

BUSINESS IMPROVEMENT AREA ANNUAL REPORT CHECKLIST

FY _____

BIA NAME: _____ CONTRACT # _____

AUTHORITY (CS&H Code Section)	REQUIREMENT	PAGE FOUND
36533(b)	Specify BIA name	
-Does the BIA name exactly match the previous year's BIA name? (Check one) YES NO		
36533(b)	Specify fiscal year to which report applies	
36533(b)(1)	Any proposed changes in the boundaries	
36533(b)(1)	Any proposed changes in any benefit zones	
-Do the boundaries and benefit zones exactly match the previous year? (Check one) YES NO (If not, describe change(s) in the NOTES section)		
36533(b)(2)	The improvements and activities for that fiscal year	
-Are the improvements and activities in line with the Annual Report? (Check one) YES NO		
36533(b)(3)	An estimate of the cost of providing the improvements and activities for that fiscal year	
- How does the overall budget compare to last year? (Check one) HIGHER SAME LOWER		
- What is the greatest change (by percentage) between line items from last year to this year _____		
36533(b)(4)	The method of levying the assessment in sufficient detail to allow each business owner to estimate the amount of the assessment to be levied against their business for that fiscal year	
36533(b)(4)	The basis of levying the assessment in sufficient detail to allow each business owner to estimate the amount of the assessment to be levied against their business for that fiscal year	
-Does the Method and Basis match the Annual Report? (Check one) YES NO		
-Is there a CPI increase for this year? (Check one) YES NO		
-If so: What is the rate? _____		
36533(b)(5)	The amount of any surplus revenues to be carried over from the previous fiscal year	
-Is the surplus identified for use in specific categories? (Check one) YES if NO yes, What category(ies) _____		
36533(b)(5)	The amount of any deficit revenues to be carried over from a previous fiscal year	
36533(b)(6)	The amount of any contributions to be made from sources other than assessments levied pursuant to this part	
-Are the contributions identified for use in a specific category? (Check one) YES NO		
-Did an authorized representative of the nonprofit Board sign the report? (Check one) YES NO		
-Does the report state the date the Board approved the Report/Budget? (Check one) YES NO		

NOTES:

Del Paso Boulevard Business Improvement Area

Annual Report FY 2026–2027

Prepared: April 30, 2026

Section 1: BIA Information

- **BIA Name:** Del Paso Boulevard Business Improvement Area
 - **Contract Number:** 2006-0951
 - **Fiscal Year:** 2026–2027
 - **Prepared By:** Del Paso Boulevard Partnership
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Section 2: Boundary & Benefit Zones

- **Changes in Boundaries:** None
- **Changes in Benefit Zones:** None

Conclusion

The boundaries and benefit zones remain identical to the previous fiscal year (FY 2025–2026).

Section 3: Improvements & Activities for FY 2026–2027

Alignment with Authorized BIA Uses

(Sacramento City Code § 3.108)

BIA assessment revenue will be used only for activities authorized by Sacramento City Code Chapter 3.108, including:

- A. General promotion of business activities in the area
 - B. Promotion of public events in public spaces
 - C. Decoration of public places
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A. General Promotion of Business Activities

Administration & Compliance

- Bookkeeping and operational administration
- Annual reporting and compliance activities
- Stakeholder communication and coordination
- General operational oversight supporting district activities

Business Navigation & Resources

- Merchant outreach and corridor engagement
- Business onboarding and retention support
- Navigation assistance related to city processes and permitting guidance
- Promotion of business resources, technical assistance programs, and workshops
- Stakeholder engagement and district information sharing

Marketing & Corridor Promotion

- Social media and digital marketing campaigns
- Business spotlights and corridor storytelling
- District branding and promotional materials
- Newsletters and public-facing communications supporting district visibility

Digital Infrastructure & Communications

- Website and business directory management
 - BluDot and digital engagement tools
 - Email communication systems and district alerts
 - Online promotion and stakeholder communication support
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B. Promotion of Public Events

Small Business Activations

- Small-scale corridor activations supporting local businesses
- Collaborative promotions and public-facing business engagement efforts

- Retail-centered promotional activities intended to increase visibility and foot traffic

Stakeholder Engagement & Mixers

- Public-facing business mixers and informational gatherings
- Stakeholder meetings and community engagement opportunities
- Networking and collaborative district events

C. Decoration of Public Places

Corridor Branding & Public Visibility

- Temporary public-facing branding materials
- Seasonal banners and promotional signage
- Maintenance and refresh of district identity assets

Section 4: Estimated Budget – FY 2026–2027

Category	Budgeted Amount
Administration & Compliance	\$8,000
Stakeholder Engagement	\$2,000
Contingency / Reserve	\$3,000
Business Navigation & Resources	\$17,500
Small Business Activations	\$5,000
Marketing & Corridor Promotion	\$8,000
Digital Infrastructure & Communications	\$3,000
TOTAL	\$46,500

Budget Narrative

The FY 2026–2027 budget reflects a strategic focus on business engagement, corridor communication, merchant support, business navigation, district marketing, and stakeholder outreach activities intended to support economic activity throughout the Del Paso Boulevard commercial corridor.

All expenditures remain aligned with authorized BIA uses. Activities not authorized under the BIA ordinance will continue to be supported separately through external partnerships, sponsorships, grants, or non-BIA funding sources if pursued.

There is no projected surplus or deficit carryover into the next fiscal year.

Section 5: Business Improvement Area Fees

DEL PASO BLVD BIA (E)

Classification	Basis	Amount
E1 Retail	Gross receipts of \$10,000 or less	\$35
	Gross receipts over \$10,000	\$35 + .0005 of amount over \$10,000
E2 Non-Retail	Flat Amount	\$35

Annual Amounts Effective July 1, 2026

- **Minimum Fee:** \$35
 - **Maximum Fee:** \$799
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Board Approval & Signature

Board Approval Date: 5/24/2026

Authorized Signature:



Del Paso Boulevard Partnership
Managing Entity for the Del Paso Boulevard Business Improvement Area

BUSINESS IMPROVEMENT AREA FEES:

ANNUAL FEES AS OF JULY 1, 2026

DEL PASO BLVD BIA (E):		Minimum: \$35		Maximum: \$799	
			<u>Flat Amount</u>	<u>Increment</u>	<u>Basis</u>
E1	Retail	Gross Receipts			
		\$10,000 or less:	\$35	-	
		more than \$10,000:	\$35	+ .0005	of amount over \$10,000
E2	Non-Retail	Flat Fee	\$35	-	