

HOLLY L. WOLCOTT  
CITY CLERK

-----  
SHANNON D. HOPPES  
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)

March 17, 2017  
Honorable Members of the City Council  
City Hall, Room 395  
200 North Spring Street  
Los Angeles, California 90012

Council Districts 12

## REGARDING:

THE OLD GRANADA VILLAGE (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 Old Granada Village Business Improvement District's ("District") 2017 fiscal year (CF 15-0094). The owners' association of the District has caused to be prepared the Annual Planning Report for City Council's consideration. In accordance with the Property and Business Improvement District Law of 1994, California Streets and Highways Code Section 36650, 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 2017 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 August 5, 2015 by and through the City Council's adoption of Ordinance No. 183788 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 23, 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 Old Granada Village 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 Old Granada Village 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 Old Granada Village Business Improvement District's 2017 fiscal year, pursuant to the State Law.

Sincerely,



Shannon D. Hoppes  
Executive Officer

Attachment:

Old Granada Village Business Improvement District's 2017 Fiscal Year Annual Planning Report

March 16, 2017

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

Subject: Old Granada Village 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 Old Granada Village Business Improvement District has caused this Old Granada Village Business Improvement District Annual Planning Report to be prepared at its meeting on November 23, 2016.

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

Sincerely,

A handwritten signature in cursive script that reads "Susan Levi".

Susan Levi  
Executive Director  
Granada Hills Improvement Association

Old Granada Village  
Business Improvement District

2017 Annual Planning Report

### **District Name**

This report is for the Old Granada Village Business Improvement District (District). The District is operated by the Granada Hills 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 23, 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**

### **Image Enhancement: \$65,150.40 (39.60%)**

The Image Enhancement category includes physical improvements for the special benefit of each identified and assessed parcel and land use (i.e. general commercial, retail, office, and commercial parking) within the OGV BID. Types of physical improvements include: phased landscaped median lighting; additional street furniture such as benches and trash bins; additional tree planting and decorative tree wells; painting of street light poles; decorative amenities such as street light pole medallions/flags/seasonal banners; decorative crosswalk enhancements; freestanding landscape containers; a Village clock and other improvements, as approved by the Owner's Association.

### **Marketing: \$10,718.00 (6.52%)**

The Marketing category will include newsletters, website and social media management, development and distribution of promotional materials, seasonal decorations, special events, media advertising and other programs that will promote the array of goods and services available within the OGV BID.

### **Streetscape Services: \$47,891.00 (29.11%)**

Streetscape Services are described as follows: With the use of day porters, sidewalks will be

kept clean and benches will be wiped down and kept graffiti free. Landscaped medians will be kept clear of trash and debris, weeded weekly, and fertilized regularly. Irrigation systems will be continually checked and serviced. Landscaping will be kept trimmed and shaped to maintain pedestrian clearance. Newly planted trees will be watered on a regular basis until mature enough to be self-sustaining. Sidewalk and gutter areas will be pressure washed on a regular basis.

**Administration: \$40,750.00 (24.77%)**

Included in the Administration component are the costs for a part-time Executive Director, bookkeeping, office expenses, legal and accounting fees, bank charges, annual report and Directors & Officers and General Liability insurance. Support staff will be contracted to provide necessary services in program implementation and oversight and regular contact with the Board of Directors. This component also includes City/County collection fees, allowance for delinquent assessment payments and other variable expenses related to each program element.

**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 for three (3) Benefit Zones. Assessments are determined by lot square footage. The assessment rates for 2017 are as follows:

Zone 1

Lot: \$0.1587 per square foot

Zone 2

Lot: \$0.0794 per square foot

Zone 3

Lot: \$0.0159 per square foot

**(There is No CPI increase for 2017)**

**Surplus Revenues: \$35,000.00**

The BID received a refund for a medallion project that was unsuccessful and had not yet determined a litter receptacle to be purchased and installed throughout the district.

**Anticipated Deficit Revenues**

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

**Contribution from Sources other than assessments: \$0.00**

**APPENDIX A- TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE Old Granada Village BID- FY 2017**

	<b>Zone 1</b>	<b>Zone 2</b>	<b>Zone 3</b>	<b>Total</b>	
<b>2017 Assessments</b>	\$86,961.59	\$16,266.28	\$26,281.53	<b>\$129,509.40</b>	
<b>Estimated Carryover from 2016</b>	\$23,500.00	\$4,395.00	\$7,105.00	<b>\$35,000.00</b>	
<b>Other Income</b>	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	
<b>Total Estimated Revenues</b>	<b>\$110,461.59</b>	<b>\$20,661.28</b>	<b>\$33,386.53</b>	<b>\$164,509.40</b>	
<b>2017 Estimated Expenditures</b>					<b>Pct.</b>
<b>Image Enhancement</b>	\$43,745.59	\$8,182.28	\$13,222.53	<b>\$65,150.40</b>	<b>39.60%</b>
<b>Marketing</b>	\$7,197.00	\$1,346.00	\$2,175.00	<b>\$10,718.00</b>	<b>6.52%</b>
<b>Streetscape Services</b>	\$32,157.00	\$6,015.00	\$9,719.00	<b>\$47,891.00</b>	<b>29.11%</b>
<b>Administration</b>	\$27,362.00	\$5,118.00	\$8,270.00	<b>\$40,750.00</b>	<b>24.77%</b>
<b>Total Estimated Expenditures</b>	<b>\$110,461.59</b>	<b>\$20,661.28</b>	<b>\$33,386.53</b>	<b>\$164,509.40</b>	<b>100%</b>

\*\* Non-regular budget item, not calculated as part of budget percentage.