

MEASURE J COMMISSION

December 13, 2012

TO: MEASURE J COMMISSIONERS

FROM: Ad Hoc Committee on Goals, Process, Timeline and Budget
(Commissioners Marshall, Towner, Vogel and Williams)

Background information:

The Goals, Process, Timeline and Budget ad hoc committee met on December 3rd, to review the City Council's response to the Commission recommendations presented November 7th. In addition, process and timeline were discussed in preparation of the special Commission meeting scheduled for December 13, 2012, specifically addressing the application process.

THE SUBJECTS COVERED BY COMMITTEE DISCUSSIONS WERE: BUDGET, PROCESS, TIMELINE, AND GOALS:

BUDGET:

In response to the City Council returning \$416,000 for further consideration of additional projects, it is this committee's opinion that the funds be rolled into the funds to be considered for project funding in the next fiscal year, 2013-2014.

This committee also request the recommendation that the funds from the quarter comprised of April, May, and June of 2012 be set up as a reserve/contingency fund, which was approved by the Measure J Oversight Commissioners on September 20, 2012, be forwarded to the City Council at their next scheduled meeting.

PROCESS:

Following up on the approval of numerous City Street and capital works projects, this committee would request a monthly report to the Commission by the City staff reflecting the progress on all projects which have been approved. This report is to become a standard agenda item for future Measure J Oversight Commission meetings. At this point in time, with all projects being the recommendation of the Streets and Capital Projects ad hoc committee, it would be appropriate if that committee worked with staff to develop the monthly report.

Regarding the application process, this committee recommends that the following be considered:

- That all entities under the “City” umbrella be required to go through the same process to ensure that the application does not favor any one group over the citizens who may submit “ideas”. This includes, but is not limited to: City Council, Police Department, Parks and Recreation, Library, and members of the Measure J Oversight Commission. It is also this Committee’s opinion that we should not solicit from any particular group, but that all should go through the defined process.
- The first phase of the application should be handled as proposed with the dead-line for submission being January 31st. Once all submissions have been reviewed by all Commissioners, a “special” meeting should be called to compile a prioritized list. This list should be completed before the February 21st meeting of the Commission, at which time it will be approved for submission to the City Council for review and comments, with a request for a “yea or nay”.
- The second phase of the application will only be sent to those that the City Council has returned from the original list as meeting the Council’s objectives. At this point in time, this committee does not see a need to have the second phase completed by May 31st for budgeting purposes as the budget is known for the fiscal year 2013-2014, that being \$4.7 million without adjustments.

It is also noted that it is likely that Council will not return their comments immediately, but we would suggest that it be within 6 weeks, which would be early April. The Commission would ideally review the submissions with Council comments, submitting by the April 21st Commission meeting, a list for those to receive the second phase of the application. With a 45-60 day submission deadline the Commission could submit its final recommendations to the City Council for approval by mid to late June. At this point, the Commission would be out of the loop and will begin working on applications and appropriation recommendations for the next fiscal year.

TIMELINE:

The availability of Measure J Oversight Commission meeting minutes appears to be presenting a problem for proper review prior to Commission meetings by the commissioners. This Committee would request minutes, as a standalone item, be available to the commissioners at least one week prior to meetings verses the current 72 hours.

CONCLUSION:

The Goals, Process, Timeline and Budget ad hoc committee believes the process and timeline are both being defined as we grow as a commission. It is our opportunity to set the process for years to come, however, much of that is for us to determine as we meet the needs, not the expectations. Our objective (GOAL) should be to submit recommendations to Council which reflect the needs and wants of the community. The Council will make the final decision, but it is still our duty to make sure those funds are properly spent and meet the expectations of the community.