



# City Council Memorandum

*City of Arts & Innovation*

---

**TO: HONORABLE MAYOR AND CITY COUNCIL**                      **DATE: AUGUST 19, 2025**

**FROM: FINANCE DEPARTMENT**                                      **WARDS: 5 & 6**

**SUBJECT: ANNUAL REPORT OF THE ARLINGTON BUSINESS PARTNERSHIP, A  
RESOLUTION OF INTENTION TO LEVY THE ANNUAL ASSESSMENT IN THE  
ARLINGTON BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR  
2025/2026 AND FIXING THE TIME AND PLACE FOR PUBLIC HEARING ON  
LEVY OF PROPOSED ASSESSMENT**

## **ISSUE:**

Approve the Annual Report of the Arlington Business Partnership, adopt a Resolution to declare the City of Riverside's intention to amend the boundaries and assessment amounts of, and to levy the annual assessment in the Arlington Business Improvement District for Fiscal Year 2025/2026, fix the time and place for a Public Hearing on the proposed assessment for September 16, 2025, and introduce an ordinance to amend Chapter 3.48 of the Riverside Municipal Code.

## **RECOMMENDATIONS:**

That the City Council:

1. Receive and approve the Annual Report of the Arlington Business Partnership, acting in its capacity as the advisory board to the Arlington Business Improvement District;
2. Adopt a Resolution to declare the City of Riverside's intention to amend the boundaries and assessment amounts of, and to levy the annual assessment in the Arlington Business Improvement District for Fiscal Year 2025/2026;
3. Set a public hearing for September 16, 2025, at 3:00 p.m. on the levy of the proposed assessment;
4. Introduce an Ordinance to amend Chapter 3.48 of the Riverside Municipal Code revising the district boundaries and assessment methodology.

## **BACKGROUND:**

The City of Riverside established the Arlington Business Improvement District (Arlington BID) to represent and promote local businesses and community engagement events, initiate improvement projects, and foster a sense of pride within the Arlington business area. The City Council approved the BID's formation on September 24, 2002, with the first BID assessments

beginning on November 1, 2002 and was codified in Chapter 3.48 of Riverside Municipal Code. The Arlington Business Partnership (ABP) was designated as the advisory board to manage the Arlington BID.

The District encompasses an area from Arlington Avenue to the north, Van Buren to Lincoln on the south, and parts of Magnolia Avenue from Tyler on the west to Jackson Street on the east. The annual Arlington BID assessment is currently set at 90% of the business tax charge or \$400, whichever is less.

Business tax rates in the City, including any associated charges, are adjusted annually on November 1, and are based upon the most recent annual change in the consumer price index for the Riverside-San Bernardino-Ontario metropolitan area, or by a maximum of 5%, whichever is lower.

The Arlington BID was formed under Section 36500 of the California Streets & Highways Code. The Code mandates that the advisory board prepare an annual report detailing the assessments and activities funded by the BID. The City Council may approve the report as filed or request modifications. During the annual levy process for FY 2023/2024, the City Council determined that in order to enhance transparency within all Business Improvement Districts, additional detailed information would need to be provided from the advisory boards. Resolution No. 24095 was approved by City Council on March 19, 2024, and details the scope of the new reporting requirements for the Arlington BID.

## **DISCUSSION:**

The Streets & Highways Code mandates reporting requirements that the Advisory Board must follow. These reports are presented to the City Council each year and include items such as: any proposed changes to the boundaries or assessment amounts in the district, the method and basis of assessments, and improvements and activities for the coming year.

According to the FY 2025/2026 Arlington BID Annual Report, there are several proposed changes to the district boundaries and the assessment amounts. The first change is to amend the district boundaries to include additional frontage on Indiana Avenue, Magnolia Avenue, and Jackson Street. The second is an amendment to the BID assessment. Currently businesses within the district pay a rate of 90% of the non-discounted business tax charge, with a cap of \$400 per year. The proposed change to the assessment would revise the assessment amount to a flat fee of \$400 per business. Both changes are detailed in length in the annual report and attached maps.

The report provides a detailed method and basis of calculating the assessments enabling each business owner to estimate their annual charges. Upcoming activities include programs to enhance the physical environment, clean up vandalism, beautify, and prepare for the various community events such as the annual chili cook-off and Winter Wonderland.

To levy the Arlington BID assessments for FY 2025/2026, the City Council must adopt a Resolution of Intention and schedule a public hearing. This Resolution will be published in a general distribution newspaper seven (7) days prior to the public hearing. Additionally, a notice will be mailed to business license tax certificate holders within the Arlington BID, as well as any potential new businesses within the proposed expanded boundaries of the district.

The Public Hearing is scheduled for September 16, 2025, at 3:00 p.m. at which time any protests against the proposed assessment can be heard. Following the Public Hearing, Council may approve the Annual Report as is or may modify it before final approval.

**FISCAL IMPACT:**

This action has no fiscal impact to the City. Upon adoption at the set public hearing, the assessment is expected to generate approximately \$375,200 for FY 2025/2026, which the City will collect through the annual business tax process and transfer directly to the Arlington Business Partnership.

Prepared by: Meline Carranza, Debt and Treasury Manager

Approved by: Sergio Aguilar, Deputy Finance Director

Certified as to

availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer

Approved by: Edward Enriquez, Assistant City Manager/Chief Financial Officer/City Treasurer

Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

**Attachments:**

1. Resolution of Intention to Levy the Arlington BID Assessments for FY 2025/26
2. Ordinance to amend Chapter 3.48 of the Riverside Municipal Code
3. Current Boundary Map of Arlington BID
4. Proposed new Boundary Map of the Arlington BID
5. Annual Report of the Arlington BID
6. Presentation – City
7. Presentation – Arlington Advisory Board