

## Public Investment Plan (PIP) – Quarterly Reporting Form

<b>Name:</b>	Capital Improvements Planning
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<b>Reporting Period:</b>	1 <sup>st</sup> Quarter <input type="checkbox"/> 2 <sup>nd</sup> Quarter <input checked="" type="checkbox"/> 3 <sup>rd</sup> Quarter <input type="checkbox"/> 4 <sup>th</sup> Quarter <input type="checkbox"/>

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

Both positions funded by this PIP continue to be filled.

**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.**

**Bold** items are included in the Project Charter. Non-bold items are additional work to implement the project. *[Continued from Q1]* indicate work that was continued from the Q1 report with little change in status.

**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 supported the Director of Infrastructure’s bi-monthly meetings of infrastructure departments by developing the meeting format and background materials for the October meeting, focused on project plans along Gallatin Pike. A second meeting in the same format focusing on Nolensville Pike is scheduled for January.
  - Participation in Department Master Plans with capital implications: The Capital Planning Team participated in six master plan development or implementation processes. This included joining the Evaluation Committee for the Solid Waste Master Plan.
    1. Transit master plan (nMotion): The Planning Department and Capital Planning team are working with MTA, the Mayor’s Office, and other departments in corridor studies to implement nMotion and NashvilleNext.
    2. Parks and greenways master plan (Plan to Play): The Planning Department and Capital Planning Team met with Plan to Play to share information on the plan’s recommendations and new CIB process.
    3. Sidewalks and bikeways master plan (Walk n Bike): The Planning Department and Capital Planning team participated in Walk n Bike’s Steering Committee and sub-committees. Capital Planning reviewed the draft Walk n Bike to ensure alignment with the CIB and NashvilleNext.
    4. Library master plan: The Library Board adopted the master plan in November 2016. The Planning Department received a final copy of the plan and reviewed it with the Public Libraries for capital programs starting in FY18.
    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. Solid waste master plan: The Capital Planning Team is part of the Evaluation Committee for the Solid Waste Master Plan RFP.
  - The Capital Planning team monitored 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 once to prepare for the FY18 CIB process. The Capital Planning team coordinated beyond Capital Facilities team meetings with Finance, ITS, and General Services to prepare for the FY18 CIB.

- **Evaluation of CIB projects compared with NashvilleNext goals and progress in implementing the plan.**
  - **Refine and use assessment criteria to check alignment with NashvilleNext:** Criteria used to assess projects against NashvilleNext were refined in Q2 and applied to most CIB projects (primarily excluding MPW projects that required additional data collection and MNPS projects; both are underway).
    - Mapping is underway to apply criteria developed for “Ensuring Opportunity for All” to FY17 projects.
    - Data collection for MPW street projects is complete. Staff developed the database model for tracking additional project data for streets, gathering guidance for transportation features from the Major and Collector Street Plan, and identifying current conditions for each street project. The Capital Planning team will use this data to review projects with the Planning Department’s transportation planners.
    - The Capital Planning team developed refined points for each criteria, based on a weighting process undertaken by the Capital Planning team, Planning Department senior staff, and the Health Department. The Health Department’s involvement came about through a health equity initiative initiated by the Health Department and reviewed by the Mayor’s Office. The Capital Planning team and the Health Department and Planning staff met to ensure that the scoring system incorporated health equity concerns. Final points for each criterion should be finalized early in Q3.
  - Climate Smart Nashville: *[Continued from Q1]* 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.
  - MPC prioritization: The Capital Planning team developed a recommended priority scheme to reflect Planning Commission priorities. The prioritization scheme was reviewed at the Planning Commission’s December retreat. At that time, the Capital Planning team recommended using the prioritization approach lightly for the first year. Additionally, the Capital Planning team developed a preliminary way to put project requests and priorities into context of past capital spending. See attachment 2 for additional detail.
  - FY18 schedule development: The Capital Planning led development of the FY18 schedule, which was reviewed and refined by the Finance Department. Of particular note, the calendar includes a third Planning Commission meeting in April 2017 dedicated to the Commission’s review of the CIB. The calendar also includes time for Commissioners to meet with the Capital Planning team individually to review the draft CIB.
  - Triple-Bottom Line Studies: At the request of the Director of Infrastructure, the Planning Department, with the support of the Capital Planning Team, is developing an RFP to contract with a consultant to conduct triple-bottom line studies, as needed. These studies allow Metro departments to better understand and communicate the broad benefits and costs of major projects. The Planning Department and the Capital Team will serve as gatekeepers to the contractor, ensuring that each study is appropriately scoped and archived for future use by Metro agencies.
- **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.** Changes proposed in the Q1 report were refined to allow departments to convey an appropriate amount of flexibility while providing greater transparency about their planned projects. These changes were reviewed with Legal to ensure compliance with the Metro Charter. Key elements of the proposed redesign were included in the January 2017 training provided to departments.
  - **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 and released. Final programming will occur throughout Q3.

The CIB Viewer provides the public, Councilmembers, and Metro Departments as easy way to see what projects are planned or requested throughout the county.

- *[Continued from Q1]* 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.
- *[Continued from Q1]* 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:** *[Continued from Q1]* 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.
  - The Capital Planning team is also working with the Budget and Finance Committee to support Council discussion and prioritization of district projects, as well as assessing alignment with NashvilleNext and opportunities to improve project performance.
- **Support implementation of Hyperion:** The Planning Department's most critical requests for Hyperion were included.

#### MILESTONES AND DELIVERABLES

- **Q2**

- **Online database and map of FY2017 CIB projects available to the public:** Draft online map of FY17 CIB projects was launched on January 13, 2017. It includes an invitation for users of the online Viewer to submit comments for improvement of the tool.
- **Preliminary assessment criteria reviewed with departments:** Completed. The assessment criteria were briefly presented to departments during FY18 Capital training. For departments with projects in FY17, preliminary assessments were distributed during those trainings, with guidance on contacting the Capital Planning team with questions.
- **Training documents for Departments submitting capital projects:** Training materials were developed and disseminated at the January 2017 Capital training sessions. These materials address the goals of the Planning Department, as well as guidance for what information Departments should provide in new fields added to Hyperion at the request of Planning.
- **Memo recommending additional improvements to the capital planning process:** See attachment 3.

**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: 4 meetings**
  - **Actual: 3 meetings:** Meetings were held on August 24, September 29, and November 18.
- **Collaboration projects assessed**
  - **Goal: 2 projects**
  - **Actual: 2 projects:** Two of three projects identified in Q1 are being assessed by General Services (Donelson Library and additional southeast area facilities).
- **Participation in department master plans with capital implications**
  - **Goal: 100%**
  - **Actual: 100%:** As discussed above, the Capital Planning team appropriately participated in six of six master plans (implementation or development).
- **Departments trained on CIB process**
  - **Goal: 10 departments**
  - **Actual: 14 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
    11. MTA
    12. Parks
    13. District Attorney
    14. Farmers Market
- **Councilmembers offered briefings on CIB process:**
  - **Goal: 15 Councilmembers**
  - **Actual: 37 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: In progress:** Metro Planning has developed a preliminary review of funded projects and report of alignment with NashvilleNext. See attachment 4. Specific summaries for MPW, Parks, and MWS are preliminary and require review with those departments.

**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:

- The Capital Planning team is ahead of schedule in reviewing recommended changes with Councilmembers and Departments and taking feedback.
- 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.
- Prioritization for MPC: The Capital Planning team has developed a prioritization scheme and reviewed it with the Planning Commission.
- The Capital Planning team is prepared for the FY18 CIB.