Public Investment Plan (PIP) – Project Charter – Proposed Final Scope Of Work

Name:	Capital Improvements Planning
Convener:	Doug Sloan, Metro Planning Department
Contact:	Greg Claxton, Metro Planning Department

1. If necessary, please provide an updated or revised plan based on the feedback you received from the Public Investment Panel, and the resources you were awarded. If there are no proposed changes to your plan, please indicate so by marking this field as "NO CHANGE".

~~6. List all proposed participants including:~~

Delete TDEC from list of external partners. This agency was included in anticipation of a US EPA Brownfields grant which was not awarded.

9. Provide a brief explanation below of the actions that will be taken to implement the project in each year

Remove center and corridor planning, as this will likely be led by Community Plans Division, with support from the CIB team.

11. Briefly summarize the additional resources (funding, staffing, training, etc.) needed by all participants in order to successfully implement the plan.

1 CIP Planning Manager I position filled at Planner 3 level. Pay scale/salary is the same.

13. How will success be measured and in what years of the project will it become measurable.

"Departments identifying compatible investments" and "The number of projects improved through incorporation" are replaced by three metrics for Year 1:

1. Identifying two collaboration projects in Q1
2. Assessing two collaboration projects in Q2 for cost effectiveness and/or service improvements
3. Planning Commission participation in all Department master planning efforts with capital implications to ensure master plans have appropriate connections to the CIB and align with NashvilleNext.

"Cost savings achieved" will be incorporated in Year 2.

2. Provide a brief outline below of the actions that will be taken to implement the project in FY17, including key milestones, deliverables and project schedule.

- Support for departments with capital plans to improve project descriptions and phasing in the six-year CIB, and identify coordination opportunities
  - Support Infrastructure team convened by Director of Infrastructure
- Support for departments without capital plans to identify needs tied to 3-year budgets and beyond
  - Convene Capital Facilities team (Planning, Finance, ITS, and General Services) to review unmet needs in FY2017 CIB and identify how to align facilities projects with Growth & Preservation Concept Map
- Evaluation of CIB projects compared with NashvilleNext goals and progress in implementing the plan.
  - Refine and use assessment criteria to check alignment with NashvilleNext
- Develop public engagement and oversight approaches.
  - Redesign CIB document to:
    - More clearly convey capital needs
    - Better organize ongoing programs with subprojects
    - Better allow for phasing of projects
    - Increase user friendliness
  - Improve opportunities to review the CIB and ongoing infrastructure work online (in coordination with MPW to meet the goals of BL2016-188)
  - Develop opportunities for Council review and requests
  - Support implementation of Hyperion

MILESTONES AND DELIVERABLES

- **Q1**
  - Interview and hire Capital Planner I

- Provide revised CIB document format
- Establish Capital Facilities team schedule
- Establish access to Public Works' implementation data

- **Q2**
  - Online database and map of FY2017 CIB projects available to the public
  - Preliminary assessment criteria reviewed with departments
  - Training documents for Departments submitting capital projects
  - Memo recommending additional improvements to the capital planning process
- **Q3**
  - Finalize assessment criteria to be used in FY2018
  - Memo outlining a Public Participation Plan for annual Capital Improvements Budget process
- **Q4**
  - Provide FY2018 Capital Improvements Budget & supporting documentation

3. Provide clear and measurable criteria for how you propose that the administration and the PIP panel should evaluate the proposal's success during FY17

(cumulative goals in parentheses)

- **Q1**
  - Convene Capital Facilities team (2 meetings)
  - Collaboration projects identified (2)
  - Participation in department master plans with capital implications (100%)
  - Departments trained on CIB process (5 departments)
  - Councilmembers offered briefings on CIB process (15 Councilmembers)
  - Report of spending in alignment with Growth & Preservation Concept Map ($, from FY2017 CIB) (FY2017 serves as a baseline for future metrics)
- **Q2**
  - Convene Capital Facilities team (4)
  - Collaboration projects assessed (2)
  - Participation in department master plans with capital implications (100%)
  - Departments trained on CIB process (10)
  - Councilmembers offered briefings on CIB process (15)
  - Report of spending in alignment with Growth & Preservation Concept Map ($, from FY2017 CIB) (FY2017 serves as a baseline for future metrics)
- **Q3**
  - Convene Capital Facilities team (6)
  - Participation in department master plans with capital implications (100%)
  - Departments trained on CIB process (20)
  - Councilmembers offered briefings on CIB process (40)
  - Report of spending in alignment with Growth & Preservation Concept Map ($, from FY2017 CIB) (FY2017 serves as a baseline for future metrics)
  - Departments submitting complete information through Hyperion (initial submission) (25% of projects)
  - Projects evaluated for alignment with NashvilleNext (100% of projects with complete information)
- **Q4**
  - Convene Capital Facilities team (8)
  - Participation in department master plans with capital implications (100%)
  - Report of spending in alignment with Growth & Preservation Concept Map ($, from FY2017 CIB) (FY2017 serves as a baseline for future metrics)
  - Departments submitting complete information through Hyperion (final submission) (50% of projects)
  - Does MPC recommend suggested priorities for funding? (yes/no; goal is yes)

4. Provide an estimated level of completion for the project at the end of its first year – June 30, 2017 (i.e. Planning Stage, Implementation Stage, or Completed). Include specific detail for what that level of completion means for your

project, in context of the project milestones outlined in question 3.
Planning Stage: complete with FY2017 CIB June 30, 2017: Implementation phase I: • Improved and accessible CIB format • Recommended projects

Public Investment Plan Project Charter Agreement

I, Doug Sloan, convener of the Capital Improvements Planning Public Investment Plan (PIP) hereby agree to abide by the terms and responsibilities contained in this Project Charter Agreement for the implementation, measurement, and evaluation of the approved Public Investment Plan.

I. Funding

Funding consisting of $167,300 and 2 FTEs was allocated to this PIP and will be kept in __Applied for BU__, for tracking and evaluation purposes. I acknowledge that the allocated funding is considered non-recurring for Fiscal Year 2017-18, and that continuation funding will be contingent upon satisfactory completion of the terms outlined in this agreement. All parties acknowledge that funding and resources allocated to this PIP were awarded for the sole purpose of fulfilling the objectives outlined in the original plan as submitted to the Public Investment Panel, the Final Scope of Work and Project Charter and therefore, **will not be used for other purposes.**

II. Evaluation

All parties agree to abide by the Project Charter and Project Schedule attached to this agreement. Satisfactory completion of the criteria - to be determined jointly by the Finance Director and Project Convener - will be required in order for the Public Investment Plan to be considered for continuation or additional funding in subsequent fiscal years.

III. Reporting

It is the responsibility of the Convener to ensure that reporting deadlines are met, and the agreed upon materials are provided at the dates specified in the FY17 Project Charter Schedule. The Convener shall report both the specified financial & performance metrics using the templates provided, and a brief narrative that details how the project is meeting the criteria. This information will be used to inform the Mayor, the Public Investment Panel, and the citizens of Davidson County of the project's success.

The project charter scope of work, evaluation criteria, and evaluation and reporting timeline have been formulated and agreed upon by both parties. Both parties understand that this agreement can be adjusted as required throughout the fiscal year.

Signed:

Doug Sloan, Convener

Finance Director

Public Investment Plan – FY2017 Project Charter Schedule

By signing this document I, as the Convener of this Public Investment Plan (PIP), agree to abide by the schedule outlined below. This schedule has been developed in concert with the Finance Director, and reflects our collective understanding of the Public Investment Plan's Project Schedule.

1. Project Charter Finalized– 7/22/16

- Proposed project charter due to Dennise Meyers & OMB Analyst by 07/11/16
- Meet with Finance Director to finalize Project Charter: between July 13 and July 15th (time to be determined)
- Final Project Charter, including evaluation criteria completed and signed by 07/22/16

2. Project Launch – 07/25/16

3. As Convener, I agree to provide the following reports to the Finance Director according to the listed schedule:

Required Reporting Components (*format to be determined*):

- Narrative of current progress
- Performance Metrics
- Financial Tracking Form
- Other information that may be required for reporting to key stakeholders including the Metro Council and citizens. This may include written materials or in-person presentations to these groups.

Reporting deliverable templates will be provided by 8/1/16

Schedule:

- **1st Quarter Report Due – 10/17/16**
- **2nd Quarter Report Due – 01/17/17**
- **3rd Quarter Report Due – 04/17/17**
- **Year-End Report Due – 07/15/17**

As Convener, I agree to meet with the Finance Director to discuss status of the PIP at any given time during the fiscal year.

I understand that complying with the terms of the Project Charter Schedule will be considered during upcoming budget processes to determine whether funding will be provided on a recurring basis for this initiative.

Signed:

Doug Sloan

Convener

Talia Lomax-O'dneal

Finance Director