

# Proposed Process

## Process for Agenda Topics Involving Presentations by City Staff

<b>Presentation by City Staff</b>	<ul style="list-style-type: none"> <li>Moving forward, all presentations will involve specifics relating to the project recommendation, including the context of the proposal, what is being proposed and its estimated costs</li> </ul>
<b>Small Group Time</b>	<ul style="list-style-type: none"> <li>The goal is to provide time for more in depth conversation, questions, and reflection for more people, given the size of the larger committee.</li> <li>City staff will be at table to help facilitate as needed.</li> <li>Time at the discretion of the Chair</li> </ul>
<b>Committee Q &amp; A</b>	<ul style="list-style-type: none"> <li>Moderated by Chair or Chair Pro Tem</li> <li>Designed to ask questions of city staff on the topic of their presentation</li> <li>Time at the discretion of the Chair</li> </ul>
<b>Written Q &amp; A</b>	<ul style="list-style-type: none"> <li>In order to help facilitate “parking lot” questions, the city staff will develop an online option for questions to help them process, organize, and respond to committee members' questions more quickly. The goal is to make this accessible via your mobile device.</li> <li>For those who prefer not to submit questions virtually, there will still be a way to submit questions in writing.</li> <li>Due to the volume of committee questions and time capacity limitations, city staff will need more than 48 hours to respond to all questions but will distribute responses to the committee prior to the next meeting.</li> </ul>
<b>Committee Discussion</b>	<ul style="list-style-type: none"> <li>Moderated by the Chair or Chair Pro Tem</li> <li>Following the Q and A section, this is a time for further reflection and comment from members of the committee.</li> <li>This is designed to move beyond just questions and give the committee an opportunity to share feedback, thoughts, and fresh ideas for consideration as we move through the process and consider each item.</li> <li>Comments will be restricted to topics of the presentation.</li> <li>Time at the discretion of the Chair</li> </ul>



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### “Temperature Gauge”

- In order to help both the committee and the city staff get a sense of the committee’s appetite for projects and lingering questions/concerns, we will initiate a brief online survey at the end of each meeting to allow committee members to indicate their current reflections on the projects presented during that meeting.
- This is not a vote and it is not binding. Furthermore, everyone’s sentiments can change later on. This is simply a way for the committee and staff to get regular reads on the direction of the committee ahead of the final recommendation so that we can provide additional information or adjust accordingly along the way.
- For each project, the committee member will have 5 options:
  - 1 - Currently, **I am in full support** of recommending this project for inclusion in the bond package
  - 2 - Currently, **I am mostly supportive** of recommending this project for inclusion in the bond package
  - 3 - Currently, **I am unsure** whether or not to recommend this project for inclusion in the bond package
  - 4 - Currently, **I have reservations** about recommending this project for inclusion in the bond package
  - 5 - Currently, **I do not support** recommending this project for inclusion in the bond package
- The results of the survey will be released to the entire committee within 48 hours of the meeting (in the aggregate, not indicating results from individual members).

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## Process for Finalizing Recommendation to City Council

### Meeting #5 – June 26

- Financial advising, Costs, and Tax Rate presentation
- Small group Q & A and discussion
- Open Q & A and discussion on total \$ amount and tax rate
- Open Q & A and discussion on each item brought before the committee
- Individual committee members given homework to prioritize items for the bond package and provide their proposed \$ amount.
  - Done electronically (with a paper option if needed)
  - This will be due within 48 hours of the conclusion of the meeting
  - Aggregate results provided to committee in backup ahead of the July 6 meeting

### Meeting #6 – July 6

- Review results of total \$ amount
- Review aggregated results of individual committee members' prioritization of projects
- Q and A and discussion
- Committee votes on each item for inclusion in the final recommendation to council, starting with items with broad consensus based on results of survey
- Final vote on the final bond package recommendation