# SELF-MANAGED SPECIAL SERVICE DISTRICTS STAKEHOLDER MEETING

January 31, 2013

## AGENDA

- Introductions
- Opening Remarks
- Overview of City-Managed SSD Model
- Overview of Downtown Improvement District Model
- **Discussion & Feedback: Self-Managed SSD Policy**
- Next Steps & Timeline

## OPENING REMARKS

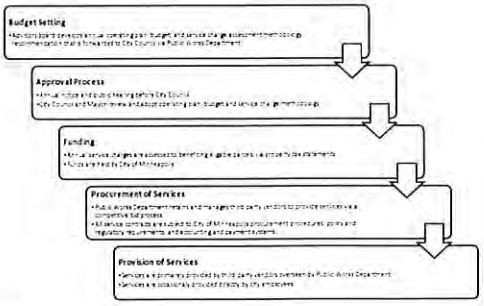
- Why is City developing a policy?
- Why now and why the compressed timeframe?
- Today's Meeting: Assuming some basic understanding of SSDs (time constraints don't allow for a general presentation on SSDs)
- Impact on existing SSDs?
- Misconceptions: Special Service District vs. Business Improvement District
- How to provide feedback beyond today's meeting?

## OPENING REMARKS

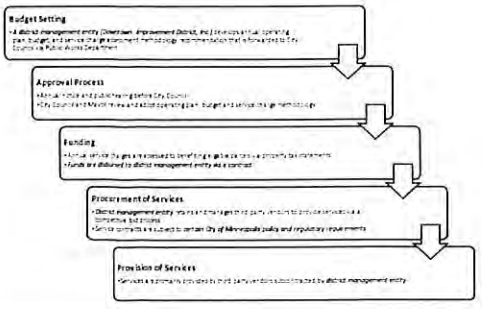
City policy review – Key dates:

- Draft Policy Review and Public Comment
  **Tuesday, February 26**
  **9:30am, Room 319 Council Chambers**
- Potential action by Transportation & Public Works Committee
  **Tuesday, March 19**
  **9:30am, Room 319 Council Chambers**
- Potential city council adoption
  **Friday, March 29**

## OVERVIEW OF CITY-MANAGED SSD MODEL




## OVERVIEW OF DOWNTOWN IMPROVEMENT DISTRICT MODEL



## TOPICS UNDER CONSIDERATION FOR A SELF-MANAGED SSD POLICY

## TOPICS TO BE DISCUSSED

- District Formation
- Governance
- Commitment to Existing City Services
- District Management Entity Eligibility
- Budget Setting & Operating Plan
- Eligible Services
- Procurement of Services
- Operational and Financial Transparency
- Oversight
- Transition from an Existing District (if desired)
- District Sunset and Renewal
- Other

## DISTRICT FORMATION

DID & City-Managed: Follow same formation procedures as proscribed by Minnesota statute

- Questions and Feedback

## GOVERNANCE

DID vs. City-Managed

- Questions and Feedback

## COMMITMENT TO EXISTING SERVICES

DID & City-Managed: Services must be above and beyond what City ordinarily provides

- Questions and Feedback

## DISTRICT MANAGEMENT ENTITY ELIGIBILITY

What expectations should the City have of the district management entity?

- Properly manage the district's activities?
- Manage the district's financial needs?
- Manage and implement the district's services?
- Manage the district's procurement activities?
- Provide services within the public realm?
- Effectively engage and communicate with the district's ratepayers?

- Questions and Feedback

## BUDGET SETTING & OPERATING PLAN

DID vs. City-Managed

- Questions and Feedback
  - Use DID approach? Modify approach?

13

## ELIGIBLE SERVICES

DID vs. City-Managed

- Questions and Feedback
  - Describe in annual operating plan?
  - Desired eligible services?

14

## PROCUREMENT OF SERVICES

- DID vs. City-Managed
- Ordinance and Policy Considerations
  - RFP for service agreement with District Management Entity
  - Equal Benefits
  - Non discrimination and Affirmative Action
  - Small and Underutilized Business Enterprise Program
  - Living Wage
  - Prevailing Wage
  - Awarding of Subcontracts
  - Disclosure of Conflicts of Interest
- Questions and Feedback

15

## OPERATIONAL AND FINANCIAL TRANSPARENCY

DID vs. City-Managed

- Questions and Feedback
  - Ideas and best-practices to ensure ratepayers understand what a district is doing, its performance, financials, etc.
  - Compliance with open meeting law and data practices
  - Publication of meeting agendas, minutes, etc. on entity website
  - Comments? Concerns?

16

## OVERSIGHT

DID vs. City-Managed

- Questions and Feedback

17

## TRANSITION FROM EXISTING DISTRICT

DID & City-Managed: New district formed in accordance with provisions and procedures described in Minnesota statute

- Questions and Feedback

18

## DISTRICT SUNSET AND RENEWAL

**DID vs. City-Managed**

- **Questions and Feedback**
  - Automatic sunset provision unless renewed?
  - Initial duration? Subsequent duration?

## NEXT STEPS

- **Submit additional feedback:** No later than Friday, February 8
- **Draft Policy Review and Public Comment:** Tuesday, February 26 (9:30am, Room 319, City Hall) by city council Transportation and Public Works (TPW) committee
- **Potential TPW Committee Action:** Tuesday, March 19
- **Potential Full City Council Action:** Friday, March 29

## FURTHER DISCUSSION