



AGENDA MEMO
10/15/2019 Agenda

TO: Honorable Mayor and City Council

FROM: Amanda Hartwick, Special Projects Coordinator & Jessica Rees, Planner

SUBJECT: Appointment of Centennial Master Plan Steering Committee Members

BACKGROUND:

In August, Council appointed former Mayor Pro Tem Bob Begert as Chairman of the Centennial Master Plan Steering Committee. Since that time, Chairman Begert has been working closely with staff on an expansive engagement process to recruit resident volunteers to serve alongside him on that committee.

In September, residents interested in volunteering for a spot on the committee had the opportunity to submit an online application. Staff shared information about the sign-up process in the Arbor and UPdate, on the City's social media accounts and on the City's website. Details were also posted on the Park Cities People website and on BubbleLife. The City received an outstanding response with more than 60 applications completed.

To aid functionality and efficiency, the steering committee will be limited in size. Residents not selected for the steering committee will be asked to participate in the development of the Centennial Master Plan through focus groups and other tasks during the course of the 18-month process.

RECOMMENDATION:

Staff recommends Council appoint a roster of 15 resident committee members, along with a Vice Chair for the Centennial Master Plan Steering Committee.

Date	Forum	Action
January to May Committee Review		
31-May	Committees	Topics for consideration received from committees
June to July Council Review		
18-Jun	City Council	Review committee recommendations and consider appointees for review committee
16-Jul	City Council	Discuss process for appointing committee members and selecting committee chair
August to November RFP Review		
6-Aug	City Council	Approve Master Plan kickoff and appoint committee chair
30-Aug	Community Engagement	Open application process for steering committee
30-Sep	Community Engagement	Close application process for steering committee
15-Oct	City Council	Appoint steering committee members
Nov	Steering Committee	Review RFP responses
Dec	City Council	Award contract to consulting firm