



INTER OFFICE MEMORANDUM

TO: City Council

FROM: Sabrina B. Landreth
City Administrator

DATE: May 8, 2018

SUBJECT: Launch of the Capital Improvement Program Planning Process for 2019-2021

City Administrator	Date
Approval /s/	5/8/18

The purpose of this email is to share information with the City Council regarding upcoming community engagement activities planned for the City of Oakland Capital Improvement Program (CIP). The first phase of public engagement activities are citywide and scheduled to start during the first week of May and continue through summer 2018.

In preparing for the next 2-year budget cycle and CIP process for 2019-2021, the CIP team led by OPW and DOT (in coordination with a broader working group including other City stakeholders) seeks to improve our method of prioritizing the projects within the CIP, incorporating more community feedback. Outreach will take place in two phases: first, to gather community input on the CIP process itself (taking place this summer), and second, to gather input regarding specific projects as part of the preparation for the next budget.

The first phase of engagement activities will include:

- A series of City-hosted ‘Public Information Community Meetings’ throughout the city. The public will be invited to engage with the project team and share input on our prioritization process at these meetings. Staff are preparing four meetings designed for larger audiences held throughout the City, in locations chosen for accessibility to the community. All meetings will be designed with the same content and process so an individual can choose to attend the meeting that is most convenient.

West Oakland	Downtown / Central	Central / East	East
DeFremery Recreation Center Thursday, June 14 6:00 – 8:00 p.m.	Main Library Date/Time TBD	Dimond Branch Library Saturday, June 30 10 a.m. – 12 noon	<i>To be confirmed.</i> preferred location: East Oakland Youth Development Center Saturday 6/9 or 6/23 10 -12

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- The CIP team will be visiting meetings hosted by community organizations and groups, including faith congregations, neighborhood organizations, and Neighborhood Crime Prevention Councils, to make presentations and share information.
- Staff will gather “person-on-the-street” interactions at key city events and city facilities (such as recreation centers, senior centers, youth centers and libraries) in which the outreach team will seek input on the CIP process from surveys and one-on-one conversations.
- The City will establish a project website to serve as a ‘bulletin board’; with information about the CIP, regularly posted updates on the process, and a link to the digital survey.

Staff are working now to finalize these plans and collateral soliciting community feedback. In early May, the team anticipates distributing the information and materials for Council to share with constituents.

For More Information

CIP staff are prepared to schedule individual briefing meetings with Council offices at the Councilmembers’ request. To request a briefing, please contact Sean Maher, Public Information Officer for OPW and DOT, at 510-238-6358 or smaher@oaklandnet.com