

HOLLY L. WOLCOTT
CITY CLERK

City of Los Angeles
CALIFORNIA

OFFICE OF THE
CITY CLERK

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MIRANDA PASTER
DIVISION MANAGER

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ERIC GARCETTI
MAYOR

December 22, 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 BUSINESS AND COMMUNITY BENEFIT DISTRICT
(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 Business and Community Benefit District's ("District") 2016 fiscal year (CF 08-1285 and CF 14-0963). 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 for the District must be submitted for consideration by the City Council. The Lincoln Heights Business and Community Benefit District's Annual Planning Report for the 2016 fiscal year is presented with this transmittal for City Council's consideration as "Attachment 1."

BACKGROUND

The Lincoln Heights Business and Community Benefit District was established on July 29, 2008, by and through the City Council's adoption of Ordinance No. 180117, 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 Business and Community Benefit 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 zones 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 October 16, 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 Business and Community Benefit 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 Business and Community Benefit 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 Business and Community Benefit District's 2016 fiscal year, pursuant to the LSPM PBID Ordinance.

Sincerely,



Holly L. Wolcott
City Clerk

HLW:GRA:MP:RMH:tkl

Attachment: Lincoln Heights Business and Community Benefit District's 2016 Fiscal Year Annual Planning Report



Lincoln Heights Benefit Association of Los Angeles Attachment 1

5651 Fallston St., Los Angeles, CA 90042
323-359-3944, 323-257-1036 (Fax)

November 1, 2015

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

**SUBJECT: LINCOLN HEIGHTS BUSINESS AND COMMUNITY IMPROVEMENT DISTRICT
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 Business and Community Benefit District Business Improvement District has caused this Lincoln Heights Business and Community Benefit District Business Improvement District Annual Planning Report to be prepared at its meeting of October 16, 2015.

This report covers proposed activities of the Lincoln Heights Business and Community Improvement District BID from January 1, 2016 through December 31, 2016.

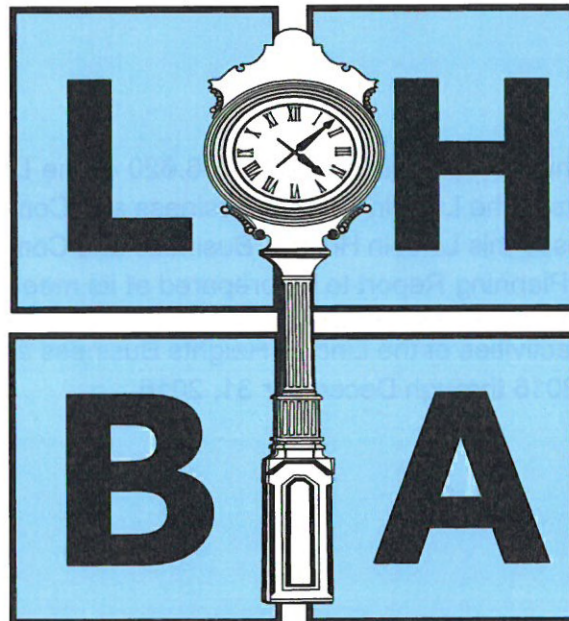
Sincerely,

A handwritten signature in cursive script that reads 'Misty Iwatsu'.

Misty Iwatsu, Executive Director
Lincoln Heights Business and Community Improvement District

Lincoln Heights Business and Community Improvement
District

2016 Annual Planning Report



**Lincoln Heights
Benefit Association
of Los Angeles**

Lincoln Heights Benefit Association of Los Angeles



Lincoln Heights Benefit Association of Los Angeles

5651 Fallston St., Los Angeles, CA 90042

323-359-3944, 323-257-1036 (Fax)

2016 Annual Planning Report

District Name: This report is for the Lincoln Heights Business and Community Improvement District (District). The District is operated by Lincoln Heights Benefits Association of Los Angeles, a 501 (c)3 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 October 16, 2015 Board of Directors meeting.

Boundaries: There are no changes to the District boundaries for 2016.

Benefit Zones: The District has three (3) benefit zones. For 2016 there will be no changes to the District's benefit zones.

2016 Improvements & Activities

Sidewalk Operations & Beautification: \$478,522.69 (70%)

Maintenance: The maintenance supplied in 2015 will continue in 2016. The sidewalks will be swept and pressure washed for zones 1,2 & 3. The Lincoln Heights Benefit Assn. of Los Angeles has entered into a contract for 2016 with Chrysalis, to provide service. In addition to sidewalks, sidewalk furniture will also be cleaned on an as needed basis. Graffiti will be removed upon notification and identification. Trash will be removed and replaced with new liners. Bulky item will be called into 311 and removed as necessary. Plants and trees will receive watering, trenching and cleaning from an independent contractor. Gum removal can be done on as needed basis.

Security: The security supplied in 2015 will continue in 2016. Armed security guard will patrol the district in a patrol. Reports will be made by patrol and reports will be generated. The Lincoln Heights Benefit Assn. of Los Angeles has entered into a contract with General Security Services to provide this service.

District Identity: \$54,688.31 (8%)

The marketing in 2015 will continue in 2016. Maintenance of the website is ongoing. Promotion of the districts is ongoing. The district will also hold special events during the year and produce 4 newsletter publications per year. The district will continue holiday decoration in 2016.

Administrative/Corporate Operations: \$95,704.54 (14%)

The district will continue to work in 2016 with the contracted BID management company for administration of the district services. The BID management company provides an office and a dedicated phone number for the district. It also holds contracts for Sidewalk Operations & Beautification and District Identity services with various companies and ensures that all work is completed. Additionally, the BID management company works with the City of Los Angeles and handles all financial and administrative requirements.

Contingency/ City Fees/ Reserve: \$54,688.30 (8%)

The contingency for 2016 will continue and is used to cover slow and no pay assessments and unexpected expenditures as well as City Fees charged by the City of Los Angeles and County of Los Angeles for collection and distribution of revenue.

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 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 assessable linear street frontage, lot square footage, building square footage & assessable single-family residential building square footage with different rates for each zone according to frequency and type of service and benefit received.

The assessment rates for 2016 are as follows:

Benefit Zone	Linear Frontage	Lot Square Footage	Building Square Footage	Single Family Residential Parcels – Sq. Ft. of building space
1	\$10.61	\$0.1061	\$0.0531	\$ 0.3184
2	\$ 5.31	\$0.0318	\$0.0318	\$ 0.3184
3	\$10.61	n/a	n/a	n/a

The District's Management District Plan allows for a maximum annual assessment increase of 5%. The Board voted to increase the assessment by 2% for 2016.

The District's 2016 Total Assessment is \$683,603.84

Surplus Revenues: At the end of 2015, the District will have an estimated \$48,407 of surplus revenue that may be rolled over into 2016 budget. The District Board of Directors authorized the rollover at the October 16, 2015 Board of Directors meeting.

Anticipated Deficit Revenues: There are no deficit revenues that will be carried over to 2016.

Amount of Contributions from other sources: The District does not anticipate receiving a grant for the end of 2016.

Appendix A

Total Estimate of Cost for the Lincoln Heights Business Improvement District Fiscal Year 2016

Estimated Receivables

2016 Assessments	\$ 635,196.84
2015 Carryover (estimated)	\$48,407
2016 Estimated Contributions	\$ 0
Total Estimated Budget	\$ 683,603.84

Estimated Expenditures

Sidewalk Operations & Beautification	\$478,522.69 (70%)
District Identity	\$54,688.31 (8%)
Administrative/Corporate Operations	\$95,704.54 (14%)
Contingency/ City Fees/ Reserve	\$54,688.30 (8%)
Total Estimated Expenditures	\$683,603.84

