

**CITY OF LOS ANGELES  
INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** September 30, 2014

**TO:** Holly L. Wolcott, City Clerk

**FROM:** Miranda Paster, Chief  
Neighborhood and Business Improvement District Division

**SUBJECT: SEPTEMBER 30, 2014 WEEKLY REPORT**

**Neighborhood and Business Improvement Districts** BID Analysts prepared templates for the Annual Planning Reports with a November 1, 2014 submission date.

**Neighborhood and Business Improvement Districts** staff collected information relative to the motion regarding a report of BID best practices for the cities of Los Angeles, San Francisco, Oakland, San Diego, Chicago, Pittsburgh and New York City by December.

**Neighborhood and Business Improvement Districts** – Staff met with the consultant for the Gateway to LA business improvement district renewal to review the first draft of the Management District Plan and Engineer’s report.

**Neighborhood and Business Improvement Districts** – Staff met with the proponents for the proposed Venice Beach Board Walk business improvement district.

**Neighborhood and Business Improvement Districts** – Staff attended the Weekly Executive meeting and Quarterly Division Manager Meeting.

**Neighborhood and Business Improvement Districts** Staff reviewed the Management District Plan and Engineer’s report for the Sherman Oaks Business Improvement District renewal.

**Neighborhood and Business Improvement Districts** Technical Research Unit reviewed database submissions for the merchant-based business improvement districts and continue to prepare the calculations for the refund of the old Arts District Assessments.

Annual Planning Reports: 1 of 27 reports awaits Board approval of substantial revisions.