



**2016 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN (CPIP): NARRATIVE SUMMARY OF THE FIVE-YEAR PLAN**

AGENCY NUMBER: P16 NAME: South Carolina Department of Agriculture

**1. What is the condition and adequacy of your existing facilities? Demand trends? What is the total amount of your agency's maintenance needs?**

Agency owned facilities (not leased from Budget & Control Board) primarily include 2 laboratory properties and buildings; and farmers market properties and structures in Columbia, Florence, and Greenville. The main laboratory, housing 6 laboratories, is approximately 6 years old. The other facility, housing the Metrology Laboratory, has been approved for replacement, the architectural and engineering plans / drawings are being reviewed by the Office of State Engineer, and the construction contract should be out for bid within a month. The Columbia State Farmers Market has newer, adequate facilities. Both the Pee Dee State and Greenville State Farmers Markets are older and in need of maintenance and upgrades. Over 3 years, SCDA requested \$300,000 in appropriated dollars for deferred maintenance, but this request has gone unfunded.

**2. What is your approach to maintaining existing facilities in acceptable condition? How are maintenance needs addressed? If your agency has an account dedicated to maintenance needs, what is the name of that account and what is its uncommitted balance?**

Maintenance schedules are being implemented and utilized more for Property, Equipment and Vehicles. The agency is limited by the code of laws on the amount and type of revenue generated by user fees. However, routine maintenance is funded proportionately by appropriated funds and revenue generated through fees for service. Program staff identify, prioritize, and elevate maintenance needs to agency leadership in preparation for each budget year. Routine maintenance is often carried out through annual allocations to facilities through associated program areas. More serious, less frequent repairs and maintenance often warrant a non-recurring budget request. In terms of vehicle maintenance costs, the agency would like to convert more agency-owned vehicles to lease vehicles through State Fleet Management. However, SFM has stated they do not have the resources / vehicles to meet this request, and the agency has been updating the fleet by purchasing vehicles.

**3. What are your facility replacement and addition needs?**

Currently, the Greenville State Farmers Market needs to be replaced. SCDA has been working to determine the best solution for supporting both retail and wholesale operations in the Upstate, without a state appropriation. The General Assembly has declined to fund a feasibility study to help identify these solutions. Meanwhile, SCDA must provide a safe, attractive environment for producers and consumers. SCDA is evaluating an opportunity to use some "other" revenue funds to renovate the existing site.

As SCDA and other partners work toward creating more marketing channels in SC (perhaps through an additional food hub), the Pee Dee State Farmers Market is situated to play a large role in this initiative. First, some large maintenance and security issues need to be addressed to create a desirable retail and wholesale environment for consumers. The agency has made some progress towards improving property security.

**4. What is the theme of your five-year CPIP? How does it address these questions?**

SCDA leadership makes every attempt to listen to constituents, tenants, and customers, as to what services are most beneficial and the related service channels that best meet those needs. The agency is adapting to changing consumer preferences and styles. One example is the public's increased interest in food, their food source, and their shopping habits and preferences. Consumers want to buy local food, and local farmers want to produce it. It is crucial to the State's economy to keep as much of the food marketing channel and the value added throughout it, here in South Carolina. This CPIP is reflective of the agency's responsiveness to the shifts in retail and wholesale movement of agricultural products, changing food safety regulations, and consumers' desire to know more about their food source.

**2016 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN (CPIP): FINANCIAL SUMMARY OF THE FIVE-YEAR PLAN**

AGENCY NUMBER:           P16                NAME:           South Carolina Department of Agriculture          

(1)	(2) Plan Year 1 2016-17	(3) Plan Year 2 2017-18	(4) Plan Year 3 2018-19	(5) Plan Year 4 2019-20	(6) Plan Year 5 2020-21	(7) Grand Total Years 1-5
<b>1. NUMBER OF PROPOSED PROJECTS</b> (from Forms C2)	0.00	2.00	1.00	0.00	0.00	3
<b>2. ESTIMATED COSTS AND PROPOSED FUND SOURCES</b>	0.00	500,000.00	100,000.00	0.00	0.00	
0 Capital Improvement Bonds						
1 Departmental CIB						
2 Institution (Tuition) Bonds						
3 Revenue Bonds						
4 Excess Debt Service						
5 Capital Reserve Fund						
6 Appropriated State						
7 Federal						
8 Athletic						
9 Other		500,000.00	100,000.00			600,000.00
<b>TOTAL</b>		500,000.00	100,000.00			600,000.00

**2016 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN (CPIP)**

AGENCY NUMBER:     P16     NAME:     South Carolina Department of Agriculture    

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PROJECT PROPOSED FOR PLAN YEAR (Check One):

1: 2016-17 <u>  X  </u>	2: 2017-18 <u>    </u>	3: 2018-19 <u>    </u>	4: 2019-20 <u>    </u>	5: 2020-21 <u>    </u>
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PRIORITY NUMBER	PROJECT NAME	ESTIMATED COST	PROPOSED SOURCE(S) OF FUNDS
1	No proposed projects		
2			
3			
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14			
15			
	<b>TOTAL</b>		

## 2016 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN (CPIP)

AGENCY NUMBER:     P16     NAME:     South Carolina Department of Agriculture    

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PROJECT PROPOSED FOR PLAN YEAR (Check One):

1: 2016-17 <input type="checkbox"/>	2: 2017-18 <input checked="" type="checkbox"/>	3: 2018-19 <input type="checkbox"/>	4: 2019-20 <input type="checkbox"/>	5: 2020-21 <input type="checkbox"/>
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PRIORITY NUMBER	PROJECT NAME	ESTIMATED COST	PROPOSED SOURCE(S) OF FUNDS
1	Greenville State Farmers Market (SFM) Renovation	250,000.00	Other
2	Pee Dee State Farmers Market (SFM) Deferred Maintenance	250,000.00	Other
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15			
<b>TOTAL</b>		500,000.00	

**2016 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN (CPIP)**

Agency Number: P16 Name: South Carolina Department of Agriculture

PROJECT PROPOSED FOR PLAN YEAR (Check One):

1: 2016-17 \_\_\_ 2: 2017-18 X

1. Project Name: Greenville SFM Renovation

3. Project Type: Repair / Renovate Existing Facilities / Systems 60 %

2. Project Priority: 1 of 2 in Plan Year

Replace Existing Facilities / Systems 40 %

4. Facility Type: Support Services / Storage / Maintenance 70 %

Roads / Parking / Site Development 30 %

**5. What is the project?**

The Greenville State Farmers Market retail space will be renovated, the office relocated, a new entrance constructed, parking areas enhanced, and the site developed to attract more permanent vendors and customers.

The total projected cost of this project is \$ 250,000.

Attach Form C4 for additional annual operating costs or savings for each proposed new project.

**8. Total estimated project cost:**

1. _____	Land Purchase	Land	_____	Acres
2. _____	Building Purchase	Floor Space:	_____	Gross Square Feet
3. <u>15,000.00</u>	Professional Services Fees	Information Technology	\$ _____	
4. _____	Equipment and/or Materials			
5. <u>50,000.00</u>	Site Development			
6. _____	New Construction	Floor Space:	_____	Gross Square Feet
7. <u>50,000.00</u>	Renovations - Building Interior	Floor Space:	<u>TBD</u>	Gross Square Feet
8. _____	Renovations - Utilities			
9. _____	Roofing _____	Roof Age		
10. <u>50,000.00</u>	Renovations - Building Exterior			
11. <u>85,000.00</u>	Other Permanent Improvements			
12. _____	Landscaping			
13. _____	Builders Risk Insurance			
14. _____	Other Capital Outlay			
15. _____	Labor Costs			
16. _____	Bond Issue Costs			
17. _____	Other			
18. _____	Contingency			
	<u>\$ 250,000.00</u>	<b>TOTAL PROJECT BUDGET</b>		

**6. Why is the project needed?**

Greenville Market facilities are in poor shape. The agency has conducted some market research, which showed an overall positive impression and support of the current market.

**7. What alternatives to this project were considered?**

The General Assembly declined to fund a feasibility study for relocation or renovation. The agency is working with Greenville County to choose the best solution without using state general funds.

**9. Proposed Source of Funds**

0. _____	Capital Improvement Bonds	
1. _____	Departmental CIB	
2. _____	Institution (Tuition) Bonds	
3. _____	Revenue Bonds	
4. _____	Excess Debt Service* (	)
5. _____	Capital Reserve Fund	
6. _____	Appropriated State	
7. _____	Federal	
8. _____	Athletic	
9. <u>250,000.00</u>	Other* ( revenue)	)
	<u>\$ 250,000.00</u>	<b>TOTAL</b>

\* Specify Type

**10. Project Schedule (for 2016-17 only)**

A. Estimated Start Date:	_____
B. Estimated Completion Date:	_____
C. Estimated Total Expenditures	
(1) In 2016-2017 Year	\$ _____
(2) After 2016-2017 Year	\$ _____
(3) Total Project Cost	\$ _____

**2016 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN (CPIP)**

**ADDITIONAL ANNUAL OPERATING COSTS/SAVINGS  
RESULTING FROM PERMANENT IMPROVEMENT PROJECT**

1. AGENCY

Code \_\_\_\_\_ P16 Name South Carolina Department of Agriculture

2. PROJECT

No. \_\_\_\_\_ Name Greenville SFM RENOVATION

PROJECT PROPOSED FOR PLAN YEAR (Check One): 1: 2016-17  2: 2017-18

3. ADDITIONAL ANNUAL OPERATING COSTS/SAVINGS.

(Check whether reporting cost or savings.)

COSTS     SAVINGS     NO CHANGE

4.

TOTAL ADDITIONAL OPERATING COSTS/SAVINGS Projected Financing Sources				
(1)	(2)	(3)	(4)	(5)
Fiscal Year	General Funds	Federal	Other	Total
1) 17-18			\$5,000.00	\$ 5,000.00
2) 18-19			\$5,000.00	\$ 5,000.00
3) 19-20			\$5,000.00	\$ 5,000.00

5. If "Other" sources are reported in Column 4 above, itemize and specify what the other sources are (revenue, fees, etc.).

short / long term lease and user fees

6. Will the additional costs be absorbed into your existing budget? If no, how will additional funds be provided?  YES  NO

7. Itemize below the cost factors that contribute to the total costs or savings reported in Column 5 for the first fiscal year.

<u>COST FACTORS</u>	<u>AMOUNT</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
TOTAL	_____

8. If personal services costs or savings are reported in 7 above, please indicate the number of additional positions required or positions saved. \_\_\_\_\_

9. Submitted By:

Aaron Wood, Assistant Commissioner for Agency Operations      March 2, 2016

Signature of Authorized Official and Title      Date

**2016 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN (CPIP)**

Agency Number: P16 Name: South Carolina Department of Agriculture

PROJECT PROPOSED FOR PLAN YEAR (Check One):

1: 2016-17 \_\_\_ 2: 2017-18 X

1. Project Name: Pee Dee SFM Deferred Maintenance

3. Project Type: Repair / Renovate Existing Facilities / Systems 60 %

2. Project Priority: 2 of 2 in Plan Year

Site Development 40 %

4. Facility Type: Support Services / Storage / Maintenance 60 %

Roads / Parking / Site Development 40 %

**5. What is the project?**

The Maintenance required at Pee Dee SFM includes painting several buildings, interior restroom renovation, interior and exterior restaurant renovation, interior and exterior renovation of tennant retail space, some work on the wholesale space, and repaving parking and common paved areas.

One major tenant, Harvest Hope Food Bank, supports many people in need throughout the Pee Dee. SCDA has a good working relationship with Harvest Hope and wants to fix potential food safety and hazardous conditions in the building they rent. The wholesale building needs painting, and the refrigeration for cold storage needs replacing to give producers in the area more distribution options for their products. Some maintenance equipment is worn out and needs to be replaced to keep up with market operations.

The total projected cost of this project is \$ 250,000.

Attach Form C4 for additional annual operating costs or savings for each proposed new project.

**8. Total estimated project cost:**

1. _____	Land Purchase	Land	_____	Acres
2. _____	Building Purchase	Floor Space:	_____	Gross Square Feet
3. _____	Professional Services Fees			
4. _____	Equipment and/or Materials	Information Technology	\$ _____	
5. <u>100,000.00</u>	Site Development			
6. _____	New Construction	Floor Space:	_____	Gross Square Feet
7. <u>110,000.00</u>	Renovations - Building Interior	Floor Space:	_____	Gross Square Feet
8. _____	Renovations - Utilities			
9. _____	Roofing _____	Roof Age		
10. <u>40,000.00</u>	Renovations - Building Exterior			
11. _____	Other Permanent Improvements			
12. _____	Landscaping			
13. _____	Builders Risk Insurance			
14. _____	Other Capital Outlay			
15. _____	Labor Costs			
16. _____	Bond Issue Costs			
17. _____	Other			
18. _____	Contingency			
	<u>\$ 250,000.00</u>	<b>TOTAL PROJECT BUDGET</b>		

**6. Why is the project needed?**

Pee Dee SFM is very popular and is what people envision and want in a farmers market. SCDA has been chipping away at the maintenance squawks as funds allow. Several big items, like the cooler and re-paving, are needed for both safety and to grow our lease income potential.

**7. What alternatives to this project were considered?**

Money has not been appropriated for maintenance. So, SCDA is positioning to use money generated from a property sale to pay for these projects. At some point, something has to be done or the market is unsafe and/or undesirable.

**9. Proposed Source of Funds**

0. _____	Capital Improvement Bonds	
1. _____	Departmental CIB	
2. _____	Institution (Tuition) Bonds	
3. _____	Revenue Bonds	
4. _____	Excess Debt Service* (	)
5. _____	Capital Reserve Fund	
6. _____	Appropriated State	
7. _____	Federal	
8. _____	Athletic	
9. <u>250,000.00</u>	Other* (	)
	<u>\$ 250,000.00</u>	<b>TOTAL</b>

\* Specify Type

**10. Project Schedule (for 2016-17 only)**

A. Estimated Start Date:	_____
B. Estimated Completion Date:	_____
C. Estimated Total Expenditures	
(1) In 2016-2017 Year	\$ _____
(2) After 2016-2017 Year	\$ _____
(3) Total Project Cost	\$ _____



**2016 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN (CPIP)**

**ADDITIONAL ANNUAL OPERATING COSTS/SAVINGS  
RESULTING FROM PERMANENT IMPROVEMENT PROJECT**

1. AGENCY

Code P16 Name South Carolina Department of Agriculture

2. PROJECT

No. Name Pee Dee SFM Deferred Maintenance

PROJECT PROPOSED FOR PLAN YEAR (Check One): 1: 2016-17  2: 2017-18

3. ADDITIONAL ANNUAL OPERATING COSTS/SAVINGS.

(Check whether reporting cost or savings.)

COSTS  SAVINGS  NO CHANGE

4.

TOTAL ADDITIONAL OPERATING COSTS/SAVINGS Projected Financing Sources				
(1)	(2)	(3)	(4)	(5)
Fiscal Year	General Funds	Federal	Other	Total
1) 17-18			\$10,000.00	\$ 10,000.00
2) 18-19			\$10,000.00	\$ 10,000.00
3) 19-20			\$10,000.00	\$ 10,000.00

5. If "Other" sources are reported in Column 4 above, itemize and specify what the other sources are (revenue, fees, etc.).

short / long term lease and user fees

6. Will the additional costs be absorbed into your existing budget? If no, how will additional funds be provided?  YES  NO

7. Itemize below the cost factors that contribute to the total costs or savings reported in Column 5 for the first fiscal year.

<u>COST FACTORS</u>	<u>AMOUNT</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
TOTAL	_____

8. If personal services costs or savings are reported in 7 above, please indicate the number of additional positions required or positions saved. \_\_\_\_\_

9. Submitted By:

Aaron Wood, Assistant Commissioner for Agency Operations March 2, 2016

Signature of Authorized Official and Title

Date

**2016 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN (CPIP)**

AGENCY NUMBER:     P16     NAME:     South Carolina Department of Agriculture    

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PROJECT PROPOSED FOR PLAN YEAR (Check One):

1: 2016-17 <input type="checkbox"/>	2: 2017-18 <input type="checkbox"/>	3: 2018-19 <input checked="" type="checkbox"/>	4: 2019-20 <input type="checkbox"/>	5: 2020-21 <input type="checkbox"/>
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PRIORITY NUMBER	PROJECT NAME	ESTIMATED COST	PROPOSED SOURCE(S) OF FUNDS
1	Interstate 26 sign	100,000.00	Other
2			
3			
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5			
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12			
13			
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15			
<b>TOTAL</b>		100,000.00	

**2016 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN (CPIP)**

AGENCY NUMBER:     P16     NAME:     South Carolina Department of Agriculture    

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PROJECT PROPOSED FOR PLAN YEAR (Check One):

1: 2016-17 <input type="checkbox"/>	2: 2017-18 <input type="checkbox"/>	3: 2018-19 <input type="checkbox"/>	4: 2019-20 <input checked="" type="checkbox"/>	5: 2020-21 <input type="checkbox"/>
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PRIORITY NUMBER	PROJECT NAME	ESTIMATED COST	PROPOSED SOURCE(S) OF FUNDS
1	No proposed projects		
2			
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15			
<b>TOTAL</b>			

**2016 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN (CPIP)**

AGENCY NUMBER:     P16     NAME:     South Carolina Department of Agriculture    

PROJECT PROPOSED FOR PLAN YEAR (Check One):

1: 2016-17 <input type="checkbox"/>	2: 2017-18 <input type="checkbox"/>	3: 2018-19 <input type="checkbox"/>	4: 2019-20 <input type="checkbox"/>	5: 2020-21 <input checked="" type="checkbox"/>
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PRIORITY NUMBER	PROJECT NAME	ESTIMATED COST	PROPOSED SOURCE(S) OF FUNDS
1	No proposed projects		
2			
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11			
12			
13			
14			
15			
	<b>TOTAL</b>		