

Augusta Georgia
SPLIT Phase 8
Project Request Form

Project Name **Convert Files to Digital**

PROJECT SUMMARY SHEET

A. Submitting Department, Agency, or Association: Central Services Department

B. Project Name / Brief Description:

Convert paper files to digital for archiving to reduce the are of space required for storage in existing and new facilities.

Check box if project represents a continuation from a previous SPLOST:

C. Project Location / Address: To be determined

Check box if Site Selection required:
(If site selection is required, fill out section VI. Site Criteria & Standards)

Current Property Owner (if applicable): N/A

D. District: All

E. Proposed Project Budget (round to nearest thousands):

Total SPLOST 8 Request: ¹	\$750,000
Annual Operating Cost: ²	\$ -

¹ Figure from section III. Project Costs, first column (Total) for **SPLOST 8** Project Total

² Figure from section V. Operating Costs, first column (Annual Costs) for Total Operating Costs for Project.

F. Contact Person: Takiyah A. Douse

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G. Project Classification: Public Facilities and Infrastructure

Augusta Georgia
SPLOT Phase 8
Project Request Form

Project Name **Convert Files to Digital**

I. PROJECT JUSTIFICATION:

A. Project Mission Statement / Goals & Objectives:

Improve the effectiveness of Augusta's document archive system.

B. How will this project help meet the Public Safety, Basic Facilities / Infrastructure, and/or Quality of Life needs in Augusta Richmond County?

Reducing the space required for file storage in new and existing facilities will free up space for other purposes or, potentially, reduce the size building required. Either way, in the long run, less space will need to be constructed which result in lower overall operating costs.

C. Why should this project be considered for SPLOST VIII type funding?

There is a critical need and no other funding mechanism currently available.

D. To meet the Project Goals & Objectives, when should this project be completed?

Spreading the project over multiple years would be effective.

E. Is this project recommended / included in any existing Augusta Richmond County Land Use Plan or Masterplan? If yes, please explain and provide necessary information.

No

Augusta Georgia
SLOT Phase 8
Project Request Form

Project Name **Convert Files to Digital**

II. PROJECT DESCRIPTION:

A. Project Construction Program / Description:

(Provide within this space a Construction Program / Description for the project. Agencies and departments submitting requests should be prepared to submit detailed construction information, etc., as required during the technical review process.)

No construction is required

B. Projected Useful Life of Project:

Perpetual

C. Site Specific Information: (address, tax map parcel #, etc.)

N/A

Check box if site currently owned by Augusta Richmond County:

Augusta Georgia
SPLIT Phase 8
 Project Request Form

Project Name **Convert Files to Digital**

III. PROJECT COSTS:

A. Detailed project capital budget costs (to be funded from **SPLOST 8** only):

Project Costs (round to thousand)	Total	YR1 (22)	YR2 (23)	YR3 (24)	YR4 (25)	YR5 (27)	YR6 (21)
1. Land Acquisition / ROW / Easement:	\$0	-	-	-	-	-	-
2. Design Fees:	\$0				-	-	-
3. Miscellaneous Fees:	\$0				-	-	-
4. Fixtures, Furniture, and Equipment	\$0				-	-	-
5. Construction:	\$0				-	-	-
6. Testing:	\$0				-	-	-
8. Construction Contingency	\$0				-	-	-
9. Project Management:	\$0				-	-	-
10. Other (describe):Contract	\$750,000	200,000	150,000	100,000	100,000	100,000	100,000
11. Other (describe):	\$0	-	-	-	-	-	-
SPLOST 8 Project Total:	\$750,000	\$200,000	\$150,000	\$100,000	\$100,000	\$100,000	\$100,000

IV. PROJECT FINANCING:

A. Detailed project capital budget costs (to be funded from **SPLOST 8** only):

Project Sources (round to thousand)	Total	YR1 (22)	YR2 (23)	YR3 (24)	YR4 (25)	YR5 (27)	YR6 (21)
1. SPLOST 8 *	\$750,000	\$200,000	\$150,000	\$100,000	\$100,000	\$100,000	\$100,000
2. ARC General Fund:	\$0	-	-	-	-	-	-
3. State Grant:	\$0	-	-	-	-	-	-
4. Federal Grant:	\$0	-	-	-	-	-	-
5. Previous SPLOST:	\$0	-	-	-	-	-	-
6. Testing:	\$0	-	-	-	-	-	-
7. Reimbursement Amount	\$0	-	-	-	-	-	-
7. Other (describe):	\$0	-	-	-	-	-	-
8. Other (describe):	\$0	-	-	-	-	-	-
Total Sources:	\$750,000	\$200,000	\$150,000	\$100,000	\$100,000	\$550,000	\$100,000

* Amount from section III.A., "Detailed project capital budget costs" (**SPLOST 8** Project Total).

Augusta Georgia
 SPLIT Phase 8
 Project Request Form

Project Name **Convert Files to Digital**

B. Describe the current commitments for the other sources funding this project:

None

V. OPERATING COSTS:

A. Total Annual Operating Costs when Project is complete:

Operating Cost (round to thousand)	Annual Costs
(Estimated) Operating Revenues	\$ -
1. Personnel Costs:	-
2. Utilities:	-
■ Gas:	-
■ Electrical:	-
■ Water:	-
■ Sewer:	-
■ Phone:	-
■ Computers:	-
3. Operating Supplies:	-
4. Equipment Maintenance:	-
5. Facility Maintenance:	-
6. Non-Capital:	-
7. Other (describe):	-
8. Other (describe):	-
TOTAL OPERATING COSTS OF PROJECT:	\$ -
NET INCOME (ESTIMATED):	\$ -

Augusta Georgia
SLOT Phase 8
Project Request Form

Project Name **Convert Files to Digital**

B. Additional Personnel Information:

1. Identify the number of additional staff positions needed when project is completed:

- Full-Time: _____ 0
- Part-Time: _____ 0

2. Briefly describe the responsibilities of each additional staff position:

3. Identify the projected salary and fringe benefit cost for each additional staff position:

Augusta Georgia
SPLIT Phase 8
Project Request Form

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VI. Site Criteria and Standards (only applicable if site Selection is required):

A. General Criteria:

1. Acreage:

- **Size:** Minimum acreage necessary for project, inclusive of parking and other
- **Topography:** Describe type of topography necessary to meet Goals and Objectives.
- **Estimated cost per acre:** Provide an estimated cost per acre and an explanation of how

2. Location / Accessibility:

- **Relative to its service area:** Define location relative to the project's service area that
- **Vehicular:** If necessary to meet the Goals and Objectives, describe what types of
- **Pedestrians:** Same as vehicular, but for pedestrians.
- **Bicycle Access:** Same as vehicular, but for bicycles.

B. No further information on site criteria and standards is necessary for the project request form at this time. However, additional

- **Development / Adjacent Impacts** (visibility, compatibility with land use plan, buffering,
- **Economy / Financing** (on- and off-site development costs, joint development
- **Environmental** (historic standards, traffic impacts, aesthetic standards, air quality, noise
- **Community Values** (displacements required, security needs, etc.)

VII. OTHER IMPACTS:

A. Positive / Negative Impacts on ARC Departments, Agencies, or other Organizations:

Digital files are much easier to access and search. This should improve efficiencies for all departments.

Augusta Georgia
SPLIT Phase 8
Project Request Form

Project Name **Convert Files to Digital**

B. Positive / Negative Impacts on existing Infrastructure / Systems:

C. Positive / Negative Impacts on Augusta Richmond County Tax Base:

VIII. OTHER INFORMATION:

A. Provide other information that would assist in the review of this proposed project: