

Vettraino Consulting, LLC

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January 3, 2022

TO: James Breuckman, City Manager

RE: Citizens Advisory Committee – Proposed Objectives Statements

The purpose of this memorandum is to provide proposed objective statements for the Citizens Advisory Committee (CAC). As noted in “Phase 1” of the project Scope of Work, Vettraino Consulting (VC) hosted phone meetings with the City Manager and each City Commissioner (the stakeholders). During the meetings, VC asked questions to understand the common objectives of the stakeholders. Not every objective discussed with each stakeholder has been included in the proposed objective statements, VC has attempted to develop objective statements that best represent consistent themes heard from the stakeholders.

VC requests the City Commission review the proposed objective statements, consider changes to the objective statements, and to formally adopt the objective statements. During the first CAC meeting VC will present and discuss the objective statements with the CAC and the objective statements will be used to guide the work of the CAC throughout its process.

Proposed Objective Statements

1. The CAC has been created to address the specific question of “what is the most appropriate funding option for the City to fund already agreed upon water infrastructure capital projects.” This question is the starting point of work for the CAC. The CAC will not consider or offer recommendations regarding the need, total projected cost, or timing of the water infrastructure projects.
2. The CAC work will focus on developing funding options using sources of funds that are in the control of the city.
3. The CAC should consider and offer a recommendation regarding the question of “if external funding is received (for example grant funding), how should the external funding be applied to reduce the funding required from sources controlled by the city.”
4. City staff or city professional consultants (i.e., city attorney, city engineer) shall provide the CAC with all information necessary for their consideration of the objectives. If additional information is requested by the CAC, it shall be the responsibility of city staff or city professional consultants to acquire the information. Information provided by city staff or city professional consultants will be considered complete and reliable. The CAC shall not

rely on information received from sources other than city staff or city professional consultants.

5. It will be a goal of the CAC to work together to develop a single recommendation to be presented to the City Commission. If consensus cannot be reached on a single recommendation the CAC shall:
 - a. Develop more than one recommendation and indicate CAC members' preference regarding each recommendation, or
 - b. Develop one recommendation and indicate the specific dissenting points/opinions of individual CAC members who did not reach consensus with the other CAC members regarding the one recommendation.
6. The CAC is not a policy setting body, is an advisory body. The CAC shall present its recommendation(s) to the City Commission during a public meeting of the City Commission. All power and authority to adopt, authorize, and implement any CAC recommendation shall rest with the City Commission.
7. Each CAC member shall act with respect and civility, during meetings and when speaking publicly about the work of the CAC. If a member of CAC is believed to not be acting with respect and civility, the CAC members may take a vote to report the member to the City Commission. Only a majority vote of the City Commission may remove a member of the CAC.
8. All CAC meetings shall be open to the public. The city will stream and/or broadcast the CAC meetings. Public comment will be heard at all CAC meetings following the same rules and standards as the City Commission meetings.
9. The CAC will have as its goal to present its recommendation(s) to the City Commission between late-March and early-April.

Thank you for the opportunity to provide these drafted proposed objective statements. If you have any questions or if I can provide additional information, please let me know.

Sincerely,



Jaymes Vettraino
Vettraino Consulting, LLC