



Request for City Council Committee Action From the Department of Public Works

Date: February 26, 2013

To: Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee

Subject: **Draft Self-Managed Special Service District Policy**

Recommendation: Receive and file the Draft Self-Managed Special Service District Policy.

Previous Directives:

January 15, 2013: Public Works staff was directed to develop and recommend a policy regarding establishment and oversight of self-managed special service districts.

Prepared by: Michael D. Kennedy, P.E., Director, Transportation Maintenance & Repair

Approved by:

Steven A. Kotke, P.E., City Engineer, Director of Public Works

Presenters: Michael D. Kennedy, P.E., Director, Transportation Maintenance & Repair

Reviews: N/A

Financial Impact: No financial impact

Community Impact

Neighborhood Notification: N/A

City Goals: The City's infrastructure will be well-maintained; streets will be destinations.

Comprehensive Plan: N/A

Zoning Code: N/A

Background/Supporting Information

History

As described in the January 15, 2013 T&PW Request for Council Action regarding what has come to be called self-managed Special Service Districts (SSD), there is interest within current SSDs and potential new districts in the management model that was adopted for the Downtown Business Improvement Special Service District, commonly called the DID. Anticipating this, Public Works commissioned Urban Works, Inc. in 2012 to create the report, *Policy Analysis Considerations for Self-managed Special Service Districts in Minneapolis*, which outlined issues to be considered and a framework for policy discussions regarding the establishment of new

self-managed SSDs outside of downtown. Public Works also held internal meetings including discussions with several Council Members, the City Attorney's Office, Finance, and Community Planning and Economic Development Department (CPED) staff.

Council Direction

On January 15th, staff was directed to develop and recommend a policy regarding establishment and oversight of self-managed SSDs, including but not limited to consideration of the following:

- 1) Criteria to qualify as an entity to serve as sole source service provider for an SSD;
- 2) Whether to provide formal exemptions to the RFP process, contracting rules, and other relevant ordinances;
- 3) The structure and composition of self-managed SSD boards;
- 4) The level and mechanism of City oversight over self-managed SSDs; and
- 5) Any other relevant policies and procedures.

Community Stakeholder Input

Business community stakeholders were provided an opportunity to provide feedback to initial policy considerations as shown on the attached PowerPoint slides at a public meeting held on January 31, 2013. Over thirty-six people, including business owners, current SSD Advisory Board members, commercial property owners, and community leaders attended the meeting. Attendees were then encouraged to provide additional written comments and feedback. Eight letters were received after the public meeting. That feedback, as well as what was heard at the meeting, has been considered in the development of the attached draft policy.

Next Steps

Public Works intends to return to committee on March 19th with a recommended Self-Managed Special Service District Policy.

Cc: Susan L. Segal, City Attorney
Kevin Carpenter, Chief Financial Officer

Attachments:

Draft Self-Managed Special Service District Policy
January 31, 2013 Stakeholder meeting PowerPoint
Stakeholder feedback letters
Report: *Policy Analysis Considerations for Self-managed Special Service Districts in Minneapolis*