



CITY OF WALHALLA

Main Street to the Mountains

AGENDA

Finance Committee Meeting

January 29, 2026

5:00 PM

Council Chambers | 206 N Church St. Walhalla, SC

Tim Hall
Mayor

Josh Holliday
Mayor Pro Tem

Jessie Bunning
Councilwoman

Chris Grant
Councilman

Lynn McClain
Councilwoman

Sarai Melendez
Councilwoman

David Underwood
Councilman

Michael Kozlarek
City Attorney

Celia Boyd Myers
City Administrator

- I.** Call to Order/Welcome
- II.** Approval of Agenda
- III.** Emergency Watershed Project RFQ
- IV.** Proposed Backflow Coordinator Contract
- V.** Position Descriptions
 - a. Finance Director
 - b. City Clerk
- VI.** FY26-27 Budget
 - a. CIP Timeline and Process
 - b. Departmental Budget Requests Timeline and Process
- VII.** Current Budget Status
 - a. Departmental
 - b. Projected Shortfalls
- VIII.** Fleet Management
 - a. Personnel Responsibilities
 - b. Capital Sale Process through GovDeals
- IX.** Adjournment

Finance Committee Members

Lynn McClain, Chair

Josh Holliday

David Underwood

City of Walhalla

Request for Qualifications (RFQ)

Engineering Services for USDA Emergency Watershed Protection (EWP) Project

RFQ No.: 2025-04

This RFQ is issued in accordance with:

- 2 CFR §§ 200.317–200.327 (Uniform Administrative Requirements)
- Appendix II to 2 CFR Part 200 (Contract Provisions)
- 7 CFR Part 654 (NRCS O&M Requirements)
- EWPP National Sponsor's Guide (2021)

1. Introduction

The City of Walhalla, South Carolina, is soliciting Statements of Qualifications (SOQs) from qualified engineering firms with a South Carolina- licensed Professional Engineer to provide engineering services for the design and construction management of recovery measures under the USDA Natural Resources Conservation Service (NRCS) Emergency Watershed Protection (EWP) Program, DSR 45-03-24-5060-001

This project is federally funded and must comply with all applicable federal, state, and local regulations, including 2 CFR Part 200 and USDA NRCS programmatic requirements. The City of Walhalla is an equal opportunity employer and encourages participation by minority and women-owned businesses.

2. Project Overview

This project includes debris collection, processing, removal, hauling, bank stabilization, and erosion control along Cane Creek and tributaries, and the Stumphouse Tunnel Pond area in Oconee County, SC. The total estimated construction cost is \$2,840,942 with completion estimated in Spring of 2026.

3. Scope of Services

All work must comply with NRCS standards and specifications, including:

- NRCS Conservation Practice Standards (e.g., CPS 580, CPS 326)
- NRCS Field Office Technical Guide (FOTG)
- National Engineering Manual

The selected engineering firm will be responsible for:

Project Design Phase

- Site investigations, assessments and engineering surveys
- Preparation of 50% and 100% design documents for NRCS review and concurrence
- Ensure that special requirements for compliance with environmental and/or cultural resource laws are incorporated into the project and subsequent contract.
- Acquire permits in accordance with local, State and Federal law as necessary for the installation of EWP program project measures.
- Preparation of Quality Assurance Plan (QAP) and Operation & Maintenance (O&M) Plan
 - Construction drawings and specifications
 - Operation and Maintenance (O&M) Plan
 - Quality Assurance Plan (QAP)
 - Design analysis
 - Engineer's cost estimate of the project installation costs
- Provide sealed final plans by a South Carolina-licensed Professional Engineer

Construction Phase

- Assist with bid solicitation and contractor selection
- Provide construction oversight and quality assurance per QAP
- Ensure that technical and engineering standards specifications of NRCS are adhered to during construction of the project as interpreted by the NRCS Program / Technical Contract for this project. Provide the NRCS Program/ Technical Contact progress reports as necessary
- Coordinate with NRCS for site visits and verification required for reimbursement
- Conduct final inspections and provide PE certification of compliance
- Prepare and submit as-built drawings and PE certification by a South Carolina-licensed Professional Engineer

Administrative Support

- Coordinate with Appalachian Council of Governments for administrative compliance
- Conduct and provide information for monthly progress reports

- Ensure compliance with environmental and cultural resource requirements
- Assist with permitting and regulatory coordination

4. Deliverables

- Preliminary (50%) and Final (100%) Design Packages
- Final Sealed Plans and Specifications
- Operation and Maintenance Plan & Quality Assurance Plan
- As-Built Drawings
- Monthly Progress Reports
- Final Inspection Report and PE Certification

5. Qualifications Requirements

Firms must demonstrate:

- Experience with NRCS EWP or similar federally funded watershed projects
- Familiarity with 2 CFR Part 200 procurement standards
- Licensed Professional Engineer in South Carolina
- Capacity to meet project milestones and reporting requirements
- Experience with environmental permitting and cultural resource compliance

6. Evaluation Criteria

Criteria	Weight
Relevant Project Experience	30%
Qualifications of Key Personnel	25%
Understanding of Scope and Approach	20%
Past Performance and References	15%
Capacity to Perform Work Timely	10%

Proposal: Full Turnkey CCC Program – Non-Res 289 properties (5 years)

Number of CCC Surveys	# of Months	Yr 1 Monthly Cost	Yr 1 Annual Cost	Total Cost over 5 years
83/year 69 initial 14 follow-up	60	\$978.88	\$11,746.57	\$63,623

Annual Cost per Connection: \$44.03

Monthly Cost per Connection: \$3.67

*Pricing is based on a 5-year commitment, with 4% increase annually

*See proposal document for additional details

*Proposed pricing is valid for 90 days from the receipt of this proposal.

Proposal: Full Turnkey CCC Program – Residential 7,000 properties (5 years)

Number of CCC Surveys	# of Months	Yr 1 Monthly Cost	Yr 1 Annual Cost	Total Cost over 5 years
840/year 700 regular 140 follow-up	60	\$3,804.06	\$45,648.75	\$247,248.37

Annual Cost per Connection: \$7.06
Monthly Cost per Connection: \$0.59

^{**}Pricing is based on a 5-year commitment, with 4% increase annually

^{*}See proposal document for additional details

^{*}Proposed pricing is valid for 90 days from the receipt of this proposal.



CITY OF WALHALLA POSITION DESCRIPTION FINANCE DIRECTOR - ADMINISTRATION

GENERAL PURPOSE

Performs a wide variety of routine professional, technical, administrative and specialized work related to financial management of the City, including budgeting, accounts receivable, accounts payable, human resources, payroll, risk management and other fiscal systems of the City.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

Accounting Clerk

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as chief financial officer to the City;

Plans, directs, supervises and participates in the general accounting, investment, audit, banking and debt management functions of the City;

Analyzes, interprets and communicates the financial status of the organization to the City Administrator and Council;

Supervise the collection of taxes, fees and other accounts receivable, in accordance with local, state and federal laws;

Maintains financial records and prepares financial reports;

Assists in budget preparation and execution;

Conducts internal audits, ensuring compliance;

Provides recommendations for financial planning, cost control and revenue generation;

Lead preparations for the City's annual external audit performed by a third party CPA firm;

Processes payroll and accounts payable;

Prepares bank deposits;

Processes insurance claims with MASC SCMIT and SCMIRF;

Establishes and maintains internal control procedures and assures that GAAP standards, as well as state and federal government requirements are maintained;

Maintains employee benefit programs and related data;

Maintains daily cash balance, exams receipts for accuracy and completeness, reconciles bank statements;

Coordinates state purchasing requests, bid requests and serves as City Purchasing Agent; Performs Notary Public function;

Assists in the development, implementation and adherence to adopted financial policies that result in the sound financial management of the City;

Monitors revenues and expenditures to ensure adherence to budget allocations;

PERIPHERAL DUTIES

Prepares reports for City Administrator and Council, as directed;

Attends Council meetings, as required;

Receives and responds to inquiries, concerns and complaints in areas of responsibility;

Answers questions and responds to inquiries from the public, other governmental agencies and business contacts and refer to appropriate persons when necessary;

Provides general customer service, including answering department telephone and email, taking messages, and resolving or referring issues to appropriate staff person;

Manages record keeping procedures and systems, filing, and archiving files, as needed;

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Accounting, Business Administration or related field.

Five (5) years of increasingly responsible professional and administrative experience in public finance administration.

Preferred Education & Experience:

Master's Degree.

Certified Government Finance Officer (CGFO), Certified Finance Officer (CPFO) or Certified Public Accountant (CPA)

Necessary Knowledge, Skills and Abilities:

Proficient knowledge in Microsoft Office Suite, particularly Word, Outlook and Excel; Adobe, Canva; similar programs.

Knowledge of business English, spelling, arithmetic, and vocabulary.

Strong proficiency in accounting software, experience with Springbrook Cirrus software a plus;

Knowledge of governmental organization and public administration principles and practices.

Knowledge of principles and practices of conflict resolution, while being professional and courteous.

Excellent verbal and written communication skills.

Excellent organizational skills with attention to detail; and time management skills with a proven ability to meet deadlines.

Ability to exercise judgment regarding confidential information.

Ability to maintain positive, customer-focused relationships with co-workers, supervisors, agencies, the general public and all other internal and external customers.

Work is performed onsite; must be present at work to perform the essential functions of this job.

SPECIAL REQUIREMENTS

Possession of a valid South Carolina Driver's License.

Must be bondable.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, calculator, telephone and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to twenty-five pounds of force on a periodic basis. Specific vision abilities required by this job include close vision, the ability to adjust focus.

WORK ENVIRONMENT

The work consists of administrative, field work and logistics coordination in an executive office environment. Routine interruptions contribute to the complexity of the work.

The noise level in the work environment is usually moderately quiet.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The City of Walhalla is an equal opportunity employer.

CITY OF WALHALLA POSITION DESCRIPTION CITY CLERK - ADMINISTRATION

GENERAL PURPOSE

Performs a wide variety of routine paraprofessional, technical, administrative and specialized work involved in supporting the functions of the mayor and city council; provide support as necessary for administrative staff; maintain city records.

SUPERVISION RECEIVED

Works under the general supervision of the Mayor and City Council.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs records management for the City;

Oversee or perform an accurate recording of the Council meetings, including the preparation of minutes in proper legislative terminology;

Record, index and file minutes for the public record and distribute information as requested;

Maintain City codes, uploading ordinances and resolution of the council and overseeing the codification of ordinances quarterly into the Municipal Code.

Perform certification and recording for the City, as required on legal documents and other records, seal and attest by signature on documents, as required;

Prepare and advertise meeting agendas, legal notices of public hearings and special meetings;

Perform Notary Public function for office;

PERIPHERAL DUTIES

May be called upon to provide support to other departments, receive requests for records and processes routine requests;

Attend Council meetings; serve as city representation at Council meeting in the absence of the City Administrator;

Point of contact for citizens seeking to contact the Mayor or City Council;

Answers questions and responds to inquiries from the public, other governmental agencies and business contacts and refer to appropriate persons when necessary;

Provides general customer service, including answering telephone and email, taking messages, and resolving or referring issues to appropriate staff person;

Prepare corresponding reports;

Manages record keeping procedures and systems, filing, and archiving files, as needed;

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

High School Diploma or GED

Two (2) years of verifiable clerical and bookkeeping experience including interacting with the public, preparing and maintaining a variety of records and/or documents, filing, use of office equipment, public contact and processing of incoming and outgoing mail.

Have or be able to obtain Municipal Clerk certification from the Municipal Association

Preferred Education & Experience:

Associates or Bachelor's Degree in Business Management, Public Administration or related field

One (1) to three (3) years of experience of municipal clerk experience

Bi-Lingual

Necessary Knowledge, Skills and Abilities:

Proficient knowledge in Microsoft Office Suite, particularly Word, Outlook and Excel; Adobe, Canva; similar programs.

Knowledge of business English, spelling, arithmetic, and vocabulary.

Knowledge of governmental organization and public administration principles and practices.

Knowledge of principles and practices of conflict resolution, while being professional and courteous.

Excellent verbal and written communication skills.

Excellent organizational skills with attention to detail; and time management skills with a proven ability to meet deadlines.

Ability to exercise judgment regarding confidential information.

Ability to maintain positive, customer-focused relationships with co-workers, supervisors, agencies,

the general public and all other internal and external customers.

Work is performed onsite; must be present at work to perform the essential functions of this job.

SPECIAL REQUIREMENTS

Possession of a valid South Carolina Driver's License.

Must be bondable.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, calculator, telephone and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

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The work consists of administrative, field work and logistics coordination in an executive office environment. Routine interruptions contribute to the complexity of the work. The noise level in the work environment is usually moderately quiet.

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It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

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FY26-27 Budget Timeline

December 15, 2025: Capital Improvement and Capital Maintenance (CIP/CMP)

Packets Distributed to Department Heads

January 15, 2026: Department Budget Request Packets Distributed to Department Heads

January 30, 2026: CIP/CMP Requests Due

February 13, 2026: Department Requests Due with Narratives and Personnel Requests

February 16 – March 27: Finance Committee Review of Requests

March 2 – April 3: Revenue Projections and full proposed budget

April 13 - 30: Full Council Review of Proposed Budget (workshops)

April 21 or May 19: 1st Reading of Budget

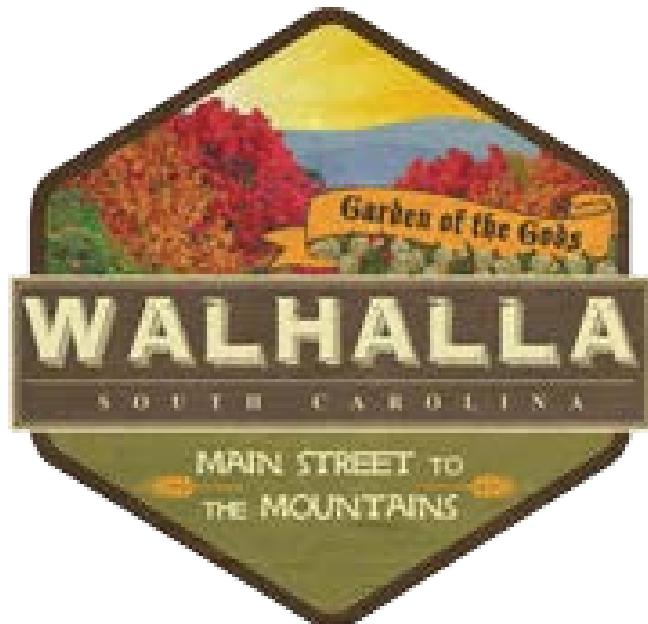
May 19 – June 16: 2nd Reading of Budget with Public Hearing

Methods

There is no right or wrong method. Suggestions include:

- Review CIP/CMP first and prioritize. This ensures priorities are included in the budget first, instead of “finding” the funds at the end.
- Finance committee meeting/Council workshop with each department head to review requests – both CIP/CMP and department operating expenses.
- Use a variation of zero-based budgeting versus incremental increases to previous budgets.

City of Walhalla



Capital Improvement Plan (CIP)

&

**Capital Maintenance Plan
(CMP) Fiscal Years 2027-2031**

Introduction

The Capital Improvement Plan (CIP) serves as a guide for the future of the City's growth and development, by planning for the procurement of new capital assets and their maintenance. It is an important planning and management tool, as it helps evaluate how large capital costs impact the City's operating budget and financial standing. The 2027-2031 CIP prioritizes the City's plan to invest in the construction and repair of the City's facilities, equipment, roads, water lines, sewer, parks and more. The plan provides a strategic approach to use the City's resources in the most efficient manner to meet its infrastructure and facility needs.

The Capital Maintenance Plan (CMP), part of the overall CIP, specifically addresses the importance of capital maintenance and replacement of current assets so these needs can be addressed in a timely and coordinated manner.

Instructions/How to Use

In order to better utilize the Capital Improvement Plan, changes have been made to both the process and information requested. Thank you for your patience.

Call for Requests: Call for requests will begin by the end of December and conclude by January 30, 2026. It is imperative to receive requests by this deadline to ensure adequate time for analysis. This allows Council time to review current and future requests prior to the budgeting process.

Administration staff is always available to **assist** in completing these forms. Please contact Celia with any questions you may have as we work through this process together.

Making Requests: When submitting a request, please fill out one form per project and complete all fillable sections. More detail grants better understanding of the project's importance.

Requests are now being divided into two types: Capital Improvement Projects and Capital Maintenance Projects.

Capital Improvement Projects (CIP): Requests of \$10,000 or more that add to the City's capital assets are considered Capital Improvement Projects (CIPs). Examples include: newly constructed sidewalk or water line, road realignment, new park, an increase (not replacement) in fleet vehicles, new management software systems and a new City building.

The request form for CIPs is more in depth, as it requests the City to accept additional responsibility. All fillable entries should be completed; **those in red are required**.

Project description and justifications should be complete.

The person indicated as project manager may be called upon to defend the request during committee meetings.

Please use **Attachment A** to determine the Policy Recommendation and Implementation Strategy related to the request.

Please use **Attachment B** to determine the Department's Score for the request.

Leave the Group Score blank. This will be completed by Administration.

Leave the Priority section blank. This will be completed by City Council.

If funding is known (General Fund, Appropriation, Special Revenue Fund, Grant, etc.), please indicate in the spreadsheet. If funding is not known, please note Funding Unknown.

Please use the Additional Notes/Other Considerations section to include additional information of the project that may be needed to make an informed decision on funding. This may include additional requirements that must be met (special permitting) or may include options that the City wishes to consider (upgrade planned restroom from standard single-use to fully accessible/inclusive). Be sure to also include opportunity costs - if deferred, the increase in costs would be greater than inflation.

Capital Maintenance Projects (CMP): Requests totaling \$10,000 or more that maintain or replace the City's current capital assets are considered Capital Maintenance Projects (CMPS). Examples include: computer inventory, fleet rotation, paving, playground equipment maintenance or replacement, ADA modifications, HVAC replacement and roof replacement.

The request form for CMPS is more general. Project description should be completed; detailed information is not necessary, but may be provided.

Example 1: Playground Maintenance Description – funds allocated to playground maintenance will be targeted at existing playgrounds owned and maintained by the City. The PRT Director will be responsible for annual identification of parks/equipment in need of repair or replacement.

Example 2: Pavement Preservation Description – funds allocated will be targeted to existing roads owned and maintained by the City. Through an annual evaluation and ranking of roadways, various treatments (resurfacing, micro-surfacing and rejuvenator) may be used. Proposed locations include Main Street (resurfacing), First Street (sealing) and Oak Drive (sealing).

As with the CIP requests, if funding is known (General Fund, Grant, ATAX, C-Funds), please indicate in the spreadsheet. If funding is not known, please note Funding Unknown.

Please use the Additional Notes/Other Considerations section to include additional information of the project that may be needed to make an informed decision on funding. For instance, Example 2 may include information from SCDOT regarding further improvements to First Street that justify repaving as opposed to sealing.

City of Walhalla, South Carolina
FY 2027-2031 Capital Improvement Plan

Department:		Director:	
Project Title:		Project Status:	
Start Date:		Finish Date:	
Policy Recommendation & Implementation Strategy:			

Project Manager: _____

Group Score: _____ **Priority:** _____

Consistent with City-Adopted Goals and Plans:		Public Health and Safety:	
Extent of Benefit:		Mandates or Other Legal Requirements:	
Supports Economic Development/Tourism:		Standard of Service:	
Relationship with Other Projects:		Department Score:	

Project Description:

Project Justification:

Cost Estimates:

Additional Comments/Special Considerations:

Funding Sources	Previous Funding	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	Sum
Total							

City of Walhalla, South Carolina
FY 2027-2031 Capital Maintenance Plan

Department:		Director:	
Project Manager:			

Project Description:

Cost Estimates:

Additional Comments/Special Considerations:

Funding Sources	Previous Funding	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	Sum
Total							

Attachment A: Policy Recommendations and Implementation Strategies

<p>Recommendation 1: Undertake a comprehensive economic development policy for the City of Walhalla</p>
<p>Implementation Strategy 1.1: Employ innovative financial and socioeconomic programs at the local level</p>
<p>Implementation Strategy 1.2: Strengthen ties with local partners for leveraging opportunities in the new economy</p>
<p>Recommendation 2: Expand cultural and recreational opportunities, quality of life and public safety efforts</p>
<p>Implementation Strategy 2.1: Address Parks & Recreation systems' needs, facilities, historic preservation</p>
<p>Implementation Strategy 2.2: Address public health, safety and facilities' needs, including police, emergency medical and fire services, water and sewer, sanitation and recycling</p>
<p>Implementation Strategy 2.3: Address quality of life issues of various demographic groups, including aging population, young professionals, veterans, residents living in concentrated poverty and those with disabilities</p>
<p>Recommendation 3: Enhance environmental quality and capitalize on green infrastructure and emerging energy opportunities</p>
<p>Implementation Strategy 3.1: Undertake additional natural resource protection and enhancement efforts</p>
<p>Implementation Strategy 3.2: Maintain and enhance tree canopy and green spaces</p>
<p>Recommendation 4: Enhance and diversify the transportation system, with a focus on connectivity</p>
<p>Implementation Strategy 4.1: Continue improvements to the current transportation system and prepare for emerging demands</p>
<p>Implementation Strategy 4.2: Link transportation modes with housing, economic development and land use strategies</p>
<p>Implementation Strategy 4.3: Enhance road capacity by implementing access management and connectivity measures.</p>

Recommendation 5: Encourage a variety of housing types and densities where possible

Implementation Strategy 5.1: Promote infill development

Implementation Strategy 5.2: Offer market-based incentives for developing traditional neighborhoods

Implementation Strategy 5.3: Identify barriers to housing in development regulations and adjust as appropriate

Implementation Strategy 5.4: Identify and address dilapidated housing

Recommendation 6: Initiate further growth planning activities in prioritized areas

Implementation Strategy 6.1: Utilize growth management techniques in high-growth areas

Implementation Strategy 6.2: Initiate development planning for low-growth areas

Implementation Strategy 6.3: Prioritize key areas for further focused studies

Attachment B: Priority Based Criteria Groupings and Definitions

Scores	1	2	3
Consistent with City-adopted goals and plans*	Project is not included in the City's long-term guiding documents	Project has a long-term (3+ years) implementation in the City's guiding documents	Project has a short-term (0-2 years) implementation in the City's guiding documents
Extent of benefit	Projects would benefit less than 25% of citizens	Project would benefit more than 25%, but less than 50% of citizens	Project would benefit more than 50% of citizens
Supports economic development and/or tourism	Project would have no impact on economic development and/or tourism	Project would have a positive, indirect impact on economic development and/or tourism	Project would have a positive, direct impact on economic development and/or tourism
Relationship with other projects	Project is not related to other projects already underway in the CIP	Project is linked to other projects in the CIP already underway, but not essential to their completion	Project is essential to the success of other projects identified in the CIP already underway
Public health and safety	Project would have no impact on existing public health and/or safety	Project would improve public health and/or safety, but is not urgent; continual need or hazard	Project addresses an immediate, continual safety hazard or public health and/or safety need
Mandates or other legal requirements	Project is not mandated or otherwise required by court order, judgement, or interlocal agreements	Project would address anticipated mandates, other legal requirements, or interlocal agreements	Project required by federal, state, or local mandates, grants, court orders, and judgements; required as part of interlocal agreement
Standard of Service	Project is not related to existing standards of service	Existing standard of service is acceptable and project will maintain this standard	Existing standard of service has deficiencies and project will improve the standard