



# BUSINESS IMPROVEMENT DISTRICT BULLETIN

DECEMBER 2019

## BID PORTAL TRAINING DATES

### DECEMBER 3

Van Nuys City Hall  
14410 Sylvan St.  
Van Nuys, CA 91401  
11:00 AM – 12:30 PM

### DECEMBER 4

Westchester City Hall  
7166 W Manchester Avenue  
Los Angeles, CA 90045  
1:00 PM – 2:30 PM

### DECEMBER 10

Council District 4 Office  
6501 Fountain Ave.  
Los Angeles, CA 90028  
11:00 AM – 12:30 PM

### DECEMBER 11

San Pedro Peninsula  
Chamber of Commerce  
390 W. 7<sup>th</sup> St.  
San Pedro, CA 90731  
10:00 AM – 11:30 AM

### DECEMBER 17 & 19

Los Angeles City Hall  
200 N. Spring St.  
Los Angeles, CA 90012  
10:00 AM – 11:30 AM

## CONTACT US

Office of the City Clerk  
Business Improvement District Division  
200 N. Spring Street, 3<sup>rd</sup> Floor  
Los Angeles, CA 90012  
Telephone: (213) 978-1099  
Fax: (213) 978-1130  
Email: [clerk.nbid@lacity.org](mailto:clerk.nbid@lacity.org)

[LACityBIDs.org](http://LACityBIDs.org)

## A MESSAGE FROM THE CITY CLERK

A new year is fast approaching and as we celebrate the progress made by Business Improvement Districts across the City in 2019, we are excited about what awaits us in 2020.

In order to keep Business Improvement Districts (BIDs), their stakeholders, and the public informed on all that will be happening in the coming year, we will be issuing quarterly newsletters, where we expect to highlight the latest developments in the City Clerk's BID operations.

We look forward to providing BIDs and the community the highest level of service excellence and meeting the challenges of tomorrow through our expertise, innovation, and cooperative partnerships.

Thank you,  
Holly L. Wolcott

## ANNUAL BUDGET ROLLOVER POLICY

In an effort to improve BID oversight and to facilitate a greater shared understanding of policies, the City Clerk convened a BID Policy Roundtable Discussion and Working Group to address annual budget rollovers. We would like to thank all the participants for their valuable input on this matter.

Based on this collaborative effort, instead of setting a specific percentage cap on budget rollovers, the City Clerk will review all annual budget rollovers and City Clerk staff will work closely with BIDs to address any rollovers that occur on an annual basis.

A written copy of this policy is available on the City Clerk's website at [LACityBIDs.org](http://LACityBIDs.org)

## NEW BUSINESS IMPROVEMENT DISTRICT PORTAL

The City Clerk is proud to announce a brand new Business Improvement District Portal! The enhanced and expanded BID Portal will arrive in January 2020 and will allow BID Administrators to view fund availability, submit invoices, property data (property-based BIDs only), and other required information to the City Clerk. It is our hope that this portal will provide transparency to BID stakeholders and the public with a process that is simple, thereby ensuring greater accountability for the City and BIDs.

Our staff will begin training BID Administrators in December 2019 at locations throughout the City (see the left-hand column). BID Administrators are strongly encouraged to attend as this portal will serve as the primary gateway to completing important BID administrative tasks. Once active, the portal can be accessed through the City Clerk's website at [LACityBIDs.org](http://LACityBIDs.org).

## BID AUDIT ADVISORY

This winter, the City Clerk will begin auditing select BIDs in order to ensure that they are operating properly. When a particular BID is selected, the City Clerk will contact the BID and provide more information. To ensure a smooth and efficient completion of these audits, the City Clerk asks that BIDs ensure that the City's contracted audit team has unrestricted access to the necessary documents, including electronic formats.