



MEETING NOTES

Working Group for Public Services, Facilities, Buildings and Safety Element

Thursday, March 28, 2012

12:00 p.m. to 1:30 p.m.

Flagstaff City Hall, Staff Conference Room

1. Introductions

2. Purpose of Working Group Meetings

a. Begin Packet 2 drafting

i. Introduction (see attached Introduction)

1. Purpose: Review the proposed *Introduction* language for Packet 2
2. Request: Provide feed back, edit and direction
3. **NOTES:** *Received handout with proposed language. At next meeting on April 12th, the group will review a revised "Introduction" for consideration.*

ii. Relationship to Guiding Principles (see Packet 2)

1. Purpose: To review the proposed language for *Relationship to Guiding Principles*
2. Request: Provide feed back, edit and direction
3. **NOTES:** *At next meeting on April 12th, the group will review a revised "Relationship to Guiding Principles" for consideration.*

iii. Outline

1. Purpose:

- a. Review AZ State Statutes for requirements
- b. Review existing chapters outlines to determine sufficiency and/or additional 'tweaking' (editing)
- c. Review proposed outline for Packet 2
- d. Request: Determine gaps/missing information/relevant information/additional subject matter to address

iv. **NOTES:** (a) Existing sections are sometimes written at a very detailed, department operational level. (b) Outline provided is very detailed and a draft text for this section could become very lengthy. (c) Do not create 'lists' of services/facilities. (d) Use descriptive summaries and broad categories.

v. Goals

1. Purpose

- a. Present model goals from comparison jurisdictions for theme and content (See attached *Model Goals*)
 - b. Present conceptual, draft goals for thematic discussion only, per CAC member (See Packet 2's Goals)
2. Request: Discuss thematic goals in order to create/draft/tweak goals and policies for subsequent meeting.

NOTES: (a) Add a 'resiliency' goal. (b) Keep goals and policies at a 'higher level' that enables departments operational flexibility and resource determination.

NOTE: Next meeting to add a half-hour to enable group to review goals and policies.

3. **Schedule**

4. **Upcoming Meetings**

- a. April 12, 2012
 - i. Review Packet 2
 1. Text
 2. Goals and policies

5. **ADJOURN**