

Public Investment Plan (PIP) – Quarterly Reporting Form

Name:	Capital Improvements Planning
Convener:	Doug Sloan, Metro Planning Department
Contact:	Greg Claxton, Metro Planning Department
Reporting Period:	1 st Quarter <input type="checkbox"/> 2 nd Quarter <input type="checkbox"/> 3 rd Quarter <input type="checkbox"/> 4 th Quarter <input type="checkbox"/>

1. Project Funding-Provide budget to actual information. See attachment 1 and provide comments in the area below.

- Planner III: The Planning Department transferred Greg Claxton from its Community Planning Division to lead the Capital Planning Team in July 2016.
- Planner I: The Planning Department advertised and interviewed for this position in July and August 2016, and hired Elham Daha, who started on September 12.

2. Provide an update on the actions taken to date on the implementation of the project, including key milestones, deliverables and project schedule. Please address all relevant points in section 2 of your Project Charter.

KEY ACTIONS

- **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:** The Capital Planning team worked with the Director of Infrastructure to align bi-monthly meetings of infrastructure departments (including Water Services, Public Works, MTA, Parks, Schools, and NES) with the Capital Improvements Budget process and support increased infrastructure coordination.
 - Participation in Department Master Plans with capital implications: The Capital Planning Team participated in six master plan develop processes, reviewed one RFP for planning services, reviewed two facilities' studies after presentation to their boards, and participated in the development of one infrastructure plan from a non-profit partner.
 1. Transit master plan (nMotion): The Planning Department supported public engagement of nMotion and reviewed preliminary recommendations. That review included suggestions for nMotion and recommended updates to NashvilleNext.
 2. Parks and greenways master plan (Plan to Play): The Planning Department and Capital Planning Team provided background information on NashvilleNext and population projections. Review of Plan to Play's preliminary recommendations are underway.
 3. Sidewalks and bikeways master plan (Walk n Bike): The Planning Department and Capital Planning team participate in Walk n Bike's Steering Committee and sub-committees. Capital Planning has worked to align Walk n Bike's prioritization process with the structure of the CIB.
 4. Library master plan: The Capital Planning Team reviewed initial drafts of the Master Plan and attended a public review session of the plan.
 5. Connected Nashville: The Planning Department and Capital Planning team attended multiple Connected Nashville committee and sub-committee meetings and made recommendations on aligning Connected Nashville with NashvilleNext.
 6. Public art master plan: The Planning Department reviewed preliminary recommendations.
 7. Solid waste master plan: The Capital Planning Team reviewed the Request for Proposals and attended one Regional Solid Waste Board meeting that discussed goals for Solid Waste Master Plan update.
 8. Fairgrounds evaluation and site improvement study: Reviewed after presentation to the Fairgrounds Commission
 9. Bridgestone Arena Study: Reviewed after presentation to the Sports Authority.
 10. Gear Up 2020: While not a department master plan, the Urban Land Institute's Gear Up 2020 report included significant infrastructure recommendations as well as substantial department

involvement. The Capital Planning team is compiling recommendations with capital implications for review with the Office of Infrastructure's bi-monthly meeting.

- The Capital Planning Team reviewed other master plans and facilities reviews or reviewed plan start-up materials, for:
 - Broadband study
 - Urban Forestry and Landscape Master Plan
 - Metro Action Commission Facilities Plan
 - Monitoring Boards and Commissions for master plans and facilities work
- **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:** The Capital Facilities team met twice and began reviewing the status of FY17 projects as well as a the FY18 CIB process, General Services' method for monitoring and evaluating facility conditions, and ITS' annual department survey of IT needs.
 - The Capital Planning team included departments with fewer capital requests in the initial round of briefing departments on updates to the CIB process.
- **Evaluation of CIB projects compared with NashvilleNext goals and progress in implementing the plan.**
 - **Refine and use assessment criteria to check alignment with NashvilleNext:** Preliminary criteria to assess projects against NashvilleNext were developed during the FY17 CIB process. After adoption of the FY17 CIB, the Capital Planning team sought additional recommendations for best practices in multicriteria decision analysis. Based on that review, the following changes were incorporated into the assessment process:
 - Scoring criteria were organized into three equally weighted aspects: Guiding Principles, Growth & Preservation Concept Map, and Efficient Government.
 - Criteria were refined to identified for each:
 - An objective: a statement of what the criteria intends to achieve
 - One or more attributes: a natural, proxy, or constructed measurement of the extent to which a project promotes the criteria's objective.
 - A value system: The assignment of attributes to a 0 – 100% scale, where 100% is the highest result possible for the objective and 0% shows the objective is not met at all.
 - The Capital Planning team identified a process for assigned points to criteria. The process allows for a transparency in the values used to establish those points. It can also be the basis for a public engagement process, which would most likely be ready to be used in the FY18 CIB process.
 - Climate Smart Nashville: The Capital Planning team participated in this initiative of the Trust for Public Land, supported by multiple other capital departments. Eventually, this will create a GIS decision support system related to climate change-related hazards and opportunities. Results from the decision support tool will be incorporated into the assessments used to prioritize capital projects each year.
 - FY17 projects: The Capital Planning team has assessed funded projects from the FY17 CIB with the revised criteria and is beginning to assess the remaining projects. This will be a complete test of the assessment process, to finalize the criteria. Because of the number of the projects resubmitted each year, this will also contribute significantly to the preparation of the FY18 CIB.
- **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.** Examples of proposed changes are included as Attachment 1. Changes include:
 - Organize related projects into on-going programs: the Team has developed a proposed format for programs that include more detailed sub-projects that are phased by year.
 - Flexibility by year: Currently, a proposal for providing flexibility in the time in which projects are pursued is under review by the Legal Department
 - Targeted buckets: For programs that will primarily funded as buckets, the Team is recommending included targeted buckets to ensure continued work to overarching goals.
 - De-prioritization: For projects that cannot be programmed into six years of capital spending, the

Team recommends removing the “Starts in” year but continuing to include them in the CIB so they will continue to be reviewed and assessed each year.

- MPC Recommendations: The Team recommends allowing non-binding MPC recommendations for the locations of facilities that do not have a location currently.
- Implementing department: The Team recommends simplifying the processing of projects not carried out by the requesting department. Instead of creating duplicate entries (one from the requesting department and one from the implementing department, typically General Services), an implementing department would be associated with the project request.
- **Improve opportunities to review the CIB and ongoing infrastructure work online (in coordination with MPW to meet the goals of BL2016-188)**
 - Interactive CIB Viewer: Developed; preparing to release for public review before final programming occurs. Anticipated to be ready for the FY18 CIB process.
 - The Planning Department and Capital Planning team supported Metro Public Works’ development of a central Capital Projects Management Database, including its online component, in support of the proposed BL2016-188. The database structure has been created and exported to the Planning Department; however, Metro Public Works is still in the process of adding project data to the database. At the request of the Public Works Director, ITS and Internal Audit are reviewing MPW’s IT systems. The Planning Department and Capital Planning team are assisting.
 - Interactive viewer of project implementation: Underway by Public Works. Upon completion, data will be hosted by the Planning Department.
- **Develop opportunities for Council review and requests:** Councilmember briefings are underway. These one-on-one briefings include an overview of the role of the CIB, Planning’s goals in the CIB process, proposed redesign of the CIB as detailed above, and a review of the assessment process. These briefings conclude with a discussion of new projects from the Councilmember and priorities among CIB projects in their district.
- **Support implementation of Hyperion:** The Capital Planning team participated in a demonstration of Hyperion and submitted a list of requests.

MILESTONES AND DELIVERABLES

- **Q1**

- **Interview and hire Capital Planner I:** Completed
- **Provide revised CIB document format:** See Attachment 1
- **Establish Capital Facilities team schedule:** The Capital Facilities team agreed to meet monthly throughout the year.
- **Establish access to Public Works’ implementation data:** The Planning Department has access to Public Works’ new central capital project management database; however, the database is not yet complete.

3. Provide a status of the measurable criteria listed in your final scope of work. Please address all relevant points in section 3 of your Project Charter.

- **Convene Capital Facilities team**
 - **Goal: 2 meetings**
 - **Actual: 2 meetings:** Meetings were held on August 24 and September 29.
- **Collaboration projects identified**
 - **Goal: 2 projects**
 - **Actual: 3 projects:** At the September 29 Capital Facilities team meeting, three potential collaboration projects were identified:
 - Donelson Library and housing
 - Southeast/Antioch projects
 - Kitchen projects for MAC and the Ag Extension
- **Participation in department master plans with capital implications**
 - **Goal: 100%**
 - **Actual: 80%:** As discussed above, the Capital Planning team appropriately participated in eight of ten master plans: all six ongoing Master Plans, reviewed one Request for Proposal, participated in one non-Metro plan. The Capital Planning team did not learn of the other two master plans until they were presented to their boards. To correct this, the Capital Planning Team is now monitoring all relevant Boards and Commissions for announcements of work related to capital plans.
- **Departments trained on CIB process**
 - **Goal: 5 departments**
 - **Actual: 10 departments**
 1. Metro Water Services
 2. MNPS
 3. Public Libraries
 4. Nashville Fire Department
 5. Agriculture Extension
 6. Metro Action Commission
 7. Health Department
 8. Finance Department
 9. General Services
 10. ITS
- **Councilmembers offered briefings on CIB process:**
 - **Goal: 15 Councilmembers**
 - **Actual: 20 Councilmembers briefed on CIB process**
- **Report of spending in alignment with Growth & Preservation Concept Map (\$, from FY2017 CIB) (FY2017 serves as a baseline for future metrics)**
 - **Goal: Spending in dollars aligned with Growth and Preservation Concept Map**
 - **Actual: Not yet implemented:** Metro Planning is waiting for implementation data from Metro Public Works. This information was anticipated for August; it is now expected by the start of November. At the request of the Public Works Director, ITS and Internal Audit are reviewing MPW's IT systems. The Planning Department and Capital Planning team are assisting.

4. Project Completion Status-Is the project on schedule as outlined in your Project Charter? Please address all relevant points in section 4 of your Project Charter.

Planning Stage: complete with FY2017 CIB
June 30, 2017: Implementation phase I:

The Capital Planning team is progressing toward implementation of improvements for the FY18 CIB process:

- **Improved and accessible CIB format:** Recommended improvements to the CIB format will increase transparency and accessibility of the Budget itself, while also supporting improved phasing of projects across the Budget's six-year timeframe.
- **Recommended projects:** The revised assessment criteria and timeline for finalization should support the Planning Commission in recommending priority projects for the FY18 budget.
- The Capital Planning team is ahead of schedule in reviewing recommended changes with Councilmembers and Departments and taking feedback.