

	TECHNIQUES	OTHER TECHNIQUE EXAMPLES				
		E-MAIL	NEWSLETTER	WEB SITE	COMMUNITY BULLETIN BOARD	SURVEYS
STAKEHOLDER GROUPS						
MAYOR		Use e-mail groups/lists for sharing information such as agendas and minutes. Documents can be attached or links to the Web site can be included in messages.	Include letter from the mayor.	Provide agendas and minutes for posting on Web site.	Use bulletin board to promote the city to visitors and encourage participation in community life.	Work with committees to shape survey content. Use input from surveys for feedback on city efforts.
CITY COUNCIL		Use e-mail groups/lists for sharing information such as agendas and minutes. Documents can be attached or links to the city Web site can be included in messages.	Include updates from the city council to help residents gain a deeper understanding of the issues facing the community. This could also help council meetings run more effectively.	Provide agendas and minutes for posting on Web site.	Use bulletin board to promote the city to visitors and encourage participation in community life.	Work with committees to shape survey content. Use input from surveys for feedback on city efforts.
CITY ADMINISTRATION		Use e-mail groups/lists for sharing information such as agendas and minutes. Documents can be attached or links to the city Web site can be included in messages.	Produce and distribute newsletter.	Maintain Web site. Post agendas, minutes, newsletter, and other information of community interest. Web site can be maintained as information source in emergency situations.	Maintain community bulletin boards.	Prepare and distribute surveys, collect data and analyze results. Provide analyses to mayor and city council.
CITY BOARDS AND COMMITTEES		Use e-mail groups/lists for sharing information such as agendas and minutes. Documents can be attached or links to the city Web site can be included in messages.	Contribute updates or columns.	<ul style="list-style-type: none"> Provide agendas and minutes for posting on Web site. Access agendas and minutes to stay current on activities. 	Use bulletin board to promote the city to visitors and encourage participation in community life.	Review survey results to determine activities and priorities.
COMMUNITY GROUPS		Use e-mail groups/lists for sharing information such as agendas and minutes. Documents can be attached or links to the city Web site can be included in messages.	Report on upcoming events and activities.	<ul style="list-style-type: none"> Access agendas and minutes. Link groups' Web sites to city's. 	Community groups could "adopt" bulletin boards to assist city in maintenance. Post groups' information and news.	Assist with creating survey content and distribution and encourage participation.
COMMUNITY (GENERAL PUBLIC)		Use e-mail groups/lists for sharing information such as agendas and minutes. Documents can be attached or links to the city Web site can be included in messages.	Include an "Information You Can Use" column to address common issues and questions.	Refer to Web site for timely information and updates. Information is available continually. Residents can stay informed while away from home.	Refer to community bulletin boards for timely information and updates.	Complete surveys and make constructive recommendations.
FEDERAL, STATE AND REGIONAL PARTNERS		Use e-mail groups/lists for sharing information such as agendas and minutes. Building relationships through regular contact makes contacting Federal, State and regional partners easier in critical situations.	Provide program and other information for city to post in the community newsletter.	Provide program and other information for city to post on community Web site.	Provide program and other information for city to post on community bulletin board	Use input from surveys for feedback on Federal, State and regional programs.

