

# CAPITAL IMPROVEMENT PROGRAM



Williamson County is committed to developing an efficient Capital Improvement Program (CIP). This program will identify major capital needs across the county for the next five years and will provide a plan for funding future projects for roads, infrastructure, drainage, major repairs and upgrades to county facilities and the replacement of capital equipment including technological enhancements.

A Capital Improvement Committee will be responsible for reviewing departmental requests and proposing a five-year Capital Improvement Program. The Committee will include the following representatives:

Budget Officer  
Senior Director of HR  
Purchasing Director  
County Tax Assessor Representative  
Constable Precinct #2 Representative

The Committee will consider the feasibility of all requested projects submitted by County Departments/Offices. The Committee will also evaluate the necessity, priority, location, costs of the program (direct and indirect) and will consult with the Auditor's Office for preferred financing methods for the various projects. Priority will be given to projects of a life-safety nature or those required by statute.

Capital Improvement Projects will include project description, requested funding, operating budget impact (recurring and non-recurring), and revenue or efficiency factors. Smaller, replacement projects may be moved to the operating budget and funded during the budget adoption process. The Commissioners Court is responsible for final approval of all CIP projects and corresponding capital budgets.

Only projects approved by Commissioners Court will be considered an approved project. All subsequent year estimates are for planning purposes only and will be reevaluated at the conclusion of each year's budget process.

## Capital Improvement Committee

The Capital Improvement Committee (CIC) is responsible for reviewing the county's departmental capital improvement program requests and providing recommendations to Williamson County's Commissioners Court. The CIC has the authority to request assistance of other county departments/offices in the development of the CIP.

The overall goal of the CIC is to develop Capital Improvement Program recommendations that:

- Preserve the past by investing in the continued upgrade of county assets and infrastructure.
- Protect the present with improvements and/or additions to facilities, roads and capital investments.
- Plan for the future progression of the county.

Proposed projects will be submitted to the Budget Office via PowerPlan Decision Packages by county departments/offices. The CIC will prepare an in-depth analysis and review of the projects requested. The CIC will conduct an internal project ranking process and will use criteria to include, but not limited to, public health and safety, federal or state mandates, preservation of the County's existing capital investments, alleviation of overcrowding/workload, demand for services and consistency. All projects will be categorized by priority using the criteria listed below:

- Immediate – Projects in progress or expected to be started within one year.
- Short-Term – Projects expected to start within the next 2-3 years.
- Long-Term – Projects expected to begin within the next 4-5 years.
- Future – Projects anticipated, but not scheduled within a 5-year planning period.

The CIC will evaluate capital projects based on the urgency of the project, the readiness of the project and respective resources, whether the project is suitable for a phase-in approach and whether the project is consistent with the overall CIP. The CIC will make recommendations based on a ranking structure to Commissioners Court for their review and approval.

## Capital Project Evaluation Questions

### Urgency of the Project

- What are the most urgent projects and why?
- Is the project needed to respond to state or federal mandates?
- Will the project improve unsatisfactory environmental, health and safety conditions?
- What will happen if the project is not funded?
- Does the project accommodate increases in demand for services?

### Readiness of the Project

- Has the research and planning of the project been completed?
- Are plans, permits and other similar requirements ready?
- Are all departments ready to move forward with the project?
- Is the project compatible with the implementation of the other proposed projects?

### Phase-In of Project

- Can this project be separated into different phases?
- Is the timing of the project affected because funds are not available?
- Does the project have a net impact on the operating budget? If so, which years are impacted?
- Does the project preserve previous capital investments or restore a capital facility to adequate operating condition?

### Planning for the Project

- Does the project increase the efficiency of the service delivery?
- Who are the persons likely to benefit from the project?
- Will any group be adversely affected by the project?
- Are there any operation service changes that could affect the development of the projected cost estimates?

While project ratings are important in determining recommended priorities, the County's financial health is critical to all decisions.

## **Capital Improvement Program Calendar**

January – April: Departments prepare CIP requests

April: Auditor's Office reviews for category (operating or capital) designation

April – August: Budget Office works with Facilities and Departments for additional information

May – August: CIC to review requests and make recommendations

July: Budget Office works with Auditor to determine capital funding available

September: CIP Recommendation presented to Commissioners Court

September – October: Capital Improvement Program Approved