

**POLICY COMMITTEE MEETING**

January 14, 2009

7:00pm

County Complex, Building A

**A. Roll Call**

**PRESENT:**

Mr. Reese Peck, Chair

Mr. Rich Krapf

Mr. Chris Henderson

Mr. Jack Fraley

**OTHERS PRESENT:**

Mr. Allen Murphy, Planning Director

Mr. John McDonald, FMS Manager

Mr. Adam Kinsman, Deputy County Attorney

Ms. Kate Sipes, Senior Planner

Ms. Leanne Reidenbach, Senior Planner

Mr. Brian Elmore, Development Management Asst.

**ABSENT:**

Mr. George Billups

**B. Minutes**

Mr. Peck called the meeting to order at 7:00pm.

Mr. Fraley motioned for approval of the minutes, with a second from Mr. Krapf.

The minutes were adopted unanimously.

**C. Old Business CIP Proposal**

Mr. Peck asked staff to present their list of proposed CIP changes to the Policy Committee.

Ms. Reidenbach stated the FY2010 CIP would have the same timing as previous years. She said FY2010 was an exception year, and she did not expect to see many CIP applications.

Mr. McDonald stated the CIP's summer timing depends on the adoption of the Comprehensive Plan. He said departments were asked to submit an FY2010 and a five year CIP plan for Committee review. He said the Committee could begin reviewing FY2011 proposals immediately if they wanted, or, they could wait until Comprehensive Plan adoption.

Mr. Fraley stated he wanted to start the CIP process earlier and synch the CIP with the Comprehensive Plan. He questioned when the Comprehensive Plan would be approved.

Mr. Murphy stated if the Committee wants to synch the CIP with the Comprehensive Plan, staff can create a transitional schedule but would suggest delaying evaluation of FY11 applications until the fall 2009, after the Comprehensive Plan's adoption.

Mr. Peck stated the Comprehensive Plan will define the CIP's universe, while specific projects will be reviewed by the Committee. He asked staff to begin work on a CIP transitional schedule.

Mr. Henderson stated the Comprehensive Plan should identify projects and targets, while the yearly CIP prioritizes and funds them.

Ms. Reidenbach stated the new Comprehensive Plan would not likely include a full Public Facilities Master Plan but could be a recommendation of the Plan.

Mr. McDonald stated County departments have a variety of public facilities triggers, including their own timetables, population targets, yearly targets, and fund availability.

Ms. Reidenbach stated some those formulas are already found in the Public Facilities section of the Comprehensive Plan and the Parks and Recreation Master Plan.

Ms. Sipes stated performance standards from the Comprehensive Plan have guided past CIP requests.

Mr. Murphy stated that having the CIP as an addendum to the Comprehensive Plan, rather than annually updating the Plan, would give the Committee much more flexibility. He said the Board decides on when to deviate from the CIP. He asked if the Committee was comfortable proceeding with FY2011 ahead of Comprehensive Plan approval.

Mr. Krapf stated the Board would provide guidance at the February work session.

Mr. Murphy stated the process, which includes public hearings, needs to draw from a finalized document. He said the transitional phase should follow the Comprehensive Plan.

Mr. McDonald discussed the real estate assessment process.

Ms. Reidenbach stated that since it is an exception year, the Committee will only be reviewing those items the Board already plans to fund in FY2010 and any new FY2010 funding requests. She said any projects proposed by individual departments would be few and far between. She stated the plan was to have only two CIP meetings where departments would make presentations and overall priorities would be assigned. She suggested the Committee transition from a 'high-medium-low' ranking system to numeric rankings or scoring sheets and that the Committee develop consistent standards to help evaluate the projects.

Mr. Fraley stated he wanted to be able to make judgments beyond a project's basic numeric score.

Mr. Krapf stated a scoring sheet would allow the Committee to decide better on non-relative projects. He said he wanted greater flexibility on spending priorities.

Mr. Fraley stated he did not want staff to spend a lot of time making CIP formulas.

Ms. Reidenbach stated Planning staff would continue to score projects based on their sheets and would provide those scores to the Committee. The Committee could then pair staff's scores with more subjective evaluation criteria.

Mr. Henderson stated the CIP process will create competition between repairs and new facilities. He said costs of delay would also be evaluated.

Ms. Reidenbach stated capital maintenance will be separated from the CIP.

Mr. Fraley stated it may be difficult to keep different projects relative. He suggested a top-five, middle five, and bottom five ranking system for when the Committee may not be able to accurately rank all projects in a fiscal year.

Mr. Peck suggested having a set number of high, medium, and low projects. He said he wanted CIP proposals available for public review and comment.

Mr. Fraley stated a public meeting with department proposals may be an excessive amount of time for a committee. He suggested CIP review before the entire Planning Commission.

Mr. Peck stated he wanted the Committee to be able to make CIP decisions during the public meetings. He said he did not expect large numbers of attendees, but he wanted those avenues available for citizens.

Mr. Fraley stated he disagreed with the citizens rating CIP priorities.

Ms. Sipes stated capital maintenance would be reviewed by Administration and the Board. She said the Committee would know how much is spent on capital maintenance.

Mr. Fraley stated he wanted to discuss Planning staff's role during the Board work session.

Mr. Peck stated he wanted Planning staff to look into other possible CIP impacts, such as manpower.

Mr. Murphy stated that since the Policy Committee membership could change after February's Planning Commission leadership meeting, the entire Commission should endorse the process.

**D. New Business                      Bylaws Updates**

Mr. Fraley cautioned against the bylaws being too specific. He said overly specific bylaws could harm Commission members' discretion.

Mr. Kinsman stated he wanted to revise the Robert's Rules section of the bylaws. He said the Committee was not obligated to change the bylaws but changes were totally up to Committee members. He said a committee only needs one member to act as a quorum, since the entire Planning Commission will review committee actions.

Mr. Fraley stated the Development Review Committee's bylaws needed to be more clearly defined. He said the DRC meets on decisions outside of its currently written scope.

Mr. Kinsman stated he wanted to clarify the Policy Committee bylaw responsibilities.

Mr. Peck stated the Policy Committee's purview sometimes changes suddenly and unexpectedly. He said the Committee does not review other items it should and that the Policy Committee's role should be more specific.

Mr. Murphy stated the Policy Committee is often used as a sounding board for ordinance changes before review by the entire Commission.

Mr. Kinsman stated state law requires an initiating resolution before an ordinance can be changed.

Mr. Fraley stated he would compose inserts into the bylaws defining the committees' roles.

Mr. Kinsman stated he would remove the unused leadership and nominating committees from the bylaws.

Mr. Krapf stated the chair retains the ability to call an ad hoc meeting when required.

Mr. Kinsman stated setting a committee quorum at three could prevent votes if someone is absent.

Mr. Fraley stated he would like the DRC to revisit its quorum rules for expedited reviews.

Mr. Peck stated he wanted the bylaws to reflect greater coordination between different long-term County plans and goals, including the water plan. He stated he wanted the Policy Committee to be more active in formulating the County's long term goals. He said he wanted other departments to ask for the Committee's input during plan preparation.

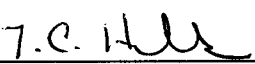
Mr. Fraley questioned the workload involved with expanding the Committee's scope. He said different Boards have very different ideas of the Commission's roles and input.

Mr. Peck stated he wants to craft a plan to develop working relationships with various County departments and committees.

#### **E. Adjournment**

Mr. Krapf motioned to adjourn, with a second from Mr. Fraley.

The Policy Committee meeting was adjourned at 9:04 p.m.

  
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Chris Henderson, Chairman