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January 11, 2017
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 2017 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 Business Improvement District's ("District") 2017 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 the Property and Business Improvement District Law of 1994, California Streets and Highways Code Section 36650, an Annual Planning Report for the District must be submitted for approval by the City Council. The Byzantine Latino Quarter-Pico Business Improvement District's Annual Planning Report for the 2017 fiscal year is presented with this transmittal for City Council's consideration as "Attachment 1."

BACKGROUND

The Byzantine Latino Quarter-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 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 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 an contributions to be made from sources other than assessments levied.

The attached Annual Planning Report, which was approved by the District's Board at their meeting on October 24, 2016, 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 Byzantine Latino Quarter-Pico Business Improvement District's 2017 fiscal year complies with the requirements of the State Law
2. FIND the the increase in the 2017 budget concurs with the intentions of the Byzantine Latino Quarter-Pico Business Improvement District'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 Byzantine Latino Quarter-Pico Business Improvement District's 2017 fiscal year, pursuant to the State Law.

Sincerely,



Shannon D. Hoppes
Executive Officer

Attachment:

Byzantine Latino Quarter-Pico Business Improvement District's 2017 Fiscal Year Annual Planning Report

January 4, 2017

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

Subject: Byzantine Latino Quarter-Pico PBID 2017 Annual Planning Report

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 has caused this Byzantine Latino Quarter-Pico Business Improvement District Annual Planning Report to be prepared at its meeting on October 24, 2016.

This report covers proposed activities of the Byzantine Latino Quarter-Pico BID from January 1, 2017 through December 31, 2017.

Sincerely,

A handwritten signature in black ink, appearing to read "Darin French". The signature is fluid and cursive, with a large initial "D" and a long horizontal stroke at the end.

Darin French
Program Manager
Los Angeles Neighborhood Initiative

Byzantine Latino Quarter-Pico Business Improvement District

2017 Annual Planning Report

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

The report applies to the 2017 Fiscal Year. The District Board of Directors approved the 2017 Annual Planning Report at the October 24, 2016 Board of Director's meeting.

Boundaries

There are no changes to the District boundaries for 2017.

Benefit Zones

There are no changes to the District's benefit zone(s) for 2017.

2017 IMPROVEMENTS, ACTIVITIES AND SERVICES

Lanscaping, Sanitation & Beautification: \$82,416.00 (38.36%)

These activities may include, but are not necessarily limited to, the following: street sweeping; sidewalk sweeping; public alley sweeping; sidewalk pressure washing; graffiti removal; sticker removal; street litter pick-up; planting of new or replacement trees; and, irrigation and operation of landscaping, trees, public art, signage, lighting, and other improvements that may be installed by the District, the City, or other entities.

Marketing & Promotions: \$25,852.00 (12.03%)

Marketing, promotions, and public relations initiatives may include, but are not limited to, the following: street banners; roof top sign maintenance; public right of way clock repair; holiday decorations; a website; a newsletter for property owners; special printing, graphics or advertising; public relations activities; special events or activities; placement of promotional materials in various media; creation and operation of "shop local" incentive programs; etc.

Policy Dev., Management & Administration: \$89,221.83 (41.53%)

The purpose of the Policy Development, Management, and Administration Program is to create a well managed District that optimizes the use of the assessment funds through effective vendor selection and contract management, excellent communications with

stakeholders, effective advocacy on behalf of parcel interests, effective board and committee coordination, and sound fiscal management.

Office, Insurance, Accounting & Other: \$7,350.00 (03.42%)

Various District office supply, printing, insurance, accounting, bookkeeping, service, rental, telephone, meeting expense, database, computer, furnishing, equipment, and other necessary yet general expenses are included in this budget category. These costs are incurred to implement all other District improvements and activities.

Uncollected Assessment Reserve: \$10,000.00 (04.65%)

The purpose of the Uncollected Assessment / Contingency Reserve is to provide an accounting cushion for any revenue shortfall that might be created in any particular year for assessments that are not paid timely through the County of Los Angeles. This is a temporary reserve that has been established to offset such temporary revenue shortfalls.

Total Estimate of Cost for 2017

A breakdown of the total estimated 2017 budget is attached to this report as **Appendix A**.

Method and Basis of Levying the Assessment

The Method for levying the 2017 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 2017 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 2017)

Surplus Revenues: \$81,278.00

The BLQ BID will install 25 decorative medallions along Pico Blvd to help promote the area and the BID. We will also begin the process of renewal.

Anticipated Deficit Revenues

There are no deficit revenues that will be carried over to 2017.

Contribution from Sources other than assessments: \$3,000.00

LANI Maintenance Matching Fund Grant

APPENDIX A- TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE Byzantine Latino Quarter-Pico BID- FY 2017

2017 Assessments	\$130,561.83	
Estimated Carryover from 2016	\$81,278.00	
Other Income	\$3,000.00	
Total Estimated Revenues	\$214,839.83	
2017 Estimated Expenditures		Pct.
Lanscaping, Sanitation & Beautification	\$82,416.00	38.36%
Marketing & Promotions	\$25,852.00	12.03%
Policy Dev., Management & Administration	\$89,221.83	41.53%
Office, Insurance, Accounting & Other	\$7,350.00	03.42%
Uncollected Assessment Reserve	\$10,000.00	04.65%
Total Estimated Expenditures	\$214,839.83	100%