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# Civic Engagement Framework

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| City Department: | Project: | Goal : | Overall project timeline: |
|---|---|---|---|
| P&Z | 2016 City Strategic Plan | Develop an updated City Strategic Plan | Jan 2016 - Oct 2016 |

## Phase 1 Information *(Gathering, Organizing, Understanding)*

Months 1-3
January - March 2016

Tasks:
-Review current CSP: 1) develop engagement activities around review/revision; 2) assess goal performance, determine feasibility of use in current model
-Gather input on community satisfaction survey related to CSP
-Publish satisfaction survey results
-Plan launch
-Solicit input from community via AlexEngage

Communication:
-Create webpage; Post Civic Engagement Framework, proposed schedule, background info
-Conduct broad outreach to community and City Boards and Commissions to announce CSP Update
-Provide 2-week notice of community meeting (City website, flyers, eNews, social media etc.), and post agenda and meeting materials one week in advance.

Engagement Activities:
- Community Satisfaction Survey
- AlexEngage "What Matters Most"
- Community Mtg 1 - Visioning; small group exercises

Deliverables:
- Civic Engagement Framework
- Survey results
- AlexEngage feedback
- Follow-up on how feedback will inform process

## 2 Options *(Discuss and Evaluate Options)*

Months 4-6
April - July 2016

Tasks:
- Solicit feedback from community through meetings and other communication.

Communication:
- Post feedback and materials received from Comm Mtg 1
- Provide 2-week notice of meetings in appropriate forums (City website, flyers, eNews, social media etc.),post agendas and meeting materials one week in advance.

Engagement Activities:
- Community Mtgs 2: Small group work, refine vision and goals

- Community Mtgs 3 and/or 'workshops' throughout the city, AlexEngage online engagement opportunity: Prioritize outcomes

Deliverables:
- Summary of feedback and follow-up on how feedback will inform refined vision/goals

## 3 Recommendations

Months 7-9
Sept 2016

Tasks:
- Post/Circulate Final Draft Strategic Plan
- Solicit feedback on draft

Communication: Post draft and notify via appropriate forums (City website, flyers, eNews, social media etc.),
- Paper copies available in libraries

Engagement Activities:
AlexEngage to provide comment on final draft plan; feedback will be forwarded to Council at Public Hearing

Deliverables:
- Staff Report and Draft CSP; post summary of feedback rcvd on draft

## 4 Implementation and maintenance

Month 9/10
Sept/Oct 2016

Tasks: Present Draft CSP at CC Public Hearing

Communication:
- Notify via standard communications

Engagement Activities:
- City Council Public Hearing Sept/Oct 2016

Deliverables:
- Final City Strategic Plan