



August 25, 2023

Proposal for updating process for Assembly review of the Capital Improvement Plan and Capital Improvement Budget

Background

Under the existing schedule for the Capital Improvement Plan and Capital Improvement Budget, which is presented to the Assembly in late October alongside the operating budget, it is too late in the process for the Assembly to have meaningful input, which results in less public input and vetting of projects. After last-minute challenges with the 2023 bond package, the Assembly resolved in its 2023 workplan to develop a new timeline and process to begin the capital project review earlier in the year.

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.

Proposed New Process

- **Assembly worksession on capital projects in August (8/25/23)** to review the gamut of 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
- **Assembly worksession in early September (9/8/23)** on the 120-Day Budget Memorandum. 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
- **Assembly worksession in June** to review the success/failure of bonds and the results of the legislative session:
 - Debrief on recent success/failures to inform the following year's plan
 - Determine which projects didn't get funding that need to be put back in

These additional opportunities, paired with the existing budget review process, allow for open and transparent communications with the community, as well as more back-and-forth between the Assembly and Administration before a final package is solidified.



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Additional Resources

- **2023 Capital Improvement Plan -**
<https://www.muni.org/Departments/budget/capitalBudgets/Pages/2023-Approved-Capital-Improvement-Budget.aspx>
- **Community Council surveys -**
<https://www.muni.org/communitycouncilsurveys/homepage/>
- **Municipal budget calendar -**
<https://www.muni.org/Departments/budget/operatingBudget/2022%20GGOB/2023%20Proposed%20Budget%20Calendar.pdf>
- **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 an April 21, 2023 Assembly Worksession -**
materials can be found at:
<https://www.muni.org/Departments/Assembly/Pages/Meetings-Worksessions.aspx>