

# City of Philadelphia



( Bill No. 980238 )

## AN ORDINANCE

Approving the plan, estimated costs and proposed method of charges of the Old City Special Services District of Philadelphia for and concerning business improvements and administrative services to the Old City area of the City of Philadelphia.

WHEREAS, Under the Municipality Authorities Act of 1945, P.L. 382, as amended (the Act ), the City of Philadelphia authorized the organization of an Authority known as the Old City Special Services District of Philadelphia (the "OCSSD") by Ordinance approved on May 14, 1997; and

WHEREAS, The Authority has completed a detailed plan for certain business improvements and administrative services to the Old City area of the City of Philadelphia, together with the estimated costs thereof and the proposed method of assessments and charges therefor, and has submitted to City Council for review and approval a document entitled Plan and Five Year Budget for the Old City Special Services District, attached hereto as Exhibit "A" and forming a part hereof, containing such plan, estimated costs and proposed method of assessments and charges (the "Plan"); and

WHEREAS, After duly advertised public hearings have been held by the OCSSD pursuant to the Act, legally sufficient

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written objections have not been received either from persons representing the ownership of one-third (1/3) of the properties in the proposed district or property owners within the proposed district whose property valuation as assessed for taxable purposes amounts to more than one-third (1/3) of the total property valuation of the proposed district; and

WHEREAS, City Council desires to take appropriate action with respect to the Plan; now therefore

## *THE COUNCIL OF THE CITY OF PHILADELPHIA HEREBY ORDAINS:*

SECTION 1. The Plan and Five Year Budget for the Old City Special Services District attached hereto as Exhibit "A" and forming a part hereof (the "Plan"), including the maps and other documents and supporting data which form a part of the Plan submitted by the Old City Special Services District of Philadelphia (the OCSSD ), having been duly reviewed and considered is approved.

SECTION 2. The area to be served by the OCSSD is bounded as described in Exhibit "B" attached hereto and forming a part hereof (the "OCSSD District").

SECTION 3. The OCSSD is authorized to take such action as may be necessary to carry out the Plan. City Council authorizes the OCSSD to proceed with minor changes in substantial conformity with said Plan.

SECTION 4. Consistent with the Act, 53 P.S. S.S.306(B)(w), the City of Philadelphia, through its Law Department, is authorized and empowered to enter into cooperative agreements with the OCSSD for taking legal action to collect OCSSD assessments and charges.

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SECTION 5. City Council resolves to cause the level of security and maintenance services provided by the City to the OCSSD District to be established in the future at the same levels as would have been provided in the absence of the services provided by the OCSSD.

SECTION 6. This Ordinance shall take effect immediately.

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## EXHIBIT A

### PLAN AND FIVE YEAR BUDGET FOR THE OLD CITY SPECIAL SERVICES DISTRICT OF PHILADELPHIA

#### I. INTRODUCTION.

##### A. BACKGROUND.

The Old City Special Services District of Philadelphia (the "District") will operate as a type of municipal authority called a special services district beginning in June 1998. The District's objective is to improve Philadelphia's historic district as a place for people to meet, work, shop and live. The District will achieve this goal by supplementing municipal services with maintenance, public safety, hospitality and promotional programs.

The District was conceived by residents and business people active in the Old City area of Philadelphia, including members of the Old City Civic Association, the Old City Arts Association, and Historic East Market Street, Inc. The District's 22-block area comprises much of our nation's most historic properties, including all of Independence National Historic Park. Home to many of Philadelphia's finest arts and cultural organizations, the neighborhood is increasingly becoming a destination for out-of-town visitors and area residents alike.

##### B. LEGAL BASIS.

The District was created for an initial five-year period of operations, under the Pennsylvania Municipal Authorities Act of 1945 (as amended), by City Council Bill No. 970093, passed by Council on May 8, 1997 and signed by the Mayor on May

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14, 1997. A second bill is required to approve the plan, budget and boundaries for the District, including the proposed method of assessment of charges. The initial five-year period of operations will start immediately after the enactment of the second bill.

##### C. BOUNDARIES.

The District's boundaries were set forth in Philadelphia City Council Bill No. 970093, passed by City Council on May 8, 1997 and signed by the Mayor on May 14, 1997.

##### D. REVENUES.

The District's revenues are based on the assessed valuation of all taxable commercial properties within the boundaries of the District, as determined by the City's Board of Revision of Taxes. Individual annual assessments are derived by multiplying the annual costs of the District by a ratio of the assessed valuation of the individual commercial property for taxable purposes to the total assessed valuation for taxable purposes of all taxable properties in the District.

The District's annual budget will be adjusted each year beyond 1998 based upon the actual assessments for that year, but in no case greater than five percent (5%) of the taxes assessed by the City of Philadelphia and the School District of Philadelphia on the assessed valuation for taxable purposes of all taxable commercial properties in the District.

##### E. LEVEL OF SERVICE.

For the District to be successfully implemented, it is essential that the normal and regular services provided by the City of Philadelphia and its departments and agencies be maintained in

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the Old City area at current levels. The District will supplement, not replace, these City services and will work closely with City officials to ensure prompt response to District needs. The District will also provide other and new services not provided by the City.

## II. MANAGEMENT OF DISTRICT OPERATIONS.

### A. METHOD.

For the first year of its operations, the District will engage the Center City District to act as Executive Director and administer its operations. Thereafter, the District plans to employ an individual as Executive Director to oversee daily operations and coordinate the development of programs and services. The Board of Directors will provide regular oversight of the District's programs and services.

### B. DUTIES.

The duties of the Executive Director shall generally include the following (subject to change pursuant to direction of the Board of Directors):

- \* administer all general office functions of the District;
- \* supervise contracted services;
- \* develop Requests for Proposals for service from outside providers;
- \* serve as liaison to governmental, civic and institutional groups with business in the Old City area;
- \* conduct or oversee the District's billing, collection and

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bookkeeping services;

- \* respond to complaints and requests for information, and keep the Board apprised of such;
- \* organize, attend and prepare minutes for Board meetings; and
- \* maintain such files and records as are needed for proper and timely functioning of the District.

## C. INSURANCE AND PROFESSIONAL SERVICES.

The District will provide regular review of accounting systems, bookkeeping and assessment billing, and other financial practices. This review will be accomplished by retaining an external accounting firm and Certified Public Accountant to conduct an annual audit and periodic review. Additionally, legal counsel with special expertise in municipal authority matters will be retained. The District will purchase and maintain Directors and Officers Insurance and General Liability Insurance, as well as Special Event coverage when needed.

## ESTIMATED GENERAL ADMINISTRATION EXPENSE (FOR 1998).

Executive Director	\$40,200
Billing/Collection Oversight	15,000
Facility Rental	2,500
Paper & Office Supplies	2,500
Telephone/Computer Systems	1,940
Postage & Freight	600
Equipment, Furniture, Computer, Software	11,000

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Travel & Entertainment	600
Membership Dues & Subscriptions	0
Publications & Information Services	5,000
Office Maintenance Services and Supplies	2,400
Audit	3,500
Bank Fees	900
Legal	3,000
Insurance	2,000
Electric & Utilities	2,550

TOTAL ADMINISTRATIVE \$93,690

## III. MAINTENANCE AND SECURITY.

### A. MAINTENANCE.

Maintenance services will cover the District's entire 22-block area. Early each morning, sidewalks will be vacuumed so the District opens clean. Throughout the day, uniformed employees will sweep walkways to ensure the area remains attractive and clean. Sidewalks will regularly receive high-pressure washing to remove accumulated stains and grime. In addition, graffiti will be routinely removed from light poles and signs.

Initial sidewalk sweeping and cleaning throughout the District will be performed by uniformed employees of the Center City District, under contract with the Board of Directors. Services may be performed directly by employees of the District in subsequent years. Cleaning will take place seven (7) days per week, with coverage eight (8) hours per day. Cleaning personnel will be scheduled to work in greater numbers when the District's need for services is expected to be greater.

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## B. SECURITY PROGRAM.

The District has experienced significant population and employment growth due to the development of new offices, residential spaces, hotels and retail establishments. The coming decade will bring a continued expansion of both residential and commercial activity as well as an increase in visitors due to the new Pennsylvania Convention Center, expanded Independence National Historical Park facilities, and other hospitality developments.

To provide a permanent improved presence in Old City, the District will work to establish a police mini-station within the community. To enhance security, the District will coordinate with both the Philadelphia Police Department and the National Park Service Police to provide improved coverage of both commercial and residential areas.

The District's uniformed maintenance workers and supervisors will also serve as a deterrent to nuisance crimes, including automobile break-ins.

Shortly after start-up, the District hopes to augment area security efforts with distinctly-uniformed Community Service Representatives (CSRs). These CSRs -- like those of the Center City District -- would be equipped with two-way radios and serve as additional "eyes and ears" on the street for Police. The CSRs will also provide assistance and information to both residents and visitors to the District.

ESTIMATED MAINTENANCE AND SECURITY EXPENSE  
(FOR 1998):

Supervisor \$40,575

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Hourly Labor	152,850
Security	16,981
Equipment	32,000
Air Time Fees	1,125
Cleaning Supplies	1,450
Recruiting and Training	1,200
Vehicle	14,000
Uniforms	2,500

**TOTAL MAINTENANCE AND SECURITY** \$262,681

## IV. PLANNING AND DEVELOPMENT.

The goal of the District's planning and development program will be to establish a safer and more attractive public environment. To achieve this goal, the District will work with a variety of government, private and civic organizations, as well as area businesses, to enhance the image of Old City.

To improve Old City's streetscape, the District will work with organizations and businesses to establish new informational signage, banners, transit shelter maps and posters.

The District will actively support an ongoing marketing and promotional campaign directed towards improving the area's historical and cultural tourism, shopping and occupancy of commercial and residential buildings.

## V. BUDGET SUMMARY - OLD CITY SPECIAL SERVICES DISTRICT OF PHILADELPHIA.

1) ESTIMATED GENERAL ADMINISTRATION EXPENSE (INCLUDING LEGAL AND INSURANCE)

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Executive Director	\$40,200
Billing/Collection Oversight	15,000
Facility Rental	2,500
Paper & Office Supplies	2,500
Telephone/Computer Systems	1,940
Postage & Freight	600
Equipment, Furniture, Computer, Software	11,000
Travel & Entertainment	600
Membership Dues & Subscriptions	0
Publications & Information Services	5,000
Office Maintenance Services and Supplies	2,400
Audit	3,500
Bank Fees	900
Legal	3,000
Insurance	2,000
Electric & Utilities	2,550
<b>TOTAL ADMINISTRATIVE</b>	<b>\$93,690</b>

2) ESTIMATED MAINTENANCE AND SECURITY EXPENSE (FOR 1998)

Supervisor	\$40,575
Hourly Labor	152,850
Security	16,981
Equipment	32,000
Air Time Fees	1,125
Cleaning Supplies	1,450
Recruiting and Training	1,200
Vehicle	14,000
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TOTAL MAINTENANCE AND  
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\$262,681

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EXHIBIT B

## THE OCSSD DISTRICT

### 3) ESTIMATED CONTINGENCY AMOUNT (FOR 1998)

Estimated Contingency (calculated at 10.00% of total expenses on an annual basis)	\$35,637
<b>TOTAL ESTIMATED CONTINGENCY</b>	<b>\$35,637</b>
<b>TOTAL ESTIMATED DISTRICT BUDGET (FOR 1998)</b>	<b>\$392,008</b>

### Boundary Description:

BEGINNING at the point of intersection of the centerlines of South Sixth (6th) street and Walnut street; thence extending northward along the centerline of Sixth (6th) street to the point of intersection with the centerline of Race street; thence extending eastward along the centerline of Race street to the point of intersection with the centerline of North Fifth (5th) street; thence extending northward along the centerline of North Fifth (5th) street to the point of intersection with the centerline of Florist street; thence extending eastward along the centerline of Florist street to the point of intersection with the centerline of North Front street; thence extending southward along the centerline of North Front street and then South Front street to the point of intersection of the centerline of South Front street and a line representing an extension and projection eastwardly of the southern property line of whichever of all of the properties fronting the South Side of Walnut street between Front street and Sixth (6th) street extends the farthest to the South; thence extending westward along the said projected line to the point of its intersection with the centerline of South Sixth (6th) street; thence extending northward along the centerline of South Sixth (6th) street to the point of origin at the intersection of the centerlines of South Sixth (6th) street and Walnut street.

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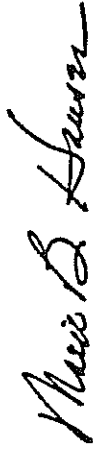


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CERTIFICATION: This is a true and correct copy of the original Bill, Passed by the City Council on June 4, 1998 The Bill was Signed by the Mayor on June 23, 1998.



Marie B. Hauser  
Chief Clerk of the City Council