

Progress Report/Planning Timeline

Steps to Forming a BID	JFK IBID Status
<u>PHASE 1 –Developing the JFK IBID District Plan</u>	
1. Contact Department of Small Business Services	Completed (Fall 2013)
2. Hold an Initial Planning Committee Meeting	Completed
3. Proceed with Formation of an IBID	Completed
4. Form and Finalize Planning Committee	Completed
5. Develop a Database of Property Owners and Commercial Tenants	Completed/On-Going
6. Conduct a Needs Assessment Survey (IBID Committee & District Wide)	Completed
7. Draft District Plan	Completed
8. Evaluate Draft BID Assessment Formula & IBID Budget	Completed
<u>Building A Consensus for JFK IBID District Plan</u>	
9. Send Out First Informational Mailing	Completed
10. Hold First Public Informational Meeting/ Feedback	Completed
11. Hold Second Public Informational Meeting	Completed
12. Document Results of Support Gathering (i.e. Support Surveys) / Meeting with SBS	Completed
13. Final District Plan / Review at Inter-Agency Meeting	Early 2016
<u>PHASE 2</u>	
Legislative Approval Process & Authorization Mayor 's Signature into Law	November 2016
<u>PHASE 3</u> - Start-Up Tasks	2017