



MEMORANDUM

DATE: December 12, 2006 **PAGES:** 2 (plus attachments)

TO: The Vision Committee **DISTRIBUTION:** P. Hertwig Hopkins
G. Longo
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FROM: Jennifer K. Lindbom, AICP

RE: **Vision Committee Meeting #2 / Proposed Topics and Approach for Citizen Topic Group Formation**

MESSAGE:

Congratulations on two excellent BIG Meetings! You all contributed greatly to the success of these events, which have provided a great foundation of ideas for the vision for Columbia's future. The ideas gathered at these meetings will set the stage for the next phase of the process and shape the work of the Citizen Topic Groups.

This memo covers a number of critical items related to preparation for the Citizen Topic Groups, which will begin meeting in January 2007. It includes the following:

- Proposed Topics for the Citizen Topic Groups
- Ideas for the Future (attached as PDF and sorted by emerging topic)
- Draft Handout for potential Citizen Topic Group members

Proposed Topics for Citizen Topic Groups

There are 732 ideas in the database from the first BIG Meeting alone. This is an excellent sample for determining the topics for the Citizen Topic Groups. ACP has conducted an initial review of the ideas and has sorted them into emerging topics. These emerging topics can serve as the basis for the topics around which the Groups will be organized. In addition, ACP sorted the ideas within each topic into sub-topics. These sub-topics help to better define the issues addressed within each of the topics and will help to guide the Citizen Topic Groups' deliberations. The Ideas for the Future PDF includes all 732 ideas sorted by topic and sub-topic.

Note that additional ideas will be added to the database from the second BIG Meeting, as well as from the surveys and online forms. These proposed topics will be reviewed and validated once the entire database is complete to ensure that the topics for the Citizen Topic Groups effectively represent the ideas of the community.

At this stage, the threshold for the determination of topics was 25 or more related ideas. The number of ideas for each category is listed in parenthesis. In addition, the sub-topics are listed.

1. **Arts and Culture** (25): New Attractions, Support and Promote the Arts
2. **Community Character** (50): Beautification, Historic Preservation, Revitalization
3. **Community Facilities and Services** (32): Libraries, Public Safety, Law Enforcement
4. **Community Pride and Human Relations** (63): Diversity / Tolerance, Sense of Community, Youth, Seniors

5. **Development Patterns** (95): Planning for Growth, Infrastructure, Land Preservation, Neighborhoods, Redevelopment
6. **Downtown** (36): Housing, Investments, Mobility
7. **Economic Development** (86): Airport, Economic Development, Jobs and Job Training, Science and Technology
8. **Education** (58): Curriculum and Programs, Facilities (size/capacity), Resource Allocation, Quality Education
9. **Environment** (41): Environmental Quality, Energy, Reduce/Reduce/Recycle
10. **Governance / Decision-making** (58): Community Involvement, Government
11. **Health and Social Services and Affordable Housing** (66): Affordable Housing, Health, Poverty/Homelessness, Social Services
12. **Parks, Recreation, and Greenways** (25): Parks, Recreation
13. **Transportation** (89): Alternative, Public, Transportation (General/Roads)

Please note there are a few ideas that have not yet been categorized. The Vision Committee can suggest the appropriate topics. Also, the topic names above are indicative of the content of the ideas; alternative titles for each Citizen Topic Group can be suggested as we move forward.

Proposed Approach for Citizen Topic Group Formation

In preparation for the Citizen Topic Group Kickoff on January 17, 2007, citizens and subject matter experts must be invited to join the Citizen Topic Groups. The topics that emerged from the BIG Meetings closely tracked the topic group interest categories that were included on the surveys and sign up forms circulated as part of Imagine Columbia’s Future. Therefore, it should be relatively straightforward to reach out to those who have expressed interest to invite their participation.

There are three key entities that will support the Citizen Topic Groups: the Vision Committee, Co-Facilitators, and Staff. At this stage a number of decisions should be made in preparation for the Citizen Topic Group kickoff.

1. A Co-Facilitator should be identified for each Topic Group.
2. An appropriate role should be developed for Co-Facilitators who do not have a specific Topic Group. There are 15 Co-Facilitators and only 13 Topic Groups at this time. The remaining two Co-Facilitators could serve as alternates, supporting a Topic Group when the primary Co-Facilitator is unavailable. Another option is for these remaining Co-Facilitators to serve with another Co-Facilitator on Topic Groups with very large memberships. We can also wait to review the remainder of ideas in case they suggest the need for additional Citizen Topic Groups.
3. A staff support person should be assigned to each of the Topic Groups to assist with administrative issues and logistics. (Staff can support more than one group, if necessary.)
4. Invitations to all who indicated interest in serving on a Topic Group (from surveys and at BIG Meetings) should be sent as soon as possible, with a request for RSVPs that indicate Citizen Topic Group selection. Related to this, the Vision Committee may want to consider reviewing the ideas for each category and identifying additional community representatives who have subject matter expertise and passion for a subject and who might be interested in joining a Citizen Topic Group. An introductory handout on the Citizen Topic Groups can be included with the invitation; a draft version of this handout is included with this memo.