

**TARZANA SAFARI WALK  
BUSINESS IMPROVEMENT DISTRICT  
RENEWAL**

**MANAGEMENT DISTRICT PLAN**

*Established in 1997 for a 5-Year period, renewed for 5 year periods in 2002, 2007, 20012 and 2017,  
now being renewed for 10 years*

*Pursuant to California Streets and Highways Code Section 36600 et seq.*

*Property & Business Improvement District Act of 1994, as amended*

**OCTOBER 13, 2021**

**FINAL**

## **MANAGEMENT DISTRICT PLAN**

### **Table of Contents**

I. Management District Plan Summary – page 2
II. TSWBID Boundaries – page 4
III. Proposed 10-Year TSWBID Work Plan and Budget – page 7
IV. Proposed TSWBID Assessment Formula – page 13
V. Publicly Owned Parcels – page 17
VI. TSWBID Governance – page 17
VII. Proposed Rules and Regulation – page 17
VIII. Other Items – page 17
IX. Plan Author – page 17
X. Implementation Timetable – page 18
Appendix 1: Year 1 – 2023 TSWBID Assessment Roll
Appendix 2: Map of TSWBID
Attachment 1: Certified Assessment Engineer’s Report

# TARZANA SAFARI WALK BID – MANAGEMENT DISTRICT PLAN

## MANAGEMENT DISTRICT PLAN SUMMARY

The Tarzana Safari Walk BID (TSWBID) is a Property and Business Improvement District being renewed for a 10-year period by a consortium of property and business owners within the Ventura Boulevard commercial corridor known as the Tarzana Safari Walk Business Corridor. The TSWBID was established in 1997 for a 5 year period. It was then renewed 4 times for 5 year periods in 2002, 2007, 2012 and 2017. The TSWBID includes a unique mix of retail, restaurant, service, office and commercial parking uses centered along Ventura Boulevard between Crebs Avenue/Burbank Boulevard and Reseda Boulevard. The purpose of the renewed TSWBID is to continue to fund, provide and manage activities for this important business center, including beautification, district identity and administration. The TSWBID will enable the TSWBID property owners, working as a unit, to continue needed property and business-related programs above what is provided by tax supported City of Los Angeles base level services.

**Name:** The name of the proposed renewed BID is the Tarzana Safari Walk Business Improvement District (TSWBID)

**Location:** The TSWBID includes 36 parcels on both sides of Ventura Boulevard (one parcel deep) known as the Tarzan Safari Walk Business Corridor between Burbank Blvd./Crebs Avenue on the west and Reseda Boulevard on the east. (A map showing the TSWBID boundaries is shown in Appendix 2 attached to this Plan).

**Zones:** There is one benefit zone within the proposed renewed TSWBID.

**Services:** Beautification, District Identity and Administration.

**Finance:** Benefit assessment of real property (36 parcels). No bonds shall be issued to fund TSWBID programs.

**Budget:** TSWBID assessment revenue for Year 1 (2023) is projected to be \$71,500. It is noted that the Assessment Engineer has determined that general benefits equate to 3.5% of the total benefit value of \$74,093 or \$2,593. (See attached Engineer's Report for more details on special and general benefits). Program costs associated with general benefits shall be derived from non-assessment revenue sources.

### Year 1 – 2023 PROPOSED BUDGET (ASSESSMENT REVENUES/SPECIAL BENEFITS)

BEAUTIFICATION	DISTRICT IDENTITY	ADMINISTRATION	TOTAL
46.1538%	11.8881%	41.9580%	100%
\$33,000	\$8,500	\$30,000	\$71,500

**Benefits:** General Benefit is defined as: A benefit to properties in the area and in the surrounding community or benefit to the public in general resulting from the improvement, activity, or service to be provided by the assessment levied. Special Benefit as defined by the California State Constitution means

## TARZANA SAFARI WALK BID – MANAGEMENT DISTRICT PLAN

a distinct benefit over and above general benefits conferred on real property located in the TSWBID or to the public at large.

**Formula:** The proposed renewed TSWBID assessments are based on a two factors: parcel land area and street frontage. The Year 1 – 2023 TSWBID assessment rates per parcel are as follows:

### **YEAR 1 –2023 Assessment Rate**

<b>LAND AREA ASSMT RATE (\$/Square Foot)</b>	<b>STREET FRONTAGE ASSMT RATE (\$/Linear Foot)</b>
\$0.09788	\$1.00008

**Cap:** Assessment rate increases are capped at a maximum of 5% per year, subject to approval by the TSWBID Property Owner Association Board of Directors.

**Formation:** TSWBID formation is a two-step process. First, petitions signed by TSWBID property owners representing at least 50% of the total assessment to be levied must be secured. Second, property owners will be sent a ballot to vote on the TSWBID formation. Returned ballots in support of the TSWBID formation must outweigh those in opposition based on the cumulative amount of assessment to be levied on parcels included on each returned ballot.

**Duration:** The proposed renewed TSWBID will have a term of ten (10) years. After ten years, the petition and balloting process must be repeated in order to renew the TSWBID and levy assessments again at that time. Future renewals may extend up to 10 years at a time.

# TARZANA SAFARI WALK BID – MANAGEMENT DISTRICT PLAN

## II. **TSWBID BOUNDARIES**

### **Setting**

The proposed renewed TSWBID is located in the southwest section of the San Fernando Valley, a suburb community in the City of Los Angeles, near the western end of the extensive Ventura Boulevard business corridor that traverses numerous communities adjacent to the 101 Ventura Freeway corridor. The TSWBID lies along Ventura Boulevard between Crebs Avenue/Burbank Boulevard and Reseda Boulevard. The property uses within the boundaries of the proposed renewed TSWBID which will receive special benefits from TSWBID funded programs and services are currently a mix of retail, restaurant, service, office and commercial parking.

The TSWBID is surrounded by residential neighborhoods on the north and south and commercial areas to the east and west along Ventura Boulevard. The TSWBID was established in 1997 for a 5 year period. It was then renewed four times for 5 year periods in 2002, 2007, 2012 and 2017. It is now proposed to be renewed again for a 10 year term.

As with most traditional business centers, the TSWBID has a high need for supplemental business-related services such as beautification, district identity and administration. Specifically, this includes streetscape cleaning, litter pickup, trash bin cleaning, marketing and promotions, physical amenities and related administration and operations. These additional services and programs can continue to be provided cost-effectively and consistently for the special benefit of TSWBID properties and businesses through the renewal of the TSWBID.

### **Boundary Description**

The TSWBID includes 36 parcels on both sides of Ventura Boulevard (one parcel deep) known as the Tarzan Safari Walk Business Corridor between Crebs Avenue/Burbank Boulevard on the west and Reseda Boulevard on the east.

All parcels within the above-described boundaries shall be assessed to fund supplemental special benefit programs, services and improvements as outlined in this Plan and the Engineer's Report. All TSWBID funded services, programs and improvements provided within the above described boundaries shall confer special benefit to identified assessed parcels inside the TSWBID boundaries and none will be provided outside of the TSWBID. Each assessed parcel within the TSWBID will proportionately specially benefit from the TSWBID funded programs and services (i.e. beautification, district identity and administration). These services, programs and improvements are intended to improve commerce, employment, rents and occupancy rates of individually assessed parcels within the TSWBID. The TSWBID confers special benefits on each and every individually assessed parcel by reducing litter, improving streetscape aesthetics and marketing goods and services available from assessed parcels and the businesses on them within the TSWBID. All TSWBID funded services programs and improvements are supplemental, above normal base level services provided by the City of Los Angeles and are only provided for the special benefit of assessed parcels within the boundaries of the proposed renewed TSWBID.

The TSWBID includes 36 parcels, all of which are identified by the Assessment Engineer as assessable within one Benefit Zone and which are listed in the Assessment Roll included as Appendix 1. The TSWBID Boundary Map is included as Appendix 2.

# TARZANA SAFARI WALK BID – MANAGEMENT DISTRICT PLAN

## **Benefit Zones**

There is one benefit zone within the proposed renewed TSWBID.

## **Boundary Rationale**

The District extends one parcel deep along both sides of Ventura Boulevard between Crebs Avenue/Burbank Boulevard on the west and Reseda Boulevard on the east. It is noted that all parcels within the TSWBID will be assessed for their Ventura Boulevard street frontage while the corner parcels on Reseda Boulevard, Mecca Avenue, Amigo Avenue, Yolanda Avenue, Crebs Avenue and Burbank Boulevard will also be assessed for side streets frontages where TSWBID funded services are also provided. The assessed parcels currently are a mix of retail, restaurant, service, office and commercial parking uses. The areas adjacent to the TSWBID to the east and west are generally commercially zoned with commercial uses while the areas to the north and south of the TSWBID are generally zoned residential with residential uses ranging from single family dwellings to multi-family apartments. The central business District has the unique designation of being a pedestrian oriented area according to the Los Angeles Department of City Planning.

**Northern Boundary:** The northern boundary of the Tarzana Safari Walk Business Improvement District is the east/west alley lying generally parallel to and midway between Burbank Boulevard/Clark Street and Ventura Boulevard. The properties to the north of the northern boundary are primarily zoned residential and developed with multi-family residential uses. In keeping with State law (Section 36632 Streets and Highways Code) that conclusively presumes that parcels zoned solely residential do not benefit from BID funded programs, services and activities, these parcels north of the northern boundary are not included in the TSWBID.

Commercial zoning along the Ventura Boulevard Corridor is generally only one parcel deep. APN 2160-006-037 has a split zoning of C-2 and R-3. The northern R-3 zoned portion of this parcel is used exclusively for commercial parking related to the commercial building and uses on the southern C-2 portion. No residential units or uses exist on this parcel. It is noted that this parcel extends north all the way to Clark Street since no public alley way exists within this parcel or at its northern edge, as is the case with all other parcels on this block. It is the opinion of the Assessment Engineer, that this entire parcel, including the R-3 portion, shall be fully assessed in that special benefits will be conferred on this entire commercially used parcel.

In order to ensure that parcels north of the northern boundary will not specially benefit from TSWBID funded services and improvements, no TSWBID funded programs, services and improvements will be provided north of the northern boundary, only south of the northern boundary within the TSWBID.

**Eastern Boundary:** The eastern boundary of the TSWBID is Reseda Boulevard. While the properties to the east of the eastern boundary along Ventura Boulevard are commercial, the businesses to the east represent a different business environment with auto related uses and other businesses that do not promote the pedestrian oriented physical characteristics of the TSWBID. These properties are not considered part of the Tarzana community central business district and have different marketing needs. The Tarzana central business district within the TSWBID has the unique designation of being a pedestrian oriented business area in accordance with the Los Angeles Department of City Planning and development strategy. The type of retail and commercial activities allowed in this pedestrian oriented area are more restrictive than would be permitted for the commercial establishments to the east along Ventura Boulevard.

## TARZANA SAFARI WALK BID – MANAGEMENT DISTRICT PLAN

In order to ensure that parcels east of the eastern boundary will not specially benefit from TSWBID funded services and improvements, no TSWBID funded programs, services and improvements will be provided east of the eastern boundary, only west of the eastern boundary within the TSWBID.

**Southern Boundary:** The southern boundary of the Tarzana Safari Walk Business Improvement District is the east/west alley lying generally parallel to, and south of, Ventura Boulevard and Redwing Street between Rhea Avenue and Yolanda Avenue. The properties to the south of the southern boundary are zoned residential and developed with single family residential uses and, in keeping with State law (Section 36632 Streets and Highways Code) that conclusively presumes that residential zoned parcels do not benefit from BID funded programs, services and activities, these parcels south of the southern boundary are not included in the TSWBID.

Commercial zoning along the Ventura Boulevard Corridor is generally only one parcel deep extending to said alley south of Ventura Boulevard. It is noted that APN 2161-026-005 is zoned C-2 with commercial uses on it and extends all the way south to Redwing Street and has no east/west public alley extending through it or tangent to it. The air space on a southern portion of this parcel has been re-zoned, subdivided and developed with 10 residential condominiums (APN 2161-026-006 to 020). It is the opinion of the Assessment Engineer, that the subdivided residential condominium air space(s) over the southern portion of this parcel will not specially benefit from the TSWBID funded programs, activities and services and thus are not included within the precise boundaries of the TSWBID and will not be assessed. It is further noted that, in the opinion of the Assessment Engineer, the land beneath the residential condominiums as well as street frontage adjacent to the condominiums, all part of APN 2161-026-005, will not specially benefit from the TSWBID funded programs, activities and services due to the residential land use and thus, will not be assessed.

In order to ensure that parcels south of the southern boundary will not specially benefit from TSWBID funded services and improvements, no TSWBID funded programs, services and improvements will be provided south of the southern boundary, only north of the southern boundary within the TSWBID.

**Western Boundary:** The western boundary of the TSWBID is Crebs Avenue/Burbank Boulevard. While the properties to the west of the western boundary along Ventura Boulevard are commercial, the businesses to the west represent a different business environment with auto related uses and other businesses that do not promote the pedestrian oriented physical characteristics of the TSWBID. These properties are not considered part of the Tarzana community central business district and have different marketing needs and would not specially benefit from the programs, services and improvement provided to parcels within the TSWBID. The Tarzana central business district within the TSWBID has the unique designation of being a pedestrian oriented business area in accordance with the Los Angeles Department of City Planning and development strategy. The type of retail and commercial activities allowed in this pedestrian oriented area are more restrictive than would be permitted for the commercial establishments to the west along Ventura Boulevard.

A list of all parcels included in the proposed TSWBID is shown as Appendix 1, attached to this Plan identified by their respective Los Angeles County assessor parcel number and site address. The boundary of the proposed TSWBID is shown on the map of the proposed TSWBID attached as Appendix 2 to this Plan.



# TARZANA SAFARI WALK BID – MANAGEMENT DISTRICT PLAN

## III. Proposed 10-Year TSWBID Work Plan and Budget

### Overview

The Programs and activities to be funded by the TSWBID include beautification, district identity and administration. The property uses within the boundaries of the TSWBID that will receive special benefits from TSWBID funded programs, services and improvements are currently a unique mix of retail, restaurant, service, office and commercial parking. TSWBID funded activities are primarily designed to provide special benefits as described below to identified assessed parcels and array of land uses within the boundaries of the TSWBID.

These special benefits are particular and distinct to each and every identified assessed parcel within the TSWBID and are not provided to non-assessed parcels outside of the TSWBID. These programs, services and improvements will only be provided to each individual assessed parcel within the TSWBID boundaries and, in turn, confer proportionate special benefits to each assessed parcel.

In the case of the TSWBID, the very nature of the purpose of this TSWBID is to fund supplemental programs, services and improvements to assessed parcels within the TSWBID boundaries above and beyond what is being currently funded either via normal tax supported methods or other funding sources. The City of Los Angeles does not provide these supplemental programs and services. All benefits derived from the assessments to be levied on assessed parcels within the TSWBID are for services, programs and improvements directly benefiting each individual assessed parcel within the TSWBID. No TSWBID funded services, activities or programs will be provided outside of the TSWBID boundaries.

The projected program special benefit cost allocation of the TSWBID assessment revenues for the 10-year TSWBID term assuming a 5% maximum annual assessment rate increase is shown in the Table on page 10 of this Plan.

### WORK PLAN DETAILS

The programs, activities and improvements to be provided by the TSWBID include beautification, district identity and administration. Each of these are designed to contribute to the cohesive commercial fabric and to ensure economic success and vitality of the TSWBID. The assessed parcels in the TSWBID will specially benefit from the TSWBID programs in the form of increasing commerce and improving economic success and vitality through meeting the TSWBID Goals: to maintain and improve the commercial core by providing services to increase commerce, to increase building occupancy and lease rates and to attract more customers and pedestrians.

The following programs, services and improvements are proposed by the TSWBID to specially benefit each and every individually assessed parcel within the TSWBID boundaries. TSWBID services, programs and improvements will not be provided to parcels outside the TSWBID boundary.

1)	<b>Beautification</b>	\$34,197 (Special + General Benefits)	46.1538%
----	-----------------------	---------------------------------------	----------

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



## TARZANA SAFARI WALK BID – MANAGEMENT DISTRICT PLAN

- 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

Beautification will assist in enhancing the image of each individual assessed parcel in the TSWBID. Beautification services and improvements are designed to increase vehicular and pedestrian traffic within the TSWBID that is intended to increase commerce and customer activity, attract and retain new business and patrons for assessed parcels within the TSWBID boundaries, increase rents and occupancies as well as maintain or increase the consumer and visitor base. Each assessed parcel will proportionally specially benefit from Beautification.

The goal of Beautification is to establish and maintain a clean, beautiful and friendly TSWBID by providing these services and improvements to all the individually assessed parcels in the TSWBID. Beautification services and improvements will be provided only within the proposed renewed TSWBID boundaries and for the special benefit of identified and assessed parcels within the proposed renewed TSWBID. No Beautification services and improvements are provided outside of the TSWBID boundaries.

**2) District Identity**                      \$8,808 (Special + General Benefits)                      11.8881%

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. Each District Identity initiative is designed to build upon a positive image already developed by past TSWBID District Identity efforts.

District Identity is intended to increase vehicle, pedestrian and visitor traffic to the TSWBID and, in turn, increase exposure and visibility to assessed TSWBID parcels and their businesses and other attractions within the District. District Identity is designed to specially benefit and improve the marketability of the array of goods and services provided by businesses on each identified and assessed parcel within the TSWBID. District Identity will only be provided for individually-assessed parcels within the TSWBID boundaries, and will provide a special benefit to those parcels with the goal of increasing pedestrian and automobile traffic within the TSWBID, which is intended to increase commerce and attract and retain businesses in the TSWBID. No District Identity programs will be provided for parcels or businesses outside of the TSWBID boundary.

**3) Administration**                      \$31,088 (Special + General Benefits)                      41.958%

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

## TARZANA SAFARI WALK BID – MANAGEMENT DISTRICT PLAN

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.

Administration is key to the proper expenditure of TSWBID assessment funds and the administration of TSWBID programs and activities that are intended to provide consistent and effective services for the appeal of assessed properties within the TSWBID which, in turn, are intended to increase business volumes and commercial occupancies and rental income for each parcel within the TSWBID.

In summary, all TSWBID funded services, programs and improvements described above confer special benefits to identified assessed parcels inside the TSWBID boundaries and none will be provided outside of the TSWBID. Each assessed parcel within the TSWBID will proportionately specially benefit from the beautification, district identity and administration. These services, programs and improvements are intended to improve commerce, employment, rents and occupancy rates of assessed parcels within the TSWBID by reducing litter, maintaining landscaping and physical improvements and professionally marketing goods, services and spaces available within the TSWBID. All TSWBID funded services programs and improvements are considered supplemental, above normal base level services provided by the City of Los Angeles and are only provided for the special benefit of each and every assessed parcel within the boundaries of the proposed TSWBID.

### **WORK PLAN BUDGET**

Each identified assessed parcel within the TSWBID will be assessed for the proportionate special benefit conferred upon it. The projected TSWBID program special benefit (assessment) cost allocation budget for Year 1 (2023) is shown in the following Table:

**TSWBID Year 1 (2023) Special Benefit Assessment Budget**

BEAUTIFICATION	DISTRICT IDENTITY	ADMINISTRATION	TOTAL
46.1538%	11.8881%	41.9580%	100%
\$33,000	\$8,500	\$30,000	\$71,500

In order to carry out the TSWBID programs outlined in the previous section, a Year 1 assessment budget of \$71,500 is projected. Since the TSWBID is planned for a 10-year term, projected program costs for future years (Years 2-10) are set at the inception of the TSWBID. While future inflationary and other program cost increases are unknown at this point, a maximum annual increase of 5%, commensurate to special benefits received by each assessed parcel, is incorporated into the projected program costs and assessment rates for the 10-year TSWBID term.

TSWBID funds may be used for renewal of the TSWBID. Funds remaining after Year 10 of the proposed

## TARZANA SAFARI WALK BID – MANAGEMENT DISTRICT PLAN

renewed TSWBID shall be rolled over into the new TSWBID in accordance with City policy if renewed again or, if not renewed, unexpended/unencumbered funds shall be returned to the property owners in accordance with City policy and State PBID Law (Streets and Highways Code section 36671).

Detailed annual budgets will be prepared by the Owner's Association Board and included in an Annual Planning Report for the City Council's review and approval.

It is recognized that market conditions may cause the cost of providing goods and services to fluctuate from year to year during the 10-year term of the proposed renewed TSWBID. Accordingly, the Owners' Association shall have the ability to reallocate up to 10% of any budget line item, within the budget categories, based on such cost fluctuations subject to the review and approval by the Owners' Association Board and in accordance with City policy. Such reallocation will be included in the Annual Planning Report for the approval by the Los Angeles City Council pursuant to the Streets and Highways Code Section 36650. Any accrued interest or delinquent payments will be expended in the budget category in accordance with City policy.

A 10-year projected TSWBID budget is shown in the following Table:

### **YEAR 1-10 PROJECTED DISTRICT ASSESSMENT BUDGET SUMMARY (Special Benefits)**

(Assumes 5% max rate increase per year)

YEAR	BEAUTIFICATION	DISTRICT IDENTITY	ADMINISTRATION	TOTAL
%	46.1538%	11.8881%	41.9580%	100%
YEAR 1-2023	\$33,000	\$8,500	\$30,000	\$71,500
YEAR 2-2024	\$34,650	\$8,925	\$31,500	\$75,075
YEAR 3-2025	\$36,383	\$9,371	\$33,075	\$78,829
YEAR 4-2026	\$38,202	\$9,840	\$34,729	\$82,771
YEAR 5-2027	\$40,112	\$10,332	\$36,465	\$86,909
YEAR 6-2028	\$42,118	\$10,849	\$38,288	\$91,255
YEAR 7-2029	\$44,224	\$11,391	\$40,202	\$95,817
YEAR 8-2030	\$46,435	\$11,961	\$42,212	\$100,608
YEAR 9-2031	\$48,757	\$12,559	\$44,323	\$105,639
YEAR 10-2032	\$51,195	\$13,187	\$46,539	\$110,921

The TSWBID assessments may increase for each individual parcel each year during the 10-year effective operating period, but not to exceed 5% per year, commensurate to special benefits received by each assessed parcel, and must be approved by the Owners' Association Board of Directors, included in the Annual

## TARZANA SAFARI WALK BID – MANAGEMENT DISTRICT PLAN

Planning Report and adopted by the City of Los Angeles City Council. Any accrued interest and delinquent payments will be expended within the budgeted categories in accordance with City policy. The Owners' Association Board of Directors (Property Owner's Association of the TSWBID) shall determine the percentage increase to the annual assessment and the methodology employed to determine the amount of the increase. The Owners' Association Executive Director shall communicate the annual increase to the City each year in which the TSWBID operates at a time determined in the Administration Contract held between the Owners' Association and the City of Los Angeles. No bonds are to be issued in conjunction with the proposed renewed TSWBID.

Pursuant to Section 36671 of the Streets and Highways Code, any funds remaining after the 10th year of operation will be rolled over into the renewal budget or returned to stakeholders in accordance with City policy. TSWBID assessment funds may be used to pay for costs related to the following TSWBID renewal term. If the TSWBID is not renewed or terminated for any reason, unencumbered/unexpended funds will be returned to the property owners in accordance with City policy.

### Special/General Benefits

The Assessment Engineer (see attached Engineer's Report) has found that the general benefits (i.e. general benefits to assessed parcels within the TSWBID, the general public and surrounding parcels outside the TSWBID) of the proposed programs, services and improvements (i.e. beautification, district identity and administration) represent 3.5% of the total benefits generated and, in turn 3.5% (\$2,593) of the total cost of the TSWBID funded improvements, activities and services provided.

Total Year 1 adjusted costs are estimated at \$74,093. General benefits are factored at 3.5% of the total costs (see Finding 2 beginning on page 6 of the attached Engineer's Report) with special benefits set at 96.5%. Article XIID Section 4(b) of the California Constitution limits the levy of property assessments to costs attributed to special benefits only. The 3.5% general benefit value is computed to be \$2,593 with a resultant 96.5% special benefit limit computed at \$71,500. Based on current property data and land uses, this is the maximum amount of Year 1 (2023) revenue that can be derived from property assessments from the TSWBID. Remaining costs that are attributed to general benefits, will need to be derived from other sources.

A breakdown of projected special and general benefits for each year of the 10-year renewal term is shown in the following Table:

**10 -Year Special + General Benefits**  
(Assumes max of 5% Annual Rate Increase)

YR		PROGRAM CATEGORY	SPECIAL BENEFITS	GENERAL BENEFITS	TOTAL BENEFITS	% OF TOTAL
1	2023	BEAUTIFICATION	\$33,000	\$1,197	\$34,197	46.1538%
		DISTRICT IDENTITY	\$8,500	\$308	\$8,808	11.8881%
		ADMINISTRATION	<u>\$30,000</u>	<u>\$1,088</u>	<u>\$31,088</u>	<u>41.9580%</u>
		TOTAL	\$71,500	\$2,593	\$74,093	100.00%
2	2024	BEAUTIFICATION	\$34,650	\$1,257	\$35,907	46.1538%
		DISTRICT IDENTITY	\$8,925	\$323	\$9,248	11.8881%
		ADMINISTRATION	<u>\$31,500</u>	<u>\$1,142</u>	<u>\$32,642</u>	<u>41.9580%</u>

# TARZANA SAFARI WALK BID – MANAGEMENT DISTRICT PLAN

		TOTAL	\$75,075	\$2,722	\$77,797	100.00%
3	2025	BEAUTIFICATION	\$36,383	\$1,320	\$37,703	46.1538%
		DISTRICT IDENTITY	\$9,371	\$339	\$9,710	11.8881%
		ADMINISTRATION	<u>\$33,075</u>	<u>\$1,199</u>	<u>\$34,274</u>	<u>41.9580%</u>
		TOTAL	\$78,829	\$2,858	\$81,687	100.00%
4	2026	BEAUTIFICATION	\$38,202	\$1,386	\$39,588	46.1538%
		DISTRICT IDENTITY	\$9,840	\$356	\$10,196	11.8881%
		ADMINISTRATION	<u>\$34,729</u>	<u>\$1,259</u>	<u>\$35,988</u>	<u>41.9580%</u>
		TOTAL	\$82,771	\$3,001	\$85,772	100.00%
5	2027	BEAUTIFICATION	\$40,112	\$1,455	\$41,567	46.1538%
		DISTRICT IDENTITY	\$10,332	\$374	\$10,706	11.8881%
		ADMINISTRATION	<u>\$36,465</u>	<u>\$1,322</u>	<u>\$37,787</u>	<u>41.9580%</u>
		TOTAL	\$86,909	\$3,151	\$90,060	100.00%
6	2028	BEAUTIFICATION	\$42,118	\$1,528	\$43,646	46.1538%
		DISTRICT IDENTITY	\$10,849	\$393	\$11,242	11.8881%
		ADMINISTRATION	<u>\$38,288</u>	<u>\$1,388</u>	<u>\$39,676</u>	<u>41.9580%</u>
		TOTAL	\$91,255	\$3,309	\$94,564	100.00%
7	2029	BEAUTIFICATION	\$44,224	\$1,604	\$45,828	46.1538%
		DISTRICT IDENTITY	\$11,391	\$413	\$11,804	11.8881%
		ADMINISTRATION	<u>\$40,202</u>	<u>\$1,457</u>	<u>\$41,659</u>	<u>41.9580%</u>
		TOTAL	\$95,817	\$3,474	\$99,291	100.00%
8	2030	BEAUTIFICATION	\$46,435	\$1,684	\$48,119	46.1538%
		DISTRICT IDENTITY	\$11,961	\$434	\$12,395	11.8881%
		ADMINISTRATION	<u>\$42,212</u>	<u>\$1,530</u>	<u>\$43,742</u>	<u>41.9580%</u>
		TOTAL	\$100,608	\$3,648	\$104,256	100.00%
9	2031	BEAUTIFICATION	\$48,757	\$1,768	\$50,525	46.1538%
		DISTRICT IDENTITY	\$12,559	\$456	\$13,015	11.8881%
		ADMINISTRATION	<u>\$44,323</u>	<u>\$1,607</u>	<u>\$45,930</u>	<u>41.9580%</u>
		TOTAL	\$105,639	\$3,831	\$109,470	100.00%
10	2032	BEAUTIFICATION	\$51,195	\$1,856	\$53,051	46.1538%
		DISTRICT IDENTITY	\$13,187	\$479	\$13,666	11.8881%
		ADMINISTRATION	<u>\$46,539</u>	<u>\$1,687</u>	<u>\$48,226</u>	<u>41.9580%</u>
		TOTAL	\$110,921	\$4,022	\$114,943	100.00%

## TARZANA SAFARI WALK BID – MANAGEMENT DISTRICT PLAN

If the TSWBID is not renewed at the end of its 10-year term, any unexpended/unencumbered TSWBID funds remaining would be returned to TSWBID property owners in accordance with City policy and State PBID Law.

### **Duration**

As allowed by State PBID Law, the TSWBID will have a ten (10) year operational term from January 1, 2023 to December 31, 2032. The proposed renewed TSWBID operation is expected to begin services on January 1, 2023. If the TSWBID is not renewed at the end of the proposed 10-year term, services will end on December 31, 2032.

### **Time and Manner of Collecting Assessments**

Assessments shall be collected at the same time and in the same manner as ad valorem taxes paid to the County of Los Angeles (Operation Years 2023-2032). The TSWBID assessments shall appear as a separate line item on the property tax bills issued by the Los Angeles County Assessor. The City of Los Angeles is authorized to collect any assessments not placed on the County tax rolls, or to place assessments, unpaid delinquent assessments, or penalties on the County tax rolls as appropriate to implement this Management District Plan.

## **IV PROPOSED ASSESSMENT FORMULA**

Based on the specific needs and corresponding nature of the program activities to be funded by the proposed renewed TSWBID (i.e. beautification, district identity and administration) it is the opinion of the Assessment Engineer that the assessment factors on which to base assessment rates relate directly to the proportionate amount of parcel land area and street frontage within one Benefit Zone. It is noted that all parcels within the BID will be assessed for their Ventura Boulevard street frontage while the corner parcels on Reseda Boulevard, Mecca Avenue, Amigo Avenue, Yolanda Avenue, Crebs Avenue and Burbank Boulevard will also be assessed for side streets frontages where TSWBID funded services are also provided.

The Basic Benefit Units will be expressed as a function of parcel land area (Benefit Unit A) and street frontage (Benefit Unit B). Based on the shape of the proposed renewed TSWBID, as well as the nature of the proposed TSWBID program elements, it is determined that all identified assessed properties will gain a direct and proportionate degree of special benefit based on the respective amount of parcel land area and street frontage within one Benefit Zone.

Based on the property characteristics of the TSWBID, parcel land area and street frontage quantities are a common method of fairly and equitably spreading special benefits to these beneficiaries of TSWBID funded services, programs and improvements. Using these two assessment formula components of parcel land area and street frontage works well in lower profile commercial districts with relatively homogeneous development patterns and intensities such as the Tarzana Safari Walk. The commercial buildings in this area are primarily 1-2 stories with a few 3 story office buildings along with scattered surface and structured parking. These assessment formula factors directly relate to the amount of special benefit will be conferred on each assessed parcel from TSWBID funded programs, activities and improvements.

Land Area in square feet (SF) is a direct measure of the current and future development capacity of each parcel and its corresponding impact or draw on TSWBID funded activities. In the opinion of this



## TARZANA SAFARI WALK BID – MANAGEMENT DISTRICT PLAN

Assessment Engineer, the targeted weight of this factor, land area, should generate approximately 90% of the total TSWBID revenue (91.63709%) when adjusted for precise parcel measurements and program costs and service levels).

Street frontage in linear feet (LF) is a direct measure of the static utilization of each parcel and its corresponding impact or draw on TSWBID funded activities, the majority of which are linear in nature (i.e. beautification). In the opinion of this Assessment Engineer, the targeted weight of this factor, street frontage, should generate approximately 10% of the total TSWBID revenue (8.36291%) when adjusted for precise parcel measurements and program costs and service levels.

Taking into account all identified specially benefiting parcels within the TSWBID and their respective assessable benefit units, the cumulative quantities and assessment revenues by factor are shown in the following Tables:

**Year 1 – 2023 - Assessable Benefit Units**

LAND AREA (SF)	STREET FRONTAGE (LF)	# OF PARCELS	# OF ASSESSABLE PARCELS
669,396	5,979	36	36

**Year 1 – 2023 - Projected Assessment Revenue**

LAND AREA ASSMT REVENUE	STREET FRONTAGE ASSMT REVENUE	TOTAL
\$65,520.48	\$5,979.48	\$71,499.96
91.63709%	8.36291%	100.00%

The number of Benefit Units for each identified benefiting parcel within the proposed renewed TSWBID was computed from data extracted from County Assessor records and maps. These data sources delineate current land uses, property areas and dimensions of record for each tax parcel. While it is understood that this data does not represent legal field survey measurements or detailed title search of recorded land subdivision maps or building records, it does provide an acceptable basis for the purpose of calculating property-based assessments. All respective property data being used for assessment computations will be provided to each property owner in the TSWBID for their review. If a property owner believes there is an error on a parcel's assessed footages, the TSWBID may confirm the data with the LA County Assessor's office. If TSWBID data matches Assessor's data, the property owner may opt to work with the Assessor's office to correct the data so that the TSWBID assessment may be corrected.

### Assessment Formula

In the opinion of the Assessment Engineer the assessment formula for the proposed renewed TSWBID is as follows:

Assessment = Land Area in square feet (Unit A) x Unit A Rate, plus  
Street Frontage in linear feet (Unit B) x Unit B Rate



## TARZANA SAFARI WALK BID – MANAGEMENT DISTRICT PLAN

### ***Changes to Street Frontage***

Any changes in parcel area and/or street frontage(s) as a result of parcel adjustments including but not limited to lot splits, consolidations, subdivisions, street dedications, right of way setbacks shall have their assessment adjusted upon final City approval of such parcel adjustments.

### ***Other Future Development***

Other than future maximum rates and the assessment methodology delineated in this Plan and the attached Engineer's Report, per State Law (Government Code Section 53750), future assessments may increase for any given parcel if such an increase is attributable to events other than an increased rate or revised methodology, such as a change in the parcel configuration. Any change in assessment formula methodology or rates other than as stipulated in this Plan would require a new Article XIID ballot procedure in order to approve any such changes.

The complete Year 1 – 2023 assessment roll of all parcels to be assessed by the TSWBID is included in this Plan as Appendix I.

### **Assessment Formula Unit Rates**

Using figures from the Assessable Benefit Units Table and the Projected Assessment Revenue Table on page 14 of this Plan, the assessment rate is calculated as follows:

#### Land Area Rate (Unit A)

$(\$71,500 \times 91.63709\%) / 669,396 \text{ units} = \$0.09788 \text{ per square foot of land area}$

#### Street Frontage Rate (Unit B)

$(\$71,500 \times 8.36291\%) / 5,979 \text{ units} = \$1.00008 \text{ per linear foot of street frontage}$

### **YEAR 1 –2023 Assessment Rates**

<b>LAND AREA ASSMT RATE (\$/Square Foot)</b>	<b>STREET FRONTAGE ASSMT RATE (\$/Linear Foot)</b>
\$0.09788	\$1.00008

Since the TSWBID is planned for a 10-year term, maximum assessment rates for future years (Years 2-10) must be set at the inception of the TSWBID. While future inflationary and other program cost increases are unknown at this point, a built in maximum increase of 5% per annum is incorporated into the projected program costs and, in turn, the resultant assessment rates for the 10-year term of the TSWBID. These figures are shown in the table below. Assessment rates may not exceed those indicated below.

In addition, any annual budget surplus will be incorporated into the subsequent year's TSWBID budget in accordance with City policy. Within the constraints of the annual adjustment, annual assessments will be set to account for surpluses carried forward in accordance with City policy.

# TARZANA SAFARI WALK BID – MANAGEMENT DISTRICT PLAN

## TSWBID – 10-Year Maximum Assessment Rates (Includes a 5%/Yr. Max Increase)

	LAND AREA ASSMT RATE (\$/Square Foot)	STREET FRONTAGE ASSMT RATE (\$/Linear Foot)
YEAR 1-2023	\$0.0978800	\$1.000080
YEAR 2-2024	\$0.102774	\$1.050084
YEAR 3-2025	\$0.107913	\$1.102588
YEAR 4-2026	\$0.113309	\$1.157717
YEAR 5-2027	\$0.118974	\$1.215603
YEAR 6-2028	\$0.124923	\$1.276383
YEAR 7-2029	\$0.131169	\$1.340202
YEAR 8-2030	\$0.137727	\$1.407212
YEAR 9-2031	\$0.144613	\$1.477573
YEAR 10-2032	\$0.151844	\$1.551452

### SAMPLE ASSESSMENT CALCULATION:

A 20,000 square foot corner parcel with 200 linear feet of Ventura Boulevard and 100 linear feet of other street frontage:

$$\begin{aligned}
 \text{Land Area} &= 20,000 \text{ square feet} \times \$0.09788/\text{square foot} &= \$ 1,957.60 \\
 \text{Street Frontage} &= (200 \text{ linear feet} + 100 \text{ linear feet}) \times \$1.00008/\text{linear foot} &= \$ \underline{300.02} \\
 \text{TOTAL YEAR 1 (2023) ASSESSMENT} &&= \underline{\underline{\$ 2,257.62}}
 \end{aligned}$$

The complete Year 1 – 2023 assessment roll of all parcels to be assessed by the TSWBID is included in this Plan as Appendix I.

# TARZANA SAFARI WALK BID – MANAGEMENT DISTRICT PLAN

## **V. PUBLICLY OWNED PARCELS**

Article XIIIID states that parcels within a District that are owned or used by any agency, the State of California or the United States shall not be exempt from assessment unless the agency can demonstrate by clear and convincing evidence that those publicly-owned parcels in fact receive no special benefit.

There are currently no publicly owned parcels within the boundaries of the proposed renewed TSWBID. In, the future, should any parcels be acquired by a public agency, it is the opinion of the Assessment Engineer that there is no clear and convincing evidence that such parcels would not receive special benefits and thus, would not be exempt from assessments nor assessed differently than privately owned parcels.

## **VI. TSWBID GOVERNANCE**

The governance or management of the TSWBID requires an Owner's Association to carry out the TSWBID services and activities. State PBID Law (36600 Streets & Highways Code) also requires that the Owner's Association carry out specific additional functions. This includes preparation of an Annual Planning Report to the City Council on the TSWBID activities proposed for the next fiscal year. The Owner's Association may also recommend to the City Council from time to time, changes to the TSWBID boundaries, benefit zones, assessment formula or TSWBID programs and activities, all subject to public notification and, in some cases petition/balloting requirements.

Meetings of the Owner's Association and its standing Committees shall be subject to the State of California Brown Act open meeting law.

## **VII. PROPOSED RULES AND REGULATION APPLIED TO THE DISTRICT**

There are no specific rules or regulations applied to the proposed renewed TSWBID.

## **VIII. OTHER ITEMS**

No bonds will be issued for any TSWBID projects in conjunction with the proposed renewed TSWBID formation.

## **IX. PLAN AUTHOR**

The author and preparer of this Plan is Ed Henning of Edward Henning & Associates

## TARZANA SAFARI WALK BID – MANAGEMENT DISTRICT PLAN

### **X. IMPLEMENTATION TIMETABLE**

The proposed renewed TSWBID is expected to begin operation by January 1, 2023. In order to meet this goal, the following procedural timeline is proposed:

<b><u>Date</u></b>	<b><u>Action/Task</u></b>
Fall '21	• Develop/finalize Management District Plan
Early '22	• Initiate petition drive
Spring '22	• Collect petitions signed by property owners
Spring '22	• Submit majority support petitions to City
Late Spring '22	• City Council adopts Ordinance of Intention to renew the TSWBID
Late Spring '22	• City sends notice of TSWBID public hearing and a ballot to property owners within TSWBID
Mid '22	• City Council conducts hearing (ballots due by this date)
Mid '22	• Providing no majority ballot protest is filed at the hearing, Council approves Ordinance of Renewal for the TSWBID
Mid '22	• Assessment roll submitted to LA County Assessor
Dec 10/Apr 10 (due)	• Assessments billed and collected by LA County with property taxes
1st Qtr. '23	• Revenues remitted to Owners' Association per contract with City
(10 years)	• Owners' Association carries out TSWBID programs and services

# APPENDIX 1

## YR 1 – 2023 ASSESSMENT ROLL

# TARZANA SAFARI WALK BID – MANAGEMENT DISTRICT PLAN

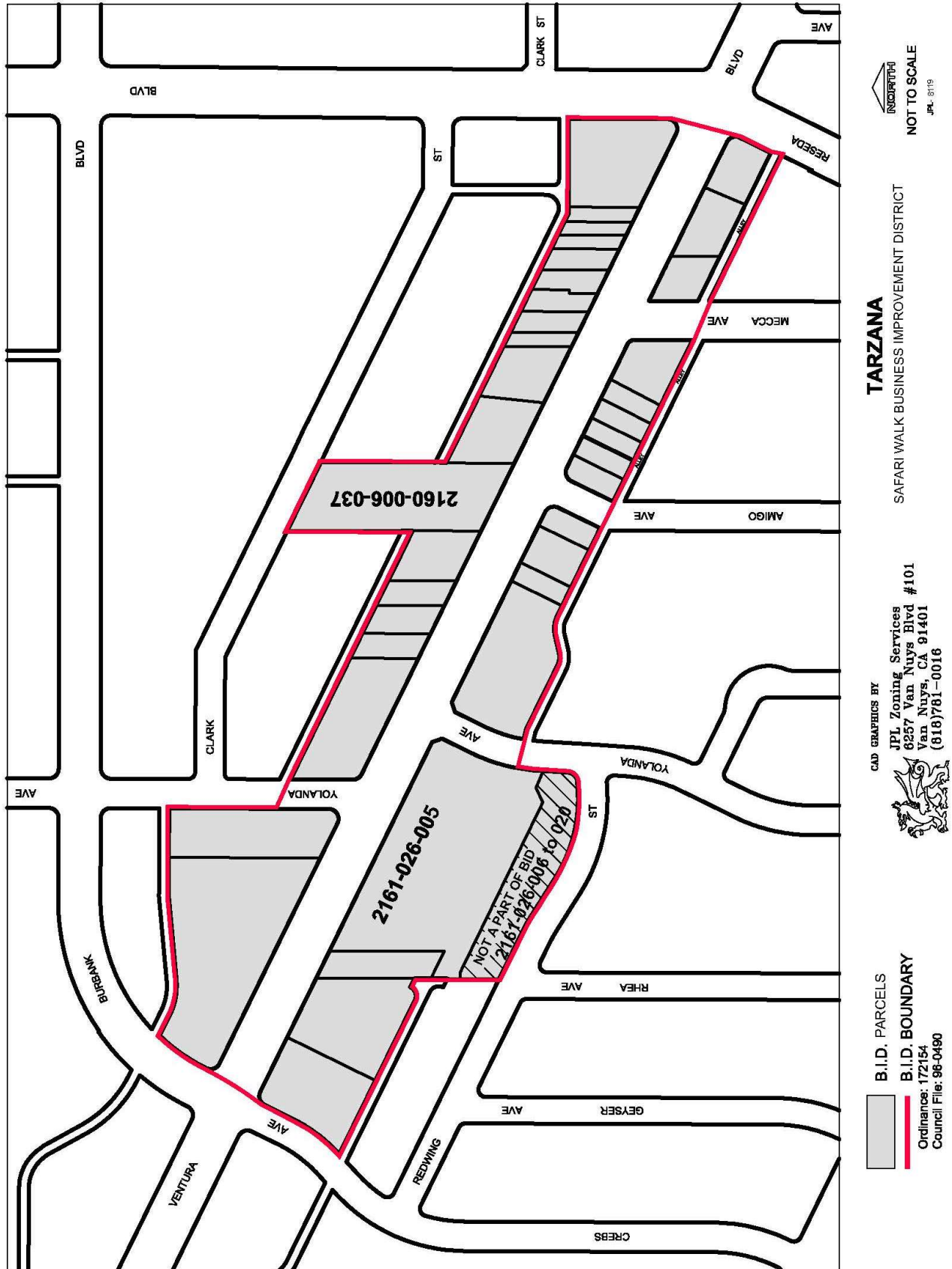
APN	SITE ADDRESS	LAND AREA (Square Feet)	STREET FRONTAGE (Linear Feet)	LAND AREA ASSMT	STREET FRONTAGE ASSMT	2023 TOTAL ASSMT	% OF TOTAL
2160002005	18705 VENTURA BLVD	32,230	445	\$3,154.67	\$445.04	\$3,599.71	5.03%
2160002050	18711 VENTURA BLVD	82,328	614	\$8,058.30	\$614.05	\$8,672.35	12.13%
2160006009	18627 VENTURA BLVD	6,940	56	\$679.29	\$56.00	\$735.29	1.03%
2160006010	18635 VENTURA BLVD	7,780	63	\$761.51	\$63.01	\$824.51	1.15%
2160006011	18641 VENTURA BLVD	6,250	50	\$611.75	\$50.00	\$661.75	0.93%
2160006028	18625 VENTURA BLVD	13,890	113	\$1,359.55	\$113.01	\$1,472.56	2.06%
2160006037	18607 VENTURA BLVD	44,610	150	\$4,366.43	\$150.01	\$4,516.44	6.32%
2160006038	18645 VENTURA BLVD	34,350	418	\$3,362.18	\$418.03	\$3,780.21	5.29%
2160007007	18527 VENTURA BLVD	3,890	28	\$380.75	\$28.00	\$408.76	0.57%
2160007008	18533 VENTURA BLVD	6,250	47	\$611.75	\$47.00	\$658.75	0.92%
2160007010	18547 VENTURA BLVD	6,250	47	\$611.75	\$47.00	\$658.75	0.92%
2160007011	18551 VENTURA BLVD	4,170	33	\$408.16	\$33.00	\$441.16	0.62%
2160007026	18521 VENTURA BLVD	4,200	33	\$411.10	\$33.00	\$444.10	0.62%
2160007027	18525 VENTURA BLVD	3,890	33	\$380.75	\$33.00	\$413.76	0.58%
2160007028	18543 VENTURA BLVD	5,910	40	\$578.47	\$40.00	\$618.47	0.86%
2160007029	18537 VENTURA BLVD	6,580	55	\$644.05	\$55.00	\$699.05	0.98%
2160007034	18505 VENTURA BLVD	33,270	409	\$3,256.47	\$409.03	\$3,665.50	5.13%
2160007036	18585 VENTURA BLVD	16,390	132	\$1,604.25	\$132.01	\$1,736.26	2.43%
2160007037	18555 VENTURA BLVD	16,670	136	\$1,631.66	\$136.01	\$1,767.67	2.47%
2161008018	18760 VENTURA BLVD	29,340	338	\$2,871.80	\$338.03	\$3,209.83	4.49%
2161008020	18740 VENTURA BLVD	36,300	136	\$3,553.04	\$136.01	\$3,689.05	5.16%
2161015010	18600 VENTURA BLVD	5,660	156	\$554.00	\$156.01	\$710.01	0.99%
2161015011	18614 VENTURA BLVD	9,660	84	\$945.52	\$84.01	\$1,029.53	1.44%
2161015012	18616 VENTURA BLVD	4,830	42	\$472.76	\$42.00	\$514.76	0.72%
2161015019	18644 VENTURA BLVD	42,310	447	\$4,141.30	\$447.04	\$4,588.34	6.42%
2161016003	18580 VENTURA BLVD	4,872	42	\$476.87	\$42.00	\$518.87	0.73%
2161016004	18584 VENTURA BLVD	4,872	42	\$476.87	\$42.00	\$518.87	0.73%
2161016006	18590 VENTURA BLVD	4,872	42	\$476.87	\$42.00	\$518.87	0.73%
2161016007	18594 VENTURA BLVD	5,720	154	\$559.87	\$154.01	\$713.89	1.00%
2161016050	18588 VENTURA BLVD	4,582	40	\$448.49	\$40.00	\$488.49	0.68%
2161016051	VENTURA BLVD	290	3	\$28.39	\$3.00	\$31.39	0.04%
2161016052	18568 VENTURA BLVD	14,290	217	\$1,398.71	\$217.02	\$1,615.72	2.26%
2161017009	18524 VENTURA BLVD	10,980	204	\$1,074.72	\$204.02	\$1,278.74	1.79%
2161017023	18544 VENTURA BLVD	12,050	156	\$1,179.45	\$156.01	\$1,335.47	1.87%
2161017024	18556 VENTURA BLVD	9,130	201	\$893.64	\$201.02	\$1,094.66	1.53%
2161026005	18644 VENTURA BLVD	133,790	773	\$13,095.37	\$773.06	\$13,868.43	19.40%
		<b>669,396</b>	<b>5,979</b>	<b>\$65,520.52</b>	<b>\$5,979.48</b>	<b>\$71,500.00</b>	<b>100.00%</b>

# APPENDIX 2

## TSWBID BOUNDARY MAP



# TARZANA SAFARI WALK BID – MANAGEMENT DISTRICT PLAN



# ATTACHMENT 1

## ASSESSMENT ENGINEER'S REPORT