

HOLLY L. WOLCOTT
CITY CLERK

PETTY F. SANTOS
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 395
Los Angeles, CA. 90012
(213) 978-1099
FAX: (213) 978-1130

PATRICE LATTIMORE
DIVISION MANAGER

clerk.lacity.org

April 10, 2020

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 2020 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") 2020 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 2020 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 6, 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 an 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 January 8, 2020, 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

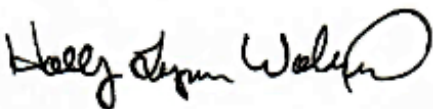
There is no impact to the General Fund associated with this action.

RECOMMENDATIONS

That the City Council:

1. FIND that the attached Annual Planning Report for the Old Granada Village Business Improvement District's 2020 fiscal year complies with the requirements of the State Law
2. FIND that the increase in the 2020 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 2020 fiscal year, pursuant to the State Law.

Sincerely,



Holly L. Wolcott

City Clerk

Attachment:

Old Granada Village Business Improvement District's 2020 Fiscal Year Annual Planning Report

April 10, 2020

Holly L. Wolcott, City Clerk
Office of the City Clerk
200 North Spring Street, Room 395
Los Angeles, CA. 90012


Subject: Old Granada Village PBID 2020 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 January 8, 2020.

This report covers proposed activities of the Old Granada Village BID from January 1, 2020 through December 31, 2020.

Sincerely,

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

Susan Levi

Old Granada Village
Business Improvement District

2020 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 2020 Fiscal Year. The District Board of Directors approved the 2020 Annual Planning Report at the January 8, 2020 Board of Director's meeting.

Boundaries

There are no changes to the District boundaries for 2020.

Benefit Zones

There are no changes to the District's benefit zone(s) for 2020.

2020 IMPROVEMENTS, ACTIVITIES AND SERVICES

Image Enhancement: \$50,418.43 (28.38%)

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.

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The BID has installed 38 decorative poles with 76 hanging flower baskets as part of Phase II of the decorative poles with hanging baskets project. The BID has reserved funding from 2018-2019 assessments to implement this capital improvement. The colorful, flower baskets will be made with artificial flowers to conserve water and be environmentally friendly. These poles will add a charming ambience to the district. The majority of associated expenses for Phase II have been paid from the 2019 budget, however a \$1,000 contingency has been allocated in 2020. This contingency may be used for unexpected expenses associated with fabrication and installation of the project as well as any corrections that the City Inspector may require upon final inspection. The BID will implement Phase III of this project with the

installation of an additional 8 poles with flower baskets that will be installed in portions of Zones 2 & 3. The cost for this project is approximately \$20,000.

Funding has been allocated for another capital improvement project in 2020. Many years ago, the BID painted all of the street light poles in the district black and added wrought iron, decorative scroll work at the top of the poles. The poles and scrolls are in desperate need of a fresh coat of paint and the BID has contracted with Streetlight Restoration Specialists, Inc. to provide this service. The BID has allocated \$35,000 for this project.

Marketing: \$10,166.00 (5.72%)

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: \$65,641.57 (36.95%)

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.

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The BID will be installing an additional 16 litter receptacles throughout the district. The receptacles were ordered but will not be installed until 2020. A total of \$6,000 of remaining 2020 expenses are allocated for this project.

Administration: \$51,414.40 (28.94%)

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 2020

A breakdown of the total estimated 2020 budget is attached to this report as **Appendix A**.

Method and Basis of Levying the Assessment

The Method for levying the 2020 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 2020 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 2020)

Surplus Revenues: \$46,171.00

Over the course of this 5-year term, the BID has accumulated funds for large capital improvement projects. These funds have come from the Image Enhancement and Streetscape Services budgets and are a result of unspent 2019 contingency funds and the BID's commitment to obtaining the best possible pricing from all of our vendors. This allows us to cost-effectively and efficiently maximize each assessment dollar paid by our stakeholders.

In 2019, the BID began implementation of Phase I of the decorative poles with hanging baskets project. Phase II of this project was installed in early 2020. The majority of associated expenses for Phase II have been paid from the 2019 budget, however a \$1,000 contingency has been allocated in 2020. This contingency may be used for unexpected expenses associated with fabrication and installation of the project as well as any corrections that the City Inspector may require upon final inspection. The BID will implement Phase III of this project with the installation of an additional 8 poles with flower baskets. They will be installed in portions of Zones 2 & 3. The cost for this project is approximately \$20,000 with \$5,171 coming from the surplus revenues and the balance from the 2020 Image Enhancement budget.

The BID also planned to install an additional 16 litter receptacles, however the permit for this project was not obtained until late 2019. The receptacles were ordered but will not be

installed until 2020. A total of \$6,000 of remaining 2020 expenses are allocated for this project.

Funding has been allocated for another capital improvement project in 2020. Many years ago, the BID painted all of the street light poles in the district black and added wrought iron, decorative scroll work at the top of the poles. The poles and scrolls are in desperate need of a fresh coat of paint and the BID has contracted with Streetlight Restoration Specialists, Inc. to provide this service. The BID has allocated \$35,000 for this project.

The Surplus Revenue funds will be spent as follows:

Street Light Pole Painting - \$35,000

Litter Receptacles - \$ 6,000

Decorative Poles, Phase III - \$ 5,171

Anticipated Deficit Revenues

There are no deficit revenues that will be carried over to 2020.

Contribution from Sources other than assessments: \$1,960.00

General Benefit. Council District 12 generously funded the cost of two receptacles with a donation of \$1,400.

APPENDIX A- TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE Old Granada Village BID- FY 2020

	Zone 1	Zone 2	Zone 3	Total	
2020 Assessments	\$86,961.29	\$16,265.99	\$26,282.12	\$129,509.40	
Estimated Carryover from 2019	\$30,502.57	\$5,990.16	\$9,678.27	\$46,171.00	
Other Income	\$1,369.00	\$424.28	\$166.72	\$1,960.00	
Total Estimated Revenues	\$118,832.86	\$22,680.43	\$36,127.11	\$177,640.40	
2020 Estimated Expenditures					Pct.
Image Enhancement	\$33,435.00	\$6,687.43	\$10,296.00	\$50,418.43	28.38%
Marketing	\$6,805.00	\$1,291.00	\$2,070.00	\$10,166.00	5.72%
Streetscape Services	\$44,070.46	\$8,244.00	\$13,327.11	\$65,641.57	36.95%
Administration	\$34,522.40	\$6,458.00	\$10,434.00	\$51,414.40	28.94%
Total Estimated Expenditures	\$118,832.86	\$22,680.43	\$36,127.11	\$177,640.40	100%