

BID Planning Timeline

Steps to Forming a BID
<u>PHASE 1 –Developing the JFK BID District Plan</u>
1. Contact Department of Small Business Services
2. Hold an Initial Planning Committee Meeting
3. Proceed with Formation of an BID
4. Form and Finalize Planning Committee
5. Develop a Database of Property Owners and Commercial Tenants
6. Conduct a Needs Assessment Survey (BID Committee & District Wide)
7. Draft District Plan
8. Evaluate Draft BID Assessment Formula & BID Budget
<u>Building A Consensus for JFK BID District Plan</u>
9. Send Out First Informational Mailing
10. Hold First Public Informational Meeting/ Feedback
11. Hold Second Public Informational Meeting
12. Document Results of Support Gathering (i.e. Support Surveys) / Meeting with SBS
13. Final District Plan / Review at Inter-Agency Meeting
<u>PHASE 2</u>
Legislative Approval Process & Authorization Mayor 's Signature into Law
<u>PHASE 3</u> - Start-Up Tasks