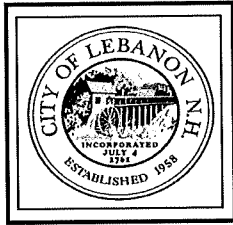


AGENDA
PLANNING BOARD
JUNE 24, 2019

AGENDA ITEM #5B
STUDY ITEMS

**CIP- Final review of CIP
scoring criteria and review
process before CIP
subcommittee starts.**



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

MEMORANDUM

TO: Lebanon Planning Board

FROM: David Brooks, Planning Director

CC: Shaun Mulholland, City Manager (*cover memo only*)
Greg Colby, Finance Director (*cover memo only*)

RE: Capital Improvements Program (CIP)
2020-2025 CIP Review Process

DATE: June 17, 2019

Planning Board members,

The City's annual Capital Improvement Program (CIP) is well underway. Proposed capital project submittals were received from individual departments in mid-May along with information from the School District. The Planning Department is presently reviewing the project submissions with the City Manager and Finance Director as well as individual department heads to analyze fiscal capacity and financial programming in order to prepare the preliminary CIP Project list for the coming year.

This preliminary Project List will be provided to the Board's Capital Improvement Program (CIP) Subcommittee by early July. The CIP Subcommittee will be meeting on July 15th, 17th, and 18th to review and evaluate the CIP projects being proposed for the 2020-2025 CIP. Unlike in recent years, the CIP Subcommittee will be reviewing all projects that meet the definition of a CIP Item regardless of the year(s) for which funding is being proposed. The overall goal is to improve the use of the CIP as planning tool for the upcoming 6-year period.

As you know, the Planning Board discussed draft CIP scoring criteria earlier this year with a goal of reviewing them again closer to the time of CIP preparation. To that end, enclosed here are the scoring criteria provided to the departments as part of the preparation of individual project proposals.

In addition, the Board requested that staff develop a process for completing the CIP review. Based on the project proposals received from eight (8) City departments, it appears that approximately 30 or more projects will meet the definition of a CIP Item necessitating review by the CIP Subcommittee. Staff will determine the schedule of when projects will be presented to and reviewed by the CIP Subcommittee over the course of three meetings.

Due to the number of projects to be reviewed, staff recommends that the CIP Subcommittee members should briefly discuss project scoring at the end of each meeting with a goal of identifying any projects for which revisions might be appropriate. At the end of the last meeting, the Subcommittee can further discuss those 'highlighted' projects and suggest any final revisions to the CIP Project List as initially prepared by the City Administration and submit it to the full Planning Board.

A. Department Priority

[Scale: 3(high)-1(low); 0(if not applicable)] – This score represents the importance of the project reported by the individual Department Head. There is no consistent reporting of department priority, so the CIP Subcommittee members are required to evaluate the apparent project priority in the context of the other department projects. Not all projects should have the highest priority.

B. Addresses an Emergency or Public Safety Need

[Scale: 3(high)-1(low); 0(if not applicable)] – This scoring factor represents the relative need of the project to meet immediate or potential public health and safety needs.

C. Improves or Corrects a Deficiency in Service or Facility

[Scale: 3(Substantially Improves), 2(Improves), 1(Maintains); 0(if not applicable)] – It is important to promote projects that improve community services or facilities in a cost-effective way. Maintaining existing community services or facilities is treated as the 'low bar' in this assessment.

D. Provides Capacity Needed for Future Growth

[Scale: 3(meets needs for 20 years or more)-1(meets needs for less than 10 years); 0(if not applicable)] – This score is an indication of the life expectancy of the project relative to needs for future growth.

E. Results in Long-Term Cost Savings

[Scale: 3(project will result in decreased operating costs)-1(project will require additional operating and/or personnel costs); 0(if not applicable)] – This is an important factor for promoting projects that will result in reductions in future operating and/or capital costs.

F. Supports Job Development / Increased Tax Base

[Scale: 3(high)-1(low); 0(if not applicable)] – This scoring factor is an indication of the extent to which a project will encourage capital investment, increase tax base, improve job opportunities, attract customers, and/or produce public or private revenue.

G. Furthers the Goals of the Master Plan (or other Comprehensive Organizational Plan)

[Scale: 3(Meets Multiple Goals), 2(Highly Consistent), 1(Consistent); 0(if not applicable)] – This criterion reflects the fundamental purpose of the CIP. The Planning Board needs to interpret the intent of the Master Plan: Is the project identified in the Plan or is it integral to a goal? Does the project address multiple goals? How does the project help the City achieve the Vision of the Master Plan?

H. Leverages Non-Property Tax Revenues

[Scale: 3(project will generate revenues to support expenses)-1(no financing arrangements currently exist); 0(if not applicable)] – This scoring factor is an indication of whether the project will generate revenues to support project expenses and/or that non-city revenues have been identified.

I. Matching Funds Available for Limited Time

[Scale: 3(high)-1(low); 0(if not applicable)] – This scoring factor represents the availability of grants or other potentially-competitive funding sources, which may have limited availability.