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CITY CLERK

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# City of Los Angeles

CALIFORNIA



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October 29, 2024

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

Council Districts 10

## REGARDING:

### THE WEST ADAMS 2021-2025 (PROPERTY BASED) BUSINESS IMPROVEMENT DISTRICT'S 2025 FISCAL YEAR ANNUAL PLANNING REPORT

Honorable Members:

The Office of the City Clerk has received the Annual Planning Report for the West Adams 2021-2025 Business Improvement District's ("District") 2025 fiscal year (CF 20-0020). 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 West Adams 2021-2025 Business Improvement District's Annual Planning Report for the 2025 fiscal year is presented with this transmittal for City Council's consideration as "Attachment 1."

## BACKGROUND

The West Adams 2021-2025 Business Improvement District was established on June 26, 2020 by and through the City Council's adoption of Ordinance No. 186684 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 21, 2024, 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

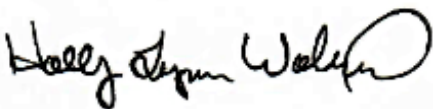
There is no impact to the General Fund associated with this action.

### RECOMMENDATIONS

That the City Council:

1. FIND that the attached Annual Planning Report for the West Adams 2021-2025 Business Improvement District's 2025 fiscal year complies with the requirements of the State Law
2. FIND that the increase in the 2025 budget concurs with the intentions of the West Adams 2021-2025 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 West Adams 2021-2025 Business Improvement District's 2025 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:

West Adams 2021-2025 Business Improvement District's 2025 Fiscal Year Annual Planning Report

October 23, 2024

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

Subject: West Adams 2021-2025 PBID 2025 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 West Adams 2021-2025 Business Improvement District has caused this West Adams 2021-2025 Business Improvement District Annual Planning Report to be prepared at its meeting on October 21, 2024.

This report covers proposed activities of the West Adams 2021-2025 BID from January 1, 2025 through December 31, 2025.

Sincerely,

A handwritten signature in cursive script that reads "Jessica Legaspi".

Jessica Legaspi  
Program Manager  
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# West Adams 2021-2025 Business Improvement District

## 2025 Annual Planning Report

### **District Name**

West Adams

### **Fiscal Year of Report**

The report applies to the 2025 Fiscal Year. The District Board of Directors approved the 2025 Annual Planning Report at the October 21, 2024 Board of Director's meeting.

### **Boundaries**

There are no changes to the District boundaries for 2025.

### **Benefit Zones**

There are no changes to the District's benefit zone(s) for 2025.

### **2025 IMPROVEMENTS, ACTIVITIES AND SERVICES**

#### **Sidewalk Operation: \$151,554.81 (65.00%)**

Sidewalk Operations special benefit services include landscaping, sanitation, and beautification work plan component encompassing services, personnel, trash disposal, sidewalk cleaning, graffiti removal, and tree planting, maintenance and trimming.

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Sidewalk operations to also include lighting and pedestrian safety.

#### **District Identity: \$25,647.73 (11.00%)**

District Identity special services include creating a new logo to brand the district, creating a new website to promote available retail opportunities, identify properties for lease or for sale, and promote the new programs that the WAPBID will fund, beautify the district in conjunction with the Sidewalk Operations maintenance work, eventually develop a public relations and social media campaign to bring positive attention to the district, fund and install holiday lights and decorations, seek opportunities to partner with new development to create new public spaces in street fronting areas that could be used by the community at large and managed by the WAPBID maintenance staff, and other programs that bring a positive light to the WAPBID to benefit the individual parcel owners in the district.

#### **Administration: \$55,958.70 (24.00%)**

The Administration component includes activities such as personnel, operations, professional services (e.g. legal, accounting, insurance), production of the Annual Planning Report and Budget, preparation for the regular and Annual Board meetings, preparation of taxes, City of Los Angeles required quarterly reports, facilitation of meetings of the Owners' Association, Brown Act compliance, outreach to District property and business owners, and participation in professional peer/best practice forums such as the Los Angeles Business Improvement District Consortium, the California Downtown Association and/or the International Downtown Association. It may also cover the costs associated with District renewal and/or expansion.

### **Total Estimate of Cost for 2025**

A breakdown of the total estimated 2025 budget is attached to this report as **Appendix A**.

### **Method and Basis of Levying the Assessment**

The basis of levying the West Adams PBID's annual assessment is based on one zone of benefit only and an allocation of program costs as described Management District Plan and are a calculation of building square footage, lot square footage, and street frontage.

The assessment rates for 2025 are:

Building SF \$0.1599

Lot SF \$0.1066

Linear Frontage \$8.5260

**(There is No CPI increase for 2025)**

### **Surplus Revenues: \$3,853.32**

Surplus revenue resulted from savings made in 2024. The BID intends on using these savings towards its renewal.

### **Anticipated Deficit Revenues**

There are no deficit revenues that will be carried over to 2025.

### **Contribution from Sources other than assessments: \$4,644.98**

General Benefit received from the City.

APPENDIX A- TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE West Adams 2021-2025 BID- FY 2025

2025 Assessments	\$224,662.94	
Estimated Carryover from 2024	\$3,853.32	
Other Income	\$4,644.98	
Total Estimated Revenues	\$233,161.24	
2025 Estimated Expenditures		Pct.
Sidewalk Operation	\$151,554.81	65.00%
District Identity	\$25,647.73	11.00%
Administration	\$55,958.70	24.00%
Total Estimated Expenditures	\$233,161.24	100%