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November 3, 2023

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

Council Districts 3

REGARDING:

THE TARZANA SAFARI WALK (PROPERTY BASED) BUSINESS IMPROVEMENT
DISTRICT'S 2024 FISCAL YEAR ANNUAL PLANNING REPORT

Honorable Members:

The Office of the City Clerk has received the Annual Planning Report for the Tarzana Safari Walk Business Improvement District's ("District") 2024 fiscal year (CF 22-0587). 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 Tarzana Safari Walk Business Improvement District's Annual Planning Report for the 2024 fiscal year is presented with this transmittal for City Council's consideration as "Attachment 1."

BACKGROUND

The Tarzana Safari Walk Business Improvement District was established on August 3, 2022 by and through the City Council's adoption of Ordinance No. 187571 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 October 10, 2023, 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

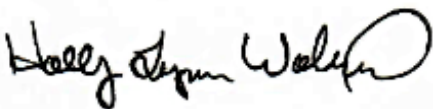
There is no impact to the General Fund associated with this action.

RECOMMENDATIONS

That the City Council:

1. FIND that the attached Annual Planning Report for the Tarzana Safari Walk Business Improvement District's 2024 fiscal year complies with the requirements of the State Law
2. FIND that the increase in the 2024 budget concurs with the intentions of the Tarzana Safari Walk 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 Safari Walk Business Improvement District's 2024 fiscal year, pursuant to the State Law.

Sincerely,

A handwritten signature in black ink, appearing to read "Holly L. Wolcott", is written over a light blue grid background.

Holly L. Wolcott

City Clerk

Attachment:

Tarzana Safari Walk Business Improvement District's 2024 Fiscal Year Annual Planning Report

November 3, 2023

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

Subject: Tarzana Safari Walk PBID 2024 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 Safari Walk Business Improvement District has caused this Tarzana Safari Walk Business Improvement District Annual Planning Report to be prepared at its meeting on October 10, 2023.

This report covers proposed activities of the Tarzana Safari Walk BID from January 1, 2024 through December 31, 2024.

Sincerely,

A handwritten signature in cursive script that reads "Iris Polonsky".

Iris Polonsky
Executive Director
Tarzana Improvement Association

Tarzana Safari Walk Business Improvement District

2024 Annual Planning Report

District Name

Tarzana Safari Walk Business Improvement District

Fiscal Year of Report

The report applies to the 2024 Fiscal Year. The District Board of Directors approved the 2024 Annual Planning Report at the October 10, 2023 Board of Director's meeting.

Boundaries

There are no changes to the District boundaries for 2024.

Benefit Zones

There are no changes to the District's benefit zone(s) for 2024.

2024 IMPROVEMENTS, ACTIVITIES AND SERVICES

Beautification: \$35,907.00 (46.15%)

Beautification includes various streetscape related services and physical improvements. The types of streetscape services include:

- Trash removal – picked up weekly from TSWBID receptacles
- Litter and debris – weekly sweeping and removal from sidewalks and gutters
- Tree trimming – periodically, as needed
- Weed abatement - periodically, as needed
- Trash receptacle and decorative TSWBID medallion repair/replacement – as needed
- Graffiti removal – as needed

District Identity: \$9,248.00 (11.89%)

District Identity includes: website development and updates, newsletter publication, branding and marketing program development, advertising, promotional banners, public relations activities and special events. District Identity also include business attraction, recruitment and retention which involves preparation of public relations and promotional materials. Special events may include concerts and street festivals.

Administration : \$32,642.00 (41.96%)

Administration includes the cost of personnel to oversee implementation of the various

programs, services and improvement projects delineated in this Plan during the TSWBID's 10-year term. This element also includes oversight of the Owners' Association's compliance with the terms of its contract with the City, including Brown Act compliance and requests. Administration includes accounting/bookkeeping fees and Directors & Officers and General Liability insurance. Management staff expenses are allocated according to generally accepted accounting job costing procedures and are allocated to the specific areas in which staff works.

Administration also includes the costs associated with operating a successful and professional TSWBID such as legal services, printing, postage, supplies, production of the Annual Planning Report and Budget and quarterly reports. It also includes projected contingency costs such as delinquent assessments, unforeseen expenses and the costs associated with TSWBID renewal, as well as City and/or County fees associated with their oversight of the TSWBID.

Total Estimate of Cost for 2024

A breakdown of the total estimated 2024 budget is attached to this report as **Appendix A.**

Method and Basis of Levying the Assessment

The Tarzana Safari Walk BID assessments are based on a two factors: parcel land area and street frontage.

The rates for 2024 are as follows:

Land Area Rate: 0.0979

Street Frontage Rate: 1.0001

(There is No CPI increase for 2024)

Surplus Revenues: \$975.62

We have proposed sidewalk repairs scheduled for January 2024. This is why we have surplus revenue, which will be carried over to the new year when sidewalk repairs are completed. There was a small surplus revenue of \$975.62, from revenues allocated for district identity. The Board of Directors voted to use these funds to replace cracked engraved memorial bricks. These bricks were dedicated to individuals who played a significant role in establishing the Tarzana Safari Walk Business Improvement District. The brick engraving company was unable to work on this project until Jan 2024, due to their busy November & December schedule.

Anticipated Deficit Revenues

There are no deficit revenues that will be carried over to 2024.

Contribution from Sources other than assessments: \$2,722.00

General Benefits

APPENDIX A- TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE Tarzana Safari Walk BID- FY 2024

2024 Assessments	\$74,099.38	
Estimated Carryover from 2023	\$975.62	
Other Income	\$2,722.00	
Total Estimated Revenues	\$77,797.00	
2024 Estimated Expenditures		Pct.
Beautification	\$35,907.00	46.15%
District Identity	\$9,248.00	11.89%
Administration	\$32,642.00	41.96%
Total Estimated Expenditures	\$77,797.00	100%