

## COUNCIL POLICY

SUBJECT: NEIGHBORHOOD INPUT ON INFRASTRUCTURE NEEDS AND PRIORITIES

POLICY NO.: 000-32

EFFECTIVE DATE:

### BACKGROUND:

The City's Engineering and Capital Projects Department began conducting a community input process on infrastructure suggestions and priorities in 2012. This initial process was designed to receive input from the community to inform the City's Capital Improvement Program (CIP) budget and was originally focused solely on receiving recommendations from the City's recognized community planning groups pursuant to City Council Policy 600-24.

In 2022, the City Council amended City Council Policy 600-24 related to community planning groups. Among other amendments, these changes were aimed at ensuring that members of community planning groups are representative of the communities which they represent and at ensuring their legal independence from the City. It is now recognized that there are many other organizations and individuals that do not participate in the community planning group process that have valuable input in all City matters, including the City's CIP budget. While community planning groups are a key stakeholder, hearing from a broader cross-section of our City's residents is critical to ensuring equitable community input on the City's CIP. Only by improving and changing the community input process on the City's CIP budget can the City begin to deliver critically needed infrastructure that truly meets the needs of residents.

### PURPOSE:

The purpose of this policy is to formalize a process for neighborhood input on infrastructure needs and priorities for consideration in the City's multi-year infrastructure plan, which is the blueprint for the annual CIP budget. It is critical that the process be equitable and efficient, and that it is truly representative of the people that live in the City.

In developing its multi-year infrastructure plan, the City will consider input received along with expert knowledge, judgment, and objective data and information on capital needs provided by City staff that is consistent with Asset Management policies and Council Policy 800-14 on CIP  
CP-000-32

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Prioritization.

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The Planning Department shall solicit and engage with people that live in the City on infrastructure needs and priorities. This shall be achieved using best available equitable engagement practices at least once every two years and shall include engagement with community-based organizations, community planning groups, and other interested stakeholders and individuals with focused engagement within the City's Communities of Concern.

### RESPONSIBILITIES:

1. In its executive and legislative role, the City shall:
  - a. Initiate the community input process with a citywide public outreach effort at least once every two years.
  - b. Provide education and outreach on City's CIP budget process to community-based organizations, community planning groups, and the general public to ensure equitable engagement and input.
  - c. Provide City data in user-friendly and accessible formats including:
    1. All City data on current CIP projects and identified infrastructure needs by community planning area.
      - i. The City shall make this information accessible via a geographic information system on the City's website.
  - d. Conduct CIP training sessions for planning groups, community leaders and organizations, and the general public. Within the constraints of staffing and budget, hold in-person and/or virtual training sessions that reach people in all communities.
  - e. Bi-annually review and update, if necessary, Council Policy 800-14 "Prioritizing CIP Projects" to reflect the changing needs of the City and its residents.
  - f. Maintain and annually update the Independent Budget Analyst's "Citizen's Guide to the Capital Improvements Program."
  - g. Publish an engagement summary report that summarizes community input for project

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prioritization and the resulting multi-year infrastructure plan and/or annual CIP budget.

- h. Through the Council's Infrastructure Committee, with input from community planning groups, community-based organizations, members of the public and the Council offices, conduct public review of this policy and its implementation at least every two years to identify strengths as well as areas needing improvement including consideration of adequate resources.

2. The City's Planning Department shall:

- a. Start the community input process in July to allow as much time for outreach, input, and engagement prior to the October 1<sup>st</sup> submittal deadline.
- b. Conduct public outreach above and beyond Brown Act and Council Policy 600-24 requirements to obtain input from participants that reflects the diversity of the City's neighborhoods. Consideration shall be given to removing traditional barriers to participation including day, time, and location of meetings; translation services; engagement methods and inclusion of other community-based organizations and individuals.
- c. Provide outreach for and hold at least two (2) public hearings to gain community input with focused engagement in underserved communities.
- d. Through outreach, input, and engagement, develop recommendations, considering:
  - 1. Prior years' community recommendations.
  - 2. Existing CIP projects that have not been funded or need additional funding in order to proceed.
  - 3. Any applicable land use plans or infrastructure plans.
  - 4. Projects identified as documented and validated infrastructure needs by City staff.
  - 5. New projects that have not previously been considered by the City.
  - 6. Adopted City policies, including but not limited to the General Plan, Parks Master Plan, Climate Action Plan, Climate Resilient SD, etc.

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- e. Submit recommendations by October 1<sup>st</sup> that include:
  - 1. A summary of the engagement conducted and input received.
  - 2. The recommended priority of each project recommendation.
  - 3. Any applicable supplemental information (graphics, plans, special considerations, etc.).

### Limitations:

Nothing in this policy shall preclude the right of the public or organizations to directly contact the Mayor's Office or the City Council or the ability of the Mayor's Office and the City Council to directly seek public input.

### HISTORY:

"Neighborhood Input on Infrastructure Needs and Priorities" Adopted by  
Resolution R-308287 - 07/05/2013