

IMPROVE PUBLIC ENGAGEMENT IN MUNICIPAL GOVERNMENT
SUBMISSION CHECKLIST



Action Requirement	Completed (Y/N)	Additional Details (Please write directly in the boxes below)
1. A process for the public to sign up on the municipal website for email and/or text announcements about public meetings was established.	Y	<p>(Please provide the link of where this information can be found on the municipal website.)</p> <p>https://www.cityofsummit.org/list.aspx</p> <p>Summit residents can sign up to receive email and/or notifications about Common Council meetings, and when meeting agendas are uploaded to the website.</p>
2. Dates, times, and locations of all regularly scheduled public meetings of the governing body are being regularly and broadly publicized.	Y	<p>(Please provide details of how the public meetings (including the annual list of meetings) were publicized beyond the required 2 newspapers. Include a list of publications and/or online platforms used to publicize, and links or screen shots to the online listings.)</p> <ul style="list-style-type: none"> Meeting dates are posted on the City of Summit website calendar, and residents can sign up to receive meeting reminders: https://www.cityofsummit.org/calendar.aspx?CID=22,29,24,28,23,33,36,34,37,25,27,32,30,31,26 The municipal calendar with meeting dates is linked to the Common Council page on the City of Summit website: https://www.cityofsummit.org/260/Common-Council
3. Rules for citizen input at public meetings are posted in an accessible and easily found location.	Y	<p>(Please provide details on the location of where the rules are posted. Include links to any online locations. <i>A copy of the rules for citizen input should be uploaded as supporting documentation for this step.</i>)</p> <p>The rules for citizen input at public meetings are stated in each Common Council Meeting agenda, all of which can be found on the City of Summit website: https://nj-summit.civicplus.com/AgendaCenter.</p>
<p>4. Implemented 3 of the 5 following items:</p>		
4a. Draft agendas and relevant supporting material are posted on the	Y	<p>(Please provide the link to where the public can view agendas and supporting material prior to the associated meeting, and if not clearly stated on the website, share how many days in advance of public meetings when the agendas & supporting material are posted.)</p> <ul style="list-style-type: none"> The Summit City Clerk’s office posts the agendas prior to Council meetings on the Friday before meetings, and minutes after the meetings, on the website here:

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<p>municipal website, by at least the Friday before the meeting.</p>		<p>https://www.cityofsummit.org/AgendaCenter/Common-Council-2</p> <ul style="list-style-type: none"> The link to the agendas and minutes is also on the Common Council page: https://www.cityofsummit.org/260/Common-Council
<p>4b. Meeting agendas are written so they clearly and concisely summarize what is being acted on by the governing authority, and include ordinance titles in the agenda item.</p>	<p>Y</p>	<p>(Please provide an explanation of how the meeting agendas have been written so that the public can clearly understand what action is being taken. <i>An example copy of a meeting agenda should be uploaded as supporting documentation for this step.</i>)</p> <ul style="list-style-type: none"> Each Common Council meeting agenda is outlined with defined headings of actions being taken and items up for discussion, with a detailed summary of each specific action. Each section of the meeting is clearly titled, with a description of relevant actions below. Ordinances and resolutions are outlined and titled according to the relevant committee. At the end, there is general information about Council meetings, ordinances, and resolutions.
<p>4c. Public comment portions have been placed at a time relevant to when most working people can participate.</p>	<p>Y</p>	<p>(Please describe when the public comment portion takes place during public meetings of the governing body. You will not get credit if the comment portion is takes place after 8:30pm at the end of a meeting, which isn't conducive to working people.)</p> <ul style="list-style-type: none"> The public comment portion of Council meetings occurs before 8PM. The order of items at Council meetings can be found in each Council meeting agenda: https://nj-summit.civicplus.com/AgendaCenter/Search/?term=&CIDs=2,&startDate=&endDate=&dateRange=&dateSelector=
<p>4d. Public meetings are livestreamed and/or recorded and posted online within two weeks following the meeting.</p>	<p>Y</p>	<p>(Please provide a link to the location where the archived videos/or livestream of governing body meetings can be found.)</p> <ul style="list-style-type: none"> Public meetings are livestreamed by Hometown TV on channels 33 (FiOS) and 36 (Comcast) as well as on the HTTP website. Previous meeting videos are kept on the HTTP website as well: http://hometowntv.org/content/watch-http
<p>4e. Public input opportunities</p>	<p>Y</p>	<p>(Please describe how the governing body expanded public input interactions to the public through one of the following: established office hours; posted email address of elected</p>

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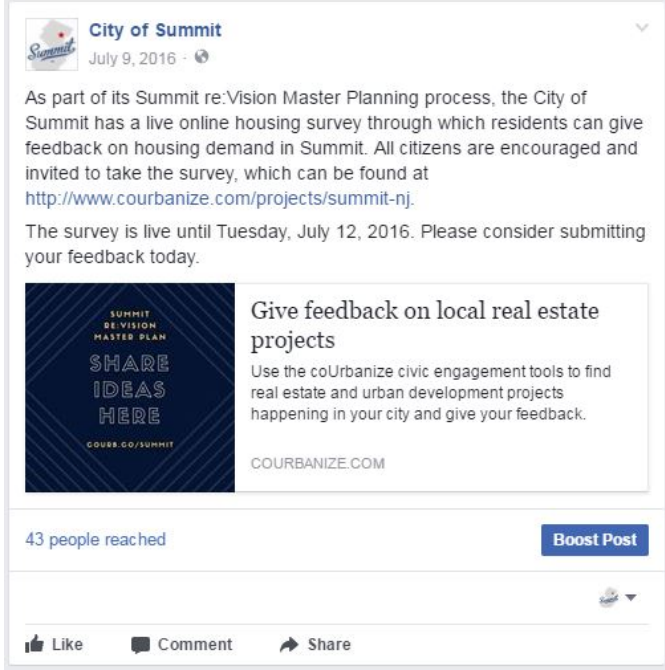
<p>between the governing body and the public have been expanded.</p>		<p>officials on website; hosted online chats with elected officials on social media; held meet & greets; held telephone or online public meetings. Links or screen shots are considered supporting material.)</p> <ul style="list-style-type: none"> • Emails and phone numbers of elected officials are posted on the City of Summit website here: https://www.cityofsummit.org/260/Common-Council • The mayor has office hours three times a week, as well as “Meet the Mayor” events once a month on the weekend. www.cityofsummit.org/calendar.aspx?CID=22,29,24,28,23,33,36,34,37,25,27,32,30,31,26,
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5. OPTION TO EARN ADDITIONAL 5 POINTS: Completed at least two of the items described below within 18 months prior to submitting for certification: (Action step #'s 1-4 are already completed to earn these points.)

<p>5a. Utilized a questionnaire, survey or polling tool shared through email or mobile phone to gather input on a municipal program or initiative.</p>	<p>Y</p>	<p>(Please provide details of what process was used, for what purpose, when, whether it was deemed to be a successful method to collect input, etc. Include any available link(s) to the survey/questionnaire/poll.)</p> <ul style="list-style-type: none"> • As part of the 2016 Mater Plan Re-examination, the City of Summit created two surveys in collaboration with coUrbanize for Summit residents to give feedback on retail/entertainment and housing, in July and August 2016. The city received many responses from residents with suggestions for areas of improvement, which were taken into consideration when drafting the final Master Plan. <div data-bbox="553 1150 1247 1665" data-label="Image"> </div>
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<p>5b. Allowed for public comment on proposed agenda items using a formal web based input process.</p>		<p>(Please provide the link(s) of where this commenting system(s) can be found on the municipal website.)</p>
<p>5c. Hosted online conversations via social media channels with residents.</p>		<p>(Please provide details on what channels were used (include links or screenshots where available), for what purpose, when, and whether it was deemed to be a successful method to collect input, etc.)</p>
<p>5d. Utilized an online collaborative decision-making platform to solicit input and ideas from the</p>	<p>Y</p>	<p>(Please provide details on what platform was used (include links or screenshots where available), for what purpose, when, and whether it was deemed to be a successful method to collect input, etc.)</p> <ul style="list-style-type: none"> As part of the 2016 Master Plan Re-examination process, the City of Summit utilized coUrbanize to solicit input from residents on a variety of topics such as public art, pedestrian safety, sidewalks, community facilities, and more. Each topic corresponded to an interactive map, where residents could pin a spot on the map in relation to their concern, such as suggested locations for sidewalks. This was done in July and August


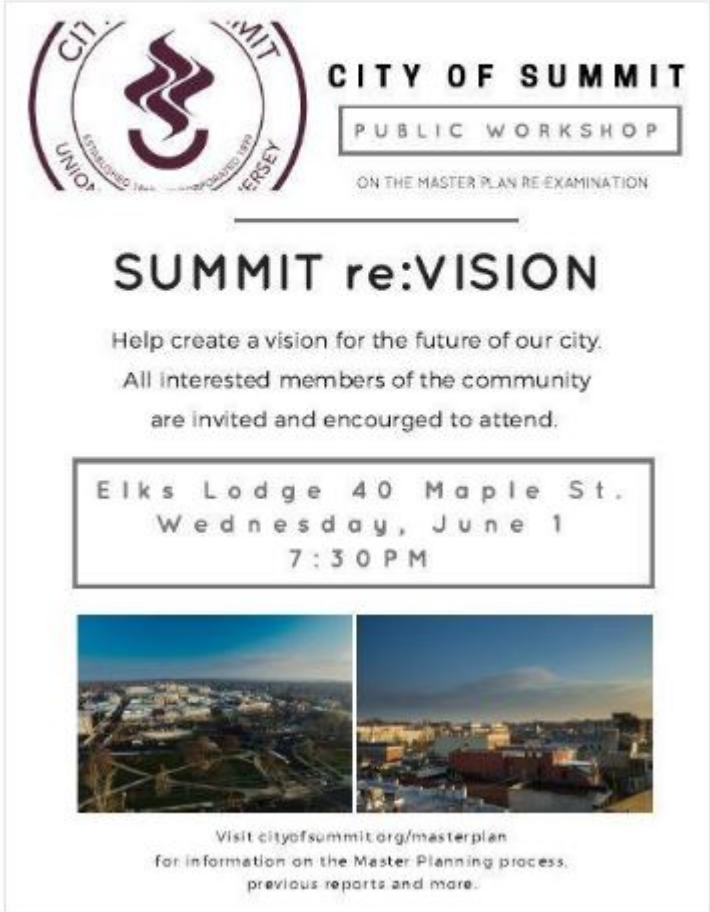
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public.		2016, and the hundreds of responses were taken into consideration for the final Master Plan. https://courbanize.com/projects/summit-revision/comaps/12?loc=14%2C40.71642796756138%2C-74.35988903045656
5e. Collaborated with municipal advisory boards or agencies.		(Please provide details on what boards were partnered with, for what purpose, when, and whether it was deemed to be a successful method to collect input, etc.)
5f. Hosted public information sessions.	Y	<p>(Please provide details on these sessions including their purpose, timing, whether it was deemed to be a successful method to collect input, and how the town ensured reaching diverse populations, etc.)</p> <ul style="list-style-type: none"> The City of Summit held two public workshops to allow residents to provide input on the Master Plan, one in June 2016 and the second in September 2016. City officials and staff, stakeholders, residents, and business owners attended and provided feedback on a variety of topics related to the Master Plan Re-examination. Notices were sent out about the meetings through social media, the city website, and local media outlets. The city also created postcards with space for residents to write suggestions, which were distributed to Summit businesses and other locations throughout the community to ensure a wide variety of citizens could participate.

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		<div data-bbox="573 239 795 302"> City of Summit June 1, 2018 · 🌐</div> <div data-bbox="573 321 1279 430"><p>Come to the Master Plan public workshop tonight, June 1, anytime between 7:30 and 9:30 PM at the Elks Lodge (40 Maple Street). All community members are encouraged to attend and share their thoughts on the future of Summit.</p></div> <div data-bbox="573 447 1279 1354"></div>
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The City of Summit is announcing a second public workshop meeting for the 2016 Summit Master Plan re:Vision. All interested citizens are invited and encouraged to attend. The session will be held at The Connection on 79 Maple St. at 7:30PM on Tuesday, September 13.

The purpose of this second meeting is to continue to gather feedback from key stakeholders to ensure the development of a Master Plan re-examination that most effectively guides the development of the community and its policies. For more information on the Summit re:Vision Master Plan process, go to www.cityofsummit.org/masterplan. To participate online go to www.courb.co/summit.



CITY OF SUMMIT

MASTER PLAN RE-EXAMINATION

SUMMIT re:VISION

Please join us and share your ideas for the future of Summit. All interested citizens are invited and encouraged to attend this second public workshop in the master planning process.

The Connection
79 Maple St.
Tuesday, September 13
7:30 PM



Visit cityofsummit.org/masterplan and <http://courb.co/summit> to participate online in the Master Plan process.