

## **Citizen Advisory Panel (CAP) Project Preliminary Budget**

As Madison Water Utility moves forward with our goal of engaging more citizens in the planning of major projects, we are soliciting public input to revamp our Public Participation Standard Operation Procedure (SOP). These changes relate specifically to our Citizen Advisory Panels, or CAPs, which play a crucial role in helping plan utility projects.

### **Employee Hours Budgeted:**

- **Web page design: 8 hours**

Post new page to the [madisonwater.org](http://madisonwater.org) website outlining goals for our new public participation SOP.

- **Social media outreach: 4 hours**

Widely distribute information and ideas relating to new public participation SOP using our social media channels; immediately respond to feedback/questions received via social media. Post constructive feedback on our web page.

- **CAP member list compilation: 1 hour**

Update list of email addresses (or mailing addresses in some cases) for previous CAP members.

- **Survey Creation: 24 hours**

Create a survey designed to provide meaningful feedback on current SOP as well as input on future public participation process and CAP redesign.

- **Survey Distribution: 1 hour**

Email survey and web page link to former CAP members.

- **Survey/Feedback compilation: 32 hours**

Review, organize and compile survey feedback to distill clear recommendations. Post viable recommendations on web page. Encourage dialogue on recommendations via social media outlets.

- **SOP revision based on feedback: 24 hours**

Revise public participation SOP and CAP model based on survey results, social media and email feedback.

- **Revised SOP distribution: 2 hours**

Distribute revised SOP to CAP members who have participated in the survey, as well as members of the general public who may have offered feedback via social media and email. Post revised SOP on our website and widely distribute via social media outlets.

- **Feedback compilation: 16 hours**

Organize and compile feedback on revised SOP.

- **SOP revision based on feedback: 24 hours**

Revise SOP a second time to reflect new feedback from the public.

**Total employee time: 136 hours**