

BID Formation Checklist

The total time required to form a business improvement district is 12 to 18 months depending upon the size of the district, type of assessment and level of organization.

Step 1 - Grassroots Organization

The City of Long Beach recommends that existing or newly formed non-profit associations lead the effort to form a new BID. In the absence of a formal organization, however, any stakeholder may initiate discussion of BID formation with potential stakeholders and City of Long Beach staff.

Step 2 – Survey Business Community

Stakeholders seek through surveys or other communication with local businesses to determine the most important issues to be addressed, the areas affected and the level of interest in a self-assessment by answering the following questions.

1. What is the proposed geographic area of the business improvement district?
2. Will the district assess business owners, property owners or both?
3. What are the most important issues to the business and/or property owners?
4. What types of businesses or properties are excluded, if any?

Step 3 - Request BID Formation Assistance

The association or stakeholder group submits a letter to the Director of the Department of Economic and Property Development requesting City assistance. This letter must include a summary of current association activities, the association's existing revenue and expenditures and the information gathered in Step 2.

Step 4 - Create Draft Management Plan

With the assistance of a certified engineer and City staff, prepare assessment schedules and proposed budgets and incorporate into a draft Management Plan as described in the Long Beach BID Information Guide.

Step 5 – Consensus-Building

The association or stakeholder group, through workshops, information meetings and outreach, develops support and consensus within the proposed district in support of the district as laid out in the draft Management Plan.

Step 6 - Association Petition Campaign

Mount a petition drive to gather the signatures of 67% of the affected businesses and/or property owners.

Step 7 - Submit a BID Formation Request

Association or stakeholder group submits the final Management Plan and petition to City staff in preparation for a public hearing and City Council action.

Approval Process

The City will conduct mail-in ballots and schedule public hearings on the issue as required by law. Once all legal requirements are met and City Council approves formation of the district, the City may enter into a contract for management of the district. Assessments can then begin being collected and paid to the non-profit management association.

Staff Support: Jim Fisk, Program Manager, Economic and Property Development Department; 333 W. Ocean Blvd., Long Beach, CA 90802; (562) 570-3863

Submit Step 3 Request for Assistance to: Director of the Economic and Property Development Department, 333 W. Ocean Blvd., Long Beach, CA 90802

