



January 24, 2013

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

Council District 12

REGARDING: THE OLD GRANADA VILLAGE (PROPERTY-BASED) BUSINESS  
IMPROVEMENT DISTRICT'S 2013 FISCAL YEAR ANNUAL  
PLANNING REPORT

Honorable Members:

The Office of the City Clerk has received the Annual Planning Report for the Old Granada Village Business Improvement District's ("District") 2013 fiscal year (CF 11-1180). 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 Old Granada Village Business Improvement District's Annual Planning Report for the 2013 fiscal year is presented with this transmittal for City Council's consideration as "Attachment 1."

### BACKGROUND

The Old Granada Village Business Improvement District was established on September 14, 2011 by and through the City Council's adoption of Ordinance No. 181879, 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 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 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 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

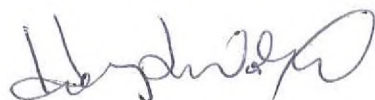
There is no impact to the General Fund associated with this action.

#### RECOMMENDATIONS

That the City Council:

1. FIND that the attached Annual Planning Report for the Old Granada Village Business Improvement District's 2013 fiscal year complies with the requirements of the State Law.
2. ADOPT the attached Annual Planning Report for the Old Granada Village Business Improvement District's 2013 fiscal year, pursuant to the State Law.

Sincerely,



June Lagmay  
City Clerk

JL:HLW:MCP:RMH:ev

Attachment: Old Granada Village Business Improvement District's 2013 Fiscal Year Annual Planning Report





***Old Granada Village***  
**Property Business Improvement District**

**FY2013 Planning Report**  
**3<sup>rd</sup> Operating Year**

**Prepared for the Los Angeles City Council**

**By**

**Brian S. Miller, Executive Director**

**Submitted to the City Clerk's Office**  
**Special Assessment Section**

SAS  
(JAN 14 2013)



**Old Granada Village PBID**  
**FY2013 Annual Planning Report**

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November 30, 2012

June Lagmay  
City Clerk  
Office of the City Clerk  
200 N. Spring Street  
Room 360  
Los Angeles CA 90012

Re: 2013 Planning Report for the Old Granada Village Business Improvement District

Dear Ms. Lagmay,

As required by the Property and Business Improvement District Law of 1994, California Street & Highway Code Section 36650, the Granada Hills Improvement Association, a California Non-Profit organization, contracted through agreement No. C-119934 with the City of Los Angeles to manage services provided to the Old Granada Village Business Improvement District, has caused this Planning Report to be prepared. The report covers the 2013 proposed budget and activities.

This 2013 Planning Report was approved by the Board of Directors of the Granada Hills Improvement Association on November 28, 2012.

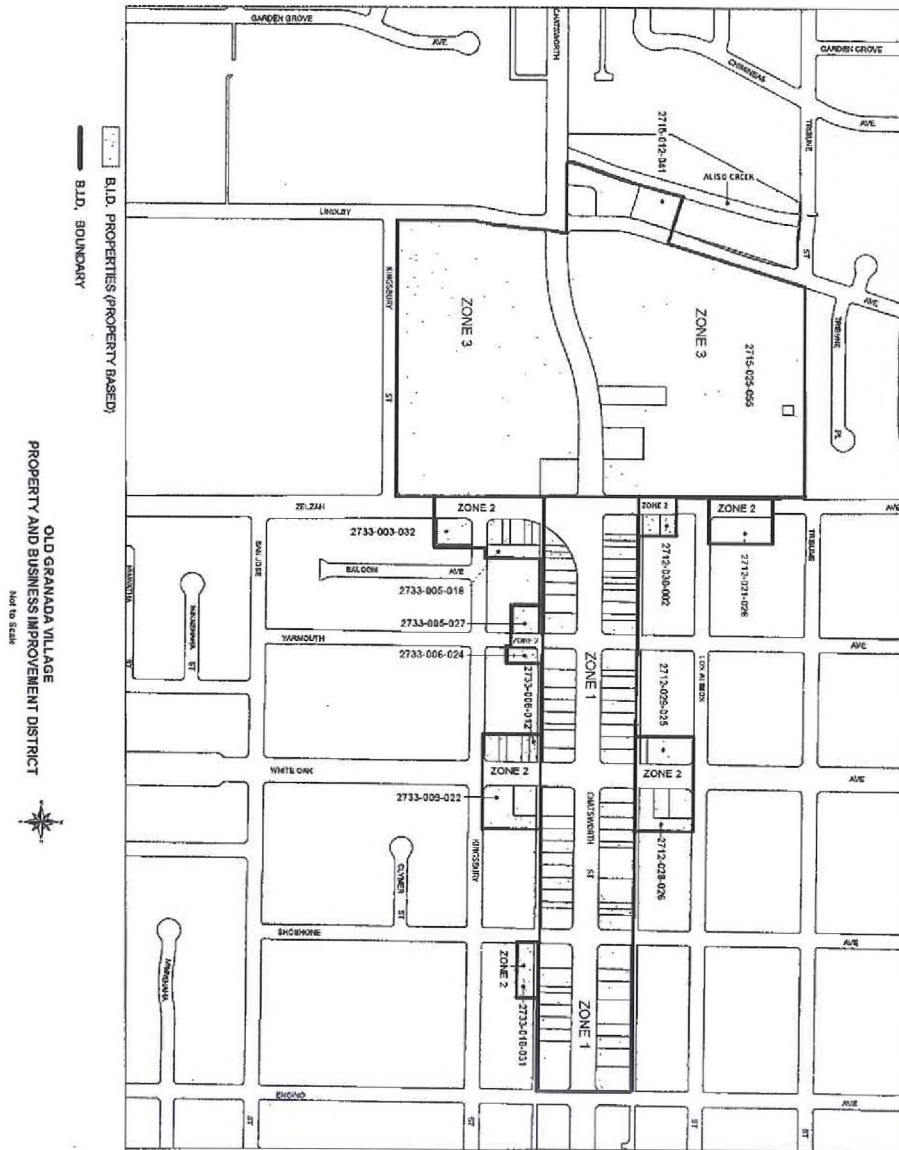
Please feel free to contact me if you have any questions.

Sincerely,

  
Brian S. Miller  
Executive Director  
[granadabid@gmail.com](mailto:granadabid@gmail.com)



Map of Old Granada Village BID





**FY2013 Annual Planning Report**  
**Old Granada Village BID**

**Old Granada Village BID Improvements & Activities**

**Boundaries:** The boundaries of the Old Granada Village Business Improvement District (OGVBID) will reflect the boundary description and map as listed in the Management District Plan, which is comprised of 5 1/2 contiguous blocks of Chatsworth Street, bounded by Encino Avenue, to the east and the commercial properties on the east side of Lindley Avenue south of Chatsworth Street and on the west side of Lindley Avenue north of Chatsworth Street. Commercial properties located north and south of Chatsworth Street up to the next alley or street, on the cross-streets of Encino, Shoshone, White Oak, Zelzah and Lindley, are also included in the BID.

**Benefit Zones:** The benefit zones for the OGVBID will remain the same for the 2013 fiscal year as in previous fiscal years. There are three benefit zones. Please refer to area map on page 4.

**Improvements and Activities for 2013:** The following are the improvements and activities planned for the OGVBID in order by category as listed in the Management District Plan:

- 1) **Image Enhancement** projects to be explored and, if feasible, completed in 2013 are:
  - a) Complete final phase of streetscape improvements by designing upgrades and improvements to all four corners of Chatsworth Street and White Oak Avenue. The upgrades may include but will not be limited to new landscaping, new irrigation, benches, sidewalk concrete staining, etc.
  - b) Install seasonal light pole banners that promote the BID area businesses and commercial corridor.
  - c) Enhance the decorative metal scrolls on the light poles.
  - d) Complete the installation of the OGVBID welcome sign at Lindley.
  - e) Install benches and trashcans throughout the BID.
  - f) Install business directories and map kiosks on the sidewalks throughout the BID.
  - g) Continue holiday decorations and parade sponsorship.
  - h) Enhance the curb-cuts at each of the 4 major Chatsworth Street intersections (at Zelzah, Yarmouth, White Oak, and Shoshone) and at the 2 end-cap intersections on Chatsworth Street (at Lindley and Encino).
  - i) Engage architect to design a paint palette and color-blocking ("Color Study") to paint all storefronts along Chatsworth Street between Zelzah and Encino. In addition, obtain cost proposals to paint all of the storefronts in order to determine feasibility of project or structure of project (e.g. BID paints the storefronts or grants money to property owners if they paint their storefront pursuant to the color-study design, etc.)

The anticipated expenditures for image enhancement project is \$120,100 or 51% of 2013 assessments or 67% of the total FY2013 budget including 2012 carryover funds.



2) **Maintenance** includes:

- a) Watering, weeding, fertilizing, and pruning of existing trees and tree wells.
- b) Watering, weeding, fertilizing, and pruning of landscaped medians.
- c) Other miscellaneous maintenance activities associated with the care and nurturing of existing and newly planted trees, shrubbery, ground cover and flowers.
- d) Porter services 3x/week in Zone 1 and 1x/week in Zone 2 for cleaning & sweeping sidewalks and curbs; wiping down storefronts, benches, light poles, & bus stops
- e) Pressure washing of sidewalks and other areas as needed 6 times per year.

These services will only be provided in Zone 1 and 2 since similar services are already provided within Zone 3 by the property owners, which consists primarily of the two large shopping centers (and hence is why their assessments are so much less – they receive less benefit.) The cost of providing these services is estimated to be \$21,218 or 18% of 2013 assessments or 12% of the total FY2013 budget.

- 3) **Administration** includes director fees, website maintenance, newsletters, & mailing costs, insurance, accounting, & bookkeeping costs, and other office expenses. These services will be provided for all three Zones. The cost of providing administration for 2013 is estimated to be \$28,644 or 24% of the 2013 assessments or 16% of the total FY2013 budget.
- 4) **Special Projects/Contingency** includes City/County collection fees, professional services like brokers to assist stakeholders in leasing efforts, and other miscellaneous expenses approved by the Board pursuant to the Management District Plan. These services will also be provided for all three Zones. \$7,981 is allocated to this category and represents 7% of 2013 Assessments or 4% of the FY2013 budget.

**2013 Anticipated Budget:** A detail breakdown of the total estimated FY2013 budget is attached to this report as Appendix A.

**Method and Basis of Assessment:** the Method and Basis for levying the 2013 assessment for the Old Granada Village Business Improvement District remains the same as listed in the Management District plan, which is as follows:

All identified properties within the proposed District are commercial land uses such as retail, service, office or parking. Thus all properties will be assessed in a similar proportionate manner using the same formula. The Old Granada Village PBID assessment is to be based on one Basic Benefit Unit factor; parcel size (Benefit “A”





Unit), within three (3) Benefit Zones. It has been determined that the assessment should be based 100% on parcel size as follows:

**Assessment Formula Factors:**

**Zone 1**

(Benefit Unit "1-A") =  $\$79,056 / 547,932 \text{ units} = \$0.144280547/\text{unit}$

**Zone 2**

(Benefit Unit "2-A") =  $\$15,546 / 215,487 \text{ units} = \$0.072141404/\text{unit}$

**Zone 3**

(Benefit Unit "3-A") =  $\$23,892 / 1,657,566 \text{ units} = \$0.014414087/\text{unit}$

**Amount of Surplus / Deficit from previous Fiscal Year:**

Based on the balance of accounts as of December 31<sup>st</sup>, 2012, the District is expected to have a surplus of \$59,449 from the 2012 fiscal year to be carried over into the 2013 fiscal year. The carryover surplus balance is due to the fact that \$59,247 of the November 2012 funding will not be realized until the 1<sup>st</sup> Qtr of 2013, which is reflected in the 2013 Budget in Appendix-A. The carryover costs are allocated within the category and zone that had the deficits. The deferred 2012 funding expected in 2013 was entirely for Image Enhancement projects and will be allocated 100% to Image Enhancement projects in 2013.

**Amount of Contributions from other sources:**

The District does not anticipate contributions from other sources.



**APPENDIX A – TOTAL ESTIMATE COST FOR THE OGV BID – FY2013**

**REVENUES**

	<u>Zone 1</u>	<u>Zone 2</u>	<u>Zone 3</u>	<u>Total</u>
2013 Assessments	\$ 79,056	\$ 15,546	\$ 23,892	\$118,494
2012 Estimated Carryover	\$ 52,979	\$ 1,970	\$ 4,500	\$ 59,449
<b>Total Estimated 2013 Budget</b>				<b>\$177,943</b>

**EXPENDITURES**

Estimated Expenditure Category	Benefit Zone 1 67% of budget	Benefit Zone 2 13% of budget	Benefit Zone 3 20% of budget	Total
<b>IMAGE ENHANCEMENT</b>				
- White Oak Parkways	\$ 9,999	n/a	n/a	
- Other Image Enhancement Projects	\$ 4,000	\$ 500	\$ 12,236	
- Sidewalk Repairs	n/a	\$ 515	n/a	
- Holiday Decorations	\$ 3,200	n/a	\$ 800	
- Pressure Washing & Tree Trimming	\$ 12,001	\$ 4,500	n/a	
- Marketing	\$ 8,643	\$ 1,677	\$ 2,580	
- 2012 Rollover	\$ 52,979	\$ 1,970	\$ 4,500	
<b>Image Enhancement Subtotal</b>	<b>\$ 90,822</b>	<b>\$ 9,162</b>	<b>\$ 20,116</b>	<b>\$ 120,100</b>
<b>MAINTENANCE</b>				
- Landscaping	\$ 5,680	\$ 1,340	n/a	
- Day Porter	\$ 9,416	\$ 1,660	n/a	
- Misc. R&M	\$ 3,122	n/a	n/a	
<b>Maintenance Subtotal</b>	<b>\$ 18,218</b>	<b>\$ 3,000</b>	<b>\$ 0</b>	<b>\$ 21,218</b>
<b>ADMINISTRATION</b>				
- Executive Director	\$ 14,310	\$ 2,777	\$ 4,271	
- Insurance	\$ 3,583	\$ 695	\$ 1,070	
- Accounting, Taxes & Licenses	\$ 1,097	\$ 382	\$ 459	
<b>Administration Subtotal</b>	<b>\$ 18,990</b>	<b>\$ 3,854</b>	<b>\$ 5,800</b>	<b>\$ 28,644</b>
<b>SPECIAL PROJECTS/CONTINGENCY</b>				
- Broker Engagements/Leasing	\$ 2,678	\$ 1,322	n/a	
- Other Contingency	\$ 1,327	\$ 178	\$ 2,476	
<b>Special Projects/Contingency Subtotal</b>	<b>\$ 4,005</b>	<b>\$ 1,500</b>	<b>\$ 2,476</b>	<b>\$7,981</b>
<b>FINAL TOTAL</b>	<b>\$ 132,035</b>	<b>\$ 17,516</b>	<b>\$ 28,392</b>	<b>\$ 177,943</b>