

HOLLY L. WOLCOTT  
CITY CLERK

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SHANNON D. HOPPES  
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

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MIRANDA PASTER  
DIVISION MANAGER

[clerk.lacity.org](http://clerk.lacity.org)

November 20, 2017  
Honorable Members of the City Council  
City Hall, Room 395  
200 North Spring Street  
Los Angeles, California 90012

Council Districts 1-15

## REGARDING:

THE LOS ANGELES TOURISM MARKETING DISTRICT (PROPERTY BASED)  
BUSINESS IMPROVEMENT DISTRICT'S 2018 FISCAL YEAR ANNUAL PLANNING  
REPORT

Honorable Members:

The Office of the City Clerk has received the Annual Planning Report for the Los Angeles Tourism Marketing District Business Improvement District's ("District") 2018 fiscal year (CF 14-0943-S1). 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 Los Angeles Tourism Marketing District Business Improvement District's Annual Planning Report for the 2018 fiscal year is presented with this transmittal for City Council's consideration as "Attachment 1."

## BACKGROUND

The Los Angeles Tourism Marketing District Business Improvement District was established on August 8, 2015 by and through the City Council's adoption of Ordinance No. 183816 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 19, 2017, 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 Los Angeles Tourism Marketing District Business Improvement District's 2018 fiscal year complies with the requirements of the State Law
2. FIND the the increase in the 2018 budget concurs with the intentions of the Los Angeles Tourism Marketing District 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 Los Angeles Tourism Marketing District Business Improvement District's 2018 fiscal year, pursuant to the State Law.

Sincerely,



Shannon D. Hoppes  
Executive Officer

Attachment:

Los Angeles Tourism Marketing District Business Improvement District's 2018 Fiscal Year Annual Planning Report

November 17, 2017

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

Subject: Los Angeles Tourism Marketing District PBID 2018 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 Los Angeles Tourism Marketing District Business Improvement District has caused this Los Angeles Tourism Marketing District Business Improvement District Annual Planning Report to be prepared at its meeting on October 19, 2017.

This report covers proposed activities of the Los Angeles Tourism Marketing District BID from January 1, 2018 through December 31, 2018.

Sincerely,

*Patti MacJennett*

Patti MacJennett  
Vice President  
Los Angeles Tourism Marketing District

Los Angeles Tourism Marketing  
District  
Business Improvement District

2018 Annual Planning Report

### **District Name**

This report is for the Los Angeles Tourism Marketing District Business Improvement District (District). The District is operated by the Los Angeles Tourism Marketing District Corporation, a California non-profit corporation.

### **Fiscal Year of Report**

The report applies to the 2018 Fiscal Year. The District Board of Directors approved the 2018 Annual Planning Report at the October 19, 2017 Board of Director's meeting.

### **Boundaries**

There are no changes to the District boundaries for 2018.

### **Benefit Zones**

There are no changes to the District's benefit zone(s) for 2018.

### **2018 IMPROVEMENTS, ACTIVITIES AND SERVICES**

#### **Marketing: \$18,919,028.00 (71.00%)**

LATMD continues to contract with the Los Angeles Tourism & Convention Board to perform the marketing activities in fiscal 2018 as outlined in the Management District Plan.

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Marketing and promotions for the benefit of each assessed lodging businesses with fifty (50) or more rooms. Marketing and promotions programs will be designed to provide the specific benefit of increased room night sales for each assessed lodging business with fifty (50) or more rooms. Marketing and promotions programs funded by the LATMD will not be provided to lodging businesses which are not assessed by the LATMD. Marketing and promotions programs will include but are not limited to:

- Advertising assessed lodging businesses with fifty (50) or more rooms directed to consumers and the meetings trade;
- Development, marketing and maintenance of a website featuring assessed lodging businesses with fifty (50) or more rooms. LATMD funds will not be used to promote any lodging businesses not paying the LATMD assessment on any such website;
- Marketing and promotions programs designed to increase room night sales at lodging businesses with fifty (50) or more rooms by driving traffic to the specific website promoting lodging businesses with fifty (50) or more rooms;

- Regional marketing programs designed to drive traffic to the website and staff which promote room night sales at assessed lodging businesses with fifty (50) or more rooms, as well as driving traffic to those lodging businesses with fifty (50) or more rooms paying the LATMD assessment;
- A national branding campaign including print, radio, web, social media and television ads which are designed to drive traffic to the website and staff which promote room night sales at assessed businesses with fifty (50) or more rooms; and
- Increased media reach and exposure for the website and staff which promote room night sales for only those lodging businesses with fifty (50) or more rooms.

The cost of marketing programs for the LATMD in Fiscal Year 2018 is estimated at \$18,919,028, or approximately seventy-one percent (71%) of the fiscal year 2018 budget.

**Sales: \$5,329,304.00 (20.00%)**

LATMD continues to contract with the Los Angeles Tourism & Convention Board to perform the sales activities in fiscal 2018 as outlined in the Management District Plan.

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Sales and Client Service Activities to increase room night sales for the specific benefit of each assessed lodging businesses with 50 or more rooms, including but not limited to:

- Sales and services staff deployed to sell Los Angeles with emphasis on its regions and the assessed lodging businesses within each region. Lodging businesses with less than fifty (50) rooms that do not pay the LATMD assessment will not be served by sales and services staff paid for the by LATMD;
- Development of new business for both self-contained individual hotel meetings and city-wide conventions which will generate an increase in room night sales at assessed lodging businesses with fifty (50) or more rooms. Lodging businesses with less than fifty (50) rooms that do not pay the LATMD assessment will not receive any leads generated by LATMD-funded new business development, nor will LATMD funds be used to promote any lodging business not paying the assessment in connection with any convention that results from new business development efforts;
- Pre and post meeting support to self-contained groups which work to generate room night sales at assessed lodging businesses with fifty (50) or more rooms. LATMD staff will work with meeting planners to match their specific lodging needs with an LATMD lodging business(es) that meets their criteria; and
- Provide staffing, including sales directors and managers for group meetings and conventions which will generate room night sales for assessed lodging businesses with fifty (50) or more rooms. The staffing funded by the LATMD assessment will generate room night sales for only assessed lodging businesses with fifty (50) or more rooms. Lodging businesses that are not assessed by the LATMD will not receive services from the additional staff provided with LATMD funds.

The cost of sales programs for the LATMD in Fiscal Year 2018 is estimated at \$5,329,304, or approximately twenty percent (20%) of the fiscal year 2018 budget.

**Administration and Operations: \$2,131,722.00 (8.00%)**

The administrative and operations portion of the budget is utilized for administrative staffing costs, office costs, and other general administrative costs such as insurance, legal, and accounting fees. The administration and operations budget includes a contingency line item to account for uncollected assessments, if any. If there are contingency funds collected, they may be held in a reserve fund or utilized for marketing and sales program costs at the discretion of the Owners' Association. The reserve fund may be used for the costs of renewing the District.

In fiscal 2018, the District will continue to work with LATCB, the contracted management company, for administration of District.

**City Administration Fee: \$266,465.00 (1.00%)**

The City of Los Angeles shall be paid a fee equal to one percent (1%) of the amount of assessment collected to cover its costs of collection and administration.

**Reserve Fund: \$6,244,040.00 (Non-Regular Budget Item)**

Future expenses year-to-year carry-over of up to but not to exceed \$8.9 million related to the necessity of 1) emergency advertising funds to mitigate the effects of a catastrophic event, 2) funds required to host future industry events showcasing Los Angeles' hotel inventory and 3) funds required to host future mega events such as the Super Bowl and the Olympics.

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As stated in the LATMD Management District Plan, the Administration budget includes a contingency line item to account for uncollected assessments, if any. If contingency funds are collected, they may be held in a reserve fund and be utilized at the Board's discretion. Upon the vote of the Board at the October 19, 2017 meeting, five percent (5%) of the 2018 budget, or approximately \$1,332,326 will be set aside in the reserve fund.

**Total Estimate of Cost for 2018**

A breakdown of the total estimated 2018 budget is attached to this report as **Appendix A**.

**Method and Basis of Levying the Assessment**

The Method and Basis for levying the 2018 assessment remains the same as listed in the

Management District Plan. The annual assessment rate is one and one half percent (1.5%) of gross short-term (stays less than 31 days) room rental revenue on lodging businesses with 50 or more rooms. The assessment rate may increase to a maximum of three percent (3%) of gross room rental revenue but the increase in any year shall not exceed one-half of one percent (0.5%) of gross room rental revenue as detailed in the Management District Plan. The assessment rate may also be decreased, but shall not drop below one and one half percent (1.5%) of gross room rental revenue. Based on the benefit received, assessments will not be collected on certain stays as described in the Management District Plan. The Board voted for no increase for 2018.

**(There is No CPI increase for 2018)**

**Surplus Revenues: \$6,244,040.00**

At the end of FY17, the District will have an estimated \$6,244,040 in reserves that will be rolled over into the 2018 budget, consistent with the discussions with the City Clerk's office about allowing the District to carry over up to, but not to exceed, \$8.9 million in reserves.

**Anticipated Deficit Revenues**

There are no deficit revenues that will be carried over to 2018.

**Contribution from Sources other than assessments: \$0.00**

LATMD activities are funded by LATMD assessments and additional revenues from non-assessment sources, pursuant to the Management District Plan.



**APPENDIX A- TOTAL ESTIMATED REVENUES/EXPENDITURES FOR THE Los Angeles Tourism Marketing District BID- FY 2018**

<b>2018 Assessments</b>	\$26,646,519.00	
<b>Estimated Carryover from 2017</b>	\$6,244,040.00	
<b>Other Income</b>	\$0.00	
<b>Reserve Fund *</b>	\$0.00	
<b>Total Estimated Revenues</b>	<b>\$32,890,559.00</b>	
<b>2018 Estimated Expenditures</b>		<b>Pct.</b>
<b>Marketing</b>	\$18,919,028.00	<b>71.00%</b>
<b>Sales</b>	\$5,329,304.00	<b>20.00%</b>
<b>Administration and Operations</b>	\$2,131,722.00	<b>8.00%</b>
<b>City Administration Fee</b>	\$266,465.00	<b>1.00%</b>
<b>ESTIMATED BUDGETED EXPENDITURE</b>	<b>\$26,646,519.00</b>	<b>100%</b>
<b>NON-REGULAR BUDGET ITEMS</b>		
<b>Reserve Fund **</b>	\$6,244,040.00	
<b>Total Estimated Expenditures</b>	<b>\$32,890,559.00</b>	<b>100%</b>

\* Non-regular revenue item

\*\* Non-regular budget item, not calculated as part of budget percentage.