



MECKLENBURG COUNTY

– Citizen’s Capital Budget Advisory Committee –

April 4, 2025

2024 Annual Report to the Board of County Commissioners

This annual report of the Citizen’s Capital Budget Advisory Committee (the “CCBAC”) is being submitted as required pursuant to the current policies for boards and commissions established by the Mecklenburg Board of County Commissioners (the “BOCC”).

I. Charge of the CCBAC

On January 17, 2024, the BOCC modified the CCBAC’s charter, charging the CCBAC with the following:

- To receive and review information related to capital projects as part of the annual Capital Improvement Plan development process. This review shall not include projects related to Charlotte-Mecklenburg schools;
- Review each agency’s capital planning and needs development processes including the opportunities afforded for the receipt of public input within the process;
- Report to the BOCC annually on the CCBAC’s evaluation of the following:
 - Overall Capital Improvement Plan development process;
 - Underlying agency methodology for developing project funding requests;
 - Critical projects included and/or excluded for funding;
 - Relative allocation of available funding to requesting agencies;
- Review and provide guidance on the Participatory Budgeting process; and
- Meet periodically throughout each year with such frequency necessary to receive information and to prepare its report to the Board.

A copy of the CCBAC charter, as revised on January 17, 2024, is attached hereto as Exhibit A.

II. Membership

As of the date of this report, the CCBAC is composed of six (6) members appointed by the BOCC:

TITLE	NAME	TERM	DATES OF TERM
<i>Chair</i>	Gabriel Mathless	1st Term	May 4, 2021 to Jul 31, 2026
<i>Vice-Chair</i>	Steven Hyland	2nd Term	Sep 8, 2021 to Jul 31, 2027
<i>Voting Member</i>	Jacquelyn M. Horton	1st Term	May 4, 2021 to Jul 31, 2025
<i>Voting Member</i>	Michael E. Pollard	1st Term	May 17, 2023 to Jul 31, 2026
<i>Voting Member</i>	Linda Reece	2nd Term	May 4, 2021 to Jul 31, 2027

III. CCBAC Report

The CCBAC held eight official meetings in calendar year 2024. These official meetings were held on January 10, 2024, January 16, 2024, February 13, 2024, March 12, 2024, July 16, 2024, November 5, 2024, December 11, 2024 and December 12, 2024. In connection with these meetings, the CCBAC reviewed capital project requests, and received presentations in respect of those requests, from:

- Mecklenburg County Asset and Facility Management (“AFM”), including in connection with the county’s Environmental Leadership Action Plan (“ELAP”);
- Central Piedmont Community College (“CPCC”);
- Charlotte-Mecklenburg Library (“LIB”); and
- Mecklenburg County Parks and Recreation (“PRK”).

The CCBAC also discussed these capital projects and the overall Capital Improvement Plan with the Mecklenburg County Finance Department (the “Finance Department”), which discussions included receiving reporting from the Finance Department relating to the status of the existing FY2025-2029 Capital Improvement Plan and how changes in existing projects and timing affected consideration of the FY2030 capital project requests.

The CCBAC’s evaluation of the four categories within its charge are provided below:

a. Overall Capital Improvement Plan Development Process

Generally speaking, the CCBAC's understanding of the capital project request process is as follows:

1. AFM, CPCC, LIB and PRK prepare and submit to the Finance Department Capital Project Submissions that include:
 - a. a high level description of each requested capital project;
 - b. a high level description of the proposed capital project's justification;
 - c. the cost breakdown of the requested capital project; and
 - d. the operating impact of the capital project.
2. The Finance Department provides copies of the Capital Project Submissions to the CCBAC, and each of the Finance Department and the CCBAC review.
3. The Finance Department coordinates and facilitates presentations from each of AFM, CPCC, LIB and PRK to discuss their respective Capital Project Submissions and to answer any questions the CCBAC may have.
4. The Finance Department meets with the CCBAC to discuss Mecklenburg County's overall CIP, budget and related financial constraints.
5. The Finance Department prepares its recommendation to the BOCC regarding which capital projects to fund. The CCBAC also assesses the proposed capital projects and provides its own independent feedback.
6. The Finance Department submits its recommendations to the BOCC, and the CCBAC provides its thoughts regarding capital submissions through its annual report.

Evaluation and Recommendation: Overall the CCBAC is supportive of the existing CIP development process. However, CCBAC would recommend asking the submitting agencies to include the following additional justification information for each Capital Project Submission:

- How each proposed capital project aligns with the submitting agency's master plan, including reference to the applicable sections or pages of the master plan; and
- Greater detail relating to the value proposition of the capital project for the community in light of the financial cost.

b. Underlying Agency Methodology for Developing Project Funding Requests

Based on the agency presentations to the CCBAC and related conversations, the CCBAC understands that each agency identifies its proposed capital projects based on its perceived needs, priorities and goals, which are informed in large part based on such agency's master plan. Copies of these master plans were provided to the CCBAC as part of the 2029 CIP development process.

Evaluation and Recommendation: As community volunteers without in-depth knowledge of each agency's operations, priorities and goals, the CCBAC requires additional information to better evaluate each agency's methodology for developing project funding requests. As such, and in line with its evaluation of the overall capital improvement plan development process, the CCBAC would recommend asking the submitting agencies to include the following additional justification information for each Capital Project Submission:

- How each proposed capital project aligns with the submitting agency's master plan, including reference to the applicable sections or pages of the master plan; and
- Greater detail relating to the value proposition of the capital project for the community in light of the financial cost.

c. Critical Projects Included and/or Excluded for Funding; Relative Allocation of Available Funding to Requesting Agencies

In light of financial constraints, capital budget best practices and competing priorities, the CCBAC is generally supportive of the Finance Department's recommendations for which projects to fund and not fund.

The CCBAC is not aware of any projects of critical importance for which the agencies did not submit Capital Submission Request.

Exhibit A

CCBAC Charter, as revised on January 17, 2024



MECKLENBURG COUNTY North Carolina

Citizens Capital Budget Advisory Committee

1. The Committee will be focused on the charge given by the Board of County Commissioners:
 - *To receive and review information related to capital projects as part of the annual Capital Improvement Plan development process. This review shall not include projects related to Charlotte Mecklenburg Schools;*
 - *Review each agency's capital planning and needs development processes including the opportunities afforded for the receipt of public input within the process;*
 - *Report to the Board of County Commissioners annually on the Committee's evaluation of the following:*
 - i. *Overall Capital Improvement Plan development process*
 - ii. *Underlying agency methodology for developing project funding requests*
 - iii. *Critical projects included and/or excluded for funding*
 - iv. *Relative allocation of available funding to requesting agencies*
 - *Review and provide guidance on the Participatory Budgeting process;*
 - *Meet periodically throughout each year with such frequency necessary to receive information and to prepare its report to the Board.*
2. The committee shall be made up of not more than seven members that must be residents of Mecklenburg County. The Committee must have at least 3 members to conduct business. Ideally, members should be selected such that they live throughout the County and possess a variety of educational and professional experiences, genders, races and backgrounds so as to provide a diversity of perspectives.
3. A quorum, consisting of a majority of members, must be present for an official meeting of the Committee and for official action to be taken. Decisions of the Committee are determined by a

majority vote of the members present.

4. A chair and vice chair will be elected by members.
5. The Chairman may appoint subcommittees to work on specific tasks and reviews. These subcommittees will present information and recommendations to the Committee. The work of the subcommittees is considered “work in process” until official action is taken by the Committee.
6. The Chairman will approve the agenda for distribution to members. Items may be placed on the agenda by any member of the Committee in advance of a meeting by requesting such at a previous meeting of the Committee or by contacting the Chairman at least one day prior to the day of approving the agenda for distribution. In order to add an item to the agenda during a meeting, all Committee members present must vote in favor of adding the item.
7. All meetings of the Committee are open to the public.
8. The Chairman or his/her designee shall serve as the official spokesperson of the Committee. In doing so, the Chairman will convey official actions taken by the Committee and may discuss the different viewpoints and concerns of the membership relating to these actions. Members of the Committee are to refer the media to the Chairman for this information.
9. County staff is assigned to the Committee and its subcommittees to provide information and administrative support for the Committee’s charge. Requests for information and support should be made to the assigned staff, preferably during meetings, rather than to individual County departments or other agencies participating in the County’s capital program.
10. It is appropriate for a member of the Committee to be excused where that member recognizes a conflict of interest between his own interest and the interest of the County. It is suggested that, if in doubt, the member should be excused. It is also appropriate for a Committee member to be excused if he or she was not present for the discussion or dissemination of information in reference to the vote.

Revised August 20, 2002
Revised October 3, 2011
Revised March 21, 2017
Revised October 5, 2021
Revised January 17, 2024