



AGENDA MEMO

12/5/2017 Agenda

TO: Honorable Mayor and City Council

FROM: Patrick Baugh, Community Development Director

SUBJECT: Discuss and provide direction on updating the City of University Park Master Plan

ISSUE:

Approval is requested to proceed with an update to the City of University Park Master Plan with assistance from a consultant. The consultant would be selected through a Request for Proposals process. Once the consultant begins, the update is anticipated to take about 24 months, spanning at least two budget years, to complete.

BACKGROUND:

In October of this year, Staff presented an overview of the possible need to update the City's Master Plan. The Master Plan was last revised in 1989. Within that plan were almost 200 objectives to accomplish. Of those 192 objectives, 75 (39%) are on-going programs and not necessarily identifiable as an attainable goal as there is no completing the task. Examples of this are community communications and roadway pavement maintenance.

The process for the crafting the Master Plan to include as much citizen participation as possible is suggested to be similar to the last process and include:

- January - City Council Appointment of a citizen steering committee
- March - Distribution of surveys to every household
- April - Volunteer solicitation effort in public meeting
- April through September –
 - Many public meetings, listening sessions for ideas
- October - Formation of study groups
- January - Coordination and compilation by consultants
- March - Study group chairs and staff reviewed draft
- May through October –
 - Review and recommendations of the Committee presented to the public
- November - Final Report presented to the City Council 18 to 24 months after start

A general scope of work for the potential consultant is suggested as:

1. Verify accomplishments since last update
2. Verify items in the Master Plan that are more maintenance in nature – establish maintenance level goals (Example: All streets maintained at a Pavement Condition Index of 80%)
3. Conduct public engagement process
4. Craft goals, with public participation, for new destinations and accomplishments
5. Craft an economic model or funding plan
6. Verify with Public
7. Present to appointed and elected bodies in public forums

RECOMMENDATION:

Staff recommends that the City Council review the Master Plan update process, consultant scope and timing of updating the Plan, if necessary, and provide direction to staff.