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December 21, 2015

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

Council District 1

REGARDING: THE LINCOLN HEIGHTS INDUSTRIAL ZONE (PROPERTY-BASED) BUSINESS  
IMPROVEMENT DISTRICT'S 2016 FISCAL YEAR ANNUAL PLANNING REPORT

Honorable Members:

The Office of the City Clerk has received the Annual Planning Report for the Lincoln Heights Industrial Zone Business Improvement District's ("District") 2016 fiscal year (CF 14-0562). The Advisory Board of the District has caused to be prepared the Annual Planning Report for City Council's consideration. In accordance with the City's Landscaping, Security, Programming and Maintenance Property Business Improvement District Ordinance [Division 6, Chapter 9, Los Angeles Administrative Code ("LSPM PBID Ordinance")], an Annual Planning Report (attached) for the District must be submitted for consideration by the City Council.

### BACKGROUND

The Lincoln Heights Industrial Zone Business Improvement District was established on April 20, 2010 by and through the City Council's adoption of Ordinance No. 181684, 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 the LSPM PBID Ordinance.

### ANNUAL REPORT REQUIREMENTS

The LSPM PBID Ordinance states that the Lincoln Heights Industrial Zone Business Improvement District's Advisory Board shall cause to be prepared, for City Council approval, an Annual Planning Report for each fiscal year for which assessments are to be levied and collected to pay for the costs of the improvements and activities described in the report. The 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 Board has made no changes to the boundaries or benefit zone for 2016. The District Board has made no significant changes to 2016 budget from the 2015 budget categories. The descriptions of the budget categories have not changed from the approved Management District Plan.

The attached Annual Planning Report, which was approved by the District's Board at their November 11, 2015 meeting, complies with the requirements of the LSPM PBID Ordinance and reports that programs will continue, as outlined in the Management District Plan adopted by the Lincoln Heights Industrial Zone Business Improvement District property owners. The City Council may approve the Annual Planning Report as filed by the District's Advisory Board or may modify any particulars contained in the Annual Planning Report and approve it as modified.

### FISCAL IMPACT

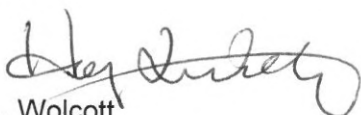
There is no impact to the General Fund associated with this action.

### RECOMMENDATIONS

THAT THE CITY COUNCIL:

1. FIND that the attached Annual Planning Report for the Lincoln Heights Industrial Zone Business Improvement District's 2016 fiscal year complies with the requirements of the LSPM PBID Ordinance.
2. ADOPT the attached Annual Planning Report for the Lincoln Heights Industrial Zone Business Improvement District's 2016 fiscal year, pursuant to the LSPM PBID Ordinance.

Sincerely,



Holly L. Wolcott  
City Clerk

HLW:GRA:MCP:RMH:rks

Attachment: Lincoln Heights Industrial Zone Business Improvement District's 2016 Fiscal Year Annual Planning Report



November 12, 2015

Attachment 1

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

Subject: Lincoln Heights Industrial Zone Alpha PBID 2016 Annual Planning Report

Dear Ms. Wolcott:

As required by Division 6, Chapter 9, Sections 6.600 to 6.620 of the Los Angeles Administrative Code (LAAC), the Board of Directors of the Lincoln Heights Industrial Zone Business Improvement District has caused this Lincoln Heights Industrial Zone Business Improvement District Annual Planning Report to be prepared at its meeting on November 11, 2015

This report covers proposed activities of the Lincoln Heights Industrial Zone BID from January 1, 2016 through December 31, 2016.

Sincerely,

A handwritten signature in black ink, appearing to read "Seth Polen".

Seth Polen  
President

Lincoln Heights Industrial Zone Business Improvement District

Lincoln Heights  
Industrial Zone  
Business Improvement District

2016  
Annual Planning Report

# 2016 Annual Planning Report

## District Name

This report is for the Lincoln Heights Industrial Zone Business Improvement District (District). The District is operated by Lincoln Heights Industrial Zone Business Improvement District, Inc., a private non-profit organization.

## Fiscal Year of Report

This report applies to the 2016 Fiscal year. The District Board of Directors approved the 2016 Annual Planning Report at the November 11, 2015 Board of Director's meeting.

## Boundaries

There are no changes to the District boundaries for 2016.

## Benefit Zones

The District has only one benefit zone. For 2016 there will be no changes to the District's benefit zone.

## 2016 Improvements, Activities and Services

### Sidewalk Operations and Beautification: \$51,931 (69%)

The bulk of the budget \$51,931 has been allocated to sidewalk sweeping, trash removal, graffiti paint out, insurance for the organization and other special benefit services allocated between the curb and property lines.

### Administration and Corporate Operations and Contingency: \$23,644.62 (31%)

Thirty-one percent of the budget is allocated for Administration/personnel, website hosting, accounting, City and County costs for overseeing the delivery of special benefit services in the District.

Total estimate of Cost for 2016: A breakdown of the total estimated 2016 budget is attached to this report as Appendix A.

## Method and Basis of Levying the Assessment

The Method and Basis for levying the 2016 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 linear front footage and lot square footage.

Lincoln Heights Industrial Zone Business Improvement District's 2016 Assessment rate remains the same as 2015:

Lot per square foot:	\$0.02
Frontage per foot:	\$1.00

The District's Management District Plan allows for a maximum annual assessment increase of 5%. The Board voted no (0%) increase for 2016.

The District's 2016 Total Assessment is \$73,575.62.

Surplus Revenues

At the end of 2015, the District will have an estimated \$2,000 of surplus revenue that will be rolled over into 2016 budget. The District Board of Directors authorized the rollover at the November 11, 2015 Board of Director's meeting.

Anticipated Deficit Revenues

There are no deficit revenues that will be carried over to 2016.

Contributions from Sources other than assessments: \$0

Appendix A

Lincoln Heights Industrial Zone Business Improvement District  
2016 Annual Report  
2016 Fiscal Year Activities Budget

Anticipated Assessment Revenue and Program Expenditures

2016 Revenue Sources

2016 Special Assessment	\$73,575.62	
2015 Carryover	\$2,000.00	
2016 Estimated Contributions/Other Sources	\$0.00	
<b>2016 Total Estimated Revenue</b>	<b>\$75,575.62</b>	

2016 Budget Expenditures

Sidewalk Operations and Beautification	\$51,931.00	68.71%
Administration and Corporate Operations and Contingency	\$23,644.62	31.29%
<b>2016 Total Estimated Expenditures</b>	<b>\$ 75,575.62</b>	<b>100.00%</b>

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