



## TOWN MANAGER

**To: Mayor and Town Council**

**From: Ron K. Patterson, Interim Town Manager**

**Through: Robyn Battle, Executive Director of Community Services**  
**Hulon T. Webb, Jr., Interim Executive Director of Development and Infrastructure Services**  
**Bob Scott, Executive Director of Administrative Services**

**Re: Capital Improvements Subcommittee**

**Town Council Meeting – November 22, 2022**

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### **Agenda Item:**

Consider and act upon the creation and appointment of members to a Capital Improvements Subcommittee.

### **Description of Agenda Item:**

Section 7.11 of the Town Charter states: *"The Town Manager shall submit a five-year (5-year) capital program as an attachment to the annual budget"*. With the rapid growth of the town, significant capital needs and the creation of an additional funding source of a capital dedicated property tax levy, there is a need for a longer-term and more extensive prioritization of projects prior to the annual budget process.

At the September 13, 2022, Town Council meeting, the Town Council discussed the option of having a Capital Improvements Subcommittee to assist full council with the prioritization process. The purpose of the Capital Improvements Subcommittee would be to as follows:

- Obtain a holistic view of the Town's short-term and long-term capital improvement needs regardless of possible funding sources.
- Using projected funding available by year received from staff and reviewed by the Finance sub-committee prioritize the timing and scope of projects for a minimum of five but potentially up to ten years. Available funding sources as determined by the Finance sub-committee will include the Capital Dedicated Fund, Impact Fee Funds, debt issuance, grants, year-end savings and other sources.
- In the event, that the sub-committee believes that available funding is not sufficient to complete all needed capital projects within the desired timeframe request the Finance sub-committee to identify additional funding sources including additional debt issuance.
- Make a clear recommendation to the Town Council on the capital improvement projects that would be selected as part of the budget process through the adoption of the Multi-Year Capital Plan.

The Subcommittee would function in the same manner as the current Council Subcommittees and consist of three (3) Councilmembers and supported by selected staff.

The Town Council requested this item to be brought back for formal consideration.

**Town Staff Recommendation:**

Town staff recommends that the Town Council consider and act upon the appointment of members to a Capital Improvements Subcommittee.

**Proposed Motion:**

I move to appoint the following individuals to the Capital Improvements Subcommittee: