

FY2014 CIP Budget Development Process
A Systematic Approach to Public Participation
Community Planners Committee and the Community Planning Groups

I. Premise

1. The city seeks to integrate public input as part of developing the annual CIP budget; specifically, to gain that input *before* staff prepares the draft budget.
2. Public participation in FY2014 CIP budget is an important first step towards an on-going participatory budget process.
3. The Community Planners Committee and the 42 community planning groups (with a goal to add representation for Barrio Logan) is the preferred organizational structure for stakeholder outreach and public input. It is a city recognized organization operating under council policies and the Brown Act; as well as accountable to the City Council and the Mayor's Office.
4. The realities of (a) limited capital funds, (b) prior funding commitments to multi-year projects, (c) lack of operational funding for new/expanded facilities, and (d) the short timeframe for public education and outreach will necessarily result in a constrained public decision-making process and input for FY2014.
5. The city and the public are committed to taking the lessons learned from the FY2014 experience towards a more robust process for FY2015 and beyond.
6. The improvements to the City's CIP budget process started in 2010 must continue to provide greater transparency which will encourage greater involvement by the public.

II. Schedule

1. Public process first proposed, July
2. CPC recommendation to City on proposed new process, August 28
3. New public process is adopted, late September
4. Public outreach and hearings, October & November
5. Input by planning groups via the CPC to the City by no later than November 21.

III. Responsibilities

1. City

- a. Provide breakout of CIP projects by community including Project Name, WBS# (CIP#), Brief Scope, Schedule, Total Project Estimate, Expenditures to date, Remaining Available Funding, Remaining Funding Needed for the Project, and Priority Score.
- b. Provide copies of needs lists kept by each city department, when available.
- c. Conduct CIP Training Session for planning group chairs
- d. Provide a Citizen's Guide to the CIP Budget

2. Community Planners Committee

- a. Develop public input process
- b. Develop Project Application Form and Priority Scoring Form
- c. Develop Public Outreach Summary Report

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- d. Overarching management of Public Input including organization, direction, education, and packaging.
- e. Provide support when requested by individual planning groups.
- f. Partner with other stakeholder groups to enhance public outreach and direct public participation via planning group meetings.
- g. CPC shall not arbitrate or otherwise edit input from individual planning groups and will transmit as received
- h. Work with the City to improve budget development process for FY2015.

3. Individual Community Planning Groups (Guidelines)

- a. Conduct an aggressive public outreach within your community
- b. Hold one or more public hearings to gain input
- c. Formulate recommendation from their community
- d. Submit proposals to CPC by no later than November 7; including,
 1. Proposed projects. If not currently a CIP then provide detailed information (location, scope, etc)
 2. Priority ranking, if assigned
 3. Report on public outreach process
- e. Be an advocate for your community by participating in the City Council budget discussions in May.

IV. Community Planning Group Process (Guidelines for FY2014 CIP Budget only)

1. Conduct an expanded public outreach effort; your goal is to attract residents and merchants that do not normally attend your meetings. Use other community organizations and council offices for assistance.
2. Schedule at least one public meeting, more if feasible.
3. **Initial consideration** should be given to current projects on the CIP list that previously haven't had sufficient priority to obtain funding or have been only partially funded.
4. **Second**, draw from projects on your community's Public Facilities Finance Plans.
5. **Third**, draw from projects on "needs lists" as may be available from various city departments.
6. **Fourth**, identify "new" projects that have not previously been considered by the city. For FY2014, identify no more than 5 projects.
 - a. Be as specific as possible; for example, "new sidewalk along 100 block of ABC Street", not "more sidewalks in our neighborhood".
 - b. Projects must be consistent with your community plan. For communities with very old community plans and needs today that are not consistent with your plan, recognize that a community plan amendment may be needed before such a project can be implemented.
7. Use the Project Application Form (preferably in an electronic spreadsheet file) for each recommended project.
8. Use the Priority Scoring Form (preferably in an electronic spreadsheet file) if it can facilitate your discussions. The form and ranking will not be used by the city; it is for your use only.
9. Transmit recommendations to CPC by no later than November 7.