

2015 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN (CPIP): COVER SHEET



MAR 16 2015

Budget & Control Board
OFFICE OF STATE SERVICES

AGENCY NUMBER: P16 NAME: South Carolina Department of Agriculture

1. CPIP SUBMISSION AUTHORIZATION ON AVAILABILITY OF FUNDS

This submission presents this agency's Comprehensive Permanent Improvement Plan (CPIP) for fiscal years 2015-16, 2016-17, and for the following three fiscal years (2017-18, 2018-19, 2019-20). The plan includes all permanent improvements (as defined in the Budget and Control Board's Part I Manual and in Code Section 2-47-50) which are projected and proposed for those years by this agency as of the date this document is signed.

The submission of this Comprehensive Plan is authorized by the undersigned who certifies that the information presented is true and correct.

Signature [Redacted]
Typed Name Aaron Wood
Title Assistant Commissioner, Agency Operations
Date March 13, 2015

2. CERTIFICATION THAT ALL FUNDS AVAILABLE HAVE BEEN APPLIED IN PLAN

We certify that all funds available to this agency from its own sources or capabilities for financing permanent improvements have been applied to projects proposed in this Plan. For 2015-16, we certify that the funds projected for expenditure are, or with reasonable certainty will be, available to this agency.

Agency Head
Signature [Redacted]
Hugh Weathers, Commissioner
Typed Name and Title

Chief Financial Officer
Signature [Redacted]
Carla Lindler, Director of Administration
Typed Name and Title

3. AGENCY CONTACT PERSON(S) ON THIS CPIP ARE:

Name: Aaron Wood Phone: 803-734-2182
Name: Carla Lindler Phone: 803-734-2195

2014 CPIP: TABLE OF CONTENTS

This Comprehensive Plan includes the following documents arranged in the order indicated.

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2. B&CB Form C1, Financial Summary of Plan 2
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4. B&CB Forms C3 & C4, Projects Proposed for 2015-16
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PART II Supporting Documentation:

- 10. _____
- 11. _____
- 12. _____
- 13. _____

SUBMIT ORIGINAL (UNBOUND) TO:

CAPITAL BUDGETING UNIT
EXECUTIVE BUDGET OFFICE
1205 PENDLETON STREET, SUITE 529
COLUMBIA, SOUTH CAROLINA 29201

2015 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN (CPIP): NARRATIVE SUMMARY OF THE FIVE-YEAR PLAN

South Carolina Department of Agriculture

AGENCY NUMBER: P16 NAME:

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<p>1. What is the condition and adequacy of your existing facilities? Demand trends? What is the total amount of your agency's maintenance needs?</p> <p>Our 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 and the agency is currently working through the design phase with the Office of State Engineer. 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.</p>	<p>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, is the name of that account and what is its uncommitted balance?</p> <p>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 is being forced to purchase more replacement vehicles.</p>
<p>3. What are your facility replacement and addition needs?</p> <p>Currently, the Greenville State Farmers Market needs to be replaced. SCDA must determine the best solution for supporting both retail and wholesale operations in the Upstate. SCDA has asked the General Assembly to fund a feasibility study to help identify these solutions. Meanwhile, SCDA must provide a safe, attractive environment for producers and consumers.</p> <p>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 basic maintenance and security issues need to be addressed to create a desirable retail and wholesale environment for consumers.</p>	<p>4. What is the theme of your five-year CPIP? How does it address these questions?</p> <p>SCDA leadership makes every attempt to listen to constituents, tenants, 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.</p>

2015 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN (CPIP): FINANCIAL SUMMARY OF THE FIVE-YEAR PLAN

AGENCY NUMBER: P16 NAME: South Carolina Department of Agriculture

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(1)	(2) Plan Year 1 2015-16	(3) Plan Year 2 2016-17	(4) Plan Year 3 2017-18	(5) Plan Year 4 2018-19	(6) Plan Year 5 2019-20	(7) Grand Total Years 1-5
1. NUMBER OF PROPOSED PROJECTS (from Forms C2)	0.00	1.00	0.00	1.00	0.00	2
2. ESTIMATED COSTS AND PROPOSED FUND SOURCES	0.00	300,000.00		5,000,000.00	0.00	5,300,000
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		300,000.00				300,000.00
7 Federal						
8 Athletic						
9 Other				5,000,000.00		5,000,000.00
TOTAL		300,000.00		5,000,000.00		5,300,000.00

2015 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN (CPIP)

AGENCY NUMBER: P16 NAME: South Carolina Department of Agriculture

PROJECT PROPOSED FOR PLAN YEAR (Check One):

1: 2015-16 <u> X </u>	2: 2016-17 <u> </u>	3: 2017-18 <u> </u>	4: 2018-19 <u> </u>	5: 2019-20 <u> </u>
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PRIORITY NUMBER	PROJECT NAME	ESTIMATED COST	PROPOSED SOURCE(S) OF FUNDS
1	No proposed projects		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
	TOTAL		

2015 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: 2015-16 <input type="checkbox"/>	2: 2016-17 <input checked="" type="checkbox"/>	3: 2017-18 <input type="checkbox"/>	4: 2018-19 <input type="checkbox"/>	5: 2019-20 <input type="checkbox"/>
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PRIORITY NUMBER	PROJECT NAME	ESTIMATED COST	PROPOSED SOURCE(S) OF FUNDS
1	Deferred Maintenance - Pee Dee and Greenville State Farmers Markets	300,000.00	State Appropriated
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
TOTAL		300,000.00	

2015 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN (CPIP)

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PROJECT PROPOSED FOR PLAN YEAR (Check One):

1: 2015-16 <input type="checkbox"/>	2: 2016-17 <input type="checkbox"/>	3: 2017-18 <input checked="" type="checkbox"/>	4: 2018-19 <input type="checkbox"/>	5: 2019-20 <input type="checkbox"/>
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PRIORITY NUMBER	PROJECT NAME	ESTIMATED COST	PROPOSED SOURCE(S) OF FUNDS
1	No proposed projects		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
TOTAL			

2015 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN (CPIP)

AGENCY NUMBER: P16 NAME: South Carolina Department of Agriculture

PROJECT PROPOSED FOR PLAN YEAR (Check One):

1: 2015-16 <input type="checkbox"/>	2: 2016-17 <input type="checkbox"/>	3: 2017-18 <input type="checkbox"/>	4: 2018-19 <input checked="" type="checkbox"/>	5: 2019-20 <input type="checkbox"/>
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PRIORITY NUMBER	PROJECT NAME	ESTIMATED COST	PROPOSED SOURCE(S) OF FUNDS
1	Greenville State Farmers Market Relocation	5,000,000.00	Other
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
	TOTAL	5,000,000.00	

2015 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: 2015-16 <input type="checkbox"/>	2: 2016-17 <input type="checkbox"/>	3: 2017-18 <input type="checkbox"/>	4: 2018-19 <input type="checkbox"/>	5: 2019-20 <input checked="" type="checkbox"/>
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PRIORITY NUMBER	PROJECT NAME	ESTIMATED COST	PROPOSED SOURCE(S) OF FUNDS
1	No proposed projects		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
	TOTAL		

2015 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN (CPIP)

Agency Number: P16 Name: South Carolina Department of Agriculture

PROJECT PROPOSED FOR PLAN YEAR (Check One): 1: 2015-16 ___ 2: 2016-17 ___

1. Project Name: Deferred Maintenance - Pee Dee and Greenville State Farmers Markets

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

2. Project Priority: 1 of 1 in Plan Year

Equipment 40

4. Facility Type: Roads / Parking / Site Development 10

Support Services / Storage / Maintenance 90

5. What is the project?

This will be fourth year request from SCDA. Needs at Greenville State Farmers Market include re-paving hard surfaces, roof replacement on retail building, and expanding security through video monitoring capabilities at the front gate.

Some of the projects at Pee Dee State Farmers Market in Florence include painting several buildings, roof repair, and renovation of wholesale space. 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 \$ 300,000.

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

8. Total estimated project cost:

1.	Land Purchase	Land	<u> </u> Acres
2.	Building Purchase	Floor Space:	<u> </u> Gross Square Fe
3.	Professional Services Fees		
4.	<u>100,000.00</u> Equipment and/or Materials	Information Technology	\$ <u> </u>
5.	<u>20,000.00</u> Site Development		
6.	New Construction	Floor Space:	<u> </u> Gross Square Fe
7.	<u>30,000.00</u> Renovations - Building Interior	Floor Space:	<u> </u> Gross Square Fe
8.	Renovations - Utilities		
9.	<u>25,000.00</u> Roofing <u> </u> 25 Roof Age		
10.	<u>50,000.00</u> Renovations - Building Exterior		
11.	<u>75,000.00</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>\$ 300,000.00</u> TOTAL PROJECT BUDGET		

6. Why is the project needed?

Both the Greenville and Pee Dee Markets are aging, and SCDA must provide a safe, attractive environment for producers and consumers. Some basic maintenance and security issues need to be addressed to create a desirable retail and wholesale environment for consumers.

7. What alternatives to this project were considered?

The agency examined the lease and use fees charged to vendors. They were evaluated, determined to be fair, and increases would not be a suitable alternative. In the Greenville Market's current location, it is unlikely the agency can recruit new tenants.

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.	<u>300,000.00</u> Appropriated State		\$ <u> </u>
7.	Federal		<u> </u> (2) After 2015-2016 Year
8.	Athletic		\$ <u> </u>
9.	Other* ()		<u> </u> (3) Total Project Cost
	<u>\$ 300,000.00</u> TOTAL		\$ <u> </u>

**10. Project Schedule
(for 2015-16 only)**

A. Estimated Start Date:

B. Estimated Completion Date:

C. Estimated Total Expenditure
(1) In 2015-2016 Year
(2) After 2015-2016 Year
(3) Total Project Cost

* Specify Type

2015 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 Deferred Maintenance - Pee Dee and Greenville State Farmers Markets

PROJECT PROPOSED FOR PLAN YEAR (Check One): 1: 2015-16 2: 2016-17

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) 16-17	\$10,000.00		\$15,000.00	\$ 25,000.00
2) 17-18	\$10,000.00		\$15,000.00	\$ 25,000.00
3) 18-19	\$10,000.00		\$15,000.00	\$ 25,000.00

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

lease and use fees

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

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

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

8. If personal services costs or savings are reported in 7 above, please indicate additional positions required or positions saved. 0

9. Submitted By:
Aaron Wood, Assistant Commissioner for Agency Operations
Signature of Authorized Official and Title