

CIP Technical Review Team Charter

Charge: The Capital Improvement Program (CIP) is the planning guide for County expenditures for major capital facilities and equipment and includes a 5-year approved CIP balanced to revenues and a ten-year Capital Assessment to identify long-term capital needs beyond the 5-year CIP. The CIP Technical Review Team will assist the County in the CIP process by assuring that the technical aspects and costs of each of the requested projects have been well researched and documented. The team will also review, evaluate and document the need for each project and make recommendations for priority funding based on the established CIP evaluation criteria. The CIP Technical Review Team will report their recommendations to the CIP Oversight Team.

Member Responsibilities:

- Review all CIP project requests for clarity, accuracy and appropriate timing;
- Meet with project submitters to clarify requests and propose revisions, if needed;
- Rank requested CIP projects based on established evaluation criteria;
- Review available revenues and debt service requirements for project requests based on approved County financial policies;
- Prioritize 5-year CIP projects based on their ranking and available revenues;
- Develop a recommended CIP scenario (s) for the 5-year CIP and the ten-year Capital Needs Assessment based on revenue projections;
- Forward recommendation to the CIP Oversight Team for their review.

Team Composition: The CIP Technical Review Team is recommended to be composed of the following members:

Director of General Services
Director of Planning
Director of Building Services
Executive Director, Fiscal Services
Budget Analyst
Senior Project Manager
Capital Program Manager
Management Analyst

The Office of Facilities Development's Capital Program Manager will serve as the Team Leader to ensure that the Team's work is documented and effectively communicated.

Time Frame:

The CIP Technical Team will meet as needed during the month of October.