

MEASURE J COMMISSION

January 17, 2013

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

The Committee met on January 2, to discuss and agenda of items to be discussed with City Council liaisons Rick Hutcheson and Paul Lewin, which were of concern to this committee and other Commissioners on January 14th. It was decided that items to be discussed would be:

Concerns regarding *communication with the City Council*:

- There has been no “study session” with Council members; therefore the Commission has not been provided what we deem as adequate direction in developing a process that will be used going forward.
- The letter from Chairman Moon to the Council was discussed which addressed the request that the City Council submit their ideas/priorities through the same application process being required of citizens and city staff.
- Identify a senior staff liaison.

Items discussed regarding *process*, which this committee is charged with developing:

- Define a process cycle be adopted verses a specific timeline that allows projects to be revisited
- Shall we develop a process for deadline extensions?
- Provisions for a contingency fund for the unexpected, including project cost over-run.
- Identify when there is a need for Commissioner recusal to avoid possible conflict of interest and develop guidelines and a process for those situations.
- There is a need to develop a goal and process for “legacy” projects.

Concerns regarding *communication with the public*:

- Address the lack of publicity for the application process.
- Discuss the status of the map of current approved projects and will it be available for publication/distribution?
- Develop information cards, verses business cards, for Commissioners to hand out.

The Committee's meeting with City Manager David Ready and Councilmen Rick Hutcheson and Paul Lewin provided the Committee to address most of their concerns. Due to time constraints of participants, no all items were discussed. Addressed specifically:

- A monthly meeting will be held with the City Council liaisons Rick Hutcheson and Paul Lewin, coordinated through City Manager David Ready.
- The Council will discuss their ideas for Measure J funds at the February 5, 2013, meeting. The ideas discussed will be forwarded to the Commission to be considered in their review. Staff will forward the information along with the collated applications due February 7th.
- City Manager David Ready will follow-up on the map of currently approved projects. He is currently completing an updated timeline for completion.
- It was agreed that there would be no extensions to deadlines. However, there could be a possible second round of applications later in the year.
- The \$2 million from the "dangling quarter" was discussed. Council will address the recommendation of setting this up as a contingency fund.