

**City of North Plains Vision to Comprehensive Planning
Draft Scope of Work
December 9, 2014**

Task 1. Project Management

The COC Team and City staff will hold a project kickoff meeting to agree on a refined scope of work, schedule, budget, and roles and responsibilities for COC and City staff. We will collect relevant background materials, including the existing adopted Comprehensive Plan, and agree on a preliminary list of key stakeholder groups and potential candidates for a Vision Steering Committee. COC and City staff also will refine public engagement and communications tools and strategies.

Throughout the vision process, COC and the City project manager will hold bi-weekly project management phone calls to track progress on key tasks and deadlines, identify unanticipated issues and develop alternative approaches as needed. We expect these not to exceed 30 minutes per call. To ensure accountability and conformance with the project budget, we will prepare monthly progress reports and invoices that describe the activities undertaken, estimate the percent completion of each task, and track expenditures and hours.

Task 2. Vision Steering Committee

A successful vision process will create a shared sense of ownership vision among North Plains citizens. We will convene and facilitate up to six (6) meetings of a Vision Steering Committee that represents a broad cross-section of community interests, stakeholders and perspectives. The Steering Committee will review and comment on work products, guide public outreach and engagement efforts, act as liaisons to specific constituencies or interest groups, help host public events and encourage community members to participate in the process, and act as champions of the ultimate vision and action items that emerge from this process.

The COC Team will develop Steering Committee charter that establishes roles, shared ground rules and decision-making procedures. City staff will prepare draft agendas on which COC will provide comments. The City will be responsible for notifying Steering Committee members, coordinating meeting logistics, printing materials and preparing meeting summaries.

Task 3. Community Profile

It is important that everyone who participates in this vision process has a shared understanding of North Plains as it exists today including future trends. We will assess the City in terms of current demographic, social and cultural, economic, educational, recreational and other pertinent factors. We will begin our research with background materials provided by the City, including the City's Comprehensive Plan, information on related efforts from local organizations, results of recent planning efforts, Census data and other relevant sources. We will prepare community profile and trends report in easy-to-read format. Information will be presented using text, tables, graphs, illustrations, maps and photos. A formatted executive summary be distributed widely through the project website and local newspaper.

Task 4. Public Outreach and Engagement

The COC Team will prepare and help implement a Public Outreach and Engagement Plan to guide efforts throughout the vision process. We will encourage community-wide participation by providing a range of online and in person opportunities for participation. We will build upon existing City mechanisms for community engagement; establish community engagement objectives; identify City stakeholders and their issues and concerns; describe the array of tools and activities best suited to inform and engage stakeholders. COC will provide written summaries of public outreach results.

Potential community outreach and communications tools and activities include, but are not limited to:

Community Conversations. We recommend taking the vision process out to community groups through a few community conversations with key stakeholder groups at their regular meetings. We have scheduled up two. City staff or leaders may wish to hold more based on this pattern and materials. The conversations will provide community members with information about the project and engage them in discussion about what they value about North Plains today and what could make it a better place to live in the future.

Web-based Questionnaires. We will develop two (2) online questionnaires to supplement in-person community engagement activities. The questionnaires will provide an alternative opportunity to comment for those who may not come to a meeting. The first questionnaire will coincide with the community conversations. The second questionnaire will run concurrent with Vision Summit #2 to confirm the vision and identify action items including comprehensive plan amendments.

Planning Commission and Council Hearings. The COC Team will help prepare for and assist at up to four (4) vision work sessions with Planning Commission and City Council members and seek their guidance on the vision and implementation actions.

Communication Tools

We will work with City staff to use a variety of methods to notify residents about public events and other opportunities to be involved in Vision process. Within available resources, we will work with staff to finalize the scope of services:

- Vision logo. At the outset of the project, we will create a project identity that is unique and compelling. This “look” will appear on all project materials and provide continuity and visibility for the vision process.
- Project Website. City staff will design and administer an informative, accessible and interactive website. COC will provide content for the site including project overview and timeline, important contacts, schedules for public events, opportunities for public engagement, updates on the project’s status, and the ability to view or download documents.
- Social media. The City will update the Facebook page – ideally once per week associated with the Vision process.

- Media contacts. We will prepare media releases to local newspapers for the City to distribute and assist with media relations.
- Meeting flyers. We will ask the Steering Committee to help identify locations and contacts to assist in publicizing public events and other opportunities for involvement.
- Electronic mailing list. The City will maintain a database of e-mail addresses of people who express interest in the planning process. We will prepare content for e-newsletter posts for the City to distribute to help notify people about events and activities. Interested community members will have several opportunities to join the mailing list, such as on the project website and at public meetings and events.

Task 5. Vision Workshops

COC will work with City staff and the Steering Committee to host two Vision Workshops. At Vision Workshop #1, we will present information gathered through research and community outreach activities and engage people in an exercise to identify important themes that will align with comprehensive plan chapters and frame the vision. At Vision Workshop #2, participants will confirm the draft vision and identify action items to implement the vision. COC will design, facilitate and prepare a summary of workshop results. City staff will be responsible for notifying the public, coordinating workshop logistics and printing materials.

Task 6. Draft and Final Vision

Following Vision Workshop #1, we will work with City Staff to use themes identified through community outreach activities to draft a vision for the future of North Plains. These themes provide context for understanding community concerns and priorities and may encompass issues such as community identity and character, desired housing and transportation options, economic development, community aesthetics, sustainability, health, agriculture, tourism and other issue areas. Comments gathered through the process also will be used to identify preliminary vision implementation or action items. We will revise the draft vision to incorporate comments from City staff, the Steering Committee and gathered at Vision Workshop #2, guidance from Planning Commission and Council and through the second community questionnaire.

Task 7. Draft and Final Action Items

Following Community Workshop #2, we will summarize comments and guidance to date to develop discussion draft implementation and action items including suggested Comprehensive Plan and possibly code amendments. We will revise the draft action items to incorporate comments from City staff and the Steering Committee.