

TO: TOWN COUNCIL

FROM: TOWN MANAGER 

RE: PUBLIC PARTICIPATION IN TOWN CONSULTANT CONTRACTS

**ISSUE**

At the May meeting Council Member Scherer asked that Council discuss including a public education and participation component in Town consultant contracts.

**RECOMMENDATION**

Discuss and give direction as what Council wishes to do.

**CEQA**

There are no CEQA issues in this matter.

**MONEY**

Money issues would be manifest in bids for services where consultant costs can easily exceed \$300 per meeting. Add in postage and copying costs and meetings can run over \$1,000 per session. A public education and outreach effort can run in excess of \$25,000 if extensive surveys (phone, mail etc) are done.

**DISCUSSION**

At the May meeting Council Member Scherer asked that the Council consider including a public education and participation component in Town consultant contracts. The Town has typically used consultants in designing road improvements, buildings, signal lights, planning for specific areas in Town or planning for code and document (general plan for instance) changes. In most consultant contracts there would be a provision to attend at least one meeting, typically a Council meeting. The purpose would be for presentations and reviewing project alternatives. Such meetings would be open to the public.

The number of meetings and methodologies used in conducting meetings tend to be project specific and depend on the amount of money available. Some projects may require a number of public sessions at different times and possibly different places. Other projects may only need one or two meetings. Whatever number is desired can be accommodated in future requests for proposals and contract clauses assuming there is money available to do so.