Capital Improvement Budget
St. Paul City Council Audit Committee Project #2
FINAL Scope of Work

Overall Questions

Is the current community-project CIB process working as intended with the changes in place?
Is the current community-project CIB process effective?

Process Questions

- How did the CIB process shift from its previous delivery?
    - What does success look like now? What did it look like then?
- What are the characteristics of the current process (including participants, investments, committee members, applications, distribution of spend)?
- What process steps could be improved for the next CIB round?
- What communications support for the variety of partners/owners is needed in the future?

Community Engagement Questions

- What are the overarching goals for the CIB process related to engagement?
- Who is ultimately accountable for the CIB community engagement approach? What changes might need to be pursued in the future?
    - How is ownership currently shared and how should it be shared between the Departments (including Public Works and Parks & Recreation), Mayor's Office, OFS, and the community?
- How are CIB committee members acting as community ambassadors? How might the City better support their work?
- How are district councils and other organizations in the City involved in the community engagement work?
- What additional tools would help with CIB community engagement?
- How can the application process continue to be adapted to meet City and community needs?
- How can the City balance a data-driven approach and ongoing needs around community engagement?

Equity Questions

- In what ways could the CIB process be adapted to focus funding more equitably?
    - What does it mean for the community process funding to be equitable?
- How might the CIB process be evolved to move from a complaint-based or a process-knowledge-based orientation?
- How can everyone assembling the CIB process work toward centering community more in the process so that it does not feel as much like an 'insider' process?
    - Where are there opportunities for departments to work together to support the community process?

Suggested Methods

- **Group interview and key informant interviews with OFS staff**
  - Ongoing meetings with OFS staff to explore questions
  - Interviews to be scheduled
- OFS staff **analysis, data sharing**
  - Ongoing meetings with OFS staff to explore analysis, data
  - Review of previous study and the intended outcomes of refreshed process
  - Comparison of current year's results with refreshed process intentions
- Key informant interviews with key **Mayoral office staff** (1, possibly 2)
  - Interviews to be scheduled
- Key informant interviews with key **CIB committee members** (3-4)
  - Interviews to be scheduled
    - Aim for 1-2 longer term (or former) members, a couple of newer members
- Key informant interviews with **applicants** (6-8)
  - Interviews to be scheduled
    - Include successful and unsuccessful applicants
    - Include 'insider' and 'outsider' applicants
    - Note: OFS will do outreach and connection to Wilder Research
- Key informant interviews with **city council members** (2-3)
  - Interviews to be scheduled
    - Identify CC members with a point of view

Timing – Aim to deliver a report to the Audit Committee of the City Council of St. Paul by February 2025