

City of Los Angeles
CALIFORNIA



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MAYOR

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MIRANDA PASTER
ACTING DIVISION HEAD

April 10, 2014

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 2014 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") 2014 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 2014 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

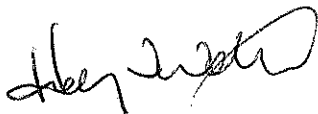
There is no impact to the General Fund associated with this action.

RECOMMENDATIONS

That the City Council:

1. FIND that the attached Annual Planning Report for the Old Granada Village Business Improvement District's 2014 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 2014 fiscal year, pursuant to the State Law.

Sincerely,



Holly L. Wolcott
Interim City Clerk

HLW:MCP:RMH:ev

Attachment: Old Granada Village Business Improvement District's 2014 Fiscal Year Annual Planning Report



Old Granada Village
Property Business Improvement District

FY2014 Planning Report
4th 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



Old Granada Village PBID
FY2014 Annual Planning Report

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November 27, 2013

Holly L. Wolcott
Interim City Clerk
Office of the City Clerk
200 N. Spring Street
Room 360
Los Angeles CA 90012

Re: 2014 Planning Report for the Old Granada Village Business Improvement District

Dear Ms. Wolcott,

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 2014 proposed budget and activities.

This 2014 Planning Report was approved by the Board of Directors of the Granada Hills Improvement Association on November 27, 2012.

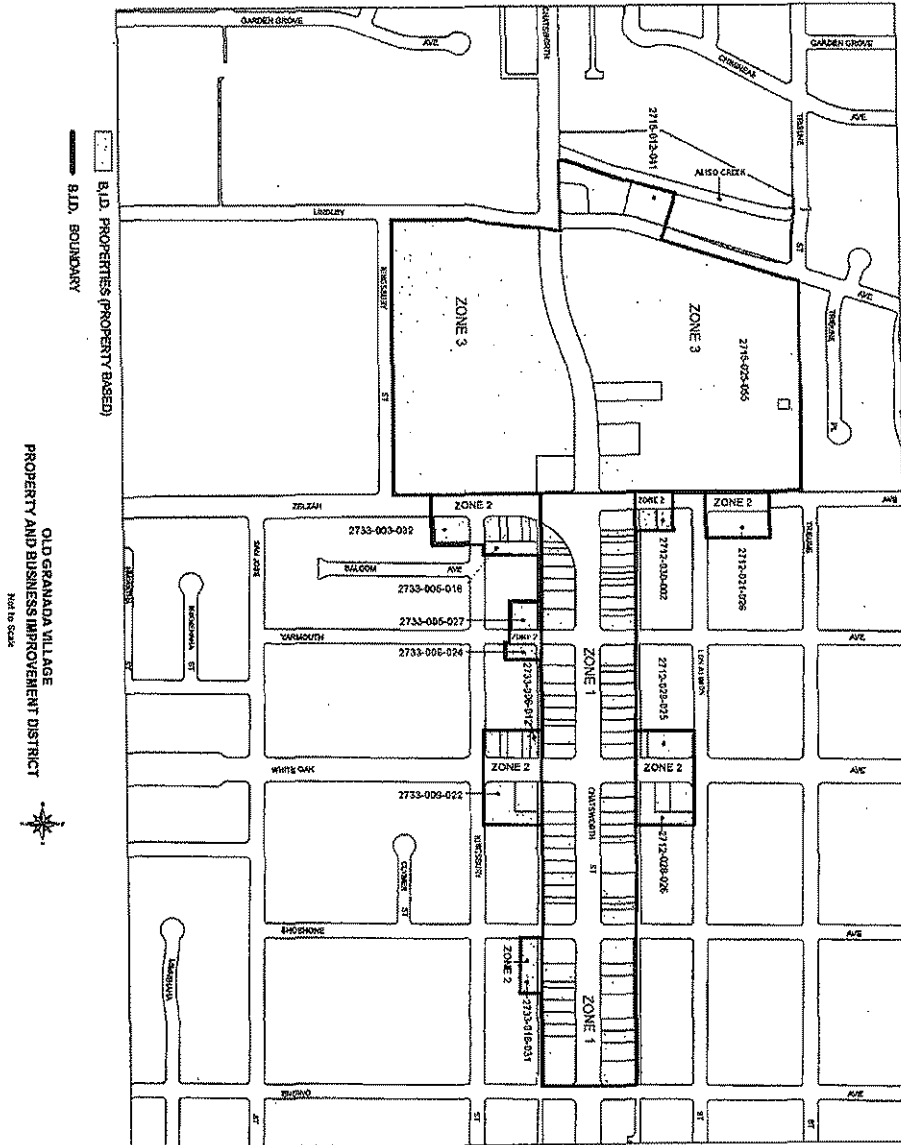
Please feel free to contact me if you have any questions.

Sincerely,

Brian S. Miller
Executive Director
granadabid@gmail.com



Map of Old Granada Village BID



FY2014 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 2014 fiscal year as in previous fiscal years. There are three benefit zones. Please refer to area map on page 4.

Improvements and Activities for 2014: 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 2014 are:
 - a) Obtain plan approval, commence, and complete the improvements to the 4 parkways located at the corners of Chatsworth Street and White Oak Avenue. The upgrades include seating walls, landscaping, turf, walkways, benches, and litter receptacles, etc. If funds allow, a town clock will also be examined for feasibility at the NW corner of Chatsworth and White Oak.
 - b) Concrete staining of the crosswalk sidewalks at White Oak Avenue and Chatsworth Street.
 - c) Install lighting upgrades to the 7 palm trees located in the street medians along Chatsworth Street between Encino and Zelzah.
 - d) Install seasonal light pole banners that promote the BID area businesses and commercial corridor.
 - e) Enhance the decorative metal scrolls on the light poles.
 - f) Install additional litter receptacles throughout the BID, if funds allow.
 - g) Continue holiday decorations and community event sponsorships.
- 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 in Zone 3, which consists primarily of the two large shopping centers (and hence is why their assessments are so much less – they receive less benefit.)

- 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.
- 4) **Special Projects/Contingency** includes City/County collection fees, professional services related to the 2015 PBID renewal, 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.

2014 Anticipated Budget: A detail breakdown of the total estimated FY2014 budget is attached to this report as Appendix A.

Method and Basis of Assessment: the Method and Basis for levying the 2014 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 31st, 2013, the District is expected to have a surplus of \$89,039 from the 2013 fiscal year to be carried over into the 2014 fiscal year. The carryover surplus balance is primarily due



to the fact that \$59,247 of the November 2013 funding will not be realized until the 1st Qtr of 2014 plus an additional \$29,792 is estimated to carry over to CY2014 due to delays in commencing the White Oak & Chatsworth improvements, both of which are reflected in the 2014 Budget in Appendix-A. The carryover is allocated within the category and zone, which had the delays that created the surplus. The deferred 2013 funding expected in 2014 was entirely for Image Enhancement projects and will be allocated 100% to Image Enhancement projects in 2014.

Amount of Contributions from other sources:

The District anticipates receiving a \$100,000 loan from the City of Los Angeles through the CD12 office in the 1st Qtr of 2014 as an advance to partially fund the \$125,000 White Oak parkway project. The loan will be at 0% interest with a maturity date of December 31, 2015 with installment payments that will coincide with future image enhancement dues assessment funding.



APPENDIX A – TOTAL ESTIMATE COST FOR THE OGV BID – FY2014

REVENUES

| | <u>Zone 1</u> | <u>Zone 2</u> | <u>Zone 3</u> | <u>Total</u> |
|------------------------------------|---------------|---------------|---------------|------------------|
| 2014 Assessments | \$ 79,056 | \$ 15,546 | \$ 23,892 | \$118,494 |
| 2014 City Loan | \$100,000 | \$ 0 | \$ 0 | \$100,000 |
| 2013 Estimated Carryover | \$ 69,487 | \$ 7,702 | \$ 11,849 | \$ 89,039 |
| Total Estimated 2014 Budget | | | | \$307,533 |

EXPENDITURES

| Estimated Expenditure Category | Benefit Zone 1 67% of budget | Benefit Zone 2 13% of budget | Benefit Zone 3 20% of budget | Total |
|--|--|--|--|-------------------|
| IMAGE ENHANCEMENT | | | | |
| - White Oak Parkways | \$ 125,000 | n/a | n/a | |
| - City Loan Repayment | \$ 50,000 | n/a | n/a | |
| - Other Image Enhancement Projects | \$ 6,446 | \$ 3,200 | \$ 12,236 | |
| - Sidewalk Repairs | n/a | \$ 5,517 | \$ 8,549 | |
| - Holiday Decorations | \$ 3,200 | n/a | \$ 800 | |
| - Pressure Washing & Tree Trimming | \$ 13,500 | \$ 4,500 | \$ 3,300 | |
| - Marketing | \$ 5,576 | \$ 1,677 | \$ 2,580 | |
| Image Enhancement Subtotal | \$ 203,722 | \$ 14,894 | \$ 27,465 | \$ 246,081 |
| MAINTENANCE | | | | |
| - Landscaping | \$ 5,680 | \$ 1,340 | n/a | |
| - Day Porter | \$ 9,416 | \$ 1,660 | n/a | |
| - Misc. R&M | \$ 3,122 | n/a | n/a | |
| Maintenance Subtotal | \$ 18,218 | \$ 3,000 | \$ 0 | \$ 21,218 |
| ADMINISTRATION | | | | |
| - Executive Director | \$ 14,311 | \$ 2,777 | \$ 4,272 | |
| - Insurance | \$ 3,266 | \$ 634 | \$ 975 | |
| - Accounting, Taxes & Licenses | \$ 4,032 | \$ 782 | \$ 1,204 | |
| Administration Subtotal | \$ 21,609 | \$ 4,193 | \$ 6,451 | \$ 32,253 |
| SPECIAL PROJECTS/CONTINGENCY | | | | |
| - PBID renewal – engineer costs | \$ 5,147 | \$ 999 | \$ 1,536 | |
| - Other Contingency | \$ 200 | \$ 39 | \$ 60 | |
| Special Projects/Contingency Subtotal | \$ 5,347 | \$ 1,038 | \$ 1,596 | \$ 7,981 |
| FINAL TOTAL | \$ 248,896 | \$ 23,125 | \$ 35,512 | \$ 307,533 |