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CITY CLERK

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MIRANDA PASTER
DIVISION MANAGER

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November 30, 2015

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

Council District 10

REGARDING: THE GREATER LEIMERT PARK VILLAGE/CRENSHAW CORRIDOR
(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 Greater Leimert Park Village/Crenshaw Corridor Business Improvement District's ("District") 2016 fiscal year (CF 13-0603). The owners' association of the District has caused to be prepared the Annual Planning Report for City Council's consideration. In accordance with Section 36600 et seq. of the California Streets and Highways Code ("State Law"), an Annual Planning Report for the District must be submitted for approval by the City Council. The Greater Leimert Park Village/Crenshaw Corridor Business Improvement District's Annual Planning Report for the 2016 fiscal year is presented with this transmittal for City Council's consideration as "Attachment 1."

BACKGROUND

The Greater Leimert Park Village/Crenshaw Corridor Business Improvement District was established on July 30, 2014 by and through the City Council's adoption of Ordinance No. 183157 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 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 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 15, 2015, 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 Leimert Park Village/Crenshaw Corridor Business Improvement District's 2016 fiscal year complies with the requirements of the State Law.
2. ADOPT the attached Annual Planning Report for the Greater Leimert Park Village/Crenshaw Corridor Business Improvement District's 2016 fiscal year, pursuant to the State Law.

Sincerely,



Holly L. Wolcott
City Clerk

HLW:GRA:MCP:RMH:ev

Attachment: Greater Leimert Park Village/Crenshaw Corridor Business Improvement District's 2016 Fiscal Year Annual Planning Report



Attachment 1

- Corporate Office
4305 Degnan Boulevard, Suite 102
Los Angeles, California 90008
(323) 290-6560 Fax (323) 596-9036
- Youth and Community Center
8730 South Vermont Avenue
Los Angeles, California 90044
(323) 789-9950 Fax (323) 759-2412
- Youth Development Center
Baldwin Hills Crenshaw Plaza, Suite 195
3650 W. Martin Luther King, Jr. Boulevard
Los Angeles, California 90008
(323) 596-2277 Fax (323) 596-2270

November 2, 2015

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

Subject: Greater Leimert Park Village/Crenshaw Corridor PBID 2016 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 Leimert Park Village/Crenshaw Corridor Business Improvement District (GLPV/CC BID) approved this Annual Planning Report at its meeting of October 15, 2015.

This report covers proposed activities of the GLPV/CC BID from January 1, 2016 through December 31, 2016.

Sincerely,

A handwritten signature in blue ink that reads "Brenda Shockley".

Brenda Shockley
President
Community Build, Inc.
Manager
GLPV/CC BID

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SERVICES DIVISION

**Greater Leimert Park
Village/Crenshaw
Corridor
Business Improvement District**

**2016 Annual Planning
Report**

District Name

This report is for the Greater Leimert Village/Crenshaw Corridor Business Improvement District (District). The District is operated by Community Build, Inc., 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 15, 2015 Board of Director's meeting.

Boundaries

There are no changes to the District boundaries for 2016.

Benefit Zones

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

2016 IMPROVEMENTS, ACTIVITIES AND SERVICES

Clean, Safe & Beautiful Programs: \$186,094.00 (69%)

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

- **Sidewalk cleaning:** Uniformed, radio equipped personnel sweep litter, debris and refuse from sidewalks, along fence lines in 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. An effort is made to remove all tags within 24 hours on weekdays. Graffiti will also be removed
- **Weed Abatement:** Weeds are removed as they become unsightly or as needed.
- **Special Collections:** District trucks are often called to dispose of illegal food vendors' inventory. They are also dispatched to collect shopping carts and large bulky items illegally dumped in the District.
- **Landscape Maintenance:** Landscape maintenance is an important program that works to attract increased customers to the district. Landscape maintenance includes maintaining tree wells and weed abatement.
- **Monitoring of under construction and/or vacant parcels:**
Parcels that are under construction and/or vacant within the BID will be monitored for maintenance and security problems

Safe Team Program: District property owners faced with a limited District budget have chosen to use the District Clean, Safe and Beautiful budget solely for Clean and Beautiful programs the first two years of the District. In years three through five the District reserves the right to add safety services which would be funded

within the existing clean, safe & beautiful budget. If this occurs, the clean and/or beautiful portion of the clean, beautiful and safe program budget may be reduced in order to fund a safe program. In no case will the total clean, safe and beautiful budget exceed the budget for this line item.

Marketing: \$43,152.00 (16%)

It is important to not only provide the services needed in the District, but to tell the story of improvement in the District. The web site will contain a section that lists each business within the District. The quarterly newsletter provides a special benefit to District assessed parcels by increasing the awareness of the success of District programs, providing updates on District issues such as crime statistics and communicating the continued improvement in the economic environment of the District to each of the individually assessed District parcels.

Administration/Reserve/City Fees: \$40,458.00 (15%)

The improvements and activities are managed by a professional staff that requires centralized administrative support. Management staff oversees the District's services which are delivered seven days a week. Management staff actively works on behalf of the District parcels to insure that City and County services and policies support the District. Management staff expenses are allocated according to generally accepted accounting job costing procedures and are allocated to the specific areas in which staff works. Included in this item are management labor, office expense and organizational expenses such as insurance and the cost to conduct a yearly financial review. A well-managed District provides necessary BID program oversight and guidance that produces higher quality and more efficient programs.

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 footage for three (3) Benefit Zones. Assessments are determined by lot square footage, building square footage and linear frontage. The assessment rates for 2016 are as follows:

Zone 1

Non-Government

Lot & Building: \$0.0717 per square foot

Frontage: \$13.3770 per linear foot

Government

Lot & Building: \$0.0351 per square foot

Frontage: \$6.5540 per linear foot

Zone 2

Non-Government

Lot & Building: \$0.0329 per square foot

Frontage: \$7.2915 per linear foot

Government

Lot & Building: \$0.0273 per square foot

Frontage: \$6.1314 per linear foot

Zone 3

Non-Government

Lot & Building: \$0.0053 per square foot

Frontage: \$2.0537 per linear foot

(There is No CPI increase for 2016)

Surplus Revenues

At the end of 2015, the District will have an estimated \$20,000.00 of surplus revenue that will be rolled over into 2016 budget. The District Board of Directors authorized the rollover at the October 15, 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: \$10,062.00

Other sources include Department of Water and Power economic development grant of \$5,000, and other non-assessment revenue.

**APPENDIX A- TOTAL ESTIMATED REVENUES/EXPENDITURES FOR
THE GREATER LEIMERT PARK VILLAGE/CRENSHAW CORRIDOR BID - FY 2016**

	Zone 1	Zone 2	Zone 3	Total	
2016 Assessments	\$ 56,361.00	\$ 137,055.00	\$ 19,902.00	\$ 213,318.00	
2014 Delinquent Assessments	\$ 6,317.00	\$ 17,109.00	\$ 2,898.00	\$ 26,324.00	
Estimated Carryover	\$ 4,800.00	\$ 13,000.00	\$ 2,200.00	\$ 20,000.00	
Other Income	\$ 2,415.00	\$ 6,540.00	\$ 1,107.00	\$ 10,062.00	
TOTAL ESTIMATED REVENUES	\$ 69,893.00	\$ 173,704.00	\$ 26,107.00	\$ 269,704.00	
2016 Estimated Expenditures					Pct.
Clean, Safe & Beautiful	\$ 48,226.00	\$ 119,854.00	\$ 18,014.00	\$ 186,094.00	69.00%
Marketing	\$ 11,183.00	\$ 27,792.00	\$ 4,177.00	\$ 43,152.00	16.00%
Administration/Reserve/City Fees	\$ 10,484.00	\$ 26,058.00	\$ 3,916.00	\$ 40,458.00	15.00%
TOTAL ESTIMATED EXPENDITURES	\$ 69,893.00	\$ 173,704.00	\$ 26,107.00	\$ 269,704.00	100.00%