

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

February 5, 2015

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

Council District 5

REGARDING: THE ENCINO COMMONS (PROPERTY-BASED) BUSINESS
IMPROVEMENT DISTRICT'S 2015 FISCAL YEAR ANNUAL
PLANNING REPORT

Honorable Members:

The Office of the City Clerk has received the Annual Planning Report for the Encino Commons Business Improvement District's ("District") 2015 fiscal year (CF 14-0995). 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 Encino Commons Business Improvement District's Annual Planning Report for the 2015 fiscal year is presented with this transmittal for City Council's consideration as "Attachment 1."

BACKGROUND

The Encino Commons Improvement District was established on July 26, 2006 by and through the City Council's adoption of Ordinance No. 177,776 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 2014. 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 December 17, 2014, 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.

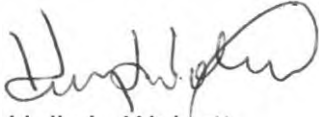
RECOMMENDATIONS

That the City Council:

1. FIND that the attached Annual Planning Report for the Encino Commons Business Improvement District's 2015 fiscal year complies with the requirements of the State Law.
2. FIND that the increase in the 2015 budget concurs with the intentions of the Encino Commons BID'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 Encino Commons Business Improvement District's 2015 fiscal year, pursuant to the State Law.

Honorable Members of the City Council
Page 3

Sincerely,

A handwritten signature in black ink, appearing to read "Holly L. Wolcott". The signature is fluid and cursive, with a large loop at the end.

Holly L. Wolcott
City Clerk

HLW:GRA:MCP:RMH:ev

Attachment: Encino Commons Business Improvement District's 2015 Fiscal Year
Annual Planning Report



December 17, 2014

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

Subject: Encino Commons PBID 2015 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 Encino Commons Business Improvement District has caused this Encino Commons Business Improvement District Annual Planning Report to be prepared at its meeting of December 17, 2014.

This report covers proposed activities of the Encino Commons BID from January 1, 2015 through December 31, 2015.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Richard Leyner", is written over a faint, circular official seal of the Encino Commons Business Improvement District.

J. Richard Leyner
President
Encino Commons Business Improvement District

ENCINO COMMONS

The Valley's Miracle Mile

**Encino Commons
Business Improvement District**

**2015 Annual Planning
Report**

District Name

This report is for the Encino Commons Business Improvement District (District). The District is operated by the Encino Property Business Improvement District, a California non-profit corporation.

Fiscal Year of Report

This report applies to the 2015 Fiscal year. The District Board of Directors approved the 2015 Annual Planning Report at the December 17, 2014 Board of Director's meeting.

Boundaries

There are no changes to the District boundaries for 2015.

Benefit Zones

The District has one benefit zone. For 2015 there will be no changes to the District's benefit zone.

2015 IMPROVEMENTS, ACTIVITIES AND SERVICES

Image Enhancement: \$125,000.00 (40.6%)

Image Enhancement includes quarterly newsletters to inform stakeholders of the BID's progress and maintenance of the district's website, www.encinocommons.com, a valuable promotional tool for both property and business owners. In 2015, the BID is exploring streetscape improvement projects to further enhance the economic viability of the district. These may include sidewalk repairs and/or additional landscaping options.

Maintenance: \$125,000.00 (40.6%)

The Maintenance category includes landscape maintenance, tree trimming, sidewalk cleaning, emptying of trash receptacles and graffiti removal.

Administration: \$41,046.00 (13.3%)

Included in the Administration component are the costs for a part-time Executive Director, bookkeeping, office expense, legal fees, accounting fees, bank charges, preparing required reports and insurance.

Special Projects/Contingency: \$17,000.00 (5.5%)

The Special Projects/Contingency budget includes City/County collection fees, and additional projects the Owners' Association (BID) deems appropriate.

Total estimate of Cost for 2015: A breakdown of the total estimated 2015 budget is attached to this report as **Appendix A**.

Method and Basis of Levying the Assessment

The Method and Basis for levying the 2015 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 square footage. Assessments are determined by lot square footage, building square footage and linear frontage. The assessment rates for 2015 are as follows:

Lot: \$0.0135 per square foot
Building: \$0.0490 per square foot
Frontage: \$3.3360 per linear foot

(There is No CPI increase for 2015)

Surplus Revenues

At the end of 2014, the District will have an estimated \$180,000.00 of surplus revenue that will be rolled over into 2015 budget. The District Board of Directors authorized the rollover at the December 17, 2014 Board of Director's meeting.

Anticipated Deficit Revenues

There are no deficit revenues that will be carried over to 2015.

Contributions from Sources other than assessments: \$5,000

Each year the BID applies for and has been awarded a five thousand (\$5,000.00) dollar grant for services such as banners or tree trimming. It is anticipated that the BID will receive a grant for the 2015 holiday season.

APPENDIX A - TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE ENCINO COMMONS BID - FY 2015
Encino Commons Business Improvement District
2015 Annual Report
2015 Fiscal Year Activities Budget

Anticipated Assessment Revenue and Program Expenditures

2015 Revenue Sources

2015 Special Assessment	\$ 123,046.00	
2014 Carryover	\$ 180,000.00	
2015 Estimated Contributions/Other Sources	\$5,000.00	
2015 Total Estimated Budget		\$ 308,046.00

Program Expenditures

Image Enhancement	\$ 125,000.00	
Maintenance	\$ 125,000.00	
Administration	\$ 41,046.00	
Special Projects/Contingency	\$ 17,000.00	
2015 Total Estimated Expenditures		\$ 308,046.00