



# TASK FORCE CHARTER - DRAFT

## TASK FORCE PURPOSE

The purpose of the Citizen Task Force is to engage citizens in visioning, long-term planning, and immediate and intermittent uses, building toward the final vision for the Center of the City on the Library Block.

## SCOPE

The Center of the City Task Force will:

- Convene with the goal of facilitating a shared vision of an urban central park and civic center commons known as the Center of the City.
- Lead a planning process that encourages public participation.
- Provide written recommendations to City Council - the Task Force will submit its report and recommendations to Council by February 28, 2020, or earlier.

The Community Engagement Specialist will:

- Help with facilitation of tasks.
- Reach across organizational lines and bring the necessary staff expertise to the table.
- Help ensure compliance with the Open Meetings Act.
- Assist with internal and external communications.

Other City staff will:

- Provide existing data and background information available on the site.
- Assist the task force in generating multiple use and design ideas.
- Provide support to the task force in analyzing all use and design ideas to find agreement.
- Coordinate with any working groups of volunteers to the Task Force.

## MEMBERS

- Nine appointed citizens
- Two Council Members



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## OPERATIONS

- The Task Force will lead the process. The Task Force will choose a chairperson and may assign other roles (e.g. note-taker) to help with the operations of meetings.
- The Task Force will work with the Public Engagement Specialist to use the City's Community Engagement Toolkit to develop a Public Engagement Plan.
- The Task Force will share meeting information with the Community Engagement Specialist in time to post announcements in accordance with Open Meetings Act standards.
- The Task Force will share meeting materials with the Community Engagement Specialist to post online for the public.
- Task Force members will adhere to meeting ground rules, which include:
  1. Plan to start on time and end on time
  2. Respect others - remember the dignity of each individual
  3. Critique ideas, not individuals
  4. Commit to learning and suspend judgement
  5. Look for solutions
  6. Listen respectfully, without interrupting
  7. Be present – avoid phone use and other interruptions as much as possible
- The Task Force may work with a group of volunteers who will help to complete the work of the Task Force. Such a working group will be open to people who attend the Task Force meetings and may work on projects and assignments, as defined by the Task Force chairperson.

## MEASURES OF SUCCESS

1. Ongoing momentum towards the realization of the Center of the City concept.
2. A quality planning and community engagement process resulting in a set of broadly supported and achievable recommendations.



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3. A finalized Task Force report for City Council's consideration by February 28, 2020, or earlier.

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