

Development Related Impact Fee and Excise Tax Studies

Technical Working Group Purpose, Roles and Draft Operating Agreements

Purpose of the Technical Working Group

The purpose of the technical working group will be to review and discuss all four of the component areas, and to provide comments, feedback and input to the city staff and consultants on the project. City staff will utilize the technical working group's feedback when developing recommendations and materials for City Council consideration.

The group is not expected to come to consensus or otherwise come to an agreement or resolution, or to provide a recommendation. The role of the group is to provide a diverse range of opinions and perspectives to assist the city staff and consultants in the project.

Roles

To guide the development fees project, several teams have been created including the Core Team, and four different project teams supplemented by two consulting firms. The Core Team includes an executive sponsor, a project manager, four project team leaders, and various subject matter experts.

Technical Working Group

- Provide input to city staff and consultants on the development fees project.
- Discuss assumptions, options on service levels, and allocation methodologies prepared by the consultants and identify ideas/ issues to consider
- Review draft report material prepared by the consultants
- Provide feedback about how to communicate the issues and options to the public.

Project Manager

- Work with the working group, consultants and city staff to finalize meeting agendas
- Work with city staff to manage the project work plan and schedule
- Be available to working group members to ensure that questions are answered in a timely fashion & to address any process issues or concerns

City Staff & Consultants

- Prepare information for working group review & comment
- Keep city council informed & seek policy direction as needed through the process
- Make recommendations to city council
- Coordinate public input and outreach

Expectations

Working group members will be expected to:

- Attend four to six working group meetings.
- Review technical materials prior to working group meetings.
- Have experience, interest and/ or expertise related to development, development financing, and development related impacts from a diversity of perspectives such as neighborhood, business, development, government, affordable housing, public art, transportation or academics.
- Bring expertise and interests but participate as an individual, not as a representative from a particular group, sector or industry.
- Provide feedback to the project team on information prepared by city staff and the consultants to ensure it is understandable, accurate and complete.
- Identify areas and issues to consider, and provide feedback on how to communicate information.
- Engage in a shared and constructive dialogue with other members of the group, the consultants, and city staff.

Draft Operating Agreements and Discussion Guidelines

The guidelines below are meant to encourage productive discussions and deliberation.

Fairness

One person speaks at a time; be recognized by the facilitator/presenter before speaking.
Share “air time.” Be succinct.
Everyone participate!

Listening

Focus on each speaker rather than preparing your response
Avoid side conversations or interruptions

Respect

Judge ideas, not people; keep the discussion civil
If you don't like something that happened in the meeting, bring it up or discuss it with the project manager later so that it can be resolved. Don't let things fester.

Commitment

Prepare for each session
Attend each meeting
Begin and end on time
Get up to speed if you didn't attend
Ask questions if you don't understand—either in the meeting or afterward by calling or emailing the project manager.

Communication with Other Groups, Individuals and the Media

All meetings are open to the public and the press and all members are free to comment publicly on the progress of the working group and the issues being discussed. However, in making public comments, each group member agrees to speak only for him or herself (and make this clear to the reporter); to avoid characterizing the personal position or comments of other members; and to be thoughtful of the impact that specific public statements may have on the group and its ability to complete its work.