

MEMORANDUM

DATE: February 24, 2009  
TO: The Board of Supervisors  
FROM: Members of the Planning Commission  
SUBJECT: Additional summary of CIP process changes (beginning with FY 2011 process)

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The Policy Committee has been developing a strategy to address process recommendations for the Capital Improvements Program (CIP) to begin with the FY 2011 CIP review. The following suggested changes were unanimously endorsed by the full Planning Commission on February 4, 2009:

1. Review of a smaller but more comprehensive list of public investments (County, VDOT, JCSA, and regional facilities) with a higher-dollar value cutoff than now exists.
2. Compilation of a separate CIP document – similar to what the schools now do for school facilities – that gives facility specifics, age, cost, recent investments, future CIP proposals, etc. This could be seen as part of item No. 3, expansion of the Public Facilities section of the Comprehensive Plan to include a Public Facilities Master Plan (PFMP) that may undergo more frequent updates than the full Plan, or may be attached as an addendum to the Comprehensive Plan in lieu of an annual update to the PFMP.
3. Upgrade/expand the public facilities component of the Comprehensive Plan in order to better review and evaluate CIP proposals. Note: if a major new facility that is not identified in the Comprehensive Plan has to be evaluated, it may involve an amendment to the Comprehensive Plan Public Facilities section or master plan.
4. Better documentation and understanding of funding sources, including the County's debt policies and debt options, in evaluating projects, project ranking, and project timing. Ideally, this would include a five-year rolling financing plan that detailed balances owed by the County and its borrowing ability.
5. Elimination of review of Capital maintenance and/or equipment requests (new or replacement), but will be set aside for information purposes (but will not be ranked). Development of a comprehensive inventory of public facilities and maintenance schedules for things like HVAC, roofs, and parking lots set out in a multiyear plan.
6. Start the review process earlier and do a comprehensive review with public hearings during 1st year of a two-year budget cycle. Every other year (2nd year of a two-year budget) would be exception only.
7. The fully revised process is proposed to start for FY 2012. In order to transition, the FY 2010 process would be on an exception-only basis. The FY 2011 two-year budget process would begin in fall 2009, giving the Committee the advantage of having a newly adopted Comprehensive Plan and also starting slightly earlier. The FY 2012 exception year review could begin in summer 2010 and all other CIP reviews are proposed to begin in the summer of year prior to the beginning of the fiscal year the CIP will be included with.
8. By conducting the full CIP review biannually, the process would coincide with the development of Virginia's State budget. Also, should the Board adopt the policy, it would coincide with two-year landbook valuations.