

**BOARD OF SUPERVISORS' CAPITAL IMPROVEMENT COMMITTEE
ROLE AND RESPONSIBILITIES**

ROLE

The Capital Improvement Committee reviews requests/plans for future capital projects and monitors capital projects underway and recommends to the Board on major capital projects/expenditures and issues impacting the County of Monterey. [The Committee also monitors and oversees the Job Order Contracting (JOC) program.]

RESPONSIBILITIES

1. Develop and recommend a five-year Capital Improvement Plan (CIP) for the County of Monterey.
2. Provide review and recommendations concerning annual update for the CIP.
3. Review and recommend Capital Improvement Projects policies for consideration by the Board of Supervisors.
4. Provide oversight on capital projects to assure projects are completed timely and within budget. If necessary, recommend corrective action to the Board of Supervisors and/or the County Administrative Office.
5. Review and recommend plans to change the location of department operations for consistency with the Board of Supervisors' goals, objectives and strategic Capital Improvement Plan.
6. Review requests by departments for entering into new leases of one year or more and for financial commitments exceeding \$50,000/year and make recommendations to the Board of Supervisors.
7. Review feasibility studies and financial strategies for Capital facilities/projects.
8. Review Capital leases and make recommendations to the Board of Supervisors.
9. Assume role and responsibilities of former Ad Hoc Advisory Committee on Criminal Justice facilities issues.
10. [Prior Capital Improvement Committee review and consideration is required for a Job Order with a project value greater than \$1,000,000 per job order, per Job Order Contract. The Committee may refer Job Orders with a project value of \$1,000,000 to the Board.]
- [11.] [The Committee shall have those responsibilities ascribed to it under the Job Order Policy Guidelines adopted by the Board, as they may be amended from time-to-time.]
- [12.] Engage in other related projects as determined by the Board of Supervisors.

[Revised and updated: 9/17/13

Board Resolution: _____]