

City of Flint Master Plan Implementation Steering Committee and Task Group Roles and Responsibilities

Steering Committee

Role: Ensure the broadest feasible community ownership of the Master Plan and continue to provide guidance to the Planning Commission in its implementation.

Responsibilities:

- Hold meetings (timing may range from a monthly to a quarterly basis, depending on the work needing to be done). Two absences by a Steering Committee member during a calendar year without prior notice will be grounds for replacement.
- Provide recommendations to the Planning Commission on implementation-related planning areas such as the Capital Improvement Plan, Sub-Area Plans, Zoning Code, executive summary, etc.
- Help plan the annual community engagement summit to report on progress and receive input on the implementation of the Master Plan.
- Receive and review reports from Task Groups related to implementation of seven chapters of the Master Plan.
- Participate in other community outreach efforts related to implementation of the Master Plan, such as a speakers' bureau, events to educate and inform the community about the adopted Master Plan, and working with Task Groups to develop a resident's guide to how they can be involved in the implementation.

Practical Considerations:

- Continues to have a public comment portion of the meeting, operate by consensus, and use the membership requirements (in terms of social demographics and ward) and appointment process described in the existing MOU.
- To facilitate attendance, Steering Committee members will be asked to affirmatively commit to the expectations outlined above in order to continue their position in 2014. City staff will call and provide email notices to Steering Committee members reminding them of meetings.
- Steering Committee members will be strongly encouraged to participate in a Task Group, serving as the liaison between the two.
- A 12-month commitment is required for Steering Committee members.

Task Groups

Advisory Groups were formed to assist in gathering and refining community input to shape the main chapters of the Master Plan. Now that the plan is adopted and the Advisory Groups' work is complete, the focus shifts to putting these chapters into action. Task Groups will be formed to help accomplish this, with one Task Group for each of the following areas:

- Housing and Neighborhoods
- Transportation and Mobility
- Environmental Features, Open Spaces and Parks
- Infrastructure and Community Facilities
- Economic Development and Education
- Public Safety, Health and Welfare
- Arts and Culture

Role: Function as a working group with members serving as Master Plan advocates that channel community resources towards the Master Plan's implementation.

Responsibilities:

- Champion the strategies in the Master Plan as developed by the public and identify /seek resources to put them into action.
- Promote collaboration and coordination of efforts in implementing the Master Plan (including between the City of Flint, non-profit organizations, other units of government, private groups, businesses, residents, and any whose work contributes to collective success).
- Provide advice and consultation regarding putting the Master Plan's strategies into practice. (This includes working with the Steering Committee to develop a resident's guide to how they can be involved in the implementation.)
- Monitor progress and report results to the Steering Committee and the wider community.
- Groups are not meeting to discuss and plan, but rather implement the community's vision

Practical Considerations:

- Can range in size, with members selected through an application process. Candidates should understand and firmly support the chapter of the Master Plan they seek to help implement and be fully prepared to commit their time, resources, skills, and know-how to its success. Every Task Group should include Flint residents and may also include members of community groups, non-profits, businesses, and other stakeholders. Steering Committee members will be strongly encouraged to participate in a Task Group.
- The Steering Committee can recommend candidates for the Task Groups and the Planning Commission will make the final decision. The Planning Commission will also identify a point-person from each Task Group to serve as the coordinator.
- The Planning Commission will have the authority to appoint and remove members not meeting expected group responsibilities.
- Task Groups will utilize consensus decision-making and their meetings will be open to the public.
- Meeting frequency will vary, contingent on the implementation timeline.
- A 12-month commitment is required for group members at time of selection.