



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 21, 2022
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Professional Services Agreement with CitizenLab.

BACKGROUND/SUMMARY:

CitizenLab provides a public engagement and participation platform that would be integrated into our website where the city can post information about projects, polling, surveys, or have an open forum for ideas and community proposals. Proposals such as a new parking ordinance, traffic mitigation plan, and city branding initiative could be some examples of the types of projects we could post to solicit community feedback as well informing residents of any public meetings and providing a timeline on where the project currently is. Any type of feedback the City Council or staff require can be posted on there. The first-year cost is \$9,500 and it's typically a 1 month integration. The launch would be timed with our new website's launch if that is approved.

You can view examples of CitizenLab engagement platforms here: <https://engage.cityoflancasterpa.gov/en/> ; <https://engage.onesattleplan.com/en/> ; <https://engage.valleyregionaltransit.org/en/>

LEGAL REVIEW: Yes
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- CitizenLab informational slides
- Professional Services Agreement
- Proposal

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve a Professional Services Agreement with CitizenLab.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**