

# EXAMPLE

## Project Evaluation Criteria - Critical Thinking Model

Project Name Public Works Facility Replacement  
 Project Lead Person Blake Mills/ Public Works  
 Criteria Last Updated 10/18/2010

Points Scale	Rating Criteria	Criteria Statement	Council Scoring of Criteria	Staff Rating (select most appropriate point)	Criteria Weighted based on Council Scoring
<b>#1 Goals/objectives</b> Extent to which project aligns with Town Goals and Initiatives			25		20.2%
1	Low	Aligns to no Goal of Town			0
2		Aligns to at least 2 Goals of Town		2	2.40
3	Medium	Aligns to at least 3 to 4 Goals of Town			0
4		Aligns to at least 5 Goals of Town			0
5	High	Aligns to 6 to 9 Goals of Town			0
<b>#2 Safety</b> Extent to which project eliminates, prevents, or reduces an immediate hazard to safety.			14		11.3%
1	Low	Project has no relation to a hazardous condition		1	1.11
2		Project reduces a preceived minor hazardous condition which is not life threatening			0
3	Medium	Project eliminates an existing minor hazardous condition which is not life threatening			0
4		Project eliminates an existing hazardous condition that may be life threatening if left unchecked			0
5	High	Project eliminates an immediate hazardous condition that is life threatening			0
<b>#3 Mandates</b> Extent to which project helps town meet federal/state/local mandates, policies and plans.			13		10.5%
1	Low	Project has no local or other legal mandates			0
2		Project indirectly supports a local mandate, policy or adopted plan		2	2.21
3	Medium	Project supports a local mandate, policy or adopted plan but does not significantly accomplish (will require future project phases or steps to meet 100% of mandate, policy, or adopted plan)			0
4		Project significantly accomplishes a local mandate, policy or adopted plan (will likely not require future project phases or steps to meet 100% of mandate, policy or adopted plans)			0
5	High	Project has a state and/or federal legal compulsory mandate			0
<b>#4 Project Readiness</b> Extent to which project is shovel ready.			12		9.7%
1	Low	Project is not ready		1	1.10
2		Project is not shovel ready but is a continuation of an existing approved plan			0
3	Medium	Project is a continuation of an existing approved plan and shovel ready			0
4		Project is shovel ready and rates high for safety or mandates			0
5	High	Project is shovel ready and rates high for safety and high for mandates			0
<b>#5 Economic impact</b> Extent to which project enhances economic development in town, or directly or indirectly adds to the tax base.			11		8.9%
1	Low	has no impact to tax base or no enhancement to economic development		1	1.09
2		has little impact to tax base or economic development			0
3	Medium	Indirectly adds to tax base and contributes to economic development			0
4		directly contributes to economic development, but indirectly adds to tax base			0
5	High	directly contributes to economic development and adds to tax base			0
<b>#6 Fiscal Efficiencies</b> Extent to which project contributes to savings in Town's operational and/or capital spending.			10		8.1%
1	Low	Major increase to operational or capital spending			0
2		Moderately increases operational or capital spending			0
3	Medium	Neither increase or reduces operational or capital spending			0
4		Moderately reduces operational or capital spending		4	4.32
5	High	Significantly reduces existing operational or capital spending			0
<b>#7 Level of service</b> Extent to which project is necessary for town to continue current service standards or improve a services standards.			9		7.3%
1	Low	Has no effect to service levels			0
2		Has an indirect impact to service levels			0
3	Medium	Moderately impacts service levels		3	3.22
4		Directly impacts service levels			0
5	High	Significantly enhances service levels			0
<b>#8 Community support</b> Extent to which project has broad and/or strong support from the community.			10		8.1%
1	Low	Received an average score of 1 or less from Citizen Survey Panel		1	1.08
2		Received an average score of 1-2 from Citizen Survey Panel			0
3	Medium	Received an average score of 2-3 from Citizen Survey Panel			0
4		Received an average score of 3 - 4 from Citizen Survey Panel			0
5	High	Received an average score of 4 - 5 from Citizen Survey Panel			0
<b>#9 Funding Availability</b> Extent to which project can be financed or qualifies for an outside funding source.			15		12.1%
1	Low	No funding plan prepared- no sources identified			0
2		Financing only		2	2.24
3	Medium	Financing and grant funding applied for but not awarded			0
4		Financing and use of a restricted revenue source			0
5	High	Financing and Grant funding awarded			0
<b>#10 Project Cost</b> Extent to which project is affordable			5		4.0%
1	Low	Above \$10,000,000			0
2		> \$5,000,000 < \$10,000,000			0
3	Medium	>\$1,000,000 <\$5,000,000		3	3.12
4		>\$250,000 <\$1,000,000			0
5	High	Under \$250,000			0
<b>#11 Improvement of Towns Fixed Assets</b> Extent to which project improves a Town's Public Fixed Asset.			5		4.0%
1	Low	Does not directly or indirectly improve an existing Town Fixed Asset			0
2		Indirectly improves an existing Town Fixed Asset			0
3	Medium	Moderately improves an existing Town Fixed Asset			0
4		Directly improves an existing Town Fixed Asset or future Town Fixed Asset			0
5	High	Significantly improves or replaces an existing Town Fixed Asset		5	5.20
<b>Total Council Score will produce % Weight per Criteria</b>			<b>124</b>	<b>Score</b>	<b>27.10</b>

Council Members will be surveyed to score how important on a scale of one to five each Criteria Statement is worth. Each Council Member's score will be added up to determine Councils' collective score per Criteria Statement. (Scores have been placed here for the purposes of explaining the Rating System. They do not represent any predetermined Council preference.)

Using the sum score for all Criteria Categories, a Criteria Weight for each will be calculated. This score provides a Council Influence on a projects final score.

Staff will apply the Critical Thinking Model to every proposed Project - scoring the Project against the predetermined Criteria Categories point measures.

The Staff's Rating is then multiplied by the weight to determine the final score for that Criteria Topic.

A Community Support Survey will be conducted to gauge the degree of support for individual projects. The Citizen Survey Panel will be the target group to participate in this survey every other year.

This becomes the Prioritization Score for this Project. Staff take the scores of all projects and generates a 1st Prioritization List to present to Council to evaluate and modify the order of the project priorities as they deem necessary.