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CALIFORNIA



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November 28, 2016
Honorable Members of the City Council
City Hall, Room 395
200 North Spring Street
Los Angeles, California 90012

Council Districts 3

REGARDING:

THE TARZANA (PROPERTY BASED) BUSINESS IMPROVEMENT DISTRICT'S 2017 FISCAL YEAR ANNUAL PLANNING REPORT

Honorable Members:

The Office of the City Clerk has received the Annual Planning Report for the Tarzana Business Improvement District's ("District") 2017 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 Business Improvement District's Annual Planning Report for the 2017 fiscal year is presented with this transmittal for City Council's consideration as "Attachment 1."

BACKGROUND

The Tarzana Business Improvement District was established on September 5, 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 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 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 November 21, 2016, 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 Business Improvement District's 2017 fiscal year complies with the requirements of the State Law
2. FIND the the increase in the 2017 budget concurs with the intentions of the Tarzana 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 Business Improvement District's 2017 fiscal year, pursuant to the State Law.

Sincerely,



Shannon D. Hoppes
Executive Officer

Attachment:

Tarzana Business Improvement District's 2017 Fiscal Year Annual Planning Report

November 28, 2016

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

Subject: Tarzana PBID 2017 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 Business Improvement District has caused this Tarzana Business Improvement District Annual Planning Report to be prepared at its meeting on November 21, 2016.

This report covers proposed activities of the Tarzana BID from January 1, 2017 through December 31, 2017.

Sincerely,

A handwritten signature in black ink, reading "Kathy Delle Donne". The signature is written in a cursive, flowing style.

Kathy Delle Donne
President
Tarzana Improvement Association

Tarzana
Business Improvement District

2017 Annual Planning Report

District Name

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

Fiscal Year of Report

The report applies to the 2017 Fiscal Year. The District Board of Directors approved the 2017 Annual Planning Report at the November 21, 2016 Board of Director's meeting.

Boundaries

There are no changes to the District boundaries for 2017.

Benefit Zones

There are no changes to the District's benefit zone(s) for 2017.

2017 IMPROVEMENTS, ACTIVITIES AND SERVICES

Public Rights of Way and Sidewalk Operations: \$90,754.88 (52.00%)

Enhanced Beautification Programs

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.

Tree Trimming: Professional tree trimming crews periodically prune and trim the trees located in the Tarzana Safari Walk Business Improvement District.

Weed Abatement: Weeds are removed as they become unsightly.

Trash receptacle and medallion repair and replacement: Trash receptacles and medallions in the district are repaired and maintained on a regular basis.

Streetscape Improvements

These improvements will include, but are not limited to:

- Decorative District-branded pedestrian crosswalks
- Unique District-branded sidewalk paver installations
- Improvements to street/pedestrian lighting
- Tree plantings for beautification

District Identity/Marketing and Promotions: \$26,179.29 (15.00%)

Some of the District identity/marketing and promotions programs currently in place or being considered are:

- Quarterly “Tarzana Safari Walk” Newsletter
- “Tarzana Safari Walk” Web Site
- Promotional banners for “Tarzana Safari Walk”

Administration and Corporate Operations: \$41,886.87 (24.00%)

Management staff oversees the District’s services which in part are contracted for by third party professional vendors. Management staff works on behalf of the District assessed parcels to insure that City and County services and policies support the District. Costs to renew the District, insurance, occupancy costs, office costs, costs to conduct a yearly financial review as well as City fees and uncollectible assessments are included in this budget item.

Contingency/Reserve: \$15,707.57 (09.00%)

Unforeseen expenses, i.e., uncollected assessments, cost of permits, cost for future BID renewal.

Total Estimate of Cost for 2017

A breakdown of the total estimated 2017 budget is attached to this report as **Appendix A.**

Method and Basis of Levying the Assessment

The Method for levying the 2017 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 2017 are as follows:

Lot: \$0.0931 per square foot
Frontage: \$0.9489 per linear foot

(There is No CPI increase for 2017)

Surplus Revenues: \$98,957.75

Surplus revenues to be used for crosswalk improvement project for BID area.

Anticipated Deficit Revenues

There are no deficit revenues that will be carried over to 2017.

Contribution from Sources other than assessments: \$5,000.00

LADWP Grant

APPENDIX A- TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE Tarzana BID- FY 2017

| | | |
|---|---------------------|---------------|
| 2017 Assessments | \$70,570.86 | |
| Estimated Carryover from 2016 | \$98,957.75 | |
| Other Income | \$5,000.00 | |
| Total Estimated Revenues | \$174,528.61 | |
| 2017 Estimated Expenditures | | Pct. |
| Public Rights of Way and Sidewalk Operations | \$90,754.88 | 52.00% |
| District Identity/Marketing and Promotions | \$26,179.29 | 15.00% |
| Administration and Corporate Operations | \$41,886.87 | 24.00% |
| Contingency/Reserve | \$15,707.57 | 09.00% |
| Total Estimated Expenditures | \$174,528.61 | 100% |