

CIP Oversight Committee 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 Oversight Committee will assist the County in the CIP process by reviewing and evaluating the recommended CIP brought forward by the CIP Technical Review Team. The Committee will assure that the proposed CIP projects are aligned with County policies, established priorities, guiding principles and long term vision, as defined in the County's Strategic Plan. The Committee will also assure that the recommended 5-year CIP is aligned with approved financial policies and that the County's financial stability is maintained through the prudent use of its revenues. The CIP Oversight Committee will report its recommendations directly to the County Executive.

Member Responsibilities:

- Review the recommended CIP presented by the CIP Technical Review Team;
- Ensure that the proposed project ranking is properly and consistently applied;
- Propose modifications/improvements to the project ranking system;
- Ensure that all CIP projects carry out the County's long-range goals and objectives;
- Ensure that the recommended 5-year CIP addresses County needs through the proper timing, prioritization and balance of local government and school division projects;
- Ensure that County revenues are used wisely to address the County's capital needs and that the recommended CIP conforms to approved financial policies, including the use of on-going revenues and borrowed funds;
- Propose revisions or adjustments to the 5-year CIP proposed by the CIP Technical Review Team, if needed;
- Recommend a 5-year CIP with any documented revisions to the County Executive.

Team Composition:

Two members of the Albemarle County Board of Supervisors
Two members of the Albemarle County School Board
One Planning Commission representative
One community/business representative

Staff Support:

Assistant County Executives
Assistant Superintendents of Schools
Director of Facilities Development

The Director of Facilities Development will serve as the Team Facilitator to ensure that the Team's work is documented and effectively communicated.

Time Frame:

The CIP Oversight Committee will meet during the month of November.