Background

Over the past year, the Assembly and Administration have been working together to develop a more transparent and efficient process for vetting projects to enter into the Municipality's Capital Improvement Plan and Capital Improvement Budget, which are then used to develop the Legislative Program (capital requests to state legislature) and bond measures. The goal is for the public, municipal departments and the Assembly to have time for meaningful review and input to develop the final products.

Greater public dialog and vetting of projects ensures that bond packages and legislative requests are more refined and have greater community buy-in, therefore increasing the chances for successfully obtaining funding.

Process/Timeline

- **August: Assembly worksession on capital projects** to review potential capital projects to pursue in the upcoming year. Goals:
  - Provide a big-picture outlook on the municipality's capital needs
  - Help Assembly Member's understand the priorities of their districts before looking at the Administration's proposed funding requests
  - Give the Administration an opportunity to hear Assembly priorities before finalizing the CIP/CIB for Assembly approval

- **Early September: Assembly worksession on the 120-Day Budget Memo**. Goals:
  - Assembly and public can review specific capital funding requests put forward by the Administration
  - Provide a first round of vetting and public dialog to hone in on the projects that will make the final cut with budget vote in late November

- **February**: Project Management and Engineering Department typically meets to rank their projects (street maintenance, parks, facilities) – can Assembly staff be included in this process?

- **April:** Assembly staff work with Members to send communications to community councils when the annual CIP survey is released.

- **May/June: Assembly worksession** to review the success/failure of bonds and the results of the legislative session. Goals:
  - Debrief on recent success/failures to inform the following year's plan

- o Determine which projects didn't get funding that need to be put back in
- o Remind Assembly Members to confirm that their community councils responded to the annual CIP survey, typically due in mid-June

- **Future**:
  - o Can the community council survey be moved to a fall cycle so it is ready when Administration starts their project review in February?
  - o Could there be a general citywide survey like AMATS uses so people outside of community councils can participate?

- **Other**: Improve community council survey process
  - o Obtain an online program that is easier for everyone to use
  - o Communications to CCs throughout the year to prompt them to develop their lists in time for survey submission
  - o Create more categories in the survey, such as top 5 major projects (over $500K?) and top 5 small projects ($499K and under); allow them to input their citywide priorities if there are projects outside of their districts; give them a way to remove projects; create a way for CCs to submit projects for vetting/research/cost estimates outside of the ranking of existing/known projects

Additional Resources
- **2024 Capital Improvement Plan and Budget-** https://www.muni.org/Departments/budget/capitalBudgets/Pages/2024-Approved-Capital-Improvement-Budget.aspx
- **Community Council Survey -** https://www.muni.org/communitycouncilsurveys/homepage/
- **CIP/CIB development process -** https://www.muni.org/Departments/Assembly/SiteAssets/Pages/Meetings-Worksessions/CIB-CIP%20-%20Development%20Process.pdf
- **The CIP/CIB process was the topic of 2023 Assembly Worksessions on April 21, August 25, and September 8 –** materials can be found at: https://www.muni.org/Departments/Assembly/Pages/2023-Assembly-Worksession-Archives.aspx