

HOLLY L. WOLCOTT  
CITY CLERK

GREGORY R. ALLISON  
EXECUTIVE OFFICER

City of Los Angeles  
CALIFORNIA



ERIC GARCETTI  
MAYOR

OFFICE OF THE  
CITY CLERK

Neighborhood and Business  
Improvement District Division  
200 N. Spring Street, Room 224  
Los Angeles, CA 90012  
(213) 978-1099  
FAX: (213) 978-1130

MIRANDA PASTER  
DIVISION MANAGER

[clerk.lacity.org](http://clerk.lacity.org)

January 23, 2016

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

Council District 3

**REGARDING: THE TARZANA SAFARI WALK (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 Tarzana Safari Walk Business Improvement District's ("District") 2016 fiscal year (CF 12-0896). 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 Tarzana Safari Walk 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 Tarzana Safari Walk Business Improvement District was established on September 4, 2012 by and through the City Council's adoption of Ordinance No. 182249 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 District's total budget has increased due to a large rollover of unspent funds from 2015. The increased funding has not changed the description of the budget categories approved in the Management District Plan and the City Clerk does not recognize any adverse impacts to the special benefits received by property owners due to this action.

The attached Annual Planning Report, which was approved by the District's Board at their meeting on October 28, 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 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

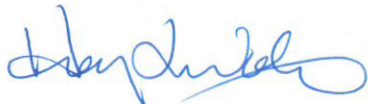
There is no impact to the General Fund associated with this action.

#### RECOMMENDATIONS

That the City Council:

1. FIND that the attached Annual Planning Report for the Tarzana Safari Walk Business Improvement District's 2016 fiscal year complies with the requirements of the State Law.
2. FIND that the increase in the 2016 budget concurs with the intentions of the Tarzana Safari Walk Business Improvement District's Management District Plan and does not adversely impact the benefits received by assessed property owners.
3. ADOPT the attached Annual Planning Report for the Tarzana Safari Walk Business Improvement District's 2016 fiscal year, pursuant to the State Law.

Sincerely,



Holly L. Wolcott  
City Clerk

HLW:GRA:MCP:RMH:tkl

Attachment: Tarzana Safari Walk Business Improvement District's 2016 Fiscal Year Annual Planning Report



October 30, 2015

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

**SUBJECT: TARZANA SAFARI WALK 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 Tarzana Safari Walk Business Improvement District has caused this Tarzana Safari Walk Business Improvement District Annual Planning Report to be prepared at its meeting on October 28, 2015.

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

Sincerely,

*Kathy Delle Donne*  
Kathy Delle Donne  
President

RECEIVED  
2015 NOV 12 PM 3:43  
CITY CLERK'S  
SERVICES DIVISION

Tarzana Improvement Association

18653 Ventura Blvd. PMB 323 Tarzana, CA 91356 | 818-921-7177 | www.tarzanasafariwalk.com



**2016 Annual Planning Report**  
**Tarzana Safari Walk**  
**Business Improvement District**



# 2016 Annual Planning Report

## **District Name**

This report is for the Tarzana Safari Walk Business Improvement District (District). The District is operated by Tarzana Improvement Association, a private non-profit organization.

## **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 October 28, 2015 Tarzana Safari Walk Board of Director's meeting.

## **Boundaries**

There are no changes to the District boundaries for 2016.

## **Benefit Zones**

The District has one (1) benefit zone. For 2016, there will be no changes to the District's benefit zones.

## **2016 Improvements, Activities and Services**

### **Public Rights of Way & Sidewalk Operations: \$90,917.58 (52%)**

**Installation of Crosswalks:** Tarzana Improvement Association plans to undertake a project to install two Duratherm streetprinted crosswalks at each end of the Tarzana Safari Walk BID. It is anticipated that the crosswalks will cost approximately \$70,000. This project will enhance and beautify the Tarzana Safari Walk BID, and thereby, increase the pedestrian activity and commerce within the area.

**Trash Removal:** Twice weekly a service provider picks up trash from the special Tarzana Safari Walk trash receptacles that have been provided by the owners association along the Business Improvement District boundaries. This service has decreased the amount of litter along the District's walkways. A cleaner environment for businesses, visitors and shoppers will increase commerce in the District.

Paper signs and handbills that are scotch taped or glued on public property, utility boxes, and poles are removed. This maintenance program will keep the District from visual blight and enhance pedestrian activity within the District. When there is an increase in pedestrian activity, this usually increases commerce to the District's business.

**Tree Trimming and Weed Abatement:** Professional tree trimming crews trim the trees located in the Business Improvement District when necessary. This service provides a more aesthetically pleasing environment for each individual assessed parcel in the District.

**Trash Repair and Medallion Replacement:** Trash receptacles and medallions in the District are repaired and maintained on a regular basis. Maintenance of the distinctive Safari Walk streetscape identification items will promote commerce to the District because of the increase in the pedestrian activity within the District.

**District Identity/Marketing & Promotions: \$26,226.23 (15%)**

The following items have shown a marked increase in District Identity and Marketing and Promotions for the Tarzana Safari Walk Business Improvement District. They are as follows:

- Banners
- Quarterly "Tarzana Safari Walk Newsletter
- "Tarzana Safari Walk" Web Site
- Promotional banners for "Tarzana Safari Walk"
- Social Media – Facebook, Twitter, Google
- Events

**Administration & Corporate Operations: \$41,961.94 (24%)**

TIA continues to operate the BID with dedicated and hardworking volunteers, monthly meetings and utilizing the office in the Tarzana Community & Cultural Center for its daily operations. TIA is represented on the Ventura Blvd./Cahuenga Corridor Plan Review Board

**Contingency/Reserve: \$15,735.74 (9%)**

The balance of the funds is allocated for Contingencies, Reserves and carryover to 2016. If any of the funds are not expended in 2016 they will be carried over to 2017. These funds will be expended in categories as needed for Public Rights of Way & Sidewalk Operations, District Identity, Marketing & Operations, Administrations & Corporate Operations and the Contingency Reserve

**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. Assessments are determined by lot square footage and linear frontage.

**The assessment rates for 2016 are as follows:**

**Lot:** \$0.0931 per square foot

**Frontage:** \$0.9489 per linear foot

**The District's Management District Plan allows for a maximum annual assessment increase of 5%. The Board voted not to increase the assessment for 2016.**

**The District's 2016 Total Assessment is \$70,570.86.**

**Surplus Revenues**

At the end of 2015, the District will have an estimated \$99,234.63 of surplus revenue that will be rolled over into 2016 budget. The District Board of Directors authorized the rollover at its October 28, 2015 meeting.

The rollover is integrated into the overall budget for the year with the largest amount being utilized in the Public Rights of Way & Sidewalk Operations category of the Management Plan.

Prior years' rollovers were attributed to two major projects that were determined to be unfeasible for the District to undertake – a pedestrian lighting project and the purchase of specially designed benches. These funds will now enable the Tarzana Improvement Association to undertake a crosswalk improvement project in the Tarzana Safari Walk BID.

Expenses for the categories fluctuate depending on the size of the event or the improvement required in the public right of way. TIA is never sure of the extent of the public right of way improvement until the City inspector does their pre-inspection of the site. The cost often goes beyond the preliminary cost assessment.

**Anticipated Deficit Revenues**

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

**Contributions from Sources other than assessments: \$5,036.00**

DWP offers an annual grant \$5000.00 to all of the BIDS in the Los Angeles area for which we apply. We also accrued \$36.00 interest from Bank of America.



Appendix A

**Tarzana Safari Walk Business Improvement District**  
**2016 Annual Report**  
**2016 Fiscal Year Activities Budget**

Anticipated Assessment Revenue and Program Expenditures

**2016 Revenue Sources**

2016 Special Assessment	\$70,570.86	
2015 Carryover	\$99,234.63	
2016 Estimated Contributions/Other Sources	\$5,036.00	
<b>2016 Total Estimate Revenue</b>	<u><u>\$174,841.49</u></u>	

**2016 Budget Expenditures**

Public Rights of Way and Sidewalk Operations	\$90,917.58	52.00%
District Identity/Marketing	\$26,226.23	15.00%
Administration/Corporate Operations	\$41,961.94	24.00%
Contingency Reserve	\$15,735.74	9.00%
<b>2016 Total Estimated Expenditures</b>	<u><u>\$174,841.49</u></u>	100.00%

---

