

MEMORANDUM

DATE: July 14, 2009

TO: The Board of Supervisors

FROM: The Planning Commission

SUBJECT: Capital Improvements Program – Ranking Criteria

The information included in this reading file item is intended to serve as an update of actions taken since the Planning Commission's joint work session with the Board of Supervisors on February 24, 2009, which was held to discuss proposed revisions to the Capital Improvements Program (CIP) process. The criteria, process changes, and proposed timeline were unanimously endorsed by the Policy Committee on June 10, 2009 and by the Planning Commission on July 1, 2009. As part of the Planning Commission's efforts to improve the CIP review process, the Board requested additional information about the ranking criteria used by the Policy Committee to assign priorities to capital projects. For the past four months, the Policy Committee, with support from Planning and Financial and Management Services (FMS), has been working to develop meaningful ranking criteria. The ranking criteria document that has been developed is the result of significant work by the Committee, including research and evaluation of the various criteria and formats used by localities in Virginia and across the nation. The timeline below is a tentative proposal for continuing to implement revisions to the CIP process and the ranking criteria document is provided as an attachment.

Timeline for moving forward:

- Early August - CIP applications are distributed to departments.
- August/September - departments complete applications. Training on the process is conducted if necessary. *Note: for the FY 11 process, departments will be using the DRAFT final text of the Comprehensive Plan to develop their submissions.*
- Early October - deadline for CIP applications
- October - FMS reviews applications for completeness and requests additional information if needed
- October/November - FMS and Planning staff process the submitted applications and send information to the Policy Committee.
- November - 2009 Comprehensive Plan adopted by the Board
- December/January - Policy Committee meets to discuss rankings
 - Back to multiple meeting format and tentatively hold two to three meetings between December 1 and December 17 with backup dates between January 6 and January 13, 2010.
- February 3 -
 - new Policy Committee members appointed
 - Planning Commission holds a public hearing on recommended CIP rankings
- April - Board considers FY 11 budget, the CIP, and the Policy Committee's rankings.
- May or June – FY 12 CIP process begins with a complete revision to the timeline

Richard Krapf,
Planning Commission Chair

Attachment:

1. Planning Committee CIP Ranking Criteria