

**City of Los Angeles
Business Improvement Districts
Policy and Implementation Guidelines**

Introduction

The process of establishing a BID is, first and foremost, a process which must originate from and be developed by the business community itself. The City will provide various types of assistance in order to support the development effort and will monitor the progress of an established district. However, the City will not initiate or impose the development process; the motivation and request for district establishment must be generated by the business community. Establishing and operating a BID involves an assessment which is levied by the City only after significant support from the community is demonstrated. *This assessment then goes not to the City but directly back to the BID community to support its agreed upon programs.* A district will derive much of its success directly from the efforts of its members, each of whom may help to decide what types of projects will cost, and the amount of assessment each member in the district will pay to support the projects. A BID is truly a business community driven entity.

This policy seeks to establish guidelines for communities interested in establishing a Business Improvement District (BID) in the City of Los Angeles. The policy is a result of experience both within the City, as well as from the thousands of BIDs already in operation throughout the U.S. In this context, the policy supports business and property owners who want to take the lead in an effort to establish a BID.

The City of Los Angeles recognizes the importance of fostering public-private partnerships to restore and maintain the health and vitality of Los Angeles' neighborhood business districts. The City will actively assist groups interested in establishing BIDs by providing City staff and funding resources to guide groups through the process. The purpose of this policy is to provide guidelines to establish and administer BIDs within the City. The City recognizes the benefits of BIDs, as well as the unique and varied needs of the neighborhood business districts throughout Los Angeles.

City BID Task Force to Assist BID Proponents

The City has created a BID Interdepartmental Task Force to facilitate the development of BIDs and help guide and direct BID policy. This Task Force reports directly to the Community and Economic Development Committee and the Budget and Finance Committee.

The Task Force is comprised of representatives from the following offices and departments:

- Building and Safety
- City Council representation
- Chief Legislative Analyst
- City Attorney's Office
- City Clerk's Office
- Department of Transportation
- Community Development Department
- Community Redevelopment Agency
- Mayor's Office of Economic Development
- Planning Department
- Public Works

The City Clerk's Office will serve as the central coordinating office to maintain the Task Force, as well as guide BIDs through the City process. The City Clerk will develop and publish materials that explain a BID to the communities. These materials can be distributed by the Consultants. BID proponents should direct their questions to the Office of the City Clerk's Special Assessments Unit at (213) 237-0996. The City Clerk's Office will work closely with each department as well as the respective council offices to ensure a BID's success. In addition, the Community Development Department, the Community Redevelopment Agency, as well as LA's Business Team within the Mayor's Office of Economic Development, will continue to serve as the City's marketing arm for BIDs and assist communities with pre-BID activities.

What is a Business Improvement District?

A business improvement district is a geographically defined area in which businesses or property owners have requested that the City assess them for additional services designed to improve the business climate of the area. The BID and the assessments are created under two State laws:

1. The Parking and Business Improvement Act Law of 1989 allows business owners to assess themselves;
2. The Property and Business Improvement Law of 1994 allows owners of real property within a defined area to assess themselves; and
3. Both laws could be utilized to assess both business and property owners within a defined area.

Property and/or business owners within the defined area receive special services designed to improve the business climate of the area.