

## TOWN COUNCIL

### STAFF REPORT

#### Projects and Watershed Resilience Department



<b>MEETING DATE:</b>	April 8, 2025
<b>PROJECT:</b>	Consideration of Planning Commission Recommendations for Fiscal Year 2026 Capital Improvement Program Projects Prioritization
<b>PROJECT MANAGER:</b>	Patrick Rooney, Capital Improvement Program Manager

**REQUEST:** Town Staff requests Town Council approve Planning Commission's unanimous recommendation of a prioritized project list of proposed Capital Improvement Program projects for the 2026 Fiscal Year (FY) and for the FY2026 Budget.

**BACKGROUND:** As required annually by the South Carolina Code of Laws Section 6-29-340(B)(2)(e), the Planning Commission reviewed and unanimously recommended for Town Council's consideration a prioritized FY2026 Capital Improvement Program (CIP) project list at their March 26, 2025 meeting.

As large capital projects may span multiple fiscal years to fund (depending upon priority) design, permit and construct, Staff presented to Planning Commission a summary of the CIP projects which:

1. either have been, or will be substantially, completed during FY2025 (Attachment 1); and
2. a proposed FY2026 CIP project list that contains previously identified priority projects in FY2025 that will carry over into FY2026, plus newly proposed projects for FY2026.

The ranking of the newly proposed projects was provided by the Planning Commission at the March 26, 2025 meeting, and all new projects received a priority 1 grade with the exception of the Impervious Restoration Projects (Attachment 2). The Pritchardville Elementary, McCracken Middle and Bluffton Elementary School Impervious Restoration Projects received a priority grade 2 as Agreements with the Beaufort County School District have not been finalized at the time of this submission. Work will commence upon approval and execution of these Agreements.

Additionally, the Proposed FY2026 Capital Improvement Program Five Year Plan was presented to the Planning Commission with the disclaimer that this document is tentative and subject to change during the Budget Review and Approval Process with Town Council in future years (Attachment 3).

The FY2026 Projects were classified into two groups, labeled as "1" or "2," with projects graded "1" considered a higher priority than projects graded "2." Please note that projects are not listed in rank order (e.g. #1, #2, #3, etc.), nor should they be ranked from top to bottom. However, it is required that the projects be placed in one of two groups.

The distribution map of current and proposed CIP projects located throughout the Town's jurisdiction is illustrated in Attachment 4 (Note: Certain projects may not be mapped due to map limitations). Project data sheets for all proposed FY2026 projects are provided (Attachment 5).

Although no review criteria are specified in State Law for CIP prioritization, the Government Finance Association's "Capital Improvement Programming: A Guide for Smaller Governments" (1996) offers the following criteria that were used to rank the proposed FY2026 Capital Project List:

1. Legal mandates – is the project needed to meet federal mandates?
2. Fiscal and budget impacts – what is the project cost and impact to the operating budget?
3. Health and safety impacts – will the project improve the health and/or safety of residents in a measurable way?
4. Environmental, aesthetic, and social effects – does the project reduce pollution levels or ensure community values are being achieved?
5. Economic development impacts – does the project promote economic vitality?
6. Relationship to other projects – are there advantages from this project which benefit other ones?

**NEXT STEPS:** Following Town Council's consideration of Planning Commission's recommendation, a prioritized list of CIP projects will be proposed as part of the FY2026 budget adoption process.

**SUMMARY:** Planning Commission unanimously recommended a prioritized list of CIP projects (Attachment 2) at the March 26, 2025 meeting for Town Council consideration. The Department of Projects and Watershed Resilience staff requests Town Council approval of the proposed CIP FY2026 project priorities, as submitted.

**ATTACHMENTS:**

1. FY2025 Completed Projects
2. Proposed FY2026 Project List with Ranking
3. Proposed FY2026 CIP 5-Year Plan
4. FY2026 CIP Project Distribution Map
5. FY2026 CIP Project Data Sheets
6. Recommended Motion