



**Public Financing Authority  
Regular Meeting Minutes - Draft**

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Thursday, October 19, 2023

12:30 PM

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**1. CALL TO ORDER AND ROLL CALL**

Board Member Fleming called the meeting to order at 12:30 p.m.

**Present** 6 - Board Member Chris Coursey, Chair Victoria Fleming, Vice Chair Hugh Futrell, Board Member Caroline Judy, Board Member David Rabbitt, and Board Member Chris Rogers

**2. APPROVAL OF MINUTES**

Approved as submitted.

2.1 September 14, 2023 - Draft Minutes

**3. CONSENT ITEMS**

3.1 RESOLUTION - ADOPTION OF CONFLICT-OF-INTEREST CODE

RECOMMENDATION: It is recommended by staff that the Downtown Business Corridor EIFD Public Financing Authority (PFA), by resolution, adopt a Conflict-of-Interest Code.

Chair Pro Tem Fleming read aloud the resolutions for items 3.1, 3.2, 3.3.

Chair Pro Tem Fleming opened and closed the public comment period.

**A motion was made by Board Member Rogers, seconded by Board Member Judy, to adopt: items 3.1 through 3.3.**

**The motion carried by the following vote:**

**Yes:** 6 - Board Member Coursey, Chair Fleming, Vice Chair Futrell, Board Member Judy, Board Member Rabbitt and Board Member Rogers

3.2 RESOLUTION - ADOPTION OF THE STATE OF CALIFORNIA'S GUIDELINES FOR THE IMPLEMENTATION OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

RECOMMENDATION: It is recommended by staff that the Downtown

Business Corridor EIFD Public Financing Authority (PFA), by resolution, adopt the State of California's Guidelines for the implementation of the California Environmental Quality Act.

**RECOMMENDATION**

**It is recommended by Staff to the Public Financing Authority that the Public Financing Authority, by resolution, adopt the State of California's Guidelines for the Implementation of the California Environmental Quality Act.**

**3.3 RESOLUTION - ACKNOWLEDGEMENT OF RECEIPT OF  
RESOLUTION NO RES-2023-076**

RECOMMENDATION: It is recommended by staff that the Downtown Business Corridor EIFD Public Financing Authority (PFA), by resolution, acknowledge receipt of the Resolution of the City Council of the City of Santa Rosa Declaring the Intention to Establish City of Santa Rosa Enhanced Infrastructure Financing District (Downtown Business Corridor) to Finance Public Capital Facilities and Projects of Communitywide Significance and other Authorized Costs, and Determining Other Matters in Connection Therewith (RES-2023- 076).

**4. REPORT ITEMS**

**4.1 RESOLUTION - ADOPTION OF BYLAWS INCLUDING THE  
ESTABLISHMENT OF TIME AND PLACE FOR REGULAR MEETINGS  
OF THE PUBLIC FINANCING AUTHORITY**

RECOMMENDATION: It is recommended by staff that the Downtown Business Corridor EIFD Public Financing Authority (PFA), by resolution, adopt the Bylaws of the Downtown Business Corridor EIFD Public Financing Authority attached hereto as Exhibit A, which include the establishment of time and place for regular meetings of the EIFD Public Financing Authority.

Chair Pro Tem Fleming introduced item 4.1.

Deputy Director of Economic Development De La Rosa presented.

Staff responded to Board Members' inquiries.

Chair Pro Tem Fleming opened and closed the public comment period.

**A motion was made by Board Member Rogers, seconded by Board Member Futrell to adopt: item 4.1 as amended.**

**The motion carried by the following vote:**

**Yes:** 6 - Board Member Coursey, Chair Fleming, Vice Chair Futrell, Board Member Judy, Board Member Rabbitt and Board Member Rogers

**4.2 MOTION - ELECTION OF THE CHAIR AND VICE CHAIR OF THE EIFD PUBLIC FINANCE AUTHORITY**

RECOMMENDATION: It is recommended by Staff to the EIFD Public Financing Authority that the EIFD Public Financing Authority, by motion, elect a Chair and Vice Chair for the EIFD Public Finance Authority in accordance with the EIFD Public Finance Authority Bylaws.

Chair Pro Tem Fleming introduced item 4.2.

Recording Secretary asked for nomination for Chair and Vice Chair.

Chair Fleming opened and closed the public comment period.

**A motion was made by Board Member Coursey, seconded by Board Member Rogers to nominate Chair Pro Tem Fleming as Chair.**

**A motion was made by Board Member Rogers, seconded by Board Member Rabbitt to nominate Board Member Futrell as Vice Chair.**

**The motion carried by the following vote:**

**Yes:** 6 - Board Member Coursey, Chair Fleming, Vice Chair Futrell, Board Member Judy, Board Member Rabbitt and Board Member Rogers

**4.3 POLICY DISCUSSION - KEY ELEMENTS OF DOWNTOWN IFP**

No action will be taken except for possible direction to staff.

RECOMMENDATION: The purpose of this item is for the Public Financing Authority to hold an initial policy discussion concerning key elements of the Downtown IFP, including, tax percentage commitment for the IFP (25% vs 50%) and/or project categories for an IFP.

PRESENTED BY: Gabe Osburn, Interim Director, Planning and Economic Development

Raissa De La Rosa, Deputy Director, Economic Development

Chair Fleming introduced item 4.3.

Interim Director of Planning and Economic Development Osburn and Deputy Director of Economic Development De La Rosa presented.

Staff responded to Board Members' inquiries.

Deputy Director of Economic Development De La Rosa provided a handout to staff and board members.

Chair Fleming opened for public comment.

A member of the public commented on the tax increment allocations and asked if there was a reason that 20% was not used in the exam.

Chair Fleming closed public comment.

Interim Director of Planning and Economic Development Osburn and Deputy Director of Economic Development De La Rosa continued presenting and responded to Board Member inquiries.

Board Members provided comments and feedback.

#### **RECOMMENDATION**

**The purpose of this item is for the Public Financing Authority to hold an initial policy discussion concerning key elements of the Infrastructure Financing Plan (IFP), including, tax percentage commitment for the IFP (25% vs 50%) and/or project categories for an IFP.**

#### **4.4 RESOLUTION - RESOLUTION DIRECTING PREPARATION OF AN INFRASTRUCTURE FINANCING PLAN**

RECOMMENDATION: It is recommended by staff that the Downtown Business Corridor EIFD Public Financing Authority (PFA), by resolution, direct staff to prepare an Infrastructure Financing Plan (Downtown IFP) for the City of Santa Rosa Enhanced Infrastructure Financing District

(downtown Business Corridor) (EIFD), including (1) directing the Designated Official to take all necessary steps to prepare the Downtown IFP; and (2) ratification and confirmation of all prior actions taken by City staff with respect to the PFA and the EIFD.

PRESENTED BY: Gabe Osburn, Interim Director, Planning and Economic Development

Raissa De La Rosa, Deputy Director, Economic Development

Chair Fleming introduced item 4.4.

Interim Director of Planning and Economic Development Osburn and Deputy Director of Economic Development De La Rosa presented.

Staff responded to Board Member inquiries.

Chair Fleming opened and closed the public comment period.

**A motion was made by Board Member Rogers, seconded by Board Member Futrell to adopt item 4.4.**

**The motion carried by the following vote:**

**Yes:** 6 - Board Member Coursey, Chair Fleming, Vice Chair Futrell, Board Member Judy, Board Member Rabbitt and Board Member Rogers

## **5. PUBLIC COMMENTS ON NON-AGENDA MATTERS**

Chair Fleming opened the public comment period.

Carmen Gonzalez commented on slide 5 of presentation and asked for more updated data to be used.

Board Member Coursey asked about seating the last member of the board.

Assistant City Manager Dunston responded.

Chair Fleming closed the public comment period.

## **6. ADJOURNMENT**

Chair Fleming adjourned the meeting at 1:53 p.m.