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CITY CLERK

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EXECUTIVE OFFICER

# City of Los Angeles

CALIFORNIA



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February 15, 2023

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 2021-2026 (PROPERTY BASED) BUSINESS  
IMPROVEMENT DISTRICT'S 2023 FISCAL YEAR ANNUAL PLANNING REPORT

Honorable Members:

The Office of the City Clerk has received the Annual Planning Report for the Old Granada Village 2021-2026 Business Improvement District's ("District") 2023 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 2021-2026 Business Improvement District's Annual Planning Report for the 2023 fiscal year is presented with this transmittal for City Council's consideration as "Attachment 1."

## BACKGROUND

The Old Granada Village 2021-2026 Business Improvement District was established on August 5, 2020 by and through the City Council's adoption of Ordinance No. 186710 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 November 30, 2022, 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 2021-2026 Business Improvement District's 2023 fiscal year complies with the requirements of the State Law
2. FIND that the increase in the 2023 budget concurs with the intentions of the Old Granada Village 2021-2026 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 2021-2026 Business Improvement District's 2023 fiscal year, pursuant to the State Law.

Sincerely,

A handwritten signature in black ink, appearing to read "Petty F. Santos", with a stylized, flowing script.

Petty F. Santos  
Executive Officer

Attachment:

Old Granada Village 2021-2026 Business Improvement District's 2023 Fiscal Year Annual Planning Report

February 8, 2023

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

Subject: Old Granada Village 2021-2026 PBID 2023 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 2021-2026 Business Improvement District has caused this Old Granada Village 2021-2026 Business Improvement District Annual Planning Report to be prepared at its meeting on November 30, 2022.

This report covers proposed activities of the Old Granada Village 2021-2026 BID from January 1, 2023 through December 31, 2023.

Sincerely,

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

Susan Levi

# Old Granada Village 2021-2026 Business Improvement District

## 2023 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 2023 Fiscal Year. The District Board of Directors approved the 2023 Annual Planning Report at the November 30, 2022 Board of Director's meeting.

### **Boundaries**

There are no changes to the District boundaries for 2023.

### **Benefit Zones**

There are no changes to the District's benefit zone(s) for 2023.

### **2023 IMPROVEMENTS, ACTIVITIES AND SERVICES**

#### **Streetscape Service: \$134,273.42 (69.10%)**

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, debris and weeds on a regular basis. 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. Hanging baskets (real or artificial flowers) will be maintained/replaced, as needed. Sidewalk and gutter areas will be pressure washed on a regular basis.

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The BID has put a total of \$35,518 into Reserve Fund #1 as outlined in the Management District Plan with \$15,586 coming from the previous year's revenue. This line item was created to fund the replacement of the hanging flower baskets. The original cost of replacement was estimated at \$19,500 but that amount has doubled due to rising costs and continued inflation. The BID is seeking possible alternatives and may have to replace the baskets over a period of time to allow for the increased expenditure.

The BID has also placed \$15,000 into Reserve Fund #2 that will fund implementation of a more extensive single phased thematic streetscape improvement, \$5,000 was from previous

years. It is yet to be determined what this project may entail but the BID continues to investigate possibilities. If the cost of the hanging baskets does not align with original projections, the BID may use these funds to supplement Reserve Fund #1.

**Marketing: \$5,349.89 (2.75%)**

Marketing may include, but is not limited to, newsletters, website and social media management, development and distribution of promotional materials (such as event flyers, business coupon books, business directories/maps), seasonal decorations (Zone 1 only), special events, media advertising and other programs that will promote the array of goods and services available within the OGV BID.

**Program Management: \$28,789.00 (14.81%)**

Program Management includes the cost of personnel to oversee implementation of the various programs, services and improvement projects delineated in this Plan during the OGV BID's 6-year term. This element also includes oversight of the Owners' Association's compliance with the terms of its contract with the City. Program Management also includes accounting/bookkeeping fees and Directors & Officers and General Liability insurance.

**Operations: \$25,917.00 (13.34%)**

Operations includes the costs associated with operating a successful and professional OGV BID such as legal services, printing, postage, supplies, production of the Annual Planning Report and Budget and quarterly reports. It also covers the costs associated with OGV BID renewal, as well as City and/or County fees associated with their oversight of the OGV BID.

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The BID has reserved \$6,200 towards the cost of BID renewal in beginning in Year 4 with \$2,200 coming from previous years. The cost of renewal can run upwards of \$20,000 and funds must be reserved over the life of the BID to cover this expenditure.

**Total Estimate of Cost for 2023**

A breakdown of the total estimated 2023 budget is attached to this report as **Appendix A.**

**Method and Basis of Levying the Assessment**

The Method for levying the 2023 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 2023 are as follows:

Zone 1

Lot: \$0.1670 per square foot

Zone 2

Lot: \$0.0835 per square foot

Zone 3

Lot: \$0.0167 per square foot

**(There is a 5.0% CPI increase for 2023)**

**Surplus Revenues: \$56,718.00**

The BID will be rolling over a total of \$56,718 in encumbered funds into the 2023 budget. As allowed in the Management District Plan, the BID will allocate the following:

- \$35,518 into Reserve Fund #1 which will fund the replacement of the hanging flowers baskets with \$15, 586 coming from 2021 assessment revenue.

- \$15,000 into Reserve Fund #2 which will fund a larger scale capital improvement in the district with \$5,000 coming from 2021 assessment revenue.

- \$6,200 for the BID Renewal Fund with \$2,200 coming from 2021 assessment revenue.

The BID has moved some monies from Reserve Fund #2 into #1 to supplement the increased cost of the basket replacements. Additionally, the BID has seen some cost savings in funds that were allocated as contingencies for the various services and projects the BID provides.

**Anticipated Deficit Revenues**

There are no deficit revenues that will be carried over to 2023.

**Contribution from Sources other than assessments: \$2,732.10**

General Benefit

**APPENDIX A- TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE Old Granada Village 2021-2026 BID- FY 2023**

	Zone 1	Zone 2	Zone 3	Total	
<b>2023 Assessments</b>	\$91,263.37	\$17,114.52	\$26,501.32	<b>\$134,879.21</b>	
<b>Estimated Carryover from 2022</b>	\$38,379.00	\$7,196.00	\$11,143.00	<b>\$56,718.00</b>	
<b>Other Income</b>	\$1,847.95	\$346.32	\$537.83	<b>\$2,732.10</b>	
<b>Total Estimated Revenues</b>	<b>\$131,490.32</b>	<b>\$24,656.84</b>	<b>\$38,182.15</b>	<b>\$194,329.31</b>	
<b>2023 Estimated Expenditures</b>					<b>Pct.</b>
<b>Streetscape Service</b>	\$90,848.93	\$17,039.34	\$26,385.15	<b>\$134,273.42</b>	<b>69.10%</b>
<b>Marketing</b>	\$3,619.39	\$679.50	\$1,051.00	<b>\$5,349.89</b>	<b>2.75%</b>
<b>Program Management</b>	\$19,485.00	\$3,650.00	\$5,654.00	<b>\$28,789.00</b>	<b>14.81%</b>
<b>Operations</b>	\$17,537.00	\$3,288.00	\$5,092.00	<b>\$25,917.00</b>	<b>13.34%</b>
<b>Total Estimated Expenditures</b>	<b>\$131,490.32</b>	<b>\$24,656.84</b>	<b>\$38,182.15</b>	<b>\$194,329.31</b>	<b>100%</b>