

POLICY COMMITTEE MEETING

August 15, 2013

4:00 p.m.

County Government Center, Building D

1.) Roll Call

Present

Ms. Robin Bledsoe

Mr. Tim O'Connor

Mr. Rich Krapf

Absent

Mr. Al Woods

Staff Present

Ms. Tammy Rosario

Mr. Luke Vinciguerra

Ms. Heather Poulsen

Ms. Beth Klapper

2.) Minutes

Mr. Rich Krapf noted a correction to page one. The sentence should be "Mr. Holt began by discussing proposed updates and changes to the ordinance..."

Mr. Tim O'Connor moved to approve the June 12, 2013 minutes.

In a unanimous voice vote, the minutes were approved as corrected (3-0).

3.) Old Business

There was no Old Business to discuss.

4.) New Business

a. Review of the Capital Improvement Program Ranking Process

Mr. Luke Vinciguerra stated that during the FY 2014 CIP review, Committee members expressed interest in how operating costs of individual projects were represented in the project request form and whether or not those costs should be factored in the project scoring and recommendations to the Board. In response Staff has consulted with the director of Financial and Management Services (FMS) and reviewed the state code language which governs planning commission review of CIP applications. After reviewing this information, staff revised the CIP application and the ranking criteria to make project budget a qualitative rather than quantitative component of the review. Mr. Vinciguerra stated that the revised application and process document was provided to the Committee in the agenda packet for review and comment. Mr. Vinciguerra noted that Heather Poulsen from FMS was also on hand to answer questions.

Mr. Krapf noted that state code called for a planning commission to submit a capital improvement program which "...shall include the commission's recommendations, and estimates of cost of the facilities and life cycle costs, including any road improvement and any transportation improvement the locality chooses to include in its capital improvement plan and as provided for in the comprehensive plan, and the means of financing them..." Mr. Krapf

inquired whether there had been discussion about adequate capital funds being available to finance the project as opposed to the broader “means of financing”.

Ms. Tammy Rosario noted that the subject had not been discussed as such.

Mr. Krapf noted that means of financing, particularly in the case of projects with significant ongoing operating costs, was an overarching consideration not just a capital budget consideration.

Mr. O’Connor noted that the CIP was also required to include estimates of the costs and lifecycle costs.

The Committee requested clarification on the definition of “lifecycle” and what costs it encompassed such as maintenance, operation, replacement.

Ms. Rosario stated on the application form, lifecycle costs were defined as operating costs to support or maintain the project once the project is completed.

Ms. Heather Poulsen stated that she would follow up on what FMS included in lifecycle costs.

Mr. Krapf noted that a very narrow interpretation of the statute would limit review of CIP projects to how they support the Comprehensive Plan goals, strategies and actions; however, the statute does include consideration of the project financing. Mr. Krapf further noted that while the Committee did not want be part of the budget process, budget information should be part of the application package.

Mr. O’Connor noted that without detailed information on project costs it was difficult to evaluate it accurately.

M. Krapf noted that budget impact had been removed from the proposed scoring criteria.

Ms. Rosario noted that budget impact is included in the comments section.

Ms. Rosario inquired whether the Committee would prefer to have project budget as part of the qualitative review criteria and that the application require more precise information.

Mr. Krapf confirmed that he would want the CIP application to require a narrative on operating budget.

Ms. Robin Bledsoe noted that she wanted to have sufficient information submitted to evaluate projects accurately.

Mr. O’Connor stated that the Committee did not want to make CIP recommendations that would drive large operating additions to the budget. Mr. O’Connor further stated that the application should include questions that would elicit information that would allow the Committee to consider the impact of the project on the budget.

Ms. Rosario inquired whether the Committee might want to first score projects according to the Comprehensive Plan values and have a separate ranking based on budgetary considerations.

The Committee agreed that prioritizing projects based on Comprehensive Plan values first and then revising the ranking based on budgetary considerations would be a good option.

Mr. O'Connor noted that the budget process would also filter the projects.

Mr. Krapf noted that including budget in the ranking process would give the Board of Supervisors a more complete picture.

Ms. Bledsoe commented that the Committee review process should be as thorough as possible to streamline the process for the Board of Supervisors.

Ms. Bledsoe inquired what changes the Committee could make in its process to facilitate the process for FMS and County Administration.

Ms. Poulsen stated that the idea of prioritizing projects first from the Comprehensive Plan perspective and then by budget considerations could be helpful.

Mr. O'Connor noted that budget could be considered but weighted less than the Comprehensive Plan components.

Ms. Rosario stated that staff would review the ideas discussed and come back to the Committee with some additional options for consideration.

Ms. Rosario continued by inquiring if there were anything additional that the Committee would want included in the project narrative that might have been lacking previously.

Ms. Bledsoe inquired if a needs statement was included.

Mr. Vinciguerra responded that it depended on how well the application was prepared and noted that there was a justification explanation section on the application. Mr. Vinciguerra noted that the level of detail provided in the justification portion was not always consistent.

Ms. Rosario asked Ms. Poulsen if the budget information for CIP requests, particularly from the School System is usually transmitted directly to FMS and County Administration during discussions related to the budget portion of the review.

Ms. Poulsen noted that the budget information may not be fully developed at the time the application is submitted.

Mr. O'Connor noted that the School System does have a five year plan which could be presented as part of the CIP applications.

Ms. Rosario stated that it was her understanding that the budget information was being presented more informally. Ms. Rosario inquired if the Committee would be agreeable to asking

FMS for an idea of what questions they are asking or documentation they are requiring when discussing budget impacts with the various agencies and departments.

Ms. Bledsoe inquired whether the School System operated on a fiscal year or a calendar year.

Ms. Poulsen responded that it was fiscal year.

Ms. Rosario noted that the CIP applications are submitted in November; however the budget is not submitted until January. Ms. Rosario further noted that the Board of Supervisors deliberations on the budget are usually done in April and May.

Mr. Krapf stated that the School System's fiscal year was off cycle from the County's fiscal year.

Ms. Bledsoe stated that regardless of its budget cycle, the School System should provide the same data as all other departments and agencies.

Ms. Rosario summarized that so far the Committee has requested that: the evaluation criteria be retooled to incorporate budget impact; require a budget narrative as part of the application; and work with the School System to have all the materials submitted at the same time as all other agencies.

Mr. Krapf noted that it has been an ongoing issue to have enough information to adequately evaluate School System CIP requests and integrate them with all the other applications.

Ms. Bledsoe inquired if the Board is satisfied with what is received from the School System or whether additional material is provided directly to the Board.

Ms. Poulsen noted that the School System does make a presentation to the Board; however, she was not certain if additional materials were provided.

Mr. O'Connor noted that it might be worthwhile to ensure that Mr. Alan Robertson from the School System would be on hand at one of the CIP meetings to discuss the School projects.

Ms. Rosario inquired if the Commission would be agreeable to a presentation from the School System in lieu of a deeper narrative on the application.

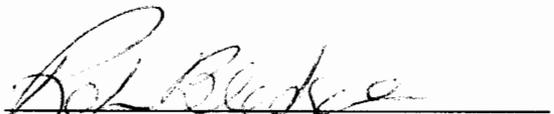
Mr. O'Connor clarified that he would like to see at least a small narrative in the application which would be supplemented by a presentation from the School System.

The Commissioners discussed the type of information to be included in the narrative and concluded that it would be helpful to understand the current situation, the need and the proposed solution.

Ms. Rosario summarized that the Commissioners were requesting more narrative highlighting pertinent information prior to the CIP meetings and a summary of each project from a representative of the School System to allow in depth information to be elicited in a Q&A session.

5.) **Adjournment**

There being no further items to discuss, the meeting was adjourned at 4:42 p.m.


Robin Bledsoe, Chair of the Policy Committee