

ITEM NUMBER: **C 40/05/06**

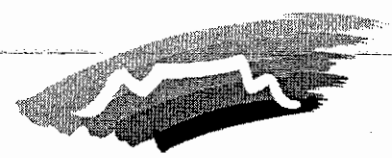
RECOMMENDATION FROM THE EXECUTIVE MAYOR: 17 MAY 2006

MC 35/05/06

APPLICATION FOR THE EXTENSION OF THE EPPING INDUSTRIA IMPROVEMENT DISTRICT TERM TO 30 JUNE 2009

RECOMMENDED that the extension of the Epping Industria Improvement District term as from 1 July 2006 to 30 June 2009 be approved, in terms of Section 11(4)(a) of the CID By-Law as per the Business Plan dated November 2005.

REPORT TO EXECUTIVE MAYOR



CITY OF CAPE TOWN | ISIXEKO SASEKAPA | STAD KAAPSTAD

1 ITEM NUMBER : MC 35/05/06

2 SUBJECT

APPLICATION FOR THE EXTENSION OF THE EPPING INDUSTRIA IMPROVEMENT DISTRICT TERM TO 30 JUNE 2009

AANSOEK OM DIE VERLENGING VAN DIE TERMYN VAN DIE EPPING INDUSTRIA-VERBETERINGSGBIED TOT 30 JUNIE 2009

**ISICELO SOKWANDISWA KWEXESHA LESITHILI
SOKUPHUCULWA KWEMIZI-MVELISO E-EPPING UKUYA KUMA-30 JUNI 2009**

3 PURPOSE

In terms of the City Improvement District By-Law - promulgated as per Provincial Notice No.6118 dated 26 March 2004 (the By-Law), Council received an application, in terms of Section 11(4)(a) to extend the existing Epping Industria Improvement District term.

4 STRATEGIC INTENT

Economic Growth

5 FOR DECISION BY

Council.

6 EXECUTIVE SUMMARY

- 6.1 Application has been made in terms of Section 11(4)(a) of the CID By-Law for the extension of the Epping Industria Improvement District term as from 1 July 2006 to 30 June 2009.
- 6.2 The proposed Business Plan is merely a continuation of the existing services with a 5% escalation to the existing budget.

- 6.3 The property owners were given the opportunity to comment/object to the proposed extension and none has been received.
- 6.4 This report recommends that the application to extend the Epping Industria Improvement District term to 30 June 2009 be approved.

7 RECOMMENDATIONS

It is recommended that Council:

- 7.1 Approve in terms of Section 11(4)(a) of the CID By-Law the extension of the Epping Industria Improvement District term as from 1 July 2006 to 30 June 2009 as per the Business Plan dated November 2005.

7 AANBEVELINGS

Daar word aanbeveel dat die raad:

- 7.1 Die verlenging van die termyn van die Epping Industria-verbeteringsgebied vanaf 1 Julie 2006 tot 30 Junie 2009 soos vervat in die sakeplan van November 2005, ingevolge artikel 11(4)(a) van die Verordening op Stadsverbeteringsgebiede goedkeur.

7 IZINDULULO

Kundululwe ukuba iBhunga:

- 7.1 Iphumeze ukwandiswa kwexesha lesiThili sokuPhuculwa kweMizi-mveliso e-Epping ngokweCandelo 11(4)(a) loMthetho kaMasipala onge-Central Improvement District ukusuka ngowoku-1 Julayi 2006 ukuya kuma-30 Juni 2009 ngokwesiCwangciso soShishino sangoNovemba 2005

8 DISCUSSION/CONTENTS

8.1 Constitutional and Policy Implications

The establishment of the Epping Industria City Improvement District in Epping Industria 1 – 4, was approved by Council on 28 May 2003, taking effect 1 July 2003 to 30 June 2006.

An application in terms of Section 11(4) of the CID By-Law has been made for the Epping Industria Improvement District to be extended for a second three year term (1 July 2006 to 30 June 2009).

The Business Plan, attached as per Annexure A proposes a continuation of the existing services with a 5% escalation to the existing budget.

The application (Business Plan) to extend the CID term were discussed on the AGM of the Epping Industria Improvement District, letters were sent to all property owners within the Epping area and advertisements were placed in the official newspapers, appealing for comments/objections to the extension of the Epping Industria Improvement District term. No comments/objections were received.

Section 11(4)(a) of the City Improvement District By-Law allows Council to approve an extension of the City Improvement District term if the Business Plan does not materially affect the rights or interests of any person and does not materially affect the levy to be charged.

As the application conforms to the above and the property owners were consulted, Council may approve the extension of the term for the Epping Industrial Improvement District as from 1 July 2006 to 30 June 2009.

8.2 Legal Implications

City Improvement District By-Law No.6118 dated 26 March 2004

8.3 Other Services Consulted

Finance Budgets: Eddie Scott (021) 550 1142

ANNEXURES

Annexure A – Epping Industria Improvement District Business Plan dated November 2005.

FOR FURTHER DETAILS CONTACT:

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Directorate: Strategy and Development
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Date: 2006-01-23

EXECUTIVE DIRECTOR
STEPHEN BOSHOFF

SB Boshoff
2 May 06

Why submitted to me so late?

DATE

Comment:

[Handwritten signature]

EPPING
CITY IMPROVEMENT DISTRICT

BUSINESS PLAN

2006 / 2009

24 Nov 2005

CONTENTS

- ◆ INTRODUCTION
- ◆ ECID OFFICE/MANAGEMENT
- ◆ SAFETY AND SECURITY
- ◆ CLEANING /ENVIRONMENT
- ◆ MARKETING
- ◆ PROJECTS
- ◆ SOCIAL RESPONSIBILITY
- ◆ OBJECTIVES/ PERFORMANCE INDICATORS
- ◆ PROVISIONAL BUDGET – 3 YEARS

ECID BUSINESS PLAN 2006 / 2009

Introduction

The Epping City Improvement District has been in operation for 2 ½ years. During this period the security service has been enhanced, and there are now 4 vehicles, 3 motorbikes and 2 bicycle patrols on duty during working hours and 3 vehicles with 3 motorbikes on duty at nights and weekends.

4 paper pickers have been added to the cleaning team. In total over 60 000 bags of rubbish have been removed from Epping.

The marketing effort continues with approximately 120 companies being visited monthly.

Goals

To continue building business confidence in Epping by keeping the area safe, attractive and clean; thus continuing the increase in property values and enhancing business confidence in the area.

During the third year progress continued to be made regarding safety and cleanliness.

Services

The security presence and cleaning services are established with the majority of companies noting the value of this service.

The ongoing marketing campaign continues with an integrated marketing effort including further road signs, enhanced newsletters, web site etc.

The grass cutting / cleaning continues, again most companies have agreed the Epping Area is cleaner and neater although there are three "hot spots" which continue to pose a challenge.

CID Office

The CID office is now well established.

There is an integrated reporting system in place backed by photos for contacting the various council departments regarding the problems arising.

Companies have accepted the CID concept; this is supported by the marketing feedback.

The quarterly newsletter has been distributed by both e-mail and hand delivered. This item will be upgraded in year three.

The garden competition continues quarterly prizes of R500.00 are awarded for the best-kept frontage.

2.

The ECID is represented on the police forum and ward committee. Good communication is ongoing with SAP, Parks Department, City engineers Department, etc.

CID Management

The ECID Board presently consists of eight members and a management team consisting of the chairman, one board member and the co ordinator ensure matters are handled as required by the full board.

All financial aspects of the CID are controlled and managed by a firm of Chartered Accountants.

Proposals for the 2nd Three Year Term

Security and cleaning are on going items and during the second period the following is proposed:

Security

- a. to obtain new vehicles and for them to be ECID branded in order to upgrade the image
- b. to enhance the image of the motor cycle Response Team
- c. to evaluate camera systems and determine possible ways to integrate with existing security measures

Cleaning/Environment

- a. 4 x Teams of 3 people cleaning and maintaining grassed and tarred areas
- b. 2 x Teams of 2 people clearing only litter
- c. 1 x 3 ton truck for general work, ie removal of bags and heavy objects ie concrete etc

The swing bins to be emptied as required.

Dumping is a continuing challenge in Epping. Provision is made for one 3 ton truck-load of rubbish to be removed every 10 days.

Marketing

- a. one person to be "on the road" visiting +- 120 Companies per month. This feedback assists the ECID to identify trouble spots etc

- b. to outsource certain marketing activities ie - website/news letters etc
- c. to work with a marketing consultant who will supply expertise and guidance to the ECID at an hourly rate

Projects

- a. to gate off remaining rail spurs, recognizing that some spurs are still in use
- b. with Council assistance, ensure Public Right of Way in Epping are adequately lit - ie the alley ways to the rail track
- c. with Council assistance, ease traffic congestion at the SBH Intersection
- d. with Council assistance, provide 1 tarred walkway per road in Epping 1/4

The following list shows projects completed during the first period.

1. ENTRY BOARDS
2. ROAD PAINTING IN EPPING 2
3. CLEARING FNB CAR PARK (MAJOR POLICE RAIDS)
4. CUTTING OPEN PUBLIC SPACE X 3
5. ERECTING BUS SHELTER
6. PLACED 50 WASTE BINS
7. MOVING SQUATTERS FROM OPEN PUBLIC AREAS
8. ERECTING 8 GATES ON RAIL SPURS
9. WEEKLY REPORT TO COUNCIL RE REPAIRS & MAINTANANCE REQUIRED
10. GARDEN COMPETITION
11. BROCHURE
12. BOOKLET FOR EMERGENCY NUMBERS

Projects to be completed before June 2006

1. Parking area for 50 cars, Moody Avenue
2. Traffic Survey, Epping (SBH - Fire-station)
3. ECID lamp pole banners

Projects awaiting conformation

1. Lights for Public pathways to rail spine, Epping 2
2. Public footpaths in Epping 2

Social Responsibility

Cart horses assist hundreds of people to make a living. The ECID fully supports the licensing of drivers, the placing of numbers on the carts and the strict control of overloading of carts. Specific projects will be implemented with the CHPS

EPPING CITY IMPROVEMENT DISTRICT

FINANCIAL YEAR 2006 / 2009

Item No. 1 :
Objective:
Performance Indicator:

Management
Management System for the CID
Management Systems Operational for CID

1

Action Steps	Success Indicator	End Date
1 Develop Relationships with Epping Businesses.	Log to show visit to each company.	Ongoing
2 Maintain contact with SAPS, City Law Enforcement, Traffic Department and Security Companies.	Log to show visits.	Ongoing
3 Monitor Security company on daily basis.	Log to record details.	Ongoing
4 Monitor Cleaning company on daily basis.	Log to record details.	Ongoing
5 Maintain daily/weekly reporting systems for security / cleansing / other.	Reports filed and available as required.	Ongoing
6 Maintain reporting system for area problems, such as blocked drains, dumping, fires and missing council property, etc.	Log to record details.	Ongoing
7 Produce a quarterly news letter, either print or hand	To be distributed quarterly, by electronic mail or hand	Ongoing
8 Maintain an office with equipment as required.	Office with furniture / computer to be fully functional.	Ongoing
9 Compile job description where required and update yearly.	Each person / organization / functions / duties clearly stated.	Ongoing
10 Establish and monitor council service level agreement.	Not before 2006.	Ongoing
11 Attend council meetings as required for discussions, and service agreement.	Log to record details.	Ongoing
12 Assist council to control informal market.	Correspondence / log to show details.	Ongoing

EPPING CITY IMPROVEMENT DISTRICT

FINANCIAL YEAR 2006 / 2009

Item No. 2: **Safety and Security**
 Objective: **To determine and implement strategies to decrease crime to a level acceptable by SAP / Law Enforcement**
 Performance Indicator: **C.T. City Police and property owners as monitored by report form** **2**

	<u>Action Steps</u>	<u>Success Indicator</u>	<u>End Date</u>
1	Liaise with SAP.	Meeting to be held monthly and minutes/reports filed and available.	Ongoing
2	Determine contingency plan with SAPS to enhance ECID objectives.	Log to record details.	Ongoing
3	Implement strategies to supplement SAPS service.	Log to record details.	Ongoing
4	Determine and implement strategies by means of an integrated approach to address / decrease crime.	Quarterly assessment of strategies / measures taken to ECID committee.	Ongoing
5	Hold monthly meetings with area security organization.	Results of monthly meetings to be recorded in quarterly report.	Ongoing

EPPING CITY IMPROVEMENT DISTRICT

FINANCIAL YEAR 2006 / 2009

Item No. 3 : Cleaning and Maintenance
 Objective: Monitor cleaning organization's activities
 Performance Indicator: Cleaning, grass cutting acceptable to 80% of property owners as monitored by report forms. 3

<u>Action Steps</u>	<u>Success Indicator</u>	<u>End Date</u>
1 Liaise with the relevant role players at the local authority and submit report / recommendation.	As required.	Ongoing
2 Compile a priority list of essential needs to enhance objectives of the ECID.	Discuss / negotiate items on list with council for their action. Results submitted to ECID Committee.	Ongoing
3 Monitor cleaning services.	To be noted in monthly reports and quarterly report submitted to ECID committee giving action taken with each problem.	Ongoing
4 Monitor litter removal from streets, fences, railway reserve and litter bins.	To be noted in monthly reports and quarterly report submitted to ECID committee giving action taken with each report.	Ongoing
5 Monitor removal of outdated posters, weeds and rubbish from the area.	To be noted in monthly reports and quarterly report submitted to ECID committee giving action taken with each report.	Ongoing
6 Establish and maintain register of blocked drains, missing manhole covers, dumped rubble, damaged street signs and other illegal activities.	To be noted in monthly reports and quarterly report submitted to ECID committee giving action taken with each report.	Ongoing
7 750 bags of rubbish removed weekly.	Report to show details.	Ongoing
8 25 drain covers removed and drains cleaned out.	Report to show details.	Ongoing
9 20 street signs checked / cleaned.	All street signs clean and in good repair.	Ongoing

EPPING CITY IMPROVEMENT DISTRICT

FINANCIAL YEAR 2006 / 2009

4

Item No. 4 : Marketing
 Objective: Monitor marketing activities
 Performance Indicator: Marketing acceptable by 80% of property owners as monitored by report form

<u>Action Steps</u>	<u>Success Indicator</u>	<u>End Date</u>
1 Establish and maintain relations with Epping Businesses.	Log to show visit to each company every 6 months.	Ongoing
2 Arrange monthly competitions and issue certificates / awards.	All certificates / awards to be presented to winners.	Ongoing
3 Receive and send correspondence to ECID owners and tenants.	Each owner contacted in writing as required.	Ongoing
4 Arrange meetings / competitions as requested / required.	Arrangements confirmed in writing and agreed by ECID Chairperson.	Ongoing
5 Arrange AGM to include venue, PA system, minute taking etc.	Arrangements confirmed in writing and agreed by ECID Chairperson.	Ongoing

EPPING CITY IMPROVEMENT DISTRICT			
FINANCIAL YEAR 2006 / 2009			
Item No. 6 :		Environment	5
Objective:		Side areas and gardens to be visibly cleaned and enhanced	
Performance Indicator:		Environmental actions agreed by 51% of property owners	
<u>Action Steps</u>	<u>Success Indicator</u>	<u>End Date</u>	
1 Arrange garden competitions.	20% organizations to participate in garden competition.	Ongoing	
2 Place 50 bins of 120 litre size in Epping (Phase 1).	50 Bins placed.	Ongoing	
3 Place 20 bins of 210 litre size in Epping (Phase 2).	20 Bins placed.	Ongoing	
4 Arrange extra grass cutting of areas in September (if required).	Open areas reasonably under control.	Ongoing	

EPPING CITY IMPROVEMENT DISTRICT	
FINANCIAL YEAR 2006 / 2009	
<p>Item No. 6 : Objective:</p> <p>Performance Indicator:</p>	<p style="text-align: center;">Vat Provision continue providing for Vat Payments 5% of money available for VAT payments</p> <p style="text-align: right;">6</p>
<p><u>Action Steps</u></p> <p>Maintain Fund for Vat Provision</p>	<p><u>Success Indicator</u></p> <p>Fund monitored by ECID Committee to contain 5% of income</p>
	<p><u>End Date</u></p> <p>Ongoing</p>

EPPING COMMUNITY IMPROVEMENT DISTRICT

Provisional Budget - 3 Years

CATEGORY	FIRST YEAR			SECOND YEAR			THIRD YEAR			
	Monthly	Annual	% of Total	Monthly	Annual	% of Total	Monthly	Annual	% of Total	
1 Management	32,662.38	391,948.63	11.4	34,295.50	411,546.06	11.4	36,010.3	432,123.37	11.4	
2 Security	133,514.66	1,602,176.00	46.6	140,190.40	1,682,284.80	46.6	147,199.92	1,766,399.04	46.6	
3 Cleaning	64,465.23	773,582.83	22.5	67,688.49	812,261.97	22.5	71,072.92	862,875.07	22.5	
4 Marketing	15,758.16	189,098.02	5.5	16,546.07	198,552.92	5.5	17,373.38	208,480.57	5.5	
5 Contingency	17,190.72	206,288.75	6	12,996.19	216,603.19	6	18,952.77	227,433.35	6	
6 Vat Provision	14,325.08	171,907.29	5	15,041.88	180,502.66	5	15,793.98	189,527.79	5	
7 Bad Debt Provision	8,595.36	103,144.37	3	9,025.13	108,301.59	3	9,476.38	113,716.67	3	
NOTES	1. Escalation assumed at 6% per year									
					3,438,145.89			3,610,053.19		
									3,790,555.86	
	Year 1	Year 2	Year 3							
	R3 438 145.93	R3 610 053.22	R3 790,555.86							
		171,907.29	180,502.66							
NB: In the event of arrears / bad debts, certain proposed activities could be affected. Escalation to be at CPI rate of inflation assumed to be +-5% per year.										