

## COUNTY OF GREENVILLE CAPITAL PROJECTS

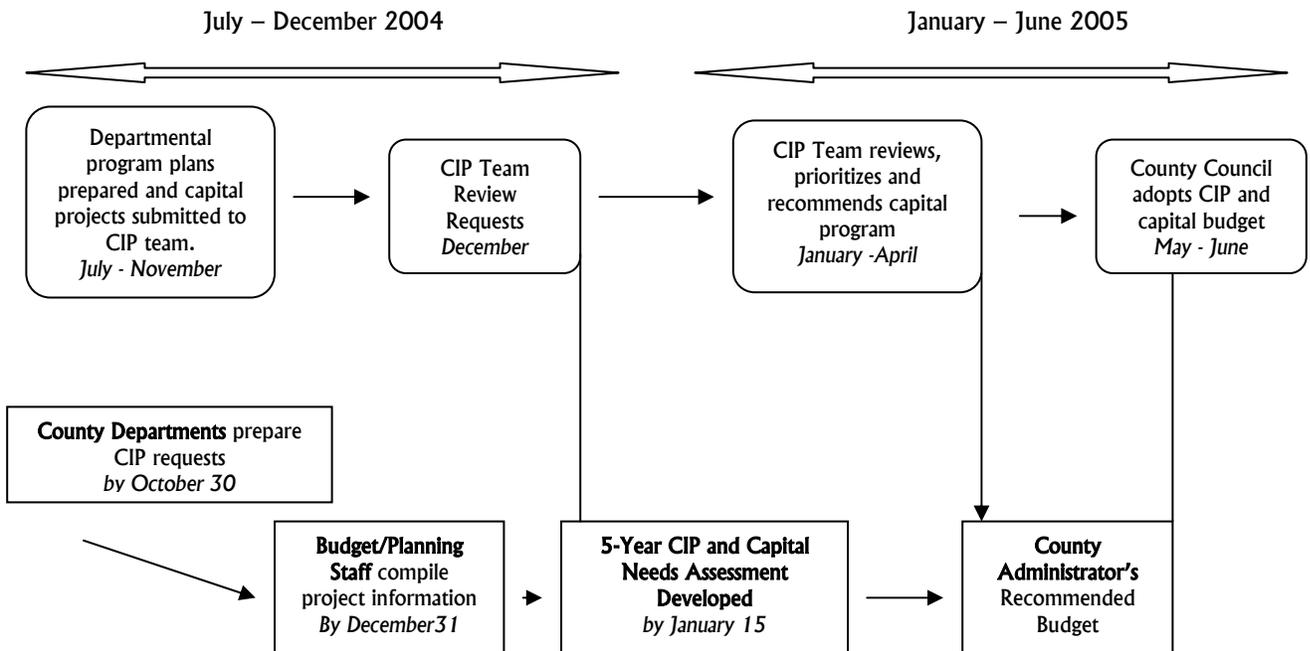
Capital projects are submitted and approved through the multi-year Capital Improvement Planning process. This section of the document provides information on the multi-year capital improvement program, the current program status, a summary of capital projects and a copy of the Capital Improvement Policies.

### CAPITAL IMPROVEMENT PROGRAM

The County of Greenville’s Capital Improvement Program is designed to identify major, infrequent and nonrecurring projects, which should be financed over a period of years. Greenville County has selected a programming period of 5 years. The development of a Capital Improvement Plan (CIP) involves a comprehensive evaluation of project planning, justification, coordination needs, priorities and relationship to budgeting policies. Therefore, the capital improvement budget is considered with budget decisions. Capital improvement programming is a continuous process involving yearly adjustments. The CIP includes capital projects recommended for fiscal years 2006 through 2010. Each fiscal year’s capital budget is submitted in conjunction with its respective operating budget. The CIP multi-year plan includes projects for which funding is currently available and for which future funding is reasonably assured.

### CAPITAL IMPROVEMENT PLANNING PROCESS

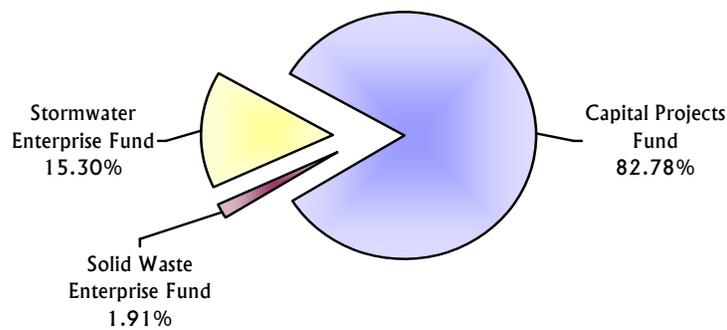
Shown below is a graphic depiction of the process followed for capital improvement planning.



### CURRENT PROGRAM STATUS

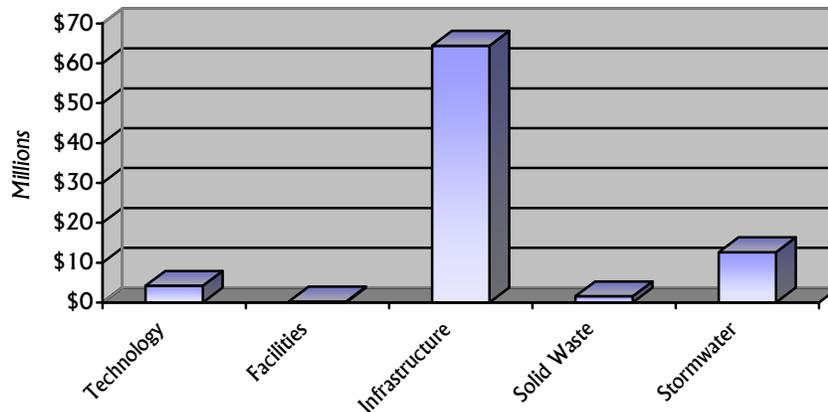
The FY2006-2010 Capital Improvement Program totals \$82.457 million for projects in the areas of technological improvements, facilities, infrastructure, solid waste, and stormwater. For the current biennium budget, capital projects total \$17.101 million for FY2006 and \$16.624 million for FY2007. Below are graphic comparisons of budgeted capital projects by fund and by type. The following page provides a detailed listing of capital projects and financing summary. In the capital projects fund, infrastructure expenditures are by far the greatest percentage. Capital projects funded by the County's enterprise funds are specific to each respective fund.

### CAPITAL PROJECTS BY FUND



### CAPITAL PROJECTS BY TYPE

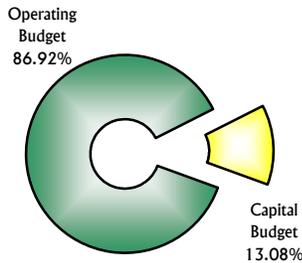
Following is a graphic comparison of the capital improvements plan by type of improvements. The majority of improvements are for infrastructure improvements, which includes the County's road program. Another large area is stormwater, which includes drainage projects and specific task force projects.



COUNTY OF GREENVILLE  
 COMPREHENSIVE CAPITAL IMPROVEMENT PROGRAM  
 FINANCING SUMMARY (In Millions)

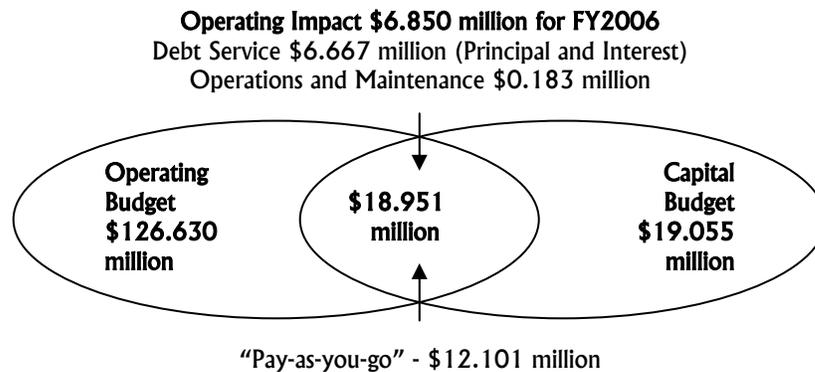
CAPITAL PROJECTS	CURRENT FUNDING SOURCE	FY06 BUDGET	FY07 BUDGET	FY08 PROPOSED	FY09 PROPOSED	FY10 PROPOSED	TOTAL FUNDS FY2006-FY2010	OPERATING IMPACT FY2006	OPERATING IMPACT FY2007
<b>COUNTY GOVERNMENT DEPARTMENTS</b>									
<b>Technological Improvements</b>									
Information Technology	General Fund Transfer	\$ 1.900	\$ 1.700	\$ -	\$ -	\$ -	\$ 3.600	\$ -	\$ -
Ortho Photography/Land Base	General Fund Transfer	\$ 0.200	\$ 0.100	\$ -	\$ -	\$ 0.300	\$ 0.600	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 2.100</b>	<b>\$ 1.800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0.300</b>	<b>\$ 4.200</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Facilities</b>									
Carpet Replacement	General Fund Transfer	\$ -	\$ -	\$ -	\$ -	\$ 0.260	\$ 0.260	\$ -	\$ -
<b>TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0.260</b>	<b>\$ 0.260</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Infrastructure</b>									
Road Program	RMF/GOBond	\$ 11.600	\$ 11.600	\$ 11.600	\$ 11.000	\$ 18.000	\$ 63.800	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 11.600</b>	<b>\$ 11.600</b>	<b>\$ 11.600</b>	<b>\$ 11.000</b>	<b>\$ 18.000</b>	<b>\$ 63.800</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CAPITAL PROJECTS FUND TOTAL</b>		<b>\$ 13.700</b>	<b>\$ 13.400</b>	<b>\$ 11.600</b>	<b>\$ 11.000</b>	<b>\$ 18.560</b>	<b>\$ 68.260</b>	<b>\$ -</b>	<b>\$ -</b>
<b>SOLID WASTE ENTERPRISE FUND</b>									
Solid Waste Landfill	Solid Waste Fes/Millage	\$ 0.500	\$ 0.700	\$ -	\$ -	\$ -	\$ 1.200	\$ -	\$ -
Enoree Convenience Center	General Fund Transfer	\$ 0.377	\$ -	\$ -	\$ -	\$ -	\$ 0.377	\$ 0.183	\$ -
<b>SOLID WASTE ENTERPRISE FUND TOTAL</b>		<b>\$ 0.877</b>	<b>\$ 0.700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1.577</b>	<b>\$ 0.183</b>	<b>\$ -</b>
<b>STORMWATER ENTERPRISE FUND</b>									
Neighborhood Flood Projects	Stormwater Fee	\$ 0.600	\$ 0.600	\$ 0.600	\$ 0.600	\$ 0.600	\$ 3.000	\$ -	\$ -
Stormwater Task Force Projects	Stormwater Fee	\$ 1.924	\$ 1.924	\$ 1.924	\$ 1,924	\$ 1,924	\$ 9,620	\$ -	\$ -
<b>STORMWATER ENTERPRISE FUND TOTAL</b>		<b>\$ 2.524</b>	<b>\$ 12.620</b>	<b>\$ -</b>	<b>\$ -</b>				
<b>TOTAL FOR ALL CAPITAL PROJECTS</b>		<b>\$ 17.101</b>	<b>\$ 16.624</b>	<b>\$ 14.124</b>	<b>\$ 13.524</b>	<b>\$ 21.084</b>	<b>\$ 82.457</b>	<b>\$ 0.183</b>	<b>\$ -</b>

## RELATIONSHIP BETWEEN OPERATING AND CAPITAL BUDGETS



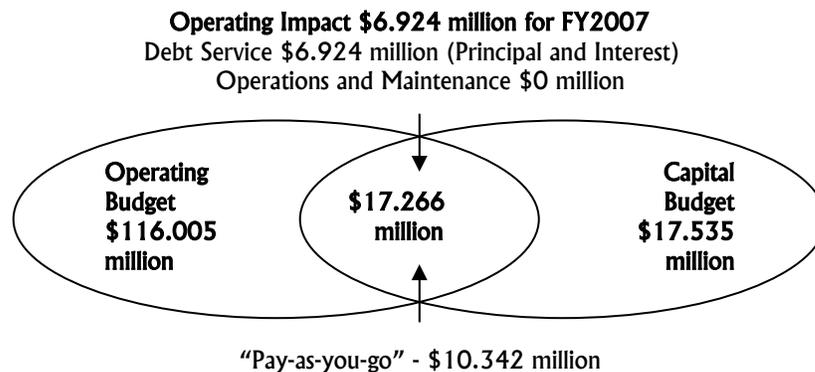
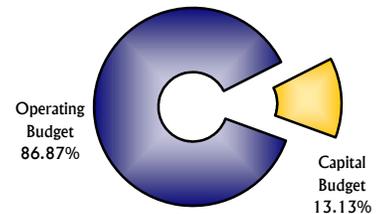
### Fiscal Year 2006

The chart below shows the relationship between the operating budget and capital expenditures for FY2006. Capital expenditures of \$19.055 million include capital projects of \$17.101 million. The impact on the \$126.630 million operating budget is \$6.850 million. This amount includes \$6.667 million in debt service for capital projects, \$0.183 million in estimated operational costs for new projects. The remaining \$12.101 million for “pay-as-you-go” projects will come from fund balances in each of the respective funds and/or special revenue.



### Fiscal Year 2007

The chart below shows the relationship between the operating budget and capital expenditures for FY2007. Capital expenditures of \$17.535 million include capital projects of \$16.624 million. The impact on the \$116.005 million operating budget is \$6.924 million, which is the debt service for capital projects. The remaining \$10.342 million for “pay-as-you-go” projects will come from fund balances in each respective funds and/or special revenue.



## OPERATING IMPACTS

A project might have an operating budget impact if the project includes the need for additional staff, maintenance, or daily operational costs. The amount of operating budget impact for each project is referred to in the following terms:

OPERATING IMPACT	DESCRIPTION
Positive	The project will either generate some revenue to offset expenses or reduce operating costs
No Impact	The project will cause no change in operating costs
Negligible	The impact will be very small; it will generate less than \$10,000 per year in increased operating expenditures.
Slight	The impact will be between \$10,001 and \$50,000 in increased operating expenditures
Moderate	The impact will be between \$50,001 and \$100,000 in increased operating expenditures
High	The impact will increase operating expenditures \$100,001 or more

## FUNDING SOURCES

The Capital Improvement Program utilizes a variety of funding sources to fund capital projects. These sources include: transfers from the County's general operating fund, general obligation bonds, special source revenue bonds via the County's Infrastructure Bank, pay-as-you-go basis either through ad valorem revenues or fees, and enterprise fund revenue. The chart below provides a description of funding sources.

FUNDING SOURCE	DESCRIPTION
General Fund Transfer	A major source of smaller capital projects is transfers from the County's general operating fund.
General Obligation Bonds	General Obligation Bonds are used to finance a variety of public projects. Article X, Section 14, of the constitution of the State of South Carolina, 1895, as amended, provides that counties shall have the power to incur bonded indebtedness in such a manner and upon such terms and conditions as the General Assembly shall prescribe by general law. General obligation debt may be incurred only for public and corporate purpose in an amount not exceeding 8% of the assessed value of all taxable property of each county.
Special Revenue Bonds	The South Carolina Code of Laws, Section 4-1-175 and 4-29-68 provides that counties can issue Special Source Revenue Bonds for the purpose of building or acquiring infrastructure necessary to continue the economic development of a county. The portion of the CIP which provides for the building or acquiring of infrastructure necessary to continue the economic development of the County is included in the Infrastructure Bank and funded through Special Source Revenue Bonds. The County has pledged the County portion of the revenue stream from the multi-county parks, which includes fee-in-lieu-of-taxes (FILOT) revenues.
Pay-as-you-go Basis	Another source utilized in the CIP is the pay-as-you-go basis either through ad valorem revenues or fees. The CIP utilizes a road maintenance fee of \$15 per vehicle to fund a portion of the road program.
Enterprise Fund Revenue	For the County's two enterprise funds, Solid Waste and Stormwater, improvements are funded through each fund's respective revenue.

**CAPITAL IMPROVEMENT PROJECTS SUMMARY  
 CAPITAL PROJECTS FUND**

The Capital Projects Fund is used to account for financial resources to be used for the acquisition or construction of major capital projects, other than those financed by proprietary funds. The FY2006-FY2010 Capital Improvement Program includes a budget of \$68.26 million for various capital projects in the areas of public safety, technological improvements, facility improvements, and infrastructure improvements. Each project is discussed in detail on the following pages.

**TECHNOLOGICAL IMPROVEMENTS \$4,200,000**

A total of \$4.2 million is programmed for technological improvements in the FY2006 – FY2010 Capital Improvement Program. These projects include the Greenville County Information Technology Plan and the Geographical Information System. These projects are described in more detail below.

**INFORMATION TECHNOLOGY  
 No Impact on Operating Budget**

**PROJECT NAME:** Information Technology

**LOCATION:** Various

**PROJECT DESCRIPTION**

This project entails implementing a comprehensive network system to provide connectivity between and among users, upgrading the County's AS400 platform, installing network hardware and end-user query reporting, and purchasing equipment for multiple county departments. The implementation of the Information Technology components will provide the County and its residents/customers with a more advanced, user friendly, citizen centered service organization through the addition, and replacement of equipment and software which will heighten Greenville County's technological abilities, enhance existing service delivery, and provide for future growth in technology.

<b>FY2006-2010 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)</b>						
	<b>FY06 APPROVED</b>	<b>FY07 APPROVED</b>	<b>FY08 PROPOSED</b>	<b>FY09 PROPOSED</b>	<b>FY10 PROPOSED</b>	<b>TOTAL</b>
Purchase of Equipment	\$ 1.900	\$ 1.700	\$ -	\$ -	\$ -	\$ 3.600
<b>Total Expenditures</b>	<b>\$ 1.900</b>	<b>\$ 1.700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3.600</b>
<b>CAPITAL FUNDING SCHEDULE (IN MILLIONS)</b>						
General Fund Transfer	\$ 1.900	\$ 1.700	\$ -	\$ -	\$ -	\$ 3.600
<b>Total Funding</b>	<b>\$ 1.900</b>	<b>\$ 1.700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3.600</b>
<b>OPERATING BUDGET IMPACT (No Impact)</b>						
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	-	-	-	-	-	-
Contractual Services	-	-	-	-	-	-
<b>Total Operating Costs</b>	<b>\$ -</b>	<b>\$ -</b>				

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

Information technology improvements are budgeted in a capital project fund and financed with a transfer from the General Fund in both years of the biennium budget. The budget reflects the cost of purchasing the necessary equipment. No additional operating costs are expected to be incurred.

**GIS-ORTHO PHOTOGRAPHY/LAND BASE UPDATES  
 No Impact on Operating Budget**

**PROJECT NAME:** GIS – Ortho Photography/Land Base Updates

**LOCATION:** Various

**PROJECT DESCRIPTION**

This project involves the production of a standard series of maps with survey control, aerial photography, analytic triangulation and digital and hardcopy map production. These GIS land base updates began in FY2001 and provide a mechanism for annual, incremental updates of aerial photography, planimetric and topographic data within the county. Changes in planimetric data such as building footprints, ponds, lakes, wetlands, streams, rivers, dams, bridges, parks, airports, street center lines, edge of pavement lines, and parking lots as well as changes in topography due to development will be captured and incorporated into the GIS database. The digital orthophotography database will be updated providing a current, accurate picture of what exists on the ground.

FY2006-2010 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)						
	FY06 APPROVED	FY07 APPROVED	FY08 PROPOSED	FY09 PROPOSED	FY10 PROPOSED	TOTAL
Purchase of Equipment	\$ 0.200	\$ 0.100	\$ -	\$ -	\$ 0.300	\$ 0.600
Total Expenditures	\$ 0.200	\$ 0.100	\$ -	\$ -	\$ 0.300	\$ 0.600
CAPITAL FUNDING SCHEDULE (IN MILLIONS)						
General Fund Transfer	\$ 0.200	\$ 0.100	\$ -	\$ -	\$ 0.300	\$ 0.600
Total Funding	\$ 0.200	\$ 0.100	\$ -	\$ -	\$ 0.300	\$ 0.600
OPERATING BUDGET IMPACT (No Impact)						
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	-	-	-	-	-	-
Contractual Services	-	-	-	-	-	-
Total Operating Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

Geographic information system improvements are budgeted in a capital project fund and financed with a general fund transfer. The budget reflects funding of \$600,000 for the five-year CIP planning period for updating the GIS land base. No additional operating costs are expected to be incurred.

<b>FACILITY PROJECTS      \$260,000</b>
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A total of \$260,000 is programmed for facility upgrades for County owned facilities. These projects are described in more detail below.

**CARPET REPLACEMENT**  
**No Impact on Operating Budget**

**PROJECT NAME:** Carpet Replacement

**LOCATION:** Various

**PROJECT DESCRIPTION**

This project involves replacement of interior floor coverings of Greenville County facilities. Carpet replacement recommendations are based on age and condition of carpet and facility usage. This project will allow the County to maintain appearance, safety standards, and ensure product availability in the most economical manner.

FY2006-2010 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)						
	FY06 APPROVED	FY07 APPROVED	FY08 PROPOSED	FY09 PROPOSED	FY10 PROPOSED	TOTAL
Renovations	\$ -	\$ -	\$ -	\$ -	\$ 0.260	\$ 0.260
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 0.260	\$ 0.260
CAPITAL FUNDING SCHEDULE (IN MILLIONS)						
General Fund Transfer	\$ -	\$ -	\$ -	\$ -	\$ 0.260	\$ 0.260
Total Funding	\$ -	\$ -	\$ -	\$ -	\$ 0.260	\$ 0.260
OPERATING BUDGET IMPACT (No Impact)						
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	-	-	-	-	-	-
Contractual Services	-	-	-	-	-	-
Total Operating Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

The replacement of the carpet at Greenville County facilities is budgeted in a capital project fund and financed with a general fund transfer. No additional operating costs are expected to be incurred.

<b>INFRASTRUCTURE IMPROVEMENTS    \$63,800,000</b>
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A total of \$63.8 million is programmed for infrastructure improvements for the FY2006 – FY2010 Capital Improvement Program. These projects include the County’s road program, which is described in more detail below.

**ROAD PROGRAM**  
**No Impact on Operating Budget**

**PROJECT NAME:** Road Program

**LOCATION:** Various

**PROJECT DESCRIPTION**

Road improvements include rehabilitation and/or reconstruction of “worst roads” first on a countywide basis. Planned projects are to be consistent with: (1) division and Council approved programs to reduce risk to public safety; (2) improvements on deteriorating road structures; and (3) Council approved Prescription for Progress Plan. The road program also includes bridge replacements, a traffic program, and a contribution for local municipality road programs.

FY2006-2010 CAPITAL IMPROVEMENT PROGRAM						
CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)						
	FY06	FY07	FY08	FY09	FY10	TOTAL
	APPROVED	APPROVED	PROPOSED	PROPOSED	PROPOSED	
Paving Program	\$ 5.530	\$ 5.530	\$ 5.530	\$ 5.325	\$ 7.650	\$ 29.565
Construction Projects	2.415	2.445	2.450	2.350	4.750	14.410
Bridges	0.755	0.810	0.745	0.650	1.500	4.460
Traffic & Safety Projects	0.225	0.225	0.225	0.225	0.650	1.550
Local Municipalities/Limited Partnerships	0.750	0.750	0.750	0.750	0.750	3.750
Cosulting Fees	1.925	1.840	1.900	1.700	2.700	10.065
<b>Total Expenditures</b>	<b>\$ 11.600</b>	<b>\$ 11.600</b>	<b>\$ 11.600</b>	<b>\$ 11.000</b>	<b>\$ 18.000</b>	<b>\$ 63.800</b>
CAPITAL FUNDING SCHEDULE (IN MILLIONS)						
General Obligation Bonds	\$ 5.000	\$ 10.000	\$ -	\$ 5.000	\$ -	\$ 20.000
Road Maintenance Fee	4.248	1.600	4.676	4.904	5.200	20.628
Other Sources/Fund Balance	2.352	-	6.924	1.096	12.800	23.172
<b>Total Funding</b>	<b>\$ 11.600</b>	<b>\$ 11.600</b>	<b>\$ 11.600</b>	<b>\$ 11.000</b>	<b>\$ 18.000</b>	<b>\$ 63.800</b>
OPERATING BUDGET IMPACT (No Impact)						
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	-	-	-	-	-	-
Contractual Services	-	-	-	-	-	-
<b>Total Operating Costs</b>	<b>\$ -</b>					

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

Funding for the road program is included in the capital projects fund and is financed through several instruments, such as General Obligation Bonds, Road Maintenance Fee, and other sources, including fund balance, interest and contributions from the Infrastructure Bank. This project provides a direct benefit to citizens through road and bridge improvements. No additional impact on the operating budget is anticipated.

**CAPITAL IMPROVEMENTS PROJECTS SUMMARY  
 PROPRIETARY FUNDS**

The County operates two enterprise funds: Solid Waste and Stormwater. Capital projects within these funds are accounted for in the appropriate proprietary enterprise fund. The FY2006-FY2010 Capital Improvement Program includes a budget of \$14.197 million for various capital projects in the areas of solid waste and stormwater. Each project is discussed in detail on the following pages.

<b>SOLID WASTE ENTERPRISE FUND</b>	<b>\$1,577,000</b>
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The FY2006-FY2010 Capital Improvement Program includes a budget of \$1.577 million for various capital projects in the solid waste enterprise fund, such as landfill improvements and the renovation of the Enoree Convenience Center.

**LANDFILL**

No Impact on Operating Budget

**PROJECT NAME:** Landfill

**LOCATION:** Anderson Ridge Road

**PROJECT DESCRIPTION**

The Enterprise Fund accounts for operations of the County's waste disposal, recycling, and landfill. Revenues are derived from three major source categories: tipping fees, property taxes, and other. Capital projects for the landfill include continued landfill development at the Southern Greenville County Landfill to ensure waste disposal capacity, equipment replacement for efficient operations, and maintenance of inactive landfills.

FY2006-2010 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)						
	FY06 APPROVED	FY07 APPROVED	FY08 PROPOSED	FY09 PROPOSED	FY10 PROPOSED	TOTAL
Landfill Development	\$ 0.500	\$ 0.700	\$ -	\$ -	\$ -	\$ 1.200
Total Expenditures	\$ 0.500	\$ 0.700	\$ -	\$ -	\$ -	\$ 1.200
CAPITAL FUNDING SCHEDULE (IN MILLIONS)						
Enterprise Fund Revenue	\$ 0.500	\$ 0.700	\$ -	\$ -	\$ -	\$ 1.200
Total Funding	\$ 0.500	\$ 0.700	\$ -	\$ -	\$ -	\$ 1.200
OPERATING BUDGET IMPACT (No Impact)						
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	-	-	-	-	-	-
Contractual Services	-	-	-	-	-	-
Total Operating Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

Funding for this project is included in the Solid Waste Enterprise Fund and is funded through revenue received for that fund. No additional impact on the operating budget is anticipated.

**ENOREE CONVENIENCE CENTER**  
 High Impact on Operating Budget

**PROJECT NAME:** Enoree Convenience Center

**LOCATION:** Anderson Ridge Road

**PROJECT DESCRIPTION**

This capital project will allow for continued citizen disposal of waste after the Enoree Landfill closes in 2006. The convenience center will receive residential waste and banned materials. Currently, approximately 450-650 vehicles/week use the Enoree Landfill as a convenience center. This project will help to reduce roadside or illegal dumping in the Enoree Landfill area.

FY2006-2010 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)						
	FY06 APPROVED	FY07 APPROVED	FY08 PROPOSED	FY09 PROPOSED	FY10 PROPOSED	TOTAL
Planning and Design	\$ 0.040	\$ -	\$ -	\$ -	\$ -	\$ 0.040
Site Improvement	0.047	-	-	-	-	0.047
Construction	0.120	-	-	-	-	0.120
Purchase of Equipment	0.130	-	-	-	-	0.130
Administration	0.005	-	-	-	-	0.005
Contingency	0.035	-	-	-	-	0.035
<b>Total Expenditures</b>	<b>\$ 0.377</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0.377</b>
CAPITAL FUNDING SCHEDULE (IN MILLIONS)						
General Fund Transfer	\$ 0.377	\$ -	\$ -	\$ -	\$ -	\$ 0.377
<b>Total Funding</b>	<b>\$ 0.377</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0.377</b>
OPERATING BUDGET IMPACT (No Impact)						
Personnel Services	\$ 0.065	\$ -	\$ -	\$ -	\$ -	\$ 0.065
Operating Expenses	0.091	-	-	-	-	0.091
Contractual Services	0.027	-	-	-	-	0.027
<b>Total Operating Costs</b>	<b>\$ 0.183</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0.183</b>

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

Funding for this project is provided for by a transfer from the General Fund to the Solid Waste Enterprise Fund in the amount of \$377,000 for FY2006. The annual operating impact of this project is anticipated to be approximately \$183,000, which includes funding for temporary personnel and other operational costs of the Convenience Center.

<b>STORMWATER ENTERPRISE FUND</b>	<b>\$12,620,000</b>
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The FY2006-FY2010 Capital Improvement Program includes a budget of \$12.620 million for capital projects in the Stormwater Enterprise Fund.

**STORMWATER PROJECTS**  
 No Impact on Operating Budget

**PROJECT NAME:** Stormwater Projects

**LOCATION:** Various

**PROJECT DESCRIPTION**

The project includes funding for neighborhood drainage improvement projects and flood projects and/or studies.

FY2006-2010 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)						
	FY06 PROPOSED	FY07 PROPOSED	FY08 PROPOSED	FY09 PROPOSED	FY10 PROPOSED	TOTAL
Neighborhood Flood Projects	\$ -	\$ -	\$ 0.600	\$ 0.600	\$ 0.600	\$ 1.800
Yorkshire Drive	0.175	-	-	-	-	0.175
Ila Street	0.180	-	-	-	-	0.180
Vedado Lane	0.245	-	-	-	-	0.245
4th Street	-	0.265	-	-	-	0.265
Greyleaf Court	-	0.150	-	-	-	0.150
Old Dunham Bridge Road	-	0.125	-	-	-	0.125
Hammet Street study	-	0.025	-	-	-	0.025
Satterfield/East Caroline Study	-	0.035	-	-	-	0.035
Task Force Projects	-	-	1.924	1.924	1.924	5.772
Brushy Creek Study	0.300	-	-	-	-	0.300
Lake Fairfield Recommendations	1.624	1.924	-	-	-	3.548
<b>Total Expenditures</b>	<b>\$ 2.524</b>	<b>\$ 12.620</b>				
CAPITAL FUNDING SCHEDULE (IN MILLIONS)						
Enterprise Fund Revenue	\$ 2.524	\$ 2.524	\$ 2.524	\$ 2.524	\$ 2.524	\$ 12.620
<b>Total Funding</b>	<b>\$ 2.524</b>	<b>\$ 12.620</b>				
OPERATING BUDGET IMPACT (No Impact)						
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	-	-	-	-	-	-
Contractual Services	-	-	-	-	-	-
<b>Total Operating Costs</b>	<b>\$ -</b>					

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

Funding for this project is included in the Stormwater Enterprise Fund and is funded through revenue received for that fund. No additional impact on the operating budget is anticipated.

## **CAPITAL IMPROVEMENT POLICIES**

<b>POLICY</b>	It is the policy of Greenville County government to develop, maintain, and revise when necessary, a continuing Capital Improvement Program. The goal of the program is to provide the infrastructure, i.e., streets, bridges, etc.; and physical plant required by the County to respond to needs and demands of the citizens in the manner that makes the best use of the limited monies available and is consistent with the various legal requirements and policies of the County.
<b>PURPOSE</b>	To set forth a process for capital improvement planning and programming, administering, and implementing, and reporting.
<b>DEFINITIONS</b>	
Capital Improvement Program	The County's Capital Improvement Program is a five-year plan for the making of capital expenditures to be incurred each year to meet the County's identified capital needs. It sets forth each project which the County is to undertake by fiscal year, and outlines those resources needed or estimated to finance the projected expenditures.
Annual Capital Budget	The County's capital budget is the designated year within the five-year Capital Improvement Program approved by the County Council and is included as a part of the County's adopted budget.
Capital Project	A capital project results in a permanent addition to the County's assets. This is accomplished by acquisition of property, new construction, or rehabilitation, reconstruction, or renovation of an existing facility to a 'like new' condition which extends its useful life or increases its usefulness or capacity. Capital projects are large-scale endeavors in cost, in size, and in benefit to the county. They involve nonrecurring expenditures or capital outlays from a variety of specifically identified funding sources and do not duplicate maintenance activities in the operating budget. Capital projects typically have a service life in excess of the life of the bond issues used to finance them – typically from fifteen to twenty years. The purchase of vehicles is not considered a capital project.
Unused Bond Proceeds	Unspent monies paid to the County by the purchaser or underwriter for an issue of county bonds and interest earned on those monies, intended for use to finance the project or purpose for which the bonds were issued.
Unspent Capital Project Funds	Unspent capital project funds are those resources other than bond proceeds that have been received but are not spent in completing the capital project as planned.
<b>CAPITAL IMPROVEMENT PLANNING &amp; PROGRAMMING</b>	The continuing capital improvement planning and programming process is designed to yield four products on an annual basis: an annual capital budget, a three-year funding program, a five-year CIP, and projects for future consideration. The planning and programming process requires the active participation of the following groups, entities, and agencies: citizens, County Council, Planning Commission, County Administrator's Office, Finance Department and Office of Management and Budget, Public Services and Facilities Department, other departments of the county involved in providing physical facilities, and as appropriate, representatives from cities incorporated within Greenville County.

Planning and  
Programming  
Process

The overall process of capital improvement planning and programming is in two phases: Phase 1 – five-year capital program development for separate functional areas and Phase 2 – review of department proposals and development of countywide capital program update. As the annual operating budget is developed, the departments, the Office of Management and Budget and the County Administrator’s Office will examine the five-year capital program and its impact on the operating budget.

*Phase 1*

Each line department of the County is responsible for biennially developing a departmental five-year capital improvement program. The building blocks of any CIP program are the individual projects. For each project requested, regardless of funding source, the departments are to provide the following information: community need for or purpose of the project, specific description or definition of project scope, priority ranking, fiscal impact, proposed financing schedule for each project, health and safety effects, environmental and social effects, distribution effects and general location, effects on inter-jurisdictional relationship, and advantages from relation to other capital project proposals.

It is the responsibility of the other operating units, as named below, to take steps to ensure that all essential information required by the Departments is available to the Departments on a timely basis.

Overall policy direction for Capital Improvement Programs is provided by the County Council and disseminated by the County Administrator’s Office.

Administrative policies and procedures are implemented by the County Administrator.

The Public Works Division, working with Purchasing, is responsible for providing five-year program project cost estimates and more refined budget cost estimates.

The Public Buildings Division, working with Purchasing, is responsible for developing an estimate of the operating and maintenance budget impact of new, improved or expanded County facilities.

It is the responsibility of the Planning Commission to convey information on the County’s Comprehensive Plan, including its policies and elements, facility plans, development and population trends, and annexations.

The Office of Management and Budget is responsible for providing current financial and budget information, respectively, affecting the short and long-term funding of all capital projects.

*Phase 2*

The first level of review of departmental proposals is accomplished simultaneously and independently by the Office of Management and Budget and the Planning Commission. The Planning Commission reviews the priority projects listing of the department and relates the projects and priorities to the Comprehensive Plan. The Office of Management and Budget works within the priorities proposed by the

departments and develops financing strategies and identifies funding limitations for the program proposals of the departments.

The second level of the review utilizes a Capital Improvements Team, which is hereby established. The team is chaired by the Deputy County Administrator. The team shall include the Director of General Services, the Planning Commission and the OMB Manager. The team shall prepare a five-year CIP and submit to the County Administrator the proposal no later than November 15 of each year. The County Administrator shall propose a CIP to the County Council after having concluded an initial budgetary review and comprehensive plan consistency review with the Planning Commission.

The County Administrator's proposed five-year Capital Improvement Program is to be submitted to the County Council on or by the first council meeting in February of each year.

**CAPITAL  
IMPROVEMENT  
PROGRAM  
ADMINISTRATION &  
IMPLEMENTATION**

The Capital Improvement Program administration and implementation process is designed to efficiently transform plans and programs to usable public facilities. Specific objectives of the process are to implement projects at minimum cost and in minimum time. The process begins with the annual adoption of the capital budget.

The administration and implementation process requires the active participation of the following groups, entities, and agencies: County Council, County Administrator's Office, Office of Management and Budget, Planning Commission and the Engineering and Purchasing Division, and each department of the County involved in providing physical facilities, maintenance and services.

**Administration &  
Implementation  
Process**

The Capital Improvement Program administration and implementation process can be identified as having five phases: project initiation by department, project design, contract bidding, project construction, and project closeout.

**Responsibilities**

The following process description is necessarily general. It is intended to set forth the responsibilities, functions, and required internal procedures for administering and implementing capital projects. It should be recognized that there are other requirements and procedures that are directed by outside agencies. They are primarily associated with federal aid programs which have varying procedure requirements. This directive will govern unless outside agency requirements dictate otherwise and, in such instances, variations from this directive will be permitted only with County Administrator approval.

**Phase 1  
Project Initiation**

Each Department is responsible for initiating those projects within its jurisdiction. The purpose of the initiation process is to verify that conditions existing at the time of approval still exist, that conditions of approval have been met, and that organizational readiness and project analysis has been reviewed under current conditions. In general, the order of project initiation will be consistent with the priority listing in the approved program. The following steps are required in this phase:

The Department prepares scope of project, designated project director, and submits capital improvement project memorandum, with scope of project attached to initiate project. The following information should be attached to the initiation request: request for a new project number, project cost

estimate, synopsis of project funding, project cash flow, project calendar, capital budget authorization, and verification of any special (non-current revenue) funding.

OMB verifies funding and advises the General Services Director who shall establish sufficient revenue and expenditure accounts, making transfers as appropriated, and forwards documents to the County Engineer for evaluation. Projects shall be expended from authorized funds, using most restrictive revenue first, as appropriated. Each reviewing department should process initiation forms within three working days of receipt.

Architects and engineers evaluate scope and determine adequacy of budget estimate. Other requirements such as land acquisition also reviewed at this time.

Capital Improvement Team either recommends project approval or refers back for additional work based on reports from initiating departments, OMB, and the Engineering staff.

Approval by the County Administrator or designee is necessary to authorize proceeding with project.

*Phase 2  
The Design*

Unless specific exception is made in Phase 1 project initiation, the Engineering staff is responsible for executing the design phase. The County may award professional services design and inspection contracts to outside architects and engineers for capital improvement projects.

Throughout the design phase, consultants are required to maintain liaison with the appropriate County departments to assure functional acceptability and that operating and maintenance considerations are fully considered. The Engineering staff will ensure proper coordination in this regard. The project design will be subject to acceptance by the professional Engineering staff and the operating Department.

The Building Maintenance Division will refine earlier estimates of the operating and maintenance budget impact of new or expanded County facilities during the design phase. The projected operating and maintenance budget impact shall include, but is not limited to, estimates of the increased costs for custodial and maintenance requirements, utilities, and staffing needs for a period of each of five consecutive fiscal years.

*Phase 3  
Contract Bidding*

Upon the completion of the design phase, reporting of deviations between project budget and cost estimates resulting from design phase and authorization by the County Administrator to proceed, the Engineering staff will forward plans and specifications to the Director of General Services, Purchasing and the operating Department Director for processing of the construction contract. The following steps are required in the bidding process: issuance of notice of call for bids; conduct pre-bid conference with prospective bidders, where appropriate; authorize written agenda to contract documents as required; receipt and public opening of bids; refer bids to Engineering and Purchasing staff and the operating department for evaluation and recommendation; verify contractor's ability to obtain bond and insurance documents and compliance with purchase procedures; award of contract in accordance County

purchasing policies and procedures; approval as to form by the County Attorney (public improvement contracts require the approval of County Council. Requests for Council action must be submitted to OMB 8-10 working days before the Council meeting. OMB is responsible for review and submittal to the County Administrator for inclusion on Council agenda no later than 5 working days prior to Council meeting.); execution of contract; approval by the County Administrator or designee; and notify contractor, County representative responsible for administering the contract, and operating Department that contract documents are completed.

*Phase 4  
Project Consultation/  
Construction*

Upon completion of Phase 3, the County representative designated in the contract to administer the work and perform inspection will: (1) conduct a pre-construction conference (utilizing the checklist) to coordinate the construction with utility and traffic requirements and to provide Purchasing the opportunity to explain equal employment opportunity provisions, local and federal and the procedures for change orders and process payments; (2) establish a date for commencement of the work and issue a notice to proceed; (3) coordinate the inspection functions of the consultant; (4) actively pursue the progress of the work, performing timely inspections and processing progress payments as required; (4) where needed, recommend and initiate change orders to the contract; (5) authorize field change orders to the contract not to exceed \$5,000 or 10% of the original contract price, whichever is smaller and make recommendations to Purchasing for change orders in excess of these amounts; (6) handle emergency field change orders; (7) conduct final inspection of the project with the contractor, consultant and operating department where appropriate; (8) ensure corrective action on all deficiencies; and (9) issue certificate of completion and process final payment documents.

*Phase 5  
Project Close-Out*

Upon completion of the construction phase and within 90 days of final contractor payment, the initiating Department will enter final costs, completion dates, identification of unspent funds, and other pertinent information on projects close-out form, sign the certificate of completion and return the original form to the General Services Department. Departments shall be responsible to reconcile any differences between project closeout detail and the County's financial and CIP tracking system. The General Services Department will verify the funding information, then shall close out appropriate project accounts within fifteen days of receipt of notice verifying the amount of unspent bond proceeds and/or unspent capital project funds.

*Phase 6  
Project Final*

After project closeout, total revenues should equal total expenses. There should be no further charges to the project account.

**REVISIONS IN  
CAPITAL PROGRAMS  
AND CAPITAL  
PROJECTS**

OMB will be responsible for the coordination of the preparation and submission of reports, setting out revisions that are recommended, and the current status of the capital projects. All proposed capital project changes shall be submitted through OMB for the approval of the County Administrator.

Departments shall endeavor to implement without change their approved capital program and the projects therein. However, it is recognized that, for a variety of reasons, changes are necessary and, therefore, procedures to accommodate changes are established herein.

No capital project shall be undertaken unless it is included in the capital budget or is approved by County Council.

No capital project shall be deleted from the capital budget unless approved by the Council or notice given to Council.

In no case shall projects incur a funding deficit without approval of the County Council.

The underlying principles governing the handling of proposed capital program and capital project changes are to ensure consistency with County Council policy direction, available budget capacity, and the achievement of the overall functional objectives of the Department, as embodied in the adopted CIP, and to ensure that changes are handled in a visible manner with all appropriate entities involved.

All changes to capital programs and projects shall be reported to the County Council on a quarterly basis.

**PROJECT  
REPORTING  
PROCEDURE**

In October, January, April, and July, the OMB will assemble a Capital Improvements Project Status Report for distribution to the Council through the Quarterly Operating Report.

Status of Previously  
Approved or Carried  
Forward Projects

Each October and November, the Departments are scheduled to brief the Capital Improvements Team on the status of that Department's then existing capital program budget and individual projects. This status briefing is especially useful in identifying those projects that have fallen behind schedule and, thus, may need to be included, although not originally planned, in a subsequent year's budget.

The presence of carried forward projects could place the County in the awkward position of having to use scarce budget capacity twice; once in the initial budget year and then again in the subsequent period. The result is a needless use of legal budget capacity and, therefore, carry forward projects are to be discouraged. Each department will monitor project implementation closely.