

HOLLY L. WOLCOTT
CITY CLERK

GREGORY R. ALLISON
EXECUTIVE OFFICER

City of Los Angeles CALIFORNIA



ERIC GARCETTI
MAYOR

OFFICE OF THE
CITY CLERK

NEIGHBORHOOD AND BUSINESS
IMPROVEMENT DISTRICT DIVISION
200 N. SPRING STREET, ROOM 224
LOS ANGELES, CA 90012
(213) 978-1099
FAX: (213) 978-1130

MIRANDA PASTER
DIVISION MANAGER

clerk.lacity.org

January 14, 2015

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

Council Districts 1 & 10

REGARDING: THE BYZANTINE LATINO QUARTER - PICO (PROPERTY-BASED)
BUSINESS IMPROVEMENT DISTRICT'S 2015 FISCAL YEAR
ANNUAL PLANNING REPORT

Honorable Members:

The Office of the City Clerk has received the Annual Planning Report for the Byzantine Latino Quarter-Pico (BLQ-Pico) Property Business Improvement District's ("District") 2015 fiscal year (CF 14-0101). The owners' association of the District has caused to be prepared the Annual Planning Report for City Council's consideration. In accordance with Section 36600 et seq. of the California Streets and Highways Code ("State Law"), an Annual Planning Report for the District must be submitted for approval by the City Council. The BLQ-Pico Business Improvement District's Annual Planning Report for the 2015 fiscal year is presented with this transmittal for City Council's consideration as "Attachment 1."

BACKGROUND

The BLQ-Pico Business Improvement District was established on April 9, 2014 by and through the City Council's adoption of Ordinance No. 182983 which confirmed the assessments to be levied upon properties within the District, as described in the District's Management District Plan. The City 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 the 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 any contributions to be made from sources other than assessments levied.

The District's total budget has increased due to a large rollover of unspent funds from 2014. The increased funding has not changed the description of the budget categories approved in the Management District Plan and the City Clerk does not recognize any adverse impacts to the special benefits received by property owners due to this action.

The attached Annual Planning Report, which was approved by the District's Board at their meeting on November 12, 2014, 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.

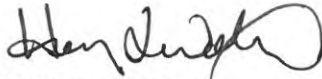
RECOMMENDATIONS

That the City Council:

1. FIND that the attached Annual Planning Report for the BLQ-Pico Business Improvement District's 2015 fiscal year complies with the requirements of the State Law.
2. FIND that the increase in the 2015 budget concurs with the intentions of the BLQ-Pico BID'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 BLQ-Pico Business Improvement District's 2015 fiscal year, pursuant to the State Law.

Honorable Members of the City Council
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Sincerely,



Holly L. Wolcott
City Clerk

HLW:GRA:MCP:RMH:ev

Attachment: BLQ-Pico Business Improvement District's 2015 Fiscal Year Annual
Planning Report



November 12, 2014

RECEIVED
DEC 10 2014
NBID

Holly L. Wolcott, City Clerk
Office of the City Clerk
200 N. Spring Street, Room 224
Los Angeles, CA 90012

**RE: 2015 Annual Planning Report
Byzantine Latino Quarter-Pico Boulevard Business Improvement District**

Dear Ms. Wolcott:

As required by the Property and Business Improvement District Law of 1994, California Streets and Highways Code Section 36650, the Board of Directors of the Byzantine Latino Quarter-Pico Business Improvement District (BLQ BID) has caused this BLQ BID 2015 Annual Planning Report to be prepared at its meeting of November 12, 2014. Los Angeles Neighborhood Initiative is the managing nonprofit for the BLQ BID and has prepared this report.

This report covers proposed activities of the Byzantine Latino Quarter-Pico Blvd. BID from January 1, 2015 through December 31, 2015.

All questions concerning this report can be directed to (213) 627-1822 x15 or monica@lani.org.

Sincerely,

Monica Carlos, Manager
BLQ Business Improvement District

Karen Mack
President
LA Commons

Marian Bell
Vice President
Bell Development

Emily Gabel Luddy, FASLA
Treasurer
Gabel Luddy Associates

Allan D. Kotin
Secretary
Allan D. Kotin & Associates

Romel Pascual
Ex Officio Member
Deputy Mayor, City of Los Angeles

Deepak Bahl
University of Southern California
Center for Economic Development

Michael S. Metcalfe
Metcalfe Associates

Uinit Mukhija
University of California, Los Angeles
Department of Urban Planning
Luskin School of Public Affairs

Joyce Perkins
Joyce Perkins Consulting
LANI Co-founder

Dennis Rodriguez
Siemens Industry, Inc.

Veronica Hahn
Executive Director

800 S. Figueroa Street
Suite 970
Los Angeles, CA 90017
Tel: 213.627.1822
Fax: 213.627.1821

Byzantine Latino Quarter- Pico

Business Improvement District

2015 Annual Planning Report



Prepared and submitted:
Los Angeles Neighborhood Initiative
800 S. Figueroa Street, Ste. 970
Los Angeles CA 90017
November 12, 2014

District Name

This report is for the Byzantine Latino Quarter-Pico Business Improvement District (District). The District is operated by the Los Angeles Neighborhood Initiative, Inc., a California non-profit corporation.

Fiscal Year of Report

This report applies to the 2015 Fiscal year. The District Board of Directors approved the 2015 Annual Planning Report at the November 12, 2014 Board of Director's meeting.

Boundaries

There are no changes to the District boundaries for 2015.

Benefit Zones

The District has one benefit zone. For 2015 there will be no changes to the District's benefit zone.

2015 IMPROVEMENTS, ACTIVITIES AND SERVICES

Landscaping, Sanitation & Beautification: \$146,612 (51%)

The BLQ BID will contract for maintenance services in the district which will include but not be limited to: emptying of trash cans, replacement of trash can liners, sweeping of sidewalks and gutters, removal of litter from planters and tree wells, sidewalk pressure washing. Additional days of maintenance service, tree trimming, graffiti removal and poster and sticker removal services may be added during the year.

Special projects to include: purchase of additional trash receptacles, cleaning of trash receptacles, fabrication and installation of community identifying medallions for street lights, security lighting at the transit plaza at Pico and Normandie, and refurbishing of the landmark neon roof-top sign at Pico and Normandie,

Marketing & Promotions: \$43,121 (15%)

Marketing and promotions activities will include: holiday decorations at the transit plazas at Pico and Normandie and Pico and Hoover, design and a portion of fabrication of streetlight medallions, repair and maintenance of the iconic rooftop neon sign, upkeep and maintenance of the BLQ BID website, production of a quarterly newsletter and public right of way clock repair at the transit plazas at Pico and Normandie and Pico and Hoover.

Policy Dev., Management & Administration: \$71,868 (25%)

The success of the BLQ BID depends on a well-managed and administered district. The BID manager engages in vendor selection and contract management, communication with stakeholders, advocacy on behalf of the BID, board coordination and fiscal management.

In addition, the BLQ BID manager creates and translates the BLQ BID quarterly newsletter, maintains and updates the website, complies with all City reporting

requirements, coordinates and conducts BLQ BID board meetings on a quarterly basis at a minimum and seeks outside grant opportunities.

Office, Insurance, Accounting & Other: \$14,374 (5%)

This budget category funds the administration and general overhead costs associated with managing the district in an efficient, effective and successful way. These costs include rent, insurance and accounting fees. Other costs include but are not limited to office supplies and equipment, printing, postage and meeting expenses.

Uncollected Assessment Reserve: \$11,499 (4%)

The purpose of the uncollected assessment reserve is to provide an accounting cushion for any revenue shortfall that might be created during the year for assessments that are not paid in a timely manner. This is a temporary reserve that has been established to offset such temporary revenue shortfalls.

Total estimate of Cost for 2015: A breakdown of the total estimated 2015 budget is attached to this report as **Appendix A**.

Method and Basis of Levying the Assessment

The Method and Basis for levying the 2015 assessment remains the same as listed in the Management District Plan. Annual assessments are based upon an allocation of program costs and a calculation of assessable square footage. Assessments are determined by lot square footage, building square footage and linear frontage. The assessment rates for 2015 are as follows:

Lot: \$0.0108 per square foot
Building: \$0.0198 per square foot
Frontage: \$1.0077 per linear foot

(There is No CPI increase for 2015)

Surplus Revenues

At the end of 2014, the District will have an estimated \$150,000 of surplus revenue that will be rolled over into 2015 budget. The District Board of Directors authorized the rollover at the November 12,, 2014 Board of Director's meeting.

Anticipated Deficit Revenues

There are no deficit revenues that will be carried over to 2015.

Contributions from Sources other than assessments: \$6,874

The District will apply for a \$5,000 grant from the Department of Water and Power Economic Development Division for its holiday decorations and neon sign restoration. Thus, this grant will be applied towards the Landscaping, Sanitation and Beautification category. The BLQ BID anticipates receiving \$1,874 from the City of Los Angeles BID Trust Fund. Both of these sources will cover general benefit expenses in the amount of \$6,874.

APPENDIX A - TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE BLQ-PICO BID - FY 2015

2015 Assessments	\$ 130,600.00	
Estimated Carryover from 2014	\$ 150,000.00	
Other Income	\$ 6,874.00	
TOTAL ESTIMATED REVENUES	\$ 287,474.00	
2015 Estimated Expenditures		Pct.
Landscaping, Santitation & Beautification	\$ 146,612.00	51%
Marketing & Promotions	\$ 43,121.00	15%
Policy Dev., Management & Administration	\$ 71,868.00	25%
Office, Insurance, Accounting & Other	\$ 14,374.00	5%
Uncollected Assessment Reserve	\$ 11,499.00	4%
TOTAL ESTIMATED EXPENDITURES	\$ 287,474.00	100%