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Manager
Tod Larson



Dillingham City Council
Chris Napoli
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MEMORANDUM

Date: December 5, 2019
To: Tod Larson, City Manager
From: Cynthia Rogers, Planning Director
Subject: CIP Process Recommendation

A new proposed process for generating the annual CIP list was discussed at the November 5, staff meeting. The following observations were made, regarding the current process:

- Projects are based on available funding or opportunity for funding, not necessarily need;
- Criteria for selection can be subjective and how projects are screened is not known;
- There is redundancy in the project nomination form, discouraging participation;
- The process is important because it has long-term implications.

Staff present also expressed support for:

- Selection rubric with objective criteria;
- Providing a definition of CIP that clearly indicates what qualifies;
- The process should be “big picture” and reflect all needs, including smaller projects;
- The process should be proactive, not reactive and provide an avenue for update;
- Include a process for public input, but not be based on project popularity;
- Provide transparent decision-making;

Based on the observations and feedback, as well as analysis of the current process, I am proposing the following process be recommended, with these guiding principles:

- 1) Simplify the process to save time and resources;
- 2) Focus the process on the City of Dillingham, not a community-wide list of projects;
- 3) Build in objective selection criteria and best practices;
- 4) Base ranking on measurable factors for easy comparison.

With this in mind, I have attached a recommended annual CIP process, new annual CIP nomination form, and expected timeline. This process would be completed during the first half of 2020, in order to recommend a CIP list for FY21 by June, 2020. Due to the number of projects currently being undertaken and no change to staff capacity, I am recommending we submit an identical CIP list for FY20, as was done last year.

Attachments:

CIP Annual Process
CIP Annual Nomination Form
CIP Annual Timeline