



# Old Granada Village

## Business Improvement District

# 2018 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**

This report applies to the 2018 Fiscal year. The District Board of Directors approved the 2018 Annual Planning Report at the *November 29<sup>th</sup>*, 2017 Board of Director's meeting.

**Boundaries**

There are no changes to the District boundaries for 2018.

**Benefit Zones**

The District has three benefit zones. For 2018, there will be no changes to the District's benefit zones.

**2018 IMPROVEMENTS, ACTIVITIES AND SERVICES****Image Enhancement: \$137,843.00 (61.67%)**

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: \$3,200.00 (1.43%)**

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: \$44,000.00 (19.69%)**

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: \$38,466.00 (17.21%)**

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 with 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. A portion of BID assessment funds remaining in the last two years of the proposed BID renewal term may be used to develop the Management District Plan, Engineer's Report and related renewal costs for the following renewal term. Administration services will be provided in all three Zones.

**Total estimate of Cost for 2018:** The total cost estimate for 2018 is \$223,509. This includes 2018 assessment revenue in the amount of \$129,509 and an estimated 2017 rollover of \$94,000.

**Method and Basis of Levying the Assessment**

The Method and Basis for levying the 2018 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 2018 are as follows:

**Zone 1**

Lot: \$0.1587 per square foot

**Zone 2**

Lot: \$0.0793 per square foot

**Zone 3**

Lot: \$0.0158 per square foot

**(There is No CPI increase for 2018)**

**Surplus Revenues**

At the end of 2017, the District will have an estimated \$94,000 of surplus revenue that will be rolled over into 2018 budget. The District Board of Directors authorized the rollover at the *November 29<sup>th</sup>*, 2017 Board of Director's meeting.

**Anticipated Deficit Revenues**

There are no deficit revenues that will be carried over to 2018.

Contributions from Sources other than assessments: *None*