



## Urban Road Maintenance District Pedestrian & Biking Improvement Program 2023 Selection Process Guidelines



### Objectives:

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

### Staff’s role:

1. Provide clear guidance to URMDAC, present staffs’ professional opinions about proposals, and strive to keep the process clear and simple.
2. Identify staff “top proposals/150% list” for URMDAC to consider. URMDAC determines the 150% list of proposals presented to the public for comment during the open house.
3. After final selections are made, present them to the Board of County Commissioners for approval.

## 2023 URMDAC PBI Selection Process Guidelines

<p>January URMDAC meeting: Review complete proposal list</p> <ul style="list-style-type: none"> <li>Staff presents and URMDAC discusses the complete proposal list (not sorted/evaluated).</li> <li>Discussion of communication outreach, including to geographic area of proposals and to diverse communities.</li> </ul>
<p>March URMDAC meeting: Review complete proposal list (evaluated/sorted) and identify top proposals for public comment</p> <ul style="list-style-type: none"> <li>Review complete proposal list (sorted/evaluated).</li> <li>Review staff's recommendations for top proposals/150% list.</li> <li>URMDAC identifies final top proposals (150% list) to be used for public comment.</li> <li>Continue communications discussion &amp; preparation for May meeting.</li> </ul>
<p>May URMDAC meeting: Prepare for public comment period (Approx. June 1-30)</p> <ul style="list-style-type: none"> <li>If needed: confirm top proposals for public comment period.</li> <li>Review communications plan for public comment period.</li> </ul>
<p>June public comment period (no meeting): Become familiar with improvement proposals.</p> <ul style="list-style-type: none"> <li>URMDAC members visit improvement proposals on their own or in groups of fewer than five members.</li> <li>URMDAC members talk with community members near improvement proposals.</li> </ul>
<p>July URMDAC meeting: Review public comments and prepare for decision making</p> <ul style="list-style-type: none"> <li>URMDAC reviews public comments received.</li> <li>URMDAC discusses top proposals and prepares for decision making in August.</li> </ul>
<p>August URMDAC meeting: First of two meetings for URMDAC decision making</p> <ul style="list-style-type: none"> <li>Members rank their initial individual votes for proposals to be funded and email their ranking to staff one week prior to the August meeting. <ul style="list-style-type: none"> <li>Members are to rank ALL proposals in the 150% list.</li> <li>No alternates are to be identified or included in the ranking process.</li> <li>If members do not rank all proposals in the 150% list, staff will finish the process by assigning the lowest rating equally to each proposal each time it is not ranked.</li> </ul> </li> <li>Members discuss their individual selections and prepare for final decision-making.</li> <li>Final selections may be made at this meeting, if URMDAC wishes. <ul style="list-style-type: none"> <li>Only the final selected proposals will be presented to the Board.</li> <li>Non-selected proposals will be placed back in the pool for reconsideration in the next selection cycle. The list is a continual build, so all proposals not chosen in 2023 will be included in the list for 2025, provided they are still eligible.</li> </ul> </li> </ul>
<p>September URMDAC meeting: Second meeting for URMDAC decision making. If final selections are made in August, this meeting is not required.</p> <ul style="list-style-type: none"> <li>URMDAC makes final selections to recommend for funding, if not done in August.</li> <li>Debrief the recent selection process.</li> </ul>