

Attachment A

 <p>CIP Prioritization Process</p>	Attachments: Appendix A - Scoring Descriptions Appendix B – Project Information and Scoring Worksheet Appendix C – Prioritization Matrix Template
Effective Date: March 3, 2026	Responsible Department: Public Works
Related Policies & Notes: CIP Policy	Revised:

Purpose

This Capital Improvement Program (CIP) prioritization process is designed to help the City of Cupertino transparently, consistently, and defensibly rank capital projects across departments. The framework balances safety, regulatory compliance, fiscal responsibility, community benefit, and City Council strategic priorities, while remaining flexible enough to adapt to changing conditions.

Guiding Principles

All CIP prioritization should be:

- Transparent – Clear criteria and scoring that can be explained to decision makers and the public
- Equitable – Considers community-wide benefit and underserved populations
- Data Driven – Based on measurable impacts where possible
- Strategically Aligned – Supports adopted plans, policies, and Council goals
- Financially Responsible – Accounts for lifecycle cost and funding availability

Step-by-Step Prioritization Process

Step 1: Project Intake & Eligibility Screening

Departments submit proposed CIP projects using a standardized form. Projects must:

- Be a capital asset or extend the useful life of an existing asset
 - Meet minimum cost and useful-life thresholds
 - Be consistent with adopted plans (General Plan, Master Plans, Climate Action Plan, etc.)
- Projects that are strictly operational, duplicative, or infeasible are screened out.

Step 2: Baseline Classification – Information gathering (Non-Scored)

Each project is tagged for reporting and tie-breaking purposes:

- Asset/Project Type (Transportation, Parks, Facilities, etc.)
- Project Category (New, Rehabilitation, Replacement, Expansion)
- Mandated vs. Discretionary
- Geographic Location / Service Area

Step 3: Scoring Using the CIP Prioritization Matrix

Projects are scored using the matrix below and the Worksheet in Appendix B. Each criterion is scored on a 0–5 scale and multiplied by its assigned weight.

Step 4: Scoring Review & Calibration

- Scores are initially assigned by staff subject-matter experts
- Cross-departmental review ensures consistency
- Outliers or tied scores are reviewed and adjusted if justified

Step 5: Draft CIP Ranking & Financial Constraint

Projects are ranked by total score and then evaluated against:

- Available funding by fund type
- Debt capacity and cash flow
- Staffing and delivery capacity

Lower-ranked projects may advance if they are fully grant-funded or time-sensitive.

Step 6: Policy Review & Council Consideration

City Council may:

- Adjust rankings based on policy direction
- Group projects into tiers (Tier 1: Fund Now, Tier 2: Fund if Available, Tier 3: Unfunded)
- Direct staff to return with alternatives or phasing options

Any deviations from the scoring results should be documented for transparency.

Step 7: Annual Update & Continuous Improvement

- Scores are refreshed annually as conditions, costs, or regulations change
- Completed or cancelled projects are removed
- Criteria and weights are reviewed every 2–3 years

CIP Prioritization Matrix

This adjusted weighting reflects Cupertino priorities including climate resilience, safety, and fiscal responsibility, while preserving core safety and compliance requirements.

Table 1: CIP Prioritization Matrix Scoring Guidance

Category	Weight	Description	Scoring Guidance (0–5)
1. Health & Safety	30%	Improves public safety, emergency response, and safety for all transportation users	0 = No safety impact; 5 = Critical safety risk if not addressed
2. Regulatory / Legal Mandate	15%	Required to meet federal, state, or local regulations, permits, or legal agreements	0 = Not required; 5 = Legally mandated with deadlines or penalties

3. Asset Condition & Infrastructure Risk	15%	Addresses failing or near-end-of-life physical or digital infrastructure	0 = Good condition; 5 = Failure imminent or service disruption likely
4. Climate Resilience & Sustainability	5%	Reduces greenhouse gas emissions, improves energy efficiency, or enhances resilience to heat, drought, flooding, or power outages	0 = No climate benefit; 5 = Significant emissions reduction and resilience benefit
5. Strategic Alignment	10%	Advances City Council goals, General Plan, Climate Action Plan, or adopted Master Plans	0 = No alignment; 5 = Explicitly identified priority project
6. Community Benefit & Equity	5%	Improves access, quality of life, or services, including benefits to underserved populations	0 = Minimal benefit; 5 = Broad and equitable community benefit
7. Financial Leverage & Cost Effectiveness	15%	Maximizes grants, partnerships, lifecycle savings, or operational efficiencies	0 = No leverage; 5 = Majority funded externally or major long-term savings
8. Project Readiness & Deliverability	5%	Level of design, environmental clearance, and ability to deliver within the CIP window	0 = Concept only; 5 = Shovel-ready

Appendix A - Scoring Descriptions

Refer to the descriptions below to ensure consistent scoring. Scores should be evidence-based and documented in the worksheet notes.

1. Health and Safety (Weight: 30)

Focus: Risk to public or staff if the project is delayed.

- 0 – No identifiable safety benefit
 - 1 – Minor safety improvement; low risk
 - 2 – Addresses isolated or infrequent safety concerns
 - 3 – Reduces known safety issues; moderate risk exposure
 - 4 – Addresses serious safety hazards or near-miss history
 - 5 – Critical safety risk; high likelihood of injury or emergency response failure if not addressed
-

2. Regulatory / Legal Mandate (Weight: 15)

Focus: Compliance with laws, permits, or binding agreements.

- 0 – No regulatory or legal requirement
 - 1 – Indirectly supports compliance
 - 2 – Anticipated future regulation
 - 3 – Required to maintain compliance; no immediate deadline
 - 4 – Required with a defined deadline or enforcement risk
 - 5 – Legally mandated with penalties, consent decree, or active enforcement
-

3. Asset Condition & Infrastructure Risk (Weight: 15)

Focus: Current condition and likelihood of failure.

- 0 – Asset in good condition; no issues
 - 1 – Minor wear; routine maintenance sufficient
 - 2 – Moderate deterioration
 - 3 – Poor condition; increasing maintenance or service impacts
 - 4 – Near end-of-life; high risk of failure
 - 5 – Failure imminent or already occurring
-

4. Climate Resilience & Sustainability (Weight: 5)

Focus: Climate action, resilience, and long-term environmental performance.

- 0 – No climate or sustainability benefit
- 1 – Minor efficiency improvement
- 2 – Small emissions reduction or resilience improvement
- 3 – Meaningful sustainability benefit aligned with Climate Action Plan
- 4 – Significant emissions reduction and/or resilience improvement
- 5 – Transformational climate or resilience benefit; flagship sustainability project

5. Strategic Alignment (Weight: 10)

Focus: Consistency with adopted City priorities and policy direction.

- 0 – No alignment with adopted plans or Council goals
- 1 – Indirect or minimal alignment
- 2 – Supports one minor objective or policy
- 3 – Directly advances one major Council goal or adopted plan
- 4 – Advances multiple adopted goals, plans, or initiatives
- 5 – Explicitly identified or prioritized in adopted plans or formal Council direction

6. Community Benefit & Equity (Weight: 5)

Focus: Breadth and fairness of benefits.

- 0 – Minimal or internal benefit only
- 1 – Limited benefit to a small group
- 2 – Localized benefit to one neighborhood or user group
- 3 – Noticeable benefit to a significant portion of the community
- 4 – Broad community benefit with improved access or quality of life
- 5 – Citywide benefit and/or directly addresses equity or underserved populations

7. Financial Leverage & Cost Effectiveness (Weight: 15)

Focus: Maximizing value of City funds.

- 0 – No cost savings or outside funding
- 1 – Minor operational efficiencies
- 2 – Some lifecycle cost avoidance
- 3 – Moderate cost savings or partial grant funding
- 4 – Significant outside funding or strong lifecycle savings
- 5 – Majority funded by grants/partners or substantial long-term savings

8. Project Readiness & Deliverability (Weight: 5)

Focus: Ability to deliver within the CIP timeframe.

- 0 – Concept only; no scope definition
- 1 – Preliminary idea; major unknowns
- 2 – Scope defined; early feasibility work
- 3 – Preliminary design or environmental review underway
- 4 – Design substantially complete; permits in progress
- 5 – Shovel-ready; environmental clearance and design complete

Appendix B – Project Information and Scoring Worksheet

Red text signifies areas that require information from the applicant[s].

PROJECT TITLE

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Proposed FY26-27 City Funding	\$ 110,000	
Total Funding	\$ 970,000	
City Funding FY26-27	\$ 110,000	
External Funding	\$ 0	
Remaining Funds (Feb 2026)	\$ 191,990	
Funding Source	Capital Reserve/GF	
Approved [Master] Plan	2015 ADA Transition Plan	
Project Category	Facilities, Parks, Streets and Infrastructure, Transportation, OR Sustainability	
Project Type	Design and Construction	
Origin of Request	Public Works	
FY Initiated	FY 2015-16	

Project Description
<i>Insert project description here (75 words or less).</i>

Project Justification
<i>Insert project justification here. (Include references to Master Plan, General Plan, or other Strategic Plans).</i>

Prioritization <i>(score 1 to 5. See prioritization matrix notes)</i>			
	Health & Safety	1	<i>Provide substantiation notes for each category</i>
	Regulatory / Legal Mandate	0	
	Asset Condition & Infrastructure Risk	3	
	Climate Resilience & Sustainability	1	
	Strategic Alignment	4	
	Community Benefit & Equity	3	
	Financial Leverage & Cost Effectiveness	3	
	Project Readiness	3	

Appendix B – Project Information and Scoring Worksheet

PROJECT TITLE

Operating Budget Impacts

Describe how this project impacts operational costs including maintenance contracts, processes, materials, and staffing requirements. Provide any costs and/or estimates available.

Funding Information

Note any external funding available. If external funding is a good possibility in the future, that can also be noted.

External Funding

	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31
Grants	\$ 0				
Other External Sources	\$ 0				

Expenditure Schedule/5-year Plan Information

Annual Expenditures (GL#)	FY 25-26 Actual	FY 26-27 Projected	FY 27-28 Projected	FY 28-29 Projected	FY 29-30 Projected	FY 30-31 Projected
T.B.D.	N.A.	\$ 100,000	\$ 110,000	\$ 115,000	\$ 120,000	\$ 125,000

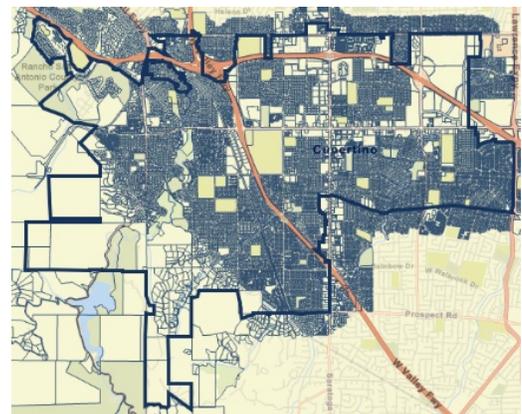
Projected Schedule/5-year Plan Information

This is an ongoing program, funded annually, to improve accessibility at all public facilities throughout the City.

Item/Phase	Timeline for Completion	Notes
Project Initiation	July 2026	
Consultant Procurement	Ongoing	
Planning/Pre-Design	Ongoing	
Design	Ongoing	
Permitting & Environmental Clearance	Ongoing	
Construction Bid	Ongoing	
Contract Award and Contracting	Ongoing	
Construction	Ongoing	
Post-Construction/Close-out	Ongoing	

Project Location

*Address
(Add any information or graphic that you can share)*



APPENDIX C PRIORITIZATION MATRIX TEMPLATE - FY 26-27 CIP PROJECTS

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LEGEND:

Facilities	
Parks	
Streets & Infrastructure	
Transportation	
Sustainability	

1	2	3	4	5	6	7	8	Totals
Health & Safety 	Regulatory / Legal Mandate 	Asset Condition & Infrastructure Risk 	Climate Resilience & Sustainability 	Strategic Alignment 	Community Benefit & Equity 	Financial Leverage & Cost Effectiveness 	Project Readiness 	Points Range: 100 to 500
30	15	15	5	10	5	15	5	100

UNFUNDED PROJECTS (CONT.)

Memorial Park projects: All-Inclusive Playground (Phase 1A)								0
Memorial Park projects: Amphitheater renovation (Phase 2A)								0
Memorial Park projects: Central Picnic Area, Alves entrance and plaza, Softball field, tennis courts and basketball courts (Phase 2B)								0
Memorial Park projects: Fields and Alves parking lot renovation (Phase 2C)								0
Memorial Park projects: Pickleball Courts, Bocce, Event Lawns and Restrooms (Phase 1B)								0
Memorial Park projects: Senior Center and Quinlan parking lot renovations (Phase 3)								0
Memorial Park projects: Softball Field Lighting								0
New Neighborhood Parks								0
Park Pathways Paving								0
Park Shade Structures								0
Portal Park Improvements: picnic area, rec bldg.								0
Sports Center Courts Resurfacing								0
Fiber Expansion								0
Merriman Road Storm Drain								0
Pumpkin and Fiesta Storm Drain Project (Phase 2)								0
Regnart Road Improvements, Storm Drain Improvements - Bubb Road, Phases 1-3								0
Bollinger Road Corridor								0
Bollinger Road Corridor Design								0
Carmen Road Bike/Ped Bridge								0
Stevens Creek Blvd Separated Class IV Bikeway, Phase 3								0
Blackberry Farm Pools Water Heating Upgrades								0
Building Electrification Analysis								0
Electrification of other City								0
Library Electrification & Resiliency upgrades								0
Quinlan Community Center Electrification								0
Replace Non-Functional Turf & Improve water efficiency								0
SV Hopper EV Parking								0