

Comparator Jurisdictions – CIP Review Criteria

Fairfax County

- A CIP Review team is responsible annually for reviewing capital project requests and providing recommendations to the County Executive.
 - This team is comprised of technical staff from the Office of the County Executive, the Department of Management and Budget, the Department of Planning and Zoning and the Department of Public Works and Environmental Services.
 - This team also conducts an in-depth analysis of the impact of the Capital Program on cash flow and bonding requirements, as well as the County's ability to finance, process, design and ultimately maintain projects.
- The overall goal of the CIP Review Team is to develop CIP recommendations that:
 - Preserve the past, by investing in the continued upgrade of County assets and infrastructure;
 - Protect the present with improvements to County facilities; and
 - Plan for the future.
- A series of meetings are conducted in the fall to allow County agencies the opportunity to present their program needs and priorities to the CIP Review Team.
 - Agencies present their program requirements, demonstrating clear links to the Comprehensive Plan.
 - Agencies have the opportunity to justify new and long term project requests and discuss operational needs and priorities.

Capital Project Evaluation Questions

Project Urgency

- What are the most urgent projects and why?
- Is the project needed to respond to state or federal mandates?
- Will the project improve unsatisfactory environmental, health and safety conditions?
- What will happen if the project is not built?
- Does the project accommodate increases in demand for service?

Project Readiness

- Are project-related research and planning completed?
- Are all approvals, permits or similar requirements ready?
- Have affected citizens received notice and briefings?
- Are the appropriate departments ready to move on the project?
- Is the project compatible with the implementation of the other proposed projects?

Project Phasing

- Is the project suitable for separating into different phases?
- Is the project timing affected because funds are not readily available from outside sources?
- Does the project have a net impact on the operating budget and on which Fiscal Years?
- Does the project preserve previous capital investments or restore a capital facility to adequate operating condition?

Planning Questions

- Is the project consistent with the Comprehensive Plan?
- Can projects of similar use or purpose be co-located at one location?
- Does the project increase the efficiency of the service delivery?
- What are the number and types of persons likely to benefit from the project?
- Will any groups be adversely affected by the project?
- What geographic areas does the project serve?
- Are there any operational service changes that could affect the development of project cost estimates?

Prince William County

- CIP Development Process starts in late Summer (August-September)
 - Departments update existing projects to provide status check on projects and determine if additional funding/timing changes are needed for projects
- New Projects are considered during the early Fall (September-October)
 - Departments/Agencies discuss new projects
 - Identify what are the critical unmet capital needs
- Staff attempts to identify all unmet needs so that City Leadership/Board can understand total capital needs
- New projects are initially examined based on
 - Funding opportunities (i.e. ability to leverage other funding sources)
 - Service Level Impact of Investment
 - Alignment with County's Comprehensive Plan and Strategic Plan
 - Operating Budget Impacts of Investment
- Staff determines which new capital projects should be included in Proposed CIP
 - Departments indicate self-prioritization for new projects to include
 - Budget office conducts deeper analysis of projects that will be included in proposal
 - Operating Budget Impacts are discussed by Budget Functional Groups (similar to City's Focus Area Groups)
- Staff presents Proposed CIP to Board for Deliberation
 - Staff also presents CIP to Planning Department and Planning Commission to ensure compliance with County Planning

Loudoun County

- Staff received guidance from County Board on CIP Priorities
 - I.e. Prioritize Transportation and School Facility Projects
- CIP Development Process starts during the Summer
- Capital Projects coming into the CIP should have already been identified as part of County's Capital Needs Assessment
 - Capital Needs Assessment is a Biennial Document that provides long term planning of capital projects, beyond the 6-Year timeframe of the CIP. Current plan covers FY 2021 – FY 2030.
 - Projects can be 'triggered' for inclusion in the Needs Assessment by population forecasts and per capita ratios identified in the Capital Facility Standards (see below)
 - If not part of Capital Needs Assessment, project would need to be an emergency repair/unexpected mandate/etc. to be included in Proposed CIP
- Facility related projects would also be directed by the Capital Facility Standards
 - Capital Facility Standards provides guidelines for size/capacity of capital facilities
 - Standards are typically tied to a ratio (i.e. number of fire stations per 10,000 residents)
- Projects are also examined to determine compliance with County's Comprehensive Plan

Summary of Process

