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CITY CLERK

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CALIFORNIA



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PATRICE LATTIMORE
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November 17, 2022

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

Council Districts 1

REGARDING:

THE LINCOLN HEIGHTS INDUSTRIAL ZONE 2021-2025 (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 Lincoln Heights Industrial Zone 2021-2025 Business Improvement District's ("District") 2023 fiscal year (CF 19-1237). 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 Lincoln Heights Industrial Zone 2021-2025 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 Lincoln Heights Industrial Zone 2021-2025 Business Improvement District was established on June 24, 2020 by and through the City Council's adoption of Ordinance No. 186686 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 17, 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 Lincoln Heights Industrial Zone 2021-2025 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 Lincoln Heights Industrial Zone 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 Lincoln Heights Industrial Zone 2021-2025 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:

Lincoln Heights Industrial Zone 2021-2025 Business Improvement District's 2023 Fiscal Year Annual Planning Report

November 17, 2022

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

Subject: Lincoln Heights Industrial Zone 2021-2025 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 Lincoln Heights Industrial Zone 2021-2025 Business Improvement District has caused this Lincoln Heights Industrial Zone 2021-2025 Business Improvement District Annual Planning Report to be prepared at its meeting on November 17, 2022.

This report covers proposed activities of the Lincoln Heights Industrial Zone 2021-2025 BID from January 1, 2023 through December 31, 2023.

Sincerely,

Shirley Zawadzki

Shirley Zawadski

New City America

Lincoln Heights Industrial Zone
2021-2025
Business Improvement District

2023 Annual Planning Report

District Name

This report is for the Lincoln Heights Industrial Zone Business Improvement District (District). The District is operated by the Historic Lincoln Heights Industrial Zone Economic Development Corporation, 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 17, 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

Sidewalk Operations: \$106,202.98 (76.36%)

The Sidewalk Operations encompass cleaning personnel, vehicles, trash disposal, sidewalk sweeping, graffiti removal and tree planting, maintenance and trimming. Majority of services will be provided six days per week.

District Identity: \$0.00 (0.00%)

The District Identity component includes: maintaining and updating the website to promote available retail opportunities, identify properties for lease or for sale and promote the new programs that the BID will fund.

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The Board has not allocated any funds for district identity. The Board spent over \$12,000 in 2022 for new trash receptacles, district identity plates and has enough inventory for 2023.

Administration Services: \$32,886.83 (23.64%)

The Administration Services 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 required quarterly reports, newsletters, 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 LA BID Consortium, the California Downtown Association or the International Downtown Association.

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 and Basis for levying the 2023 assessment is the same as listed in the Management District Plan. Annual assessments are based upon an allocation of program costs and a calculation of the amount of land area and street frontage. There are two methodologies listed for commercial properties and residential condominium properties built on commercially zoned parcels. The Management District Plan allows for maximum annual assessment increase of 5%.

2023 assessment rates:

Building square footage: \$0.025

Land area: \$0.03

Residential Condos: \$0.04

(There is No CPI increase for 2023)

Surplus Revenues: \$1,000.00

The \$1,000 surplus is to cover the \$500 auto-pay deduction for vehicle insurance in the month of January 2023 and to cover miscellaneous expenses for gasoline and supplies.

Anticipated Deficit Revenues

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

Contribution from Sources other than assessments: \$12,562.00

The Lincoln Heights Industrial Zone received a contribution of \$10,000 from the Pinyon Group. This allocation will be to pay for four months of security at \$2,500 a month starting January 2023.

The General Benefit percentage for Lincoln Heights Industrial Zone is \$2,562.00. This will be equally distributed among Sidewalk Operations and Administration and will not affect the

other portions of the budget.

APPENDIX A- TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE Lincoln Heights Industrial Zone 2021-2025 BID- FY 2023

<u>2023 Assessments</u>	<u>\$125,527.81</u>	
<u>Estimated Carryover from 2022</u>	<u>\$1,000.00</u>	
<u>Other Income</u>	<u>\$12,562.00</u>	
<u>Total Estimated Revenues</u>	<u>\$139,089.81</u>	
<u>2023 Estimated Expenditures</u>		<u>Pct.</u>
<u>Sidewalk Operations</u>	<u>\$106,202.98</u>	<u>76.36%</u>
<u>District Identity</u>	<u>\$0.00</u>	<u>0.00%</u>
<u>Administration Services</u>	<u>\$32,886.83</u>	<u>23.64%</u>
<u>Total Estimated Expenditures</u>	<u>\$139,089.81</u>	<u>100%</u>