**2019 Most Business Friendly City Application**

 **Instructions:**

Application and Attachments Deadline: **Friday, July 26th @ 11:59 pm** to submit the application and all of the City's attachments). Be sure to answer all questions and narratives to receive maximum available number of points.

1. City Name
2. City Hall

Address

City

Zip Code

1. Population
2. City Unemployment Rate

2016

2017

2018

1. Mayor

Name

Phone Number

Email

1. City Manager

Name

Phone Number

Email

1. Economic Development Manager/Community Development Manager

Name

Phone Number

Email

1. City General Fund Budget and Reserves Past Three Years

|  |  |  |
| --- | --- | --- |
| **2016** | **2017** | **2018** |
|  |  |  |

1. Please describe the annual budget and number of dedicated full- time employees in your Economic Development Department.

Number of F/T Economic Development Department Staff

Names of Economic Development Staff

Economic Development Department Annual Budget

1. Total number of business establishments. Numerical answers only.
2. Portion of City land zoned for commercial and industrial?

Total acreage

Commercial acreage

Percentage of total land

Industrial acreage

Percentage of total land

1. Number of NEW Business Licenses Processed. Exclude Retail and Food Services.

Applications: Jan. 2016 – Dec. 2016

Applications: Jan. 2017 – Dec. 2017

Applications: Jan. 2018 – Dec. 2018

1. Number of RENEWAL Business Licenses Processed. Exclude Retail and Food Services.

Applications: Jan. 2016 – Dec. 2016

Applications: Jan. 2017 – Dec. 2017

Applications: Jan. 2018 – Dec. 2018

1. Business Licenses (enter number of days from application receipt to issuance). Example: 3 months entered as 90 days. If your City does not require a business license, please write "No business license required" in the spaces below. Up to 2 points available.

New

Renewal

1. Does your city offer a provisional business license? (If your City does not require a business license, please check the 'yes' box)

☐ Yes

☐ No

If yes, please enter the number of days from application receipt to issuance.

1. Are business licenses available online? (If your City does not require a business license, please check the 'yes' box)

☐ Yes

☐ No

1. Number of NEW COMMERCIAL Construction Permits Processed.

|  |
| --- |
| **Applications** |
| Jan. 2016 – Dec. 2016 |  |
| Jan. 2017 – Dec. 2017 |  |
| Jan. 2018 – Dec. 2018 |  |

1. Number of REMODEL COMMERCIAL Construction Permits Processed.

|  |
| --- |
| **Applications** |
| Jan. 2016 – Dec. 2016 |  |
| Jan. 2017 – Dec. 2017 |  |
| Jan. 2018 – Dec. 2018 |  |

1. Building Permits (enter number of days it takes to review and approve permits)

Minor (Costs under $500,000)

Major (Costs over $500,000)

1. Entitlements (enter number of days)

Minor (Costs under $500,000)

Major (Costs over $500,000)

1. Current Tax Rates - If not applicable, please enter 0.

|  |  |
| --- | --- |
| User Utility Tax |  |
| Transient Occupancy Tax\* |  |
| Sales Tax |  |
| Property Tax |  |
| Transfer Tax |  |
| Other |  |

\*Please Indicate if your City has No Hotels to get points

1. Fees - If not applicable, please enter 0.

|  |  |
| --- | --- |
| Exaction/Impact Fees |  |
| Bridge & Thoroughfare |  |
| Signalization |  |
| Public Art |  |
| Open Space |  |
| Traffic/Transportation |  |
| Public Facilities/Drainage |  |
| Other |  |

1. Business Tax Rates - If not applicable, please enter 0.

|  |  |
| --- | --- |
| Gross Receipts  |  |
| Employee |  |
| Other |  |

1. Provide additional detail on Questions 22, 23 and 24 below. Up to 1 bonus point available. (250 words or less).
2. How is tax revenue used to benefit businesses beyond public safety and infrastructure maintenance, updates, etc.? Up to 1 point available. (125 words or less).
3. How is tax revenue used to benefit residents beyond public safety, infrastructure maintenance and updates, etc.? Up to 1 point available. (125 words or less).
4. Has your city had any tax increases over the past fiscal year?

☐ Yes

☐ No

1. If yes, describe the resulting benefits to businesses and residents. Up to 1 bonus point available. (125 words or less).

**Incentives and Special Zones**

1. Select all that apply: (250 words or less for each)

☐Industrial Development Bonds/ Tax Allocation Bonds/ Community Facility Bonds (Provide list for last 3 years and describe one completed transaction)

☐Foreign Trade Zone(s) (Provide FTZ Number)

☐Recycling Market Development Zone(s) (Provide jurisdiction name of RMDZ Grantee)

☐Business Improvement District(s) (Provide list)

☐Sales Tax Sharing Agreements (Provide list for last 3 years)

☐Lease/Tenant Subsidies/ Negotiation Assistance (Provide program fact sheet or URL)

☐Facade Improvement Program (Provide program fact sheet or URL) (250 words or less)

☐Business License Fee Reduction/ Waiver/ Fee Abatements (Provide program fact sheet or URL)

☐Business Loans or Other Types of Financing (i.e., EB-5, Commercial Revolving Loan, HUD Section 108, etc.) (Provide list of loans for last 3 years)

☐Other Workforce Programs Provided for Businesses. If yes, describe in detail. (125 words or less)

☐Film Friendly Ordinance (Rapid Film Permit Issuance, Standard Filming Hours, Film Cost Recovery Fees for the Reimbursement of City or County Personnel, Reasonable Film Permit Fees, Establish a film permit requirement, Appoint a film liaison, Centralized filming section on your website, Public notification of filming) (Provide program fact sheet or URL)

1. Describe additional incentives not listed above (i.e., Specific Plans, Owner Participation Agreement, Operating Covenant Agreement, etc.) and a successful example including the economic impact. Up to 1 bonus point available. (500 words or less).

**Additional Criteria**

**Excellence in programs, structures and activities designed to facilitate existing businesses and**

**business expansion and attraction.**

1. Select all that apply:

☐Regular Business Outreach (business retention, visitation) If yes, describe City business outreach program below, including number of business visits per month, results of such visits and benefit to the businesses. (250 words or less)

☐Business Workshops/Education. If yes, describe City held/hosted workshops in the past fiscal year. (175 words or less)

☐Site Selection Assistance. If yes, describe number of sites searches conducted in the past fiscal year and a success story. (175 words or less)

☐Online Business License; If your City does not require a business license, please check box. If yes, provide URL link to online application.

☐Annual Department & DAB/DRC Reviews and Improvements. If yes, describe in detail below the impact of the improvements on the business community. (175 words or less)

**Effective communication with and about business clients**

1. Select all that apply:

☐Customer Satisfaction Surveys. If yes, provide frequency, results and copy of survey in the box below. Describe changes City made based on survey results. (175 words or less)

☐Open Channels for Problem Identification including Social Media. If yes, describe in detail in the box below. (125 words or less)

☐Dedicated Business Section on City Website. If yes, provide URL link in the box below.

☐Business Newsletter/Social Media/Economic Snapshot. Provide electronic copies for past 12 months via email or Dropbox

☐Business Resource Guide. If yes, provide electronic copy of Guide via email or Dropbox.

☐Communication in multiple languages. If yes, describe in detail in the box below. (125 words or less)

☐Innovative tech/media programs. If yes, describe in detail in the box below. (125 words or less)

1. Describe your City's effective communication with businesses, including frequency and distribution, and its resulting benefit. Up to 1 bonus point available. (500 words or less).

**Demonstrated commitment to economic development as a priority**

1. Select all that apply:

☐Regional Collaboration to Promote Economic Development. If yes, describe in detail below (125 words or less)

☐Commitment to Excellent Customer Service. If yes, describe in detail the City’s commitment and how customer service is measured. (125 words or less)

☐On-going City Employee Training. If yes, describe in detail below (125 words or less)

☐Improvement to Economic Development Programs/Services in the past fiscal year. If yes, describe in detail below (125 words or less)

☐Does your City have a recovery plan for impacted businesses following an earthquake? If yes, describe in detail below. (250 words or less)

**Additional Criteria**

**Demonstrated commitment to cutting through red tape.**

1. Select all that apply:

☐Online Permit Process Flowchart available with time frames (send current copy via email or Dropbox)

☐Over-the-Counter Approvals. If yes, provide list of OTC approvals in the box below.

☐Development Advisory Board/ Development Review Committee / Planning Commission/ City Council pre-planning session. If yes, describe in detail in the box below. (125 words or less)

☐24/7 Online Project Status Tracking. If yes, provide URL and describe in detail in the box below (125 words or less)

☐Ombudsman Services. If yes, describe in detail in the box below (125 words or less)

☐Other (e.g. expedited fee-based-permitting)

1. Please submit a current permit fee schedule via email or Dropbox.com. Failure to submit will result in lost points.

**Commitment to Quality of Life of Place as a means to attract businesses and employees.**

1. Select all that apply:

☐Job Opportunities for Residents. If yes, describe City's participation in this effort below (125 words or less)

☐Low Crime Rate (FBI Modified Crime Index)/Business Watch. If yes, provide FBI Modified Crime Index and/or Business Watch fact sheet.

☐Affordable and Comprehensive Housing Options. If yes, describe housing options and price ranges for mobile homes, apartments, condos and single-family homes below, and provide the total number of new affordable units actually added in the last 12-24 months (250 words or less)

☐Comprehensive Transportation Options. If yes, describe options and City's involvement below (125 words or less)

☐Quality Infrastructure. If yes, explain annual plan for infrastructure replacement and maintenance below, and the total amount of funding your city invested in new infrastructure projects (i.e., upgrading fiber optic network capacity for business and residents, etc.) in FY 18-19 (125 words or less)

☐Distinguished Schools. If yes, provide list of distinguished elementary, middle & high schools below (125 words or less)

☐Trade School(s) WITHIN YOUR CITY LIMITS

☐Shopping and Dining Amenities. If yes, describe amenities below (250 words or less).

☐Cultural and Entertainment Amenities. If yes, provide list of amenities and describe below (250 words or less)

☐Parks and Recreational Facilities. If yes, provide list and description of City parks, golf courses, swimming pools, sports arenas, etc. below (250 words or less).

1. Does your City have an Economic Development Element within its General Plan?

☐Yes

☐No

1. A minimum of five (5) endorsement letters are required (maximum of 10), of which at least three (3) endorsement letters must come from businesses in your City and no more than 1 from a business organization (i.e. Chamber), on company letter head. All letters must specifically state reasons why the City is the most business friendly and should endorse the City's quality of service to local businesses as a justification for consideration for the Most Business Friendly City in LA County Award. Endorsement letters should be as current as possible, but no more than two years old. Please note that points will be deducted from your score if you do not submit the required five (5) endorsement letters. Forward all endorsement letters, a copy of your permit process flowchart and copies of your ED element along with any other attachments/materials you'd like considered to: evelyn.ramirez@laedc.org.
2. Please submit a blurb highlighting why your city is the Most Business Friendly in LA County. The blurb will be used in Most Business Friendly City marketing and media if your city is selected as a finalist. (100 words or less).
3. Provide an example of a recent significant business assistance effort. (Attraction, Expansion, Retention and/or Sustainability), assistance provided by the City, and include a letter from the business as one of your endorsement letters. Points will be deducted without a letter of endorsement said business. (750 words or less). Up to 3 points available.
4. Describe why your city is the Most Business Friendly in L.A. County. (750 words or less). Up to 3 points available.
5. We know that cities do not live in a vacuum and economic activity is not restricted to city boundaries (i.e. indirect and induced jobs, economic output). With that being said, list and describe projects/programs your city has supported in neighboring cities-communities in the last two years that will promote the overall economic sustainability of the greater L.A. County region? (750 words or less). Up to 3 points available.
6. In every city or community you will always have community NIMBY’s (Not In My Backyard) or CAVE (Citizens Against Virtually Everything) that do not support business expansion. Please provide several detailed examples of how your city’s leadership, city council, planning department, economic development departments, etc. mitigated an impasse to promote business attraction, retention and expansion over the objections of community activists? (750 words or less). Up to 3 points available.
7. Please provide a detailed update on the implementation of the Economic Development Element in your City's General Plan. (500 words or less). Up to 3 points available.
8. Describe why your City is broker/developer friendly and provide a recent success story (within the past 3 years). (500 words or less). Up to 2 points available.