



## **Community and Economic Development Department**

102 Roadrunner Drive  
Sedona, AZ 86336  
(928) 282-1154

### **Memorandum**

**TO:** Citizens Steering Committee

**FROM:** Michael Raber, Senior Planner  
Community and Economic Development Department

**MEETING DATE:** February 4, 2014

**SUBJECT:** February 4, 2014 Steering Committee Agenda

Attached is the agenda for our meeting on Tuesday, February 4, 2014 at 3:00 p.m. in the **Vultee Conference Room** at City Hall. Also attached is a list of questions regarding the Community Plan Advisory Groups in the City's new Community Engagement Program. As we discussed on January 7, this is an opportunity to provide your ideas regarding this process to help with the implementation of the Community Plan (Agenda Item #4).

For Agenda Item #6, March 18 is the recommended date of the Committee's debriefing session and final meeting. On March 25, the City Council would both recognize and officially disband the Committee. A social gathering of Committee members could be held any time after the Council meeting, possibly even the same evening.

To all members of the Citizens Steering Committee,

As part of the City's new Community Engagement Program, Community Plan Advisory Groups (CPAGS) will be formed annually to assure progress in meeting the goals of the Community Plan and to prepare top-priority recommendations to the City Council. Steering Committee members are invited to participate on the CPAGS. The CPAGS would be formed this summer and would meet this fall. In December, the City Council would consider CPAG recommendations in a City Council retreat on 2015 work plan priorities.

We wanted to reach out to all of you to get your opinions on how these Community Plan Advisory Groups (CPAGs) will flesh out. We ask you the following eight questions and we'd appreciate your feedback. Under each question in italics is staff's perspective and thoughts. However, staff thoughts are just that: ideas that we're considering. We're really interested to hear what you have to say. Our questions for you to consider are below:

**1. What different CPAG groups would you like to see?**

*Staff perspective: We're thinking this will come from you since you've been at ground level with the plan. Perhaps one of the categories we focus on is Land Use, which would include Circulation. Environment and Community could be additional categories. Each year could be different and need a different number of CPAGs, too. However, staff suggests we stick to two or three the first year since we're piloting this.*

**2. What kind of system do you envision to keep the groups informed of what each is doing?**

*Staff perspective: After each CPAG has a meeting, there's a meeting brief that's distributed to each of the other CPAGs. From each CPAG, there would be a volunteer to make a one-page meeting summary. In addition to distributing them after each meeting, before the next meeting, you would read the summaries to make sure everyone is reminded what the other groups are doing.*

**3. How often do you see the CPAGs meeting?**

*Staff perspective: Keep it as flexible as possible because some might need to meet more often than others. Perhaps you only need to meet twice. Either way, you would want to have your work completed by December 1st.*

**4. What do you see the end result being of the CPAGs on December 1<sup>st</sup>? What do they produce?**

*Staff perspective: They make a report of recommendations and observations on their topic. The volunteer could send these to Lauren to package together for City Council.*

**5. How are CPAGs selected?**

*Staff perspective: Tim, Lauren, Jon Thompson, Mike Raber, Mike Ward, and maybe one other member from the steering committee would discuss names.*

**6. How many members?**

*Staff perspective: 3 - 5. We want it to be flexible but also stress quality over quantity.*

**7. How many members from the steering committee would be on each CPAG?**

*Staff perspective: At least one and no more than two to make it well-rounded.*

**8. How will successful implementation of the Community Plan be measured?**

*Staff perspective: The groups would probably focus on the Action Plans in each chapter of the plan.*