CITY OF LONG BEACH



DEPARTMENT OF ECONOMIC DEVELOPMENT

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January 22, 2019

HONORABLE MAYOR AND CITY COUNCIL City of Long Beach California

RECOMMENDATION:

Approve the Midtown Business Improvement District Annual Report and Assessment for the period of January 1, 2019 through December 31, 2019, automatically extending the current agreement with the Midtown Property and Business Owners Association for a one-year period; and, authorize payment of \$25,256 in City property assessments from the General Fund (GF). (Districts 4, 6)

DISCUSSION

Pursuant to the Property and Business Improvement Law of 1994 (Law), the Midtown Business Improvement District (MBID) was established by the City Council in 2015 for a five-year period. Under the Law, Midtown Property and Business Owners Association (MPBOA) property owners are assessed an additional fee to pay for various services beyond those provided by the City, including enhanced maintenance, public safety, beautification, marketing, and economic development programs within the MBID area.

The Law requires that the MPBOA Advisory Board (Board) approve and file an Annual Report describing their projected budget and expenditures. The Fiscal Year 2019 (FY 19) Annual Report is attached for City Council approval (Attachment A). The levy of assessment will cover the period of January 1, 2019 through December 31, 2019. There are no proposed changes to the boundaries, benefit zones, or assessment methodology of the MBID.

The Board-approved MBID rate of assessment is based on parcel size and use, as shown in Section 6 of the Annual Report. The MBID Management Plan allows up to a 4 percent annual cost-of-living increase in the assessment rate. For FY 19, the MBID Board voted to maintain the assessment at the same rate as in FY 18.

ASSESSMENT FORMULA

The MBID assessment area contains properties owned by private commercial owners and the City of Long Beach (City). The original assessment engineer determined the assessment should be allocated based on two parcel characteristics: lot square footage and building square footage. The original assessment rate per assessable square foot was \$0.0836. Assessable square foot is the sum of lot square footage and building square footage. Per the original engineer's report, "the assessment calculation is the same for every parcel in the PBID." The FY 19 assessment rate remained the same as the prior year at \$0.0836 per assessable square foot.

The table below shows the historical assessment rates:
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Year	Rate per Assessable Square	Rate Change
2016/17	\$0.0836	0.00%
2017/18	\$0.0836	0.00%
2018/19	\$0.0836	0.00%

The Law also allows the City to contract with service providers to carry out the MBID program. Since 2015, the City has contracted with MPBOA to carry out the MBID programs. The current agreement provides that the term be automatically extended on a year-to-year basis upon City Council approval of the Assessment Report (included in the Annual Report) and related levy of assessments. Per the City Auditor's recommendation in the BID Oversight Audit, the City will re-execute the agreement with MPBOA to reflect current procedures and other changes deemed necessary. The agreement will be periodically revisited as processes and requirements change to ensure it stays current and relevant.

This matter was reviewed by Deputy City Attorney Amy R. Webber on December 4, 2018 and by Budget Management Officer Rhutu Amin Gharib on December 7, 2018.

TIMING CONSIDERATIONS

The MBID's 2018 contract ended on December 31, 2018. City Council approval of the Annual Report and Assessment is requested on January 22, 2019, to continue the assessment and extend the contract for another year.

HONORABLE MAYOR AND CITY COUNCIL January 22, 2019 Page 3

FISCAL IMPACT

It is estimated that the MBID will generate \$160,862 in FY 19 through the proposed continuation of the assessment. The estimated MBID revenue includes a FY 19 assessment of \$25,256 for City-owned parcels. Sufficient funds have been budgeted in the General Fund (GF) in the Economic Development Department (ED), Parks, Recreation and Marine Department (PR), and Library Services Department (LS) for the assessment payment, as outlined in Attachment B. Approval of this recommendation will provide continued support to the local economy.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted.

JOHN KEISLER DIRECTOR OF ECONOMIC DEVELOPMENT

Attachment A - MBID 2018-19 Annual Report Attachment B - MBID 2018-19 Direct Bill Summary

APPROVED:

PATRICK H. WEST



City of Long Beach

Midtown Business Improvement District

Annual Report

January 2019

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MIDTOWN BUSINESS IMPROVEMENT DISTRICT

MIDTOWN PROPERTY AND BUSINESS OWNER'S ASSOCIATION 2201 E. Anaheim Street, Suite 103 Long Beach, CA 90804

MAYOR

Dr. Robert Garcia

CITY COUNCIL

Lena Gonzalez, First District Jeannine Pearce, Second District Suzie Price, Third District Daryl Supernaw, Fourth District Stacy Mungo, Fifth District Dee Andrews, Sixth District Roberto Uranga, Seventh District Al Austin, Eighth District Rex Richardson, Ninth District

CITY STAFF

Patrick H. West, City Manager David Nakamoto, City Treasurer Eric Romero, Program Manager

MIDTOWN PROPERTY AND BUSINESS OWNER'S ASSOCIATION

Kenneth McDonald, Chairman Pasin Chanou, Vice Chair Lisa Patton, Treasurer Peter Kong, Secretary Monorom Neth, Executive Director

NBS

Pablo Perez, Client Services Director Trevor Speer, Associate Director

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1. BACKGROUND

Per the original Management Plan "*Through a series of property owner and stakeholder meetings the [MBID] Steering Committee collectively determined the priority for improvements and activities to be delivered by the business improvement district in order to support increased commerce, business attraction and retention, [and] increased property rental income.*"

In August of 2015 the City Council of the City of Long Beach (the "City Council") established the Midtown Business Improvement District (the "MBID"), pursuant to the provisions of the *Property and Business Improvement District Law of 1994* (the "Law") *Division 18 of the Streets and Highways Code*, commencing with Section 36600.

The MBID may levy assessments for a period of five years. The first levy was Fiscal Year 2015/16 and the final levy will be Fiscal Year 2019/20. Following the initial five-year term, the MBID may be renewed following a public hearing and property owner assessment ballot protest proceeding similar to the original formation.

Pursuant to Section 36614.5 of the Law, the City Council contracts with an advisory board, the Midtown Property and Business Owner's Association ("MPBOA"), to make recommendations to the City Council on the expenditure of revenues received from the levy of assessments, the classification of properties, the method and basis of levying the assessments, and MBID budgets and policies. This Annual Report is prepared pursuant to Section 36650(a) of the Law.

2. PROPOSED CHANGES

There are no proposed changes to the boundaries, the benefit zones, or the assessment methodology of the MBID.

3. IMPROVEMENTS AND ACTIVITIES

The following is a description of improvements and activities for the MBID.

3.1. Clean, Safe, Beautiful Programs

Safe Team Program

The Safety Program will provide security services for the individual assessed parcels located within the District in the form of patrolling bicycle personnel, and walking patrols. The owner's association may also consider the use of security cameras as an additional safety program. The purpose of the Safe Team Program is to prevent, deter and report illegal activities. The presence of the Safe Team Program is intended to deter such illegal activities as public urination, indecent exposure, trespassing, drinking in public, prostitution, illegal panhandling, illegal vending, and illegal dumping for individually assessed parcels.

The Program will supplement, not replace, other ongoing police, security and patrol efforts within the District. The Safe Team Program will maintain communication with the Long Beach Police Department (LBPD) area patrols and intends to report illegal activities to the LBPD. The Safe Team Program will only provide its services to individually assessed properties within the District boundaries.

Citycorp Security Services

Citicorp Security Services was awarded for Midtown Public Safety as the second eyes and ears. Upon their first week of hire, their engagement in the MBID consisted of community engagement with businesses, City Departments and homelessness.

Community engagement such as the Quarterly Safety Meeting is key and Citicorp is dedicated to being of service to our community as the liaison for our businesses and the Long Beach Police Department in MBID.

Clean and Beautiful Program

In order to consistently deal with cleaning issues, a Clean and Beautiful Program is provided. A multidimensional approach has been developed consisting of the following elements.

Sidewalk Cleaning: Uniformed, radio equipped personnel will sweep litter, debris and refuse from sidewalks and gutters within the MBID. District personnel will pressure wash the sidewalks.

Graffiti Removal: District personnel will 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.

Landscape Maintenance: Landscape maintenance includes maintaining tree wells and weed abatement.

Conservation Corps of Long Beach (CCLB) has been selected for a one-year service contract to provide the removal of trash, debris, recyclables from sidewalks and gutters, weeding tree wells and sidewalks.

Maintenance is as follows:

- Once a week for sidewalk water pressure cleaning on both the north side and south side of Anaheim Street corridor from Raymond Ave. to Alamitos Ave.
- Twice a week of cleaning services of the removal of debris, trash, recyclables, etc. on Anaheim Street from Raymond Ave to Alamitos Ave.

Neighborhood Clean-up

The MBID partnered with Midtown Neighborhood Association and Litter Free Long Beach to organize a monthly cleanup in Midtown. The MBID also removed sofas and other furniture from alleys.

e-Waste Recycling

The MBID also partnered with Conservation Corps of Long Beach to organize e-Waste recycling in Midtown. E-Waste is anything with electrical cable such as computers, copiers, printers, cellphones, scanners, stereo equipment, etc.

The MBID partnered with the Cambodia Town Neighborhood Association to pick up trash once a month along Anaheim Street. The MBID also picks up cigarette butts to recycle, as they are toxic and harmful to the environment.

3.2. Marketing/Communication

It is important to not only provide the services needed in the MBID, but to tell the story of improvement in the MBID. MBID awarded a contract to Commune Communication to develop a comprehensive strategy and branding identity that embraces MBID's unique position among all Long Beach neighborhoods. Our main objective is to establish MBID as Long Beach's landmark of diversity and a community that brings business, residents and visitors together in celebration of cultural experiences. Some of the communication/image programs being considered are:

- Web Site
- Banners
- Social Media
- Business Directory
- Business Retention
- Business Recruitment
- Events
- Customer Recruitment

Quarterly Business Mixer

The purpose of the Quarterly Business Mixer is to promote and assist with the growth and development of small businesses through ongoing education and networking. The Quarterly Business Mixer provides innovative ways where small business can network and find opportunities to flourish in our ever-changing economy and it provides a platform for businesses to take an active and tangible role in the community.

Community events

Sponsored the 10th Annual Cambodia Town Culture Festival

MBID is proud to co-sponsor the 10th Annual Cambodia Town Culture Festival to celebrate the Year of the Dog at Mark Twain Neighborhood Library. The event brought thousands of people and elected officials, including Congressman Lowenthal, Mayor Garcia, Councilman Supernaw, and Vice Mayor Andrews to Midtown District. The spectators were treated to the majestic procession of King Suryarman II, classical Khmer performances, and enjoyed authentic Cambodian food. There were booths for local businesses to sell merchandise and provide information to the public.

Angel's Gift

MBID organized our 1st Annual Angel Gift. Over 100 children and adults attended the event. The Angel Gift is unique because they tell us what they want instead of us giving them what they don't need. An appreciation and gratitude to all of our Angels who sponsored and partook in fulfilling the wishes of our 150 children who submitted their wish list at Mark Twain Library. Our Angels and

partners this year consisted of local nonprofits, business owners, and local residents in our community.

- Cambodia Town
- Cambodian Association of America
- Cambodian Networking Our World (C-NOW)
- United Cambodian Community
- Jasmine Sim & Sarah Chhay (Community Angels)
- Stacey Chin & Samone Keo (Business owners)
- Mark Twain Library
- AOC 7
- Midtown Neighborhood Association

AOC7 Literacy Fair

The Literacy Fair is organized by AOC7 to promote reading and give free books to the children in the neighborhood. Over 500 people attended the AOC7's 6th Annual Literacy Fair on Saturday, May 12, 2018 at MacArthur Park. The event started with pledge of allegiance and introduction of AOC7's members and sponsors. Over 300 children from the neighborhood received free books and gifts. There were games, raffle, drum team, music, and magic show for the attendees.

3.3. Management

The improvements and activities are managed by a professional staff that requires centralized administrative support. Management staff oversees the MBID's services and actively work on behalf of the MBID parcels to ensure that City and County services and policies support the MBID. 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 program oversight and guidance that produces higher quality and more efficient programs. Management staff expenses are allocated according to generally accepted accounting job costing procedures and are allocated to the specific areas in which staff works.

4. BUDGET

The total budget for Fiscal Year 2018/19 is \$166,790. The assessment funding will be supplemented by non-assessment funds of \$5,928. This represents the general benefit accruing to the public at large and to surrounding parcels. The formation engineer estimated the general benefit to be approximately 3.55%.

4.1. District Budget

The table below shows the 2018/19 budget for the MBID:

Description	Total Budget
Clean, Safe and Beautiful	\$99,438
Marketing and Economic Development	28,606
Administration and Office	38,746
Subtotal of Costs	\$166,790
Contribution from other sources (1)	(5,928)
Total amount to levy via MBID Assessment	\$160,862

(1) Amount is approximately 3.55% of the Subtotal of Costs, which represents the general benefit percentage computed in the original engineer's report at the time of formation. This amount will be funded from sources other than assessments.

4.2. Surplus or Deficit Carryover

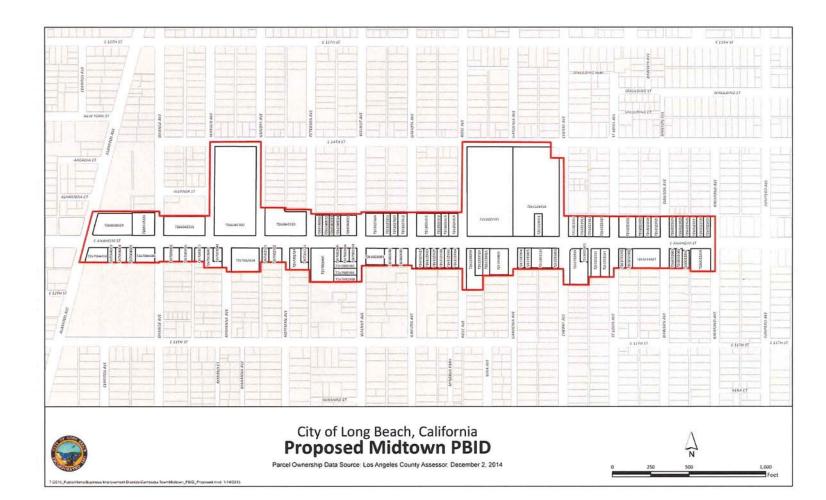
The MBID will have a balance of approximately \$211,325 at year-end. Approximately \$59,131 will be carried over and used as a contingency for 2018. The remaining \$152,194 will be carried over for expenditures in 2019.

5. BOUNDARIES

The following boundary description is taken from the original engineer's report for the MBID:

"Begin at the intersection of Alamitos Avenue and E. Anaheim Street on the north parcel line of parcel 7268018029 on the northeast corner of Alamitos Avenue. Continue east along the northern boundary of parcels facing on the north side of E. Anaheim Street to Raymond Avenue. Turn south along the west parcel line of parcel 7260021029, cross E. Anaheim Street and continue south along the east parcel line of parcel 7260032014 to the south parcel line of parcel 7260032014. Turn west along the south parcel line of parcels facing on the south side of E. Anaheim Street to Walnut Street. At Walnut Street continue along the south parcel line of parcel 7267001900. Continue north along the south parcel line of parcels facing on the west side of E. Anaheim Street to the starting point at the intersection of Alamitos Avenue and E. Anaheim Street."

The boundary map on the following page is taken from the original engineer's report.



6. ASSESSMENT METHODOLOGY

6.1. Original Assessment Rate

The original assessment engineer determined the assessment should be allocated based on two parcel characteristics; lot square footage and building square footage.

The original assessment rate per assessable square foot was \$0.0836. Assessable square foot is the sum of lot square footage and building square footage. Per the original engineer's report "[t]*he assessment calculation is the same for every parcel in the PBID.*"

6.2. Assessment Rate Adjustments

The original engineer's report states the following regarding assessment rate adjustments:

"Assessments may be subject to annual increases not to exceed the assessment rates in the table below for any given year. Increases will be determined by the District Owner's Association and will vary between 0 and 4% in any given year."

The table below comes from the original engineer's report and is the table referenced in the text quoted above.

	2016	2017	2018	2019	2020
Assessable Sq Ft Rate (Lot + Building)	\$0.0836	\$0.0869	\$0.0904	\$0.0940	\$0.0978

6.3. Current Year Assessment Rate

The 2018/19 assessment rate remained the same as the prior year at \$0.0836 per assessable square foot.

The table below shows the historical assessment rates.

Fiscal Year	Rate per Assessable Square Foot	Rate Change
2015/16	\$0.0836	N/A
2016/17	0.0836	0.00%
2017/18	0.0836	0.00%
2018/19	0.0836	0.00%

7. ASSESSMENT ROLL

The following pages contain the 2018/19 assessment roll for the MBID.

City of Long Beach Midtown Business Improvement District Final Billing Detail Report for Fiscal Year 2018/19

Account ID	Property ID	DB	Levy	Other	Total
7260-021-024	7260-021-024-8		\$977.62	\$0.00	\$977.62
7260-021-025	7260-021-025-7		706.09	(0.01)	706.08
7260-021-026	7260-021-026-6		503.77	(0.01)	503.76
7260-021-027	7260-021-027-5		506.11	(0.01)	506.10
7260-021-028	7260-021-028-4		504.02	0.00	504.02
7260-021-029	7260-021-029-3		1,029.70	0.00	1,029.70
7260-032-001	7260-032-001-2		652.92	0.00	652.92
7260-032-002	7260-032-002-1		649.07	(0.01)	649.06
7260-032-003	7260-032-003-0		617.97	(0.01)	617.96
7260-032-014	7260-032-014-7		2,819.66	0.00	2,819.66
7261-021-023	7261-021-023-8		824.38	. 0.00	824.38
7261-021-024	7261-021-024-7		639.54	0.00	639.54
7261-021-025	7261-021-025-6		791.78	0.00	791.78
7261-021-026	7261-021-026-5		1,373.55	(0.01)	1,373.54
7261-022-013	7261-022-013-8		1,128.60	0.00	1,128.60
7261-022-014	7261-022-014-7		1,022.60	0.00	1,022.60
7261-022-015	7261-022-015-6		2,021.36	0.00	2,021.36
7261-022-016	7261-022-016-5		677.66	0.00	677.66
7261-024-910	7261-024-910-8	Y	23,660.97	(0.01)	23,660.96
7261-024-911	7261-024-911-7	Y	1,436.16	0.00	1,436.16
7261-025-913	7261-025-913-2	Y	14,851.71	(0.01)	14,851.70
7261-026-011	7261-026-011-1		3,476.26	0.00	3,476.26
7261-026-012	7261-026-012-0		629.01	(0.01)	629.00
7261-026-013	7261-026-013-9		815.27	(0.01)	815.26
7261-026-014	7261-026-014-8		912.74	0.00	912.74
7261-027-009	7261-027-009-3		1,942.45	(0.01)	1,942.44
7261-027-010	7261-027-010-0		1,034.88	0.00	1,034.88
7261-027-012	7261-027-012-8		990.74	0.00	990.74
7261-027-020	7261-027-020-8		1,046.67	(0.01)	1,046.66
7261-028-001	7261-028-001-9		1,406.40	0.00	1,406.40
7261-028-002	7261-028-002-8		1,254.00	0.00	1,254.00
7261-028-003	7261-028-003-7		1,380.57	(0.01)	1,380.56
7261-029-003	7261-029-003-5		1,027.03	(0.01)	1,027.02
7261-029-004	7261-029-004-4		601.08	0.00	601.08
7261-029-023	7261-029-023-1		1,044.00	0.00	1,044.00
7261-029-024	7261-029-024-0		977.62	0.00	977.62
7261-029-025	7261-029-025-9		938.33	(0.01)	938.32
7261-029-026	7261-029-026-8		897.28	0.00	897.28
7261-030-009	7261-030-009-7		3,146.70	0.00	3,146.70
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City of Long Beach

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Midtown Business Improvement District Final Billing Detail Report for Fiscal Year 2018/19

Account ID	Property ID	DB	Levy		Other	Total
7261-030-010	7261-030-010-4		1,178.01		(0.01)	1,178.00
7261-030-011	7261-030-011-3		868.52		0.00	868.52
7261-030-028	7261-030-028-4		2,352.75		(0.01)	2,352.74
7261-031-001	7261-031-001-3		771.29		(0.01)	771.28
7261-031-005	7261-031-005-9		832.07		(0.01)	832.06
7261-031-006	7261-031-006-8		958.64		0.00	958.64
7261-031-028	7261-031-028-2		2,017.60		0.00	2,017.60
7261-032-001	7261-032-001-1		575.17		(0.01)	575.16
7261-032-030	7261-032-030-6		2,749.60		0.00	2,749.60
7261-032-031	7261-032-031-5		967.67		(0.01)	967.66
7261-032-033	7261-032-033-3		1,375.47		(0.01)	1,375.46
7261-033-002	7261-033-002-8		650.83		(0.01)	650.82
7261-033-003	7261-033-003-7		815.18		0.00	815.18
7261-033-027	7261-033-027-9		2,676.20		0.00	2,676.20
7267-001-023	7267-001-023-4		1,001.70		0.00	1,001.70
7267-001-024	7267-001-024-3		4,985.49		(0.01)	4,985.48
7267-001-900	7267-001-900-2	Y	565.05		(0.01)	565.04
7267-001-901	7267-001-901-1	Y	564.97		(0.01)	564.96
7267-001-902	7267-001-902-0	Y	552.35		(0.01)	552.34
7267-001-903	7267-001-903-9	Y	376.37		(0.01)	376.36
7267-001-904	7267-001-904-8	Y	414.15		(0.01)	414.14
7267-001-905	7267-001-905-7	Y	339.25		(0.01)	339.24
7267-001-906	7267-001-906-6	Y	2,809.13		(0.01)	2,809.12
7267-002-001	7267-002-001-8		439.82		0.00	439.82
7267-002-002	7267-002-002-7		930.13		(0.01)	930.12
7267-002-014	7267-002-014-3		4,198.64		0.00	4,198.64
7267-003-001	7267-003-001-6		1,311.18		0.00	1,311.18
7267-003-002	7267-003-002-5		1,596.59		(0.01)	1,596.58
7267-003-013	7267-003-013-2		946.02		0.00	946.02
7267-003-041	7267-003-041-8		905.05		(0.01)	905.04
7267-003-042	7267-003-042-7		931.72		0.00	931.72
7267-004-003	7267-004-003-2		628.76		0.00	628.76
7267-004-004	7267-004-004-1		1,160.87		(0.01)	1,160.86
7267-004-005	7267-004-005-0		501.77		(0.01)	501.76
7267-004-006	7267-004-006-9		1,283.68		0.00	1,283.68
7267-004-018	7267-004-018-5		1,270.39		(0.01)	1,270.38
7268-018-024	7268-018-024-6		1,904.07		(0.01)	1,904.06
7268-018-029	7268-018-029-1		3,769.27		(0.01)	3,769.26
7268-040-022	7268-040-022-2		631.10		0.00	631.10
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City of Long Beach Midtown Business Improvement District Final Billing Detail Report for Fiscal Year 2018/19

Account ID	Property ID	DB	Levy	Other	Total
7268-040-023	7268-040-023-1		392.75	(0.01)	392.74
7268-040-024	7268-040-024-0		606.43	(0.01)	606.42
7268-040-031	7268-040-031-1		1,582.63	(0.01)	1,582.62
7268-040-900	7268-040-900-9	Y	508.46	0.00	508.46
7268-041-900	7268-041-900-7	Y	14,490.05	(0.01)	14,490.04
7268-041-910	7268-041-910-5	Y	4,636.29	(0.01)	4,636.28
7268-042-031	7268-042-031-7		4,922.87	(0.01)	4,922.86
85 Accounts			\$160,862.27	(\$0.45)	\$160,861.82

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City of Long Beach Midtown PBID FY 2018/19 Direct Bill Summary

		2018/19
APN	Direct Bill Recipient	Levy
7261-024-910	LONG BEACH TRANSIT	\$23,660.96
7261-024-911	LONG BEACH TRANSIT	1,436.16
7261-025-913	LONG BEACH TRANSIT	14,851.70
Total	3 Parcels	\$39,948.82

		2018/19
APN	Direct Bill Recipient	Levy
7267-001-900	CITY OF LONG BEACH	\$565.04
7267-001-901	CITY OF LONG BEACH	564.96
7267-001-902	CITY OF LONG BEACH	552.34
7267-001-903	CITY OF LONG BEACH	376.36
7267-001-904	CITY OF LONG BEACH	414.14
7267-001-905	CITY OF LONG BEACH	339.24
7267-001-906	CITY OF LONG BEACH	2,809.12
Total	7 Parcels	\$5,621.20

		2018/19
APN	Direct Bill Recipient	Levy
7268-040-900	CITY OF LONG BEACH (PARKS, REC, MARINE)	\$508.46
7268-041-900	CITY OF LONG BEACH (PARKS, REC, MARINE)	14,490.04
Total	2 Parcels	\$14,998.50

		2018/19
APN	Direct Bill Recipient	Levy
7268-041-910	CITY OF LONG BEACH LIBRARY	\$4,636.28
Total	1 Parcel	\$4,636.28

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