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# City of Los Angeles

CALIFORNIA



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December 3, 2024

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

Council Districts 1, 14

REGARDING:

THE GREATER LINCOLN HEIGHTS 2024-2033 (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 Greater Lincoln Heights 2024-2033 Business Improvement District's ("District") 2025 fiscal year (CF 23-0461). 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 Greater Lincoln Heights 2024-2033 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 Greater Lincoln Heights 2024-2033 Business Improvement District was established on August 1, 2023 by and through the City Council's adoption of Ordinance No. 187942 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 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 18, 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

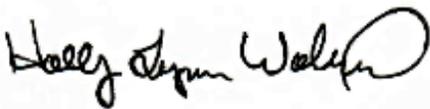
There is no impact to the General Fund associated with this action.

### RECOMMENDATIONS

That the City Council:

1. FIND that the attached Annual Planning Report for the Greater Lincoln Heights 2024-2033 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 Greater Lincoln Heights 2024-2033 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 Greater Lincoln Heights 2024-2033 Business Improvement District's 2025 fiscal year, pursuant to the State Law.

Sincerely,



Holly L. Wolcott  
City Clerk

Attachment:

Greater Lincoln Heights 2024-2033 Business Improvement District's 2025 Fiscal Year  
Annual Planning Report

November 29, 2024

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

Subject: Greater Lincoln Heights 2024-2033 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 Greater Lincoln Heights 2024-2033 Business Improvement District has caused this Greater Lincoln Heights 2024-2033 Business Improvement District Annual Planning Report to be prepared at its meeting on October 18, 2024.

This report covers proposed activities of the Greater Lincoln Heights 2024-2033 BID from January 1, 2025 through December 31, 2025.

Sincerely,

*Misty Iwatsu*

Misty Iwatsu

Lincoln Heights Benefit Association of Los Angeles

Greater Lincoln Heights  
2024-2033  
Business Improvement District

2025 Annual Planning Report

## **District Name**

Greater Lincoln Heights Business Improvement District

## **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 18, 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 Operations: \$735,762.72 (74.87%)**

The special benefit services related to Sidewalk Operations respond to issues between the curb and property line of each parcel fronting onto a public street. Such special benefit services include but are not limited to cleaning personnel, vehicles, sidewalk power washing, security, trash disposal, sidewalk sweeping, landscaping services, graffiti removal and tree planting, maintenance and trimming.

- Landscaping services includes landscaping care, watering and weed removal services throughout the entire GLH PBID at the discretion of the property owners, at a frequency determined by the Owners' Association. These services will be provided in the renewed and expanded BID as needed.
- Sanitation personnel will work on a regular basis sweeping up trash and litter from the sidewalks and gutters of the GLH PBID at a frequency determined by the Owners' Association. The frequency of Benefit Zone 1 sidewalk sweeping is projected to be 5 – 6 days per week, year-round. The frequency of Benefit Zone 2 sidewalk sweeping will be done 3 – 4 days per week, based upon the needs of each benefit zone and determined by the Owners Association.
- Graffiti removal entails receiving reports of and then removal of graffiti throughout the GLH PBID.
- A safety team working with the sanitation crew, will provide on-site services to ensure the safety of business, residents, customers, and property owners throughout the GLH PBID.

### **District Identity, Admin Services & Contingency: \$247,015.03 (25.13%)**

The District Identity Component would include, but not be limited to:

- Maintaining and updating the website to promote available retail opportunities, identify properties for lease or for sale and promote the new programs that the GLH PBID will fund.
- Funding banner programs for the main commercial corridors.
- Funding social media/public relations, website enhancement and outreach to the public.
- Funding other programs that bring a positive light to the GLH PBID to specially benefit assessed parcels
- Employing strategies to increase “demand” for local retailers, commercial office space and residential units throughout the GLH PBID.

Included in the Administration Services component are the costs for GLH PBID management, consultants, accounting, legal, bank charges, annual report and Directors and Officers and General Liability insurance and other office and operation expenses. This component also includes County collection fees, allowance for delinquent assessment payments and other variable and unforeseen expenses related to each program element. This component is key to the proper expenditure of GLH PBID assessment funds and the administration of GLH PBID funded programs and activities. This component exists only for the purposes of the GLH PBID and will only be provided for matters specially benefitting each individual assessed parcel within the GLH PBID.

The Contingency component includes assessment reserves being held for future capital improvement projects as well as an offset for delinquent assessments. A portion of GLH PBID assessment funds remaining in the last two years of the proposed renewal term may be used to develop the Management District Plan, Engineer’s Report and related renewal costs for the following renewal term.

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\$15,000 from Lincoln Heights Farmers Market Revenue.

\$19,355.70 from general benefit

### **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 methodology to levy assessments upon real property that receives special benefits from the improvements and activities of the Greater Lincoln Heights Business Improvement District is Land Area Square Footage, Linear Frontage, and Building Square Footage as the assessment variables. The assessment rate for 2025 is as follows:

Zone 1

Land SF:\$0.1365

Linear SF:\$10.5000  
Building SF: \$0.0840

Zone 2  
Land SF:\$0.0525  
Linear SF:\$10.5000  
Building SF: \$0.0315

**(There is a 5.0% CPI increase for 2025)**

**Surplus Revenues: \$0.00**

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

**Anticipated Deficit Revenues**

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

**Contribution from Sources other than assessments: \$34,355.70**

Farmers Market Revenue \$15,000  
General Benefit \$19,355.70

**APPENDIX A- TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE Greater Lincoln Heights 2024-2033 BID- FY 2025**

	<b>Beneficial Zone 1</b>	<b>Beneficial Zone 2</b>	<b>Total</b>	
<b>2025 Assessments</b>	\$663,895.93	\$284,526.82	<b>\$948,422.75</b>	
<b>Estimated Carryover from 2024</b>	\$0.00	\$0.00	<b>\$0.00</b>	
<b>Other Income</b>	\$24,049.00	\$10,306.00	<b>\$34,355.00</b>	
<b>Total Estimated Revenues</b>	<b>\$687,944.93</b>	<b>\$294,832.82</b>	<b>\$982,777.75</b>	
<b>2025 Estimated Expenditures</b>				<b>Pct.</b>
<b>Sidewalk Operations</b>	\$515,033.90	\$220,728.82	<b>\$735,762.72</b>	<b>74.87%</b>
<b>District Identity, Admin Services &amp; Contingency</b>	\$172,911.03	\$74,104.00	<b>\$247,015.03</b>	<b>25.13%</b>
<b>Total Estimated Expenditures</b>	<b>\$687,944.93</b>	<b>\$294,832.82</b>	<b>\$982,777.75</b>	<b>100%</b>