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December 03, 2025

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

Council Districts 1, 14

REGARDING: THE HIGHLAND PARK 2025-2034 (PROPERTY BASED) BUSINESS IMPROVEMENT DISTRICT'S 2026 FISCAL YEAR ANNUAL PLANNING REPORT

Honorable Members:

The Office of the City Clerk has received the Annual Planning Report for the Highland Park 2025-2034 Business Improvement District's ("District") 2026 fiscal year (CF 24-0415). 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 Highland Park 2025-2034 Business Improvement District's Annual Planning Report for the 2026 fiscal year is presented with this transmittal for City Council's consideration as "Attachment 1."

BACKGROUND

The Highland Park 2025-2034 Business Improvement District was established on August 02, 2024 by and through the City Council's adoption of Ordinance No. 188332 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 October 29, 2025, 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 Highland Park 2025-2034 Business Improvement District's 2026 fiscal year complies with the requirements of the State Law
2. FIND that the increase in the 2026 budget concurs with the intentions of the Highland Park 2025-2034 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 Highland Park 2025-2034 Business Improvement District's 2026 fiscal year, pursuant to the State Law.

Sincerely,
Patrice Lattimore
City Clerk



Highland Park 2025-2034
Business Improvement District

2026 Annual Planning Report

District Name
Highland Park Property Business Improvement District

Financial Year of Report
The report applies to the 2026 Fiscal Year. The District Board of Directors approved the 2026 Annual Planning Report at the October 29, 2025 Board of Director's meeting.

Boundaries
There are no changes to the District boundaries for 2026.

Benefit Zones
There are no changes to the District boundaries for 2026.

2026 IMPROVEMENTS, ACTIVITIES AND SERVICES

Sidewalk Operations : $776,090.00 (85.55%)
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, sanitation, and trimming.
• Landscaping services includes landscaping care, watering and weed removal services throughout the entire District.
• Sanitation personnel will work on a regular basis sweeping up trash and litter from the sidewalks and gutters of the District.
• Graffiti removal entails receiving reports of and then removal of graffiti throughout the District.
• 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 district.
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General Benefit of $19,401.88 will be allocated to Sidewalk Operations as a contribution from other sources.

District Identity, Administration Services, Contingency Reserves : $131,077.48 (14.45%)
The District Identity/Administration/Contingency Reserve component of the Special Benefits services strive to build the identity of the Highland Park district from where it is today. Furthermore, this section of the Plan will provide staffing to oversee the special benefit services and provide a fund for delinquencies in the district annual assessment schedule. The District Identity services would include, but not be limited to:
• Maintaining and updating the website to promote available retail opportunities.
• 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 Highland Park BID to benefit the individual parcel owners in the district.
• Employing strategies to increase “demand” on local retailers, commercial office space and residential units throughout the district.
• Staff and administrative services including rent, insurance, accounting, legal, utilities.
• Contingency and reserve funds for delinquencies as well as a reserve fund for beautification/capital improvement projects in the district for example, planters, trash receptacles, banners, and benches.
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General Benefit of $3,277.12 will be allocated to District Identity, Administrative Services, Contingency, and Reserves as contributions from other sources.

Total Estimate of Cost for 2026
A breakdown of the total estimated 2026 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 Highland Park Property Business Improvement District are Building Square Footage, Land Area Square Footage, Linear Frontage. The assessment rate for 2026 is as follows:

Building Area: ($/sqft): $0.2210
Land Area ($/sqft): $0.2500
Street Frontage ($/sqft): $8.0000

Future Mixed-Use Condominiums will be assessed at the Building Area rate:
Condominium Building Area ($/sqft): $0.2500
Land Area & Street Frontage will be prorated per unit within the Condominium according to the year assessment rates shown above.

Surplus Revenues: $0.00
There are no surplus revenues that will be carried over to 2026.

Anticipated Deficit Revenues
There are no deficit revenues that will be carried over to 2026.

Contribution from Sources other than assessments: $22,679.00
$22,679 is from the General Benefit.

APPENDIX A - TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE Highland Park 2025-2034 - FY 2026

2026 Estimated Revenues		Total	
2026 Assessments	$884,488.48	$884,488.48	
Estimated Carryover from 2025	$0.00	$0.00	
Other Income	$22,679.00	$22,679.00	
Total Estimated Revenues	$907,167.48	$907,167.48	
2026 Estimated Expenditures		Total	PCT %
Sidewalk Operations	$776,090.00	$776,090.00	85.55%
District Identity, Administration Services, Contingency Reserves	$131,077.48	$131,077.48	14.45%
Total Estimated Expenditures	$907,167.48	$907,167.48	100.00%