

Finalized Motivation Document

Special Rating Area – Courtrai

1 Business Plan

The motivation document is structured in accordance with the stipulations of the Drakenstein Municipality Special rating areas policy as adopted by the Drakenstein council in November 2017 and subsequent meetings between Courtrai neighborhood Committee members and City Council representatives and councilor Loekie Niehaus .

1.1 Introduction

- 1.1.1 An executive summary of the improvement or upgrade proposed for the Special Rating Area as set out in the implementation Plan

Establishing Courtrai neighborhood as a Special Rating Area (SRA) is aimed at (a) preventing the degeneration of areas in Courtrai, (b) assisting the Council in achieving social and economic development, (c) assisting the Council in establishing a safe and healthy environment and (d) making Courtrai a sought after area to live in.

The Not for Profit Company (NPC) will aim to enhance and supplement the municipal services provided by the Municipality in relation to safety and the upkeep of public spaces. The NPC will facilitate a cooperative approach between the municipality and the private sector in the provision of municipal services consistent with Drakenstein Municipality's Service Departments' Service Plans.

The NPC managing the activities of the SRA will allocate funds by prioritizing the safety of all Courtrai residents. They aim to improve safety by focusing on monitoring public spaces as primary objective. Other focus areas will enjoy attention after the community's safety has been effectively addressed in collaboration with the SAPS, Municipal functionaries and private security companies. Budgetary constraints will determine the pace of implementation of other priorities.

- 1.1.2 An explanation of how the proposed improvement or upgrade is linked to the geographical area of the proposed SRA

The NPC will liaise between SAPS management, Safety and Security management of Drakenstein municipality and private security firms in order to link into the existing technological and monitoring framework of Drakenstein (synchronized security cameras and reporting structures as envisioned by Drakenstein council), in order to be part of the greater network to combat crime.

Monitored cameras in Courtrai will therefore assist in preventing crime on a bigger scale, than only benefitting Courtrai residents.

- 1.1.3 An explanation of why the proposed SRA will not reinforce existing inequities in the development of Drakenstein Municipality

Additional services will result in more jobs and less inequity. Facilitate investment in Courtrai by assisting in the upkeep of communal areas and focusing on improving safety and security. Well-kept infrastructure and a safe environment has shown to draw investment, beneficial for the whole city of Paarl. Assisting the Council in this manner will assist in promoting economic growth and sustainable development and assist the Council in the in the fulfilment of its objectives and developmental duties as set out in the Integrated Development Plan (“IDP”). Inequities can be targeted in this manner as the additional activities generated by the SRA will lead to direct job creation, and the accompanying investment that follows enhanced infrastructural maintenance and enhanced safety of all citizens will indirectly lead to more jobs for the jobless, alleviating poverty and inequity.

- 1.1.4 An explanation of how the SRA, if instituted, will be consistent with Drakenstein Municipality’s Service Departments’ Business Plans

The guidance of Council and synergy with municipal departments has been sought from the outset, in preliminary discussions and the drafting of this motivation document. Prior meetings at the offices of Drakenstein and after hours in Courtrai with municipal personal has been of great help in formulating the protocol and focus of this proposal. Following the guidance of the Special Ratings Area policy document of November 2017 in this initial drafting process is of great help in providing the appropriate focus in synergizing with municipal professionals. We aim to provide this document to Drakenstein municipality for input prior to discussing the document with Courtrai residents in order to find potential areas of collaboration with different Municipal departments. As already mentioned our primary collaboration efforts will focus on Safety and Security. For instance, we have already had two very fruitful meetings with mr Rean Smuts in order to synchronize our efforts with the safety and security framework as envisioned with the development of the Drakenstein Safety Initiative.

1.1.5) An explanation of the institutional arrangements proposed in relation to the SRA.

Section 22 of the MPRA is not prescriptive as to what structures need to be put in place to administer an SRA. The minimum structural requirements for managing an SRA are (1) administration by the Municipality and (2) Administration by a Not For Profit Company. This application proposes administration by a Not For Profit Company (NPC).

1.2 Vision

A better life for all in Courtrai.

1.3 Mission

We will aim to work with Drakenstein Municipality's Service departments to deliver on their mandate for the people of their constituency by assisting in the maintenance and upkeep of municipal communal infrastructure.

We will aim to help facilitate a safe environment in conjunction with the current service of the South African Police and Private Security Contractors.

Our values will be determined and governed by an urge to assist and enhance the capabilities of the Council for the greater good and safety of all Courtrai residents.

1.4 Goal

Create and maintain a safe, well-kept Courtrai neighborhood, together with the Municipality's service departments and relevant private contractors.

1.5 A diagram clearly indicating the boundaries of the proposed Special Ratings Areas

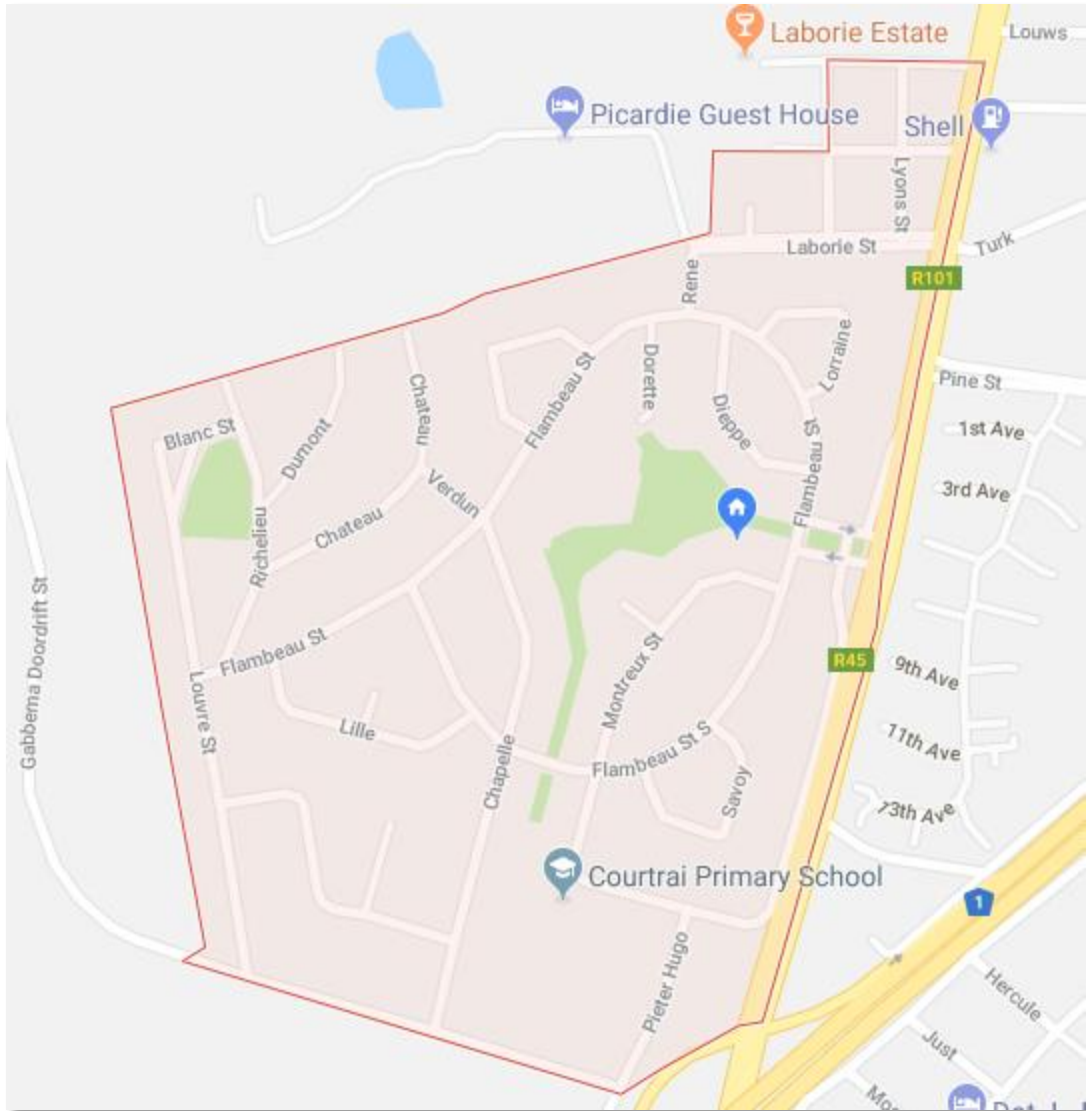


Figure 1 - Courtrai boundary area

1.6 Management

- 1.6.1 Whether the SRA will be managed by the Municipality or by a Not for Profit Company.

The aim of this proposal is that the SRA will be managed by a Not for Profit Company.

- 1.6.2 Proposed management structure which should include composition of SRA Board including allocation of portfolios and operational arrangements. These individuals will constitute the first board of directors and are the current members of the Courtrai Watch Neighborhood committee as elected at the previous Courtrai Neighborhood Watch general meeting:

Chairperson	Louw Venter
Vice chair	Niel du Plessis
Secretary	Steve Turner
Board member	Danie Opperman
Board Member	Mike Knoetze
Board Member	Andri de Jager
Board member	Jean van Rooyen

1.7 Services

Service providers to be appointed

Sourcing and acquiring fast reliable data connection for Courtrai, linking to greater Drakenstein	Lightstruck among others are being considered
Purchasing and installing camera system	Current suppliers of municipal surveillance equipment or JLynx in Paarl and Red Hills Electronics in Stellenbosch being consulted. Board will get formal quotes
Contracting public spaces monitoring with private security company	Board will get quotes
Linking camera monitoring system with municipal service	Board and Rean Smuts
Purchasing and installation of lighting of public spaces	Board will get formal quotes
Facilitate collaboration with municipality in clearing bushes, protecting plants in public parks and entrances to Courtrai	Board will nominate
Identifying critical entrances into Courtrai and parks to be closed and monitored at night in order to manage night movements of vagrants that come into Courtrai	Board will nominate in collaboration with Rean Smuts

1.8 Financial impact

1.8.1) Provide details regarding the calculation of proposed additional rate for tax payers.

We advise that a rate of R250pm additional rate per tax payer be levied. This rate is not sufficient to cover all the priorities at once. These funds will, as a first priority, be allocated to enhance the safety of the neighborhood. The NPC Board will finalize priorities once the Board has been established.

1.8.2) Provide details of criteria to qualify for exemption of additional rate

Churches and schools will be exempted on the same basis that the institutions are exempted by Drakenstein municipality. Individual home owners can apply for exemption of the SRA rate on the same basis and criteria as indicated in article 10 of the Property Rates Policy of Drakenstein. Exemption can be requested from the the board of the NPC. However, exemption will be given on the same basis that Drakenstein municipality will allow exemption.

1.9 List of all the ratable properties within the proposed Special Ratings Area, contact details of all owners. Differentiation between categories of properties, as provided for in Section 8 of the MPRA, must be considered.

This list has been provided by mr. Fabian Sitzer, and is in possession of Courtrai neighborhood committee.

1.10 Proof of the consent of the majority of the members of the local community in the proposed SRA who will be liable for paying the additional rate

Will provide to council once individual visits are done.

1.11 Proof of the notice of the public meeting or meetings contemplated by the By-Law

Meeting chaired by City manager provided clarity that individual visits to Courtrai residents will be even more effective as few people attend meetings in the evenings. Therefore no general meeting required.

1.12 Compilation date

8 August 2018

2 Implementation Plan addressing Milestones, Start and finish date per task, Assign responsibility per milestone and task

The process for establishing an SRA managed by a Not For Profit Company will be followed as set out in Section 2 of the by-law, as outlined in the Special Rating Areas policy document of November 2017.

Implementation Plan for Courtrai Neighborhood Committee to facilitate founding and maintaining Courtrai as an SRA in chronological order			
Milestone	Start date	Finish date	Responsible person
Acquire a list of all ratable properties, contact details of all owners. Consider differentiation between categories of properties as provided in section 8 of the MPRA.	29/07/2018	03/08/2018	Loekie Niehaus, Steve Turner and Fabian Sitzer
Defining the proposed upgrades or improvements clearly and specifically linked to a clearly geographical area of which the boundaries are clearly marked. Boundary will be Taillefer Street at Laborie to Gabbema Doordrift Street.	10/08/2018	10/08/2018	Courtrai neighborhood committee
Acquiring and presenting evidence that it will be financially viable to use an SRA in Courtrai to raise funds for the proposed improvements and upgrades. 266 plots x R250 per municipal account. The NPC managing the SRA will only focus on	15/04/2018	10/08/2018	Courtrai neighborhood committee during series of meetings

public spaces, NOT private properties. The safety and private contract with a security provider remains the prerogative of each private home owner. Therefore, the SRA additional rate will not substitute each household's private 24 hour armed response/monitoring service.			
Develop criteria to qualify for exemption of additional rate.	15/04/2018	15/08/2018	Loekie Niehaus and Niel du Plessis
Determine the Rand amount of the special rate. The basis of "perceived affordability" has been used. R250 per month SRA fee has been determined as affordable, providing sufficient cash flow to address major safety and upgrading priorities on an ongoing basis.	29/05/2019	10/08/2018	Loekie Niehaus and Courtrai Neighborhood Committee during series of prior meetings
Presenting the unapproved business plan to City Council in order for them provide direction and synchronize proactively where necessary, BEFORE presenting to Courtrai citizens. Further to section 5.1.2 of the Business Improvement District by-law No.2/2002 the applicant must give written notice of the application by registered post or hand delivery to all owners of ratable property within the proposed SRA. Each street champion will deliver the application to the owner of each property they approached.	24/07/2018	15/08/2018	Loekie Niehaus, Louw Venter and Steve Turner
Presenting the explanation and motivation of Courtrai as an SRA to the property owners of Courtrai. Street champions will be named and equipped to explain the SRA concept, and acquire the necessary signature of each owner. Each Street champion will then visit allocated owners to sell the concept AND get the necessary signature confirming	15/08/2018	30/08/2018	Committee and street champions

the owner's buy in or opposition to register Courtrai as an SRA.			
Acquiring 60% or more support of residential property owners in Courtrai to approve the formation of Courtrai as an SRA.	15/08/2018	30/08/2018	Committee and street champions
Presenting the business plan to City Council by end of September of the financial year preceding the establishment of the SRA in order to obtain permission to register Courtrai as SRA.	24/07/2018	Approval by Council end of October 2018 as indicated during meeting chaired by City manager	Loekie Niehaus, Louw Venter and Steve Turner
Council set the additional rate.		01/11/2018	Council
Founding documentation in relation to the NPC must be as per the described by the Chief Financial Officer of the Municipality.		01/11/2018	Niel du Plessis
Request and obtain support from respective Council directorates for necessary upgrades and improvements, after acquiring permission to be registered as SRA.	01/02/2019	01/07/2019	Board of NPC
The CFO of the municipality will pay rates collected from Courtrai rate payers into the account of the NPC, from where any expenses out of income generated by the additional rate will be paid. We request within two weeks after collection date. We request municipality to take this timeline as a decision. The NPC will give notice to all property owners in the SRA of the intention to hold an annual meeting in the local newspaper.	01/07/2019		Board of NPC
A special general meeting must be called within 6 months of the		01/04/2019	Board of NPC

establishment of the NPC to accept new members, appoint directors, amend articles of association if required and approve the following years Budget and Implementation plan.			
The CFO of the municipality will establish separate accounting and record keeping systems in respect of the income derived from the additional rate. Discuss with CFO how the NPC and Municipality can keep each other accountable to allocate funds correctly. Will discuss after formation of the NPC. Each year the NPC will (1) determine the funding required each year (including an inflation linked adjustment in the additional rate), (2) appoint contractors to effect the improvements and upgrades and (3) receive the funds collected by the Municipality and allocate the funds according to the approved Business Plan.	01/11/2018	01/07/2018	Loekie Niehaus and Board of NPC

3 Budget Plan for first operational year

- 3.1 An annual budget per line item commencing on 1 July of the first year and end on 30 June of the last year of the term; and
- 3.2 A budget split for the provision of improvements or upgrades between the different categories of properties.
- 3.3 We propose that the Board of the to be formed NPC be tasked with calibrating the first operational year's budget
- 3.4 We propose that the Board of the to be formed NPC plan the second and third years budget according to the priorities outlined below.

Acquiring highest possible quality of internet access for learners, business people and other residents of Courtrai.	Andri	Lightstruck covers cost
Ensuring safety of unaccompanied children, women and older people in Courtrai's streets day and night and public green areas. Budget for a dedicated vehicle in Courtrai and should budget allow, foot patrols to cover parks, thoroughfares and maybe paths in bushes behind Louvre (where vehicles cannot access).	Mike	R30 000 pm for specific high risk time zones
Ensuring safe access out of Courtrai onto Main Road at rush hour in morning and afternoon. Negotiate viability of traffic light on entrance to Courtrai from Main Road.	Mike, Steve, Andri	Municipality covers cost
Ensuring public spaces are made safe after dark between 11:00 and 5:00. Upgraded lighting throughout Courtrai (eg. Green zones for people jogging, walking, cycling and kids walking to and from school after sports events etc.).	Danie, Louw	Approximately R180 000 in a phased in approach. Board will get quotations
Providing a camera system where access points to Courtrai are monitored in order to assist the South African Police and Private Security contractors to safeguard residents. Cover strategic streets from appropriate angles with cameras linked to security company (Privately owned and CNW cameras). Courtrai surveillance cameras will have to be compatible (Mr Fanie Hattingh will be able to give more detail) with the equipment of the municipality's planned central control room at the Old Meul Theatre.	Andri	Approximately R450 000 approximately in a phased in approach. Monthly monitoring will have to be synchronized with the police, private companies and municipality
Upkeep of all public "green" spaces by clearing bushes and protecting trees and maintain children's play facilities and public benches. Upgrade parks to a safe and fun environment for kids, residents and pets.	Danie, Mike	R4 000 pm monthly, if funds allow.
Providing support to South African police through a dedicated private security service for Courtrai.	Steve and Louw	No fees required
Discuss the possibility of donations with affluent residents in order to allocate to worthy causes in Courtrai, according to the discretion of the board of the NPC.	Board of directors	No fees required

Create a system to collect “valuable or re-usable thrown out items/garbage” and take to an appropriate point where it can be collected for the poor and the homeless.	Niel	No fees required
Develop and maintain mountain bike circuit and hiking trail between Gabbema Doordrift Street and Louvre Street corridor. This is Provincial property that we will help maintain and keep safe for Paarl citizens to use.	Jean and Mike	Approximately R35 000 once off. Maintenance R2 000 pm
Negotiate better deals with private companies who service the residents of the SRA.	Board	No fees required
Appoint a permanent functionary to function as general manager for NPC	Board will advertise position if funds allow	R5 000 pm