



# Sedona Wetlands Preserve Idea Submittal and Evaluation Process

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*A guide for requesting City approval and/or support to implement program and event ideas*

***This process is not for making suggestions***

Submit requested information in writing to:

City of Sedona Parks and Recreation Department

102 Roadrunner Drive

Sedona, AZ 86336

E-mail: [rmurdoch@sedonaaz.gov](mailto:rmurdoch@sedonaaz.gov) Rachel Murdoch, Parks and Recreation Manager

## Introduction

The City of Sedona wants to fairly review ideas for implementing events and enhancements at the Sedona Wetlands Preserve. To help us do this we request that the following information be provided. If we need additional information we will contact you to request that information. Our goal is to typically respond to an idea submission within 60 calendar days.

## Submit an Idea

- Provide your name and contact information (address and phone number)
- Describe your idea using words, pictures and photographs. Identify where your idea applies and how it would benefit the Preserve or its visitors.
- Identify potential public safety or health concerns related to the idea.
- Estimate the cost to implement and maintain your idea, as well as where the funds should come from.
- Who will implement your idea?
  - Volunteers?
  - City staff?
  - Private company?
  - Joint implementation?
- Explain the level of support for the idea, and provide supporting documentation regarding such support.
- What maintenance will be required for the idea if it is implemented? Identify frequency and who will maintain.
- If the idea is an event explain time frame and who will manage the event.
- Provide a desired response date for committee review if shorter than 60 days.

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## Evaluation Criteria

- Ideas will be evaluated by an evaluation team consisting of at least the Directors of Parks and Recreation, Public Works, and Wastewater Departments, or their designees.
- The ideas will be evaluated for :
  - Consistency with Wastewater and Park uses designated for the Preserve
  - Consistency with City Council goals
  - Consistency with budget and staff resources
  - Sustainability of the idea
  - Levels of public support for the idea
- To ensure fair evaluation the team may request additional information from the person(s) submitting the idea and request a meeting if needed.
- To ensure fair evaluation the team may consult with others including, but not limited to, City personnel and other agencies managing areas similar to the Sedona Wetland Preserve.
- Evaluations shall be completed within 60 days after submittal unless an extension is agreed to by the team and the person(s) submitting the idea.

## Evaluation Report

- The evaluation team shall issue a final report to the person(s) submitting the idea within 60 days after the idea is submitted.
- The report shall contain the following information:
  - Clearly state if the idea was rejected, accepted, or should be resubmitted with more information.
  - If the idea is accepted, what conditions apply to implementation including, but not limited to, timeframes, modifications, and processes to be followed precedent to implementation.
  - If resubmittal is appropriate identify what additional information is needed.
- Whether the idea is rejected, accepted, or resubmittal approved the report shall comment on the idea relative to the evaluation criteria.

*The evaluation report concludes the idea evaluation process.*

