

BRAC Meeting Summary 1/20/2023

Discussion of Meeting Procedures

- At the beginning of each meeting the previous meeting will be addressed to make sure each party agrees on the decisions made at the conclusion of the previous meeting.
- Whoever the responsible party is for drafting each part of the annexation agreement, that party is responsible for providing the necessary information for that meeting.
- The party that proposes each section in the annexation draft will present first and then the other party will provide feedback.
- At the end of each discussion, we will have a summary of points of agreement, summary of points of disagreement for each section and topic.
- Conclude each meeting with public comment, about 30 minutes each meeting. Ideally keeping each meeting to 2 hours, hopefully no more than 3 hours.
- At each meeting the team will have the opportunity to review the packet for the next meeting and will be able to make note if any information is missing, and request it be provided prior to the next meeting. Each party will be working on packets a month or more out.

(Notices) Designation of posting places for agendas – each organization will post at their offices, their websites and then the post office.

Agendas/Packets

- The agenda will be created by the City and published through the city's OnBase agenda system.
- The clerk's office will compile and publish the packet and the planning department will be the hub for the gathering all of packet materials.
- Minutes and progress reports – council would like a summary progress report as well as a detailed set of minutes close to a verbatim transcript.
 - Dan Foote found a company that will provide a detailed set of minutes with a 24-hour turnaround for \$800/meeting.
 - Summary document could include timestamp markers. That could help offset the verbatim transcript costs.
 - If the detailed minutes only take 24hrs city council might not need a summary but the summary would be helpful for the public.
 - YVHA staff will provide a detailed summary, Jason will check with staff on turnaround capacity.
- For packets the city publishes packets 72hrs before the meeting. The agenda for the meeting two weeks out will be ready at the previous meeting. Each team will provide feedback and ask for additional items in the packet at that time.

MOU – The city will send an executed MOU for YVHA to finalize.

- Scope of public outreach and communications will be discussed next meeting, on Feb. 1st.

Timeline/Schedule

- Wednesdays are preferred for turnaround time.
- 2/1, 2/15, 3/1, 3/15, 3/29, 4/12, 4/26, 5/10, 5/24, 6/7, 6/21
- Townhall updates – will be discussed during the next meeting included with public outreach.
- Meeting Times – 9am to 12pm, 9-11:30 meeting and 11:30-12pm will be public comment.

Expectations – Goal is to complete annexation agreement in a manner that is acceptable for YVHA, the City, and the Community as a whole. Expectations are to come prepared having read the packets and ready with any feedback necessary to negotiate the terms that properly represent each party. It critical for each team to have a streamlined process from their repective board/council to share their criteria and feedback so it can be presented in a timely and succinct manner. Rules of order to be included in the front of the packet at each meeting.

Annexation Agreement Outline

1. Post Annexation Land Use Approval Process
 - Feedback & Comments- YVHA will probably ask for some CDC exemptions for bonding and assuredy.
2. General Plan Development
 - Feedback & Comments- none
3. City Services/Operations/Maintenance
 - Feedback & Comments-none
4. Affordability/Attainability of Housing
 - Feedback & Comments-none
5. Exactions/Dedication of Land
 - Feedback & Comments- Jason inquired about the Indoor Field House and Sports Complex, as well as the Arts and Humanities designation, both of which Gary provided clarification for.
6. Sustainability Measures
 - Feedback & Comments- the new model energy code will be in effect by the time brown ranch buildout begins.
7. Contingencies
 - Feedback & Comments- none

Order

- Feb 1st (Meeting #1) Start w/ phasing plan and unit types and numbers (parks and open space are identified, wildfire mitigation), big picture infrastructure concepts some of which will be influenced by the YVHA energy master plan. Section 2. A-F on Feb. 1, original annexation agreement reworked, could be provided as a rainbow item. Get the information to everyone by Wednesday or Thursday next week. As well as public outreach discussion
- Feb 15th (Meeting #2) Section 3a would inform the finance side then we could circle back to section 2g.
 - ***YVHA to plan water scoping meeting
- Mar 1st (Meeting #3) Section 3b
- Mar 15th (Meeting #4) Fiscal, Section 2g and 3c. If consultants can't come to present, then we would do Section 5
- Mar 29th (Meeting #5) Fiscal, Section 2g and 3c
- Apr 12th (Meeting #6) Section 5a and 5f

- Apr 26th (Meeting #7) Section 4 Affordability
- May 10th (Meeting #8) Section 6
- May 24th (Meeting #9) Section 1 Post Annexation
- June 7th (Meeting #10) Section 7
- June 21st (Meeting #11) TBD as needed