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MIRANDA C. PASTER
ACTING DIVISION HEAD

June 21, 2012

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

Council District 14

REGARDING: THE DOWNTOWN INDUSTRIAL DISTRICT BUSINESS IMPROVEMENT
DISTRICT'S 2012 FISCAL YEAR ANNUAL PLANNING REPORT AND 2012
BUDGET CATEGORY ADJUSTMENTS

Honorable Members:

The Office of the City Clerk has received the Annual Planning Report for the Downtown Industrial District Business Improvement District's ("District") 2012 fiscal year (CF 09-0127). 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 District's Annual Planning Report for the 2012 fiscal year is presented with this transmittal for City Council's consideration as "Attachment 1."

BACKGROUND

The Downtown Industrial District Business Improvement District was established on July 15, 2009 by and through the City Council's adoption of Ordinance No. 180801, 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 Board has decided to adjust its 2012 budget by increasing the Development and Communication and Contingency categories by amounts exceeding 10% and decreasing the Maintenance and Administration categories by amounts of less than 10% change in each category. The description of these categories has not changed from the approved Management District Plan and the City Clerk does not recognize any adverse impact to the benefits received by property owners due to these budget adjustments.

The attached Annual Planning Report, which was approved by the District's Board at their November 29, 2011 meeting, 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

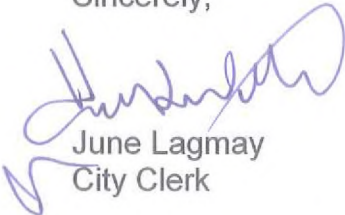
There is no impact to the General Fund associated with this action.

RECOMMENDATIONS

That the City Council:

1. FIND that the attached Annual Planning Report for the Downtown Industrial District Business Improvement District's 2012 fiscal year complies with the requirements of the State Law.
2. FIND that the adjustments in the 2012 budget category amounts concur with the intentions of the Downtown Industrial District Business Improvement District's Management District Plan and do not adversely impact the benefits received by assessed property owners.
3. ADOPT the attached Annual Planning Report for the Downtown Industrial District Business Improvement District's 2012 fiscal year, pursuant to the State Law.

Sincerely,



June Lagmay
City Clerk

JL:HLW:MCP:RMH:PM:rks

Attachment: Downtown Industrial District Business Improvement District's 2012 Fiscal Year Annual Planning Report

Los Angeles Downtown Industrial District



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Executive Assistant
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December 1, 2012

June Lagmay
City Clerk
Office of the City Clerk
200 N. Spring Street Room 360
Los Angeles, CA 90012

**RE: The 2012 Annual Planning Report for the Downtown Industrial
District BID**

Dear Ms. Lagmay:

As required by the Property and Business Improvement District Law of 1994, California Street and Highway Code Section 36650, the Board of Directors of the Downtown Industrial District Business Improvement District has reviewed and approved this Annual Planning Report at its meeting on November 29, 2011.

This report covers proposed activities from January 1 through December 31, 2012.

On behalf of the Downtown Industrial District BID and the Central City East Association, the management entity contracted with the City of Los Angeles to manage services provided to the Downtown Industrial District BID through agreement No. C-116178, we would like to express our gratitude to you and your staff at the Special Assessments Section for your continuous support and cooperation.

Sincerely,

PAUL VERT
Chairman, Board of Directors
Downtown Industrial District BID

**ANNUAL PLANNING
REPORT**

For

**DOWNTOWN LOS ANGELES
INDUSTRIAL DISTRICT**
Business Improvement District

2012

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2012 ANNUAL PLANNING REPORT

DOWNTOWN INDUSTRIAL DISTRICT BID

Supported by a coalition of property and business owners, the Los Angeles Downtown Industrial District (LADID) is a benefit assessment district that has improved the industrial area of Downtown Los Angeles. The district will continue its successful public safety and maintenance programs, trash/debris collection, stakeholder advocacy, economic development and communication services.

District Name: Downtown Industrial District BID

Fiscal Year of Report: This Annual Planning Report for the LADID is for Fiscal Year January 1 through December 31, 2012.

Boundaries: There will be no changes in the boundaries of the District. Boundaries remain consistent with the boundaries set forth in the April, 2009 Management District Plan, which are: On the West by San Pedro from 8th Street to 7th Street and both sides of San Pedro from 7th Street to 3rd Street. On the North by 3rd Street. On the East by Alameda Street. On the South by Olympic Boulevard and 8th Street. A more detailed description of the boundaries is listed in the April 2009 Management District Plan.

Benefit Zones: There will be no changes in any benefit zones within the District. Benefit Zones 1 and 2 remain consistent with those set forth the April, 2009 Management District Plan. The boundaries of those benefit zones are as follows:

- Zone One is made up primarily of smaller parcels than Zone Two with buildings that front on the street. Zone One contains the highest concentration of retail uses in the District, the highest pedestrian counts and the highest historical demand for clean and safe services. The west boundary for zone one is the west boundary for the District. The north boundary is 3rd Street. The east boundary is Central Avenue and the south boundary is 8th Street.
- Zone Two is made up primarily of large parcels that are completely fenced and has a much lower historical demand for clean and safe services. Zone Two is predominately wholesale, industrial and market uses such as a seafood market, which have very little pedestrian traffic and operate predominately during the night hours. The west boundary for zone two is Central Avenue. The north boundary is 3rd Street. The east boundary is Alameda Street and the south boundary is Olympic Boulevard.

Improvements and Activities for 2012: The following are the improvements and activities planned for the Downtown Industrial District BID in order by category as listed in the Management District Plan.

1) **SAFE AND CLEAN PROGRAMS**

Downtown Industrial District Safe Team Program

The Downtown Industrial District Business Improvement District Safety Program will continue providing security services for the property owners located within the District in the form of patrolling bicycle personnel, nighttime vehicle personnel and walking patrols. The purpose of the Safe Team Program is to prevent, deter and report illegal activities taking place on the streets, sidewalks, storefronts, parking lots and alleys. The presence of the Safe Team Program is intended to deter such illegal activities as public urination, indecent exposure, trespassing, drinking in public, prostitution, illegal panhandling, illegal vending, and illegal dumping. The Program will supplement, not replace, other ongoing police, security and patrol efforts within the District. The Safe Team Program will maintain communication with the Los Angeles Police Department (LAPD) area patrols and intends to report illegal activities to the LAPD. The Safe Team Program will only provide its services within the District boundaries. The benefit to property owners from these services is increased commercial activity which directly relates to increases in lease rates and customer usage. The BID security officers are provided under contract with Universal Protection Services (UPS).

• **Bicycle Patrol**

The 7-day a week Bike Patrol deters aggressive panhandling and other unsuitable street behavior that affects property owners within the District. The Safe Team presence is a deterrent to theft and burglary from motor vehicles. The Safe Team also deters and reports illegal street vending, illegal dumping and street code violations. The Safe Team handles a myriad of quality of life problems including: drinking in public, urinating in public, indecent exposure, trespassing, prostitution observations, scavenging and shopping cart confiscation. The Safe Team performs goodwill gestures such as helping lost persons and conducting tours. Bike Patrols also assist with traffic control in the event of accidents, fires or unusual occurrences.

In 2010, upon renewal of the Downtown Industrial District BID, the Bike Patrol's services were increased by the addition of a new "swing shift," deployed from noon until 9pm. The purpose of this new shift was to increase crime prevention and suppression services beyond the traditional mid-afternoon close-of-business in this industrial area. This has proven to be an outstanding benefit to area business/properties both in the reduction of after-hours criminal activity and in the amount of vandalism and trash accumulation that normally occurs after businesses close for the day. LAPD acknowledge the addition of this shift for a dramatic decrease in quality-of-life offenses in the late afternoon and early evening hours within the BID area.

• **Night Time Vehicle Patrol**

The Night Patrol, consisting of one security vehicle with one security officer on duty until 2am, drives along street frontages to observe property within the District boundaries. The night patrol works to prevent inappropriate behavior from taking place on the streets, sidewalks, storefronts, parking lots and alleys. The night patrol works to prevent graffiti. The Patrol works to prevent illegal dumping, burglary, vandalism and

other crimes against property. The night patrol maintains communication with LAPD area patrols. The night patrol responds to calls for assistance from tenants and property owners. The vehicle patrol will only provide service to street frontages within District boundaries in order to support existing businesses and enhance commerce.

Patrols cover both benefit zones but the frequencies of patrols per zone are based on the individual budget allotment per benefit zone, which is influenced by the amount of foot traffic that each zone receives. Generally, the frequency of patrols will be highest in Benefit Zone 1 because it is the zone that receives the most foot traffic and therefore requires more security than Zone 2. Zone 2 will receive a reduced amount of security services due to its limited foot traffic. The difference between these levels of security services is reflected in the differing assessment charges related to each Zone, as specified in the Management District Plan.

In addition to patrol services, the Downtown Industrial District BID also provides:

- **Computerized District Mapping & Response** The BID employs a specialized GIS mapping system that allows tracking of public safety incidents as they occur, and identification of trends and patterns for security and maintenance deployment. The system also allows the BID to provide City departments such as City Attorney, LAPD, and the Bureau of Street Services with specialized information to assist and support policy changes that will address a breadth quality-of-life issues. The BID can now perform real-time tracking of more than 70 public safety and maintenance incidents. This allows staff to track “hot spot” locations and develop preemptive problem solving strategies. 2011 plans include the tracking of all BID service and City infrastructure calls for service as well as updating all asset locations such as street lights, security systems, trees, and utility poles. Plans also include the building, tracking, and updating relationships between property owners, business owners, and building by building security plans within the program for emergency situations and response.
- **Safer Cities Initiative Coordination** The BID continues to work in partnership with the LAPD’s Safer Cities Initiative (SCI) officers deployed in Central City East, and with the various City departments to accomplish the objectives of enforcement, enhancement and outreach. This includes providing City departments with monthly reports on lighting and sidewalk safety conditions, clogged gutters, etc.
- **Homeless Services** The BID will continue providing services to the district’s homeless population through the Personal Property Check-in facility. The facility, open seven days a week, provides a secure site for homeless individuals to store personal possessions. It remains the only facility of its kind in Los Angeles, has won numerous awards and received significant media coverage.
- **Skid Row Neighborhood Watch Walk** The BID conducts monthly walks with residents, social service providers, law enforcement, business owners, students, media and elected/appointed officials to call for an end to drug-related criminal

behavior in Central City East. In September 2007, the Walk was honored with the Merit Award by the International Downtown Association (IDA) at their annual conference in New York City.

- **DWP Lighting** Through a special program with the Department of Water and Power, the BID will continue connecting area stakeholders with DWP resources to increase lighting throughout the district. The DWP has assisted BID property owners by installing no-cost lighting on street power poles, and by offering low-cost enhanced security lighting that property owners can place on their buildings.

The cost of providing security for 2012 is estimated at \$925,677 or 47% of the total budget. This provides a benefit zone budget breakdown of \$713,883 for Benefit Zone 1, and \$211,794 for Benefit Zone 2. Benefit Zone budgeted funds can only be used within the specific Benefit Zones for which the Board has budgeted and cannot be shared, transferred, or borrowed between Zones.

Downtown Industrial District Clean Team

In order to consistently deal with maintenance issues in a district with more than a thousand “homeless” individuals living or loitering on the public sidewalk, the Maintenance Program will be continued and expanded in 2012. In order to effectively deal with the many maintenance issues, in the District, a multi-dimensional approach has been developed consisting of the following elements. The clean team will only provide service to properties within District boundaries. The benefit to properties from these services is increased commercial activity which directly relates to increases in lease rates and customer usage.

The BID security officers are provided under contract with Universal Building Maintenance Services.

Uniformed, radio equipped personnel sweep litter, debris and refuse from sidewalks and gutters of the District. Collector truck personnel collect trash from 28 sidewalk trash receptacles maintained exclusively by the BID.

In addition to services to sweep and collect trash, the Downtown Industrial District BID also provides:

- **Sidewalk Pressure Washing:** A program of regularly scheduled sidewalk pressure washing is a priority service to our stakeholders in order to address sidewalk cleanliness issues that go beyond sidewalk sweeping and trash removal. Due to the concentration of persons living and loitering on the sidewalks of the District, which encompasses roughly 80% of Los Angeles’ skid row, the BID provides pressure washing five days a week. All sidewalks within the BID boundaries are pressure washed at least once a month, with a more frequent schedule for sidewalks where the concentration of unsheltered “homeless” individuals is highest.

- **Alley Maintenance:** The clean team and safe team each have responsibility in this area. Safety personnel encourage and report property and business owners' compliance of City code issues relating to cleanliness of sidewalks, alleys and illegal dumping. The clean team clears the alley of debris when a responsible party cannot be found for illegal dumping or other violations.
- **Graffiti Removal:** Painters remove graffiti by painting, using solvent and pressure washing. The District maintains a zero tolerance graffiti policy. An effort is made to remove all tags within 24 hours weekdays. In addition, for the past five years, the BID has participated in a cooperative effort with the Los Angeles City Attorney's office to inform property owners of their responsibility to remove graffiti from areas of their property inaccessible to BID paint-out crews.
- **Weed Abatement:** Weeds are removed as they become unsightly or by special request.
- **Paper Sign and Handbill Removal:** Paper signs and handbills that are scotch taped or glued on public property, utility boxes, poles and telephones are removed by hand or when necessary by high-pressure hose.
- **Special Collections:** District trucks are often called to assist LAPD to dispose of illegal food vendors' inventory. They are also dispatched to collect stolen shopping carts and large bulky items illegally dumped in the District.
- **Maintenance Problems Requiring Third Party Intervention:** Problems are monitored that create blighted or unsafe conditions within the District, but are not within the authority/jurisdiction of the BID to repair or correct. Requests are made to the responsible party/agency for the repair within the District boundaries. Types of problems include blocked or damaged sewers or drains, damaged sidewalks/streets/alleys, non-operating streetlights, damaged or missing street signs, etc
- **Illegal Dumping:** The BID implements strategies to combat and reduce the instances of illegal dumping of trash, green waste and bulky items throughout the District. Additionally, BID public safety officers and Clean Team members have received training by the City of Los Angeles Street Services Bureau enabling the BID officers to issue warnings to violators and provide evidence to City inspectors. This leads to more effective prosecution of violators and eventually to greater compliance with existing laws.

The total cost of providing this maintenance for 2012 is estimated at \$462,838 or 24% of the budget. This provides a benefit zone budget breakdown of \$338,327 for Benefit Zone 1, \$87,161 for Benefit Zone 2 and \$37,351 for Non-Profits (see below for explanation of Non-Profit special benefits). Benefit Zone budgeted funds can only be used within the specific Benefit Zone for which the Board has allotted and cannot be shared, transferred, or borrowed between Zones.

District parcels which are owned and occupied by Non-Profit social service providers (non-profit parcels) do not receive the same level of special benefits from the District meeting its goals of improving the appearance and safety of the District, to increase building occupancy and lease rates, to encourage new business development and attract ancillary businesses and services as do all of the other parcels within the District. These service providers provide homeless and mental health programs. Customers/clients of non-profit social service providers within the District do not have a discretionary choice of where to go to get their services as compared to a customer of a for-profit business which has several choices of where to buy their products and services. Customers/clients of these service providers are not attracted to the providers because of a safe environment. These providers will not specially benefit from the safe programs provided by the District and will only benefit from the cleaning activities of the District.

Because of the differences between for-profit and non-profit clients/customers as discussed in the above paragraph, non-profit parcels do not receive special benefits from the District's safe programs, economic development programs or district administration. Non-profit parcels do receive special benefits from the District clean programs that provide a healthier environment and improve the appearance of the District. These clean programs enhance the ability of the social service providers to provide their services and attract clients and therefore provide special benefits to the non-profit parcels.

Non-profit parcels will only pay their share of the District's clean programs. The non-profit share is calculated by taking the total lot square footage of non-profit parcels (748,611) and dividing it by the total lot square footage of the District (9,275,432) to arrive at 8.07% of the total lot square footage owned by non-profit parcels. The total budget for District clean programs is \$462,838 the non-profit share of the clean programs is $\$462,838 \times 8.07\% = \$37,351$. The assessment rate for District parcels that are owned and operated by non-profit social service providers is $\$37,351 / 748,612$ lot square feet = \$0.0498 per lot square foot. (For a complete listing of parcels owned by non-profits, please refer to the 2009 Management District Plan.)

The reduction in Maintenance expenditures from 2011 are due to:

- CCEA issuing an RFP for maintenance services and, in July 2010, successfully negotiating for the same level of services at a lower price from a new vendor;
- a one-person reduction in CCEA supervisory personnel dedicated to Maintenance services; and,
- development of the 2012 budget in line with 2011 actual expenses.

In addition to the 2012 assessment budget, the Board identified and approved \$20,000 of prior-BID funding to be used in the Maintenance category for 2012. The rollover revenue is a portion of funds from the 2005-2009 BID term, which contains leftover funds due to a very successful rate of delinquent assessment collections. This funding will be used in Maintenance to provide tree trimming services, a service never before provided by the BID but which has become a priority due to two important factors: the City's inability to

continue to provide tree trimming services due to budget cutbacks, and documented increases in criminal activity beneath trees with large overgrown canopies. This service will be provided with prior-BID funding in 2012 and will be monitored in order to determine the frequency with which this service should be provided to maintain trees from becoming overgrown. If this service becomes necessary on an annual basis, the Board will make the required adjustments to the annual operating budget.

2) **ECONOMIC DEVELOPMENT AND COMMUNICATIONS (ED&C)**

Economic development and communications initiatives will continue in 2012. The BID consistently monitors proposed policies or legislation that impact planning and land use issues facing the BID, such as the City's emphasis on Clean Tech industries or the expansion of social services in the Central City East Area.

Additionally, development of new website functions and increased use of Facebook and Twitter is still being explored.

The Downtown Industrial District also provides:

- **Quarterly Newsletter** A newsletter is prepared at least once each quarter and is distributed via e-mail blast and via U.S. mail. The BID informs a general district stakeholder database of "breaking" news and information important to the District via e-mail or by postings on the BID website.
- **Public Policy Forums** BID staff participate in community advisory committees, government workshops and other public meetings to provide proactive input on projects, policies and programs affecting the BID area. Presently, BID staff participates in the following regular committees: the CRA/LA Central Industrial Redevelopment Project Area Community Advisory Committee, the 6th Street Viaduct Community Advisory Committee, the Los Angeles Central Providers Collective, the Los Angeles Mobility Element Task Force, the California Downtown Association Board of Directors, and the Los Angeles BID Consortium.
- **Media Relations** The BID responds to a significant number of press inquiries as well as work pro-actively to create media opportunities for the Industrial District and its stakeholders. Much of the news media coverage is on the BID's interactions with the Skid Row community. The BID also submits op-eds and commentaries on issues of importance to the District.
- **Assist Stakeholders with Communication with City Hall** The BID has championed and succeeded in greater dissemination of information from City

departments regarding public hearings and zoning notices for proposed actions affecting properties and businesses in the District. Notices are only required to be mailed to those property owners within a certain radius of a proposed project or abatement action. BIDs, however, can be highly effective in providing testimony and in monitoring activity with a direct bearing on proposed projects or abatements. Therefore, in 2010, the BID began working with Councilman Jose Huizar to change City policy and allow BIDs to be notified of City Zoning actions. Additionally, the Downtown Industrial BID worked closely with the Bureau of Public Works to improve its method of community notification of special event street closures and detours. Together, these improved communications have allowed the BID to provide valuable testimony on behalf of the District, and have allowed property owners outside the required notification radius to weigh in on City land use issues with economic or public safety impacts on the District as a whole.

The total cost for ED&C for 2012 is estimated at \$192,850 or 10% of the budget. This provides a benefit zone budget breakdown of \$148,709 for Benefit Zone 1, and \$44,141 for Benefit Zone 2. Benefit Zone budgeted funds can only be used within the specific Benefit Zone for which the Board has allotted and cannot be shared, transferred, or borrowed between Zones.

Additionally, the District will be applying for a grant of \$5,000 from the Los Angeles Department of Water and Power for various special uses including holiday decorations, banners, website enhancement, business guides, trash receptacles, BID directories, storefront signage, trash bags, newsletters and trash compactors. These small-scale economic development or marketing project costs must be incurred during 2012. The grant is awarded retroactively to reimburse BIDs for their expense. Therefore, this potential grant income is not included in the 2012 ED&C budget. If the BID is awarded the grant, however, the proceeds will be applied to qualifying 2012 expenses and will be proportioned through the benefit zones by the total budget breakdown percentages, as presented in the Management Plan and Engineers Report. Benefit Zone 1 would receive \$3855, and Benefit Zone 2 would receive \$1145.

3) ADMINISTRATION

Administration: The District will continue to work in 2012 with the Central City East Association (CCEA), the contracted BID management company, for administration of District services. CCEA provides an office and a dedicated phone number for the District. It also holds contracts for Security, Maintenance, and Economic Development/Communications services with various companies and ensures that all work is completed. Additionally, CCEA works with the City of Los Angeles and handles all financial and administrative requirements expected of the BID as stipulated in its agreement C-116178 with the City.

The cost of administration for The Downtown Industrial District BID in 2012 is estimated at \$192,849 or approximately 10% of the 2012 Budget. As outlined in the Management District Plan and Engineers Report, this cost is broken down by the total budget percentages allotted to each Zone. This provides a 2012 benefit zone budget of \$148,567 for Benefit Zone 1, and \$44,282 for Benefit Zone 2.

(NOTE: As a result of the 5% savings in Maintenance expenditures and almost 7% savings in the Administrative costs from 2011 to 2012, CCEA is able to increase the 2012 budgets for both Economic Development & Communications and Security.)

4) **Contingency:** Contingency funds for 2012 will be 6% of the budget and is used to cover uncollected assessments and unexpected expenditures. The 6% contingency for 2012 will be \$115,710.

Total Estimate of Cost for 2012: A breakdown of the total estimated 2012 budget is attached to this report as Appendix A. Board approval to increase the 2012 assessments by three percent took place at its monthly meeting on May 20, 2012.

Method and Basis of Assessment: The Method and Basis for levying the 2012 assessment for the Downtown Industrial District BID is as follows:

	Zone One	Zone Two	Non-Profit Parcels
Assessment per Lot Square Foot	\$0.3195	\$0.1061	\$0.0612

Amount of Surplus/Deficit from previous Fiscal Year: There were no surplus or deficit funds at the end of 2011.

Amount of Contributions from other sources: The District anticipates receiving a grant in 2013 from the Los Angeles Department of Water and Power to reimburse the BID for the creation and procurement of small-scale economic development or marketing projects incurred during 2012. Notification of award is usually received during the first quarter of every year. If approved, the grant will be for \$5,000.

APPENDIX A
FY 2012 BUDGET

	2012 BUDGET			
	Benefit Zone 1 76%	Benefit Zone 2 22%	Non-Profit 2%	TOTAL 2012
Assessment Revenue	1,463,727	418,483	46,284	1,928,494
Per City Contract				
Contingency	89,212	26,498		115,710
City Fee @ 2%	29,737	8,833		38,570
ED&C	148,687	44,163		192,850
Security	713,697	211,980		925,677
Maintenance	337,247	86,388	39,203	462,838
Administration	148,687	44,163		192,849
Total Fees and Expenses	1,467,267	422,024	39,203	1,928,494
Administration				
Staff Salaries & Benefits	39,378	11,696		51,074
Rent	23,130	6,870		30,000
Professional & Legal	48,087	14,438		62,525
Office Supplies/Expense/Utilities	33,693	10,007		43,700
Insurance	3,855	1,145		5,000
Miscellaneous-Other	424	126		550
Total Administration	148,567	44,282		192,849
Over (under) budget				(0)
Security				
Security-Auto	16,962	5,038		22,000
Security Contract	516,395	153,136		669,531
Security-Radios/Repairs/Supplies	6,939	2,061		9,000
Security-Uniforms & Bicycles	15,420	4,580		20,000
Security-Insurance/Other	30,840	9,160		40,000
Security-Salaries	109,518	32,529		142,046
Security-Rent/Utilities/Phone	13,647	4,053		17,700
Security-Data Capture Software	4,163	1,237		5,400
Total Security	713,883	211,794	-	925,677
Over (under) budget				0
Maintenance				
Maintenance-Check in Center	20,458	5,282	2,260	28,000
Maintenance-Auto & Truck	14,613	3,773	1,614	20,000
Maintenance-Contract	158,712	40,979	17,530	217,220
Maintenance-Supplies/Repairs/Radios	10,193	2,632	1,126	13,950
Maintenance-Trash Removal	29,521	7,622	3,261	40,404
Maint-Pressure Wash	58,452	15,092	6,456	80,000
Maintenance-Insurance/Other	3,872	1,000	428	5,300
Maintenance-Salaries	42,505	10,781	4,677	57,964
Total Maintenance	338,327	87,161	37,351	462,838
Over (under) budget				(0)
Economic Development & Communications				
ED&C-Advertising/Marketing/PR	29,598	8,763		38,361
ED&C-Salaries	101,763	30,225		131,989
ED&C-Holiday Decorations	771	229		1,000
Newsletter	1,157	344		1,500
Reserve	15,420	4,580		20,000
Total ED&C	148,709	44,141	-	192,850
Over (under) budget				0
776 City fees	29,737	8,833		38,570
Contingency	89,212	26,498		115,710
Total Expenses	1,468,436	422,707	37,351	1,928,494
Over (under) budget				0

NOTE: NON-PROFIT PARCELS ARE ONLY ALLOCATED MAINTENANCE EXPENSE. REFER TO ENGINEERING REPORT FOR ALLOCATION.