

TOWN COUNCIL

STAFF REPORT

Projects and Watershed Resilience Department



MEETING DATE:	April 11, 2023
PROJECT:	Consideration of Planning Commission Recommendation for Fiscal Year 2024 Capital Improvement Program Projects Prioritization
PROJECT MANAGER:	Kimberly Washok-Jones, Director of Projects and Watershed Resilience

REQUEST: Staff requests that Town Council approve Planning Commission's unanimous recommendation of a prioritized list of proposed Capital Improvement Program projects, as submitted, for the Fiscal Year (FY) 2024 Budget.

BACKGROUND: As required annually by South Carolina Code of Laws Section 6-29-340(B)(2)(e), Planning Commission reviewed and unanimously recommended for Town Council's consideration a prioritized FY 2024 Capital Improvement Program (CIP) project list at their March 22, 2023 meeting.

As large capital projects may span multiple fiscal years to fund (depending upon priority), design, permit and construct, Staff has provided a summary of which projects:

1. either have, or will be, completed during FY 2023 (Attachment 1, page 1);
2. are newly proposed for FY 2024 and as such are currently unranked and require Planning Commission and Town Council consideration (Attachment 1, page 2); and
3. were previously identified as priority items that are in progress and will carry over into FY 2024 or be completed in future fiscal years (Attachment 1, page 3).

Projects are 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 (i.e., #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 of current and proposed CIP projects throughout the Town's jurisdiction is illustrated in Attachment 2 (Note: Certain projects may not be mapped due to map limitations). Project summary data sheets for proposed FY 2024 projects are provided (Attachment 3).

Although there are no review criteria 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 as examples of factors to consider when evaluating and ranking capital projects:

1. Legal mandates – is the project needed to meet federal mandates?
2. Fiscal and budget impacts – what is the project cost and impact to 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?

Staff and Planning Commission have generally utilized these criteria in providing the proposed CIP project ranking.

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 FY 2024 budget adoption process.

SUMMARY: Per South Carolina Code of Laws Section 6-29-340(B)(2)(e), the Planning Commission is charged with reviewing the CIP project list and making a recommendation by affirmative vote of a prioritized CIP project list to Town Council. Town Council then considers Planning Commission's recommendation in setting CIP project priorities and the FY 2024 Budget.

Planning Commission unanimously recommended a prioritized list of CIP projects (Attachment 1) on March 22, 2023 for Town Council's consideration.

ATTACHMENTS:

1. FY 2024 Budget Proposal
2. CIP Project Map
3. CIP Project Data Sheets
4. Recommended Motion