

# CITY OF ANN ARBOR CIP Process





# OVERVIEW

- Asset Category Groups and Teams
- CIP Process: The Three P's
- Planning Commission & City Council Roles
- Plan Oversight After Adoption
- Timeline
- Allovance
- Questions



## CAPITAL IMPROVEMENT PLAN OVERVIEW

- CIP is required by Act 33 of the Public Acts of 2008
- Sets out a 6 year plan for capital expenditures



# ASSET CATEGORY GROUPS AND TEAMS



- 3 Asset Category Groups
- 13 Asset Category Teams
- 70+ Team Members
- 11 Service Units
- Broad perspective sought:
  - Public Works Staff
  - Engineering Staff
  - Systems Planning Staff
  - Water & Wastewater Plant Staff
  - Planning Staff
  - Financial Staff
  - Fire Services Staff
  - Parks and Recreation Staff
  - DDA, NAP, and UM Staff



# THREE OVERARCHING ASSET CATEGORY GROUPS:

- Municipal Facilities
- Transportation
- Utilities



# MUNICIPAL FACILITIES ASSET TEAMS:

- City Owned Buildings
- Parks and Recreation
- Solid Waste



# TRANSPORTATION ASSET TEAMS:

- Airport
- Active Transportation
- Bridges
- New Streets
- Other Transportation
- Parking Facilities
- Street Construction
- Transit





# UTILITIES ASSET TEAMS:

- Sanitary Sewer
- Stormwater
- Water

# FINANCIAL TEAM

- Includes staff from:



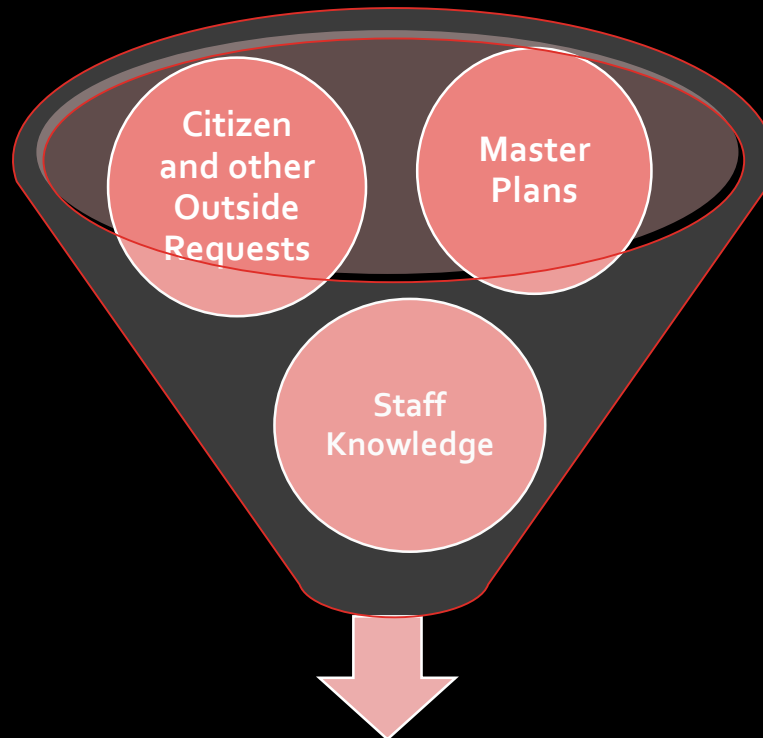
- Financial Services
- Public Services



# CIP PROCESS:

The Three P's

# PROJECT NEEDS: ASSET TEAM MEETING 1



AAPS  
UM  
NAP  
Other

Identify Project Needs and Enter in  
CIP Database



# CRITERIA FOR PLAN INCLUSION

- Capital improvements that will cost more than \$100,000
- Studies that will lead to capital improvements that will cost more than \$50,000

# PRIORITIZE PROJECTS:

## ASSET TEAM MEETING 2



Prioritize Needs  
utilizing  
Allowance Strategic  
Value Scoring Model

## STRATEGIC VALUE SCORECARD

Insert Decision Model Goal

Edit

Strategic  
Priorities

13%

Funding

18%

Regulatory/Policy Compliance

12%

Coordination with other Projects &  
Agencies

31%

Physical Safety

26%

Access & Mobility

45%

User Experience

55%

Equity

Strategic Objectives

# QUANTIFY

- PRIORITY:
- FUNDING

## Set the criteria for each level of the scale for *Funding*

### Low Desirability

**B** *I* S {} U   "   Normal  

Funding is identified from uncertain sources (i.e. General fund, special assessments, competitive grant that are not yet awarded)

### Medium Desirability

**B** *I* S {} U   "   Normal  

Funding available from standard City funding sources (i.e. Act 51, city or county Street Millage).

### High Desirability

**B** *I* S {} U   "   Normal  

Has anticipated substantial project funding (>33%) from certain outside sources (i.e. TAP, STP-U, HSIP, U of M, Developers, other grants, etc.)

## Resulting scale for *Funding*





# QUANTIFY

- PRIORITY: ACCESS AND MOBILITY
- OBJECTIVE: USER EXPERIENCE

## Set the criteria for each level of the scale for *User Experience*

### Low Desirability

**B** *I* S {} U   " "   Normal   

- A sidewalk gap identified as mid-low in the city's sidewalk prioritization metrics OR
- Crosswalk that is a community request OR
- Adding a new bike lane in an area not identified in the transportation plan

### Medium Desirability

**B** *I* S {} U   " "   Normal   

- A sidewalk gap identified as mid-high in the city's sidewalk prioritization metrics OR
- A cross walks identified as a minor mid-block crossing in the draft transportation plan OR
- A bicycle network identified as **non-critical** in the draft transportation plan

### High Desirability

**B** *I* S {} U   " "   Normal   

- A critical sidewalk gap identified as high or highest in the city's sidewalk prioritization metrics or identified in the draft transportation plan OR
- A cross walk identified as **a major mid-block crossing** in the draft transportation plan OR
- A bicycle network identified as **critical** in the draft transportation plan

## Resulting scale for *User Experience*



# MEANWHILE.....

- Finance:



Reviews  
Current  
Financials

Updates  
Expected  
Revenue  
Forecasts

Determines  
Funding  
Availabilities

# PROGRAMMING:

## ASSET TEAM MEETING 3

Consider.....



Prioritization  
Score



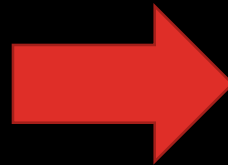
Funding  
Availability



Coordination  
with other  
projects



Staff and  
Contractor  
Capacity



6-Year Program  
of Capital  
Improvements

# PROGRAMMING METHOD

- **Determine if a project is part of a “corridor” project, (does it tie to a project in another asset group?)**
- **Slot in highest ranked priority projects in the first available fiscal year**
- **Continue adding projects until the funding maximum for that year is reached (Allovanace will throw up a flag)**
- **Move to the next fiscal year**
- **Adjust schedule as needed for corridor projects**

# DRAFT PLAN PREPARED

- SPU CIP Staff compiles numerous reports from CIP database
- Draft FY 2022-2026 CIP is prepared based on Programming from all Asset Groups





# PLANNING COMMISSION AND CITY COUNCIL ROLES

# PLANNING COMMISSION

## STEP 1: HOLDS CIP WORK SESSION



**6-Year  
Program of  
Capital  
Improvements**

# PLANNING COMMISSION

STEP 2: HOLDS PUBLIC HEARING AND ADOPTS  
PLAN



**6-Year  
Program of  
Capital  
Improvements**



# CITY COUNCIL

UTILIZES PLAN AS BUILDING BLOCK OF CAPITAL BUDGET



6-Year  
Program of  
Capital  
Improvements



# PLAN OVERSIGHT AFTER ADOPTION

# CPAN GROUP



Capital Projects  
Advancement Network

- Group established to monitor process from CIP adoption through project implementation
- Core group includes staff from Engineering, Systems Planning, Public Works, and Finance
- Resource staff from other units are called upon as needed



# CIP TIMELINE

# TYPICAL TIMELINE

- CIP Kickoff Early Sept.
- Financial Team Meetings  
and Funding Analysis Sept. - Mid-Oct.
- Hold Three P Meetings Sept. - Oct.
- CIP Draft Plan Development Early – Mid Nov.
- Draft to Planning Comm. Mid Nov. - Dec.
- CPC Public Hearing/Action Dec. or Jan.
- City Council for Budget May

# Sample Plan Sheet

## Capital Improvements Plan Project Revenues Summary By Category

| ProjectID                                  | Project Name   | Prioritization |        | Prior<br>Years | Funding (in thousands) * |       |         |         |         |         | Beyond |          |
|--|--|----------------|--------|----------------|--------------------------|-------|---------|---------|---------|---------|--------|----------|
|  |  | Model          | Rank   |                | 2020                     | 2021  | 2022    | 2023    | 2024    | 2025    | 2026   | Total    |
| Municipal Facilities - City Owned Building |  |                |        |                |                          |       |         |         |         |         |        |          |
| MF-CB-14-02                                | 2000 South Industrial Site Evaluations                     | 4              | TOTALS | \$0            | \$0                      | \$75  | \$0     | \$0     | \$0     | \$0     | \$0    | \$75     |
| MF-CB-14-05                                | 415 West Washington  | 3              | TOTALS | \$133          | \$0                      | \$0   | \$0     | \$0     | \$0     | \$0     | \$0    | \$133    |
| MF-CB-16-02                                | 721 N Main Demolition and Site Stabilization               | 3              | TOTALS | \$0            | \$0                      | \$0   | \$400   | \$0     | \$0     | \$0     | \$0    | \$400    |
| MF-CB-16-S1                                | Commercial Corridors (Non-DDA) Street Framework Plan       | 6              | TOTALS | \$0            | \$0                      | \$0   | \$400   | \$400   | \$0     | \$0     | \$0    | \$800    |
| MF-CB-20-01                                | Fire Station 1 Remodel                                     | 2              | TOTALS | \$0            | \$400                    | \$0   | \$0     | \$0     | \$0     | \$0     | \$0    | \$400    |
| MF-CB-18-03                                | Fire Station 3 Replacement                                 | 1              | TOTALS | \$0            | \$200                    | \$635 | \$1,940 | \$1,940 | \$0     | \$0     | \$0    | \$4,715  |
| MF-CB-18-05                                | Fire Station 4 Replacement                                 | 1              | TOTALS | \$0            | \$0                      | \$50  | \$200   | \$585   | \$1,940 | \$1,940 | \$0    | \$4,715  |
| MF-CB-16-05                                | Guy C. Larcom Municipal Building: Exterior Shell Energy Im | 5              | TOTALS | \$0            | \$0                      | \$0   | \$50    | \$0     | \$0     | \$0     | \$0    | \$50     |
| MF-CB-18-01                                | Housing Commission: 1504-1508 Broadway                     | 0              | TOTALS | \$1,300        | \$700                    | \$0   | \$0     | \$0     | \$0     | \$0     | \$0    | \$2,000  |
| MF-CB-16-04                                | Housing Commission: 3401-3481 Platt                        | 0              | TOTALS | \$8,000        | \$1,000                  | \$0   | \$0     | \$0     | \$0     | \$0     | \$0    | \$9,000  |
| MF-CB-17-01                                | Housing Commission: 701 Henry                              | 0              | TOTALS | \$8,000        | \$1,000                  | \$0   | \$0     | \$0     | \$0     | \$0     | \$0    | \$9,000  |
|  |  |                |        | \$17,433       | \$3,300                  | \$760 | \$2,990 | \$2,925 | \$1,940 | \$1,940 | \$0    | \$31,288 |

# Sample Grand Totals

## Capital Improvements Plan Project Revenues Summary By Category

| ProjectID | Project Name | Prioritization<br>Model Rank | Funding (in thousands) *     |          |          |          |          |           |           | Beyond    | Total     |
|-----------|--------------|------------------------------|------------------------------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|
|           |              |                              | Prior<br>Years               | 2020     | 2021     | 2022     | 2023     | 2024      | 2025      | 2026      |           |
|           |              |                              | Grand Total (in thousands) * |          |          |          |          |           |           |           |           |
|           |              |                              | \$182,858                    | \$84,765 | \$77,633 | \$81,002 | \$78,136 | \$107,376 | \$206,562 | \$174,907 | \$993,240 |



# QUESTIONS ?







THANKS FOR YOUR  
TIME AND  
PARTICIPATION!