city council may waive any irregularity in the form or content of any written protest. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing. Each written protest shall contain a description of the business in which the person subscribing the protest is interested sufficient to identify the business and, if a person subscribing is not shown on the official records of the city as the owner of the business, the protest shall contain or be accompanied by written evidence that the person subscribing is the owner of the business or the authorized representative. A written protest that does not comply with this section shall not be counted in determining a majority protest. If written protests are received from the owners or authorized representatives of businesses in the proposed district that will pay 50 percent or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50 percent, no further proceedings to levy the proposed assessment against such businesses, as contained in the resolution of intention, shall be taken for a period of one year from the date of the finding of a majority protest by the city council.

§ 36624. Changes to proposed assessments

At the conclusion of the public hearing to establish the district, the city council may adopt, revise, change, reduce, or modify the proposed assessment or the type or types of improvements and activities to be funded with the revenues from the assessments. Proposed assessments may only be revised by reducing any or all of them. At the public hearing, the city council may only make changes in, to, or from the boundaries of the proposed property and business improvement district that will exclude territory that will not benefit from the proposed improvements or activities. Any modifications, revisions, reductions, or changes to the proposed assessment district shall be reflected in the notice and map recorded pursuant to Section 36627.

§ 36625. Resolution of formation

(a) If the city council, following the public hearing, decides to establish the proposed property and business improvement district, the city council shall adopt a resolution of formation that shall contain all of the following:

(1) A brief description of the proposed activities and improvements, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property, businesses, or both within the district, a statement about whether bonds will be issued, and a description of the exterior boundaries of the proposed district. The descriptions and statements do not need to be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements and activities and the location and extent of the proposed district.

(2) The number, date of adoption, and title of the resolution of intention.

(3) The time and place where the public hearing was held concerning the establishment of the district.

(4) A determination regarding any protests received. The city shall not establish the district or levy assessments if a majority protest was received.

(5) A statement that the properties, businesses, or properties and businesses in the district established by the resolution shall be subject to any amendments to this part.

(6) A statement that the improvements and activities to be provided in the district will be funded by the levy of the assessments. The revenue from the levy of assessments within a district shall not be used to provide improvements or activities outside the district or for any purpose other than the purposes specified in the resolution of intention, as modified by the city council at the hearing concerning establishment of the district.

(7) A finding that the property or businesses within the area of the property and business improvement district will be benefited by the improvements and activities funded by the assessments proposed to be levied.

(b) The adoption of the resolution of formation and, if required, recordation of the notice and map pursuant to Section 36627 shall constitute the levy of an assessment in each of the fiscal years referred to in the management district plan.

§ 36626. Resolution establishing district

If the city council, following the public hearing, desires to establish the proposed property and business improvement district, and the city council has not made changes pursuant to Section 36624, or has made changes that do not substantially change the proposed assessment, the city council shall adopt a resolution establishing the district. The resolution shall contain all of the information specified in paragraphs (1) to (8), inclusive, of subdivision (b) of Section 36625, but need not contain information about the preliminary resolution if none has been adopted.

§ 36626.5. [Section repealed 1999.]

§ 36626.6. [Section repealed 1999.]

§ 36626.7. [Section repealed 1999.]

§ 36627. Notice and assessment diagram

Following adoption of the resolution establishing district assessments on properties pursuant to Section 36625 or Section 36626, the clerk of the city shall record a notice and an assessment diagram pursuant to Section 3114. No other provision of Division 4.5 (commencing with Section 3100) applies to an assessment district created pursuant to this part.

§ 36628. Establishment of separate benefit zones within district; Categories of businesses

The city council may establish one or more separate benefit zones within the district based upon the degree of benefit derived from the improvements or activities to be provided within the benefit zone and may impose a different assessment within each benefit zone. If the assessment is to be levied on businesses, the city council may also define categories of businesses based upon the degree of benefit that each will derive from the improvements or activities to be provided within the district and may impose a different assessment or rate of assessment on each category of business, or on each category of business within each zone.

§ 36628.5. Assessments on businesses or property owners

The city council may levy assessments on businesses or on property owners, or a combination of the two, pursuant to this part. The city council shall structure the assessments in whatever manner it determines corresponds with the distribution of benefits from the proposed improvements and activities.

§ 36629. Provisions and procedures applicable to benefit zones and business categories

All provisions of this part applicable to the establishment, modification, or disestablishment of a property and business improvement district apply to the establishment, modification, or disestablishment of benefit zones or categories of business. The city council shall, to establish, modify, or disestablish a benefit zone or category of business, follow the procedure to establish, modify, or disestablish a parking and business improvement area.

§ 36630. Expiration of district; Creation of new district

If a property and business improvement district expires due to the time limit set pursuant to subdivision (h) of Section 36622, a new management district plan may be created and a new district established pursuant to this part.

§ 36631. Time and manner of collection of assessments; Delinquent payments

The collection of the assessments levied pursuant to this part shall be made at the time and in the manner set forth by the city council in the resolution levying the assessment. Assessments levied on real property may be collected at the same time and in the same manner as for the ad

valorem property tax, and may provide for the same lien priority and penalties for delinquent payment. All delinquent payments for assessments levied pursuant to this part shall be charged interest and penalties.

§ 36632. Assessments to be based on estimated benefit; Classification of real property and businesses; Exclusion of residential and agricultural property

(a) The assessments levied on real property pursuant to this part shall be levied on the basis of the estimated benefit to the real property within the property and business improvement district. The city council may classify properties for purposes of determining the benefit to property of the improvements and activities provided pursuant to this part.

(b) Assessments levied on businesses pursuant to this part shall be levied on the basis of the estimated benefit to the businesses within the property and business improvement district. The city council may classify businesses for purposes of determining the benefit to the businesses of the improvements and activities provided pursuant to this part.

(c) Properties zoned solely for residential use, or that are zoned for agricultural use, are conclusively presumed not to benefit from the improvements and service funded through these assessments, and shall not be subject to any assessment pursuant to this part.

§ 36633. Time for contesting validity of assessment

The validity of an assessment levied under this part shall not be contested in any action or proceeding unless the action or proceeding is commenced within 30 days after the resolution levying the assessment is adopted pursuant to Section 36626. Any appeal from a final judgment in an action or proceeding shall be perfected within 30 days after the entry of judgment.

§ 36634. Service contracts authorized to establish levels of city services

The city council may execute baseline service contracts that would establish levels of city services that would continue after a property and business improvement district has been formed.

§ 36635. Request to modify management district plan

The owners' association may, at any time, request that the city council modify the management district plan. Any modification of the management district plan shall be made pursuant to this chapter.

§ 36636. Modification of plan by resolution after public hearing; Adoption of resolution of intention; Modification of improvements and activities by adoption of resolution after public hearing

(a) Upon the written request of the owners' association, the city council may modify the management district plan after conducting one public hearing on the proposed modifications. The city council may modify the improvements and activities to be funded with the revenue derived from the levy of the assessments by adopting a resolution determining to make the modifications after holding a public hearing on the proposed modifications. If the modification includes the levy of a new or increased assessment, the city council shall comply with Section 36623. Notice of all other public meetings and public hearings pursuant to this section shall comply with both of the following:

(1) The resolution of intention shall be published in a newspaper of general circulation in the city once at least seven days before the public meeting.

(2) A complete copy of the resolution of intention shall be mailed by first class mail, at least 10 days before the public meeting, to each business owner or property owner affected by the proposed modification.

(b) The city council shall adopt a resolution of intention which states the proposed modification prior to the public hearing required by this section. The public hearing shall be held not more than 90 days after the adoption of the resolution of intention.

§ 36637. Reflection of modification in notices recorded and maps

Any subsequent modification of the resolution shall be reflected in subsequent notices and maps recorded pursuant to Division 4.5 (commencing with Section 3100), in a manner consistent with the provisions of Section 36627.

§ 36640. Bonds authorized; Procedure; Restriction on reduction or termination of assessments

(a) The city council may, by resolution, determine and declare that bonds shall be issued to finance the estimated cost of some or all of the proposed improvements described in the resolution of formation adopted pursuant to Section 36625, if the resolution of formation adopted pursuant to that section provides for the issuance of bonds, under the Improvement Bond Act of 1915 (Division 10 (commencing with Section 8500)) or in conjunction with Marks-Roos Local Bond Pooling Act of 1985 (Article 4 (commencing with *Section 6584*) of *Chapter 5 of Division 7 of Title 1 of the Government Code*). Either act, as the case may be, shall govern the proceedings relating to the issuance of bonds, although proceedings under the Bond Act of 1915 may be modified by the city council as necessary to accommodate assessments levied upon business pursuant to this part.

(b) The resolution adopted pursuant to subdivision (a) shall generally describe the proposed improvements specified in the resolution of formation adopted pursuant to Section 36625, set forth the estimated cost of those improvements, specify the number of annual installments and the fiscal years during which they are to be collected. The amount of debt service to retire the bonds shall not exceed the amount of revenue estimated to be raised from assessments over 30 years.

(c) Notwithstanding any other provision of this part, assessments levied to pay the principal and interest on any bond issued pursuant to this section shall not be reduced or terminated if doing so would interfere with the timely retirement of the debt.

§ 36641. [Section repealed 2001.]

§ 36642. [Section repealed 2001.]

§ 36643. [Section repealed 2001.]

§ 36650. Report by owners' association; Approval or modification by city council

(a) The owners' association shall cause to be prepared a report for each fiscal year, except the first year, for which assessments are to be levied and collected to pay the costs of the improvements and activities described in the report. The owners' association's first report shall be due after the first year of operation of the district. The report may propose changes, including, but not limited to, the boundaries of the property and business improvement district or any benefit zones within the district, the basis and method of levying the assessments, and any changes in the classification of property, including any categories of business, if a classification is used.

(b) The report shall be filed with the clerk and shall refer to the property and business improvement 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 information:

(1) Any proposed changes in the boundaries of the property and business improvement district or in any benefit zones or classification of property or businesses within the district.

(2) The improvements and activities to be provided for that fiscal year.

(3) An estimate of the cost of providing the improvements and the activities for that fiscal year.

(4) The method and basis of levying the assessment in sufficient detail to allow each real property or business owner, as appropriate, to estimate the amount of the assessment to be levied against his or her property or business for that fiscal year.

(5) The amount of any surplus or deficit revenues to be carried over from a previous fiscal year.

(6) The amount of any contributions to be made from sources other than assessments levied pursuant to this part.

(c) The city council may approve the report as filed by the owners' association or may modify any particular contained in the report and approve it as modified. Any modification shall be made pursuant to Sections 36635 and 36636.

The city council shall not approve a change in the basis and method of levying assessments that would impair an authorized or executed contract to be paid from the revenues derived from the levy of assessments, including any commitment to pay principal and interest on any bonds issued on behalf of the district.

§ 36651. Designation of owners' association to provide improvements and activities

The management district plan may, but is not required to, state that an owners' association will provide the improvements or activities described in the management district plan. If the management district plan designates an owners' association, the city shall contract with the designated nonprofit corporation to provide services.

§ 36660. Renewal of district; Transfer or refund of remaining revenues; District term limit

(a) Any district previously established whose term has expired, may be renewed by following the procedures for establishment as provided in this chapter.

(b) Upon renewal, any remaining revenues derived from the levy of assessments, or any revenues derived from the sale of assets acquired with the revenues, shall be transferred to the renewed district. If the renewed district includes additional parcels or businesses not included in the prior district, the remaining revenues shall be spent to benefit only the parcels or businesses in the prior district. If the renewed district does not include parcels or businesses included in the prior district, the remaining revenues attributable to these parcels shall be refunded to the owners of these parcels or businesses.

(c) Upon renewal, a district shall have a term not to exceed 10 years, or, if the district is authorized to issue bonds, until the maximum maturity of those bonds. There is no requirement that the boundaries, assessments, improvements, or activities of a renewed district be the same as the original or prior district.

§ 36670. Circumstances permitting disestablishment of district; Procedure

(a) Any district established or extended pursuant to the provisions of this part, where there is no indebtedness, outstanding and unpaid, incurred to accomplish any of the purposes of the district, may be disestablished by resolution by the city council in either of the following circumstances:

(1) If the city council finds there has been misappropriation of funds, malfeasance, or a violation of law in connection with the management of the district, it shall notice a hearing on disestablishment.

(2) During the operation of the district, there shall be a 30-day period each year in which assesses may request disestablishment of the district. The first such period shall begin one year

after the date of establishment of the district and shall continue for 30 days. The next such 30-day period shall begin two years after the date of the establishment of the district. Each successive year of operation of the district shall have such a 30-day period. Upon the written petition of the owners or authorized representatives of real property or the owners or authorized representatives of businesses in the area who pay 50 percent or more of the assessments levied, the city council shall pass a resolution of intention to disestablish the district. The city council shall notice a hearing on disestablishment.

(b) The city council shall adopt a resolution of intention to disestablish the district prior to the public hearing required by this section. The resolution shall state the reason for the disestablishment, shall state the time and place of the public hearing, and shall contain a proposal to dispose of any assets acquired with the revenues of the assessments levied within the property and business improvement district. The notice of the hearing on disestablishment required by this section shall be given by mail to the property owner of each parcel or to the owner of each business subject to assessment in the district, as appropriate. The city shall conduct the public hearing not less than 30 days after mailing the notice to the property or business owners. The public hearing shall be held not more than 60 days after the adoption of the resolution of intention.

§ 36671. Refund of remaining revenues upon disestablishment of district; Calculation of refund; Use of outstanding revenue collected after disestablishment of district

(a) Upon the disestablishment of a district, any remaining revenues, after all outstanding debts are paid, derived from the levy of assessments, or derived from the sale of assets acquired with the revenues, or from bond reserve or construction funds, shall be refunded to the owners of the property or businesses then located and operating within the district in which assessments were levied by applying the same method and basis that was used to calculate the assessments levied in the fiscal year in which the district is disestablished. All outstanding assessment revenue collected after disestablishment shall be spent on improvements and activities specified in the management district plan.

(b) If the disestablishment occurs before an assessment is levied for the fiscal year, the method and basis that was used to calculate the assessments levied in the immediate prior fiscal year shall be used to calculate the amount of any refund.

APPENDIX 2 – ASSESSMENT CALCULATION TABLE

MAP KEY	APN	FRONTAGE ZONE 1	FRONTAGE ZONE 2	FRONTAGE ZONE 3	FRONTAGE ASSESSMENT	LOT SIZE	LOT ASSESSMENT	TOTAL ASSESSMENT
1	0055160170	400.34	0.00	0.00	\$5,324.52	100,624.00	\$2,716.85	\$4,020.68
2	0055160180	0.00	151.00	0.00	\$1,606.64	27,684.00	\$747.47	\$2,354.11
3	0055160190	0.00	30.00	0.00	\$319.20	5,500.00	\$148.50	\$233.85
4	0055160210	160.00	0.00	0.00	\$2,128.00	16,000.00	\$432.00	\$2,560.00
5	0055160240	74.61	0.00	0.00	\$992.31	10,445.00	\$282.02	\$1,274.33
6	0055160300	90.44	0.00	0.00	\$1,202.85	16,696.00	\$450.79	\$1,653.64
7	0055160310	0.00	0.00	0.00	\$0.00	6,618.00	\$178.69	\$89.34
8	0055160380	224.00	0.00	0.00	\$2,979.20	25,920.00	\$699.84	\$3,679.04
9	0055160390	139.47	0.00	0.00	\$1,854.95	23,710.00	\$640.17	\$2,495.12
10	0055160540	145.73	0.00	0.00	\$1,938.21	26,201.00	\$707.43	\$2,645.64
11	0055170160	225.00	0.00	0.00	\$2,992.50	31,577.00	\$852.58	\$3,845.08
12	0055170170	60.00	0.00	0.00	\$798.00	9,300.00	\$251.10	\$1,049.10
13	0055170220	0.00	0.00	0.00	\$0.00	5,200.00	\$140.40	\$140.40
14	0055170240	0.00	0.00	185.96	\$1,190.14	22,696.00	\$612.79	\$1,802.93
15	0055170250	0.00	150.00	0.00	\$1,596.00	21,523.00	\$581.12	\$2,177.12
16	0055170270	0.00	0.00	0.00	\$0.00	3,500.00	\$94.50	\$94.50
17	0055170280	0.00	275.00	0.00	\$2,926.00	32,450.00	\$876.15	\$1,901.08
18	0055170290	0.00	280.29	0.00	\$2,982.29	56,192.00	\$1,517.18	\$4,499.47
19	0055170300	0.00	0.00	150.00	\$960.00	21,226.00	\$573.10	\$1,533.10
20	0055170310	0.00	0.00	619.00	\$3,961.60	177,724.00	\$4,798.55	\$8,760.15
21	0055170350	0.00	0.00	640.72	\$4,100.61	257,875.00	\$6,962.62	\$11,063.23
22	0055170390	200.00	0.00	0.00	\$2,660.00	27,000.00	\$729.00	\$3,389.00
23	0055170530	26.00	0.00	0.00	\$345.80	10,921.00	\$294.87	\$320.34
24	0055170540	197.91	0.00	0.00	\$2,632.20	85,377.00	\$2,305.18	\$2,468.69
25	0056162010	0.00	100.00	0.00	\$1,064.00	10,000.00	\$270.00	\$0.00
26	0056162020	0.00	50.00	0.00	\$532.00	6,500.00	\$175.50	\$0.00
27	0056162030	0.00	50.00	0.00	\$532.00	6,500.00	\$175.50	\$0.00
28	0056162040	0.00	50.00	0.00	\$532.00	6,500.00	\$175.50	\$353.75
29	0056162050	0.00	50.00	0.00	\$532.00	6,500.00	\$175.50	\$353.75
30	0056162060	0.00	100.00	0.00	\$1,064.00	6,925.00	\$186.98	\$1,250.98
31	0056162070	0.00	88.59	0.00	\$942.60	6,077.00	\$164.08	\$1,106.68
32	0056162080	0.00	130.00	0.00	\$1,383.20	13,000.00	\$351.00	\$1,734.20
33	0056162090	49.00	0.00	0.00	\$651.70	6,640.00	\$179.28	\$830.98
34	0056162100	51.00	0.00	0.00	\$678.30	6,360.00	\$171.72	\$850.02
35	0056162110	50.09	0.00	0.00	\$666.20	6,500.00	\$175.50	\$420.85
36	0056162120	50.09	0.00	0.00	\$666.20	3,000.00	\$81.00	\$0.00

MAP KEY	APN	FRONTAGE ZONE 1	FRONTAGE ZONE 2	FRONTAGE ZONE 3	FRONTAGE ASSESSMENT	LOT SIZE	LOT ASSESSMENT	TOTAL ASSESSMENT
37	0056162150	0.00	70.00	0.00	\$744.80	3,500.00	\$94.50	\$839.30
38	0056162160	0.00	60.00	0.00	\$638.40	3,000.00	\$81.00	\$359.70
39	0056162170	0.00	60.00	0.00	\$638.40	3,000.00	\$81.00	\$0.00
40	0056162180	50.09	0.00	0.00	\$666.20	6,098.00	\$164.65	\$0.00
41	0056163090	0.00	130.00	0.00	\$1,383.20	6,500.00	\$175.50	\$1,558.70
42	0056163100	0.00	50.00	0.00	\$532.00	6,500.00	\$175.50	\$353.75
43	0056163110	0.00	50.00	0.00	\$532.00	6,500.00	\$175.50	\$707.50
44	0056163120	0.00	100.00	0.00	\$1,064.00	13,000.00	\$351.00	\$1,415.00
45	0056163130	0.00	25.00	0.00	\$266.00	3,250.00	\$87.75	\$176.88
46	0056163180	0.00	130.00	0.00	\$1,383.20	16,250.00	\$438.75	\$910.98
47	0056164010	0.00	150.00	0.00	\$1,596.00	19,500.00	\$526.50	\$2,122.50
48	0056164020	0.00	50.00	0.00	\$532.00	3,250.00	\$87.75	\$619.75
49	0056164030	0.00	200.00	0.00	\$2,128.00	29,375.00	\$793.12	\$2,921.12
50	0056164040	130.00	0.00	0.00	\$1,729.00	9,750.00	\$263.25	\$1,992.25
51	0056164050	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$420.25
52	0056164060	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50
53	0056164070	75.00	0.00	0.00	\$997.50	9,750.00	\$263.25	\$1,260.75
54	0056164080	75.00	0.00	0.00	\$997.50	9,750.00	\$263.25	\$630.38
55	0056164090	75.00	0.00	0.00	\$997.50	5,250.00	\$141.75	\$1,139.25
56	0056164100	0.00	25.00	0.00	\$266.00	1,875.00	\$50.62	\$316.62
57	0056164110	0.00	35.00	0.00	\$372.40	2,625.00	\$70.88	\$443.28
58	0056191100	25.00	0.00	0.00	\$332.50	3,250.00	\$87.75	\$210.12
59	0056191110	130.00	0.00	0.00	\$1,729.00	6,500.00	\$175.50	\$1,904.50
60	0056191120	130.00	0.00	0.00	\$1,729.00	6,500.00	\$175.50	\$1,904.50
61	0056191130	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50
62	0056191140	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50
63	0056191150	25.00	0.00	0.00	\$332.50	3,250.00	\$87.75	\$420.25
64	0056191160	25.00	0.00	0.00	\$332.50	3,250.00	\$87.75	\$210.12
65	0056191170	25.00	0.00	0.00	\$332.50	3,250.00	\$87.75	\$420.25
66	0056191180	25.00	0.00	0.00	\$332.50	3,250.00	\$87.75	\$420.25
67	0056191190	25.00	0.00	0.00	\$332.50	3,250.00	\$87.75	\$420.25
68	0056191200	25.00	0.00	0.00	\$332.50	3,250.00	\$87.75	\$420.25
69	0056191210	25.00	0.00	0.00	\$332.50	3,250.00	\$87.75	\$420.25
70	0056191220	25.00	0.00	0.00	\$332.50	3,250.00	\$87.75	\$420.25
71	0056191230	130.00	0.00	0.00	\$1,729.00	6,500.00	\$175.50	\$1,904.50
72	0056191260	325.00	0.00	0.00	\$4,322.50	42,250.00	\$1,140.75	\$5,463.25
73	0056192030	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50
74	0056192040	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50
75	0056192050	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50

MAP KEY	APN	FRONTAGE ZONE 1	FRONTAGE ZONE 2	FRONTAGE ZONE 3	FRONTAGE ASSESSMENT	LOT SIZE	LOT ASSESSMENT	TOTAL ASSESSMENT
76	0056192060	130.00	0.00	0.00	\$1,729.00	6,500.00	\$175.50	\$1,904.50
77	0056192070	0.00	130.00	0.00	\$1,383.20	13,000.00	\$351.00	\$1,734.20
78	0056192080	0.00	30.00	0.00	\$319.20	3,900.00	\$105.30	\$212.25
79	0056192090	0.00	70.00	0.00	\$744.80	9,100.00	\$245.70	\$495.25
80	0056192140	200.00	0.00	0.00	\$2,660.00	26,000.00	\$702.00	\$3,362.00
81	0056192150	0.00	200.00	0.00	\$2,128.00	26,000.00	\$702.00	\$1,415.00
82	0056193010	130.00	0.00	0.00	\$1,729.00	13,000.00	\$351.00	\$2,080.00
83	0056193020	50.00	0.00	0.00	\$665.00	6,098.00	\$164.65	\$829.65
84	0056193030	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50
85	0056193040	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$420.25
86	0056193050	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50
87	0056193070	130.00	0.00	0.00	\$1,729.00	6,500.00	\$175.50	\$1,904.50
88	0056193090	49.25	0.00	0.00	\$655.02	6,402.00	\$172.85	\$827.87
89	0056193100	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50
90	0056193110	25.00	0.00	0.00	\$332.50	3,250.00	\$87.75	\$420.25
91	0056193120	25.03	0.00	0.00	\$332.90	3,250.00	\$87.75	\$420.65
92	0056193130	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50
93	0056193140	25.00	0.00	0.00	\$332.50	3,250.00	\$87.75	\$420.25
94	0056193150	25.00	0.00	0.00	\$332.50	3,250.00	\$87.75	\$420.25
95	0056193160	25.00	0.00	0.00	\$332.50	3,250.00	\$87.75	\$420.25
96	0056193190	25.00	0.00	0.00	\$332.50	3,250.00	\$87.75	\$420.25
97	0056193200	25.00	0.00	0.00	\$332.50	3,250.00	\$87.75	\$420.25
98	0056193210	130.00	0.00	0.00	\$1,729.00	9,750.00	\$263.25	\$1,992.25
99	0056194010	130.00	0.00	0.00	\$1,729.00	6,500.00	\$175.50	\$1,904.50
100	0056194020	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50
101	0056194030	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50
102	0056194060	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50
103	0056194100	130.00	0.00	0.00	\$1,729.00	6,500.00	\$175.50	\$1,904.50
104	0056194110	0.00	130.00	0.00	\$1,383.20	6,500.00	\$175.50	\$779.35
105	0056194120	0.00	100.00	0.00	\$1,064.00	13,000.00	\$351.00	\$707.50
106	0056194130	0.00	100.00	0.00	\$1,064.00	13,000.00	\$351.00	\$1,415.00
107	0056194140	0.00	65.00	0.00	\$691.60	13,000.00	\$351.00	\$521.30
108	0056194150	0.00	100.00	0.00	\$1,064.00	6,500.00	\$175.50	\$1,239.50
109	0056194170	100.00	0.00	0.00	\$1,330.00	13,000.00	\$351.00	\$1,681.00
110	0056194180	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50
111	0056195010	0.00	80.00	0.00	\$851.20	4,000.00	\$108.00	\$959.20
112	0056195100	0.00	130.00	0.00	\$1,383.20	6,500.00	\$175.50	\$1,558.70
113	0056195110	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50
114	0056195120	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50

MAP KEY	APN	FRONTAGE ZONE 1	FRONTAGE ZONE 2	FRONTAGE ZONE 3	FRONTAGE ASSESSMENT	LOT SIZE	LOT ASSESSMENT	TOTAL ASSESSMENT
115	0056195130	69.94	0.00	0.00	\$930.20	8,217.00	\$221.86	\$1,152.06
116	0056195140	80.06	0.00	0.00	\$1,064.80	11,038.00	\$298.03	\$1,362.83
117	0056195150	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50
118	0056195160	180.00	0.00	0.00	\$2,394.00	6,500.00	\$175.50	\$2,569.50
119	0056195170	0.00	50.00	0.00	\$532.00	2,500.00	\$67.50	\$599.50
120	0056196010	130.00	0.00	0.00	\$1,729.00	13,000.00	\$351.00	\$2,080.00
121	0056196020	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50
122	0056196030	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50
123	0056196040	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$420.25
124	0056196050	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50
125	0056196060	50.00	0.00	0.00	\$665.00	6,500.00	\$175.50	\$840.50
126	0056196070	0.00	130.00	0.00	\$1,383.20	6,500.00	\$175.50	\$1,558.70
127	0056196130	0.00	50.00	0.00	\$532.00	6,500.00	\$175.50	\$707.50
128	0056196140	0.00	28.00	0.00	\$297.92	3,640.00	\$98.28	\$396.20
129	0056196150	0.00	122.00	0.00	\$1,298.08	13,585.00	\$366.80	\$1,664.88
130	0056196160	0.00	65.00	0.00	\$691.60	2,275.00	\$61.42	\$753.02
131	0056223010	0.00	40.20	0.00	\$427.73	1,005.00	\$27.14	\$454.87
132	0056223020	0.00	25.00	0.00	\$266.00	3,250.00	\$87.75	\$353.75
133	0056223030	0.00	200.00	0.00	\$2,128.00	19,500.00	\$526.50	\$1,327.25
134	0056223040	0.00	150.00	0.00	\$1,596.00	19,500.00	\$526.50	\$2,122.50
135	0056223050	0.00	0.00	150.00	\$960.00	19,500.00	\$526.50	\$1,486.50
136	0056223060	0.00	0.00	50.00	\$320.00	6,500.00	\$175.50	\$495.50
137	0056223070	0.00	0.00	50.00	\$320.00	6,500.00	\$175.50	\$0.00
138	0056223080	0.00	0.00	50.00	\$320.00	6,500.00	\$175.50	\$495.50
139	0056223090	0.00	0.00	50.00	\$320.00	6,500.00	\$175.50	\$247.75
140	0056223100	0.00	130.00	0.00	\$1,383.20	6,500.00	\$175.50	\$779.35
141	0056223110	0.00	89.80	0.00	\$955.47	2,245.00	\$60.62	\$1,016.09
142	0056224010	0.00	0.00	130.00	\$832.00	13,000.00	\$351.00	\$1,183.00
143	0056224020	0.00	0.00	50.00	\$320.00	6,500.00	\$175.50	\$495.50
144	0056224030	0.00	0.00	50.00	\$320.00	6,500.00	\$175.50	\$247.75
145	0056224040	0.00	0.00	100.00	\$640.00	13,000.00	\$351.00	\$991.00
146	0056224050	0.00	130.00	0.00	\$1,383.20	13,000.00	\$351.00	\$1,734.20
147	0056224080	0.00	0.00	50.00	\$320.00	6,500.00	\$175.50	\$247.75
148	0056224150	0.00	130.00	0.00	\$1,383.20	12,632.00	\$341.06	\$1,724.26
149	0056225010	0.00	130.00	0.00	\$1,383.20	6,098.00	\$164.65	\$1,547.85
150	0056225210	0.00	130.00	0.00	\$1,383.20	13,000.00	\$351.00	\$1,734.20
151	0056226020	0.00	130.00	0.00	\$1,383.20	16,250.00	\$438.75	\$1,821.95
152	0056226100	0.00	0.00	131.50	\$841.60	17,104.00	\$461.81	\$1,303.41
153	0056261010	61.08	0.00	0.00	\$812.36	12,178.00	\$328.81	\$1,141.17

MAP KEY	APN	FRONTAGE ZONE 1	FRONTAGE ZONE 2	FRONTAGE ZONE 3	FRONTAGE ASSESSMENT	LOT SIZE	LOT ASSESSMENT	TOTAL ASSESSMENT
154	0056262010	6.14	0.00	0.00	\$81.66	1,225.00	\$33.08	\$114.74
155	0056262020	5.27	0.00	0.00	\$70.09	1,050.00	\$28.35	\$98.44
156	0056262030	6.21	0.00	0.00	\$82.59	1,239.00	\$33.45	\$116.04
157	0056262040	3.62	0.00	0.00	\$48.15	722.00	\$19.49	\$67.64
158	0056262050	4.23	0.00	0.00	\$56.26	844.00	\$22.79	\$79.05
159	0056263010	1.56	0.00	0.00	\$20.75	311.00	\$8.40	\$29.15
160	0056263020	1.64	0.00	0.00	\$21.81	326.00	\$8.80	\$30.61
161	0056263030	1.54	0.00	0.00	\$20.48	308.00	\$8.32	\$28.80
162	0056263040	1.76	0.00	0.00	\$23.41	350.00	\$9.45	\$32.86
163	0056263050	1.58	0.00	0.00	\$21.01	315.00	\$8.50	\$29.51
164	0056263060	1.46	0.00	0.00	\$19.42	291.00	\$7.86	\$27.28
165	0056263070	1.55	0.00	0.00	\$20.62	309.00	\$8.34	\$28.96
166	0056263080	2.41	0.00	0.00	\$32.05	481.00	\$12.99	\$45.04
167	0056263090	1.92	0.00	0.00	\$25.54	383.00	\$10.34	\$35.88
168	0056263100	1.78	0.00	0.00	\$23.67	355.00	\$9.58	\$33.25
169	0056263110	1.94	0.00	0.00	\$25.80	387.00	\$10.45	\$36.25
170	0056263120	1.97	0.00	0.00	\$26.20	393.00	\$10.61	\$36.81
171	0056264010	2.03	0.00	0.00	\$27.00	405.00	\$10.94	\$37.94
172	0056264020	1.81	0.00	0.00	\$24.07	360.00	\$9.72	\$33.79
173	0056264030	1.80	0.00	0.00	\$23.94	358.00	\$9.67	\$33.61
174	0056264040	1.80	0.00	0.00	\$23.94	358.00	\$9.67	\$33.61
175	0056264050	1.77	0.00	0.00	\$23.54	353.00	\$9.53	\$33.07
176	0056264060	2.04	0.00	0.00	\$27.13	354.00	\$9.56	\$36.69
177	0056264070	1.91	0.00	0.00	\$25.40	407.00	\$10.99	\$36.39
178	0056264080	1.47	0.00	0.00	\$19.55	380.00	\$10.26	\$29.81
179	0056264090	1.40	0.00	0.00	\$18.62	364.00	\$9.83	\$28.45
180	0056264100	1.44	0.00	0.00	\$19.15	373.00	\$10.07	\$29.22
181	0056264110	1.39	0.00	0.00	\$18.49	361.00	\$9.75	\$28.24
182	0056264120	1.45	0.00	0.00	\$19.28	376.00	\$10.15	\$29.43
								\$191,594.87

COEF .5 = Parking Lot
COEF 0 = Church/Nonprofit /
Residential

* 1=Commercial parcels
.5 = Parking lots

APPENDIX 3 – SAMPLE BASE SERVICES RESOLUTION

The following is a draft resolution which has not been adopted and is subject to further negotiation. This resolution is provided as a possible sample only.

RESOLUTION NO. _____

ADOPTED BY THE VALLEJO CITY COUNCIL

ON THE DATE OF _____

ADOPTING CITY POLICY REGARDING BUSINESS IMPROVEMENT DISTRICTS:

BASE LEVELS OF SERVICE

WHEREAS, business areas often face a need for collective efforts to promote their businesses and to improve the overall business climate and health of their Districts, and

WHEREAS, businesses often seek enhanced City services and infrastructure improvements.

NOW BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VALLEJO,

1. Revenue garnered from a Business Improvement District (BID) or other similar assessment District should be used to improve the overall business climate of the area through various promotional programs and service enhancements. To that end, base service level measures should be established and agreed to at the inception of the financing of the District.
2. In the event of a significant downturn in Citywide revenues, the City Council may be forced to reduce base levels of municipal services Citywide unless a substitute source of Citywide revenues is available.

City of Vallejo Baseline Services FY 2013 – 2018

The purpose of renewing the Downtown Vallejo PBID is to continue financing needed additional services. A critical step in designing these additional services was identifying the services that are currently provided by the City. An agreement will be made with the City to guarantee that the existing level of services, or “baseline,” will be continued. The Baseline Services Agreement will help ensure that the District’s funds will be used to enhance, rather than replace, the current level of downtown services provided by the City.

There are two types of City services that will be addressed in the Baseline Services Agreement: maintenance and security. In the following two tables are estimates of the current level of services provided by the City.

Maintenance Services

Activity	Level of Service	Comments
<i>Street Sweeping – Mechanical</i>	3/Week for streets 1/Week for parking lots	
<i>Landscaping (Maintaining shrubs and weeding)</i>	Quarterly	
<i>Landscaping - Planters</i>	2 times per year (plus trouble calls)	
<i>Tree-trimming</i>	Public hazards only (ongoing tree trimming a PBID function)	
<i>Graffiti Removal (Public facilities / street signs)</i>	As requested. Subject to overall City wide graffiti backlog	
<i>Trash Collecting</i>	None (Vallejo Garbage Service)	City to ensure next franchise agreement includes no fewer than two pick-ups per week of sidewalk public trash containers
<i>Fountain Maintenance</i>	As Needed	Consists of cyclical cleaning and repairs when found necessary
<i>Sidewalk Repair</i>	Per City standard	Repairs are made to defects of cracks that are 1/2” or wider and a rise of 3/4” or more
<i>Lawn Mowing (parcel on 200 block of GA Street adjacent to Vallejo Housing Authority)</i>	1/week	
<i>Christmas Decorations</i>	None (PBID function)	
<i>Illegal Dumping</i>	Specific hot spots only	Balance of area is covered, although it will be picked up by Vallejo Garbage
<i>Street lights (Cobra)</i>	Re-lamp as required	Goal is to respond within 10 business days
<i>Street lights (Acorn)</i>	None (PBID function)	

Police Services

Activity	Level of Service	Comments
<i>Police Patrol</i>	Response only	
<i>Cadet Patrol</i>	When available	