

Decision Making Process Outline for Market Infrastructure Project

Explanation of Roles and Responsibilities:

1. Role of Staff
 - a. To facilitate public meetings and working groups.
 - b. Answer operational questions and provide insight where appropriate
 - c. Identify available funds for project.
 - d. Oversee contracted work of architects, construction companies, engineers.
 - e. Planning staff to review site plan documents.
 - f. CSA Administrator to promulgate any changes to market operating rules as a result of operational solutions proposed.
2. Role of Community Members
 - a. To participate in public meetings, apply to working group, provide ongoing feedback through email/public comment periods/comment cards.
3. Role of Vendors
 - a. To participate in public meetings, apply to working group, provide ongoing feedback through email/public comment periods/comment cards.
4. Role of VOAC & MCOAC
 - a. To make operational recommendations to PMAC.
5. Role of PMAC & PAC
 - a. To advise the Mayor and Council on project recommendations throughout the process.
 - b. PMAC to send project and budget recommendations to PAC & Mayor/Council.
 - c. PAC to send project and budget recommendations to Mayor/Council.
6. Role of Planning Commission
 - a. To review and approve the site plan proposal for the project.
7. Role of City Council
 - a. To receive recommendations of PMAC and PAC in communication item.
 - b. To approve site plan petition.
 - c. To approve construction contracts.
 - d. To appropriate funds as necessary and establish project budget.

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Creation of two advisory committees:

1. Commitment:
 - a. Time
 - i. Monthly meetings lasting up to two hours each held at City Hall.
 - ii. Members commit to meetings February through April with the possibility of additionally scheduled meetings after that time.
 - b. Objectives
 - i. Review operational questions as outlined by staff, PMAC and stakeholders.
 - ii. Develop possible solutions/scenarios to answer operational questions at hand.
 - iii. Evaluate pros/cons of those solutions.
 - iv. Propose recommended operational solutions to PMAC.
 - v. Note: these bodies are advisory in nature and non-voting.
2. Vendor Operations Advisory Committee (VOAC)
 - a. Purpose:
 - i. To assess operational components of project, including issues related to parking, stall assignment and layout, rules governing building operations on market days, and operational plans during construction.
 - ii. To make relevant operational recommendations to PMAC.
 - b. Members: An open call to vendors to apply to participate in the group. Applications made to PMAC who will review and recommend members to the Chair. Chair will make ultimate advisory committee appointments, via the PMAC Bylaws.
3. Market Community Operations Advisory Committee (MCOAC)
 - a. Purpose: To assess community impact questions regarding the project, including issues around parking, pedestrian and non-motorized transportation, rental groups, neighborhood residents and businesses.
 - b. Members: An open call to non-vendor project stakeholders, including area business owners, Community High School, residents, and customers to apply to participate in the group. Applications made to PMAC who will review and recommend members to the Chair. Chair will make ultimate advisory committee appointments, via the PMAC Bylaws.