

Citizens' Advisory Committee Charter

West Dimond Boulevard Upgrade Project

PURPOSE:

The Municipality of Anchorage (MOA) proposes the establishment of a multi-stakeholder advisory group, to be known as the Citizen's Advisory Committee (CAC). The CAC is to act as a focal point for citizen involvement for the West Dimond Boulevard Upgrade Project. The CAC will assist the project team (Team) in reviewing the problems and concerns addressed by the project, and help the Team generate and evaluate proposed alternatives by sharing their personal knowledge of the project corridor. The role of the CAC is to advise the Team on:

1. Community sentiment about problems and concerns along the project corridor,
2. The adequacy of efforts to inform the community about the project,
3. Whether or not public input has been adequate to move forward.

As envisioned, the CAC will assist the Team during the design development process to upgrade West Dimond Boulevard in a way that provides significant benefits to the public, the environment, and the MOA.

PARTICIPATION:

Members of the CAC should achieve the following objectives:

- Participate in a focused and demanding process requiring attendance at three to five 2-hour meetings.
- Represent an affected interest perspective and provide that perspective to a diverse range of other interested stakeholders.
- Consider varied interests and work cooperatively towards a common public good.
- Communicate knowledge and experience gained from CAC meetings to friends, neighbors, and colleagues who also have an interest in the project.

MEETINGS:

The Project Team promises:

- There will be a minimum of three and maximum of five CAC meetings.
- Members will have at least one week's notice of an upcoming meeting.
- If it becomes necessary to cancel or reschedule a meeting, members will be notified as quickly as possible.
- Meetings will last approximately two hours, and if they occur over the lunch or dinner hour, a meal will be provided.
- Meetings will begin and end on time.
- Members will be provided with all necessary materials to participate in each meeting.

The CAC members promise:

- To attend all CAC meetings.
- To notify the Project Team if unforeseen circumstances arise preventing attendance.
- To arrive on time for each meeting.
- To read and thoroughly consider project information provided to CAC members.
- To participate in CAC meetings both by listening to fellow members and Team members and by contributing ideas and opinions to the CAC's discussions.
- To identify issues and concerns likely to be raised by affected community interests.
- To work cooperatively and creatively with fellow CAC members and the Team to find alternatives that address the needs the project is required to fill.
- To respect the decisions made from the previous CAC meetings.

The CAC Process:

Anne Brooks, Public Involvement Coordinator, will facilitate all CAC meetings. As part of the public participation process, her responsibility is to the CAC; her role is to ensure that all voices are heard at the meetings and that discussion works productively toward collaborative problem solving. She will not advocate for any particular conclusion or solution.

The preferred CAC deliberation process works toward consensus. In case of non-consensus, alternative perspectives will be documented and presented to decision makers. Meeting minutes will be prepared after each CAC meeting and distributed to the Team and CAC members and posted on the project website (<http://www.brooksandassociates.info/diamond/>).

The CAC is to provide informed wide-based stakeholder advice to the Team and to the ultimate decision makers at MOA. The CAC and project Team will consult with qualified professionals to ensure design standards and operational requirements are met. Advice from the CAC will be given great weight, but the final decisions on the project belong to the MOA, who are the owners of the project corridor.

**Citizens' Advisory Committee Charter
West Dimond Boulevard Upgrade Project**

I have read and agree to the statements of the Citizens Advisory Committee Charter.

Signed: _____ **Date:** _____

Mailing address:

Telephone Number: _____ Email address: _____

I prefer to have my nametag read: _____

Please return the signed form to:

**Brooks & Associates
301 W Northern Lights Blvd., Suite 440
Anchorage AK 99503**