TOWN COUNCIL

STAFF REPORT
Projects and Watershed Resilience Department

MEETING DATE:	April 9, 2024
PROJECT:	Consideration of Planning Commission Recommendations for Fiscal Year 2025 Capital Improvement Program Projects Prioritization
PROJECT MANAGER:	Kimberly Washok-Jones, Director of Projects and Watershed Resilience

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 2025 Fiscal Year (FY) and for the FY2025 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 FY2025 Capital Improvement Program (CIP) project list at their March 27, 2024 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, or will be, completed during FY2024 (Attachment 1); and
2. a proposed FY2025 CIP project list that contains previously identified projects identified as priority items in FY2024 that will carry over into FY2025, plus newly proposed projects for FY2025. The ranking of the newly proposed projects was provided by the Planning Commission at the March 27, 2024 meeting, and all new projects received a priority 1 grade (Attachment 2).

In addition, the Proposed FY2025 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 (Attachment 3).

The FY2025 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 (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/location map of current and proposed CIP projects 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 FY2025 projects are provided (Attachment 5).

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 that were used to rank the proposed FY2025 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 recommendation, a prioritized list of CIP projects will be proposed as part of the FY 2025 budget adoption process.

SUMMARY: Planning Commission unanimously recommended a prioritized list of CIP projects (Attachment 2) at the March 27, 2024 meeting for Town Council consideration. The Department of Projects and Watershed Resilience staff requests Town Council approval of the of the proposed CIP FY 2025 project priorities, as submitted.

ATTACHMENTS:
1. FY2024 Completed Projects
2. Proposed FY2025 Project List with Ranking
3. Proposed FY 2025 CIP 5-Year Plan
4. FY2025 CIP Project Distribution Map
5. FY2025 CIP Project Data Sheets
6. Recommended Motion