



GUIDANCE FOR CAPITAL IMPROVEMENT PROGRAM CRITERIA

Claremont's Capital Improvement Program (CIP) evaluation process is based on a scoring matrix to consistently assess a diverse range City projects. The following criteria have been selected to provide a quantitative basis to the evaluation and reflect the City's priorities. This scoring system includes a weighting factor for each criterion emphasizing the importance of certain criteria over others. The Planning Board will be asked to evaluate the last criterion: Project consistency with the Master Plan.

ATTACHMENT A
1/11/2021 Planning Board Minutes

The scoring below is intended to be intuitive for reviewers. While the scoring for each criterion is suggested to be a scale of 3-1, there may be cases where the reviewer decides the score should be a null value. This is an option, particularly in cases where the project is significantly substandard.

1. Department Priority..... Completed by CIP Steering Committee

[Weighting factor:____; Scale: 3(high)-1(low)] - This number represents the importance of the project reported by the individual Department Head. There is no consistent reporting of department priority, so the Steering Committee 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.

2. Contractually or Legally Required..... Completed by CIP Steering Committee

[Weighting factor:____; Scale: 3(Required, Time Sensitive), 2(Required, Not Time Sensitive), 1(Not Required, Discretionary)] - This is an important scoring factor to determine the relative need of the project to meet legal mandates due to state or federal laws or regulations, or contractual obligations.

3. Health and Safety Improvements - Public Benefit Completed by CIP Steering Committee

[Weighting factor:____; Scale: 3(Significant), 2(General), 1(Limited)] - As an organization that exists to serve local residents, it is imperative to measure how a project benefits to public health and safety. This criterion brings emphasis to projects that benefit overall quality of life.

4. Improves or Maintains Community Services..... Completed by CIP Steering Committee

[Weighting factor:____; Scale: 3(Substantially Improves), 2(Improves), 1(Maintains)] - Though it may appear similar to the "Health and Safety" criterion, there is a distinction between overall municipal operations. It is important to promote projects that improve community services in a cost-effective way. Maintaining existing community services is treated as the 'low bar' in this assessment.

5. Consistent with Master Plan Vision & Goals Completed by Planning Board

[Weighting factor:____; Scale: 3(Meets Multiple Goals), 2(Highly Consistent), 1(Consistent)] - 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?