

OUTLINE, 2021 URMDAC RECOMMENDATION PROCESS – URMD PEDESTRIAN AND BIKING IMPROVEMENTS

(for projects to be funded in FY 2022-23 and FY 2023-24)

December 11, 2020

Selection process objectives:

1. Keep the process simple and efficient for all: the public, URMDAC, and staff.
2. Minimize the administrative cost to URMD.
3. Avoid “paralysis by analysis” – make decisions in a timely manner, with information readily available.

Staff’s role in the selection process:

1. Provide clear guidance to URMDAC to present staffs’ professional opinions about candidates, and strive to keep the process clear and simple.
2. Identify staff “top candidates/150% list” for URMDAC to consider. URMDAC prepares the final list used for the public comment period.

2021 selection process:

(Discussions in yellow pertain to communications and outreach.)

1. **January 20 URMDAC meeting: Review complete candidate list**
 - Staff presents and URMDAC discusses the complete candidate list (not sorted/evaluated).
 - Discussion of 2021 communication outreach, including to diverse communities (Melissa De Lyser).
2. **March 17 URMDAC meeting: Review complete candidate list (evaluated/sorted) and identify top candidates for public comment**
 - Review complete candidate list (evaluated/sorted).
 - Review staff’s recommendations for top candidates/150% list.
 - URMDAC identifies final top candidates list -- to be used for public comment.
 - Follow up on January’s communications discussion & preparation for May meeting (Melissa De Lyser).
3. **May 19 URMDAC meeting: Prepare for public comment period (June 1-30)**
 - If needed: confirm top candidates for public comment period.
 - Review communications plan for public comment period (Melissa De Lyser).

[Following the May meeting, URMDAC members may visit top candidates on their own or in groups of fewer than five members]

4. **July 21 URMDAC meeting: Review public comments and prepare for decision making**
 - URMDAC reviews public comments received.
 - URMDAC discusses top candidates and prepares for decision making in August
5. **August 18 URMDAC meeting: First of two meetings for URMDAC decision making**
 - Members provide their initial individual votes for candidates to be funded (shared before meeting).
 - Members discuss their individual selections and prepare for final decision-making in September.
6. **September 15 URMDAC meeting: Second meeting for URMDAC decision making**
 - URMDAC selects candidates to recommend for funding (depending on the outcome of the August meeting, this may include a second round of voting by individual members, prior to the Sept. meeting).
 - Debrief the 2021 selection process.

Subsequently, URMDAC’s recommendations are presented to the LUT Director and Board of County Commissioners for approval for early funding for design.