

TO: Brett Lenart, Planning Manger

RE: Allowance Software CIP Implementation Update

On July 15, 2020, the City entered into a contract with a locally-based firm called Allowance to provide new software that would incorporate the City's CIP prioritization process, database management, and reporting functions into a single product.

The contract also called for Allowance to provide consulting services to assist with updating the present prioritization criteria. Given the time constraints to have the software ready for launch by September, a decision was made to focus efforts on the City's six largest CIP groups to undergo this effort. The remaining smaller CIP groups will undergo this prior to the next full CIP but will operate with the present criteria for this Fall's effort.

For those six CIP groups (Active Transportation, Parks and Recreation, Sanitary, Water, Stormwater, and Streets), a series of three two-hour meetings were held from mid-July to late August.

In the first such meeting, each asset group worked to examine the present standard CIP prioritization criterion and to reframe them as Strategic Values. This process allowed the groups to focus in on those values that bring the highest strategic value to the asset when making decisions regarding expenditures of capital funds. Groups could also opt to add Objectives as subcomponents of the Strategic Values.

At the second meeting, groups created scoring criteria to define Low, Medium, and High Desirability projects with regard to each Strategic Value or Objective and chose a background scoring curve (linear or various curvilinear configurations).

At the third meeting, the group went through a technique called pairwise comparison to create relative weights for each Strategic Value.

Work on these six groups is substantially complete with some minor work to be completed prior to the first prioritization asset group meeting. For the remaining six groups, the current CIP prioritization criteria and scoring definitions have been imported into the Allowance model.

Import of existing CIP project data has been completed, software customization undertaken, and work completed in time to permit data input by the first Projects meeting (Stormwater on September 11<sup>th</sup>) with continuing refinements underway.

The CIP Projects, Prioritization, and Programming meetings are underway and will be complete by early November.