

HOLLY L. WOLCOTT
CITY CLERK

GREGORY R. ALLISON
EXECUTIVE OFFICER

City of Los Angeles

CALIFORNIA



ERIC GARCETTI
MAYOR

OFFICE OF THE
CITY CLERK

Neighborhood and Business
Improvement District Division
200 N. Spring Street, Room 224
Los Angeles, CA 90012
(213) 978-1099
FAX: (213) 978-1130

MIRANDA PASTER
DIVISION MANAGER

clerk.lacity.org

November 5, 2015

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

Council District 1

REGARDING: THE HIGHLAND PARK (PROPERTY-BASED) BUSINESS
IMPROVEMENT DISTRICT'S 2016 FISCAL YEAR ANNUAL
PLANNING REPORT

Honorable Members:

The Office of the City Clerk has received the Annual Planning Report for the Highland Park Business Improvement District's ("District") 2016 fiscal year (CF 12-0118). The Advisory Board of the District has caused to be prepared the Annual Planning Report for City Council's consideration. In accordance with the City's Landscaping, Security, Programming and Maintenance Property Business Improvement District Ordinance [Division 6, Chapter 9, Los Angeles Administrative Code ("LSPM PBID Ordinance")], an Annual Planning Report for the District must be submitted for consideration by the City Council.

BACKGROUND

The Highland Park Business Improvement District was established on December 2, 2009 by and through the City Council's adoption of Ordinance No. 181013 which confirmed the assessments to be levied upon properties within the District, as described in the District's Management District Plan. The City Council established the District pursuant to the LSPM PBID Ordinance.

ANNUAL PLANNING REPORT REQUIREMENTS

The LSPM PBID Ordinance states that the Highland Park Business Improvement District's Advisory Board 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 improvements and activities described in the report.

The 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 the 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 any 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 20, 2015, complies with the requirements of the LSPM PBID Ordinance and reports that programs will continue, as outlined in the Management District Plan adopted by the Highland Park Business Improvement District property owners. The City Council may approve the Annual Planning Report as filed by the District's Advisory Board or may modify any particulars contained in the Annual Planning Report 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 Highland Park Business Improvement District's 2016 fiscal year complies with the requirements of the LSPM PBID Ordinance.
2. ADOPT the attached Annual Planning Report for the Highland Park Business Improvement District's 2016 fiscal year, pursuant to the LSPM PBID Ordinance.

Sincerely,



Holly L. Wolcott
City Clerk

HLW:GRA:MCP:RMH:ev

Attachment: Highland Park Business Improvement District's 2016 Fiscal Year Annual Planning Report



North Figueroa Association

5651 Fallston St., Los Angeles, CA 90042
323-255-5030, fax 323-257-1036

November 1, 2015

Holly L. Wolcott, City Clerk
Office of the City Clerk
200 North Spring Street, Room 224
Los Angeles, CA 90012

Subject: Highland Park PBID 2016 Annual Planning Report

Dear Ms. Wolcott:

As required by Division 6, Chapter 9, Sections 6.600 to 6.620 of the Los Angeles Administrative Code (LAAC), the Board of Directors of the Highland Park Business Improvement District has caused this Highland Park Business Improvement District Annual Planning Report to be prepared at its meeting of October 20, 2015.

This report covers proposed activities of the Highland Park BID from January 1, 2016 through December 31, 2016.

Sincerely,

A handwritten signature in cursive script that reads "Misty Iwatsu".

Misty Iwatsu, Executive Director
North Figueroa Association

Highland Park Property Business Improvement District

2016 Annual Planning Report





North Figueroa Association

5651 Fallston St.
Los Angeles, CA 90042
323-255-5030, fax 323-257-1036

District Name

This report is for the Highland Park Property Business Improvement District (District). The District is operated by the North Figueroa Association, a California non-profit corporation.

Fiscal Year of Report

This report applies to the 2016 Fiscal year. The District Board of Directors approved the 2016 Annual Planning Report at the October 20, 2015 Board of Director's meeting.

Boundaries

There are no changes to the District boundaries for 2016.

Benefit Zones

The District has one benefit zone. For 2016 there will be no changes to the District's benefit zone.

2016 IMPROVEMENTS, ACTIVITIES AND SERVICES

Right of Way: \$300,823 (65%)

Maintenance: The maintenance supplied in 2015 will continue in 2016. The sidewalks will be swept and pressure washed. The North Figueroa Assoc. has entered into a contract for 2016 with Chrysalis, to provide these services. In addition to sidewalks, sidewalk furniture will also be cleaned on an as needed basis. Graffiti will be removed upon notification and identification. Trash will be removed and replaced with new liners. Bulky item will be called into 311 and removed as necessary. Plants and trees will receive watering.

Security: The security supplied in 2015 will continue in 2016. Armed security guard will patrol the district in a patrol vehicle, on foot and on a bicycle. Reports will be made by patrol on a daily basis and monthly reports will be generated. The North Figueroa Association has entered into a contract with General Security Services to provide this service.

Corporate Identity, Organization and Contingency: \$161,982 (35%)

Corporate Identity: The marketing in 2015 will continue in 2016. Maintenance of the website is ongoing. Promotion of the districts is ongoing. The district will also hold special events during the year and produce 4 newsletter publications per year. The district will continue holiday decoration in 2016.

Organization: The district will continue to work in 2016 with the contracted BID management company for administration of the District services.

Contingency/ City Fees/ Reserve: The contingency for 2016 will continue to be 10% of the budget and is used to cover slow pay and no pay assessments and unexpected expenditures as well as City Fees charged by the City of Los Angeles and County of Los Angeles for collection and distribution of revenue.

Total estimate of Cost for 2016: A breakdown of the total estimated 2016 budget is attached to this report as **Appendix A.**

Method and Basis of Levying the Assessment

The Method and Basis for levying the 2016 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 square

footage. Assessments are determined by lot square footage, building square footage and linear frontage. The assessment rates for 2016 are as follows:

Lot: \$0.0883 per square foot
Building: \$0.1544 per square foot
Frontage: \$8.5493 per linear foot

(There is a 5% CPI increase for 2016)

Surplus Revenues

At the end of 2015, the District will have an estimated \$45,905 of surplus revenue that will be rolled over into 2016 budget minus October, November and December expenses. The District Board of Directors authorized the rollover at the *October 20, 2015* Board of Director's meeting.

Anticipated Deficit Revenues

There are no deficit revenues that will be carried over to 2016.

Contributions from Sources other than assessments: \$18,000

The Old L.A Certified Farmers Market owned and operated by the North Figueroa Association charges stall fees to earn income to keep the farmers market in operation. In 2016, the stall fees will remain the same.

**APPENDIX A- TOTAL ESTIMATED REVENUES/EXPENDIURES FOR THE
HIGHLAND PARK BID- FY 2016**

Estimated Receivables

2016 Assessments	\$ 398,900
2015 Carryover	\$ 45,905
other income: Old LA CFM Market	\$ 18,000
Total Estimated Revenue	\$ 462,805

Estimated Expenditures

Right of Way	\$ 300,823	65 %
Corporate Identity, Organization & Contingency	\$ 161,982	35 %
Total Estimated Expenditures	\$ 462,805	100 %