

## Richland County Committee

### Agenda Item Cover

#### Agenda Item Name: Capital Projects Planning Process

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	25 Mar 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure D
<b>Date submitted:</b>	23 Mar 2021	<b>Referred by:</b>	

#### Recommendation and/or action language:

Motion to approve the Capital Projects Planning Process.

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#### **Background:** *(preferred one page or less with focus on options and decision points)*

In the February 2<sup>nd</sup>, 2021 meeting, the Finance and Personnel Committee took action to accept the Capital Improvements and Capital Projects Planning format and guidance language disseminated to departments in gathering requests for needed projects.

As a result of this effort, the 2022 project Capital Improvements and Capital Projects requests received from departments currently sits at:

Requested Projects = \$2,510,257

Requested Projects from Short-Term G.O. Debt Funding = \$2,473,257

If Richland County engages in short-term loan financing again we may have an estimated \$1,050,000 of available funds for 2022, without further increases on the millage rate.

This leaves an approximate amount = \$1,423,257 in unfunded requests.

The following process is proposed in reviewing, accessing and selecting projects for 2022.

#### **Capital Improvements / Capital Project Planning Process:**

##### **Project Review (April 6<sup>th</sup>):**

1. Committee reviews the 2022 project Capital Improvements and Capital Projects Tracker
2. Committee reviews submitted Project Summary Sheets
3. Committee takes action to request additional information and/or feedback
  - a. May request additional information from departments/commissions on projects
  - b. May request feedback from all County Board (via survey)
  - c. May request recommendation of plan from Administrator

##### **Review Feedback and Additional Information (May 4<sup>th</sup>):**

4. Committee reviews additional information from departments/commissions on projects
5. Committee reviews County feedback from all County Board Members (if requested)
6. Committee reviews County recommendation of plan from the Administrator (if requested)
7. Committee discusses outlook and options

##### **Review Feedback and Additional Information (May 21<sup>st</sup>):**

8. (If requested) committee adopts proposed plan of Administrator (as presented / with amendments)
9. Committee makes amendment to the tracker through possible motions and votes:
  - a. ...motion to CUT project from tracker

## Richland County Committee

### Agenda Item Cover

- b. ...motion to DEFER project to future year of \_\_\_\_.
  - c. ...motion to EXPIDITE project from the future year of \_\_\_\_ forward to 2022.
  - d. ...motion to REDUCE the total project apportionment (if possible), by \_\_\_\_ ...
  - e. ... motion to REALLOCATE funding from a different source (example: annual operations)
  - f. ... (other motion language may be found to be appropriate)
10. Committee approves a plan with allocated funding sources, and recommends to County Board for adoption in June.

#### Attachments and References:

Attachment A – Capital Project Tracker	Attachment C – Capital Project Summary Sheet (Example)
Attachment B – Capital Project Summary Sheet (Blank)	

#### Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

The process will set up Capital Improvements and Capital Projects for 2022 and help fully assess and appreciate our growing deferred maintenance needs.

#### Approval:

#### Review:

*Clinton Langreck*

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)