

CITY OF ANN ARBOR

Planning Commission Work Session:

CIP Process Overview and Prioritization Scoring

Tuesday, November 10, 2015





THE CIP PROCESS:

Asset Category Teams

Asset Category Teams

- **13** Asset Category Teams in 3 groups
- **50+** staff members
- **11** service units
- **Broad perspective sought from:**



- Field Operations Staff
- Project Management Staff
- Systems Planning Staff
- Water & Wastewater Plant Staff
- Planning Staff
- Financial Staff
- Fire Services Staff
- Parks and Recreation Staff
- DDA Staff



Three Overarching Asset Category Groups:

- **Municipal Facilities**
- **Transportation**
- **Utilities**

Municipal Facilities Groups:

- **City Owned Buildings**
- **Parks and Recreation**
- **Solid Waste**

Transportation Groups:

- **Airport**
- **Alternative Transportation**
- **Bridges**
- **New Streets**
- **Other Transportation**
- **Parking Facilities**
- **Street Construction**

Utilities Groups:

- **Sanitary Sewer System**
- **Stormwater Management**
- **Water System**

Financial Team



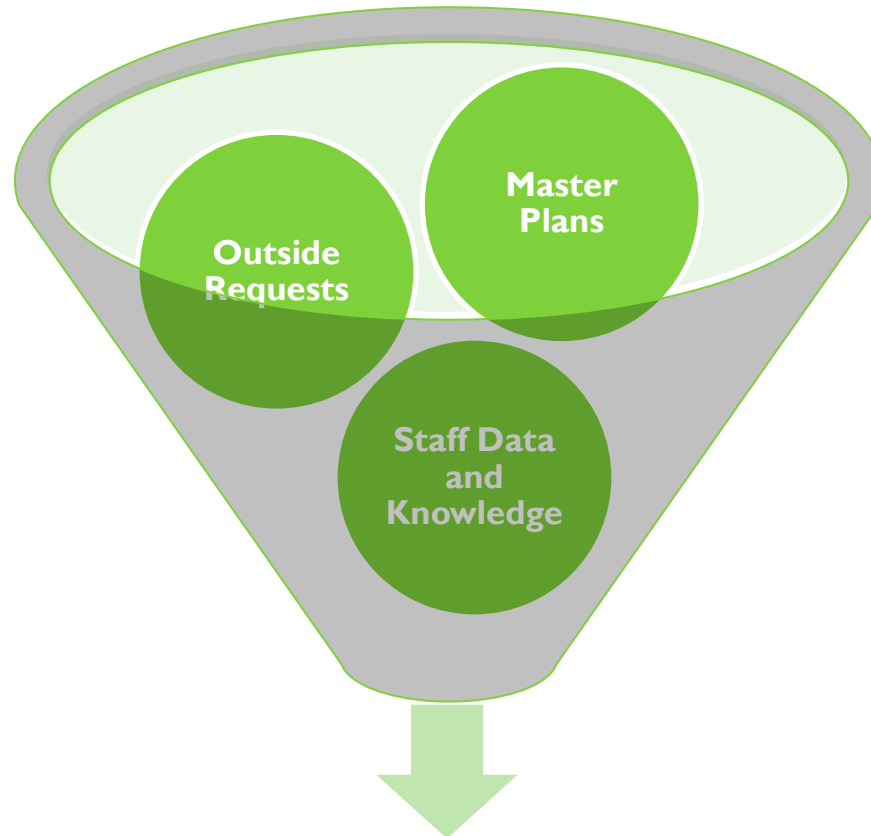
- Includes staff members from:
 - Public Services
 - Financial Services



CIP PROCESS:

The Three P's

Project Needs: Asset Team Meeting I



Identify Project Needs and Enter in CIP Database



AAPS
UM
NAP
Other

Prioritize Projects: Asset Team Meeting 2



Prioritize Needs
Using CIP
Prioritization Model

Prioritization Model: Rate all Projects in an Asset Group

CIP_Prioritization_ParksRecfinal.xlsm - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Acrobat CIP Prioritization Model

Clipboard Font Alignment Number Styles Cells Editing

C37 =Project Inputs!B37

1
2

3
4

5 "View Scale" buttons navigate to "Performance Measures" where user may enter or review inputs and descriptions of level scorings from 0 to 10 for each criteria.
6 **Step Ten:** View prioritization results and scaled benefit cost rankings. MODEL AUTOMATICALLY UPDATES RANKING

7
8
9

10 View Scale View Scale View Scale View Scale View Scale View Scale View Scale View Scale View Scale

11

12 Evaluation Criteria

Project Number	Category/Fund Type	Project Name	Sustainability Framework Goals	Safety/Compliance/Emergency Preparedness	Funding	Coordination with Other Projects	Master Plan Objectives	User Experience (Level of Service)	Innovation	Economic Development/Retention	Partners	
14	1	Other	Allen Creek Greenway	10.0	0.0	2.0	5.0	10.0	10.0	3.0	5.0	3.0
15	2	Other	721 N Main Reuse	10.0	0.0	2.0	0.0	3.0	4.0	0.0	5.0	3.0
16	3	Site Specific	Argo & Geddes Dams - Gates Coating	3.0	10.0	6.0	5.0	3.0	2.0	0.0	0.0	0.0
17	4	Site Specific	Bandemer Park Access	3.0	8.0	6.0	0.0	6.0	4.0	0.0	5.0	3.0
18	5	Programmatic	Baseball/Softball Field Renovations	7.0	2.0	6.0	5.0	6.0	10.0	0.0	0.0	3.0
19	6	Site Specific	Dog Park	7.0	0.0	6.0	0.0	6.0	10.0	0.0	5.0	0.0
20	7	Site Specific	Farmers Market Winter Enclosure	10.0	0.0	6.0	0.0	0.0	10.0	3.0	5.0	3.0
21	8	Site Specific	Fuller Pool Spray Park	3.0	0.0	2.0	0.0	3.0	10.0	3.0	5.0	0.0
22	9	Site Specific	Gallup Park Boat Launch	3.0	10.0	8.0	0.0	6.0	10.0	0.0	5.0	3.0
23	10	Programmatic	Historic Park Structures Repair/Restoration	3.0	2.0	6.0	5.0	6.0	4.0	0.0	0.0	0.0
24	11	Site Specific	Leslie Park Golf Course Cart and Other Storage	7.0	5.0	6.0	5.0	6.0	4.0	3.0	5.0	0.0
25	12	Other	Leslie Science & NC Master Plan Implementation	10.0	8.0	8.0	0.0	6.0	10.0	3.0	5.0	3.0
26	13	System-Wide	Open Space and Park Acquisitions	10.0	0.0	8.0	0.0	10.0	10.0	0.0	5.0	10.0
27	14	Programmatic	Parks Roads, Bridges and Parking Lots	3.0	2.0	6.0	5.0	6.0	4.0	3.0	0.0	0.0
28	15	System-Wide	Parks Sign Program	3.0	2.0	6.0	5.0	3.0	4.0	3.0	0.0	0.0
29	16	Programmatic	Picnic Shelters	3.0	0.0	6.0	5.0	3.0	10.0	3.0	0.0	0.0
30	17	Programmatic	Playgrounds and Neighborhood Park Improvements	7.0	10.0	6.0	5.0	6.0	10.0	3.0	0.0	0.0
31	18	Programmatic	Recreation Facility Updates and Infrastructure Repairs	7.0	8.0	6.0	5.0	10.0	10.0	7.0	5.0	0.0
32	19	Site Specific	Rotary Centennial Playground at Gallup Park	7.0	2.0	10.0	5.0	6.0	10.0	7.0	5.0	3.0
33	20	Programmatic	Tennis & Basketball Court Renovations	7.0	2.0	6.0	5.0	6.0	10.0	0.0	0.0	3.0

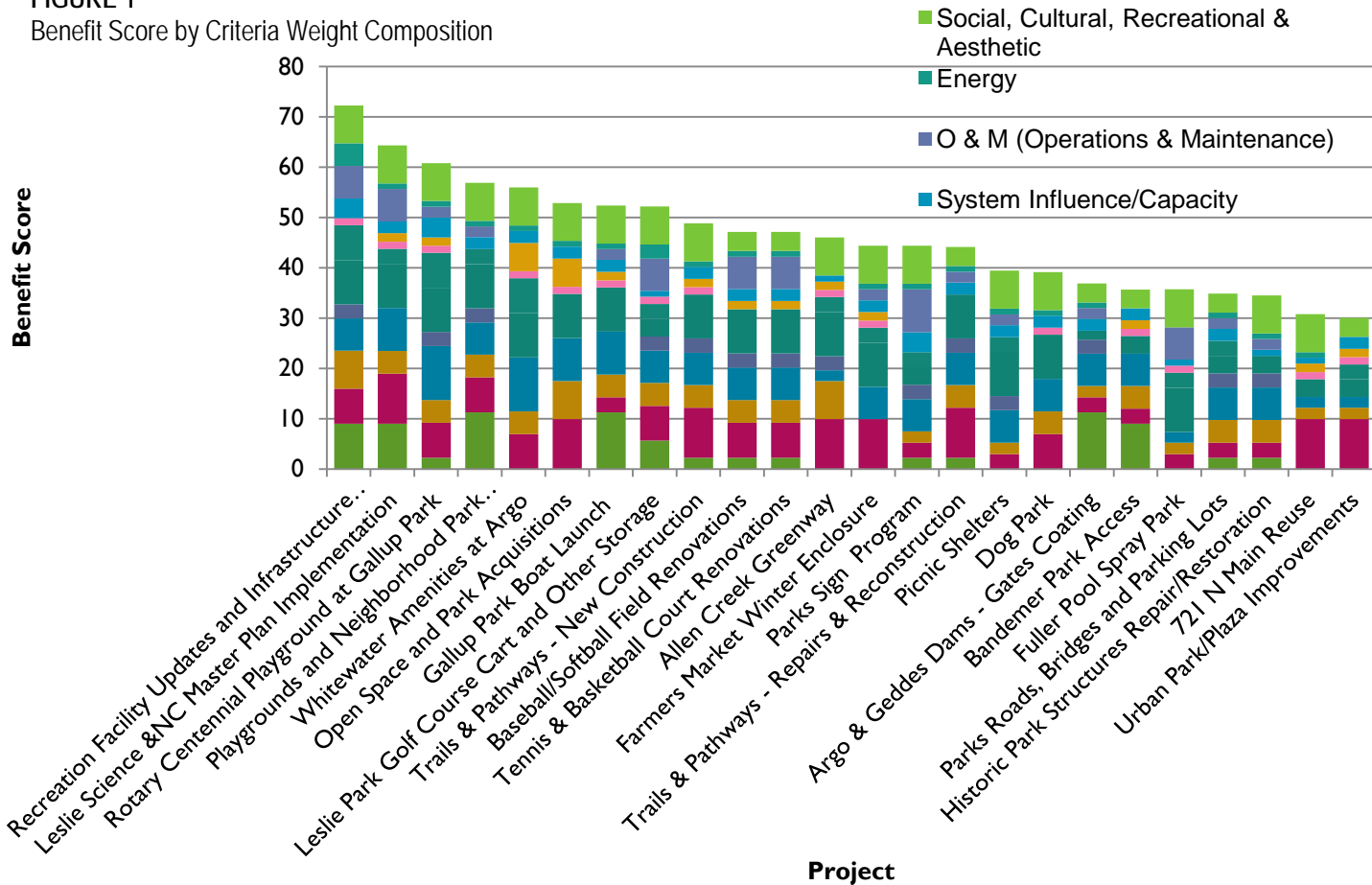
Ready

Prioritization Model: Utilize Scoring Criteria In Rating Process

SCORING		Low ← → High				
1	Sustainability Framework Goals	0 Contributes to meeting 1 or less of the City's Sustainability Framework Goals	3 Modestly contributes to meeting two to three of the City's Sustainability Framework goals	7 Significantly contributes to meeting two or three of the City's Sustainability Framework goals OR modestly contributes to meeting four of more of the City's Sustainability Framework goals	10 Significantly contributes to meeting 4 or more of the City's Sustainability Framework goals	
2	Safety/Compliance/Emergency Preparedness	0 Does not address safety or emergency preparedness considerations	2 Contributes to meeting public safety, but is not required for compliance	5 Will assist in ability to continue governmental services during emergencies	8 Necessary to meet recommended compliance OR will maximize public safety opportunities	10 Contributes to mandatory compliance OR will prevent potential injury to staff OR is necessary to assure continuance of governmental services during emergencies
3	Funding	0 Has no potential funding	2 Has uncertain funding source(s) (e.g., Special Assessment, General Fund)	6 Funding available from standard City funding sources (e.g., utility rates, road millage, etc.)	8 Has high probability of funding from low-interest loan source (e.g., DWRF, SRF, Energy Fund, etc.) OR partial project funding (<80%) from outside source(s)	10 Has high probability of receiving substantial (≥80%) project funding from outside sources (e.g., grant funding, developer, Township financed)
4	Coordination with Other Projects	0 There are no other planned projects that should be coordinated with this Project	5 Costs can be modestly reduced by performing project with another project	8 Schedule is driven by other improvements (e.g., street reconstruction, adjacent utility replacement) resulting in significant (>33%) opportunity cost if project is not completed concurrently with adjacent work	10 Schedule is driven by other high-priority improvements that must be completed within the next two fiscal years	
5	Master Plan Objectives	0 Does not contribute to meeting any of the City's master plan or other strategic planning document goals	3 Modestly contributes to meeting one of the City's master plan or other strategic planning document goals	6 Significantly contributes to meeting one of the City's master plan or other strategic planning document goals OR modestly contributes to meeting two or more of the City's master plan or other strategic planning document goals	10 Significantly contributes to meeting two or more of the City's master plan or other strategic planning document goals	
6	User Experience (Level of Service)	0 Will reduce the quality of the User Experience (Level of Service)	2 Will not affect Level of Service	4 Modestly improves existing Level of Service	10 Significantly improves existing Level of Service OR provides a new service which is requested by the community	
7	Innovation	0 Does not include any innovative measures or items	3 Modestly promotes or incorporates multiple known innovative techniques, funding strategies, materials or BMP's	7 Significantly promotes or incorporates multiple known innovative techniques, funding strategies, materials or BMP's on a small scale	10 Significantly promotes or incorporates multiple known innovative techniques, funding strategies, materials or BMP's on a large scale	
8	Partnerships	0 Does not provide opportunity for partnerships	3 Promotes regional or interagency planning and coordination OR public/private partnership	10 Promotes regional or interagency planning and coordination OR public/private partnership AND provides for shared staffing resources		
9	System Influence/Capacity	0 Does not contribute to larger system network or user demand	3 Meets future user demand	6 Addresses immediate user demand that benefits a portion of the user population	10 Addresses immediate user demand that benefits entire user population	
		0 Will cause	2 Has a neutral	6 Makes modest	8 Makes modest	10 Makes significant contribution to

Prioritization Model: Run the model and evaluate results

FIGURE 1
Benefit Score by Criteria Weight Composition



Meanwhile.....



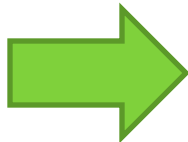
Reviews
Current
Financials

Updates
Expected
Revenue
Forecasts

Determines
Funding
Availabilities

Programming: Asset Team Meeting 3

Then.....



Programming Method

- Start by **sorting projects by prioritization number** clusters of high, medium, and low
- **Note if a project is part of a “corridor” project,** i.e. if it ties to a project in another asset group
- Begin **slotting in highest priority projects in the first available fiscal year** where enough funding exists, and continue adding projects until the funding maximum for that year is reached
- **Adjust schedule as needed** for corridor projects



CIP PROCESS:

Planning Commission and City Council Roles

Planning Commission CIP Subcommittee Review and/or Work Session



**6-Year Program
of Capital
Improvements**

Planning Commission Public Hearing on Plan



**6-Year Program
of Capital
Improvements**

City Council Utilizes Plan as Building Block of Capital Budget



**6-Year
Program of
Capital
Improvements**

◦ **CIP TIMELINE:**

**“Full” Plan Year
Addresses Projects in a
6 Year Cycle**

Timeline for FY2016-2021 CIP (from Fall 2014)

- CIP Kickoff: September 5
- Held Three P Meetings: 9/8-10/15
- Financial Team Meetings:
and Funding Analysis: 9/8-10/15
- CIP Program Development: 10/15- 11/11
- CPC Subcommittee Review: November 12
- CPC Work Session: December 9
- CPC Public Hearing/Action: December 16
- City Council for Budget Consideration: Spring 2015

CIP “Modification” Years

- To stay in sync with City Budget, every other year, only the projects in the two-year current budget cycle are reviewed
- This year, modifications are being made only to Fiscal Years 2016 and 2017 projects
- Modifications are made as needed to budgets and schedules for those projects
- New projects are generally added only for emergency needs



Questions on CIP Process?



PRIORITIZATION SCORING CRITERIA

Each Criteria has a Rating Scale

1	Sustainability Framework Goals	0 Contributes to meeting 1 or less of the City's Sustainability Framework Goals	3 Modestly contributes to meeting two to three of the City's Sustainability Framework goals	7 Significantly contributes to meeting two or three of the City's Sustainability Framework goals OR modestly contributes to meeting four or more of the City's Sustainability Framework goals	10 Significantly contributes to meeting 4 or more of the City's Sustainability Framework goals	
2	Safety/Compliance/Emergency Preparedness	0 Does not address safety or emergency preparedness considerations	2 Contributes to meeting public safety, but is not required for compliance	5 Will assist in ability to continue governmental services during emergencies	8 Necessary to meet recommended compliance OR will maximize public safety opportunities	10 Contributes to mandatory compliance OR will prevent potential injury to staff OR is necessary to assure continuance of governmental services during emergencies
3	Funding	0 Has no potential funding	2 Has uncertain funding source(s) (e.g., Special Assessment, General Fund)	6 Funding available from standard City funding sources (e.g., utility rates, road millage, etc.)	8 Has high probability of funding from low-interest loan source (e.g., DWRF, SRF, Energy Fund, etc.) OR partial project funding (<80%) from outside source(s)	10 Has high probability of receiving substantial ($\geq 80\%$) project funding from outside sources (e.g., grant funding, developer, Township financed)
4	Coordination with Other Projects	0 There are no other planned projects that should be coordinated with this Project	5 Costs can be modestly reduced by performing project with another project	8 Schedule is driven by other improvements (e.g., street reconstruction, adjacent utility replacement) resulting in significant (>33%) opportunity cost if project is not completed concurrently with adjacent work	10 Schedule is driven by other high-priority improvements that must be completed within the next two fiscal years	

Criteria Score Characteristics:

- Use discrete scores with descriptors (not 1-10 scale)
- Score descriptors should allow only one choice to fit (no overlap)
- Number and magnitude of scores depends on distinguishable characteristics
- Minimize subjective judgment



SCORING CRITERIA

Sustainability Framework Goals

- **0:** Contributes to meeting 1 or less of the City's Sustainability Framework Goals
- **3:** Modestly contributes to meeting two to three of the City's Sustainability Framework goals
- **7:** Significantly contributes to meeting two or three of the City's Sustainability Framework goals **OR** modestly contributes to meeting four or more of the City's Sustainability Framework goals
- **10:** Significantly contributes to meeting 4 or more of the City's Sustainability Framework goals

NOTE: This is the only criterion that requires an auxiliary scoring sheet; no changes contemplated

Safety/Compliance/Emergency Preparedness

- **0:** Does not address safety or emergency preparedness considerations
- **2:** Contributes to meeting public safety, but is not required for compliance
- **5:** Will assist in ability to continue governmental services during emergencies
- **8:** Necessary to meet recommended compliance **OR** will maximize public safety opportunities
- **10:** Contributes to mandatory compliance **OR** will prevent potential injury to staff **OR** is necessary to assure continuance of governmental services during emergencies

Note: Considering revisions

Funding

- **0:** Has no potential funding
- **2:** Has uncertain funding source(s) (e.g., Special Assessment, General Fund)
- **6:** Funding available from standard City funding sources (e.g., utility rates, road millage, etc.)
- **8:** Has high probability of funding from low-interest loan source (e.g., DWRF, SRF, Energy Fund, etc.) **OR** partial project funding (<80%) from outside source(s)
- **10:** Has high probability of receiving substantial (>80%) project funding from outside sources (e.g., grant funding, developer, Township financed)

Note: No changes contemplated

Coordination with Other Projects

- **0:** There are no other planned projects that should be coordinated with this Project
- **5:** Costs can be modestly reduced by performing project with another project
- **8:** Schedule is driven by other improvements (e.g., street reconstruction, adjacent utility replacement) resulting in significant (>33%) opportunity cost if project is not completed concurrently with adjacent work
- **10:** Schedule is driven by other high-priority improvements that must be completed within the next two fiscal years
- **Note:** Considering revision to wording

Master Plan Objectives

- **0:** Does not contribute to meeting any of the City's master plan or other strategic planning document goals
- **3:** Modestly contributes to meeting one of the City's master plan or other strategic planning document goals
- **6:** Significantly contributes to meeting one of the City's master plan or other strategic planning document goals **OR** modestly contributes to meeting two or more of the City's master plan or other strategic planning document goals
- **10:** Significantly contributes to meeting two or more of the City's master plan or other strategic planning document goals

Note: No changes contemplated

User Experience (Level of Service)

- **0:** Will reduce the quality of the User Experience (Level of Service)
- **2:** Will not affect Level of Service
- **4:** Modestly improves existing Level of Service
- **10:** Significantly improves existing Level of Service **OR** provides a new service which is requested by the community

Note: Considering revising this to be more tailored to the asset group, and to reflect long-term asset management efforts.

Innovation

- **0:** Does not include any innovative measures or items
- **3:** Modestly promotes or incorporates multiple known innovative techniques, funding strategies, materials or BMP's
- **7:** Significantly promotes or incorporates multiple known innovative techniques, funding strategies, materials or BMP's on a small scale
- **10:** Significantly promotes or incorporates multiple known innovative techniques, funding strategies, materials or BMP's on a large scale

Note: Considering revisions to wording

Partnerships

- **0:** Does not provide opportunity for partnerships
- **3:** Promotes regional or interagency planning and coordination **OR** public/private partnership
- **10:** Promotes regional or interagency planning and coordination **OR** public/private partnership **AND** provides for shared staffing resources

Note: No changes contemplated

System Influence/Capacity

- **0**: Does not contribute to larger system network or user demand
- **3**: Meets future user demand
- **6**: Addresses immediate user demand that benefits a portion of the user population
- **10**: Addresses immediate user demand that benefits entire user population

Note: Considering minor revisions

O&M (Operations & Maintenance)

- **0:** Will cause increase in O&M costs
- **2:** Has a neutral effect on O&M costs
- **6:** Makes modest contribution to O&M cost reduction
- **8:** Makes modest contribution to O&M cost reduction **AND** creates opportunities to improve operational flexibility/use of technology, or extends asset life
- **10:** Makes significant contribution to O&M cost reduction **AND** creates opportunities to maximize operational flexibility/use of technology, or extends asset life, or utilizes materials or techniques that provide lowest overall life-cycle costs

Note: No changes contemplated



Questions and Input?