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CALIFORNIA



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January 29, 2020

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

Council Districts 1

## REGARDING:

THE GREATER LINCOLN HEIGHTS PROPERTY BUSINESS IMPROVEMENT  
DISTRICT (PROPERTY BASED) BUSINESS IMPROVEMENT DISTRICT'S 2020  
FISCAL YEAR ANNUAL PLANNING REPORT

Honorable Members:

The Office of the City Clerk has received the Annual Planning Report for the Greater Lincoln Heights Property Business Improvement District Business Improvement District's ("District") 2020 fiscal year (CF 18-0526-S1). 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 Property Business Improvement District Business Improvement District's Annual Planning Report for the 2020 fiscal year is presented with this transmittal for City Council's consideration as "Attachment 1."

## BACKGROUND

The Greater Lincoln Heights Property Business Improvement District Business Improvement District was established on August 9, 2018 by and through the City Council's adoption of Ordinance No. 185685 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 15, 2019, 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

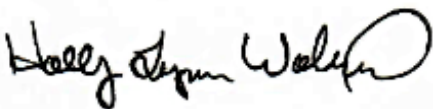
There is no impact to the General Fund associated with this action.

### RECOMMENDATIONS

That the City Council:

1. FIND that the attached Annual Planning Report for the Greater Lincoln Heights Property Business Improvement District Business Improvement District's 2020 fiscal year complies with the requirements of the State Law
2. ADOPT the attached Annual Planning Report for the Greater Lincoln Heights Property Business Improvement District Business Improvement District's 2020 fiscal year, pursuant to the State Law.

Sincerely,



Holly L. Wolcott

City Clerk

Attachment:

Greater Lincoln Heights Property Business Improvement District Business Improvement District's 2020 Fiscal Year Annual Planning Report

January 29, 2020

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

Subject: Greater Lincoln Heights Property Business Improvement District PBID 2020 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 Property Business Improvement District Business Improvement District has caused this Greater Lincoln Heights Property Business Improvement District Business Improvement District Annual Planning Report to be prepared at its meeting on November 15, 2019.

This report covers proposed activities of the Greater Lincoln Heights Property Business Improvement District BID from January 1, 2020 through December 31, 2020.

Sincerely,

*Misty Iwatsu*

Misty Iwatsu

North Figueroa Association

Greater Lincoln Heights Property  
Business Improvement District  
Business Improvement District

2020 Annual Planning Report

### **District Name**

This report is for the Greater Lincoln Heights Property Business Improvement District (District). The District is operated by Lincoln Heights Benefit Association of Los Angeles, Inc., a California non-profit corporation.

### **Fiscal Year of Report**

The report applies to the 2020 Fiscal Year. The District Board of Directors approved the 2020 Annual Planning Report at the November 15, 2019 Board of Director's meeting.

### **Boundaries**

There are no changes to the District boundaries for 2020.

### **Benefit Zones**

There are no changes to the District's benefit zone(s) for 2020.

### **2020 IMPROVEMENTS, ACTIVITIES AND SERVICES**

#### **Sidewalk Operations & Beautification: \$565,144.39 (82.07%)**

##### **Safe Program**

Private security will be provided based upon the proportionate amount assessed on parcels within each benefit zone.

##### **Clean Program**

In order to consistently deal with cleaning issues, a multi-dimensional approach has been developed consisting of the following elements:

- Sidewalk Cleaning: Uniformed personnel sweep litter, debris and refuse from sidewalks, along fence lines, the public right of way, and gutters of the District. District personnel may pressure wash the sidewalks.
- Trash Collection: Collector truck personnel collect trash from sidewalk trash receptacles.
- Graffiti Removal: Painters remove graffiti by painting, using solvent and pressure washing. The District maintains a zero-tolerance graffiti policy.
- Weed Abatement: Weeds are removed as they become unsightly or as needed.
- Landscape Maintenance: Landscape maintenance is an important program that works to attract increased customers to the district. Landscape maintenance includes maintaining tree wells, planters and weed abatement.
- Parcels that are under construction and/or vacant within the BID will be monitored for maintenance and security problems.

- Paper Sign and Handbill Removal: Paper signs and handbills scotch taped or glued on public and private property are removed by hand or when necessary by high-pressure hose within the GLHPBID boundaries.
- Special Collections: Collector truck personnel are dispatched to collect large bulky items illegally dumped within the GLHPBID boundaries.
- Maintenance Problems Requiring Third Party Intervention: Blighted or unsafe conditions created within the District but that are not within the authority/jurisdiction of the GLHPBID to address will be monitored. Service requests are made to the responsible party/agency for service.

#### Beautification Program

Design Elements: Design, installation and maintenance of gateway signs; design, installation and maintenance of banner brackets and banner production; design and branding of logo; design, purchase, install and maintain street furniture and streetscape; purchase, installation, removal and maintenance of holiday decoration program.

Special Projects: Special projects are designed to enhance the assets and the image of the GLHPBID, for. example the Lincoln Heights Certified Farmers Market within the GLHPBID boundaries.

Right of Way Strategies: Develop strategies for economic development and possible expansion; develop plan of action for the implementation of and strategies for traffic calming and pedestrian safety related to business attraction and retention, and promotion of the area to prospective businesses; seek private and public grant funds to facilitate the work of the GLHPBID.

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The Old LA Certified Farmers Market expects to receive \$34,343.86 in grants, SNAP benefits and stall fees.

#### **District Identity, Organization & Contingency: \$123,500.16 (17.93%)**

##### District Identity, Organization & Contingency

District Identity: Advertising, Marketing and Promotions strategies such as website development and maintenance, Communications like newsletters, signage and holiday decorations will create an environment that provides a unique shopping experience for customers, tenants and employees.

Organization: A professional management staff oversees the GLHPBID services, which are delivered seven days per week. Management staff actively works on behalf of the GLHPBID to insure City and County services and policies support the District. Included in this line item are management labor, corporate operations, office expenses and organizational expenses such as insurance and the cost to conduct a yearly financial review and tax filing.

Contingency: Included in this budget item are City recovery fees, delinquencies and no pays. Delinquencies- Up to ten percent (10%) of the budget is held in reserve to offset delinquent and/or slow payment from both public and private properties. City Fees- Assessments are budgeted in order to fund the expenses charged by the City of Los Angeles and County of Los Angeles for collection and distribution of GLHPBID revenue. These reserves may be carried forward from year to year for a specific purpose or shall be reallocated to the designated budgetary categories found within the MDP.

### **Total Estimate of Cost for 2020**

A breakdown of the total estimated 2020 budget is attached to this report as **Appendix A.**

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

The Method and Basis for levying the 2020 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 linear street frontage, lot square footage, building square footage & assessable single-family residential building square footage with differing rates for each zone according to frequency and type of service and benefit received.

Zone 1  
Frontage \$9.4500  
Lot \$0.1050  
Bldg. \$0.0525

Zone 2  
Frontage \$9.4500  
Lot \$0.0945  
Bldg. \$0.0315

**(There is a 5.0% CPI increase for 2020)**

### **Surplus Revenues: \$0.00**

There are no surplus revenues that will be carried over to 2020.

### **Anticipated Deficit Revenues**

There are no deficit revenues that will be carried over to 2020.

### **Contribution from Sources other than assessments: \$34,343.86**

CDFA grant, SNAP benefits & Stall Revenue for the Old LA Certified Farmers Market



**APPENDIX A- TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE Greater Lincoln Heights Property Business Improvement District BID- FY 2020**

	<b>Benefit Zone 1</b>	<b>Benefit Zone 2</b>	<b>Total</b>	
<b>2020 Assessments</b>	\$333,693.34	\$320,607.35	<b>\$654,300.69</b>	
<b>Estimated Carryover from 2019</b>	\$0.00	\$0.00	<b>\$0.00</b>	
<b>Other Income</b>	\$17,515.36	\$16,828.50	<b>\$34,343.86</b>	
<b>Total Estimated Revenues</b>	<b>\$351,208.70</b>	<b>\$337,435.85</b>	<b>\$688,644.55</b>	
<b>2020 Estimated Expenditures</b>				<b>Pct.</b>
<b>Sidewalk Operations &amp; Beautification</b>	\$288,223.63	\$276,920.76	<b>\$565,144.39</b>	<b>82.07%</b>
<b>District Identity, Organization &amp; Contingency</b>	\$62,985.07	\$60,515.09	<b>\$123,500.16</b>	<b>17.93%</b>
<b>Total Estimated Expenditures</b>	<b>\$351,208.70</b>	<b>\$337,435.85</b>	<b>\$688,644.55</b>	<b>100%</b>