



# CAPTIAL PROJECT ADVISORY COMMITTEE SIGN IN SHEET

Wednesday, August 17, 2011

Paul Corbett, County Council [Chair]

Scott Moulder, County Administrator

Bobby Williams, Infrastructure Advisory Commission

David Mead, At Large Representative

John Rau, At Large Representative

Ryan Honea, Planning Commission

Kendra Brown, Finance Director

Lake Julian, Facilities Director

Art Holbrooks, OC Planning

SECRETARY: Elizabeth Hulse, Clerk to Council

*[Handwritten signatures]*

*David W. Mead*  
*John Rau*  
*Ryan Honea*

*[Handwritten signatures]*  
*Elizabeth Hulse*

## GUESTS:

Please Print Name

Please Sign Here

*Franklin Pearson*

*Boro Richards*

*Carlos Gonzalez*

*[Handwritten signatures]*  
*Boro Richards*  
*[Handwritten signature]*



Oconee County, South Carolina  
**Capital Projects Advisory Committee**  
**Capital Project Information Sheet**

Department: \_\_\_\_\_

Description: \_\_\_\_\_

Total Cost: \_\_\_\_\_ Estimated Useful Life in Years: \_\_\_\_\_ New or Replacement: \_\_\_\_\_

Start Date: \_\_\_\_\_ Estimated Time to Complete: \_\_\_\_\_

Cost Estimate	Amount	Additional Information
Site Acquisition and Pre-Design	\$ -	
Design and Administration	\$ -	
Construction Contracts	\$ -	
Furnishings, Fixtures and Equipment	\$ -	
Other Project Costs (Please Describe)	\$ -	
	\$ -	
	\$ -	
<b>TOTAL ESTIMATED COST</b>	<b>\$ -</b>	

Proposed Sources of Funding for the Total Request	Amount	Additional Information
County Annual Budget	\$ -	
General Obligation Bonds	\$ -	
Special Revenue Bonds	\$ -	
Capital Lease	\$ -	
Economic Development Millage	\$ -	
Bridge & Culvert Millage	\$ -	
Grants	\$ -	
LAT/ATAK	\$ -	
Fund Balance	\$ -	
Donations	\$ -	
Other (briefly describe):	\$ -	
<b>TOTAL PROPOSED FUNDING SOURCES</b>	<b>\$ -</b>	

Estimated Change in Operating Costs		
Category	Brief Description/Justification	Annual Cost
Additional Personnel		\$ -
Materials and Supplies		\$ -
Equipment		\$ -
Utilities		\$ -
Other		\$ -
		\$ -
	<b>TOTAL</b>	<b>\$ -</b>



## Oconee County, South Carolina

### Capital Project Advisory Committee Project Criteria Questionnaire

The purpose of this document is to assist the Capital Project Advisory Committee (CPAC) in understanding and scoring proposed capital projects. The questions are based on issues evaluated by CPAC, and attempt to establish an overview of the scope of the project.

**Instructions:** Answer each of the major questions (*in bold italics*) listed in the 7 criteria categories below. All major questions must be answered with either 'yes', 'no', or 'n/a' if not applicable. For any major question answered 'yes', provide the supporting information requested in a *complete and easy to understand* narrative that addresses each of the related detailed questions. Use as much space as is needed. Copies of any available documentation (engineering estimates, quotes, plan summaries, etc.) should be submitted as necessary.

#### **Criteria 1: Public Health, Safety and Mandates**

1. ***Does the proposed project directly address a health and/or safety need?***

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- What is the need most directly addressed by the proposed project, and how will it address the issue?
- Are there other possible alternatives to proposed project?
- Have other solutions been proposed/attempted?
- What secondary benefits to health and safety will result from the proposed project?

*Click on gray area to insert response -box will expand as needed:*

2. ***Does the proposed project address a federal/state mandate?***

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- What agency is mandating the project (note specific section of law/regulation)?

- b. Has the County Attorney reviewed the issue?
- c. Are there other possible alternatives to the proposed project?
- d. Is there a deadline to meet the mandate, and is this a recurring requirement? If so, what is the anticipated length of time the proposed project will remain in compliance?

*Click on gray area to insert response -box will expand as needed:*

## **Criteria 2: Goals Established in Adopted Plans**

3. *Does the proposed project help to implement goals established in the Comprehensive Plan?*

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What goal/objective/strategy(s) will be addressed by the proposed project?
- b. What timeline was adopted for implementation?
- c. Who was the agency listed as the responsible party in the plan?

*Click on gray area to insert response -box will expand as needed:*

4. *Is the proposed project consistent with adopted strategic plans?*

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What strategic plans reference the proposed project (note any timelines, responsible parties, etc.)?
- b. What agency sponsored the strategic plan?
- c. How was the plan developed?
- d. Has the plan been adopted/endorsed by County Council?

*Click on gray area to insert response -box will expand as needed:*

5. **Does the proposed project implement the recommendations of a previous study?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; If the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What agency sponsored the study (note the source of any funding)?
- b. What was the purpose of the study, and when was it performed?
- c. What factors considered in the study have changed since the work was done?
- d. Have the results of the study been presented to County Council?

Click on gray area to insert response -box will expand as needed:

6. **Has the proposed project been consistently included in previous Capital Improvement Plans?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. When was the project first proposed?
- b. What was the original proposed date of construction/acquisition/implementation?
- c. Has any other agency also included the proposed project (or significant portion of) on their capital improvement plan?

Click on gray area to insert response -box will expand as needed:

### **Criteria 3: Economic Development**

7. **Will the proposed project result in the creation of (or retention of) jobs?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. How many jobs will be created?
- b. How many jobs will be retained that would otherwise be lost without the proposed project?
- c. What types of jobs?

- d. What is that anticipated pay range of the jobs?
- e. Are there other known job-related benefits associated with the proposed project?

Click on gray area to insert response -box will expand as needed:

8. Will the proposed project facilitate development that directly enhances revenues through taxes or fees?

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What sources of increased revenues (taxes, fees, etc.) are anticipated to stem from the proposed project?
- b. What is the anticipated annual impact on each revenue source?
- c. Are there other possible enhancements to revenues that may be associated with the proposed project?

Click on gray area to insert response -box will expand as needed:

9. Will the proposed project enhance the County's image, thereby attracting potential investors?

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. How will the proposed project be viewed by the 'average' citizen?
- b. How 'visible' will the proposed project (or its benefits) be?
- c. What type(s) of, and how much, private investment is the proposed project anticipated to attract?
- d. What level and type of promoting will be necessary to achieve the proposed project's maximum potential in attracting investment?

Click on gray area to insert response -box will expand as needed:

**10. Will the proposed project help prevent the loss of jobs and/or revenue (other than any discussed above in this section) from Oconee County?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What types of jobs/revenue are subject to loss without the proposed project?
- b. Has a project similar to the one proposed been completed in the county/jurisdiction to which the jobs/revenue will potentially be lost? If so, describe.
- c. Are there known alternatives to the proposed project that may effectively save the jobs/revenue?

Click on gray area to insert response - box will expand as needed:

#### **Criteria 4: Capital Fiscal Impact**

**11. Will proposed project have a positive impact on the General Fund budget?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. How will the proposed project enhance revenues?
- b. What is the anticipated annual impact to the General Fund budget?
- c. What is the anticipated cost of delaying construction/acquisition of the proposed project?

Click on gray area to insert response - box will expand as needed:

**12. Will the proposed project facilitate acquisition of grants and/or other outside funding?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What types of grants and/or other outside funding sources are expected to be made available by construction/acquisition of the proposed project?

- b. Have other jurisdictions successfully leveraged such funds with similar projects? If so, provide a brief overview.

*Click on gray area to insert response -box will expand as needed:*

**13. Will the project be economically sustainable?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What resources (staffing, maintenance, upgrades, etc.) are anticipated to be required to operate and maintain the proposed project?
- b. How will the proposed project offset the cost of operation and maintenance?
- c. Are there additional potential sources of economic benefit available?

*Click on gray area to insert response -box will expand as needed:*

**14. Is the proposed project supported by available or previously designated funding?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What funding sources are designated for the proposed project?
- b. If the construction/acquisition of the proposed project is to be phased or otherwise completed over a period of 2 or more fiscal years, are the designated funds available for each fiscal year?

*Click on gray area to insert response -box will expand as needed:*

**15. Will construction/acquisition of the proposed project now result in significant savings or economies of scale?**

Yes  No  N/A



If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What are the anticipated costs to delaying the project?
- b. Are there factors other than inflation that may result in additional costs?

Click on gray area to insert response -box will expand as needed:

### **Criteria 5: Operation and Maintenance Fiscal Impact**

16. Will the proposed project have a positive impact on operation and maintenance budgets?

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What is the anticipated annual cost to operate and maintain the proposed project?
- b. What existing asset is to be replaced or modified by the proposed capital project?  
Include annual cost to operate and maintain, and note expected savings.

Click on gray area to insert response -box will expand as needed:

17. Will the proposed project improve the efficiency of existing operations?

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What existing services will be impacted by the proposed project?
- b. In what way will the proposed project improve existing services?
- c. Are there options to the proposed project to gain similar improvements in efficiency?

Click on gray area to insert response -box will expand as needed:

**18. Is the proposed project considered 'low-maintenance'?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. If the proposed project is the construction/acquisition of a replacement or improvement of an existing asset, how will it compare to current requirements?
- b. What are the key features related to ensuring the proposed project will require little maintenance?
- c. Are there warranties or guarantees associated with the proposed project?

*Click on gray area to insert response -box will expand as needed:*

**19. Will the proposed project require additional resources (staff, funding, etc.) to support its operation?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What additional resources will be required?
- b. Can some resources be 'shared' with other assets?
- c. Are there options available that will limit need for additional resources?

*Click on gray area to insert response -box will expand as needed:*

**20. Are there any existing assets which will be rendered obsolete/surplus or otherwise unneeded by the proposed project?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What assets will be rendered obsolete/surplus or otherwise unneeded by the proposed project?
- b. How functional are the assets in their current condition?
- c. What are the potential uses for the assets?

- d. What is the estimated costs to recondition/upgrade the assets for these identified potential uses? How much to demolish?

*Click on gray area to insert response -box will expand as needed:*

## **Criteria 6: Impact on Service Levels**

21. Will proposed project bring service up to desired level?

Yes  No  N/A

If the answer is No or N/A, move on to the next question; If the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- What is the desired level of service?
- Was the target service level determined through a formal study? If not, what is determination based on?

*Click on gray area to insert response -box will expand as needed:*

22. Will the proposed project improve levels of service provided by more than one asset or function?

Yes  No  N/A

If the answer is No or N/A, move on to the next question; If the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- What other asset or function will be enhanced by the proposed project?
- How will levels of service be enhanced?

*Click on gray area to insert response -box will expand as needed:*

## **Criteria 7: Relationship to Other Projects/Coordination**

23. Does the proposed project coordinate well with other ongoing or planned projects?

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What other projects may be impacted by the decision to construct/acquire the proposed project at this time?
- b. Are there any special concerns that need to be addressed to ensure the development of the proposed project does not negatively impact other projects?

*Click on gray area to insert response - box will expand as needed:*

**24. Can the project be effectively coordinated with other projects in the same area?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What other capital projects are being constructed/acquired in the same area?
- b. What are the steps necessary to ensure the proposed project does not negatively impact (or are negatively impacted by) other projects?

*Click on gray area to insert response - box will expand as needed:*

**25. Does the proposed project address needs or otherwise benefit other jurisdictions?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What jurisdiction(s) will benefit from the proposed project?
- b. What are the potential benefits?
- c. Is there a potential for partnership with the jurisdiction?

*Click on gray area to insert response - box will expand as needed:*

**26. Is the project timely or subject to a window of opportunity?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What is the timeframe for constructing/acquiring the proposed project?
- b. What are the potential negative impacts of delaying the project?
- c. Can construction/acquisition of the proposed project be phased or otherwise accomplished over multiple years?

*Click on gray area to insert response -box will expand as needed:*

**27. Will the project create any disruption or inconvenience to the public?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What are the potential sources of disruption or inconvenience to the public?
- b. What steps can be taken to mitigate the problems?

*Click on gray area to insert response -box will expand as needed:*

**28. Is the proposed project the best use of the funding available for its category of project?**

Yes  No  N/A

If the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. Are there other similar projects proposed (or expected to be proposed in the near future)?
- b. Why is the proposed project the best use of the funds?

*Click on gray area to insert response -box will expand as needed:*



# Oconee County, South Carolina

## Capital Project Advisory Committee

### Reviewer's Scoring Sheet

Project Description/Name: \_\_\_\_\_

CPAC Reviewer's Name: \_\_\_\_\_ Date Scored: \_\_\_\_\_ Project Score: \_\_\_\_\_

Instructions: Evaluate each stated consideration listed in Column 2 in terms of applicability to the proposed project. Score each consideration between 0 and 10, with 0 indicating the consideration is definitely False, and 10 indicating the stated consideration is definitely True. Scores between 0 and 10 indicate varying degrees of probability that the statement is true or false, with 5 indicating there is an equal chance the statement is either true or false.

Criteria	Considerations	Score (0-10)	Total Criteria Score
<b>Public Health, Safety and Mandates- 30% of Score</b>	Project directly addresses a health and/or safety need		
	Project directly addresses a regulatory mandate		
<b>Goals Established in Adopted Plans- 20% of Score</b>	Project helps implement goals established in the Comprehensive Plan		
	Project is consistent with adopted strategic plans		
	Project implements some or all recommendations of a previous study		
	Project has been consistently included in previous Capital Improvement Programs (CIP's)		
<b>Economic Development- 20% of Score</b>	Project will facilitate production of jobs		
	Project will facilitate development that directly enhances revenues		
	Project will enhance County's image, thereby attracting potential investors		
	Project will help prevent jobs/revenue leakage from the county		

Criteria	Considerations	Score (0-10)	Total Criteria Score
<b>Budgetary Impact- 20% of Score</b>	Project will have positive impact on General Fund budget		
	Project will facilitate acquisition of grants and other outside funding		
	Project will be economically sustainable		
	Project is supported by available or previously designated funding		
	Project construction/acquisition now will result in significant savings or economies of scale		
	Project will have a positive impact on operation and maintenance budgets		
	Project will improve efficiency of existing operations		
	Project will be low-maintenance		
<b>Impact on Service Levels and Relationship to Other Projects- 10% of Score</b>	Project will bring service up to desired level		
	Project will improve service levels of other assets or functions		
	Project coordinates well with other projects either ongoing or approved for near future		
	Project can be effectively coordinated with other projects in same area		
	Project will benefit other jurisdictions		
	Project is timely or is subject to a window of opportunity		
	Project is planned to create minimal disruption and inconvenience to the public		
	Project is ranked as best use of funding for category of project		



# Oconee County, South Carolina

## Capital Project Advisory Committee

### Project Scoring Sheet

Project Description/Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Proposed Budget FY: \_\_\_\_\_

Date Scored: \_\_\_\_\_

Reviewer	Public Health, Safety and Mandates 30%	Goals Established in Adopted Plans 20%	Economic Development 20%	Budgetary Impact 20%	Impact on Service Levels and Relationship to Other Projects 10%
1.					
2.					
3.					
4.					
5.					
Total Criteria Score					

Group Score Calculation		
Criteria	Formula	Weighted Score
Public Health, Safety and Mandates	Total Criteria Score/2 x 3	
Goals Established in Adopted Plans	Total Criteria Score/4 x 2	
Economic Development	Total Criteria Score/4 x 2	
Budgetary Impact	Total Criteria Score/9 x 2	
Impact on Service Levels and Relationship to Other Projects	Total Criteria Score/8 x 1	
<b>Total Project Score</b> (Out of Possible 100)		