

CAPITAL IMPROVEMENT PLAN DEVELOPMENT & LONG-TERM PLANNING

Capital Improvement Plan Development Overview

Each year, the Capital Improvement Plan is developed using the same process. While we continue to refine this process, basic components include: call for projects, project submission, project review & rating, revenue estimation, project scheduling & coordination, document preparation, & Council consideration. A brief outline of these key steps is outlined below.

Call for Projects & Capital Project Submission

The call for projects occurs near the beginning of October each fiscal year. A notification is sent to all County departments and divisions advising them that the project submission period is open and that materials have been published for use in submitting their projects. These submission materials are included in Appendix D of this document. After the initial call for projects, a meeting is held with all potential project managers reviewing the process, rating criteria, expectations, etc. The project managers are given approximately six weeks to develop the project submission.

Capital Project Review, Rating, and Scheduling

Upon receiving capital project submissions, the review committee reviews and rates each capital project according to pre-established criteria. Through this process, each project is graded as to its ability to impact health, safety & welfare of citizens and employees, its ability to meet mandated requirements, its ability to offer significant operational efficiencies, or its ability to meet a defined long-term need. A capital project rating sheet with rating criterion is included in Appendix D of this document. Available revenue sources are estimated along with associated operational expenditures. Once revenue estimation is complete, projects are scheduled according to the availability of revenues, individual project rating, debt capacity, impact on operations, etc. The proposed scheduling is reviewed and revised by County Administration, then formalized in a Recommended Capital Improvement Plan document and accompanying ordinance that is presented to County Council for consideration. The ordinance and plan are adopted with County Council changes after three readings and a public hearing. The first year of the plan is known as the Capital Year Budget and is appropriated as of July 1 of the fiscal year.

Impact of the County Comprehensive Plan

Spartanburg County recognizes the importance of developing a CIP which adheres to the overarching goals and specific recommendation of a County Comprehensive plan. In accordance with State Law, the County must update its Comprehensive Plan every ten years. As such, the FY 2012-16 CIP includes funding for the development and updating of this plan. Once completed, this plan will help to better identify needed capital projects, focus our efforts towards meeting the goals established by the plan, and help to better coordinate our efforts with those of other entities towards a common purpose.

As our CIP continues to be refined and improved, we recognize that the plan must be developed in concert with the Comprehensive Plan, Parks Master Plan, and other guiding documents. By more fully integrating these plans, we will be able to leverage opportunities for synergy, coordinate development and capital improvements across organizations & jurisdictions, and ultimately maximize the return to tax payers.

Coordination with County Committees

As with the development of any capital plan, our CIP is developed in coordination with various other County committees to ensure that outside funding sources are leveraged, where possible, and that the projects are coordinated in a manner that offers the maximum benefit to citizens. Committees include: County Transportation Committee, Planning Commission, and Spartanburg Area Transportation Study Committee. Through working with these committees, we are able to better time and coordinate our efforts, helping to ensure that tax payer funds are maximized and that necessary capital projects are completed when needed.

Future Considerations – Statement of Goals

Spartanburg County constantly strives to improve and enhance established processes, develop new, beneficial processes, and maximize efficiencies. In holding with this goal, the CIP is constantly evolving in order to better serve our citizens, our policy makers, and our staff. While our CIP remains in its infancy, we strive to more fully develop the CIP and its impact on the lives of citizens.