

BID FORMATION (or RENEWAL) TIMELINE

For Property BID expiring on December 31, 2017 or new PBID beginning operation by January 1, 2018

Start to finish; Begin BID operation on January 1, 2018

2016

Month	Activity
February - March	Finalize dollars needed to complete renewal Hire consultant, if needed
March - June	Form Steering Committee to guide BID formation/renewal activities Commence informational sessions with property owners in potential BID boundary area
May - July	Decide boundaries of new BID Decide programs (security, maintenance, image, streetscape, administration) Decide budget Work on potential assessment formulas (front footage, building square footage, parcel size, etc.)
AUGUST 1, 2016	Submit 1st Draft of DATABASE to City Clerk for review and verification
	DATABASE Must contain, at minimum, 1) All APNs, 2) Property Owner Names, 3) Assessable measurements of property, and 4) Assessment calculations. CITY CLERK will review, verify, and approve all information in Database
AUGUST 15, 2016	Submit 1st Draft of MANAGEMENT DISTRICT PLAN to City Clerk for review
	MANAGEMENT DISTRICT PLAN Must contain, at minimum, the 1) Boundary description, 2) Boundary rationale, 3) Service Description, 4) Budget, 5) Benefit Zones, & 6) Assessment Methodology MANAGEMENT DISTRICT PLAN Must also contain other legal & procedural requirements CITY CLERK will review Management District Plan to ensure compliance with State Law NOTE: Revisions may be needed to ensure compliance with legal statutes
OCTOBER 1, 2016	Submit revised Management Plan and ENGINEER'S REPORT to the Office of City Clerk
	Finalize District Management Plan (boundaries, assessment formula, budget) Present finalized assessment roll to City Clerk who will audit/verify all parcel data <i>(all assessment data for all parcels including: formula, calculations, footages and assessment amounts must be verified and agreed to by the Technical Research Unit of the City Clerk's Special Assessment Section before petitions can be distributed.)</i>
DECEMBER 2016	Management District Plan & Engineer's Report APPROVED by City Clerk
	MANAGEMENT PLAN & ENGINEER'S REPORT MUST be approved prior to Petition Drive start date
2017	
Month	Activity
JANUARY 2017	START PETITION DRIVE
January - February	Mail out District Management Plan & START PETITION DRIVE Follow up campaign to secure signed petitions equal to 50% plus \$1.00 of proposed assessment REACH 50% PETITION THRESHOLD
March 1st	FINISH PETITION DRIVE: Submit final petitions to City Clerk
(No later than March 15th)	Request City Council to adopt an "Ordinance of Intention" to form a BID Management Plan, Engineer's Report, map and complete list of all stakeholders due to City Clerk. City Clerk verifies petition signatures and affirmative percentage.
March	City Clerk submits complete BID formation project summary report to City Council's Economic Development Committee (EDC). NOTE: EDC meets twice a month with a very limited time to hear agenda items
March	EDC will schedule and hold public hearings and recommend that Council adopt the Ordinance of Intention to begin the Proposition 218 election/formation process. EDC meets 2nd & 4th Tuesday.

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2017 (con't)

Month	Activity
April	<p><u>CITY COUNCIL STARTS PUBLIC HEARING PROCESS</u> City Council review and approval of EDC recommendations:</p> <ol style="list-style-type: none"> 1. Reviews EDC recommendations, Clerk Report and BID's proposed Management Plan. 2. Petition Sufficiency Finding. 3. Adoption of Ordinance of Intention to Establish BID. 4. Authorization to set public meeting and hearing dates and begin Prop 218 process.
April	<p>Materials Due to the City Clerk from BID proponents (if applicable):</p> <ol style="list-style-type: none"> 1. Prepaid (subject to BID), preaddressed ballot return envelopes.* 2. Smaller, opaque secrecy envelopes to conceal ballot inside return envelopes.* 3. District Management Plan with budget, BID boundary map and APNs of all stakeholders.* <p>*(All materials must be pre-approved by City Clerk. Copies needed for each stakeholder)</p>
May 1st	<p><u>PROP 218 REQUIRED 45-DAY PERIOD BEGINS</u> City Clerk to arrange for mailing of :</p> <ol style="list-style-type: none"> 1. Notice of Public Meeting and Final Public Hearing.** 2. Proposition ballots**, ballot instructions and ballot return and secrecy envelopes. 3. Ordinance of Intention (to establish BID).** 4. District Management Plan (legally considered part of the Ordinance). 5. Mailing labels (from stakeholder database) and mail-out envelopes 6. Stuff envelopes, seal and mail out from City mailroom.** <p>** (City provides copies for each stakeholder)</p> <p>City Clerk to arrange for publication of:</p> <ol style="list-style-type: none"> 1. Ordinance of Intention
June	<p><u>CITY COUNCIL HOLDS PUBLIC HEARING</u> City Council:</p> <ol style="list-style-type: none"> 1. Council conducts Final Hearing for public comment on establishment of the BID. 2. Balloting officially closed. 3. City Clerk counts ballots and report results at next Council meeting. 4. Ballots opened and tallied in City Clerk's office (open to the public)
June	<p>City Council:</p> <ol style="list-style-type: none"> 1. Public announcement of Prop 218 ballot tabulation 2. 1st reading of Ordinance of Establishment 3. Council accepts the balloting results and passes the Ordinance of Establishment
June - August	<p>City Clerk:</p> <p>JUNE: Publish BID establishment Ordinance</p> <p>JULY: Place stakeholder assessment data on County's tax rolls (COUNTY HAS HARD DEADLINE FOR TAX ROLL SUBMISSION)</p> <p>JULY: Establish trust fund/revenue source code account</p> <p>JULY: Prepare City (501c) administrative contract</p>
December 2017	<p>City Clerk:</p> <ol style="list-style-type: none"> 1. Transmitts received property assessments from County collection of 1st installment payments
January 1st, 2018	Begin BID operation