

NOMINATION & ELECTION PROCEDURES FOR CHAIR & VICE CHAIR

NOTE: Nominations do not require a second.

1. NOMINATIONS:

Presiding officer: *"Nominations are now in order for the office of Chair [Vice Chair]."*

(Pause for the first nomination)

Presiding Officer: *"Are there any further nominations for the office of Chair [Vice Chair]?"*

(Pause to allow for additional nominations)

When there appears to be no further nominations for a particular office.

Presiding officer: *"Seeing none, without objection nominations are closed."*

2. ELECTION PROCEDURES:

One Nominee:

If only one person is nominated, the presiding officer, after ensuring that no members present wish to make further nominations, simply declares the nominee is elected by unanimous consent.

Multiple Nominees:

When there is more than one nominee for a given office, the candidates are voted on in the order in which they were nominated.

Presiding Officer: *"As many as are in favor of Mr./Ms. A for Chair say aye... Those opposed say no..."*

If the ayes are in the majority:

Presiding Officer: *"The ayes have it and Mr./Ms. A is elected Chair."*

If the noes are in the majority the working is:

Presiding Officer: *"The noes have it and Mr./Ms. A is not elected. Those in favor of Mr./Ms. B [the next nominee] say aye... Those opposed say no..."*

As soon as one of the nominees receives a majority vote, the presiding officer declares him elected and no votes are taken on the remaining nominees for that office.

3. MOTION TO ACCEPT THE ELECTION RESULTS:

Presiding Officer: *"I request a motion to accept the election with Mr./Ms. A elected to the office of Chair and Mr./Ms. B elected to the office of Vice Chair... Is there a second... Secretary please conduct a roll call vote."*

MEASURE J COMMISSION
CITY OF PALM SPRINGS, CALIFORNIA
www.palmspringsca.gov



MEETING MINUTES
THURSDAY, JULY 15, 2021, 5:30 P.M.

Pursuant to Executive Order N-29-20, this meeting was conducted by teleconference and there was no in-person public access to the meeting location.

CALL TO ORDER: Vice Chair Craig called the July 15, 2021, Regular Meeting of the Measure J Commission of the City of Palm Springs to order at 5:32 p.m.

ROLL CALL:

PRESENT: Commissioners Bernstein, Futterer, Marshall, Robin, Soto, and Vice-Chair Craig.

ABSENT: Chair Gazan.

ALSO PRESENT: City Manager Clifton, Finance Director Pauley, City Engineer Montalvo, Principal Engineer Uyeno and Commission Secretary Sterling.

PLEDGE OF ALLEGIANCE: Vice Chair Craig led the Pledge of Allegiance.

ACCEPTANCE OF THE AGENDA: Motion to accept the Agenda by Commissioner Futterer, seconded by Commissioner Soto and unanimously carried.

APPROVAL OF MINUTES: Motion to approve the June 17, 2021, Measure J Regular Meeting Minutes by Commissioner Bernstein, seconded by Commissioner Futterer and unanimously carried.

PUBLIC COMMENT: None.

1. **WELCOME AND COMMENTS FROM MEASURE J VICE CHAIR:** Vice-Chair provided a welcome. He commented on the two vacancies on the Commission and was informed by the City Clerk that they would not be filled until September.
2. **COMMENTS FROM CITY MANAGER:** City Manager Clifton commented on plans for current projects and community projects, prioritizing projects based on Council's direction and creating an executable plan.
3. **NEW BUSINESS:**
 2. A. **MEASURE J BUDGET UPDATE:** Finance Director Pauley provided a budget update noting a \$1.3 million increase in the current fiscal year Measure J budget over the FY 2019-20 budget further noting that we are still collecting taxes for FY 2020-21.

ACTION: No action taken.

4. OLD BUSINESS:

3.A. REVIEW AND DISCUSSION ON PROJECTS APPLICATION FORM AND PROCESSING OF THE COMPLETED APPLICATION PROCEDURES: Commissioner Futterer provided an update on the Subcommittee's work relative to the Measure J funding application, noting the application was modified from the 2018 application to make it easier and more up to date. The Commission discussed the application review process. Finance Director Pauley commented on the possibility of using a third party for the review process and will come back to the Commission with options.

ACTION: No Action Taken

5. B. UPDATE ON SOCIAL MEDIA ANNOUNCEMENTS: Commissioner Bernstein provided an update and commented on improving the Measure J social media campaign, working with the City's Communications Director to promote Measure J projects.

ACTION: No Action Taken

6. COMMISSION MEMBER COMMENTS AND REQUESTS: Commissioner Marshall provided background on the \$1 million community projects budget and commented on the importance of the Commission's oversight of not just community projects, but other City projects as well. Finance Director Pauley confirmed that the Commission has \$2 million this year on community projects.

City Engineer Montalvo commented on the current CIP. He provided an updated list of projects that included the updated Measure J budget. He asked the Commission to consider approving the resurfacing of the playground at Victoria Park and setting aside \$400,000 to complete the project. Commissioner Robin asked for further discussion on this item at a future meeting.

ACTION: No Action Taken

ADJOURNMENT: The Regular Meeting of the Measure J Commission of the City of Palm Springs adjourned at 7:11 p.m. to a Special Meeting, Date To Be Determined, at 5:30 p.m., via Teleconference.

APPROVED BY A MOTION OF THE MEASURE J COMMISSION THIS 14TH DAY OF SEPTEMBER 2021.

Shantel Sterling, Commission Secretary

MEASURE J COMMISSION
CITY OF PALM SPRINGS, CALIFORNIA
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SPECIAL MEETING MINUTES
THURSDAY, AUGUST 19, 2021, 5:30 P.M.

Pursuant to Executive Order N-29-20, this meeting was conducted by teleconference and there was no in-person public access to the meeting location.

CALL TO ORDER: Chair Gazan called the August 19, 2021, Special Meeting of the Measure J Commission of the City of Palm Springs to order at 5:33 p.m.

ROLL CALL:

PRESENT: Commissioners Bernstein, Futterer, Marshall, Soto, Vice-Chair Craig and Chair Gazan.

ABSENT: Commissioner Robin

ALSO PRESENT: Finance Director Pauley, Commission Secretary Sterling.

PLEDGE OF ALLEGIANCE: Chair Gazan led the Pledge of Allegiance.

ACCEPTANCE OF THE AGENDA: Motion to accept the Agenda by Commissioner Bernstein, seconded by Chair Gazan and unanimously carried.

PUBLIC COMMENT: None.

1. WELCOME AND COMMENTS FROM MEASURE J CHAIR: Chair Gazan welcomed everyone.

2. NEW BUSINESS:

2.A. ALTERNATE MEETING DATE FOR THE SEPTEMBER 2021 MEETING.

ACTION: Commissioner Bernstein moved to move the September 2021 Measure J Commission meeting from Thursday September 16th to Tuesday September 14, 2021, at 5:30 pm.

2.B. ALTERNATE MEETING DATE THE NOVEMBER 2021 MEETING.

ACTION: Chair Gazan moved to change the regularly scheduled Measure J Commission meeting from Thursday November 18, 2021, to Wednesday November 17, 2021, at 5:30 pm.

3. OLD BUSINESS:

3.A. DISCUSS OPTION OF USING AN OUTSIDE COMPANY TO DISTRIBUTE AND CALCULATE THE COMMUNITY PROJECT APPLICATIONS TO PALM SPRINGS CITIZENS:

Finance Director Pauley reviewed the options of using an online service for the Application process. The two possibilities are Survey Monkey or Google Docs.

ACTION: Purchase an online service to send out Measure J project applications, process and tally. Commissioner Soto volunteered to set-up the application online using Survey Monkey. **Chair Gazan made a motion to spend a reasonable amount of money to use Survey Monkey or Google Docs not to exceed \$1,000. Commissioner Bernstein second the motion. Motion passed unanimously.**

- 4. COMMISSION MEMBER COMMENTS AND REQUESTS:** Finance Director Pauley discussed the City Council Priority Matrix. The Commissioners will need to discuss and complete the City Council Priority Matrix at the next meeting. These should be items that are actionable and align with the city goals.

ADJOURNMENT: Commissioner Marshall moved to adjourn the Special Meeting of the Measure J Commission. Commissioner Bernstein second the motion. **Motion passed unanimously.** The Special Meeting of the Measure J Commission of the City of Palm Springs adjourned at 6:23 p.m. to Tuesday, September 14, 2021, at 5:30 p.m., via Teleconference.

APPROVED BY A MOTION OF THE MEASURE J COMMISSION THIS 14TH DAY OF SEPTEMBER 2021.

Shantel Sterling, Commission Secretary

City of Palm Springs
Summary of Measure J Funds

	Projected				
	Original Budget <u>2020-2021</u>	Adopted Revised Budget <u>2020-2021</u>	Mid-Year Budget <u>2020-2021</u>	Recommended Budget <u>2020-2021</u>	Projected Budget <u>2021-2022</u>
Estimated Revenue	\$ 16,126,700	\$ 6,000,000	\$ 5,069,513	\$ 16,037,800	\$ 16,500,000
Unexpended PY Reallocated	-	-	-	430,183	7,180,601
Total Available Funds	16,126,700	6,000,000	5,069,513	16,467,983	23,680,601
<i>Existing Budget Obligations:</i>					
Multi-Year Projects:					
Street Repairs	3,000,000	-	-	6,000,000	3,000,000
Community Projects	1,000,000	-	-	1,000,000	1,000,000
Airport Reserve on Aviation Fuel Sales per FAA *	200,000	-	-	200,000	200,000
Total Multi-Year Projects (Subtotal)	4,200,000	-	-	7,200,000	4,200,000
Adjustments to Prior-Year Projects	-	-	-	-	-
Other Approved Projects and Expenses:					
Debt Service	3,200,000	3,200,000	(2,416,800)	783,200	1,754,980
Downtown Prop Maint & Other Expenses	575,000	-	-	-	-
Roundabout at 3 Locations	-	-	-	-	-
Arnico Tract Sewer - Phase 4	-	-	-	-	-
Park Restrooms Renovations (Victoria, Ruth Hardy)	-	-	-	-	-
Emergency Generators	-	-	-	-	-
Citywide HVAC Water Treatment Program	-	-	-	-	-
Recreation Field LED Lighting Upgrade-Design	-	-	-	-	-
Fire Tower Training Facility	-	-	-	-	-
Demuth Dog Park	-	-	-	-	-
Shade Structures (15 locations at Various Parks)	-	-	-	283,418	-
Park Benches (10 at Demuth Park)	-	-	-	-	-
Playground Surfacing (Demuth, Victoria, JOJDHUC)	-	-	-	275,000	-
Pavilion Landscaping	-	-	-	-	-
LED Lighting Project for the Park Ballfields	-	-	-	-	-
Restrooms at Sunrise Park	-	-	250,000	250,000	-
Demuth Park Restroom Upgrade	-	-	-	285,764	-
Desert Highland Park Restrooms	-	-	-	210,000	-
Transfer to General Fund	-	2,800,000	-	-	-
Total Existing Budget Obligations	7,975,000	6,000,000	(2,166,800)	9,287,382	5,954,980
Unallocated New Funds Available for Budgeting	\$ 8,151,700	\$ -	\$ 7,236,313	\$ 7,180,601	\$ 17,725,621

* Note: Effective December 8, 2017, per a Federal Aviation Administration ruling, the City is required to set aside Measure J sales taxes collected on aviation fuel sales for airport project expenses.

YTD Revenue Comparison through June 30:

FY 2020-21	17,770,795	
FY 2019-20	14,829,517	
Increase in Revenue from Previous Fiscal Year	2,941,278	19.8%



MEASURE J COMMISSION STAFF REPORT

DATE: September 14, 2021

SUBJECT: Consideration of Submitting Priorities/Areas of Focus for the City Council Visioning Session

FROM: Director of Finance and Treasurer

SUMMARY

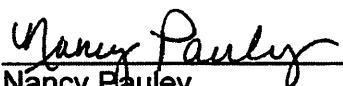
This action introduces the City Council Visioning Session and identifies the Council's expectations pertaining to City commissions.

BACKGROUND:

City Council will meet with the City Manager and department managers in mid-November to identify strategic priorities for the City (a.k.a., Visioning Session). In addition to the priorities of the department managers, City Council requested for the City Manager to collect and present the top two goals/priorities from each City commission.

The City Manager has asked City staff to assist all Commissions with approving their top goals/priorities by September 30. To meet the target date, this effort for the Measure J Commission will be provided an overview of the effort and will identify the Council's expectations and will allow the Commission to discuss, consider, and vote on goals/priorities.

Leading up to the September 14 Measure J Commission meeting, Finance staff will disseminate and request information from commissioners to help facilitate the Measure J Commission's discussion and vote during the meeting. To kick off the effort, there are two documents for your review. Attachment A is the original enabling ordinance (1796) that identifies the Powers – Duties (2.59) of the Commission. It is important that goals and priorities must not conflict with the ordinance. Attachment B is the 'Priority Matrix' which will be used to capture the top two goals and priorities.



Nancy Pauley
Director of Finance and Treasurer

Attachment: A. Ordinance 1796
B. Priority Matrix
C. Sample Priority Matrix

ORDINANCE NO. 1796

**AN ORDINANCE OF THE CITY OF PALM SPRINGS,
CALIFORNIA, ADDING CHAPTER 2.59 TO THE PALM
SPRINGS MUNICIPAL CODE, RELATING TO THE
ESTABLISHMENT OF THE MEASURE "J" OVERSIGHT
COMMISSION.**

City Attorney's Summary

This ordinance establishes a seven member Measure "J" Oversight Commission appointed by the City Council to review and make recommendations to the City Council on the use of funds generated by the implementation of Measure "J," a 1% transactions, sales, and use tax for a specified period.

The City Council of the City of Palm Springs finds:

A. Pursuant to Article XIIC of the Constitution of the State of California, and Sections 200 and 201 of the Charter of the City of Palm Springs, the City Council ordered Measure "J" be submitted to the qualified electors of the City at the November 8, 2011, General Municipal Election, on whether to approve a one percent (1%) Transactions, Sales and Use Tax for a period of twenty-five (25) years.

B. In the event Measure "J" is approved by a majority of the City's qualified electors, the City Council desires that a commission of the City provide oversight of the use of the proceeds generated from the tax.

The Council of the City of Palm Springs ordains:

SECTION 1. Chapter 2.59 is added to the Palm Springs Municipal Code to read:

**Chapter 2.59
Measure "J" Oversight Commission**

Section:	
2.59.010	Creation and Membership
2.59.020	Term; Vacancies; Vote
2.59.030	Officers
2.59.040	Meetings; Rules of Procedure
2.59.050	Powers and Duties of the Commission

2.59.010 Creation and Membership.

A. There is created within the City of Palm Springs the Measure "J" Oversight Commission consisting of seven members, appointed by the City Council, to serve at the pleasure of the City Council.

B. The membership of the Measure "J" Oversight Commission shall include, but not limited to, residents with accounting or financial backgrounds and expertise.

2.59.020 Term; Vacancies; Vote.

A. Members of the Commission shall serve for the term provided by Chapter 2.06 of the Palm Springs Municipal Code, except that in order to ensure a stagger of appointees, the initial appointments shall be for staggered terms as determined by the City Clerk.

B. A vacancy in the Commission shall not impair the right of the remaining members to exercise the powers of the Commission pursuant to this chapter. Four members shall constitute a quorum of the Commission, and any ruling, decision or other action of the Commission may be taken by a majority of those members present, provided a quorum is present.

2.59.030 Officers.

The Commission, at its organizational meeting and annually thereafter, shall elect from its membership a chair and vice-chair. The chair and vice-chair shall have and perform such duties as are commonly associated with their respective titles. The city manager may appoint an executive secretary and other staff, and provide compensation for their services as may be authorized by the City Council. The City Treasurer/Director of Finance shall be the City staff liaison to the Measure "J" Oversight Commission.

2.59.040 Meetings; Rules of Procedure.

The Commission shall meet at least once each quarter at such time and place as shall be fixed by the Commission by its standing rules. A majority of the existing appointed members of the Commission shall constitute a quorum for the transaction of business. The Commission may establish such rules and regulations as it deems necessary for the conduct of its business. In matters relating to the holding of regular and special meetings, the Commission and any standing committee of the Commission, is bound by the provisions of the Ralph M. Brown Act of the State of California (Sections 54950, *et. seq.*, California Government Code).

2.59.050 Powers and Duties of the Commission.

A. To the extent permitted by law, the Measure "J" Oversight Commission shall review all projected revenues and recommended expenditures for the funds generated by Chapter 3.22 of this Code and shall make recommendations to the City Council within time limitations as may be established by the City Council. The Commission shall have the following powers and duties:

- (1) Establish a schedule of regular meeting times;
- (2) Hold meetings and make recommendations to the City Council regarding:
 - (a) Programs and projects proposed to be funded in whole or in part by Measure "J" revenues and priorities;
 - (b) Oversee and monitor expenditures of all Measure "J" funds, after the City Council has approved any program or project with Measure "J" funds;
 - (c) Review the annual independent audit of revenues received by and expenditures from Measure "J" funds prior to the audit's presentation to the Council;
 - (d) Review the Director of Finance's estimate of Measure "J" revenues for each fiscal year prior to Council adoption of the annual General Fund Budget;
 - (e) Request public hearings with the City Council.
 - (f) Implement a CDBG or other reasonable application review processes, to review proposed expenditures of Measure "J" revenues and make recommendations to the City Council.
- (3) Perform such other duties as the City Council may assign.

B. The actions and recommendations of the Measure "J" Commission shall be reported through appropriate city communication devices and methods provided or maintained by the City Manager for the dissemination of information to the residents of the City.

SECTION 2. The City Council recognizes that the passage of Measure "J," a general tax measure, will result in additional general tax revenues that the City can use for any governmental use or purpose as allowed under the City of Palm Springs Charter, the Palm Springs Municipal Code, and the laws of the State of California. It is the desire of the City Council that revenues attributed to Measure "J" should be used for projects, programs, services, and other opportunities that have been or would be unfunded or underfunded under current and anticipated budget restrictions. The City Council therefore finds that the creation and implementation of the Measure "J" Oversight Commission will ensure that the proceeds of Measure "J" are used for

projects, programs, and services that are beneficial for, and will maintain and/or improve the overall quality of life of, the residents of the City of Palm Springs.

SECTION 3. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same, or the summary thereof, to be published and posted pursuant to the provisions of law and this Ordinance shall take effect thirty (30) days after passage or the date on which the City Council certifies voter approval of Measure "J," whichever occurs last.

PASSED, APPROVED, AND ADOPTED BY THE PALM SPRINGS CITY COUNCIL THIS 19TH DAY OF OCTOBER, 2011.


STEPHEN P. POUGET, MAYOR

ATTEST:



JAMES THOMPSON, CITY CLERK

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF PALM SPRINGS)

I, JAMES THOMPSON, City Clerk of the City of Palm Springs, California, do hereby certify that Ordinance No. 1796 was introduced at a regular meeting of the Palm Springs City Council on September 21, 2011, reintroduced on October 5, 2011, and adopted at a regular meeting of the City Council held on October 19, 2011, by the following vote:

AYES: Councilmember Foat, Councilmember Hutcheson, Councilmember Mills, Mayor Pro Tem Weigel, and Mayor Pougnet.
NOES: None.
ABSENT: None.
ABSTAIN: None.


JAMES THOMPSON, CITY CLERK
City of Palm Springs, California 11/02/2011

MEASURE J COMMISSION FY 2021-22 PRIORITY MATRIX

Board / Commission / Committee Name

Measure J Commission

Brief Description of Board / Commission / Committee Charge

Significant Recent Accomplishments

Provide a brief list of accomplishments from the last few years that you are most proud of.

BOARD / COMMISSION / COMMITTEE PRIORITIES FOR COUNCIL CONSIDERATION

FY 2021-2022 Ongoing Priorities/Areas of Focus

Identify those priorities related to the ongoing work of the group. Be specific about what you want to accomplish in the 2022 timeframe. Consider things that the group must continue to do because of state or local mandates, stated goals, or the need to prevent harm or detrimental impacts. Please list in order of priority.

Priority	Rationale	Measure(s) of Success
1.		
2.		

2022 New Priorities/Areas of Focus

List any new or emerging topics that may be critical for the group to address in 2022.

Priority	Rationale	Measure of Success
1.		
2.		

Activities that Could Be Deferred, Referred, or Eliminated

List any current group activities that can or should be deferred to a later time, referred to another organization, or eliminated to make room for priorities.

OTHER CRITICAL FACTORS FOR SUCCESS

Critical Organizational Changes Needed

List any organizational changes that will be needed to advance the identified priorities. This could include items such as increased staffing, organizational realignments, and new funding or funding mechanisms.

Process Improvements

List any process improvements that you would suggest that will contribute to the successful implementation of priorities. This could include items such as improving lines of communication with Council, improving how work gets done, and developing new procedures.

SUSTAINABILITY COMMISSION FY 2021-22 PRIORITY MATRIX

Board / Commission / Committee Name		
Sustainability Commission		
Brief Description of Board / Commission / Committee Charge		
Provide the City with advice and recommendations related to natural resource conservation; energy and water efficiency; waste management and recycling; and other natural resource management issues. Also, provide input on community education and project finance options.		
Significant Recent Accomplishments		
<i>Provide a brief list of accomplishments from the last few years that you are most proud of.</i>		
Food Ware Ordinance, Leaf Blower Ordinance and Implementation, GHG Inventory Update, Sustainability Scholarship Program		
BOARD / COMMISSION / COMMITTEE PRIORITIES FOR COUNCIL CONSIDERATION		
FY 2021-2022 Ongoing Priorities/Areas of Focus		
<i>Identify those priorities related to the ongoing work of the group. Be specific about what you want to accomplish in the 2022 timeframe. Consider things that the group must continue to do because of state or local mandates, stated goals, or the need to prevent harm or detrimental impacts. Please list in order of priority.</i>		
Priority	Rationale	Measure(s) of Success
1. Implement Food Ware Ordinance	City Code	Polystyrene food ware and plastic straws are eliminated Full compliance with on-site reusables at full-service, dine-in restaurants
2. Implement SB 1383 Requirements	State Mandate	All requirements are in place by end of 2022.
2022 New Priorities/Areas of Focus		
<i>List any new or emerging topics that may be critical for the group to address in 2022.</i>		
Priority	Rationale	Measure of Success
1. Night Sky Guidance and Incentives	Economic Development, Habitat Protection, Light Pollution Reduction	Issue Guidance, establish incentive program
2.		
Activities that Could Be Deferred, Referred, or Eliminated		
<i>List any current group activities that can or should be deferred to a later time, referred to another organization, or eliminated to make room for priorities.</i>		
Community Garden (move to Parks & Recreation)		
OTHER CRITICAL FACTORS FOR SUCCESS		
Critical Organizational Changes Needed		
<i>List any organizational changes that will be needed to advance the identified priorities. This could include items such as increased staffing, organizational realignments, and new funding or funding mechanisms.</i>		
City-wide integration of Sustainability Topics – matrixed staffing, early review, etc.		
Funding for reusable food ware pilot (Approximately \$250,000)		

SUSTAINABILITY COMMISSION FY 2021-22 PRIORITY MATRIX

Process Improvements

List any process improvements that you would suggest that will contribute to the successful implementation of priorities. This could include items such as improving lines of communication with Council, improving how work gets done, and developing new procedures.

Improve regularity of engagement with Council Liaisons