



Date: December 15, 2015

To: Members of the Economic Development and Finance Committee

From: Patrick H. West, City Manager *T.H.W.*

Subject: **Queen Mary Land Development Task Force**

At its June 23, 2015 meeting, the City Council requested the City Manager to convene a 12-member Queen Mary Land Development Task Force to provide critical feedback and perspective to the Mayor, City Council, City staff, and the ship's operator to help develop the optimal approach for reimagining and developing the land around the Queen Mary (see attached). The City Attorney has advised that the Municipal Code requires the Economic Development and Finance Committee to receive a report on the fiscal impact of the Task Force.

Section 2.03.075 of the Municipal Code states:

Any proposal to create or form any citizen advisory committee, commission, board, task force or other such entity shall not be submitted for consideration and final action by the Mayor and/or the City Council until a fiscal impact analysis report has been prepared by the City Manager and reviewed by the Economic Development and Finance Committee.

Once the fiscal impact is review and approved by the Economic Development and Finance Committee, the formal request to create the Queen Mary Land Development Task Force will be submitted to the City Council in the form of a resolution.

Staffing Needs for the Proposed Task Force

It is envisioned that the Task Force will meet monthly for a period of six months. The meetings will be staffed by two Managers, two Planners, a City Clerk Specialist, and a Deputy City Attorney. The meetings are expected to last two hours. The planners will also need to devote an estimated four hours per month to preparing information for the Task Force.

The staff time for the two Managers and the Deputy City Attorney will be considered to be part of their normal duties, as will the four hours per month the Planners devote to the preparation of information for the Task Force. However, the staff time devoted by the two Planners and the City Clerk Specialist to the actual meetings will need to be performed on an overtime basis. Other costs associated with the Task Force include meeting room rental (at the First Congregation Church) and refreshments.

Fiscal Impact

The additional cost to support the Queen Mary Land Development Task Force is approximately \$4,500. Funding for these costs is available within the Adopted FY 16 Budget.

AJB:GH
Attachments

cc. Mayor and City Council
Charles Parkin, City Attorney
Laura Doud, City Auditor
Maria Garcia, City Clerk
Patrick H. West, City Manager
Tom Modica, Assistant City Manager
Arturo Sanchez, Deputy City Manager
Michael Conway, Director of Economic & Property Development
Jyl Marden, Assistant to the City Manager