Enhanced Infrastructure Financing District

DOWNTOWN SANTA ROSA

September 14, 2023

PUBLIC FINANCING AUTHORITY

Agenda

1. Introduction to the EIFD Formation Team
2. Downtown EIFD Formation Elements and Project Timeline
3. Selection Process of a Joint Public Member Appointee
4. Introduction and Discussion of Draft PFA Bylaws
5. Next Meeting Agenda

EIFD: Formation Team

City Team:

Staff:

- **Daryel Dunston**, Ast. City Manager
- **Samantha Zutler**, City Attorney
- **Clare Hartman**, PED Director
- **Alan Alton**, Chief Financial Officer
- **Raissa de la Rosa**, PED Dpty. Director

Consultants:

- DTA (IFP development/financial modeling)
  - David Tausig
  - Leni Zarate
  - Jerry Wen
  - Courtney Tseng
- Chris Lynch – Jones Hall (legal)
- Bob Gamble – Gamble Assoc. (finance)

County Team:

Staff:

- **Christel Querijero**, Dpt. Cty Administrator
- County Counsel

PUBLIC FINANCING AUTHORITY:

City:

- Councilmember Rogers
- Councilmember Fleming

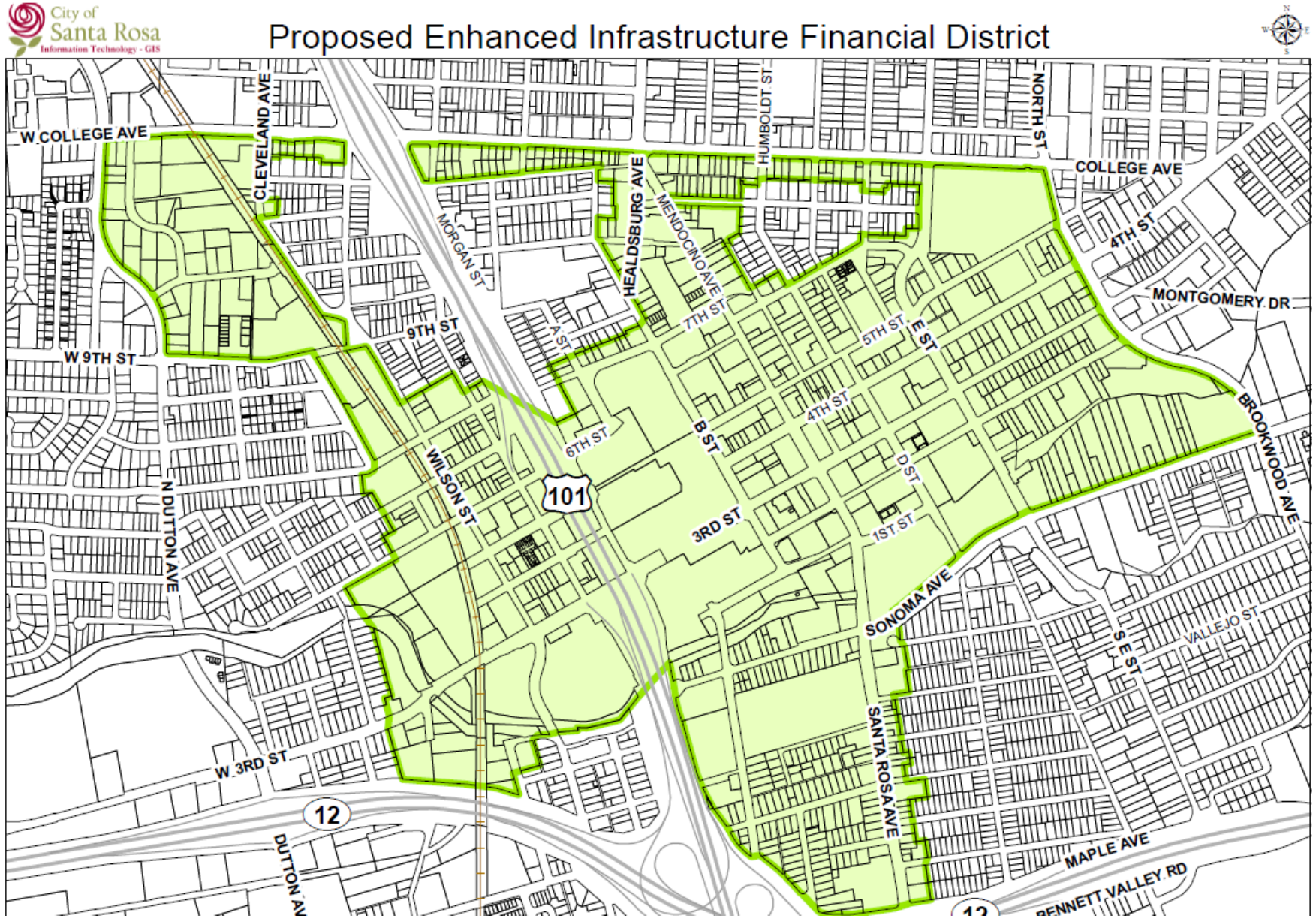
County:

- Supervisor Coursey
- Supervisor Rabbitt

Public:

- Hugh Futrell
- Caroline Judy
- TBA

EIFD: Boundaries



EIFD: Timeline

PROCESS TIMELINE	TIME FRAME
PFA Public Meeting - 1st gathering; intro to timeline and process; intro discussion on bylaws etc. in prep for approval in Dec/next meeting.	**9/14/23**
TBD - PFA Public Meeting(s) - leading up to the December meeting can use the time to follow up on admin/other items e.g. approval of bylaws.	as needed
PFA Public Meeting - adopt bylaws (if not done public discussions; Action Item: direct staff to develop IFP	**Dec 2023**
MAIL IFP/CEQA to PFA members, property owners, affected taxing entities; post on website	Week of 12/27/23 - no later than 12/4 for 1/15/24 meeting
PFA Public Meeting - pre-public hearing intro of draft IFP, answer questions, consider comments	**Jan 2024**

PROCESS TIMELINE	TIME FRAME
PFA holds public hearing #1 no action; hear comments	**March 2024**
PFA holds public hearing #2 reject or modify IFP based on public comments	**April 2024**
COUNCIL + BOS meetings to approve Resolutions approving IFP	**April 30 or May 7, 2024**
PFA holds public hearing #3 to approve the IFP and adopt Resolution of Formation or schedule vote pending outcome of protests	**May 2024**
REQUEST FOR JURISDICTIONAL BOUNDARY CHANGE WITH THE STATE BOARD OF EQUALIZATION	**No later than Nov. 30, 2024**

EIFD: Formation Process

- No election is required unless 25% of property owners protest at third PFA public hearing.
  - An EIFD is abandoned if over 50% of property owners protest the formation.
- City Council & County Board of Supervisors approve the IFP by resolution
  - The **PFA** adopts the IFP and approves the Resolution of Formation establishing EIFD at the third public hearing.
- PFA files "Statement of Boundary Change" with California Board of Equalization by December 1, 2024.

EIFD: Draft Bylaws Summary

- **Article I:** Authority established under RES-2021-077 of the Santa Rosa City Council to govern the Santa Rosa EIFD.
- **Article II: Members**
  - Membership consists of 2 members of the City Council + 2 members of the Board of Supervisors + 3 members of the public.
  - Members serve at the pleasure of their respective appointing legislative bodies and shall serve until their successor assumes office
  - There is no compensation for serving, however members may be reimbursed for approved expenses providing availability of unencumbered funds.
- **Article III: Meetings**
  - ❑ Regular Meetings: set day, time, location of ongoing regular meetings
    - Must hold at least 1 regular meeting/year.
  - All meetings subject to the Brown Act and Roberts Rules of Order

EIFD: Draft Bylaws Summary, cont.

- **Article IV: Officers**
  - Chairperson: Elected by voice vote at least annually; must be a member of the City Council
  - Vice Chair: Elected by voice vote at least annually; must be a member of the BOS.
  - Secretary: City Clerk or designee
  - Treasurer/Controller: City's chief financial officer or designee
  - General Counsel: City Attorney or designee
  - Executive Director of the Authority: City Manager
  - Elections Official: City Clerk

  - Other officers may be appointed by the Authority as needed.
  - Authority may delegate, by resolution, any of its functions to members, officers or agents of the Authority.
  - General records will be kept and maintained by the City.

EIFD: Draft Bylaws Summary, cont.

- **Article V: Committees**
  - The Authority may create advisory committees as needed; the Chair appoints all committee chairs.
- **Article VI: Funds, Accounts & Reports**
  - An annual audit by a CPA is required and will be reported in the City's Annual Comprehensive Financial Report.
  - An annual report and annual review of the IFP must be conducted.
- **Article VII: General Provisions**
  - The Chair and Vice Chair, individually, are authorized and empowered to sign contracts, agreements, or other such instruments by Authority resolution.
  - The Authority may authorize by resolution other members, officers or agents to take action or sign documents on behalf of the Authority.
  - Fiscal year: July 1 to June 30
  - Dissolution is allowed by a majority vote of the members provided no outstanding indebtedness or contracts.

Next Meeting Agenda

1. Location & Meeting Support
2. Date
3. Agenda Topics