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CALIFORNIA



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December 21, 2015

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

Council District 2

REGARDING: THE NORTH HOLLYWOOD TRANSIT (PROPERTY-BASED)  
BUSINESS IMPROVEMENT DISTRICT'S 2016 FISCAL YEAR  
ANNUAL PLANNING REPORT

Honorable Members:

The Office of the City Clerk has received the Annual Planning Report for the North Hollywood Transit Business Improvement District's ("District") 2016 fiscal year (CF 11-0046). The owners' association of the District has caused to be prepared the Annual Planning Report for City Council's consideration. In accordance with Section 36600 et seq. of the California Streets and Highways Code ("State Law"), an Annual Planning Report for the District must be submitted for approval by the City Council. The North Hollywood Transit Business Improvement District's Annual Planning Report for the 2016 fiscal year is presented with this transmittal for City Council's consideration as "Attachment 1."

## BACKGROUND

The North Hollywood Transit Business Improvement District was established on August 5, 2014 by and through the City Council's adoption of Ordinance No. 183164, which confirmed the assessments to be levied upon properties within the District, as described in the District's Management District Plan. The City Council established the District pursuant to State Law.

## ANNUAL REPORT REQUIREMENTS

The State Law requires that the District's owners' association shall cause to be prepared, for City Council's consideration, an Annual Planning Report for each fiscal year for which assessments are to be levied and collected to pay for the costs of the

planned District improvements and activities. The Annual Planning Report shall be filed with the City Clerk and shall refer to the district by name, specify the fiscal year to which the report applies, and, with respect to that fiscal year, shall contain all of the following: any proposed changes in the boundaries of the district or in any benefit zones within the district; the improvements and activities to be provided for that fiscal year; an estimate of the cost of providing the improvements and the activities for that fiscal year; the method and basis of levying the assessment in sufficient detail to allow each real property owner to estimate the amount of the assessment to be levied against his or her property for that fiscal year; the amount of any surplus or deficit revenues to be carried over from a previous fiscal year; and the amount of any contributions to be made from sources other than assessments levied.

The attached Annual Planning Report, which was approved by the District's Board at their meeting on December 9, 2015, complies with the requirements of the State Law and reports that programs will continue, as outlined in the Management District Plan adopted by the District property owners. The City Council may approve the Annual Report as filed by the District's owners' association or may modify any particulars contained in the Annual Planning Report, in accordance with State Law, and approve it as modified.

#### FISCAL IMPACT

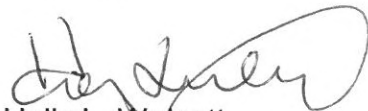
There is no impact to the General Fund associated with this action.

#### RECOMMENDATIONS

That the City Council:

1. FIND that the attached Annual Planning Report for the North Hollywood Transit Business Improvement District's 2016 fiscal year complies with the requirements of the State Law.
2. ADOPT the attached Annual Planning Report for the North Hollywood Transit Business Improvement District's 2016 fiscal year, pursuant to the State Law.

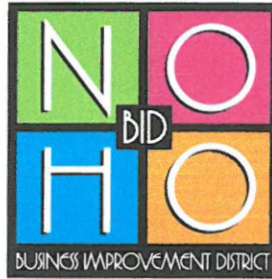
Sincerely,



Holly L. Wolcott  
City Clerk

HLW:GRA:MCP:RMH:ev

Attachment: North Hollywood Transit Business Improvement District's 2016 Fiscal Year Annual Planning Report



RECEIVED  
DEC 10 2015  
NBID

December 1, 2015

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

*Subject: NoHo PBID 2016 Annual Planning Report*

Dear Ms. Wolcott,

As required by the Property and Business Improvement District Law of 1994, California Streets and Highways Code Section 36650, the Board of Directors of the North Hollywood Business Improvement District has caused this North Hollywood Business Improvement District Annual Planning Report to be prepared at its meeting of 12/9/15.

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

Sincerely,

A handwritten signature in blue ink that reads 'Steve Gibson'.

Steve Gibson  
Executive Director  
NoHo BID

# North Hollywood Transit Business Improvement District

## 2016 Annual Planning Report



**District Name**

This report is for the North Hollywood Transit Business Improvement District (District). The District is operated by the North Hollywood Business Improvement District Corporation, a California non-profit corporation.

**Fiscal Year of Report**

This report applies to the 2016 Fiscal year. The District Board of Directors approved the 2016 Annual Planning Report at the *December 9, 2015* Board of Director's meeting.

**Boundaries**

There are no changes to the District boundaries for 2016.

**Benefit Zones**

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

**2016 IMPROVEMENTS, ACTIVITIES AND SERVICES****Clean & Safe: \$502,795 (79%)**

Safe Team Program: The Safety Program will provide safety services for the individual assessed parcels located within the District in the form of patrolling bicycle personnel, and foot patrol. The purpose of the Safe Team Program is to prevent, deter and report illegal activities taking place on the streets, sidewalks, storefronts, parking parcels and alleys. The presence of the Safe Team Program is intended to deter such illegal activities as public urination, indecent exposure, trespassing, drinking in public, prostitution, illegal panhandling, illegal vending, and illegal dumping.

Clean Team Program: In order to consistently deal with cleaning issues, a multi-dimensional approach has been developed consisting of the following elements.

Sidewalk Cleaning: Uniformed, radio equipped personnel sweep litter, debris and refuse from sidewalks and gutters of the District. District personnel may pressure wash the sidewalks.

Trash Collection: Collector truck personnel collect trash from sidewalk trash receptacles as needed. District trucks are called to dispose of illegal food vendors' inventory. They are also dispatched to collect large bulky items illegally dumped in the District.

Graffiti Removal: District personnel remove graffiti by painting, using solvent and pressure washing. The District maintains a zero tolerance graffiti policy. An effort is made to remove all tags within 24 hours on weekdays.

**Communication: \$30,110 (5%)**

It is important to not only provide the services needed in the District, but to tell the story of improvement in the District. Some of the communication/image programs currently in place or being considered are:

- Quarterly Newsletter
- NoHo BID Web Site

**Administration and Office Expense: \$99,988 (16%)**

The improvements and activities are managed by a professional staff that requires centralized management support. Management staff oversees the District's services which are delivered seven days a week. Management staff actively works on behalf of the District parcels to insure that City and County services and policies support the District. Included in this item are management labor, office expense and organizational expenses such as insurance and the cost to conduct a yearly financial review. Also included in this budget item are City fees to collect and process the assessments.

**Total estimate of Cost for 2016:** A breakdown of the total estimated 2016 budget is attached to this report as **Appendix A.**

**Method and Basis of Levying the Assessment**

The Method and Basis for levying the 2016 assessment remains the same as listed in the Management District Plan. Annual assessments are based upon an allocation of program costs and a calculation of assessable footage for two (2) Benefit Zones. Assessments are determined by lot square footage and building square footage. The assessment rates for 2016 are as follows:

**Zone 1**

**Non-Government**

Lot: \$0.0994 per square foot

Building: \$0.0258 per square foot

**LAUSD**

Lot: \$0.0402 per square foot

Building: \$0.0111 per square foot

**City Fire Dept. Parcel**

Lot: \$0.0676 per square foot

Building: \$0.0172 per square foot

**St. Paul's Lutheran Church (School Parcels Only)**

Lot: \$0.0402 per square foot

Building: \$0.0111 per square foot

**Zone 2**

Lot: \$0.1153 per square foot

Building: \$1.2719 per square foot

**(There is a 5% CPI increase for 2016)**

**Surplus Revenues**

At the end of 2015, the District will have an estimated \$35,083 of surplus revenue that will be rolled over into 2016 budget. The District Board of Directors authorized the rollover at the *December 9, 2015* Board of Director's meeting.

**Anticipated Deficit Revenues**

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

**Contributions from Sources other than assessments: \$29,288**

The District is expecting a general benefit payment of \$21,188 from the City of LA. The District expects to receive a \$5,000 grant from LADWP. Also, the District projects \$100 in interest income in 2016 and is planning on applying for a LANI grant for \$3,000.

**APPENDIX A- TOTAL ESTIMATE COST FOR NORTH HOLLYWOOD BID- FY 2016**

	<b>Zone 1</b>	<b>Zone 2</b>	<b>Total</b>
<b>2016 Assessment Revenue</b>	\$466,063	\$95,459	\$561,522
<b>General Benefit Income</b>	\$21,736	\$4,452	\$26,188
<b>Assessment Interest &amp; Penalties</b>	\$1,660	\$340	\$2,000
<b>Assessment Revenue Prior Years</b>	\$4,150	\$850	\$5,000
<b>Grant Income</b>	\$2,490	\$510	\$3,000
<b>Interest Income</b>	\$83	\$17	\$100
<b>2015 Estimated Carryover</b>	\$29,119	\$5,964	\$35,083
<b>Total Estimated Budget</b>	<b>\$525,301</b>	<b>\$107,592</b>	<b>\$632,893</b>

**Estimated Expenditures:*****Administration***

	<b>Zone 1- 83%</b>	<b>Zone 2- 17%</b>	<b>Total</b>
Management	\$39,840	\$8,160	\$48,000
Legal & Professional	\$3,735	\$765	\$4,500
City Fees	\$9,321	\$1,909	\$11,230
Rent	\$20,279	\$4,154	\$24,433
Office expenses (supplies, phone, internet)	\$3,175	\$650	\$3,825
Insurance	\$3,735	\$765	\$4,500
Utilities	\$2,905	\$595	\$3,500
	<b>\$82,990</b>	<b>\$16,998</b>	<b>\$99,988</b>

***Communication***

Management	\$8,300	\$1,700	\$10,000
Events/Destination Marketing	\$15,446	\$3,164	\$18,610
Newsletter/Media Releases	\$830	\$170	\$1,000
Website	\$415	\$85	\$500
	<b>\$24,991</b>	<b>\$5,119</b>	<b>\$30,110</b>

***Clean and Safe***

Maintenance Labor	\$149,583	\$30,637	\$180,221
Landscape Maintenance	\$5,810	\$1,190	\$7,000
Pressure Washing	\$12,035	\$2,465	\$14,500
Supplies	\$2,987	\$612	\$3,599
Truck, Fuel, Dump fees	\$19,169	\$3,926	\$23,095
Management	\$16,600	\$3,400	\$20,000
Safety Labor	\$227,328	\$46,561	\$273,889
Safety Phone	\$2,390	\$490	\$2,880
Truck, Fuel, Bike, Uniforms	\$4,150	\$850	\$5,000
10% reduction for Safety Labor Vacancy	(\$22,733)	(\$4,656)	(\$27,389)
	<b>\$417,320</b>	<b>\$85,475</b>	<b>\$502,795</b>

**TOTAL ESTIMATED EXPENDITURES**

<b>\$525,301</b>	<b>\$107,592</b>	<b>\$632,893</b>
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